

90-100.09. VERIFICATION OF SPONSOR STATUS

A. General This section provides information regarding the GR requirements to verify an alien's sponsor status and how that verification is obtained.

B. Alien Sponsor Information Form, 07-22 HHS The purpose of the 07-22 HHS ([Appendix E](#)) is to identify sponsored alien applicants. It will also be used to identify aliens that are exempt from sponsored alien regulations, and to notify CIS when the sponsorship agreement is broken. It is to be completed at Intake by all aliens who have been in the United States for less than three years. The form is to be imaged in the case record.

C. Failure to Complete the 07-22 HHS Aid shall not be granted to applicants who:

- Refuse to complete and sign the 07-22 HHS form; or
- Declare sponsorship, but do not know or provide the name and/or address of their sponsor.

D. Form Completion The worker will complete the top section on both the front and reverse sides of the form. The FRC address is to be marked to ensure timely CIS response.

The alien applicant shall complete the "Alien Sponsor Information" section and sign at the bottom. Prior to signing, the applicant shall be informed that his/her statement on the form will be submitted to CIS for verification.

E. Form Processing The original and one copy of the signed 07-22 HHS form signed by aliens are to be mailed to the San Diego Office of CIS at 880 Front Street, San Diego, CA 92188. One copy of the form shall be imaged in the case record.

The alien's statement on this form shall be accepted as to whether a sponsorship status does or does not exist for initial GR granting purposes.

F. CIS Response Aid shall not be delayed pending CIS response.

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90-100.09. VERIFICATION OF SPONSOR STATUS, Continued

CIS Response (continued)

When CIS is not able to respond immediately (for example, an alien's record is in another CIS office), form 07-22 HHSA will be returned with the "INS file not available" response checked. The approximate time required for CIS to obtain the file will also be indicated. When this occurs, a case alert shall be set for the GR case for resubmission of form 07-22 HHSA as indicated by CIS.

CIS staff will follow the actions in the table below.

Step	Action
1	Verify the accuracy of the alien's statement from available records.
2	Complete the reverse side of the form.
3	Return one copy to HHSA.

G. Discrepant Information

The worker shall discontinue the case for failure to provide the 07-22 HHSA when:

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

In addition, the worker shall evaluate case circumstances to determine if a System Abuse sanction shall be applied and/or a fraud prevention referral initiated.

H. Alien Sponsor's Statement of Facts

The CW 22 ([Appendix F](#)) 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 will be completed by the sponsor and his/her spouse if they live together. Both the alien and the sponsor must sign form CW 22.

I. Alien Re- sponsibilities

The alien is responsible for:

- Ensuring that form CW 22 is received by the sponsor; and
 - Returning the completed and signed CW 22 form to the worker.
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90-100.09. VERIFICATION OF SPONSOR STATUS, Continued

J. Sponsors Receiving Assistance Payments

Sponsors who claim their only income is from other PA such as CalWORKs, GR, or SSI/SSP will be required to complete form CW 22. Sponsors who claim 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 not in San Diego County must provide verification from the other jurisdiction.

The circumstances of the sponsor shall be reevaluated at each application or redetermination to determine ability to support the alien.

K. Exemptions

Form CW 22 shall not be required when the following circumstances exist:

- Sponsor is deceased (verification required);
 - Sponsor is an agency or organization and the agency or organization no longer exists; or
 - Sponsor is an agency or organization and the agency or organization is unable to contribute the equivalent of the GR grant amount to the alien.
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L. Completion Timeframes

Form CW 22 will be required at:

- Intake when aid is requested for sponsored aliens;
 - Redetermination when the GR case contains a sponsored alien who is subject to this requirement; and
 - When adding a sponsored alien to an active case.
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M. Failure to Provide

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