



## Child and Community Services Division Policy & Procedures

**Subject:** Citizenship Verification Documentation  
**Process Owner:** Child and Community Services Division  
**Effective Date:** 04/12/2025  
**Revision Number:** 1

### Citizenship Verification Documentation

#### I. POLICY STATEMENT

The Arizona Department of Economic Security (DES), Child and Community Services Division (CCSD), conducts citizenship verification in accordance with applicable state and federal law. Consistent with these requirements, applicable programs are required to conduct verification of citizenship documentation, and validation of qualified noncitizenship status using the U.S. Citizenship and Immigration Services (USCIS) SAVE database. This policy outlines programs subject to this requirement, and establishes accepted documentation for conducting these verification processes. For specific policy and procedures regarding the processing of applications and citizenship verification for any particular program, please refer to that program's policy.

#### Revision 1

Clerical edits for clarity and formatting

Clarifies date of application of citizenship verification processes

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### III. **APPLICABILITY**

This policy applies to all DES Employees, contracting staff, and Community Navigators who are involved with the administration of CCSD Programs subject to this Policy.

### IV. **AUTHORITY**

[42 U.S.C. § 8621-8630](#)

Low Income Home Energy Assistance

[42 U.S.C. § 9857-9858](#)

Child Care and Development Block Grant

[45 CFR 96](#)

Block Grants, parts A-F, H

[45 CFR Part 98](#)

Child Care and Development Fund

[ARS § 1-504](#)

Document verification; applicants for public benefits; definitions

[ARS § 46-802](#)

Child Care Services

[LIHEAP IM 2014-07](#)

HHS Guidance on the Use of Social Security Numbers (SSNs) and Citizenship Status Verification

[LIHEAP IM 1998-25](#)

Interpretation of “Federal Public Benefits” under the Welfare Reform Law

[Pub. L. 104-193](#)

Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA)

## V. DEFINITIONS

**Eligible Participant:** An applicant or participant that is a U.S. citizen or Qualified Noncitizen, and who is otherwise eligible for benefits.

**Employee:** Any full-time or part-time worker, or temporary paid or unpaid worker, who is employed directly by DES.

**Federal Means-Tested Public Benefits:** Federal benefits programs or funding sources, as defined under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) and by applicable law and regulation, that are subject to additional restrictions for Qualified Noncitizens. For more information on Federal Means-Tested Public Benefits for the purposes of this Policy, see [Section VII\(D\)](#).

**Ineligible Participant:** A participant who is not a U.S. citizen or Qualified Noncitizen, who declines to provide citizenship information or verification documentation, or who is otherwise ineligible. An Ineligible Participant may have entered the U.S. either with or without Citizenship and Immigration Services (USCIS) documentation. Ineligible Participants are not eligible for Program benefits. Ineligible Participants may apply on behalf of Eligible Participants, and their income or other relevant data may affect those benefits provided to Eligible Participants.

**Programs Subject to this Policy (Program):** This Policies applies to the Child and Community Services Division, Low Income Home Energy Assistance Program (LIHEAP), Child Care Assistance (CCA), Neighbors Helping Neighbors (NHN), Short Term Crisis Services (STCS), and the Senior Farmer's Market Nutrition Program (SFMNP)

**Qualified Noncitizen:** A "qualified alien" as defined by the *Personal Responsibility and Work Opportunity Reconciliation Act of 1996* ([Pub. L. 104-193](#), [8 U.S.C. § 1641\(b\)](#)), see also, [LIHEAP IM 1998-25 on Interpretation of "Federal Public Benefits" Under the Welfare Reform Law](#)), who is not a citizen of the United States but is eligible for state and local public benefits programs based upon enumerated criteria. Qualified Non-Citizens may fall into any of the following categories: Lawful/legal permanent residents; asylees; refugees; noncitizens paroled in the U.S. for at least one (1) year; noncitizens whose deportations are being withheld; noncitizens granted conditional entry (prior to April 1, 1980), battered noncitizen spouses, battered noncitizen children, the noncitizen parents of battered children, and children of battered parents who fit certain criteria; Cuban/Haitian entrants; Compacts of Free Association citizens lawfully residing in the U.S.; or victims of a severe form of trafficking.

## VI. Standards

- A. Arizona Revised Statutes, Title 1, Chapter 5 requires state agencies to verify the identity and citizenship and/or immigration status of persons applying for subject state and federal public benefits.

- B. An immigration check in the U.S. Citizenship and Immigration Services (USCIS) SAVE database will be conducted for any Eligible Participant that submits an application on or after November 25, 2024, and who is not a citizen of the United States.

## VII. Procedures

- A. Procedures for requesting Citizenship Verification will be conducted in accordance with the applicable Program policy.
- B. Appendix A will be utilized to determine acceptable Citizenship Verification Documents for the purposes of validating citizenship or Qualified Noncitizen status.
  - 1. The participant has the primary responsibility for providing verification documentation.
  - 2. Program staff will validate that acceptable documentation has been provided as part of the application.
  - 3. DES will conduct an immigration check in the U.S. Citizenship and Immigration Services (USCIS) SAVE database for any Eligible Participant that is not a citizen of the United States using provided documentation and the participant's application.
    - a. This check is required only for participants that are otherwise eligible; it is not required if a participant or application is determined to be ineligible based upon other eligibility criteria.
    - b. See additional processing requirements for Battered Noncitizens and Indefinite Detainees in [Section VII\(C\)](#).
- C. Additional processing requirements for certain Qualified Noncitizen participants
  - 1. Battered Noncitizens Procedures
    - a. A battered noncitizen must provide additional documentation to validate this status, which is subject to review to ensure that it meets requirements for Qualified Noncitizen status (see Appendix A, [Battered Noncitizen](#)). When a Qualified Noncitizen claims to be a battered noncitizen, complete all of the following:
      - i. Verify that the case file is documented with all the facts of the battered noncitizen's claim and that all documents were provided.
      - ii. Elevate the case for supervisory review, to determine whether the battered noncitizen meets qualified noncitizen eligibility based upon the claim and submitted documentation.

## 2. Indefinite Detainee Procedures

- a. An Indefinite Detainee may be eligible for benefits due to their noncitizen status *before detention*. However, the SAVE process no longer includes documentation of their original noncitizen status. The following process has been established to replace the SAVE query for Indefinite Detainees:
  - i. Obtain one or more of the following (as many as possible) from the participant:
    - A) Name and date of birth
    - B) Alien registration number
    - C) Social Security number
    - D) Home country
    - E) I-94 Arrival Departure Record number
    - F) Parent's names
    - G) Driver's license number
    - H) Copies of any immigration documents (I-220B, I-688B, etc.)
  - ii. Call the Office of Refugee Resettlement (ORR) to request an Indefinite Detainee eligibility determination and provide the participant data securely to ORR.
  - iii. Document the case file with all actions and the dates the actions were taken, and whether status confirmation is received.

