



CDSS

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GOVERNOR

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

October 25, 2012

ALL COUNTY INFORMATION NOTICE I-51-12

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALFRESH COORDINATORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL CONSORTIUM PROJECT MANAGERS
ALL QUALITY CONTROL COORDINATORS

SUBJECT: THE CUSTOMS AND BORDER PROTECTION AUTOMATION OF THE ARRIVAL/DEPARTURE RECORD FORM I-94 AND THE EFFECT ON SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENT (SAVE) PROGRAM REQUESTS

REFERENCES: UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) FORM I-94 AUTOMATION FREQUENTLY ASKED QUESTIONS

The purpose of this letter is to provide counties with information on how to best utilize the Systematic Alien Verification for Entitlement (SAVE) program due to the Customs and Border Protection's (CBP) recent automation of the admission process. The automation creates an electronically-generated I-94 number which will not be known to the applicant and will not match the number on the paper I-94.

Therefore, the more information that is entered initially into SAVE, [e.g., an unexpired foreign passport number or Alien Number ("A Number")] with the I-94 number, then the more accurate the SAVE response will be in terms of verifying immigration status. In some instances, the electronic I-94 number will be handwritten on the I-94 and an "admit until" date will either be handwritten or stamped on the document. In these cases, the handwritten number should be entered into SAVE. The fact that SAVE may not detect the I-94 number printed on the paper is not a finding of ineligibility. SAVE will still process "A" numbers for individuals that have one.

County Welfare Departments are encouraged to review the attached *USCIS I-94 Automation Frequently Asked Questions*. The questions and answers provide definitions, information on immigration status verification, and instructions for entering data into SAVE. Details regarding documents and procedures are also included in the attachment.

If you have any CalFresh program questions regarding this letter, please contact your CalFresh county contact or the CalFresh Branch at (916) 651-8047. For questions regarding the CalWORKs program, you may contact your CalWORKs county consultant or call the CalWORKs Eligibility Bureau at (916) 654-1322.

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Sincerely,

Original Document Signed By:

LINDA PATTERSON, Chief
CalFresh Branch
Welfare to Work Division

Attachment

Original Document Signed By:

KÄREN N. DICKERSON, Chief
Employment and Eligibility Branch
Welfare to Work Division



U.S. Citizenship
and Immigration
Services

I-94 Automation Frequently Asked Questions

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DEFINITIONS

1. **Alien:** Any person who is not a citizen or national of the United States.
2. **Alien Number (“A Number”):** The alien registration file number, which the Department of Homeland Security assigns to certain aliens, consists of eight or nine digits.
3. **Asylee:** An alien in the United States or at a Port of Entry who is found to be unable or unwilling to return to his or her country of nationality, or to seek the protection of that country, because of persecution or a well-founded fear of persecution.
4. **Class of Admission (COA):** COA reflects the particular provision of law that describes a noncitizen’s immigration status in the United States. For descriptions of COAs, please refer to “Class of Admission (COA) Tables” located in Web 3 Online Resources.
5. **Customs and Border Protection (CBP):** an agency of the Department of Homeland Security (DHS) responsible for keeping terrorists and terrorist weapons out of the United States, as well as facilitating trade and travel while enforcing U.S. regulations, including immigration and drug laws.
6. **Deferred Inspection Site:** sites operated by CBP where incoming aliens are referred when documentation requires additional review and/or possible correction. If an error in an alien’s immigration document occurred upon entering the United States, he or she must visit a local CBP Deferred Inspection Site or a Port of Entry or Admission to have it corrected. For a list of Deferred Inspection Sites or Ports, please visit the CBP website (www.cbp.gov) and click on the “Ports” link at the bottom of the page. (Please note if USCIS issued the Form I-94, the alien should contact USCIS to correct that particular record.)
7. **Form I-94 (Arrival/Departure Record):** The Form I-94 is used to document the arrival and departure of aliens applying for admission to the United States. It must be filled out by all persons, except U.S. citizens, returning resident aliens, aliens with immigrant visas, and Canadian citizens visiting or in transit. The form is then reviewed for accuracy by a Customs and Border Protection (CBP) officer, stamped with admission information and then provided to the passenger as evidence of a lawful entry.

