



**PRWORA/SAVE
Implementation for
HOME, HOME-ARP
Rental, and NHTF
Multifamily Properties**

August 5, 2026

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Contact Information

Mailing Address: TDHCA PO Box 13941 Austin, TX 78711-3941	Physical Address: TDHCA 221 East 11 th Street Austin, TX 78701
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Website: <https://www.tdhca.texas.gov>

Division Phone Number: (512) 475-3800
or (800) 525-0657 (toll free in Texas only)



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Announcements

Schedule:

- The webinar and open forum will run from 9:00 am until all information is presented and questions are answered.
- Staff will be present to answer any questions

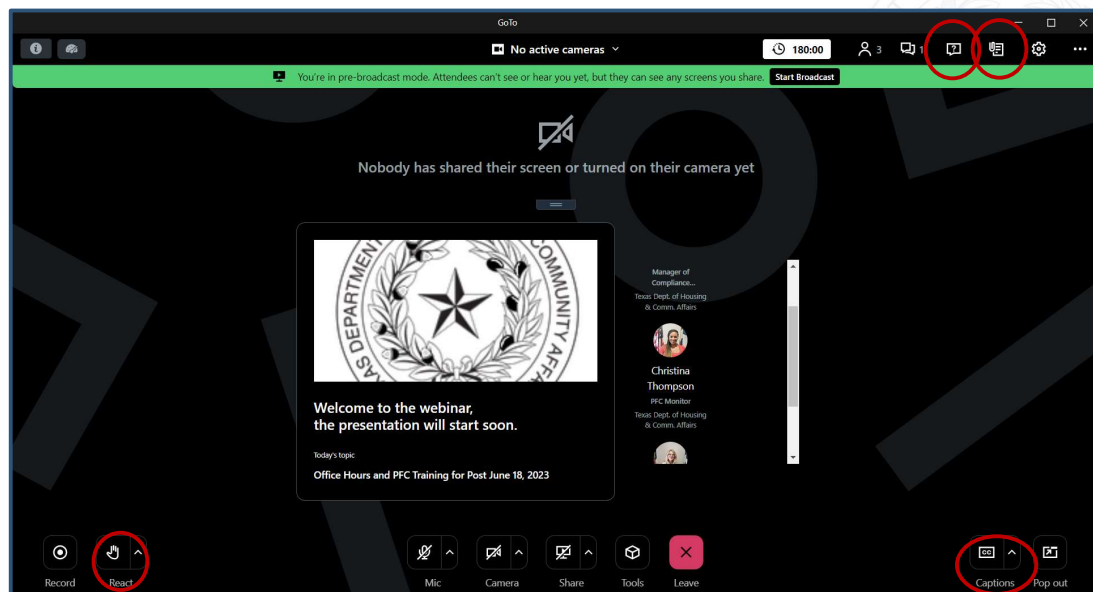
Housekeeping:

- Certificates **will not** be emailed but you will receive an email confirming your attendance, usually within 24-hours in an email from the GoTo Platform, please check your “junk” folders as we cannot reissue these emails
 - If you did not use your emailed link for the training from your registration you will not receive a follow-up email or show as having attended the webinar
- We suggest you silence your phones and put an “out of office” email response to help avoid distractions during the training
- Please pose questions and comments to the “Questions Box”

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GoTo Meeting Platform



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If You or Your Tenants Need Housing Assistance:

If you need housing assistance, such as rental assistance, utility assistance or finding affordable apartments, please contact:

Phone: (800) 525-0657

Email: info@tdhca.texas.gov

Or visit Help For Texans:

<https://www.tdhca.texas.gov/help-for-texans>



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Resources and Links

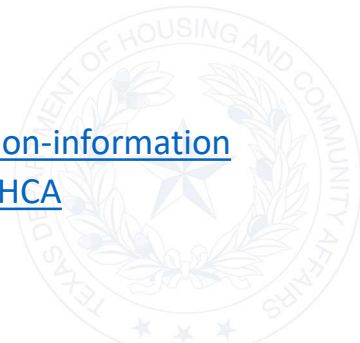
- 10 TAC §10.612: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=06%2F24%2F2026&recordId=228348](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=06%2F24%2F2026&recordId=228348)
- 10 TAC §10.628: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=06%2F24%2F2026&recordId=228349](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=06%2F24%2F2026&recordId=228349)
- 10 TAC §10.802: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=07%2F31%2F2026&recordId=228969](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=07%2F31%2F2026&recordId=228969)
- SAVE: <https://www.uscis.gov/save>
- Guide to Understanding SAVE Verification Responses: <https://www.uscis.gov/sites/default/files/document/guides/SAVE-Guide%20to%20Understanding%20SAVE%20Verification%20Responses.pdf>

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Resources and Links

- Household Status Verification Information:
<https://www.tdhca.texas.gov/household-status-verification-information>
- TDHCA YouTube Channel: <https://www.youtube.com/TDHCA>
- Department Webpage for PRWORA/SAVE:
<https://www.tdhca.texas.gov/prwora-save>
- 8 USC §1641. Definitions:
[https://uscode.house.gov/view.xhtml?req=\(title:8%20section:1641%20edition:prelim\)](https://uscode.house.gov/view.xhtml?req=(title:8%20section:1641%20edition:prelim))
- Department Contacts:
 - Gavin Reid: gavin.reid@tdhca.texas.gov
 - Cara Pollei: cara.pollei@tdhca.texas.gov
 - Nancy Dennis: nancy.dennis@tdhca.texas.gov
 - Contract Amendment – Developments with Active Contracts
 - Kay Fairbanks: kay.fairbanks@tdhca.texas.gov
 - Legal Agreement – Developments without Active Contracts



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Background and General Information



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Why are we talking about this?

- ❖ In 1996, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), aka the Welfare Reform Act, created two categories of immigrants for federal public benefits eligibility purposes: **"qualified"** and **"nonqualified"**. This restricted the eligibility of non-citizens from federal benefit programs but included exceptions for certain types of federal benefit programs.
- ❖ In 2025, HUD clarified that PRWORA applies to HOME, HOME-ARP, and NHTF. This clarification restricts eligibility for certain benefits to "qualified aliens".
- ❖ Under this interpretation, any HOME, HOME-ARP, and/or NHTF financed development must confirm qualified legal status (i.e., US Citizen, US National or Qualified Alien) for all residents that will be signing a lease.
- ❖ 10 TAC §10.612 (Tenant File Requirements) and 10 TAC §10.628 (Verification of Occupant Legal Status for HOME, HOME-ARP Rental, and NHTF Developments) were revised in April 2026 to require HOME, HOME-ARP and/or NHTF financed developments to confirm qualified legal status for those signing a lease.