## D. Restrictions on Federal Means-Tested Public Benefits

1. PRWORA enacts certain restrictions on qualified aliens applying for “Federal means-tested public benefits.” These additional limitations are outlined below. “Federal means-tested public benefits” subject to this requirement (and Section VII(D) of this policy) include the following Division Programs or funding:
  - a. Temporary Assistance for Needy Families (TANF)  
NOTE: STCS is partially funded by TANF.
2. The Five-Year Waiting Period
  - a. Section 403 of PRWORA bars most qualified aliens who enter the U.S. on or after enactment (August 22, 1996) from eligibility for

"Federal means-tested public benefits" for five years beginning on the date the individual entered the United States with a qualified alien status (the "Five-Year Waiting Period").

- i. Any Federal means-tested public benefits, as annotated above applicable to CCSD, must observe the Five-Year Waiting Period requirement as annotated in Appendix A.

- A) Programs which are not subject to the Five-Year Waiting Period, but may be *partially funded* by a funding source that is, may only use funds not subject to the Five-Year Waiting Period to pay benefits to Qualified Noncitizens who are present in the United States for *less than five years*.

Example: STCS is not subject to the Five-Year Waiting Period. STCS is funded by TANF and CSBG funding, and TANF is subject to the Five-Year Waiting Period. A Qualified Noncitizen who has been present in the United States for *less than 5 years* may qualify for STCS, so long as the benefits are paid from CSBG and *not* TANF funds.

### 3. Sponsor Deeming

- a. Sponsor deeming is a procedure used in evaluating the income of certain sponsored Lawful Permanent Residents (LPR) for determining eligibility and benefit awards in Federal Means-Tested Public Benefits, as annotated above applicable to CCSD.
- b. A sponsored LPR must include the income of the sponsor for the purposes of determining eligibility and benefits when all of the following criteria are met:
  - i. The Sponsored LPR meets Qualified Noncitizen requirements;
  - ii. The sponsored LPR has applied or became an LPR on or after 12/19/1997;
  - iii. The LPR is sponsored by a person, and is not sponsored by an organization or group;
  - iv. The sponsor has signed one or more of the following USCIS Forms on or after 12/19/1997:

- A) I-864 Affidavit of Support Under Section 213A of the Immigration and Nationality Act (INA)
  - B) I-864A Contract Between Sponsor and Household Member
- v. The sponsored LPR does not have 40 quarters qualifying employment;
  - vi. The sponsored LPR is otherwise eligible for benefits;
  - vii. The sponsored LPR is not subject to an exception to sponsor deeming as codified in [8 U.S.C. 1631](#), as a result of indigence or as a battered spouse or child.

NOTE Sponsor deeming only applies to “Federal means-tested public benefits” as administered by CCSD, noted above (i.e., TANF). Consideration of income for the purposes of eligibility and benefit amounts will otherwise be handled according to applicable Policy and regulations.



## **APPENDIX A - Accepted Documents for Verification of U.S. Citizenship or Qualified Noncitizen Status**

Original documents, as listed below, are compliant with citizenship and/or immigration verification requirements and screened for compliance by the issuing agency as part of the employment Program's application process (See [Attachment 4 \(pp. 61362-61364\) of Department of Justice Interim Guidance - AG Order No. 2129-97](#)).

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### **Section 1 - Accepted Documents for Verification of U.S. Citizenship**

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#### ***Primary Documents***

Acceptable primary documents to verify that a person is a U.S. citizen or national issued by the U.S. government include, but are not limited to, the following:

- A birth certificate showing birth in the U.S., its territories, or possessions, except any of the following:
  - Birth certificates for persons born to foreign diplomats residing in the United States.
  - Birth certificates issued from Puerto Rico issued before 07/01/2010.
- Certificate of Birth issued by the Department of State (FS-545 or DPS-1350).
- U.S. Passport current or expired, except for a limited passport which is issued for less than five years.
- U.S. Passport Card issued by the United States Citizenship and Immigration Services (USCIS).
- Certificate of Naturalization (N-550 or N-570).
- Certificate of United States Citizenship (N-560 or N-561).
- Report of Birth Abroad of a U.S. Citizen (FS-240) issued by the U.S. State Department.
- U.S. Consular officers' statement.
- A U.S. Citizen Identification Card (I-197).
- Northern Mariana Identification Card (I-873).
- A tribal enrollment card or Certificate of Indian Blood issued by a U.S. federally recognized tribe showing that the person is enrolled or affiliated with that tribe.
- American Indian Card (I-872) issued by USCIS with the classification code KIC.

#### ***Secondary Documents***

If primary documents from the above list are not available, any of the following secondary documents may be used to verify U.S. citizenship.

- Religious record created within three months after birth, showing the participant's date of birth or age when the record was made. It must indicate a place of birth in the United States, its territories, or possessions.

- Proof of employment as a U.S. government civil servant before June 1, 1976.
- Early school records showing all of the following:
  - The date of admission to the school
  - The child's date and place of birth, and
  - The parent's names and places of birth.
- U.S. census record that shows the participant's name, a U.S. place of birth, and the date of birth or age of the participant.
- Adoption finalization papers showing the child's name and place of birth in the U.S., its territories, or possessions.

NOTE: When adoption is not finalized and the state will not release a birth certificate before final adoption, a statement from a state-approved adoption agency containing the child's name and place of birth may be used. The source of information must be an original birth certificate and be indicated in the statement.

### ***Alternate Documents***

When no primary or secondary documents are available, any other document that establishes a U.S. place of birth or in some way indicates U.S. citizenship may be used. Examples of these documents include, and are not limited to, any of the following:

- Certificate of live birth with a hospital official and parent's signature.
- Medical records that show the U.S., its territories, or possessions as the place of birth. These include any, and are not limited, to the following: wristbands, crib cards, yellow copies of hospital birth certificates.
  - *These records must be created five years before applying for benefits for Programs subject to the Five-Year Waiting Period.*
- American Indian Census Records.
- Verification from USCIS.
- Verification from the Social Security Administration.
- Verification sent directly from a local, state or federal bureau of vital records office.
- Legal records showing the participant's name and place of birth in the U.S., its territories, or possessions.
- Department of Homeland Security (DHS) Verification Information System (VIS) response that validates U.S. citizenship.
- On-line data match screen print with the Arizona Department of Vital Records through the AHCCCS Citizenship Verification System.
- Military papers.
- Marriage certificate showing marriage to a U.S. male citizen before 09/22/1922.
- Life, health, or other insurance record created at least five years before the application indicating a place of birth in the United States.
- State census records that show the participant's name, a U.S. place of birth, and the participant's date of birth or age.

