

## DEPARTMENT OF HEALTH SERVICES

714/744 P STREET  
ACRAMENTO, CA 95814



July 29, 1988

To: All County Welfare Directors  
All County Administrative Officers

Letter 88-59

Subject: Systematic Alien Verification for Entitlements (SAVE)  
System Specifications

This letter is to transmit data processing information necessary to enable county welfare departments to begin preparing for the implementation of the Systematic Alien Verification for Entitlements (SAVE) program. The Immigration Reform and Control Act of 1986 (IRCA P.L. 99-603), mandates that States implement the SAVE program by October 1, 1988.

#### Background

All County Welfare Directors letter (ACWDL) 88-16 informed counties of the federal mandate to implement SAVE and of the establishment of a State/county task force. The task force's primary responsibility was to study and recommend the most efficient and cost effective method to implement SAVE in California. After review and analysis of the various access modes available to implement SAVE, the Departments of Health Services (DHS) and Social Services (DSS), have decided to use the existing Income and Eligibility Verification System (IEVS) to input alien registration numbers for SAVE primary verification. The IEVS/SAVE alternative has proven to be the most cost beneficial and will provide the least impact on county operations. Also, this alternative will provide for continued utility with planned automated eligibility determination systems.

#### Summary of IEVS/SAVE Process

Currently, the IEVS system matches welfare applicant information against various state and federal files to obtain income/asset data used in the determination of Medi-Cal, Aid to Families with Dependent Children, (AFDC) and Food Stamp eligibility. To implement SAVE, the IEVS screens and batch record layouts will be expanded to include and accept alien registration numbers, which will be used to match against the Immigration and Naturalization Service (INS) files. The INS will provide the immigration status of all matched records, which will then be used by county staff in the eligibility determination process.

All County Welfare Directors  
All County Administrative Officers  
Page 2

County welfare departments will be able to request alien verification statuses from the INS via SAVE, utilizing any of the three methods described below. Option 3 listed below may not be available on October 1, 1988. If so, Option 3 will be added as an enhancement at a later date, and counties will be notified accordingly.

1. Counties may request SAVE information in conjunction with the existing IEVS online/batch process. This method provides for an overnight match with resulting information routed to the originating county/district/worker on the following day.
2. Counties may request SAVE information only, via an online/batch AP22 transaction. This method allows for input of multiple alien registration numbers on one screen. This method also provides for an overnight response.
3. Counties may request SAVE information only, online, directly from the INS database with a response time of a few seconds.

On October 1, 1988, counties will be able to use either the batch and/or online methods described above in options 1 and 2 to verify alien immigration status. For those counties that choose to modify their IEVS batch programs, we have included a copy of the SAVE County Input Requirements as Attachment I. This attachment includes sample screens and record descriptions of the modified IEVS transactions and the new SAVE only transaction. Counties should utilize this information to prepare for implementation of SAVE by October 1, 1988.

#### Justification of Data Processing Costs

Counties that will require additional equipment or changes to county data processing systems must submit justification for these expenditures to:

Department of Health Services  
Medi-Cal Eligibility Branch  
Attention: Maria Enriquez  
714 P. Street, Room 1692  
Sacramento CA 95814

Costs should be categorized into one-time development costs and ongoing annual costs. Examples of one-time costs include staff and CPU time for development activities and site preparation costs if additional equipment is approved. Equipment that will be considered for SAVE are terminals, printers, modems and controllers. Please note, all SAVE output will be directed to IEVS printers. Requests for new equipment must be justified based on volume and/or location.

Ongoing costs may include CPU time as well as staff time for operations and enhancements to county systems. CPU link counties may have

All County Welfare Directors  
All County Administrative Officers  
Page 3

maintenance contracts. If a new printer is requested, then supply requests should be limited to additional paper and ribbons.

This information should be submitted to the DHS by August 31, 1988. DHS Medi-Cal Eligibility Branch and DSS County Approvals Section will review the proposed expenditures and approve them or request additional justification if necessary.

Thank you for your assistance in implementing the SAVE program. Should you have questions regarding implementation of the SAVE process, please contact Maria Enriquez at (916) 445-2043, ATSS 485-2043. For questions regarding the detailed system specifications, please call Barbara Kowall at 916 324-6989, ATSS 454-6989. Questions regarding costs justification should be directed to your State County Approvals liaison.

