

**Systematic Alien Verification for Entitlements Program  
Implementation of Utah Code Section 63G-12-104**

(June 8, 2015)

The Division of Community Resources & Development's policy and procedure is based on the following:

- Salt Lake County is required to comply with Utah State Law to the best of its ability. The County District Attorney assists County agencies in this task.
- Community Resources & Development (CRD) does not generally provide direct client services but rather contracts for such services. Such contacted services need to meet the same requirements as if the services were provided directly by Salt Lake County.
- CRD allocates (sub-grants) funding through a Request for Proposal process to non-profit agencies, which provide services with federal SSBG dollars. It has been determined that such funding needs to meet the requirements of Utah Code Section 63G-12-104.
- Implementation of these requirements may differ among contractors depending upon the service being provided. If a contracted service is exempted from the provisions of the law, the contract will indicate this as part of the Work Statement. Unless specifically exempted, an agency needs to comply with the provisions of the law for services provided to clients with SSBG funding including the minimum required agency match.

Each SSBG contract includes the following language regarding the SAVE Program:

“PROVIDER shall register and participate in the Systematic Alien Verification for Entitlement Program (“SAVE Program”), or an equivalent program designated by the Department of Homeland Security, before entering into any contract, after June 30 2009, with COUNTY as required by Utah Code Section 63G-12-104. The SAVE Program is an electronic system operated by the Department of Homeland Security, through which authorized officials may verify the lawful presence in the United State of an individual who has applied for federal, state or local benefits. The PROVIDER is individually responsible for verifying the status of anyone, at least 18 years of age, applying for federal, state or local benefits. PROVIDER shall require the applicant to certify, in accordance with 63G-12-104(4), that the applicant is a United States citizen or qualified alien and lawfully present in the United States. PROVIDER shall verify the applicant's certification through the SAVE Program. PROVIDER shall certify to the COUNTY by affidavit that the PROVIDER has verified, through the SAVE Program, the status of each recipient of federal, state or local benefits. PROVIDER shall comply in all respects with the provisions of Utah Code Section 63G-12-104. PROVIDER'S failure to comply may result in the immediate termination of its contract with Salt Lake COUNTY.”

**Status Verification for Social Services Block Grant Program  
Training Guidance in Implementing Utah Code Section 63G-12-104**

(June 8, 2015)

As direct-service providers of non-exempt services, contractors are required to verify eligibility of their clients through the Systematic Alien Verification for Entitlements Program (SAVE), a requirement that is addressed in CRD's contract with them. Therefore such sub-grantees need to verify client eligibility for all clients receiving benefits funded with SSBG dollars, including the 25% matching funds.

By State Law, the verification process needs to include participation in the SAVE Program. Therefore, SSBG direct-service providers of non-exempt services need to submit an application to register and participate in the SAVE program. A copy of this application and the federal response needs to be kept on file with the agency. Since CRD does not provide direct services, it will not be involved in eligibility verification through the SAVE program.

These same SSBG sub-grantees are required to collect the appropriate documentation and follow the appropriate procedures regarding the safeguarding of this information (as outlined by the US Department of Homeland Security). This includes having their SSBG-funded clients sign a form, developed by the agency, certifying that in complying with the law the client has provided accurate and true information. Copies of this signed form along with the related documentation needs to be kept in the client's file for review.

When agencies submit SSBG billings for reimbursement, the signed billing form will include a statement that agency is not billing the County for anyone who has not met eligibility requirements. This reference includes County residency as well as status verification.