- Tribal census records for the Navajo and Seneca tribes. The records must be created at least five years before the application and list a U.S. place of birth.
- An official notification of birth registration from a State's Department of Vital Statistics in the U.S.
- An amended U.S. public birth record.
  - *Must be amended more than five years after the participant's birth for Programs subject to the Five-Year Waiting Period.*
- A statement signed by the physician or midwife who was in attendance at the time of birth.
- Roll of Alaska Natives from the Bureau of Indian Affairs.

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## **Section 2 - Accepted Documents for Verification of Qualified Noncitizen Status**

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### ***Generally Accepted Documents***

Qualified Noncitizens who have either a temporary or permanent qualified status may provide immigration documents issued by any of the following immigration agencies:

- U.S. Department of State
- U.S. Department of Homeland Security (DHS) Customs and Border Protection (CBP)
- U.S. Immigration and Naturalization Services (INS)
- USCIS
- Immigration and Customs Enforcement (ICE)
- Executive Office for Immigration Review (EOIR)

Acceptable documents to verify that a person is a Qualified Noncitizen include, but are not limited to, the following:

- USCIS/Alien Registration Number
- Form I-94, Arrival/Departure Record, number
- Student and Exchange Visitor Information System (SEVIS) ID number
- Naturalization/Citizenship Certificate Number
- Card Number/I-797 Receipt Number
- Unexpired Foreign Passport with Form I-94/94A with Arrival-Departure Record bearing the same name as the passport
- Unexpired Foreign Passport with a Form I-551 stamp or Form I-551 printed notation

A qualified noncitizen may hold a temporary or permanent status; both of these statuses may be eligible for benefits.

To determine whether a noncitizen with temporary qualified status may be eligible for benefits, see ***any*** of the following:

- [Afghan Special Immigrant Visa holder](#)
- [Amerasian](#)

- [Asylee](#)
- [Battered noncitizen](#)
- [Cuban or Haitian entrant \(CHE\)](#)
- [Deportation Withheld](#)
- [Indefinite Detainee](#)
- [Parolee](#)
- [Refugee](#)
- [Ukrainian refugees](#)
- [Unaccompanied Refugee minor \(URM\)](#)
- [Victim of severe trafficking](#)

To determine whether a noncitizen with permanent qualified status may be eligible for benefits, see **any** of the following:

- [American Indians born outside of the United States](#)
- [Compact of Free Association \(COFA\)](#)
- [Hmong and Highland Laotians](#)
- [Lawful permanent residents \(LPRs\)](#)

NOTE Most LPR's come to the U.S. in a temporary status listed above. A noncitizen that enters the U.S. as an LPR is usually sponsored.

### ***Afghan Special Immigrant Visa Holder***

Afghan Special Immigrant Visa (SIV) holders are people who enter the U.S. under a special visa issued by the USCIS to Afghan citizens. These visas entitle the noncitizen to the same benefits and services as refugees.

Afghan arrivals or refugees admitted in the U.S. under the Operation Allies Welcome (OAW) generally fall within one of four arrival categories. OAW, formerly known as Operation Allies Refuge (OAR) is a U.S. Department of Homeland Security (DHS)-led effort across the federal government that began in 07/2021. The goal of this program is to support vulnerable Afghans as they safely resettle in the U.S.

**All** of the following are the four arrival categories:

- Afghan Special Immigrant lawful permanent resident (SI LPR)
- Afghan Special Immigrant conditional permanent resident (SI CPR)
- Afghan Special Immigrant parolee (SI Parolee)
- Afghan Non-SI parolee (sometimes referred to as a “humanitarian parole” or “OAR parole”)

NOTE Some Afghan arrivals may have been eligible for and admitted in one of many other immigration categories, either at the time of their arrival at a port of entry or through a change afterwards.

Noncitizen participants who have **one** of the following Class of Admission (COA) Codes are considered Qualified Noncitizens and may be eligible for benefits:

- SI1
- SI2
- SI3
- SI6
- SI7
- SI9
- SQ1
- SQ2
- SQ3
- SQ6
- SQ7
- SQ9
- SW1
- SW2
- SW3

An Afghan SIV may also qualify for benefits provided by the [Refugee Resettlement Program \(RRP\)](#), and should be informed of this program.

For more information about Afghan arrivals, see the following:

- [Afghan SI LPRs and SI CPRs](#)
- [Afghan SI Parolees and Non-SI Parolees](#)

#### *Afghan SI LPRs and SI CPRs*

Afghan Special Immigrant lawful permanent residents (SI LPRs) and Special Immigrant conditional permanent residents (SI CPRs) meet the immigration status requirement for benefits under section 602(b)(8) of the Afghan Allies Protection Act of 2009 (8 U.S.C. § 1101 note).

When all other eligibility requirements are met, these participants are eligible for benefits.

The SI LPRs generally have foreign passports with a U.S. DHS, Customs and Border Protection (CBP) stamp admitting them with **any** of the following COA Codes:

- SQ1
- SQ2
- SQ3
- SQ6
- SQ7
- SQ8

The SI CPRs generally have foreign-issued passports with a DHS, CBP stamp admitting them with **any** of the following COA Codes:

- CQ1
- CQ2
- CQ3

Some SI LPR or SI CPR arrivals may not have a physical immigrant visa or temporary USCIS Form I-551 Permanent Resident Card stamp in their passport. An SI LPR or SI CPR can also receive **one or more** of the following documents:

- Form I-94 – Arrival Departure Record
- Form I-551 – Permanent Resident Card
- Form I-766 – Employment Authorization Document (EAD)

#### *Afghan Special Immigrant (SI) Parolees and Non-SI Parolees*

Afghan SI and Non-SI Parolees are both paroled into the United States (U.S.) under section 212(d)(5) of the Immigration and Nationality Act (INA). Both groups may have **one** of the following United States Citizenship and Immigration Service (USCIS) documents:

- CBP “PAROLED” stamp in their passport
- Form I-766 - Employment Authorization Document (EAD) with a C11 COA Code

**All** of the following Afghan SI and Non-SI Parolee participants are eligible for benefits effective 09/30/2021 until 09/30/2023 or until the end of their parole term, whichever is later:

- Afghan citizens or nationals paroled into the U.S. between 07/31/2021 and 09/30/2023
- Their spouses or children paroled after 09/30/2023
- Their parents and guardians paroled after 09/30/2023 when the Afghan citizen or national is an unaccompanied child

SI Parolees have a separate, printed page on CBP letterhead with their Form I-94 Arrival-Departure Record. SI Parolees are assigned **one** of the following COA Codes:

- SQ4
- SQ5

The printed page contains information including the following notation, and is signed and dated by a USCIS officer:

Special Immigrant Status (SQ/SI) Parolee

Sec 602(b)(1) AAPA / Sec 1059(a) NDAA 2006

Date \_\_\_\_\_ USCIS officer: \_\_\_\_\_

Non-SI Parolees may also have a Form I-94 - Arrival Departure Record printed from the CBP I-94 website with **any** of the following COA Codes:

- OAR (CBP implemented 08/2021)

- PAR, DT (these or other parole COAs Codes used instead of OAR before 08/2021 and occasionally afterward)

Effective 11/21/2022, Non-SI Parolees do not need a USCIS Form I-766 - Employment Authorization Document (EAD), to be employment authorized. The guidance applies when their parole has not expired or been terminated, and they have an OAR COA Code.

