

Region 5 Systems

Network Management Procedures

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■ **Systematic Alien Verification for Entitlements (SAVE) Procedures**

Screening Process of Applicants for Services:

1. Region 5 Systems and all of its subcontractor provider agencies will have benefit-applicants for services complete a "*United States Citizenship Attestation Form*" at screening/intake. SAVE verification must be completed with each episode of care (whether admitted/served in one or more programs) with the respective provider agency.
2. If the benefit-applicant provides written attestation, using the specified format, that he or she is a United States citizen, there is no further screening required to determine eligibility for benefits on the basis of citizenship. If the person meets other financial and eligibility criteria, they are eligible for Region 5 Systems funding.
3. In the event that the benefit-applicant identifies as a qualified alien on the attestation form, the provider will complete a "*SAVE Verification Request Form*" and electronically submit the form to networkmanagement@Region5systems.net.
4. The assigned Region 5 Systems staff will process the benefit-applicant's information through SAVE to determine eligibility status for benefits.
5. Region 5 Systems staff will electronically submit the SAVE verification response back to the provider agency initiating the verification request the same day, when possible.

NOTE: If a program becomes aware anytime during service provision of information (verbal or written) that a participant may not be a citizen, this will require further screening, and a "*SAVE Verification Request Form*" must be submitted within 2 business days.

Ineligibility for Services:

Benefit-applicants who are unwilling to complete the attestation form, or who identify as persons unlawfully present in the United States, are not eligible for services funded by State behavioral health funds.

Written Denial:

Network Providers are responsible for providing all benefit-applicants who are denied benefits based solely or in part on the SAVE response with adequate written notice of the denial and the information necessary to contact DHS-USCIS so that such individual may correct their records in a timely manner, if necessary.