



The Systematic Alien Verification for Entitlements (SAVE) Program is a service that helps federal, state and local benefit-issuing agencies, institutions, and licensing agencies determine the immigration status of benefit applicants so only those entitled to benefits receive them.

All statuses must be verified through the CWW interface or SAVE. Special statuses must be verified with secondary verification, we cannot assume that a Cuban or Haitian qualifies as a Cuban/Haitian Entrant, etc...

SAVE TIPS

Samples of Permanent Resident Cards and Employment Authorization Card



Submitting Information Through SAVE-What Will You Need to Enter?

- ▶ The type of document the applicant presents (i.e. I-551- Permanent Resident Card)
- ▶ Alien number from that documentation (A# consist of 9 numbers. If less than 9, add leading zeros. Do not type "A")
- ▶ Card number (If you don't have the card number, you can still verify immigration status- just make sure you select OTHER when it asks you for the type of documentation the applicant presented)
- ▶ Name
- ▶ Date of Birth
- ▶ Document Expiration Date (not mandatory)
- ▶ Benefit type the applicant is requesting

For **HELP** with access, login and passwords:

call (608) 261-4400 (Madison)

866-335-2180 (toll-free)

Email: wihelpdesk@wisconsin.gov

Available 24/7

Help - Alien Number and Card Number on Form 1-551

There are a number of Permanent Resident Cards, Form 1-551, currently in circulation. Please reference the sample pictures below for details.

How do I locate the Alien Number (A#) on a Permanent Resident Card or a Resident Alien Card?

The Alien Number is typically located on the center of the document, directly above "Alien Number." This applies to versions issued prior to 2004. Other examples may list this number after "A Number" or "INS A#" for those cards introduced in 2004 and later. The Alien Number is circled in red on each sample below.

The space provided for the Alien Number consists of a nine-digit field. If the Alien Number provided is less than nine digits, you must provide leading zeros. The letter "A" is not used when providing this number.

Example: A72 735 827 should be input as 072735827

How do I locate the Card Number on a Permanent Resident Card?

The Card Number is typically located at the bottom of the card, toward the right hand side of the card. An example is included below with the Card Number circled in red.

Note: The Card Number is only available on versions introduced in 2004 and later.



Form 1-551 (released November 2004)

What if my Resident Alien Card doesn't have a Card Number?

Resident Alien Cards that were issued prior to December 1997 do NOT have a Card Number (samples below). When an employee provides a Resident Alien Card without a Card Number, enter **AAA and 10 zeros (AAA0000000000)** into the Card Number text entry box. This will enable the system to continue the verification process.



Form 1-551 (Jan 1992)

Form 1-551 (Aug 1989)

Form 1-551 (Jan 1977)

More recent Permanent Resident cards and Employment Authorization cards have the Alien number (A #) listed as USCIS #. The card number can be found on the back of the card.

Lawful Permanent Resident (I-551)



Employment Authorization (I-766)



Help- COMPLEX SURNAMES

1. Enter the entire surname, including prefixes or name stems (without periods). Hyphenated names and names with apostrophes are allowed.
 - Example name: Alexandra De La Cruz
 - Enter as follows: Alexandra De La Cruz
 - Example name: Peter O'Donoghue
 - Enter as follows: Peter O'Donoghue
 - Example name: Maria Lopez-Garcia
 - Enter as follows: Maria Lopez-Garcia
2. Ignore all suffixes such as Jr., Sr., III, etc.
 - Example name: Roberto Garcia, Sr.
 - Enter as follows: Roberto Garcia
3. Do not use periods.
 - Example name: Rachel St. John
 - Enter as follows: Rachel StJohn
4. Individuals from some cultures may use their surname first and their given name last.
 - Example name: Nguyen Mai
 - Enter as follows: Mai Nguyen

If you encounter a name that you think may fall into this category, ask the employee for clarification or check the original document (if available). If you made a mistake, you may initiate another query with the correct name, but you must resolve the original case as an "invalid query" and keep the case details page or case verification number with the employee's Form 1-9.