These Parolees can present a copy of their electronic Form I-94 from the U.S. CBP I-94 website at [i94.cbp.dhs.gov](http://i94.cbp.dhs.gov). These Parolees may also present **one or more** of the following documents:

- Form I-94 with a DT COA Code.
- Foreign passport with parole stamp that includes the DT COA Code.
- Form I-766 EAD with a C11 COA Code, when they have applied for and received one.

The I-94 or parole stamp in a foreign passport also includes the date the individual was paroled into the United States.

When the information from the I-94 or other documentation noted above matches federal immigration records, the SAVE provides an initial verification response of Parolee. The response also includes the parole start and end date and COA Code. It should also include the country of citizenship and that the participant is employment authorized.

### ***Amerasian***

An Amerasian is a person who is admitted into the U.S. pursuant to section 584 of Public Law 100-202, as amended by Public Law 100-461.

Amerasians are qualified noncitizens and potentially eligible for benefits.

NOTE: An Amerasian who is later granted LPR status is potentially eligible for benefits based on their previous status.

Amerasians may also qualify for benefits provided by the [Refugee Resettlement Program \(RRP\)](#) and should be informed of this program.

Noncitizen participants who have **one or more** of the following annotated USCIS documents are considered qualified noncitizens and may be eligible for benefits:

- Form I-94 - Arrival Departure Record with **any** of the following COA Codes:
  - AM1
  - AM2
  - AM3
- Form I-551 - Permanent Resident Card (or Resident Alien Card) with **any** of the following Adjustment Codes:
  - A36
  - A37
  - A38
  - AM1

- AM2
- AM3
- AM6
- AM7
- AM8
- Vietnamese Exit Visa or passport, stamped by CBP, with **any** of the following COA Codes:
  - AM1
  - AM2
  - AM3

NOTE This document may or may not include a temporary I-551 stamp

### **Asylee**

An asylee is a person who has been granted protection and immunity from extradition by the USCIS.

A noncitizen granted asylum by USCIS is a Qualified Noncitizen and potentially eligible for benefits.

A participant who has been granted parole or placed into deportation and removal proceedings may be pending asylum approval. A noncitizen pending asylum approval by USCIS is processed as a nonqualified noncitizen until USCIS approval is granted, unless they meet **one** of the following criteria:

- Afghan parolees who qualify as a reunification. (See [Afghan Special Immigrant Visa \(SIV\) holders](#), for more information about eligibility)
- Cuban or Haitian entrants. (See [Cuban or Haitian Entrant](#), for more information about eligibility)
- Parolees for at least one year granted under 212(d)(5) of the INA. See [Noncitizen Paroled into the United States](#), for more information about eligibility)
- Ukrainian refugees or parolees who qualify as a reunification. (See [Ukrainian Refugees](#), for more information about eligibility)

NOTE An asylee who is later granted LPR status is potentially eligible for benefits based on their previous status. A participant pending asylum approval (with the Provision of Law Code C08 on the I-766) is an Ineligible Participant unless they have a prior qualifying status.

An asylee may also qualify for benefits provided by the [Refugee Resettlement Program \(RRP\)](#) and should be informed of this program.

Noncitizen participants who have **one or more** of the following annotated USCIS documents are considered Qualified Noncitizens and may be eligible for benefits:

- Form I-94 - Arrival Departure Record



- Form I-688B - Employment Authorization Document (EAD) with the provision of law code 274a.12(a)(5)
- Form I-730 – Refugee Asylee Relative Petition Approval letter
- Form I-766 - EAD displaying with the Class of Admission Code A05
- Approval letter from USCIS
- An order from an Immigration Judge granting asylum
- A written decision from the Board of Immigration Appeals

### ***Battered Noncitizen***

A battered noncitizen is a person who has suffered abuse or extreme cruelty while living with their abuser in the U.S. **Any** of the following must have caused the abuse:

- Parent.
- Spouse, including one of two persons who are married to each other under applicable law.
- Relative of the parent or spouse who resides in the same home as the battered noncitizen. The parent or spouse must not actively have participated in the battery or cruelty.

Only battered noncitizens designated as qualified may be eligible for benefits. To be a qualified battered noncitizen, the noncitizen is required to possess a Prima Facie Determination petition for immigration status. Prima Facie stands for 'at face value' or 'at first look'. Prima Facie Determination documents provide temporary approval for a noncitizen to legally reside in the U.S. while evidence is being processed by USCIS. The petition may be in an approved or pending status. The petition may be in **one** of the following categories:

- Form I-130 – Petition for Alien Relative filed by their spouse or the child’s parent.
- An I-130 petition as a widow or widower of a U.S. citizen.
- Form I-360 – Petition for Amerasian, Widow(er), or Special Immigrant. Self-petition under the Violence Against Women Act (VAWA) application for cancellation of removal or suspension of deportation filed as a victim of domestic violence. **Any** of the following is eligible to complete a self-petition under VAWA:

Spouses abused by a U.S. citizen or a lawful permanent resident (LPR). (This includes an intended spouse or a former spouse.) The spouse may also complete a self-petition for all their unmarried children under age 21 when the child has not completed their own petition.

Parents who complete an I-360 when they are abused by their U.S. citizen child and the abusive child is 21 or older. This includes stepparents.

Unmarried children under the age of 21 when they are abused by a U.S. citizen or LPR parent. This includes stepchildren or adopted children. When the abusive parent causes a delay in completing the I-360 the abused person may complete

the I-360 after turning 21. The I-360 is required to be completed before their 25th birthday.

- The abuse occurred in the United States.
- The noncitizen no longer resides with the abusive person.