Sincerely,

Original signed by

Robert A. Horel, Deputy Director  
Welfare Programs Division  
Department of Social Services

Sincerely,

Original signed by

Sandra Duveneck, for  
Frank S. Martucci, Chief  
Medi-Cal Eligibility Branch  
Department of Health Services

Attachment

cc: Medi-Cal Liaisons  
Medi-Cal Program Consultants

John Oppenheim, Assistant Director  
Finance and Administration  
Department of Social Services  
55 West Younger Avenue, 4th Floor  
San Jose, CA 95110

Expiration Date: December 31, 1988

SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS  
(SAVE)  
COUNTY INPUT REQUIREMENTS

JULY 1988

Prepared By:  
Department of Health Services  
Medi-Cal Eligibility Branch  
Data Systems Branch  
714/744 P Street  
Sacramento, CA 95814

# TABLE OF CONTENTS

	<u>PAGE</u>
I. BACKGROUND . . . . .	1
II. IMPLEMENTATION OF SAVE . . . . .	1
III. GENERAL DESCRIPTION OF SAVE PROCESS . . . . .	2
IV. DETAILED SAVE SYSTEM PROCESS . . . . .	2
A. SAVE OPTIONAL VS. REQUIRED DATA ELEMENTS . . . . .	2
B. SAVE PROCESSING . . . . .	2
C. SAVE EDITS . . . . .	3
D. SAVE REPORT . . . . .	3
E. SAVE ONLINE USAGE . . . . .	5
V. HOW TO USE THE SAVE ONLINE SYSTEM . . . . .	5
A. SAVE AND THE IEVS MAIN MENU . . . . .	6
B. SAVE AND OPTION C (AP20) . . . . .	9
C. SAVE AND OPTION M (AP25) . . . . .	10
D. SAVE ONLY OPTION (AP22) . . . . .	11
E. TEST TRANSACTIONS . . . . .	12
VI. SAVE BATCH USAGE . . . . .	13
A. SAVE BATCH TRANSACTION FORMATS . . . . .	13
B. BATCH INPUT MEDIA AND FREQUENCY . . . . .	13
C. AP20/AP25 - ADD APPLICANT RECORD TRANSACTIONS . . . . .	14
D. AP22 - SAVE REQUEST FOR OVERNIGHT INS RESPONSE . . . . .	14
VII. SAVE TRANSACTION RECORD LAYOUTS . . . . .	15
A. AP20 FORMAT . . . . .	15
1. AP20 Header . . . . .	15
2. AP20 Transaction Data Area . . . . .	16
B. AP25 BATCH FORMAT . . . . .	17
1. AP25 Header . . . . .	17
2. AP25 Transaction Data Area . . . . .	18
C. AP22 BATCH FORMAT . . . . .	19
1. AP22 Header . . . . .	19
2. AP22 Transaction Data Area . . . . .	20
VIII. APPENDIX 1 - DATA DICTIONARY . . . . .	21

I. BACKGROUND

Section 121 of the Immigration Reform and Control Act of 1986 (IRCA P.L. 99-603) mandates that all applicants for public assistance declare in writing, under penalty of perjury, that they have "satisfactory immigration status (SIS)" which does not make the individual ineligible for benefits under the applicable public (or medical assistance) program. It requires that State AFDC, Food Stamp and Medicaid agencies verify an alien's immigration status through an automated or other system as designed by the Immigration and Naturalization Service (INS). IRCA-86 mandated that this system be implemented nationwide by October 1, 1988.

The INS has designated the Systematic Alien Verification for Entitlements (SAVE) program as the system through which immigration status will be verified. The SAVE program is an intergovernmental information sharing program designed to aid eligibility workers in determining an alien's immigration status prior to the granting of federally subsidized benefits. There are two verification methods: primary and secondary, which are available through SAVE. Primary verification is the automated method of verifying an alien's immigration status through SAVE. It provides a response to the user indicating that either the alien is in satisfactory immigration status, or that secondary verification is needed. Secondary verification is a manual verification process involving the copying of documents for submission to INS. It is required whenever discrepancies are identified between an alien's documents and the information received from the primary check. It is also required when the primary verification response specifies "Institute Secondary Verification." Primary and/or secondary verification is required for all aliens seeking benefits.

