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AUG 07 1998

 Department of Human Resources 311 West Saratoga Street Baltimore MD 21201	FIA INFORMATION MEMO
Control Number: FIA/OPR#99-04	Issuance Date: August 13, 1998

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS**

Charles E. Henry for
**FROM: LYNDA FOX, DEPUTY SECRETARY FOR PROGRAMS AND LOCAL
OPERATIONS**

RE: DOCUMENTARY EVIDENCE OF STATUS FOR IMMIGRANTS

PROGRAM AFFECTED: FOOD STAMPS AND TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY AND RESEARCH

SUMMARY

This Information Memo provides guidance in the types of documents that immigrants may present to case managers to verify their status. A chart is attached for your easy reference.

Detailed information is contained in a booklet sent to local departments titled Guidance for Noncitizen Verification Procedures. You may find policy information about the eligibility of immigrants in the following action transmittals:

- #98-20 – Immigrants – Food Stamp Program
- #98-39 – Legal Immigrants – Temporary Cash Assistance
- #98-34 – Quarters of Coverage History System
- #98-42 – New Interpretation of the 5-year Ban

DOCUMENTARY EVIDENCE OF STATUS FOR FEDERAL TCA AND FOOD STAMP ELIGIBILITY

This Information Memo lists the documentary evidence of status for federal TCA and food stamp eligibility for each type of immigrant. The documents listed below demonstrate lawful status, and you should not require presentation of a registration document (I-551, I-94, I-688B) if the applicant presents one of the other legally acceptable documents that reasonably appears to be genuine. If the document is questionable because it does not appear on its face to be genuine, or does not relate to the person presenting it, ask the applicant to produce his or her registration document as additional evidence of immigration status.

REMINDERS:

Do not request additional documentation for a discriminatory reason.

Do not request verification of the immigration status of individuals who are not included in the assistance unit.

- *Alien Lawfully Admitted for Permanent Residence (LPR) who has worked or can be credited with 40 qualifying quarters or who is otherwise eligible.*

- **LPR**

- INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94.

40 Qualifying Quarters:

Use the Quarters of Coverage History System in the State Verification Exchange System to verify eligibility based on work history.

REMINDER: Refugees are eligible for a period of 5 years after date of entry, even if that status is adjusted to LPR. Asylees, Cuban/Haitian entrants, Amerasians and immigrants whose deportation or removal has been withheld also are eligible for a period of 5 years after they obtain their status, even if that status is adjusted to LPR.

- **LPR who is Otherwise Eligible.** An LPR who does not have 40 qualifying quarters will still be eligible if he or she:
 - Originally entered the U.S. as a refugee within the previous 5 years was granted asylum during the previous 5 years, or had his or her deportation or removal withheld within the last 5 years.
 - If the applicant states he or she was admitted as a refugee within the previous 5 years, review the INS Form I-551 for code RE-6, RE7, RE8, or RE9. Determine the date of admission from the date on the card.
 - If an applicant attests to having been granted asylum or having had deportation or removal withheld file INS form G-845 and Supplement along with a copy of the I-551.
 - Is an honorably discharged veteran who fulfilled minimum active duty service requirements, or is a person on non-training active duty or is the spouse, dependent child, or unremarried spouse. Ask for documentation from the Veteran's Administration or the Department of Defense.

➤ *Asylee*

- INS Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA .
- INS Form I-688 B (Employment Authorization Card) annotated "274a.12(a)(5)"
- INS Form I-766 (Employment Authorization Document) annotated "A5"
- Grant letter from the Asylum Office of INS; or
- Order of an immigration judge. granting asylum.
- The 5-year limit: The INS form I-94, the INS grant letter, and court order will each include the date the asylee status was obtained. If the applicant cannot provide any of these documents, file an INS form G-845 and Supplement along with a copy of pertinent documents.