The participant is required to write a statement providing **all** of the following information:

- The citizenship status of the abuser
- The participant's relationship with the abuser
- When the abuse occurred
- When they moved away from the abuser
- Other than the Prima Facie determination petition, does the participant have any other USCIS documented status

*For Programs subject to the Five-Year Waiting Period, qualified battered noncitizens are required to have five years in a qualified noncitizen status, unless they meet **one** of the following exemptions:*

- *LPR with 40 quarters (10 years) of work in the U.S. (their own, their spouse's when married (not ending in divorce), and a parents' up until the child's 18th birthday)*
- *Asylee*
- *Refugee*
- *Deportation Withheld*
- *Cuban or Haitian entrant*
- *Amerasian*
- *Afghan Special Immigrant Visa holder*
- *Ukrainian refugee*
- *Military connection – veteran, active, spouse, or dependent child*
- *Receiving benefits or assistance for blindness or disability*

NOTE Participant statement verification may be provided when documented or collateral contact verification does not cover any period of time since entry. The participant's statement must explain where the participant was during the time the written and collateral contact verification does not cover.

Refer to [Additional processing requirements for Battered Noncitizens](#) for information on how to verify the status of these qualified non-citizens.

For additional assistance, participants may contact the following legal resources:

- The Arizona Coalition Against Domestic Violence (AZCADV)
- The National Domestic Violence Hotline

## ***Cuban or Haitian Entrant***

A Cuban or Haitian entrant (CHE) refers to persons who have fled to the U.S. from either Cuba or Haiti to escape oppression, persecution, national distress, or environmental disasters.

For Cuban or Haitian entrant nationals who are not classified as Entrants, see [Cuban or Haitian Nationals with Temporary Protected Status](#).

Cuban and Haitian entrants are considered Qualified Noncitizens under Section 501(e) of the Refugee Education and Assistance Act (REAA) of 1980. This law defines a CHE as **one** of the following:

- Any person granted parole as a Cuban or Haitian entrant (Status Pending) or granted any other special status. The status is established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the person at the time of assistance or when services are provided.
- Any other national of Cuba or Haiti who includes **one or more** of the following attributes:
  - Was paroled into the U.S. and has not acquired any other status under the INA.
  - Is the subject of removal proceedings under the INA.
  - Has an application for asylum pending with USCIS.

Cuban and Haitian entrants are treated the same as refugees. As Qualified Noncitizens, they may be eligible for benefits.

- *For programs subject to the Five-Year Waiting Period, Cuban and Haitian entrants are eligible as an exception to the Five-Year Waiting Period.*

Cuban and Haitian entrants may also qualify for benefits provided by the [Refugee Resettlement Program \(RRP\)](#) and should be informed of this program.

A Cuban or Haitian entrant who is later granted LPR status is potentially eligible for benefits based on their previous eligible status.

Cuban and Haitian entrant participants can provide different documents as proof of their immigration status.

Documents with USCIS annotation that they may provide includes and are not limited to **one or more** of the following:

- Form I-94 - Arrival/Departure Record with a stamp noting “Cuban-Haitian Entrant” or “paroled into the United States on or after 04/21/1980, under 212(d)(5).” Some of these entrants may also have a Cuban or Haitian passport with a stamp noting “parole under 212(d)(5). I-94 may refer to humanitarian or public interest parole. The I-94 may be expired.
- Form I-551 - Permanent Resident Card with a COA Code of CH6 or CU6. Even after Cuban and Haitian entrants (Status Pending) become permanent residents, they retain the status of “Cuban-Haitian entrant” (Status Pending). The I-551 may be expired.
- Participants with an I-551 displaying a CU7 COA Code

- *Entrants with this status are subject to the Five-Year Waiting Period for applicable programs, unless the participant meets **one or more** of the following criteria:*
  - *The participant provides a passport, visa, or birth certificate verifying Cuban or Haitian nationality.*
  - *The participant is a minor child living with a single parent, or both parents, with a qualified noncitizen status.*
- Form I-830 - Notice to Executive Office for Immigration Review (EOIR). Alien Address containing information that the person was released from ICE custody and paroled pursuant to 8 C.F.R. § 212.5.
- Form I- 862 - Notice to Appear.
- Form I-220A - Order of Release on Recognizance.
- Form I-221S - Order to Show Cause and Notice of Hearing.
- Form I-122 - Notice to Applicant For Admission Detained for a Hearing Before an Immigration Judge.
- Form I-589 date stamped by EOIR - Application for Asylum and Withholding of Removal. This person is subject to removal, deportation, or exclusion proceedings.
- Form I-485 date stamped by EOIR - Application to Register Permanent Residence or to Adjust Status. This person is subject to removal, exclusion, or deportation proceedings.
- Form EOIR-26 - Notice of Appeal, date stamped by the Office of the Immigration Judge.
- Form I-766 - Employment Authorization Document (EAD) with **one** of the following COA Codes:
  - C08
  - C11
- Form I-688B - EAD with the provision of law 274a.12(c)(10) - Application for suspension of deportation/cancellation of removal submitted.
- Form I-688B - EAD with the provision of law 274a.12(c)(8) - This is an older version of the EAD.
- Other applications for relief that have been date stamped by EOIR.
- Other documentation pertaining to a noncitizen's removal, exclusion, or deportation proceedings - Example: a notice of a hearing date before an Immigration Judge.
- DHS receipt for filing Form I-589 - Application for Asylum and Withholding of Removal.
- Form I-797C - Notice of Action confirming receipt of the person's Form I-589 - Application for Asylum and Withholding of Removal.

COA Codes that are assigned to CHEs include, and are not limited to **any** of the following:

- CH6
- CHE
- CHP
- CU6
- CU7

NOTE Participants with a CU7 COA Code are subject to the Five-Year Waiting Period for applicable programs, unless they can provide proof of Cuban or Haitian nationality. A non-Cuban minor child, may be eligible for benefits as a Cuban or Haitian entrant when **any** of the following apply:

- Both parents qualify as a Cuban or Haitian Entrant
  - The minor child is living with a single parent that qualifies as a Cuban or Haitian Entrant
- DT
  - HA6
  - HA7
  - HA8
  - HA9
  - HB6
  - HB7
  - HB8
  - HB9
  - HHP
  - RCU
  - RHT
  - WHP

NOTE Cuban and Haitian entrants with the Western Hemisphere Parole (WHP) COA Code may be eligible for benefits due to their status.

#### *Cuban or Haitian Nationals with Temporary Protected Status*

Cuban or Haitian nationals who are not classified as Entrants are granted Temporary Protected Status (TPS). A person on TPS is permitted to remain in the U.S. temporarily. On 05/22/2021, the Department of Homeland Security (DHS) granted TPS for Haitian nationals who reside in the U.S. as of 05/21/2021.