II. IMPLEMENTATION OF SAVE

The INS has contracted with Martin Marietta Data Systems (MMDS) to process states' alien verification requests. MMDS maintains a data base, referred to as the Alien Status Verification Index (ASVI), which is used to match alien numbers supplied by the counties.

The State of California will implement SAVE using the Income and Eligibility Verification (IEVS) application of the Medi-Cal Eligibility Data System (MEDS) Network.

---

July 25, 1988

---

### III. GENERAL DESCRIPTION OF SAVE PROCESS

Counties will provide records to the State of those persons who require SAVE verification. Counties transmit these records in the same manner as other IEVS transactions. That is by use of the online screens on the MEDS network or batch transactions included with the MEDS daily files.

There are two types of transactions that can be used to check the alien status. In one type, both IEVS income/asset and alien status information can be requested and in the other, only alien information is requested. SAVE transactions submitted by the counties will be processed against the ASVI nightly with the results returned to the counties the next work day.

### IV. DETAILED SAVE SYSTEM PROCESS

#### A. SAVE OPTIONAL VS. REQUIRED DATA ELEMENTS

This system is being designed to require only the minimum number of data elements. Alien Number is required for the match and County Code is required by the State to return the results of the match to the correct county. District, Worker, Case Name or Number, First Name, and Last Name are optional and used for the convenience of the counties to distribute and file reports.

#### B. SAVE PROCESSING

Every night at 5:00 the MEDS network daily online transactions are collected. These online transactions are combined with all the transactions received on MEDS tapes that day.

The SAVE process will include identifying which IEVS transactions require a SAVE cross match. A computer file with the Alien Numbers received from the counties that day will be sent to MMDS over telephone lines to be matched with the ASVI database. That same night, the matches will be made and returned to California. The next work morning the State will run computer programs to format the results into a report and send the reports to the counties.

---

C. SAVE EDITS

The SAVE transaction is very simple, therefore, there are very few edits. County Code will be checked to see if it is 01-58. If it is not one of these codes, the State will not know where to send the results of the match. The last 8 characters of the Alien Number must be numeric.

The online screens will ensure the County Code and Alien Number pass the edits. However, batch transactions may have errors. There will be no SAVE Error Report. If there is an invalid County Code, nothing will be returned to the county. If the Alien Number is invalid there will be a page on the SAVE Report indicating that there was no match made because of an invalid Alien Number. County staff will review these batch Alien Number errors.

D. SAVE REPORT

The SAVE Report will be printed each work day. It will contain the results of the INS matches from the previous work day. The report will be in sequence by District, Worker, Case Name or Number, Last Name, and First Name; if entered by the county. There will be one page per Alien Number. The SAVE Report will appear similar to the sample on the following page.

If the save reports are to be printed locally in more than one office in your county, then the DISTRICT field should always be filled out. Case Data counties should always fill out the EW CODE field.

Counties with more than one office may want to use the District Code, even if they print at one location, for ease of report distribution.



REPORT: RS-SAV100-R001  
PROGRAM: SAV100

06/24/88  
PAGE 1

STATE OF CALIFORNIA - DEPARTMENT OF HEALTH SERVICES  
SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS

IMMIGRATION AND NATURALIZATION SERVICE RESPONSE

COUNTY: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ WORKER: \_\_\_\_\_

CASE-NAME-OR-NUMBER: \_\_\_\_\_ NAME: \_\_\_\_\_

ALIEN-NUMBER : \_\_\_\_\_

LAST-NAME : \_\_\_\_\_

FIRST-NAME : \_\_\_\_\_

DATE-OF-BIRTH : \_\_\_\_\_

COUNTRY-OF-BIRTH : \_\_\_\_\_

SSN : \_\_\_\_\_

DATE-OF-ENTRY : \_\_\_\_\_

EMPLOYMENT-ELIGIBILITY-MESSAGE

```
*****
*
*
*
*
*
*****
```

BATCH CONTROL NO. : \_\_\_\_\_

July 25, 1988

E. SAVE ONLINE USAGE

Counties will request alien status information from SAVE online using the IEVS option via the MEDS network. SAVE will use the same level of security as the IEVS Main Menu and the Known to Welfare screen. After signing on to MEDS, the counties will be able to call up an IEVS menu by either pressing PF24 and then selecting option 'I' or by entering 'IEVS'. This menu MUST be used to perform any online requests for SAVE matches.

