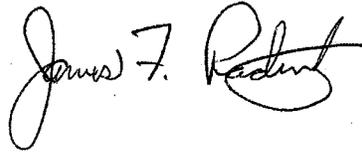


For: State and County Offices

Systematic Alien Verification for Entitlements (SAVE) Program for FLP Loan Making

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

FSA announced the availability of SAVE, an intergovernmental initiative that assists Federal agencies in determining an applicant’s immigration status, in FY 2012. FSA has renewed its Memorandum of Agreement with the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) to use SAVE in FY 2013.

Using SAVE is not required. However, County Offices may find SAVE advantageous to use if:

- the applicant’s immigration documents are unfamiliar
- USCIS verification will assist with confirming an applicant’s immigration status.

If a loan applicant submits documentation as described in 2-FLP, Exhibits 7 and 8; 3-FLP, Exhibits 8 and 9; or 6-FLP, Exhibits 35 and 36, and the document appears genuine, there may not be a need to verify the applicant’s immigration status through SAVE.

B Purpose

This notice:

- provides instructions for requesting a SAVE search
- obsoletes Notice FLP-619.

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|----------------------|--|
| Disposal Date | Distribution |
| October 1, 2013 | State Offices; State Offices relay to County Offices |

Notice FLP-631

1 Overview (Continued)

C Contacts

If there are questions about this notice, State Offices shall contact:

- Ann Smith, LMD by either of the following:
 - e-mail at **ann.smith@wdc.usda.gov**
 - telephone at 202-720-1656
- Anne Steppe, LMD by either of the following:
 - e-mail at **anne.steppe@wdc.usda.gov**
 - telephone at 202-690-4017.

2 Accessing SAVE

A Document Verification

SAVE may be accessed to verify immigration status. Data from a variety of immigration documents is used, including, but not limited to, the following:

- I-551 (Permanent Resident Card)
- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Card)
- Certificate of Citizenship
- Naturalization Certificate
- I-94 (Arrival/Departure Record).

As a general rule, FSA will verify immigration status using the loan applicant's most recent immigration document that reflects current immigration status. If multiple documents are presented with current validity dates and 1 document contains an Alien number and another contains an I-94 number, select the document containing the Alien number.

All data contained in immigration documents, and information received from SAVE, is considered sensitive, unclassified PII and must be protected as such. Follow the appropriate FSA guidance for PII protection.

B County Office Action

If the presented immigration document does not meet applicable standards, County Offices shall work directly with LMD staff according to subparagraph 1 C to request a SAVE search.

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2 Accessing SAVE (Continued)

B County Office Action

To initiate a SAVE search, County Offices shall:

- photocopy both sides of the applicant's immigration documents

Note: FSA has the lawful authority to photocopy immigration documents to verify immigration status through SAVE even though some documents, such as a Naturalization Certificate, contain warnings that it is unlawful to make copies of the document without proper authority.

- FAX the documents to LMD at 202-720-6797
- send an e-mail to the contacts in subparagraph 1 C to notify LMD that a request has been FAXed.

C National Office Action

LMD will enter information from the provided immigration documents into SAVE to check the information against records in USCIS's databases. SAVE will return a response electronically. If additional information is required based on the feedback received from USCIS, LMD will work directly with the requesting County Office, as necessary.

County Offices should anticipate receiving feedback by e-mail from LMD within 3 workdays or less, when no additional information is needed.

Note: The National Office will not retain any documentation related to a SAVE search.

D Adverse Response

If the information returned from the SAVE search indicates the applicant will be ineligible for assistance, the authorized agency official will immediately contact the applicant to discuss any issues. The applicant will be advised to contact USCIS directly with any questions or if the information provided through the SAVE search is incorrect.

Note: Applicants may contact USCIS:

- through the InfoPass web site located at <http://infopass.uscis.gov>
- by calling the National Customer Service Center at 1-800-375-5283.