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Why are we talking about this?

U.S. Citizenship

- In accordance with the 14th amendment to the U.S. Constitution, any person born in and subject to the jurisdiction of the United States is a citizen of the U.S. at birth (includes individuals born in Guam, U.S. Virgin Islands, Washington D.C., Northern Mariana Islands and Puerto Rico).
- U.S. National- A person born in or having ties with an outlying possession of the U.S., 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 to transmit U.S. nationality.
- Naturalized U.S. Citizens- A person born in another country but has become a U.S. Citizen through the legal process of naturalization.



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Alien Status

Qualified Alien per PRWORA

- **Lawfully Admitted for Permanent Residence (LPRs) or Green Card Holder**
- **Asylees**
- **Parolees** – More info required, but allowed to enter under certain humanitarian conditions
- **Deportation (or Removal) Withheld**
- **Conditional Entrants** – type of refugee before 1980
- **Cuban or Haitian Entrants**
- **Battered Non-Citizens** –battered non-citizen spouse or child, non-citizen parent of a battered child or a non-citizen child of a battered parent with a petition pending
- **Refugees**
- **Victims of Trafficking** – treated as Refugees but must meet the Trafficking Victims Protection Act of 2000 definition of a victim
- **Members of federally recognized Indian tribes or American Indians born in Canada**
- **Citizens of the Marshall Islands, Micronesia, and Palau who are living in a US state or territory**
- [8 USC §1641. Definitions](#)

Unqualified Alien

- **Unqualified Alien** – A person that is not a U.S. Citizen, U.S. National, or a Qualified Alien.
- Undocumented Aliens **are not** included in the SAVE database and **are not** eligible for services.



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SAVE



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SAVE Defined

- **Systematic Alien Verification for Entitlements (SAVE):** An online service for staff to verify immigration status for applicants seeking benefits.
- Uses online systems to check information about a benefit applicant's immigration status or naturalized or derived United States Citizenship against records contained in immigration databases.
- Does not determine an applicant's eligibility for benefits; benefit-issuing developments/subrecipients make those determinations.
- Administered by: U.S Citizenship and Immigration Services (USCIS), a component of the Department of Homeland Security (DHS).
- Over 1,200 participating agencies using SAVE to determine qualified legal status in the US.
- SAVE offers online training tools and resources to assist user agencies: <https://www.uscis.gov/save>



Department of Homeland Security (DHS)
U.S. Citizenship and Immigration Services (USCIS)
Immigration Records and Identity Services (IRIS)
Verification Division (VER)

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How will I register for SAVE access?

Access to SAVE governed by TDHCA's MOA with USCIS. MOA allows TDHCA and all subrecipient entities under its purview access to SAVE.

Owner/Property Manager designates a Supervisor, by filling out the Registration Form, to supervise his/her Development(s).

Owner/Property Manager uploads Form into CMTS with attention to Gavin Reid.

Gavin Reid registers Supervisor into SAVE.

SAVE sends Supervisor account setup instructions including a requirement to establish a Login.gov account and take a SAVE Tutorial.

Supervisor, in turn, registers General Users using the same process.

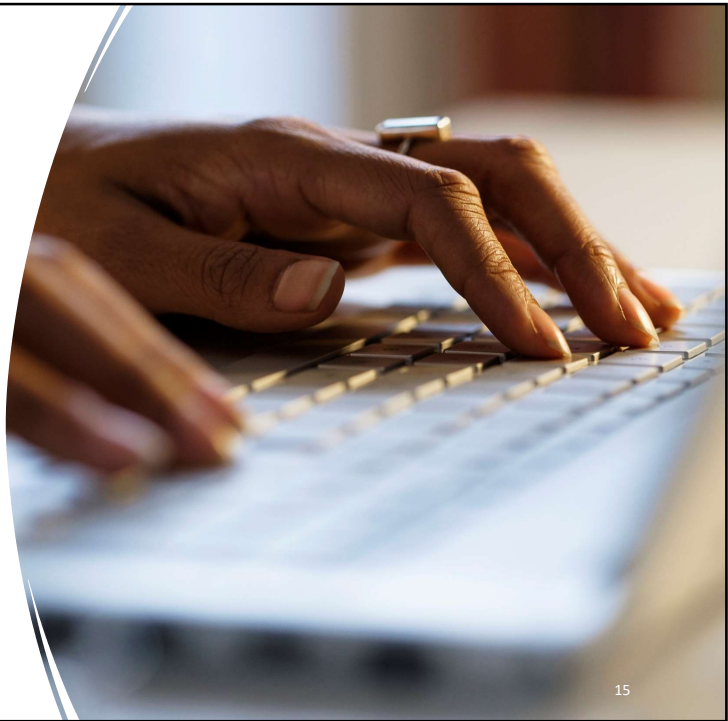
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Three Roles in SAVE:

- **Super User:** Located at TDHCA and is responsible for managing the agency's hierarchy, user roles, and accounts.
- **Supervisor:** Located at the Development or property management level and is responsible for managing the Development's use of SAVE and its General Users. Initiates cases. View, complete and close verification cases. Add/delete Supervisors and General Users.
- **General Users:** Located at the Development or property management level. Initiates cases. View, complete and close verification cases.

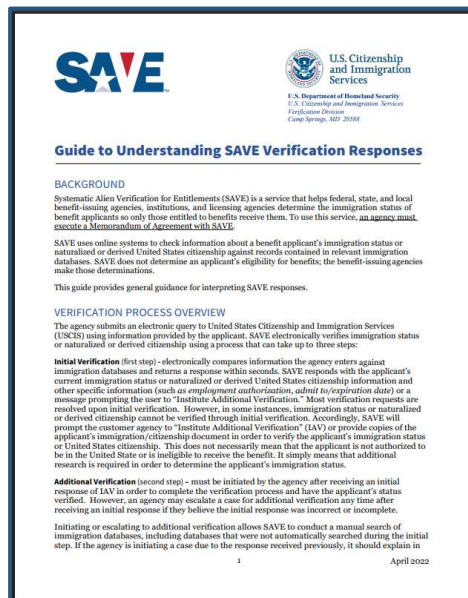
****Recommend one Supervisor and one User to start. If more are needed based on the number of applications, more can be added by Supervisor.**



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Guide to Understanding SAVE Verification Responses



Three Steps:

1. **Initial Verification** - Electronic search of database. Response returned within seconds. Most requests resolved in this step.
2. **Institute Additional Verification (IAV)** – Manual search takes 3-5 federal working days. Initiated by the User after receiving a SAVE response of IAV or if User believes the initial response was incorrect/incomplete.
3. **Third Step Verification** – User must submit photocopies (front and back) of applicant's immigration documents. Manual search of database takes 3-5 federal working days.