There are three ways to request SAVE information online:

1. When IEVS matches are also being requested, the ALIEN NUMBER can be entered on the same screen as the other IEVS fields.
2. If the SSN is unknown, or if only SAVE information is required, a new option from the IEVS Main Menu can be chosen. This new screen will allow up to 15 ALIEN NUMBERS to be entered online and submitted for nightly processing. Results of the nightly matches will be reported the next work day.
3. Online immediate response (may not be available October 1, 1988).

V. HOW TO USE THE SAVE ONLINE SYSTEM

By October 1, 1988 there will be modifications to three IEVS programs and one new SAVE only transaction. The IEVS Main Menu will be modified to include an option for the new SAVE screen. The IEVS OPTION C (AP20) and OPTION M (AP25) screens will be modified to include ALIEN NUMBER. When ALIEN NUMBER is included on either option C or M, INS matches will automatically be performed and a report sent to the same district and worker as the IEVS Income/Asset Abstract. If the ALIEN NUMBER is left blank, no SAVE request is generated. A new SAVE only screen has been developed which will allow SAVE transactions (AP22) to be entered when the SSN is not known or IEVS income/asset information is not required.

The new SAVE only screen can be selected by choosing option B. This new option will allow the worker to input up to 15 SAVE (AP22) transactions on one screen. Every night the State will combine the online transactions and the batch transactions received that day.

The SAVE cross match will be performed and a Save Report returned to the county, district, and worker identified on the transactions.

For counties which submit input to SAVE in a batch mode, the online transaction can be used on an exception basis. Possible reasons for a batch county to submit an online SAVE request include the following:

- The original SAVE report is not available (failed to print properly, misfiled, routed to incorrect worker).
- More current information is required.

A. SAVE AND THE IEVS MAIN MENU

The online screens for each of these transactions will be generated by using the IEVS menu. The menu will look similar to the following:

```
=====
** INCOME AND ELIGIBILITY VERIFICATION SYSTEM **

SELECT OPTION:  C = ADD CASE RECORD
                  M = ADD MEMBER TO CASE RECORD
                  R = MODIFY ROUTING INFORMATION
                  I = INDIVIDUAL APPLICANT INQUIRY
                  W = WHOLE CASE APPLICANT INQUIRY
                  K = KNOWN TO WELFARE INQUIRY

                  ENTER SSN:  _ _ _ _

                  SAVE ONLY OPTIONS (NO SSN REQUIRED)

                  B = SAVE REQUEST FOR OVERNIGHT INS RESPONSE

(MESSAGE LINE - this will be blank unless there is an input error)
=====
```

If the county wants the state to generate a income/asset computer cross match for an applicant or a case of applicants, then the worker would select either option 'C' (the AP20 transaction) or option 'M' (the AP25 transaction). The decision as to which option to use is discussed in the IEVS County Input Requirements. If only SAVE data is required, the county would select option 'B'.

After deciding which option to use to obtain SAVE information, enter the letter ('C', 'M', or 'B') associated with the option next to the "SELECT OPTION:" prompt. You may use either lower case or capital letters to select options.

At this point the system will perform edits on the data you have entered. If you entered an option other than C,M,R,I, W, K, or B you would see a message at the bottom of the screen to that effect. If you entered a non-numeric SSN, the screen would display that type of error condition. Notice Option B, the SAVE only transaction, does not utilize an SSN.

```

** IEVS ADD INFORMATION **                                MM/DD/YY
----- MEDS/CDB FILE ----- PAGE 1
NAME:PHIL      OSSIFER      BIRTHDATE:02-29-948 SEX:M SSAN-VER:J
COUNTY ID     DIST    EW    ESC
MEDI-CAL   : 01 37 0000001 1 91 PO1    PO12  999 WELFARE-PGM-CODE: 001
FOOD STAMPS: -- -- -- -- -- -- - CURRENT-PROG-IND: 000

----- APPLICANT FILE -----
SSAN 123 12 3123 NAME _____ DOB ____-____-__ SEX ____
CNTY-ID _____ EW: _____ DIST:_____ APP:____-____-__

NAME _____ DOB ____-____-__ SEX ____
CNTY-ID _____ EW: _____ DIST:_____ APP:____-____-__

NAME _____ DOB ____-____-__ SEX ____
CNTY-ID _____ EW: _____ DIST:_____ APP:____-____-__

NAME _____ DOB ____-____-__ SEX ____
CNTY-ID _____ EW: _____ DIST:_____ APP:____-____-__

NAME _____ DOB ____-____-__ SEX ____
CNTY-ID _____ EW: _____ DIST:_____ APP:____-____-__
MESSAGE LINE