Departure Number	OMB No. 1651-0111
b2bb33123 12	
I-94 Departure Record	
14. Family Name SAMPLE	
15. First (Given) Name JANE	16. Birth Date (Day/Mo/Yr) 23 03 68
17. Country of Citizenship NEW ZEALAND	
See Other Side	CBP Form I-94 (10/04) STAPLE HERE

Figure 1: Sample I-94

8. **Immigrant:** Any person not a citizen of the United States who is residing in the United States under legally recognized and lawfully recorded permanent residence. *See also Permanent Resident.*
9. **Lawful Permanent Resident:** *See Permanent Resident.*
10. **Nonimmigrant:** An alien who seeks temporary entry to the United States for a specific purpose. Some examples of nonimmigrants include foreign government officials, visitors for business or for pleasure, foreign students and religious workers.
11. **Permanent Resident:** Someone who has been granted authorization to live and work in the United States on a permanent basis. As proof of that status, a person is granted a permanent resident card, commonly called a "green card" or I-551. Permanent residents are also referred to as "immigrants," "legal permanent residents," "lawful permanent residents," "permanent resident aliens" and "green card holders."
12. **Port of Entry (POE):** Any air, land or sea location in the United States or its territories that is designated as a point of entry for aliens and U.S. citizens. At POEs, CBP officers examine incoming aliens' travel documentation, and issue travelers with appropriate classes of admission, per U.S. immigration policy and law.
13. **Refugee:** Any person who is outside his or her country of nationality who is unable or unwilling to return to that country because of persecution or a well-founded fear of persecution. Persecution or the fear thereof must be based on the alien's race, religion, nationality, membership in a particular social group, or political opinion.

NOTE: For more definitions, please visit www.uscis.gov/resources and click the "Glossary" link. The USCIS resources Web page also contains other useful immigration information.

PART I: QUESTIONS CONCERNING THE I-94 AUTOMATION

Q1: What is the I-94 automation?

A1: The Form I-94 is used to document the arrival and departure of aliens applying for admission to the United States. Passengers fill out the form and a Customs and Border Protection (CBP) officer reviews it for accuracy. The CBP officer stamps the I-94 with admission information and provides it to the passenger as evidence of a lawful entry.

In an attempt to increase efficiency, and stream line the admission process for the traveling public, CBP has developed an automated I-94 system. Traditionally, CBP mailed the I-94s from each Port of Entry (POE) to a processing center for manual data entry into a DHS database. The new automated process uses data CBP collects to create an electronic version of the paper I-94. The automated system will generate an electronic arrival record with data elements found on the current paper Form I-94; **however, the electronic I-94 number will not be known to the traveler.** Additionally, CBP will stamp the traveler's passport upon arrival into the United States instead of stamping a traveler's paper I-94 form. Please see Question 9 for additional information.

Q2: Will CBP still issue paper I-94 forms to travelers once the I-94 automation begins?

A2: Yes. CBP will continue to issue paper I-94 forms to those entering through air and sea crossings as current regulation requires all passengers to receive a paper I-94. It is important to note, however, that **the number on the paper I-94 form will not correspond to the I-94 number that exists in the newly automated CBP systems.** Please see Question 9 for additional information.

Q3: Two separate I-94 numbers will exist after the I-94 automation begins – an *electronic I-94 Number* and a *paper I-94 Number*. What is the difference between the two?

A3: The electronic I-94 Number is assigned as part of the electronically generated arrival record when a person enters the United States. The paper I-94 Number is the pre-printed number on the paper I-94 travelers will receive when entering the United States. For immigration status verification purposes, the pre-printed paper I-94 Number CBP issues will not permit verification of immigration status of air and sea passengers because it does not relate to the traveler's actual record. However, I-94s issued before the automation and I-94s USCIS issues as evidence of a change or extension of status can still be used to verify immigration status.

Therefore, agencies should select the “I-94 in Foreign Passport” document type whenever an I-94 is presented to verify status. Please see Question 11 for additional information.

Q4: How does the I-94 automation affect SAVE verifications?

A4: When the pre-printed number on the I-94 no longer matches the actual electronic record, we will not be able to verify immigration status using that number.

