

**County of San Diego, Health and Human Services Agency (HHSA)
General Relief (GR) Program Guide**

Verification of Sponsor Status

Number

90-100.09

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Revision Date:

May 1, 2018

A. Background:

This section provides information about the GR requirements to verify an alien's sponsor status and how that verification is obtained. This section is updated to remove references to obsolete forms and to add the e-SAVE policies.

Purpose:

To provide instructions for verifying sponsor status in the GR Program.

Policy:

B. E-SAVE:

The purpose of the e-SAVE is to obtain information on the sponsor of sponsored alien applicants. Request an e-SAVE for all aliens who have been in the U.S. for less than three years and who claim to not know where the sponsor is.

C. Failure to Provide Sponsor Information:

Deny aid to applicants who either

- Refuse to provide sponsor information
- Declare sponsorship, but do not know, or do not provide the name and/or address of their sponsor.

D. E-SAVE Request:

Request sponsor information according to the EOPG.

E. E-SAVE Processing:

Follow the procedures in the EOPG.

F. CIS Response:

Do not delay aid pending USCIS response.

When USCIS is not able to respond immediately, e-SAVE will respond with "Verification in Process." Check back periodically for an update.

G. Discrepant Information:

Discontinue the case for failure to provide sponsor information when both:

- A nonexempt sponsored alien recipient is identified by USCIS as having been sponsored
- Such information was not presented by the alien at the time of application

Evaluate circumstances to determine if a System Abuse Sanction will be applied and/or fraud prevention referral initiated.

H. Alien Sponsor's Statement of Facts:

The CW 22 is a supplemental Statement of Facts that must be completed by the alien's sponsor to determine eligibility of aliens subject to GR sponsored alien requirements. The CW 22 is completed

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by the sponsor, and his/her spouse, if the sponsor and spouse live together. Both the alien and the sponsor must sign the CW 22.

I. Alien Responsibilities:

The alien is responsible for both:

- Ensuring that the CW 22 is received by the sponsor
- Returning the completed and signed CW 22 to the worker.

J. Sponsors Receiving Assistance Payments:

Require sponsors who claim their only income is from other PA, such as CalWORKs, GR, or SSI/SSP to complete the CW 22. Receipt of CalWORKs or GR payments will be verified through clearance of CalWIN. Sponsors who claim to be in receipt of other PA or GR from other than San Diego County must provide verification from the other jurisdiction.

Reevaluate the circumstances of the sponsor at each application or redetermination to determine their ability to support the alien.

K. Exemptions:

Do not require the CW 22 when any of the following circumstances exist:

- The sponsor is deceased (verification required)
- The sponsor is an agency or organization and the agency or organization no longer exists
- The sponsor is an agency or organization and it is unable to contribute the equivalent of the GR grant amount to the alien.

L. Completion Timeframes:

Require the CW 22 at:

- Intake when aid is requested for sponsored aliens
- Redetermination when the GR case contains a sponsored alien who is within their first three years in the U.S.
- When adding a sponsored alien to an active case.

M. Failure to Provide:

Failure of the applicant to provide the County with a completed CW 22 will result in the ineligibility of the sponsored alien(s).

Procedure:

Follow the policies above to verify a sponsored alien's status in the GR Program.

Program Impacts:

None.

References:

W&I Section 17001.6 and 7
Administrative Code Section 264
MEDIL I 17-14

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Sunset Date:

This policy will be reviewed for continuance by May 31, 2021.

Approval for Release:

Handwritten signature in blue ink, followed by the date "5-1-18".

Rick Wanne, Director
Eligibility Operations