- *Cuban or Haitian nationals who are granted temporary protected status are subject to the Five-Year Waiting Period for applicable programs, unless they meet other qualifying criteria.*

#### *Cuban Family Reunification Parole Program (CFRP)*

The Cuban Family Reunification Parole Program (CFRP) allows Cuban beneficiaries of family-based immigrants the opportunity to apply for a grant of parole to reside in the U.S. with their families. Those approved for the CFRP are paroled into the U.S. as Cuban and Haitian Entrants, allowing them to be eligible for benefits. See [Cuban or Haitian Entrant](#) for more information.

#### *Haitian Family Reunification Parole Program (HFRP)*

The Haitian Family Reunification Parole Program (HFRP) allows Haitian beneficiaries of family-based immigrants the opportunity to apply for a grant of parole to reside in the U.S. with their families. Those approved for the HFRP are paroled into the U.S. as Cuban and Haitian Entrants, allowing them to be eligible for benefits. See [Cuban or Haitian Entrant](#) for more information.

### ***Noncitizen Whose Deportation is Withheld***

A noncitizen whose deportation is withheld is a noncitizen whose continued presence in the U.S. is required by the U.S. government.

A noncitizen whose deportation is withheld is potentially eligible for benefits.

NOTE A noncitizen with deportation withheld status, who is later granted LPR status, is potentially eligible for benefits based on their previous status.

Noncitizen participants who have **one or more** of the following annotated documents are considered Qualified Noncitizens and may be eligible for benefits:

- Form I-94 - Arrival Departure Record with an order from an Immigration Judge showing **any** of the following:
  - Deportation withheld under 243(h)
  - Removal withheld under 241(b)(3)
- Form I-688B Employment Authorization Document (EAD) with the provision of law code 274a.12(a)(10)
- Form I-766 - EAD with the Class of Admissions (COA) Code A10

### ***Indefinite Detainee***

Indefinite Detainee status includes noncitizens who have served time in the U.S. for a criminal conviction and have been given formal orders to leave the country.

Indefinite Detainee status is granted by USCIS when the noncitizen is allowed to indefinitely remain in the U.S. because neither their home country nor any other country are willing to accept them.

An Indefinite Detainee participant can be identified by an EOIR Form I-220B – Order of Supervision which should include **all** of the following:

- The participant's alien registration number
- A notation regarding U.S. exclusion, deportation, or removal

Noncitizen participants who have **one or more** of the following annotated USCIS documents are identified as indefinite detainees:

- Form I-220B - Order of Supervision
- Form I-688B Employment Authorization Document (EAD) with the provision of law code 274a.12(c)(18)
- Form I-766 EAD with the COA Code C18

Whether an indefinite detainee is eligible for benefits is determined by their noncitizen status before their incarceration. The participant is required to provide **one or more** of the following (as many as possible) to CCSD to determine their prior status:

- Name and date of birth
- Alien registration number
- Social Security number
- Home country
- I-94 Arrival Departure Record number
- Parent's names
- Driver's license number
- Copies of any immigration documents (I-220B, I-688B, etc.)

Refer to [Additional processing requirements for Indefinite Detainees](#) for information on how to verify the status of these qualified non-citizens.

### ***Noncitizen Paroled into the United States***

A Parolee is a person who has been granted lawful temporary residency in the United States by USCIS for humanitarian reasons, or the public benefit.

To be potentially eligible for benefits, participants with a parolee status are required to meet **all** of the following criteria:

- Granted for at least one year
- Granted under 212(d)(5) of the Immigration and Naturalization Act (INA)

NOTE Individuals with theWHP COA Code are paroled, on a case-by-case basis, for up to three years. However, the status is not granted under 212(d)(5) of the INA for humanitarian reasons or public benefit and are considered Ineligible Participants

The parolee criteria does not apply to **any** of the following parolee participants:

- Parolees from Cuba or Haiti. (See [Cuban or Haitian Entrant](#) for the criteria of these parolees.)
- Afghan SI and Non-SI Parolees. (See [Afghan Special Immigrant Visa Holder](#) for the criteria of these parolees.)
- Ukrainian Humanitarian Parolees (UHP). (See [Ukrainian Refugees](#) for the criteria of these parolees)

A Parolee who has been granted LPR status is potentially eligible for benefits.

Cuban, Haitian, Afghan, and Ukrainian Parolees may also qualify for benefits provided by the [Refugee Resettlement Program \(RRP\)](#) and should be informed of this program. Noncitizen participants, granted parole for at least one year, who have **one or more** of the following annotated USCIS documents are considered Qualified Noncitizens and may be eligible for benefits:

- Form I-94 - Arrival Departure Record stamped paroled pursuant to Section 212(d)(5)
- Form I-688B with the provision of law code 274a.12(a)(4) with the provision of law code 274a.12(a)(4).
- Form I-766 - EAD with the Class of Admissions (COA) Code: C11
- Letter from USCIS showing a grant of parole pursuant to Section 212(d)(5)

NOTE The document cannot be expired, and the expiration date has to be at least one year after the issuance date.

Form I-94 COA Codes assigned to humanitarian parolees include, and are not limited to **any** of the following:

- CP
- DE
- DT

### ***Refugee***

A Refugee is a person who has fled their country to escape invasion, oppression, or persecution.

Refugees are qualified noncitizens and potentially eligible for benefits.

NOTE A Refugee who is later granted LPR status may be eligible for benefits based on their previous status.

Refugees may also qualify for benefits provided by the [Refugee Resettlement Program \(RRP\)](#) and should be informed of this program.

Noncitizen participants who have **one or more** of the following annotated United States Citizenship and Immigration Services (USCIS) documents are considered Qualified Noncitizens and may be eligible for benefits:

- Form I-94 - Arrival Departure Record indicating admitted under Section 207
- Form I-688B - Employment Authorization Document (EAD) with the provision of law code 274a.12(a)(3)
- Form I-766 - EAD with the Class of Admissions (COA) Code A03
- Form I-571 – Refugee Travel Document
- Letter from USCIS granting admission as a refugee

### ***Ukrainian Refugees***

Effective 05/21/2022, the Ukrainian Humanitarian Parolees (UHP) and other non-Ukrainian individuals displaced from Ukraine are eligible for benefits. To qualify, they must meet all other eligibility requirements. This has been authorized under the Additional Ukraine Supplemental Appropriations Act, 2022 (AUSAA).

Due to urgent humanitarian reasons, the Department of Homeland Security (DHS) paroled **all** of the following individuals into the United States (U.S.) between 02/24/2022 and 09/30/2024:



- Ukrainian citizens or nationals, also known as an UHP, who received humanitarian parole status by DHS.
- Other non-Ukrainian individuals in response to their displacement from Ukraine and entry into the United States.
- A spouse or child of an UHP or non-Ukrainian individual who is paroled into the U.S. after 09/30/2023.
- A parent, legal guardian, or primary caregiver of an unaccompanied UHP minor child who is paroled into the U.S. after 09/30/2023.