ACCURACY OF DATA

After you have entered the information needed to perform a primary query, you should review the data for accuracy. By taking the extra step to ensure that the information submitted is correct, you may eliminate the need to perform additional steps necessary to complete the verification process.

Remember to ask at reviews if non-citizens have obtained citizenship! If they have, you must delete the Immigrant/Refugee Page and go back to Permanent Demographic Page and answer YES to citizenship.

How to Complete the CWW Immigrant/Refugee Information Page

Navigation Menu

- Search
- CARES Home
- Search
- Inbox Search
- Unlinked Documents
- IFA / Case
 - Client Registration (0)
 - Case Summary
 - Case Comments
 - Expected Changes
 - Application Entry (0)
 - Case Information
 - Individual Demographics
 - Summary
 - Permanent Demo
 - Current Demo
 - Immigrant / Refugee
 - Benefits/School
 - Individual Non Financial
 - Other Health Care Programs
 - Asset Information
 - Employment Queries
 - Employment
 - Unearned Income
 - BC+ Tax Deductions
 - Expenses

Immigrant / Refugee Information [Cancel] [Reset]

Immigrant / Refugee Information

Effective Period
 * Begin Month: MM / YYYY End Month: MM / YYYY Last Updated:
 Delete Reason: []

Individual Information
 * Individual: []

Immigrant Document Information
 Document Type: [] DX Response: [] [Verify]

Immigration Results
 Elig. Statement:
 Lawful Presence: [] Class of Admission: []
 Date of Entry (Arrival Date): [] Grant Date (Date Of Entry): []
 Status Expiration Date: [] Case from SAVE: []

Additional Information

* Registration Status: [] * Registration Status: []
 Verification: []
 Verification Number: [] [SAVE Website]
 from SAVE: []

* Country of Origin: []
 Date Status Granted: MM / DD / YYYY []
 Arrival Date: MM / DD / YYYY []
 * Does individual have an Employment Authorization Document: []
 Continuously present in US since before 8/22/96? []
 * Did individual meet the work quarters? []
 * Has this person met military service requirements? []
 * Is the individual an adult member (born prior to 05/08/1975) of Hmong or highland Laotian tribe, or spouse or unremarried surviving spouse of the member? []
 * Is the individual unmarried dependent child of Hmong / highland Laotian tribe or dependent is under 18 years or full time student and under age 22? []

Health Care Reasonable Opportunity Period
 Has this person made a declaration of satisfactory immigration status? []
 Can this person potentially qualify for a reasonable opportunity period for health care? []
 ROP End Date: []
 Extended End Date: MM / DD / YYYY [] Extended End Date Reason? []

[Enter New] [Begin Month] MM / YYYY [Go]

1. Begin Month - enter appropriate Begin Month.
2. Individual - select the individual from the drop down list.
3. Document Type - select the document type that best describes what you have.
4. After you select the document from instruction 3, enter all information in the associated fields. If you do not have all requested information in the Immigrant Document Information box, you may need to go to SAVE.
5. Please note that you will only be able to verify from this page if you have a medical request.
6. Verification Number from SAVE – enter the verification number you get from SAVE if you are unable to obtain verification with CARES.
7. Does alien have an employment authorization document – yes or no.
8. Did individual meet the work quarters - yes or no.
9. Has this person met military service requirements - yes or no.
10. Is the individual an adult member (born prior to 05/08/1975) of Hmong or highland Laotian tribe, or spouse or or unremarried surviving spouse of the member - yes or no.
11. Is the individual unmarried dependent child of Hmong/highland Laotian tribe or dependent is under 18 years or full time student and under age 22 - yes or no.

Immigration Charts:

For BadgerCare, refer to BCPH 4.3.8

For FoodShare, refer to FSHB 3.12.1.1