

GENERAL ADMINISTRATION 7.0

Systematic Alien Verification for Entitlements (SAVE) – 7.25

Status: New

Date Issued: October 1, 2012

**Date Last
Revised:** February 11, 2015

Signature: 

By: Leslie Humphreys, MPA
Assistant Commissioner
Division of Community Health Services

POLICY

In accordance with the Eligibility Verification for Entitlements Act of 2012, except where prohibited by law, every local health department, except those that are Federally Qualified Health Centers, shall verify that each applicant eighteen (18) years of age or older, who applies for a federal, state or local public benefit from the entity or local health department, is a United States citizen or is lawfully present in the United States.

The verification process under this Act must be enforced without regard to race, religion, gender, ethnicity or national origin.

APPLICABILITY

This policy is applicable to local health departments and regional offices.

PURPOSE

To ensure consistent implementation of the Eligibility Verification for Entitlements Act.

PROCEDURE

All applicants eighteen (18) or older presenting for non-exempt services at local health departments and regional offices are required to provide proof of United States citizenship or qualified alien status prior to receiving non-exempt services.

For an applicant who claims United States citizenship, the local health department or regional office shall make every reasonable effort to ascertain verification of the applicants' citizenship, which will include requesting the applicant to present one (1) form of identification from an approved documents list and a signed declaration.

For an applicant who claims qualified alien status, the applicant shall present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security, then the applicant will present at least one (1) such document that the local health department or regional office shall verify through the SAVE program.

If an applicant who claims eligibility as a qualified alien is unable to present two (2) forms of documentation of identity and immigration status as determined by United States Homeland Security, then the applicant will present at least one (1) such document that the local health department or regional office shall verify through the SAVE program.

All applicants eighteen (18) years or older who present for non-exempt services shall attest to the applicant's status and will complete a *Declaration of U.S. Citizenship or Lawful Presence of an Alien Form*.

Each local health department or regional office shall maintain a copy of all documentation submitted by an applicant for verification in a manner consistent with the Tennessee Department of Health's rules, regulations or policies governing storage or preservation of medical records.

Exempt services are listed below. Exempt services require no verification.

- Emergency Care (medical and dental)
- Disaster and Emergency Preparedness Response
- Immunizations
- Testing and treatment of communicable disease (STD, TB, HIV, etc.)
- Women, Infants and Children Program (WIC)
- Prenatal care administered by the Department of Health (including pregnancy tests)
- Help Us Grow Successfully (HUGS)
- Family Planning
- Breast and Cervical Cancer Screening Program (BCS)
- Children Special Services (CSS)
- Prenatal dental

REFERENCE DOCUMENTS

State of Tennessee Public Chapter No. 1061, Senate Bill No. 1325, Sections 1-5

The Tennessee Eligibility Verification for Entitlements Act TCA 4-58-101 *et seq*

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Division of Community Health Services, (615) 253-3407