➤ *Refugee*

- INS Form I-94 annotated with a stamp showing admission under section 207 of the INA:
- INS Form I-688 B (Employment Authorization Card) annotated "274a.12(a)(3)"
- INS Form I-766 (Employment Authorization Document) annotated "A3"
- INS-Form 571 (Refugee Travel Document)
- The 5-year limit: The date of the inspection on the refugee stamp on the INS form I-94 indicates the date of admission as a refugee. If the date is missing or applicant cannot provide an I-94, file an INS Form G-845 and Supplement along with a copy of pertinent documents.

➤ *Alien Whose Deportation or Removal was Withheld*

- INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)"
- INS Form I-766 (Employment Authorization Document) annotated "A10"
- Order from an immigration judge showing deportation withheld under section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under section 241(b)(3) of the INA
- The 5-year limit: The court order will include the date the deportation was withheld. If the applicant does not present a court order, file an INS form G-845 and Supplement along with a copy of pertinent documents.

➤ *Cuban/Haitian Entrant*

- INS Form I-551 (Alien Registration Card) with a code CU6, CU7, or CH6
- Unexpired temporary I-551 stamp in a foreign passport or on INS Form I-94 with the code CU6 or CU7, or
- INS Form I-94 with a stamp showing paroled as "Cuban/Haitian Entrant" under Section 212(d)(5) of the INA.
- The 5-year limit: The I-551 or the date of inspection on the stamp on INS form I-94 will indicate the date status was granted. If the date is missing, on form I-94, file an INS form G-845 and Supplement along with a copy of pertinent documents.

➤ *Amerasian Immigrants*

- INS Form I-551 with the code AM6, AM7, or AM8.
- Unexpired temporary I-551 stamp in foreign passport, or
- INS Form I-94 with unexpired stamp with code AM1, AM2, or AM3.
- The 5-year limit: The date on the INS Form I-551 or the date of inspection on the stamp on the INS Form I-94 will indicate the date of admission. If the date is missing on the I-94, file a G-845 and Supplement, along with a copy of the pertinent documents.

➤ *Alien Paroled into the U.S. for a period of at least one year*

- INS Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (The applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)
- If enter the U.S. on or after August 22, 1996, immigrants are barred from eligibility for "federal means-tested programs" for 5 years from the date they entered the U.S. with the qualified alien status unless they are among the qualified aliens who have unlimited eligibility. Consider eligibility for State benefits.

Reminder: Parolees are eligible for food stamp benefits only if they have the listed documentary evidence and a military connection.

➤ *Alien granted Conditional Entry*

- INS Form I-94 with stamp showing admission under section 203 (a)(7) of the INA.
- INS Form I-688 B (Employment Authorization Card) annotated "274a.12(a)(3)."
- INS Form I-766 (Employment Authorization Document) annotated "A3."
- If enter the U.S. on or after August 22, 1996, immigrants are barred from eligibility for "federal means-tested programs" for 5 years from the date they entered the U.S. with the qualified alien status unless they are among the qualified aliens who have unlimited eligibility. Consider eligibility for State benefits.

Reminder: Aliens granted conditional entry are eligible for food stamp benefits only if they have the listed documentary evidence and a military connection.

A chart listing the documentary evidence of immigration status is attached for your easy reference.

INQUIRIES

Please contact Kay Finegan at 410-767-7939 with any questions.

Attachment: Form G-845
Form G-845 Supplement
Chart - Documentary Evidence of Immigration Status

cc: DHR Executive Staff OIM Help Desk CIS Testing Facility
FIA Management Staff Constituent Services