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SAVE Response Examples

Case Result | Case Status: Status Returned

SAVE

SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: Application Pending (asylum) - Temp Emp Auth

The applicant is not a citizen or national of the U.S. and has filed a Form I 589 application for asylum, but a decision on the application has not yet been made. This response also indicates that SAVE verified the applicant has a valid EAD. See the [Guide to Understanding SAVE Verification Responses](#) for additional information. You will need to follow your agency's policy when determining whether this applicant is eligible for benefits.

SAVE Response Details

Agency Submitted Details

Case Verification Number: 00265110526

Class of Admission (COA) Code: AO

Country of Birth: CUB - CUBA

Employment Authorization Document (EAD) Expiration Date: 11/06/2029

Provision of Law Code: C08

Full Name: Nailant

Date of Birth: 220543

Alien Number: 03/25/2026

Initiated By: RUBE243

Point of Contact Name:

Point of Contact Phone Number: (

Requested Benefits: Energy Assistance

Attached Document: No

UNQUALIFIED

22 APPLICATION PENDING (FORM I-589 ASYLUM) - TEMPORARY EMPLOYMENT AUTHORIZED UNQUALIFIED

Case Result | Case Status: Status Returned

SAVE

SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: United States Citizen

Applicant has a record of naturalized or derived citizenship with USCIS, usually documented by a Certificate of Naturalization or Certificate of Citizenship. See the [Guide to Understanding SAVE Verification Responses](#) for additional information.

SAVE Response Details

Agency Submitted Details

Case Verification Number: 0025237201611VR

Class of Admission (COA) Code: USC

Country of Birth: MEX - MEXICO

Date Admitted To: INDEFINITE

Full Name: Karla V

Date of Birth: 09/21/

Naturalization/Citizenship Number: A15686017

Initiated By: 06/25/2025

Initiated By: DGT19032

Point of Contact Name:

Point of Contact Phone Number:

Requested Benefits: Energy Assistance

Attached Document: No

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services
Accessibility: Browser Support Plug-ins Site Map V37.1 ICA V30 ICA - Draft

QUALIFIED

1 UNITED STATES CITIZEN QUALIFIED

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SAVE Response Examples

Case Result | Case Status: Status Returned

SAVE

SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: Lawful Permanent Resident - Employment Authorized

The applicant is a non national of the U.S. who has been granted authorization to live and work in the United States permanently as an immigrant. See the [Guide to Understanding SAVE Verification Responses](#) for additional information. Follow your agency's policy when determining whether this applicant is eligible for benefits.

SAVE Response Details

Agency Submitted Details

Case Verification Number: 0026022215688TY

Class of Admission (COA) Code: IR1

Country of Birth: MEX - MEXICO

Date Admitted To: INDEFINITE

Full Name: AURORA

Date of Birth: /

Alien Number: 063573778

Initiated On: 01/22/2026

Initiated By: CGART212

Point of Contact Name:

Point of Contact Phone Number:

Requested Benefits: Energy Assistance

Attached Document: No

QUALIFIED

2 LAWFUL PERMANENT RESIDENT (LPR) - EMPLOYMENT AUTHORIZED QUALIFIED

Case Result | Case Status: Status Returned

SAVE

SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: Deferred Action - Temporary Employment Authorized

SAVE Response Details

Agency Submitted Details

Case Verification Number: 0026474508775SQ

Employment Authorization Document (EAD) Expiration Date: 11/24/2029

Provision of Law Code: C14

Full Name: ALICIA

Date of Birth: 06/23/1967

Alien Number: 206870244

Initiated On: 03/05/2026

Initiated By: EGAR9846

Point of Contact Name: Emilio Garza

Point of Contact Phone Number: (512) 854-5025

Requested Benefits: Energy Assistance

Attached Document: No

UNQUALIFIED

40 DEFERRED ACTION STATUS (DAS) - TEMPORARY EMPLOYMENT AUTHORIZED UNQUALIFIED

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Whom and When to Verify?

Properties must verify U.S. Citizenship, U.S. National status, or Qualified Alien Status for each applicant signing the lease, or when adding any new lease signer to a unit, using the [Household Status Verification \(HSV\) Form](#). The SAVE result or response must also be saved in the file as well as an Attestation Form.

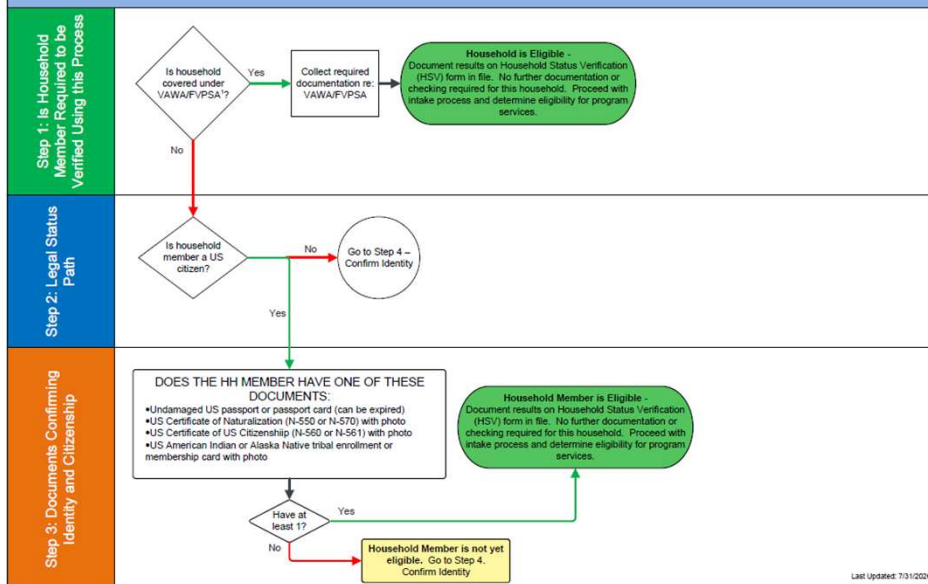
US Citizens (US Born)	US Citizens (born abroad)	US Nationals	Naturalized Citizens	Qualified Aliens	Unqualified Aliens
Verify documents, and if needed, run through SAVE once				Run through SAVE at each Lease Renewal	Run through SAVE at each Lease Renewal

