



State of California—Health and Human Services Agency  
**Department of Health Care Services**



**DAVID MAXWELL-JOLLY**  
Director

**ARNOLD SCHWARZENEGGER**  
Governor

July 2, 2009

TO: ALL COUNTY WELFARE DIRECTORS Letter No.: 09-35  
ALL COUNTY WELFARE ADMINISTRATIVE OFFICERS  
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS  
ALL COUNTY HEALTH EXECUTIVES  
ALL COUNTY MENTAL HEALTH DIRECTORS  
ALL COUNTY MEDS LIAISONS

SUBJECT: SAVE OFFICE LOCATIONS

The purpose of this All County Welfare Directors Letter is to gather a list of every County office in the State from which County staff will submit manual Systematic Alien Verification for Entitlements (SAVE) requests via the G-845 process.

The SAVE program is administered at the federal level by the United States Citizenship and Immigration Services (USCIS). The USCIS has requested a list of every County office in the State from which County staff will submit manual SAVE requests via the G-845 process. The California Department of Health Care Services does not have a comprehensive list of these offices. Therefore, each County is required to complete the enclosed form (Enclosure 1) and submit it via e-mail to Ms. Amarjit Singh at [Amar.Singh@dhcs.ca.gov](mailto:Amar.Singh@dhcs.ca.gov) within 30 days of the date of this letter for each Medi-Cal office that submits manual SAVE requests for the Medi-Cal program. Please include the full physical address and zip code for each location from which SAVE requests are submitted for Medi-Cal applicants and beneficiaries in the County.

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If you have any questions regarding this letter, please contact Ms. Amarjit Singh at (916) 552-9457 or e-mail her at [Amar.Singh@dhcs.ca.gov](mailto:Amar.Singh@dhcs.ca.gov).

**ORIGINAL SIGNED BY**

Vivian Auble, Chief  
Medi-Cal Eligibility Division

Enclosure