```

This is an informational only screen, just press ENTER to get to the screens where data can be entered. See the IEVS documentation for usage of the information contained on this screen.

July 25, 1988

B. SAVE AND OPTION C (AP20)

The option C screen has been modified to allow ALIEN-NUMBER to be entered, ALIEN-NUMBER is an optional field. It should only be used if the SAVE match is being requested. The modified screen will appear similar to the following:

```

=====
                      ** IEVS ADD TRANSACTION **                      MM/DD/YY
                                           PAGE 3
CASE-NAME _____ EW-CODE _____ DIST _____ APPL-DATE _____
                                           MM DD YY

INDIVIDUAL

NAME      LAST      * FIRST      MI      SSAN 123 12 3123  BIRTHDATE _____
                                           MMDDYYYY

CNTY 34  AID _____ SERIAL-NBR _____ FBU _____ PERS _____ SEX _____

ALIEN-NUMBER A _____

MORE CASE MEMBERS? _ (Y/N)      NEXT SSAN _____

MESSAGE LINE
=====

```

Use of this screen is described in the IEVS documentation. The only difference is the addition of the ALIEN-NUMBER field. The first character of the field will be prefilled with an "A". This "A" can be overtyped if necessary. The remaining 8 spaces of this field must be filled with numbers or an error message will be printed. Some aliens have a 7 digit number. In these cases, add a "0" after the "A". (See ALIEN-NUMBER in the Data Dictionary for examples.) Any number of the members of a case may be aliens. Use the ALIEN-NUMBER field for each case member as required. After all the required members of a case are added and you get the transaction accepted message, press the ENTER key to return to the IEVS main menu.

C. SAVE AND OPTION M (AP25)

The option M screen has been modified to allow ALIEN-NUMBER to be entered. ALIEN-NUMBER is an optional field. It should only be used if the SAVE match is being requested. The modified screen will appear similar to the following:

```
=====
                        ** IEVS ADD TRANSACTION **
                                                MM/DD/YY
                                                PAGE 3
CASE-NAME _____ EW-CODE _____ DIST _____ APPL-DATE ____-____
                                                MM DD YY
SSAN OF OTHER CASE MEMBER _____

INDIVIDUAL
NAME _____, _____ SSAN 222 33 4444 BIRTHDATE _____
  LAST _____ FIRST _____ MI _____ MMDDYY
CNTY 34 AID _____ SERIAL-NBR _____ FBU _____ PERS _____ SEX _____
ALIEN-NUMBER A _____

MORE CASE MEMBERS? _ (Y/N)   NEXT SSAN _____

MESSAGE LINE
=====
```

Use of this screen is described in the IEVS documentation. The only difference is the addition of the ALIEN-NUMBER field. The first character of the field will be prefilled with an "A". This "A" can be overtyped if necessary. The remaining 8 spaces of this field must be filled with numbers or an error message will be printed. Some aliens have a 7 digit number. In these cases, add a "0" after the "A". (See ALIEN-NUMBER in the Data Dictionary for examples.) Any number of the members of a case may be aliens. Use the ALIEN-NUMBER field for each case member

July 25, 1988

as required. After all the required members of a case are added and you get the transaction accepted message, press the ENTER key to return to the IEVS main menu.