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Process for Confirming US Citizenship and Determining Legal Status

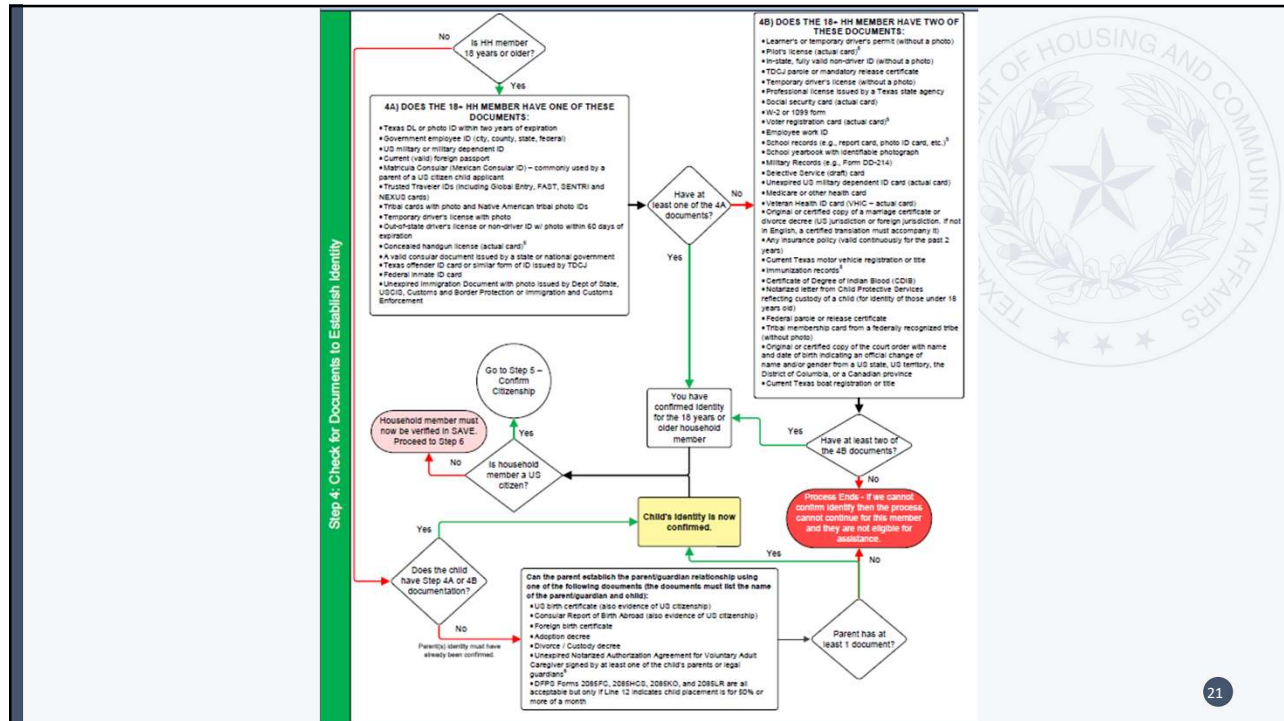
This process must be used to establish Legal Status or US Citizenship and Identity using the documentation and systems noted.
Must be used by:
- HOME, NHTF and HOME-ARP Rental Multifamily Properties
- Administrators/Subrecipients for: CEAP, WAP (DOE and LIHEAP), CSBG, HOME, CDBG, ESG, Bootstrap, Amy Young, HHSP and EH