Q5: What has CBP done to accommodate asylees and refugees who do not necessarily possess a foreign passport?

A5: CBP will continue to enter certain arrival information for a limited number of aliens who may not have a foreign passport or other travel document, such as asylees and refugees. Please see Question 9 for additional information.

Q6: What has SAVE done to accommodate the I-94 automation? Will SAVE make system changes?

A6: To accommodate this change, we have taken significant steps to permit immigration status verification of affected alien applicants by leveraging the Program’s ability to verify status by Unexpired Foreign Passport. We also made system updates to encourage the use of the Unexpired Foreign Passport in combination with the Form I-94, when possible. Currently we are planning additional enhancements to the system’s foreign passport verification functionality in fall 2012. We will keep agencies informed regarding these developments.

Q7: How should agencies enter data into the system to ensure benefit applicants verify successfully?

A7: When entering data into our system we recommend following these best practices:

- When presented with an I-94 and an Unexpired Foreign Passport containing an admission stamp, agency selects the “**I-94 (Arrival/Departure Record) in Unexpired Foreign Passport**” document type.
- When presented with an Unexpired Foreign Passport containing an admission stamp without an I-94, including those from Visa Waiver countries, agency selects the “**Unexpired Foreign Passport**” document type.
- When presented with only an I-94 and no other immigration document, agency should select the “**Other (Select if Document Not Listed)**” document type. Note that if I-94 alone is selected and the I-94 is among those that CBP no longer enters into its database,

verification of status will fail, and additional verification will be required. Please see Question 9 for more information.

Q8: When will the I-94 automation take place?

A8: Currently, a timetable for the I-94 automation has not been determined. It is possible that the automation may begin during spring 2012 in select locations and will then rollout in phases nationwide. Further details regarding exact dates are forthcoming.

Q9: What if a traveler does not have a foreign passport for CBP to stamp?

A9: Individuals without a foreign passport will be sent to CBP's secondary inspection upon arrival into the United States, where they will receive their electronic I-94 number. These individuals will be issued a paper I-94 with the pre-printed number crossed out, and the actual electronic I-94 number handwritten upon it. Agencies can expect refugees, asylee follow-to-joins, parolees and others who do not have any other travel document to have these I-94s. For verification purposes, **agencies should enter the handwritten I-94 number into SAVE.** Because the handwritten I-94 number is the electronic I-94 number, SAVE will be able to use it to verify immigration status.

Q10: At times, a permanent resident entering the United States is issued an I-94 with a temporary I-551 stamp as evidence of his or her permanent resident status. Will individuals still receive these stamps on their I-94s from CBP?

A10: Yes, CBP will continue to issue the temporary I-551 stamps on the I-94s for applicable individuals. In these cases, agencies should use the A Number for SAVE verification.

PART II: QUESTIONS CONCERNING IMMIGRATION STATUS VERIFICATION

Q11: How should an agency verify an applicant’s immigration status in SAVE when he or she presents only an I-94?

A11: When an applicant presents only an I-94, ask the applicant whether he or she has an Unexpired Foreign Passport. If both the I-94 and Unexpired Foreign Passport are available, choose the “I-94 (Arrival/Departure Record) in Unexpired Foreign Passport” document type to run the query. This document type allows the entry of both the I-94 Number and the Unexpired Foreign Passport number, and will enable us to verify immigration status using both numbers.



Figure 2: “I-94 in Unexpired Foreign Passport” Document Type

If an applicant does not have an Unexpired Foreign Passport, and the only immigration document he or she has is the I-94, choose the “Other” document type to run the query. By choosing “Other” you can enter either an I-94 Number or A Number.

Q12: How should an agency verify an applicant when he or she presents only an Unexpired Foreign Passport?

A12: When an applicant presents only an Unexpired Foreign Passport, ask the applicant if he or she has a paper I-94. If the applicant does have an I-94, use the “I-94 in Unexpired Foreign Passport” document type to run the query, as explained in Answer 11.

If the applicant does not have an I-94, and only an Unexpired Foreign Passport, choose the “Unexpired Foreign Passport” document type to run the query. With this document type you can input the Unexpired Foreign Passport number along with the applicant’s biographic information.

