

CHANGE NOTICE FOR MANUAL

DATE: March 29, 2004

MANUAL: Food Stamp Certification Manual

CHANGE NO: 1-2004

TO: County Directors of Social Services

EFFECTIVE: April 1, 2004 make the following changes to the Food Stamp Certification Manual.

I. BACKGROUND

The U.S. Bureau of Citizenship and Immigration Services(BCIS) has re-engineered it's Systematic Alien Verification for Entitlements (SAVE) program and is now issuing immigration status verifications on-line. Effective March 1, 2004, the Alien Status Verification Index (ASVI) telephone system has been replaced by the web-based Alien Status Verification System (ASVS), which will significantly reduce processing times for primary and additional (secondary) status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, updates the address for the BCIS office and corrects references to the Adult and Economic Services Section which is now entitled the Economic Services Section. This change also updates procedures for verifying U.S. citizenship for children born outside the country and increases the federal mileage rate for medical and self employment expenses to 37.5 cents.

II. SPECIFIC CHANGES

A. Section 225.03 Verify and Document United States Citizenship

Updates procedures for verifying U.S. citizenship of a child born outside the U.S. and corrects the address for the Bureau of Citizenship and Immigration Services (BCIS) in Charlotte.

B. Section 225.07 Verification of Alien Status

Corrects title of Economic Services Section and updates address for BCIS.

C. 225.08 Validation of Alien Documents of Eligible Aliens

Directs user to EIS Manual, Volume I 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.

D. 225.16 Requirement to Report Illegal Aliens In the United States

Corrects title of Economic Services Section.

E. Section 280.14 Medical Deductions

Increases the mileage rate to 37.5 cents for medical deductions as allowed by federal guidelines.

III. IMPLEMENTATION INSTRUCTIONS

This change is effective April 1, 2004.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages
225	1-4, 13-26	225	1-4, 13-23
	Figures 10-14		Nothing
280	11-12	280	11-12

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

Sincerely,

Jane Schwartz, Chief

Economic Services Section

JS/DJK/sac

Attachments

[FSs225](#)

FSs280