



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 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.

All County Welfare Directors Letter No.: 09-35
Page 2
July 2, 2009

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.

ORIGINAL SIGNED BY

Vivian Auble, Chief
Medi-Cal Eligibility Division

Enclosure

Medi-Cal offices that submit manual SAVE requests for the Medi-Cal program

[illegible]