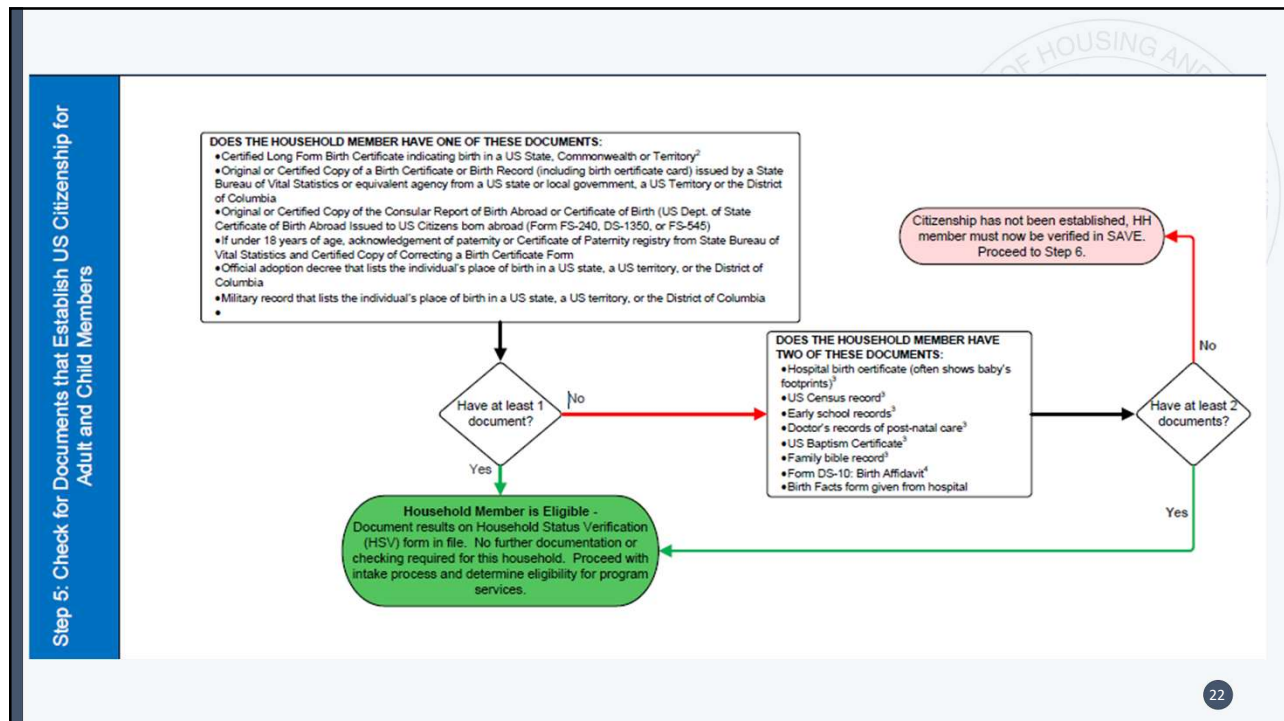
Last Updated: 7/31/2026

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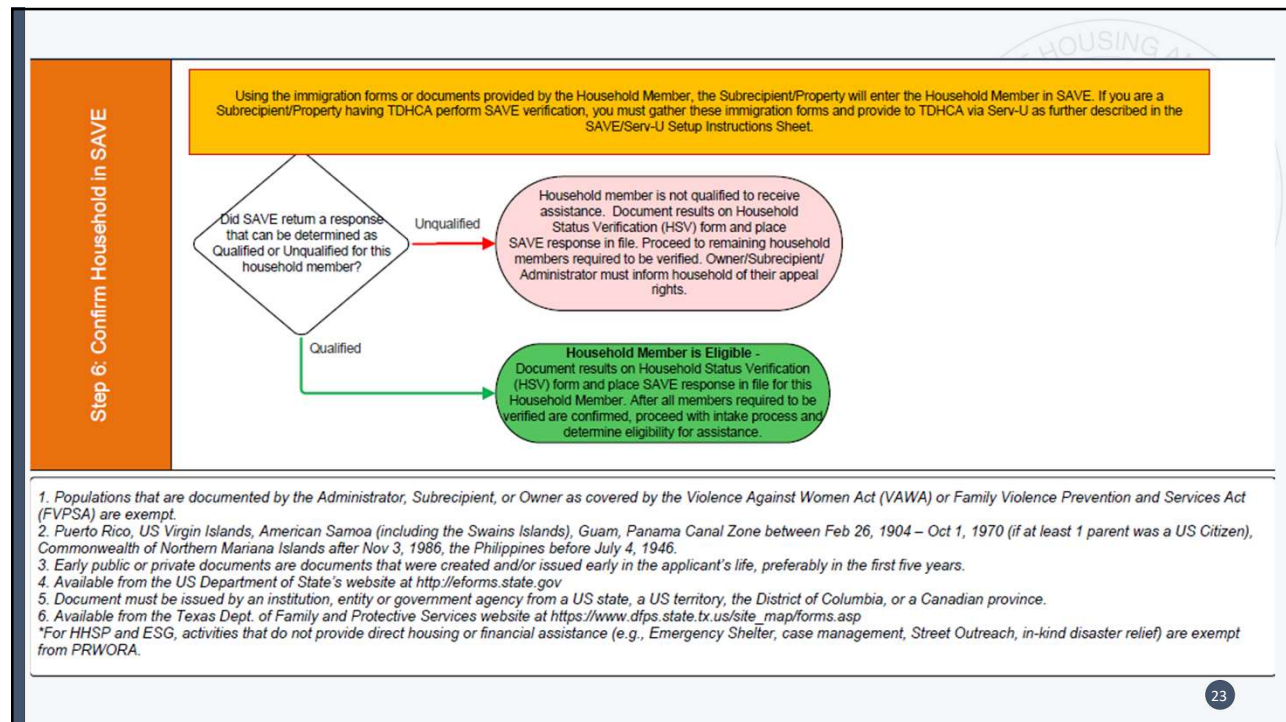
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Online Tool for Confirming US Citizenship and Determining Legal Status

1. An online tool modeled after the Flowchart
2. Will be published on TDHCA's website
3. Helps navigate documentation step-by-step
4. Outputs a PDF version of the Household Status Verification (HSV) form with key data filled in
5. YouTube video:

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Household Status Verification (HSV) Form

Household Status Verification (HSV) Form

Every file must have this form completed for each lease signer.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Household Status Verification Form
Applicant Certification Form for Multifamily HOME, HOME-ARP Rental, and RHTF

The program for which you are applying requires verification that you are a U.S. citizen, U.S. national, or qualified alien of the United States. Documentation of your status is required. The Systematic Alien Verification for Entitlements (SAVE) System is used to verify the status of non-citizens.

	Lease Signer Name	Identification Documentation Provided	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Citizenship Documentation Provided	Qualified Alien (Yes/No)	SAVE Response	Signature
#1							
#2							
#3							
#4							
#5							

To add additional household members, use another copy of this form.

I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULENT INFORMATION. I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ABOVE IS

Signature of staff certifying they verified the above documents	Print Staff Name	Date
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8/2/2026

<https://www.tdhca.texas.gov/prwora-save>

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Violence Against Women Act (VAWA)

- VAWA covers the entire household even if only one member is certified as being a victim of VAWA abuse/violence.
- Victims must still be checked for Identity, but not legal status.
- Documentation as a Victim of VAWA abuse/violence?
 1. Request documentation showing that the applicant is a victim.
 2. Must request in writing and give the applicant at least 14 business days to respond.
 3. Information must be kept confidential in a file.
 4. HUD's VAWA Information page: <https://www.hud.gov/vawa#close>
 5. HUD's Notice of Occupancy Rights under VAWA (Form HUD 5380)
 6. Documentation may be in the form of any of the following:
 - a) A self-certification form (Form HUD 5382) which property must provide to the applicant for the applicant to fill out;
 - b) A statement from a victim/survivor's service provider attorney, mental health professional or medical professional who has helped address the applicant's incidents of VAWA violence/abuse. The professional must state "under penalty of perjury" that he/she believes the incidents of VAWA violence/abuse are real and covered by VAWA. Must be signed by the applicant and the professional;
 - c) A police, administrative, or court record (i.e., protective order) that shows the applicant is a victim of VAWA abuse/violence; or
 - d) [USCIS Form I-360 VAWA Self-Petition](#)

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Myths

- Social Security Cards and Numbers confirm U.S. Citizenship.
 - not true
- Driver's licenses (including Real ID) confirm U.S. Citizenship.
 - not true
- SAVE is used to share information to other agencies for administrative (non-criminal) immigration enforcement purposes.
 - not true
- All immigrants are unqualified for public benefits.
 - not true
- DACA and students with Student Visas are qualified to receive public benefits.
 - not true
- Voter registration cards confirm U.S. Citizenship.
 - not true

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SAVE Case Creation

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Options for Case Creation

There are two ways to create a case in SAVE:

- ☆ **Individually:** Select “Create New Case” to create one case in SAVE.
- OR**
- ☆ **Bulk:** Select “Bulk Uploader” to create multiple cases in SAVE through an import process.