D. SAVE ONLY OPTION (AP22)

If IEVS matches are not required, or if the SSN is not known and SAVE information is required, option "B" should be selected from the IEVS menu. After pressing "ENTER", a screen similar to the following will appear:

```

=====
                          SAVE REQUEST FOR OVERNIGHT INS RESPONSE      MM/DD/YY
                          COUNTY 34
=====
ALIEN-NUMBER    LAST-NAME    FIRST-NAME    CASE-NUMBER-OR-NAME    WORKER    DISTRICT
-----
A00000000      smith        john         9999999              t123      001
A11111111      =                mary         =                    =          =
A22222222      jones            larry        8888888              w321      =
A33333333                        =                    =          =
A44444444                        =                    =          =
A55555555                        7777777      =            =
A
A
A
A
A
A
A
A
A
A
NOTE: ENTER "=" IF INFORMATION IS THE SAME AS PREVIOUS ENTRY
      <PRESS "ENTER" TO RETURN TO MAIN MENU
MESSAGE LINE
=====

```

July 25, 1988



The COUNTY field will be prefilled based on the location of the terminal. ALIEN NUMBER is the only required field. The first character of the field will be prefilled with an "A". This "A" can be overtyped if necessary. The remaining 8 spaces of this field must be filled with numbers or an error message will be printed. Some aliens have a 7 digit number. In these cases, add a "0" after the "A". (See ALIEN-NUMBER in the Data Dictionary for examples.)

Notice from the screen that if a WORKER, DISTRICT, or CASE-NUMBER-OR-NAME information is the same for several (or all) of the entries, an "=" can be used instead of keying all the data.

DISTRICT and WORKER are optional fields. They are used to route the results to the correct worker.

The CASE-NUMBER-OR-NAME field is used to identify the case. Some counties will use the 7 character case serial number and others will use the 18 character case name. This is an optional field.

The FIRST-NAME and LAST-NAME fields are used to identify the person within the case. It is optional.

The sort sequence of the report is COUNTY, DISTRICT, WORKER, CASE-NUMBER-OR-NAME, LAST-NAME, and FIRST-NAME. So the order of each worker's SAVE Reports will be alphabetical by case name or sequential by serial number, depending on information entered in the CASE-NUMBER-OR-NAME field.

An AP22 transaction will be formatted for each line on the screen.

#### E. TEST TRANSACTIONS

The State has set up a parallel system for test purposes, which is similar in concept to the MEDS TWxx transactions. If you log onto MEDS, clear the screen, and type in 'TEVS', you will see screens which are identical to those described for IEVS. Your county may use these screens as a training tool.

## VI. SAVE BATCH USAGE

There will be one new transaction that counties may use for inputting requests for SAVE information. This is the AP22 transaction. It contains header information (like transaction code, time, date, batch, etc.), routing information (COUNTY, DISTRICT, and WORKER), alien identification information (FIRST-NAME, LAST-NAME, and CASE-NAME-OR-NUMBER), and the new ALIEN-NUMBER. ALIEN-NUMBER and COUNTY are the only required fields.

In addition, a new field for ALIEN-NUMBER has been added to the existing AP20 and AP25 transactions. If an AP20 or AP25 is received and there is data in the new ALIEN-NUMBER field, the system will perform an INS match.

The "batch" counties should send the State a file which has MEDS and IEVS (including SAVE) transactions.

**SPECIAL CONSIDERATION FOR CASE-NAME-OR-NUMBER:** If the CASE-NAME-OR-NUMBER field is blank, the system will look first to the Case Name field (from the existing AP20 and AP25 format) and use that for the CASE-NAME-OR-NUMBER. If the Case Name field is also blank, the computer will try the County ID Serial Number.

The following sections describe how the counties may submit each of these transactions in a batch mode.

### A. SAVE BATCH TRANSACTION FORMATS

SAVE batch transactions are merely a type of IEVS transaction. The IEVS batch transaction format is a fixed length record of 200 bytes. Like the MEDS transaction formats, it consists of header data followed by the transaction data itself. Unlike MEDS, the transaction data is positional and NOT in the data element assignment format of 'nnnn=value,...'.

Each transaction will be on one record with no continuation records.

### B. BATCH INPUT MEDIA AND FREQUENCY

Batch IEVS (including SAVE) transactions should be submitted with the daily batch MEDS transactions to the State. Counts of the AP22 transactions (as well as the other IEVS transactions)

should be included on the pink transmittal form for Medi-Cal transactions (the DHS2108 form). The total SAVE (AP22) transactions should be included in the count of the total number of records.

