

**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:**

December 1, 2021

**A. Background:**

This section provides information about the General Relief (GR) requirements to verify a non-citizen's sponsor status and how that verification is obtained.

**Purpose:**

To provide instructions for verifying sponsor status in the GR Program. This section is updated to reference non-citizens.

**Policy:**

**B. Electronic Systematic Alien Verification for Entitlements (E-SAVE):**

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

**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 Eligibility Policy and Procedure Guide (EPPG).

**E. E-SAVE Processing:**

Follow the procedures in the EPPG.

**F. United States Citizenship and Immigration Services (USCIS) 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 non-exempt sponsored non-citizen recipient is identified by USCIS as having been sponsored.
- Such information was not presented by the non-citizen at the time of application.

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

**H. Non-Citizen Sponsor's Statement of Facts:**

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

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CW 22 is completed by the sponsor, and their spouse, if the sponsor and spouse live together. Both the non-citizen and the sponsor must sign the CW 22.

**I. Non-citizen Responsibilities:**

The non-citizen is responsible for both:

- Ensuring that the CW 22 is received by the sponsor.
- Returning the completed and signed CW 22 to the Human Services Specialist (HSS).

**J. Sponsors Receiving Assistance Payments:**

Require sponsors who claim their only income is from other Public Assistance (PA), such as CalWORKs, GR, or Supplemental Security Income (SSI)/State Supplementary Payment (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 non-citizen.

**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 non-citizen.

**L. Completion Timeframes:**

Require the CW 22 at:

- Intake when aid is requested for sponsored non-citizens.
- Redetermination when the GR case contains a sponsored non-citizen who is within their first three years in the United States.
- When adding a sponsored non-citizen 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 non-citizen(s).

**Procedure:**

Follow the policies above to verify a sponsored non-citizen'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

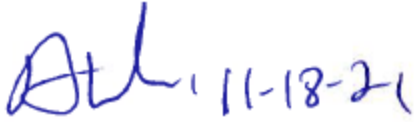
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**Sunset Date:**

This policy will be reviewed for continuance by November 30, 2024.

**Approval for Release:**



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