

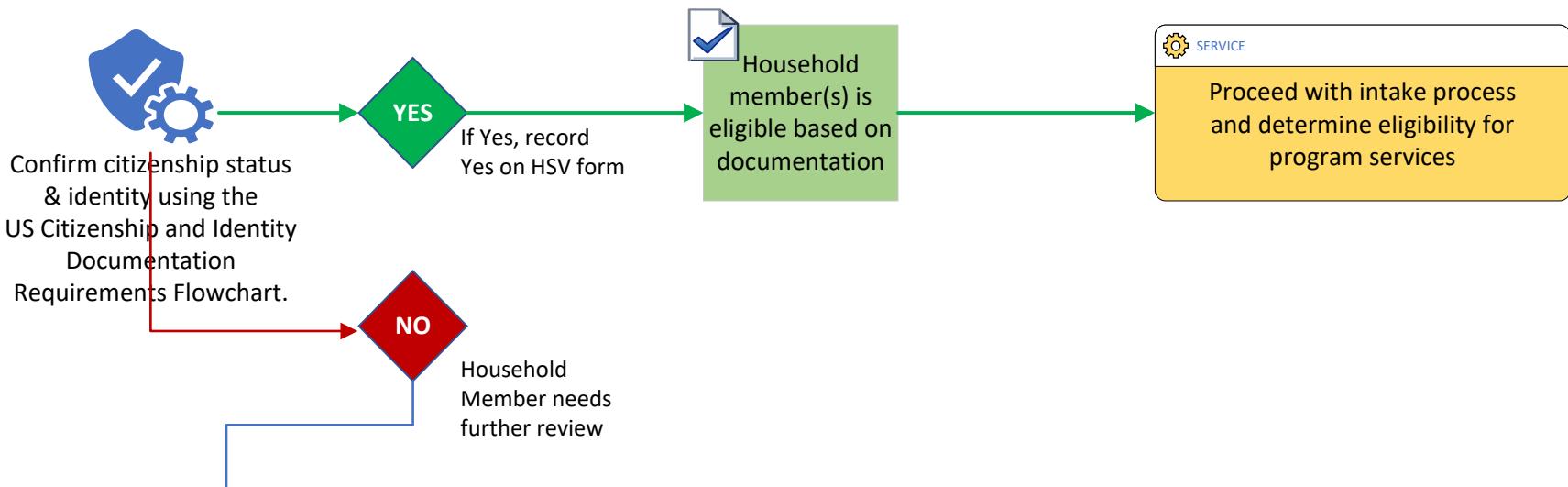
# Flowchart to Household Member Legal Status Verification Process for Subrecipients