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Individual Case Creation

How to create a case individually:

- ☆ Enter the applicant's information from the documents presented to you. Required information is marked with a red asterisk:
 - First Name
 - Last Name
 - Date of Birth
- ☆ Enter at least one unique numeric identifier. (Select the “?” icon for information about the identifier.)
- ☆ Providing more than one numeric identifier increases the likelihood that SAVE will provide an immigration status response at initial verification.

 A screenshot of the 'Create New Case' form in the SAVE system. The form is divided into sections: 'Applicant Information' and a list of numeric identifiers. The 'Applicant Information' section includes fields for 'Last Name / Surname / Family Name (required)', 'First Name / Given Name (required)', 'Middle Name', and 'Date of Birth (required)'. The numeric identifiers section includes fields for 'A Number / USCIS Number', 'Social Security Number (SSN)', 'Student and Exchange Visitor Information System Identification Number (SEVIS ID)', 'I-94 Number (I-94#)', 'Foreign Passport Number', 'Naturalization or Citizenship Certificate Number', 'Card Number / I-797 Receipt Number', and 'Visa Number'. Each field has an example provided. A progress bar at the top indicates the steps: Case Creation, Photo Match, Additional Verification, and Case Result.

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Individual Case Creation – Select the Benefit

- Select the benefit “Housing Assistance”.
- Select any additional pieces of information needed to continue with verification.
- In some cases, SAVE may require a document upload of the applicant’s immigration documentation.

Selected Benefits		
Action	Code	Name
☒	31	Housing Assistance
☒	150	State Grant
☒	299	HEAP
☒	418	Grants
☒	16	Rent Assistance
☒	10	Emergency Assistance
☒	109	Sec 8 Rental Subsidy
☒	45	Energy Assistance

Please select any of the following additional pieces of information if you need them to determine the applicant's eligibility (or press continue if you don't need anything else).

☐ Immigration Status Details
☐ Immigration Status as of 8/22/1996
☐ Violence Against Women Act (VAWA)
☒ Request Document Review
☐ Citizenship Status

SAVE needs a copy of the applicant's immigration documentation in order to perform additional verification. Please upload a copy below.

Upload File (required)
 Maximum upload size is 5MB. Supported file types are .jpeg, .png and .pdf

Drag file here or [choose from files](#)

[Continue](#)

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Individual Case Creation - Review Case Details

- ☆ Before Initiating Verification, double check the data to ensure everything was entered properly.
- ☆ Everything matches – click “Initiate Verification”
- ☆ Changes Needed – click “Go Back”

1 Case Creation 2 Photo Match 3 Additional Verification 4 Case Result 5 Case Closure

Review Case Details

Please review case information for accuracy. If there are any errors, it may prolong the verification process.

Last Name / Surname / Family Name Parker	Requested Benefits ☒ Food Stamps
First Name / Given Name Peter	Agency Requests ☒ Employment Authorization Document (EAD)
Middle Name Alex	☒ Grant Date
Date of Birth 01/17/2001	☒ Sponsors/Household Members
Alien Number 665478681	Attached Document None
Agency Point of Contact Name A P	Agency Point of Contact Phone Number 402

[Initiate Verification](#) [Go Back](#)

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Individual Case Creation - Photo Match

- ☆ Depending upon the information USCIS has about the applicant, a photo might be displayed.
- ☆ Compare the photo displayed in SAVE to the photo in the document provided by the applicant. Make a confirmation using the following options:

If you selected...	SAVE will respond with...
Yes, this photo matches	Initial Verification Response
No, this photo does not match	Institute Additional Verification
No photo displayed	Initial Verification Response

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SAVE Response

- Once a case is submitted, SAVE electronically compares the info submitted against federal records available to SAVE to return a response.
- Responses vary.
- Screenshot, PDF, or printout of SAVE Response must be saved for each Lease signer verified through SAVE. To be monitored by Compliance.

For questions, contact SAVE Customer Support: 877-469-2563 or SAVE.help@uscis.dhs.gov

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Qualified vs. Unqualified

- Responses vary and must be translated into Qualified vs. Unqualified
- Refer to the SAVE response table found at <https://www.tdhca.texas.gov/prwora-save>
- Can be one of three categories:
 - Qualified
 - Unqualified
 - More Info Required = Unqualified

This table assists in determining whether a household member is Qualified or Unqualified for PRWORA purposes. The results seen in the SAVE System are reflected in the "SAVE RESPONSE" column. To the right will indicate if that household member is in fact Qualified, Unqualified, or if more information is required, which will mean the household member is Unqualified until the information gets provided and supports a Qualified Status.

SAVE RESPONSE	QUALIFIED or UNQUALIFIED for PRWORA
1 UNITED STATES CITIZEN	QUALIFIED
2 LAWFUL PERMANENT RESIDENT (LPR) - EMPLOYMENT AUTHORIZED	QUALIFIED
3 TEMPORARY EMPLOYMENT AUTHORIZED	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
4 VERIFICATION IN PROCESS	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
5 APPLICATION PENDING - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
6 CONDITIONAL RESIDENT - EMPLOYMENT AUTHORIZED	QUALIFIED
7 CONDITIONAL RESIDENT	QUALIFIED
8 NON-IMMIGRANT - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
9 NON-IMMIGRANT	UNQUALIFIED
10 NON-IMMIGRANT - EMPLOYMENT AUTHORIZED (CNMI ONLY)	UNQUALIFIED
11 STUDENT STATUS TEMPORARY AUTHORIZED	UNQUALIFIED
12 IF PRINCIPAL - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
13 IF PRINCIPAL OR SPOUSE - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
14 ASYLEE - EMPLOYMENT AUTHORIZED	QUALIFIED
15 REFUGEE - EMPLOYMENT AUTHORIZED	QUALIFIED
16 PAROLEE	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
17 TEMPORARY RESIDENT - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
18 FAMILY UNITY - TEMPORARY EMPLOYMENT AUTHORIZED	QUALIFIED
19 DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) - EMPLOYMENT AUTHORIZED	UNQUALIFIED
20 TEMPORARY PROTECTED STATUS (TPS) - EMPLOYMENT AUTHORIZED	UNQUALIFIED
21 APPLICATION PENDING (I OR I-405 ADJUSTMENT OF STATUS) - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
22 APPLICATION PENDING (I OR I-589 ASYLUM) - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
23 AMERICAN INDIAN BORN IN CANADA	QUALIFIED
24 UNABLE TO PROCESS	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
25 LAWFUL PERMANENT RESIDENT (LPR) - EMPLOYMENT AUTHORIZED INDEFINITELY	QUALIFIED
26 APPLICATION PENDING	UNQUALIFIED
27 APPLICATION PENDING - NOT TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
28 PAROLEE INDEFINITE - NOT EMPLOYMENT AUTHORIZED	QUALIFIED