If you are aware of any reason why your MEDS file would not be processed that evening (for example, MEDS Updates may be held for a few days if there is a problem with the MEDS/County file quarterly Reconciliation), you should call your State MEDS liaison contact and ask him or her to make sure that the IEVS and SAVE transactions are processed separately from MEDS.

C. AP20/AP25 - ADD APPLICANT RECORD TRANSACTIONS

The AP20 and AP25 transactions are used to collect wage and asset information. See the IEVS TRANSACTION DESCRIPTION sections for a discussion of the AP20 and AP25 transaction. These transactions can also be used to collect immigration information. Simply include ALIEN-NUMBER at the end of the record (see record layout). The results of the SAVE match will be printed the next work day after the batch transactions are received by the State. The Wage/Asset Abstracts will print twice a week.

D. AP22 - SAVE REQUEST FOR OVERNIGHT INS RESPONSE

The AP22 transaction has one function only, to request an immigration cross match. Alien Number is the only field required for the match. County and District are included to tell the State where to send the results of the match. Worker and Case Information are included to aid the counties in returning the Report to the correct Worker and ultimately the correct case folder.

VII. SAVE TRANSACTION RECORD LAYOUTS

A. AP20 FORMAT

1. AP20 Header

DATA ELEMENT	POSITION	DESCRIPTION	COMMENTS
Transaction Code	01-04	Alpha/Num	Must be AP20
Filler	05-12		Spaces
Batch Sequence Number	13-15		Not Required
Creation Date	16-20	Numeric	Julian date of batch input tape creation: YYDDD
Filler	21-30		Spaces
SSN	31-39	Numeric	Applicant's SSN (Required)
County ID	40-53		Enter all available portions of 14-digit County ID. Certain portions are required.
County code	40-41	Numeric	Required
Aid Code	42-43	Numeric	Not required
Serial Number	44-50	Alpha/Num	Required
FBU	51	Alpha/Num	Not required
Person Number	52-53	Alpha/Num	Not required
Date of Birth	54-60	Numeric	Birthdate in MMDDYYYY format

July 25, 1988

2. AP20 Transaction Data Area

DATA ELEMENT	POSITION	DESCRIPTION	COMMENTS
Filler	61-72		Spaces
EW-Code	73-76	Alpha/Num	Optional
Filler	77-80		Spaces
District	81-83	Alpha/Num	Optional **
Filler	84-86		Spaces
Sex Code	87	Alpha	Required
Application Date	88-93	Numeric	Required MMDDYY format.
Last Name	94-108	Alpha/Num	Required
First Name	109-118	Alpha/Num	Required. If none, use '#'.
Middle Initial	119	Alpha/Num	Optional
Case Name	120-137	Alpha/Num	Optional
Filler	138-151		Spaces
Alien-Number	152-160		Optional (see Data Dictionary for format)
Filler	161-200		Spaces

July 25, 1988

B. AP25 BATCH FORMAT

1. AP25 Header

DATA ELEMENT	POSITION	DESCRIPTION	COMMENTS
Transaction Code	01-04	Alpha/Num	Must be AP25
Filler	05-12		Spaces
Batch Sequence Number	13-15		Not Required
Creation Date	16-20	Numeric	Julian date of batch input tape creation: YYDDD
Filler	21-30		Spaces
SSN	31-39	Numeric	Applicant's SSN (Required)
County ID	40-53		Enter all available portions of 14-digit County ID. Certain portions are required.
County code	40-41	Numeric	Required
Aid Code	42-43	Numeric	Not required
Serial Number	44-50	Alpha/Num	Required
FBU	51	Alpha/Num	Not required
Person Number	52-53	Alpha/Num	Not required
Date of Birth	54-60	Numeric	Birthdate in MMDDYY format

