GEORGIA DEPARTMENT of COMMUNITY AFFAIRS

EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM

Systematic Alien Verification for Entitlements (SAVE) SCREENING FORM

Purpose:
This form is to be completed by DCA ESG Sub-recipients when the Head of Household presents for ESG assistance and does not have a unique identifier. The form must be submitted to DCA for verification in accordance with the DCA ESG Program SAVE Policy and Procedures.

SECTION I – SUB-RECIPIENT INFORMATION

Name of ESG Sub-recipient: _____

ESG Project Type (Select One):

☐ Emergency Shelter (ES)

☐ Street Outreach (SO)

☐ Homelessness Prevention (HP)

☐ Rapid Re-Housing (RRH)

☐ Hotel/Motel Voucher (HMV)

☐ Supportive Services Only (SSO)

Staff Contact Name: _____

Staff Email Address: _____

Staff Direct Telephone Number: _____

Date Submitted to DCA: _____

SECTION II – HEAD OF HOUSEHOLD INFORMATION

First Name: _____

Last Name: _____

Date of Birth (MM/DD/YYYY): _____

Type of Unique Identifier (if available):

☐ Alien Registration Number (A-Number)

☐ USCIS Number

☐ Form I-94 Admission Number

☐ USCIS Receipt Number

☐ SEVIS Identification Number

☐ Naturalization/Citizenship Certificate Number

☐ Other: _____

☐ No Unique Identifier Available

Additional Identifying Information (if available):

_____
_____
_____
_____

SECTION III – DCA SAVE VERIFICATION

DCA Use Only

Date Received: _____

SAVE Verification Status:
☐ Verified – Proceed with ESG eligibility determination
☐ Additional Information Required
☐ Resubmission Required
☐ Unable to Verify – Further Review Required
☐ Not Eligible – Verification Completed

DCA Comments/Instructions:

_____
_____

Date of Initial Response to Sub-Recipient: _____

Date Verification Review/Completed (if applicable): _____

DCA Staff Name: _____

SAVE SCREENING PROCESS

1. If the Head of Household presents for ESG assistance without a unique identifier, the sub-recipient must complete Sections I and II of the SAVE Screening Form and submit it to esg@dca.ga.gov.
2. DCA will provide an initial response within three (3) business days of receiving the completed form. Additional time may be required to complete verification.
3. If verification is completed, DCA will notify the sub-recipient and provide instructions regarding the applicable ESG eligibility determination.
4. If additional information or corrections are needed, DCA will notify the sub-recipient and provide instructions. A revised SAVE Screening Form may be required.
5. If the individual's status cannot be verified, DCA will conduct or request additional review, as applicable, and provide further instructions to the sub-recipient.

Documentation Requirements

Sub-recipients must maintain the completed SAVE Screening Form, DCA's verification response, and any related correspondence or documentation in the participant's file in accordance with applicable HUD ESG Program record retention and confidentiality requirements.

Submission Information

Email: esg@dca.ga.gov

DCA Response Time: Within three (3) business days of receiving a completed SAVE Screening Form.