DOCUMENTARY EVIDENCE OF IMMIGRATION STATUS

	I-551	I-94	I-688B	I-766	Other	5 years
ASYLEE	See OTHER LPR	Annotated §208 of INA	Annotated 274a.12(a)(5)	Annotated "A5"	-Grant letter from the Asylum Office of INS -Order of an Immigration judge granting asylum	I-94, INS grant letter, and court order will include date. For other documents file a G-845 and supplement
REFUGEE	See OTHER LPR	Annotated §207 of the INA	Annotated 274a.12(a)(3)	Annotated "A3"	INS-571 Travel Document	I-94 will include date of admission as refugee. If date is missing or no I-94 file G-845 and supplement
ALIEN WHOSE DEPORTATION IS WITHHELD	See OTHER LPR		Annotated 274a.12(a)(10)	Annotated "A10"	Order from Immigration Judge showing deportation withheld under 243(h) as in effect prior to 4/1/97 or removal withheld under 241(b)(3) of the INA	The court order will include date. If no court order, file G-845 and supplement
CUBAN/HAITIAN ENTRANT	Code CU6, CU7, or CH6	Stamp showing paroled as Cuban/Haitian Entrant" under §212(d)(5) of the INA			Unexpired temporary I-551 stamp in foreign passport or on I-94 with code CU6 or CU7	The I-551 or the date if inspection on the I-94 will indicate the date status was granted. If date is missing, file G-845 and supplement
OVERSEASIAN	Code AM6, AM7, or AM8	Code AM1, AM2, AM3			Unexpired temporary I-551 stamp in foreign passport	Date on I-551 or date of inspection on the I-94 will indicate date admitted. If date is missing, file G-845 and supplement
ALIEN WITH 40 QUARTERS	Yes	Yes			Unexpired temporary I-551 stamp in foreign passport Use SVES to verify 40 quarters	Not Applicable
OTHER LPR - Refugee	Code RE6, RE7, RE8, RE9					Date of entry is on card
OTHER LPR - Asylee or deportation withheld	Yes					File G-845 and supplement along with a copy of I-551
ALIEN PAROLED INTO THE U.S. FOR AT LEAST ONE YEAR		Stamp showing admission for at least one year under §212(d)(5) of the INA				
ALIEN GRANTED CONDITIONAL ENTRY		Stamp Showing admission under §203(a)(7) of the INA	Annotated 274a.12(a)(3)	Annotated "A3"		

Section A - to be completed by the submitting agency:

Immigration and Naturalization Service

6. Verification Number

7. Photocopy of Document Attached.
(If printed on both sides, attach a copy of the front and of the back.)
- Other Information Attached (Specify documents).

8. Typed or Stamped Name and Address of Submitting Agency

8. Organization (specify)

9. Status Verifier

(INS may use above address with a #20 window envelope.)

Alien Registration or I-94 Number

Applicant's Name (Last, First, Middle)

9. Name of Submitting Official

Nationality

10. Title of Submitting Official

Date of Birth (Month/Day/Year)

11. Date

Social Security Number

12. Telephone Number

Section B - to be completed by INS

RESPONSE: From the documents or information submitted and/or a review of our records we find that:

- This document appears valid and relates to a Lawful Permanent Resident alien of the United States.
 - This document appears valid and relates to a Conditional Resident alien of the United States.
 - This document appears valid and relates to an alien authorized employment as indicated below:
 - a. Full-Time
 - b. Part-Time
 - c. No Expiration (Indefinite)
 - d. Expires on _____
(specify Month/Day/Year, below)
 - This document appears valid and relates to an alien who has an application pending for (specify INS benefit below)
 - This document relates to an alien having been granted asylum/refugee status in the United States.
 - This document appears valid and relates to an alien paroled into the United States pursuant to Section 212 of the I&N Act.
 - This document appears valid and relates to an alien who is a Cuban/Haitian entrant.
- 8. This document appears valid and relates to an alien who is a conditional entrant.
 - 9. This document appears valid and relates to an alien who is a nonimmigrant (specify type or class below)
 - 10. This document appears valid and relates to an alien not authorized employment in the United States.
 - 11. Continue to process as legal alien. INS is searching indices for further information.
 - 12. This document is not valid because it appears to be (check all that apply)
 - a. Expired
 - b. Altered
 - c. Counterfeit

INS Stamp

Comments

13. No determination can be made from the information submitted. Please obtain a copy of the original alien registration documentation and resubmit.
14. No determination can be made without seeing both sides of the document submitted (*please resubmit request*).
- Copy of document is not readable (*please resubmit request*).