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Attestation Form

- Each person signing the lease must fill out an Attestation Form
- Found at <https://www.tdhca.texas.gov/prwora-save>


TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
www.tdhca.texas.gov

In accordance with 10 TAC §10.612(a)(4), Tenant File Requirements, in the Compliance rules of the Texas Department of Housing and Community Affairs (the Department), every person signing a lease in a HOME, HOME-ARP Rental, or NHTF Development, must provide an attestation, that to their knowledge there are no occupants of the Unit that would be required to be included on the lease under the property's lease stipulations, that do not have qualified legal status under PRWORA. PRWORA is Section 401(a) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 which provides that an alien who is not a Qualified Alien is not eligible for any federal or state public benefit.

By signing below, I certify that:

- For the Unit I am signing a lease for, to the best of my knowledge there are no other occupants of the Unit – signing the lease, otherwise listed on the lease, or occupying the Unit and that should be included on the lease under the lease stipulations I am signing – that do not have qualified legal status under PRWORA and therefore would not be eligible to reside in the Unit.
- The information I have provided is true and accurate. I understand that providing false, incomplete, or inaccurate information on this attestation, may result in nonrenewal of my lease or denial of an application for a unit.

Tenant Name _____

Tenant Signature _____

Date _____

 221 East 11th Street, P.O. Box 13941, Austin, Texas 78711-0941 | (800) 525-0657 | (512) 475-3800 

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In Review... for the File

- Household Status Verification (HSV) Form for **ONLY** those signing the lease.
- SAVE Response for each Qualified Alien signing the lease.
- Attestation Form for each individual signing the lease.

Household Status Verification Form

Applicant Confirmation Form for Household HSV, HSV, HSV, HSV, and HSV

The program for which you are applying requires verification that you are a U.S. citizen, U.S. national, or qualified alien under the United States Constitution. Documentation of your status is required. The System: Applicant Confirmation for Citizenship (SAVE) System is used to verify the status of the applicant.

	Applicant Name	Identification Document Provided	U.S. Citizen (Born in U.S.)	U.S. National (Naturalized)	Citizenship Documentation Provided	Qualified Alien (Eligible)	SAVE Response	Signature
#1								
#2								
#3								
#4								
#5								

Signature of staff verifying this verified for above documents: _____ Print Staff Name: _____ Date: _____

SAVE Response

Applicant Status: U.S. Citizen, U.S. National, U.S. Permanent Resident, Employment Authorized

The applicant is a non-citizen of the U.S. who has been granted authorization to live and work in the United States permanently as an immigrant. See the Guide to Understanding SAVE (applicant responses for additional information). Follow your agency's policy when determining whether this applicant is eligible for benefits.

SAVE Response

Notice: Additional Verification

SAVE was unable to verify the applicant's status or electronic vital verification. This may have been an issue electronically locating the record or additional verification may require due to conflicting data or the location of the applicant's data. This is a full-time request and should not be used to determine benefit eligibility. Please provide additional verification as SAVE cannot conduct more research and return the correct status.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

2024-2025-2026

In accordance with 37 TAC §101.001, Texas Department of Housing and Community Affairs, in the compliance rules of the Texas Department of Housing and Community Affairs, the Department, upon receiving a request to verify, must provide an attestation that to the best of its knowledge there are no other occupants of the unit who would be required to be included in the lease under the program to lease properties, that do not have qualified alien status under the program. This is a full-time request and should not be used to determine benefit eligibility. Please provide additional verification as SAVE cannot conduct more research and return the correct status.

By signing below, I certify that:

1. For the unit I am signing a lease for, to the best of my knowledge there are no other occupants of the unit - signing the lease, offering to lease, or occupying the unit and that should be included on the lease under the lease regulations are signing - that do not have qualified alien status under the program and therefore would not be eligible to occupy the unit.

2. The information I have provided is true and accurate. I understand that providing false, incomplete, or inaccurate information on this **attestation**, may result in revocation of my lease or denial of an application for a unit.

Tenant Name: _____

Tenant Signature: _____

Date: _____

2024-2025-2026

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Privacy Steps To Take:

- Be sure you are not storing applicant identification records.
- Allow only authorized employees to use SAVE.
- Do not share passwords.
- Do not use SAVE for any purpose outside the scope of contract/agreement.
- Be aware that USCIS keeps records on all searches and additional verification requests.

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Verification_Username	Verification_Number
YTER4485	0025295133133VV
ISAL1192	0025289143436TT
ICAN8415	0025363171598SN
CPHA0304	0026016162795UN
ESTE0508	0026044152636VT
YLOZ0626	0025357203264QY
YTER4485	0025295133234WX
LFAN6332	0025293204634TS
GGON3280	0025303210116SR
AENR2846	0025283192386UX
ABAL2581	0025314224193NN
JWESB341	0026027175087XU
MFIE7756	0025296164512YW
JWESB341	0026021171329UT
FRAME638	0025329165071UZ
ASIN3992	0025304172981ZT
KMAR1572	0025293224848RP
KDUN6989	0025303152036TW
JWESB341	0026027151185PY
JWESB341	0025307213966NX
UHAR1933	0025339221227YN
JARI5489	0026035164329QS
DBRO3489	0025296162086TN
JARI5489	0026037211165NU
ISAL1192	0025289143234RW
JWESB341	0025304152895YY
JARI5489	0025323231281US
LGIL4061	0026022145947SN
ESTE0508	0025303211386SS
RGAR2543	0025309161713VS
LFAN6332	0025310160896RT
LFAN6332	0025293204430YS
DRAM3328	0025293134800RN
CPHA0304	0025308202945XU

SAVE User and Case Management:

- Delete Supervisors and Users who no longer need access.
- Close cases that are no longer needed.
- Promptly take action on cases requiring additional verification (when required).
- Double check the data you input into SAVE (i.e., USCIS #).
- Email save.help@uscis.dhs.gov for questions.

