

CHANGE NOTICE FOR MANUAL

DATE: March 17, 2004

MANUAL: Energy

TO: County Directors of Social Services

CHANGE NO. 1-2004

EFFECTIVE April 1, 2004 make the following changes to the Energy Manual.

I. BACKGROUND

The U.S. Bureau of Citizenship and Immigration Service (BCIS) has re-engineered its Systematic Alien Verification for Entitlements (SAVE) program and is now issuing immigration status verifications on-line. Effective March 31, 2004, the Alien Status Verification Index (ASVI) telephone system has been replaced by the web-based Alien Status Verification System (ASVS), which will significantly reduce processing times for primary and additional (secondary) status verifications. In most cases, all primary and additional (secondary) verifications will be received within 4 business days, allowing the user to make faster eligibility determinations resulting in both cost savings and better customer service.

This change adds procedures for use of the new SAVE system and updates the address and telephone number for the BCIS office in Charlotte. This change also corrects references to the Immigration and Naturalization Service (INS) which is now the Bureau of Citizenship and Immigration Service (BCIS), the Economic Independence Section, which is now the Economic Services Section and the Economic Independence Help Desk, which is now the Family Support Help Desk. This change also updates procedures for verifying U.S. Citizenship for children born outside the country and adds the 2004 LIEAP benefit levels.

II. SPECIFIC CHANGES

A. Section 320.03 How Do You Verify and Document United States Citizenship?

Updates procedures for verifying U.S. citizenship status for children born outside the U.S.

B. Section 320.04 How Do You Verify and Document Eligibility Under the Trafficking Victims Protection Act of 2000?

Corrects title of the Family Support Help Desk.

C. Section 320.05 How Do You Determine the Correct Alien Status?

Corrects references to section 320.06B for verification of alien status.

D. Section 320.06 How Do You Verify Alien Status?

Updates address and phone number of BCIS office in Charlotte.

Corrects references to section 320.05 for determining alien eligibility status.

Corrects references to section 320.07 for validation of documents through SAVE.

E. Section 320.07 How Do You Validate Alien Documents of Eligible Aliens?

Directs user to EIS Manual, Volume 1 for instructions for accessing the new SAVE systems. With the new system, secondary verifications are now referred to as additional verifications and are also done on-line instead of through the mail. This change updates instructions for when additional verifications should be requested.

F. Section 320.09 Requirement To Report Illegal Aliens in the United States

Corrects title of Economic Services Section.

G. Section 800 Benefit Level Determination

Adds LIEAP benefit levels for 2004.

III. IMPLEMENTATION INSTRUCTIONS

This change is effective April 1, 2004.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

<u>REMOVE</u>		<u>INSERT</u>	
<u>Section</u>	<u>Pages</u>	<u>Section</u>	<u>Pages</u>
EP-320	1-11	EP-320	1-9
	Figures 1-4		Nothing
EP-800	Figure 1	EP-800	Figure 1

If you have questions, please contact your Food Assistance and Energy Programs Representative.

This policy has been reviewed and approved by the Economic Services Committee.

Sincerely,

Jane Schwartz, Chief
Economic Services Section

JS:djk

Attachments

[EPs320](#)
[EP800f1](#)