

SAVE User Designation Form
Public Organizations

Pursuant to 10 TAC §1.410 Determination of Alien Status for Program Beneficiaries, Contracts administered through the Single Family and Homeless Division are subject to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) which provides that an alien who is not a Qualified Alien is not eligible for any federal or state public benefit.

To ensure compliance with PRWORA and §10 TAC 1.410 (Determination of Alien Status for Program Beneficiaries) Public Organizations are required to conduct the verifications required to ensure that an individual receiving benefits through Contracts administered by the Single Family and Homeless Division is a U.S. Citizen, a U.S. National, or a Qualified Alien. Refer to the attached Information Sheet for a detailed description of the requirement.

Subrecipient Name:

Subrecipient Full Verification

Subrecipient performs the verifications through SAVE; Subrecipient access to SAVE is enabled through the Department's access.

☐ This organization already has a SAVE account which is currently used to run SAVE verifications and therefore do not need TDHCA to register us for another SAVE account.

OR

☐ This organization needs TDHCA to grant us access to SAVE. Please grant the individual below access to a SAVE account as a SAVE Supervisor:

First Name:

Last Name:

Phone #:

Email:

Authorized Signature:

Date:



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711

Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.texas.gov Web:

www.tdhca.texas.gov