"PRUCOL"

For Purposes Of Determining If Alien Is Permanently Residing Under Color Of Law Only!

16. INS actively pursues the expulsion of an alien in this class/category.
17. INS is not actively pursuing the expulsion of an alien in this class/category, at this time.
18. Other

Instructions

Submit copies of both *front and back* of alien's original documentation.

Make certain a *complete return address* has been entered in the "From" portion of the form.

The Alien Registration Number ("A" Number) is the letter "A" followed by a series of (7) or (8) digits. Also in the block may be recorded the number found on Form I-94. (Check the front and back of the I-94 document and if the "A" Number appears, record that number when requesting information instead of the longer admission number; the "A" Number refers to the most integral record available.)

If Form G-845 is submitted without copies of applicant's original documentation, it will be returned to the submitting agency without any action taken.

Press this verification request to the local office of the Immigration and Naturalization Service.

TO BE COMPLETED BY THE SUBMITTING AGENCY

To: Immigration and Naturalization Service

Date _____

Applicant's Name (Last, First, Middle) _____

Social Security Number _____

Alien Registration Number or I-94 Number _____

From: Typed or Stamped Name and Address of Submitting Agency _____

Telephone () _____

Complete the following items: #1 #2 #3 #4 #5 #6 #7

TO BE COMPLETED BY INS

1. IMMIGRATION STATUS (check all that apply):

From the document or information submitted and/or a review of our records we find that the person identified is a/an:

- a. Lawful Permanent Resident alien of the United States.
(Complete b,c,d,g,h,or i if alien adjusted to LPR status from one of those statuses in the past 7 years.)
- b. Refugee admitted to the United States under Section 207 of the INA. (Complete Item 2 below.)
- c. Asylee under Section 208 of the INA. (Complete Item 3 below.)
- d. Alien whose deportation has been withheld under section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under section 241(b)(3).
Date deportation or removal ordered withheld: _____
- e. Alien paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.
(Complete Items 3 and 4 below.)
- f. Conditional Entrant pursuant to Section 203(a)(7) of the INA in effect prior to April 1, 1980.
- g. American Indian born in Canada to whom the provisions of Section 289 of the INA apply.
- h. Cuban/Haitian Entrant, as defined in Section 501(e) of the Refugee Education Assistance Act of 1980.
(Complete Item 3 below.)
- i. Amerasian immigrant, pursuant to Section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 1988. (Complete Item 2 below.)
- j. Other (indicate status): _____

2. Date alien entered the United States: _____

3. Date status was granted: _____

4. Date status expires: _____

5. CITIZEN STATUS:

- This document appears valid and relates to a United States citizen.

6. SPECIAL BENEFIT PROVISIONS FOR CERTAIN VICTIMS OF ABUSE:

- a. This alien obtained Lawful Permanent (or Conditional) Resident Status as the spouse, child, or widow(er) of a U.S. citizen.
- b. This alien obtained Lawful Permanent (or Conditional) Resident Status as the spouse, child, or unmarried son or daughter of a lawful permanent resident alien.
- c. This alien did not obtain status as described in (a) or (b).

7. AFFIDAVIT OF SUPPORT:

- a. This alien was sponsored on Form I-864, Affidavit of Support under Section 213A of the INA. Service receipt date _____ (Complete Item 3 on page L)
- b. This alien was not sponsored on Form I-864.

Name of Sponsor

Sponsor's Social Security Number

____-____-____

Sponsor's Address

Name of Joint Sponsor(s) (if any)

Joint Sponsor's Social Security Number

____-____-____

Joint Sponsor's Address

- See reverse for information on additional sponsor(s).

INS Stamp

[Empty rectangular box for INS Stamp]

This supplement may be used in conjunction with Form G-845 to request verification; it cannot be alone. It reflects information that may be relevant to eligibility for Federal, State, and local benefits under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104