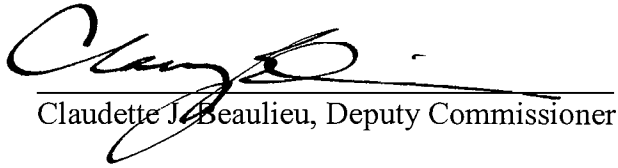




STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL


Claudette J. Beaulieu, Deputy Commissioner

March 1, 2010

Effective Date

POLICY TRANSMITTAL NO.: UP-10-01

SUBJECT: United States Citizenship and Immigration Services (USCIS) Address for Immigration Status Verification Unit

This transmittal updates information on where to send manual requests for immigration information. Before sending a G-845S to USCIS, the worker needs to confirm the most recent address for the Immigration Status Verification Unit responsible for handling inquiries from Connecticut. The current address is listed on the USCIS/SAVE website. The website is noted on the procedure page.

INSTRUCTIONS FOR UPDATING THE UPM:

Remove and Recycle
P-3099.08 Page 2

Insert
P-3099.08 Page 2

DISPOSITION: This policy Transmittal may be recycled once the UPM has been updated.

DISTRIBUTION: UPM List

RESPONSIBLE UNIT: Adult Services, (860) 424-5250

Date Issued: 2/18/2010

EAM

**CONNECTICUT DEPARTMENT OF INCOME MAINTENANCE
UNIFORM POLICY MANUAL**

Date: 03-01-10

Transmittal: UP-10-01

P-3099.08 page 2

Section:
 Technical Eligibility Requirements

Type:
 PROCEDURES

Chapter:
 Verification

Program: **AABD**
 FS
 MA

Subject:
 SAVE – Additional Verification

P-3099.08 B. Executing the G-845S (continued)

4. Retain a copy of the G-845S in the case record.
5. Mail the G-845S to the USCIS file control office listed on the website at: www.uscis.gov/SAVE
6. Do not send bulk mailings.
7. Do not delay, deny, reduce or discontinue benefits on the basis of non-citizen status pending secondary verification from USCIS. A decision should be received from USCIS within 10-20 working days. If you do not receive a response in this time frame, contact USCIS at (877) 469-2563.
8. Upon receipt of the G-845S from USCIS, compare the information against the case record.
9. If the verification causes ineligibility follow procedures to deny, reduce or discontinue benefits. File the G-845S in the case record.
10. If eligibility is established, file the G-845S in the case record.