

# MEDI-CAL PROGRAM GUIDE LETTER #641

June 26, 2008

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**Subject**            **NEW G-845S FORM FOR SAVE VERIFICATION**

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**Effective Date**    May 29, 2008

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**Reference**         ACWDL 08-23

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**Purpose**             The purpose of this letter is to provide a revised form for requesting a secondary Systematic Alien Verification for Entitlements (SAVE).

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**Background**       The G-845 was used to verify the status of an alien when the primary SAVE responds with "Institute Secondary Verification."

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**Changes**           The Department of Homeland Security (DHS) revised the G-845 and renumbered it the G-845S, Document Verification Request form. The previous form (dated January 3, 2005) will not be accepted after May 29, 2008.

In addition to the form number change, other minor changes (including the addition of "Department of Homeland Security" and the change in name from "Immigration and Naturalization Service" to "Citizenship and Immigration Services" have been made to the form.

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**Required Action**    Any secondary SAVE request sent after May 29, 2008 must use the new G-845S. If the previous version has already been sent, it will be returned by DHS as unacceptable. Complete a new G-845S using the new form and re-submit.

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**Automation Impact**    None.

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**Forms Impact**        The new G-845S has been uploaded into iWay and is available to be ordered. The previous G-845 should be recycled immediately.

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# MEDI-CAL PROGRAM GUIDE LETTER #641, Continued

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**Quality Assurance Impact**

Effective with August 2008 review month, Quality Assurance will cite the appropriate error on any case that does not comply with the requirements outlined in this letter.

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**Summary of Changes**

The table below shows the changes to the MPG.

<b>Section</b>	<b>Changes</b>
Article 7, Section 3	References to G-845 and G-845 SND were revised to G-845S.

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**Filing Instructions**

The table below shows how to file the MPG material.

<b>Action</b>	<b>Pages</b>
Remove	MPG 7-3-13 through 7-3-14
	MPG 7-3-17 through 7-3-20
Replace	MPG 7-3-13 through 7-3-14
	MPG 7-3-17 through 7-3-20

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**Important Notice**

The MPG is available in its entirety on the County Intranet by accessing <http://hhsa.intranet/manuals/mpg/index.html>. The MPG revisions listed in this letter will be entered into the Intranet MPG at the next update.

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**Manager Approval**

ORIGINAL SIGNED BY:

Dann Crawford, Assistant Deputy Director  
Medi-Cal, CMS, General Relief and CAPI Program Administration  
Strategic Planning and Operational Support

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