Step One:  
Household Status  
Verification (HSV)  
Form

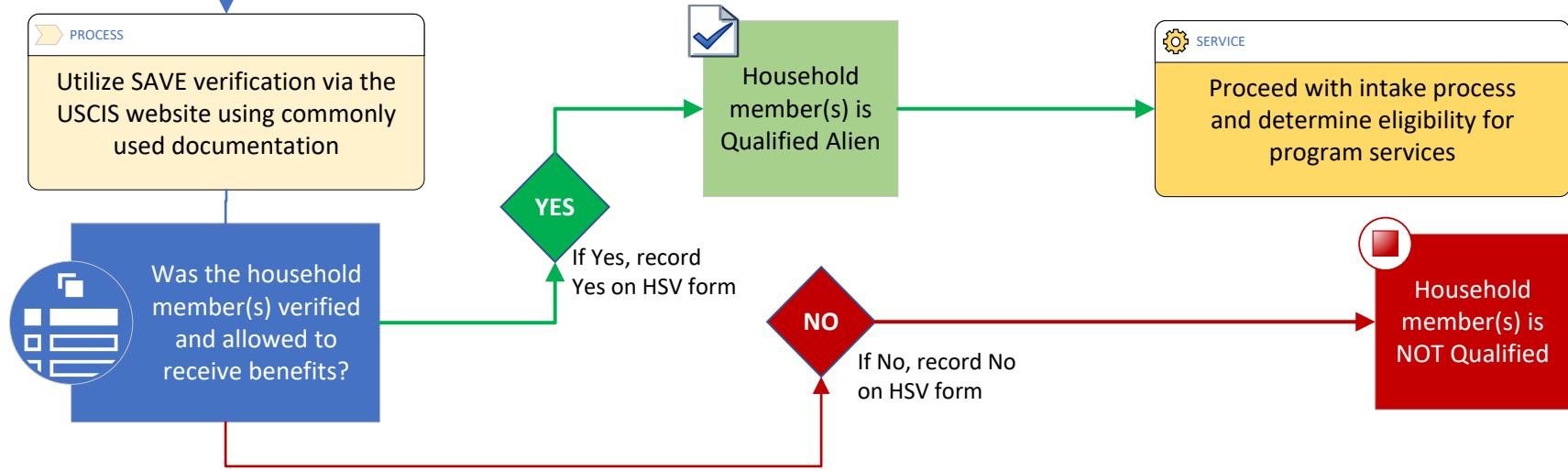


- Customer completes Household Status Verification (HSV) form for all household members and signs/dates form.
- Agency staff records documents to verify citizenship and identity on the HSV form, when they complete the verification steps below they sign and date the form. If no documents are provided, record “No documents provided”.











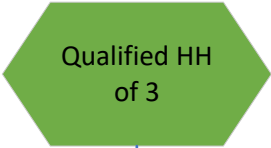
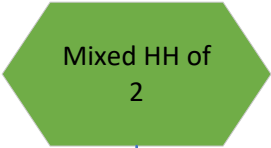
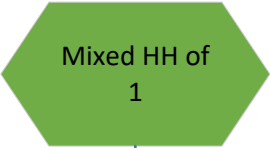
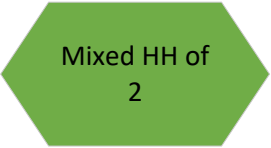

Step Two: Does Household Member Have  
Documentation They Are a US Citizen or US  
National



Step Three: Use SAVE to Determine if  
Household Member is a Qualified Alien



## Step Four – Determine Household Status

HH Size & Characteristics					
	 3 HH members, 3 members 18+	 3 HH members, 2 members 18+	 2 HH members, 1 member 18+	 3 HH members, 1 member 18+	 2 HH members, 1 member 18+
Status Verification Results	 All 3 US Citizens and/or US Nationals and/or qualified aliens	 1 HH adult and child are US Citizen/Nationals; 1 unqualified alien	 1 HH adult is unqualified alien; 1 child is US Citizen	 1 HH adult is unqualified alien; both children are US Citizen/ Nationals	 1 HH adult & 1 child are unqualified aliens
HH Type	 Qualified HH of 3	 Mixed HH of 2	 Mixed HH of 1	 Mixed HH of 2	 Unqualified
HH Determination	<p><b>Process Application regardless of the member's status:</b></p> <p>Proceed with intake process and determine HH income eligibility for program services. Income for all members 18+ (Citizen/qualified/unqualified) are collected and calculated.</p>				<p><b>Denial</b></p> <p>Deny program services. Provide referral information to other potential providers for assistance.</p>



Important to know that not all US Citizens will have all of their documents. Do not assume that the applicant(s) is a US Citizen because the individual(s) is known from the community. All applicants must be verified for proof of identity and proof of Citizenship.

## Definitions

### SAVE:

TAC §6.2 (62) Systematic Alien Verification for Entitlements (SAVE)-- Automated intergovernmental database that allows authorized users to verify the immigration status of applicants.

### Qualified Aliens:

- TAC §6.2 (52) Qualified Alien--A person that is not a U.S. Citizen or a U.S. National and is described at 8 U.S.C. §1641(b) & (c).

### Unqualified Alien:

TAC §6.2 (67) Unqualified Alien--A person that is not a U.S. Citizen, U.S. National, or a Qualified Alien.

### U.S. Nationals:

- A person born in or having ties with an outlying possession of the United States, which refers to American Samoa and Swains Island.
- May include individuals born abroad to two U.S. National parents or those born abroad to one alien parent and one U.S. National parent. In the latter, there is a residency requirement for the parents of the child prior to the birth in order to transmit U.S. nationality.

### U.S. Citizens:

- A person born in one of the following:
  - 50 U.S. States and Washington, D.C.
  - Puerto Rico, Guam, U.S. Virgin Islands and Northern Mariana Islands

### Naturalized U.S. Citizens:

- A person born in another country but has become a U.S. Citizen through the legal process of naturalization.

### Mixed Status Household:

- TAC §6.2 (38) Mixed Status Household--A Household that contains one or more members that are U.S. Citizens, U.S. Nationals, or Qualified Aliens, and one or more members that are Unqualified Aliens.

## Frequency of utilizing SAVE

### Once

- Naturalized citizens

### Annually

- Aliens → Qualified
- Aliens → Unqualified

### Verify documents, do not use

- US Citizens (US-born)
- US Citizens (born abroad)
- US Nationals



Keep completed HSV form on file as long as applicable