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Learning SAVE



➔ The USCIS website offers information about SAVE
<https://www.uscis.gov/save/about-save/about-save>

➔ You can download brochures and posters at:
<https://www.uscis.gov/save/about-save/save-posters>

➔ For questions, contact SAVE Customer Support:
 877-469-2563 or SAVE.help@uscis.dhs.gov

➔ The TDHCA website has resources and forms!
<https://www.tdhca.texas.gov/prwora-save>

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Posters provided on TDHCA Website



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PRWORA/SAVE Webpage

<https://www.tdhca.texas.gov/prwora-save>

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Compliance Monitoring

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Noncompliance with PRWORA/SAVE

Potential administrative penalties and/or debarment for the following noncompliance:

- Failure to sign any applicable PRWORA Agreement, SAVE Legal Agreement, or Contract Amendment
- Failure to obtain supporting documentation of qualified legal status for all persons signing a lease (HSV Form and SAVE Response)
- Failure to obtain attestation under 10 TAC 10.612(a)(6) for all persons signing a lease
- Failure to comply with requirements of the SAVE System Agreement
- Repeated noncompliance with the PRWORA provisions in the Agreement or Contract Amendment will cause referral for debarment
- Owners who defer to their Property Managers and don't adequately supervise their PRWORA/SAVE practices take on risk. Consequences are for Owner, not Property Manager
- Rule (10 TAC §2.302 & §2.401) effective July 29th



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Compliance Monitoring: Applicability of PRWORA

- This rule is effective beginning on October 1, 2026
- Applies to existing and future National Housing Trust Fund (NHTF), HOME-ARP and HOME developments for their state and federal affordability periods
- Households covered by the Violence Against Women Act (VAWA) or the Family Violence Prevention and Services Act (FVPSA) are exempt from having verification under this rule performed

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Compliance Monitoring: Implementation of PRWORA

- The Owner must confirm qualified legal status for each person signing the lease at initial lease-up of the unit.
- For developments that have units occupied **on or after October 1, 2026**, the Owner must confirm qualified legal status for each person signing the lease at the time of the first recertification after the effective date of this rule (October 1, 2026).
- After verification has occurred:
 - For **citizens**: no further information required at annual certification and/or lease renewal.
 - For **noncitizens**: the household member must be reconfirmed annual at annual certification and/or lease renewal.
 - Any new lease signatories at the time of subsequent recertification must be confirmed to have qualified legal status.
- The results of the verification performed or received by the Owner must be utilized by the Owner in determining household eligibility.

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Compliance Monitoring: Implementation of PRWORA continued

- If a household is denied tenancy or an existing household no longer qualifies to reside in the unit, a notification is required and must comply with all TDHCA notice to vacate and non-renewal regulations.
- If the denial of a lease or nonrenewal of a lease is based solely or in part on the SAVE response, the household must be provided adequate written notice of the denial and the information necessary to contact the Department of Homeland Security (DHS) so that the household may have the opportunity to correct their immigration records in a timely manner.



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Notice Timelines in 10 TAC §10.802 Written Policies and Procedures

Existing Tenants:

- Property must initiate verification at least 90 days prior to lease renewal/recertification
- Property provides notice within 2 days of verification result and at least 60 days prior to renewal/recertification (only for those unable to be verified/inconclusive)
- Property gives at least 30 days during appeal/record correction before reverifying
- If after further documentation, person is unable to be verified – or refuses to sign the attestation – Property must provide household with at least 30 days notice of nonrenewal

Applicants for Units:

- Property provides notice within 2 days of verification
- Property allows at least 30 days during appeal/record correction before reverifying
- While waiting the property must either hold the unit vacant or place applicant at top of the waiting list and proceed to the next applicant (which option a Property elects must be in Written Policies/Procedures)
- If after further documentation, person is unable to be verified Property denies the application as would typically do

Specific notice requirements in rule.

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Notice Requirements 10 TAC §10.802 Written Policies and Procedures

- (3) Notice to a household that is unable to be verified, has received inconclusive results, or must provide additional documentation must:
- (A) state the results received from SAVE;
 - (B) state whether any additional documentation or information is required to complete verification, to contest the result or cure the deficiency;
 - (C) provide the household with the information necessary to contact the Department of Homeland Security (DHS) to correct their immigration records;
 - (D) notify the applicant household that they may seek correction of records with any agency that issued or maintains records relevant to verification;
 - (E) notify the household of their appeal rights and identify the applicable deadlines;
 - (F) notify the applicant of the property allowing the household 30 days from the date of notification before seeking to reverify; and
 - (G) state the consequence if the household does not respond or if verification cannot be completed after the applicable cure and appeal periods.

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Compliance Monitoring: Verification Process of PRWORA

- Owners must verify U.S. Citizen, U.S. National, or Qualified Alien status (legal status) for all residents that will be signing the lease.
- Owners must **first** attempt to verify the legal status.
 - Review the documentation and follow the flowchart provided by the Department.
 - If a household member has been verified in accordance with the screening process required by Section 214 of the Housing and Community Development Act of 1980, as amended, that verification satisfies the requirement of this section for that household member.

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Compliance Monitoring: Verification Process of PRWORA

- If the Owner is unable to verify legal status through documentation and by following the flowchart, the Owner must then complete verification through SAVE by being granted access through the Department.
- All Owners must execute an agreement with the Department that authorizes the Development's delegation of access to the SAVE system. Owners must follow that agreement relating to providing notice to tenants about how their documentation will be used and data privacy requirements.

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Contract Amendment vs. Legal Agreement Developments

Contract Amendment – Developments with Active Contracts

Upload these 5 items into CMTS:

- Screenshot of active UEI in SAM.GOV
- Screenshot demonstrating the Owner or Owner's general partner or managing member are both registered with the TX Sec of State
- Corporate Resolution for Signature Authority
- Updated Organizational Chart
- SAVE Supervisor Registration Form

POC: nancy.dennis@tdhca.texas.gov

Legal Agreement – Developments without Active Contracts

Upload these 3 items into CMTS:

- SAVE Legal Agreement
- Corporate Resolution for Signature Authority
- SAVE Supervisor Registration Form

POC: kay.fairbanks@tdhca.texas.gov

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Compliance Monitoring: Tenant File Requirements

What needs to be in the tenant file for each lease-signer?

1. Attestation Form
2. SAVE Response
3. Household Status Verification (HSV) Form



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**Thank You
FOR all
YOU DO!**

THANK YOU!

PRWORA/SAVE Implementation

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