Noncitizen participants who have **one or more** of the following annotated USCIS documents are considered Qualified Noncitizens and may be eligible for benefits:

- Form I-94 – Arrival Departure Record with **one** of the following humanitarian parole notations:
  - INA section 212(d)(5)
  - United States Code (U.S.C) § 1182(d)(5)
- Foreign passport with CBP admission stamp with the “DT” notation
- Foreign passport with CBP admission stamp with the Uniting for Ukraine or “U4U” notation
- Foreign passport with CBP admission stamp with Ukrainian Humanitarian Parolee or “UHP” notation
- Form I-765 - Employment Authorization Document (EAD) receipt notice with COA Code C11
- Form I-766 - EAD with the COA Code C11

Any one of the forms or stamps listed above for UHPs along with documentation of last habitual residence in Ukraine is acceptable verification of Qualified Noncitizen status. Acceptable documentation indicating last habitual residency in Ukraine includes an original Ukrainian government-issued document, such as a current driver’s license or identification card.

Effective 11/21/2022, certain Ukrainian parolees do not need a Form I-766, EAD, to be employment authorized. The guidance applies to **all** of the following parolees when their parole has not expired or been terminated:

- Parolees with a UHP COA Code
- Parolees with a DT COA Code when **all** of the following apply:
  - Paroled into the U.S. between 02/24/2022, and 09/30/2024
  - The I-94 indicates Ukraine as the country of citizenship

These parolees can present a copy of their electronic Form I-94 through the website at [i94.cbp.dhs.gov](https://i94.cbp.dhs.gov). These parolees may also present **one or more** of the following documents:

- Form I-94 with an UHP or DT COA Code
- Foreign passport with parole stamp that includes an UHP or DT COA Code
- Form I-766 EAD with a C11 COA Code, when they have applied for and received one.

The Form I-94 or parole stamp in a foreign passport also includes the date the individual was paroled into the United States.

When the information from the Form I-94 or other documentation noted above matches federal immigration records, the SAVE provides an initial verification response of Parolee. The response also includes the parole start and end date and COA Code. It should also include the country of citizenship and that the participant is employment authorized.

An initial SAVE Parolee response with a UHP or DT COA Code and a parole start date between 02/24/2022, and 09/30/2024, along with Ukraine as the country of citizenship, is sufficient proof of employment authorization. Additional verification is not necessary. However, additional verification may be required in limited circumstances, such as when the participant information submitted by the user agency does not match federal immigration records.

Ukrainian refugees may also qualify for benefits provided by the [Refugee Resettlement Program \(RRP\)](#) and should be informed of this program.

### ***Unaccompanied Refugee Minors***

The Office of Refugee Resettlement (ORR) serves some of the most vulnerable minors, who fled persecution, violence, or abuse, and entered into the U.S without a parent or custodian.

The Unaccompanied Refugee Minor (URM) program in Arizona is conducted by the Catholic Charities Community Services (CCS) in Phoenix. CCS provides the full range of assistance available to all foster children by establishing a legal authority to act in place of the child's absent parents.

The URM program assists URM's in **any** of the following immigration categories:

- Asylee
- Afghan parolee
- Certain Minors with Special Immigrant Juvenile classification or status
- Cuban or Haitian entrants
- U Status recipients
- Ukrainian refugee
- Victims of severe trafficking

NOTE Special Immigrant Juvenile and U Status participants are not potentially eligible for benefits.

When a URM participant turns age 18, the participant can choose **one** of the following options:

- Continue participation in the URM foster care program until they reach the age of 21
- Transition to participating in the URM independent living program until they reach the age of 21

NOTE The URM program provides a monthly stipend to URM's in the independent living program to assist with paying their rent and utilities

- Voluntarily leave the URM program

When CCS applies for benefits for a URM, **all** of the following are to be provided:

- A copy of the participants current immigration documents
- A statement from ORR verifying placement in the URM program
- A statement from CCS verifying the participant has transitioned to the independent living program and the amount of monthly stipend provided to the participant by CCS

A URM is potentially eligible for benefits, when they meet **all** of the following criteria:

- The participant is age 18 or older
- The participant has a Qualifying Noncitizen immigration status

NOTE Special Immigrant Juvenile and U Status participants are not potentially eligible for benefits unless the participant is adjusted to a Qualifying Noncitizen status.

- The participant has transitioned into the independent living program

URMs qualify for benefits provided by the [Refugee Resettlement Program \(RRP\)](#) and should be informed of this program.

### ***Victim of Severe Trafficking***

A victim of severe trafficking, also known as a trafficking victim, is certified by the ORR Office on Trafficking in Persons (OTIP) to have been subjected to **one or more** of the following:

- Commercial sex acts
- Debt bondage
- Involuntary servitude
- Peonage
- Slavery

**All** of the following applies to trafficking victims:

- They are not considered refugees by the USCIS
- USCIS Arrival Departure documents are not required
- The Trafficking Victim Protection Act of 2000 gives trafficking victims eligibility for the same benefits as refugees

A victim of severe human trafficking is potentially eligible for benefits.

NOTE A certified victim and the immediate family members of severe trafficking who are later granted LPR status may be eligible for benefits based on their previous status.

Though not considered refugees by USCIS, trafficking victims may also qualify for benefits provided by the [Refugee Resettlement Program \(RRP\)](#) and should be informed of this program.

Noncitizen participants who have **one or more** of the following annotated USCIS documents are considered Qualified Noncitizens and may be eligible for benefits:

- Form I-94 - Arrival Departure Record annotated with a T Visa or Derivative T Visa
- Foreign Passport annotated with a T Visa or Derivative T Visa
- Form I-797 - Notice of Action, annotated with *one* of the following T Visa or Derivative T Visa Class of Admissions (COA) Codes: T-1, T-2, T-3, T-4, or T-5.

### ***American Indians Born Outside of the United States***

American Indians born outside of the U.S. who are enrolled in a federally recognized tribe may be eligible for benefits. U.S. residency is established before eligibility is determined.

**All** of the following are recognized as LPRs:

- American Indian tribal members enrolled in a federally recognized tribe
- Members of the federally recognized Tohono O'odham Tribe born on the Tohono O'odham Tribal Land in Mexico

American Indians born in Canada and not enrolled in a federally recognized tribe may be considered as an LPR when they meet **all** of the following criteria:

- Possess at least 50% American Indian blood
- Establish residency in the U.S.