Q13: How should an agency document the Unexpired Foreign Passport number on a 3rd Step, electronic verification request?

A13: When you initiate a query with the “Unexpired Foreign Passport” document type, and the query goes to 3rd step verification, the electronic G-845 will not prepopulate with the Unexpired Foreign Passport number. Therefore, print the pre-populated G-845, and then handwrite the Unexpired Foreign Passport number on the form, in Box Number 7, as indicated in the image below.



7. Photocopy of Document Attached
(If printed on both sides, attach a copy of the front and back.)
Other Information Attached (Specify documents)
Write Unexpired Foreign Passport Number Here

Figure 3: Electronic 3rd Step G-845, Box 7

After printing the pre-populated G-845 and writing in the Unexpired Foreign Passport Number in Box 7, make a copy of the Unexpired Foreign Passport to mail in with the G-845. It is important to make a photocopy of the biographic page and the page with the CBP admission stamp indicating current status.

Q14: How should agencies submit manual G-845 verification requests using the Unexpired Foreign Passport?

A14: When submitting a manual G-845 verification request (one that is not automatically generated as a third-step in SAVE’s electronic system), download the G-845 available at www.uscis.gov/forms. This is the current version of the form published in January 2012.

For the Unexpired Foreign Passport, the agency should handwrite the Unexpired Foreign Passport Number in the field titled, “Other Immigration Document Number” (Box 1), as indicated in the image below.

1. Immigration Document Number

Alien Registration Number (A-Number):
 A-

I-94 (Arrival-Departure Record) Number:

Other immigration number (if A-Number/I-94 Number not available): **Write Unexpired Foreign Passport Number Here**

Identify document containing the other immigration number: **Specify Unexpired Foreign Passport Here**

Figure 4: Manual G-845, Box 1

We require copies of the documents presented for verification to be submitted with a manual G-845. Make a copy of the Unexpired Foreign Passport by photocopying the biographic page and the page with the CBP admission stamp indicating current status.

Q15: Will SAVE be able to verify I-94s issued prior to the I-94 Automation?

A15: Yes. However, because it is difficult to know whether a paper I-94 was issued before or after the I-94 automation, we encourage system users to select the “I-94 in Unexpired Foreign Passport” document type as much as possible. As explained in Answer 11, an I-94 Number and an Unexpired Foreign Passport number can both be entered in the “I-94 in Unexpired Foreign Passport” document type.

Q16: Will SAVE be able to verify USCIS-issued I-94s?

A16: Yes. When an applicant presents a USCIS-issued I-94 (used for extensions of stay and changes of status), select the “I-94 in Unexpired Foreign Passport” document type and enter both the I-94 Number and the Unexpired Foreign Passport Number. If the applicant does not have an Unexpired Foreign Passport, use the “I-94” document type and enter the USCIS-issued I-94 number.

Q17: Are other document types, such as the I-551, affected by the I-94 automation?

A17: No. All document types containing an Alien Registration Number, (also referred to as “A Number”), are not affected by the I-94 automation. You may continue to process them as usual.

Q18: What should an applicant do if he or she was admitted incorrectly to the United States?

A18: If an applicant was admitted incorrectly to the United States, the applicant should visit a local CBP Deferred Inspection Site or POE to have his or her admission corrected. A list of Deferred Inspection Sites and POEs can be found on CBP's website, www.cbp.gov, under the "Ports" link at the bottom of the page. If an applicant was issued an incorrect I-94 by USCIS, the applicant should refer to the Form I-102, which can be found at www.uscis.gov/forms.

Q19: What is the guidance from SAVE for Web 2 Users?

A19: When an applicant does not have an Alien Number and presents an I-94 and passport, select "Unexpired Foreign Passport" as the document type and enter the I-94 number. Also enter the Unexpired Foreign Passport number in the field entitled "Doc. Description."

Q20: Should agencies verify status by Alien Number if one is available?

A20: If an applicant has a government-issued document with an Alien Number in addition to an I-94, use the document with the Alien Number. However, for those who are newly arrived in the U.S. and have not yet received another document, such as an I-766 Employment Authorization Document (EAD), we recommend verifying status using the handwritten I-94 Number.