July 25, 1988

2. AP25 Transaction Data Area

DATA ELEMENT	POSITION	DESCRIPTION	COMMENTS
Filler	61-63		Spaces
SSN of Other Case Member	64-72	Numeric	Required to link to rest of case
EW-Code	73-76	Alpha/Num	Optional
Filler	77-80		Spaces
District	81-83	Alpha/Num	Optional **
Filler	84-86		Spaces
Sex Code	87	Alpha	Required
Appl-Date	88-93		Required
Last Name	94-108	Alpha/Num	Required
First Name	109-118	Alpha/Num	Required. If none, use '#'
Middle Initial	119	Alpha/Num	Optional
Case Name	120-137	Alpha/Num	Optional
Filler	138-151		Spaces
Alien-Number	152-160		Optional (see Data Dictionary for format)
Filler	161-200		Spaces

July 25, 1988

C. AP22 BATCH FORMAT

1. AP22 Header

DATA ELEMENT	POSITION	DESCRIPTION	COMMENTS
Transaction Code	01-04	Alpha/Num	Must be AP22
Filler	05-12		Spaces
Batch Sequence Number	13-15		Not Required
Creation Date	16-20	Numeric	Julian date of batch input tape creation: YYDDD
Filler	21-39		Spaces
County code	40-41	Numeric	Required
Filler	42-60		Spaces



2. AP22 Transaction Data Area

DATA ELEMENT	POSITION	DESCRIPTION	COMMENTS
Filler	61-72		Spaces
EW-Code	73-76	Alpha/Num	Optional
Filler	77-80		Spaces
District	81-83	Alpha/Num	Optional **
Filler	84-93		Spaces
Last Name	94-108	Alpha/Num	Optional
First Name	109-118	Alpha/Num	Optional
Filler	119-151		Spaces
Alien-Number	152-160		Required (see Data Dictionary)
Case-Name-or-Number	161-178	Alpha/Num	Optional
Filler	179-200		Spaces

VIII. APPENDIX 1 - DATA DICTIONARY

The IEVS DATA DICTIONARY is organized alphabetically by IEVS NAME. For the SAVE function of IEVS there is only one new data element, ALIEN-NUMBER. This page will be added to the DATA DICTIONARY of the IEVS County Input Requirements.

---

July 25, 1988

---

IEVS NAME: ALIEN NUMBER

NARRATIVE NAME: Alien Number

AKA NAMES: Alien Registration Number  
A Number  
INS Number

SOURCE: COUNTY

LENGTH: 9

DEFINITION:

For purposes of SAVE, Alien Number is a 9 digit number assigned by the Immigration and Naturalization Service (INS). It is assigned to the alien at the time a INS File Control Office processes an initial action. This number is used by INS to maintain a history of INS actions. By INS definition, there is a Alien Registration Number which is a 7 or 8 digit number. The 9 digit Alien Number used by SAVE is made up primarily of this Alien Registration Number (prefaced by an "A" or an "AO").

VALUES:

The first character is always an "A". The remaining 8 characters must be numeric.

SPECIAL CONSIDERATIONS:

If the Alien Registration Number supplied by the alien is 8 characters, those 8 characters are the last 8 digits of the SAVE Alien Number. However, there have been 7 digit "A Numbers" assigned by the INS. In these cases, a "O" should be placed after the "A" and before the 7 digit INS "A Number" when formatting the SAVE Alien Number.

July 25, 1988

Examples:

- o If the alien states his number as 88888888, the SAVE Alien Number is A88888888
- o If the alien states his number as 7777777, the SAVE Alien Number is A07777777

IEVS NAME: CASE-NAME-OR-NUMBER

NARRATIVE NAME: Case Name or Number

AKA NAMES: None

SOURCE: COUNTY LENGTH: 18

DEFINITION:

For purposes of Case Name or Number is to control the sort sequence of the SAVE Report. The IEVS Income and Asset Abstracts are always sorted by Case Name, but several counties have requested that they be sorted by case serial number. Since SAVE does not display Case Name or Serial number for online file clearance (as IEVS does) there is no problem in allowing each county (or even worker) to control the sequence of SAVE Reports.

VALUES:

This field can contain anything. It will usually contain Case Name (18 characters) or Serial Number (7 characters).

SPECIAL CONSIDERATIONS:

The IEVS batch transaction format has been modified to include Case Number or Name. If this field is blank, the system will look first to the Case Name field (from the existing AP20 and AP25 format) and use that for the Case Name or Number. If the Case Name field is also blank, the computer will try the County ID Serial Number.