NOTE The USCIS has an expedited process for these Canadian born American Indian noncitizens to obtain a Form I-181 - Memorandum of Creation of Record of Lawful Permanent Residence. Possession of the I-181 form is not a condition of eligibility.

American Indians born in a country other than Canada and not enrolled in a federally recognized tribe have the same noncitizen eligibility requirements as other noncitizens.

### ***Compact of Free Association (COFA)***

The countries included in the Compact of Free Association (COFA) include **all** of the following:

- Federated States of Micronesia (FSM)
- Republic of the Marshall Islands (RMI)
- Republic of Palau (PAL)

The COFA citizens who can enter and lawfully reside in the United States, may be eligible for benefits.

NOTE A participant admitted under the Compacts may obtain a Social Security number (SSN) and social security card from the Social Security Administration. COFA citizens are required to establish lawful U.S. residency. However, they are not required to meet any additional noncitizen requirements to be eligible for benefits.

To establish lawful U.S. residency, FSM, RMI, or PAL participants must verify their immigration status, including spouses and unmarried children under age 21. To be considered eligible for benefits, *one* of the following documents is required:

- An FSM, RMI, or PAL passport with an admission stamp, including **one** of the following:
  - CFA/FSM for FSM citizens
  - CFA/MIS or CFA/RMI for RMI citizens
  - CFA/PAL for Palau citizens

NOTE The exact notation may vary and is subject to change.

- Form I-94 - Arrival/Departure Record
- I-766 Employment Authorization Document

NOTE Participants from FMS, RMI, or PAL who did not verify their immigration status with one of the required documents for COFA, need to meet another Qualified Noncitizen status to be eligible for benefits.

### ***Hmong and Highland Laotians***

**Any** of the following may be eligible for benefits:

- A noncitizen who was a member of a Hmong or Highland Laotian tribe between 08/05/1964 and 05/07/1975
- **Any** of the following immediate family members of these Hmong or Highland Laotian tribe members (living or deceased):
  - Spouse
  - Surviving spouse
  - Unmarried dependent child under the age of 18
  - A child who is a full-time student under the age of 22
  - An unmarried adult child with a disability

NOTE The unmarried adult child must have had the disability before their 18th birthday

Hmong and Highland Laotians are required to establish lawful United States residency. However, they are not required to meet any additional citizenship requirements to be eligible for benefits.

### ***Lawful Permanent Resident (LPR)***

A lawful permanent resident (LPR) is either sponsored or non-sponsored.

A Sponsored LPR is a noncitizen given permission to live and work in the U.S., who has been sponsored through USCIS by a person or organization. The income and resources of the sponsor may be included when determining the income and resource limit of the Sponsored LPR.

A non-sponsored LPR is a noncitizen given permission to permanently live and work in the U.S. and has not been sponsored through the USCIS by a person or an organization. Non-sponsored LPRs usually enter the U.S. in a temporary status.

A sponsored LPR can be sponsored by a person, an organization, or a group. An LPR's sponsorship is identified by the COA Code.

As a condition of the noncitizen's admission for permanent residence in the U.S., the sponsor is required to complete the USCIS Form I-864 or I-864A Affidavit of Support. The affidavit is accepted by USCIS as the sponsor's agreement to support the noncitizen. Affidavits of Support signed on or after 12/19/1997 are legal binding contracts.

NOTE Only individuals can sign an Affidavit of Support. Groups and organizations do not sign the I-864 or I-864A.

To determine how much of the sponsor's income and resources are deemed available to the sponsored LPR, if any, review applicable Program policy and guidance for income verification requirements.

- *Under specified "Federal means-tested public benefits," Sponsor Deeming applies for determining what amount, if any, of a sponsor's income is included as part of the income of a sponsored LPR.*

*LPRs may be subject to additional verification requirements when subject to the Five-Year Waiting Period. Any LPR applying for benefits under a Program subject to the Five-Year Waiting Period must have been continuously living in the U.S. as an LPR for five years or more, unless they entered with one of the following statuses:*

- *Amerasian*
- *Asylee*
- *Cuban or Haitian entrant*
- *Parolee for at least one year*
- *Noncitizen whose deportation is withheld*
- *Refugee*
- *Ukrainian refugee*
- *Victim of severe trafficking*

*Alternatively, an LPR subject to the Five-Year Waiting Period may qualify regardless of their date of entry if they have either of the following:*

- *Military Connection*
- *Continuous Residency in the U.S. since before 8/22/1996*
- *Having 40 quarters of earnings for work in the U.S.*

## **Appendix B - CCSD NONCITIZEN SCRIPT**

Purpose: The CCSD Noncitizen Script provides a uniform explanation of Arizona State Laws regarding illegal immigration status. This script also explains DES' responsibilities when violations of federal immigration law are discovered.

Instructions: The CCSD Noncitizen Script must be used only when the following apply:

- When an applicant does not have USCIS documents.
- When an applicant does not want to provide noncitizen status.

When there is no documentation in the case file that this script has been read to the applicant, the CCSD Noncitizen Script can be read to the applicant or authorized representative during any of the following:

- When a new or renewal interview is conducted.
- Any time during the application or determination process.
- When adding a noncitizen to the application.
- When a change from qualified to nonqualified noncitizen status is reported.

Noncitizen Script:

Based on information you submitted, I must provide the following information to you.

1. When you are applying for benefits, the following information is applicable only to your application for this program. This information does not apply to any other state or federal benefits you may apply for.
2. I want to go over the current law with you before you give me any information about your citizenship or immigration status.
3. Only citizens and qualified noncitizens can get benefits from this program and must provide proof of citizenship or immigration status.
4. Under the law, the Department of Economic Security must report to federal immigration authorities when persons who apply for benefits say that they are in the United States in violation of immigration law.
5. If you do not disclose your citizenship or immigration status:
  - a. I will not: Ask you any more questions about your citizenship and immigration status
  - b. I will not: Report this information to U.S. Immigration and Customs Enforcement (ICE), unless you inform the Department of Economic Child and Community Services Division or me that you are not in the United States legally.
  - c. I will not: Try to find out from the United States Citizenship and Immigration Services information about citizenship or immigration status for you.
6. If you are applying for benefits for someone other than yourself, and you are not applying for yourself, you do not need to tell me about your immigration status.

7. However, you do need to tell me about the citizenship or immigration status and provide verification for any household member (such as a child) for whom you are applying for benefits.
8. Even though you do not tell us about your citizenship or immigration status, the Department of Economic Security, Child and Community Services Division will not delay or deny your application for the household members whose citizenship and/or immigration status is provided when all other necessary proof has been provided.
9. If you do not give us information about your immigration status, it will not affect the potential eligibility of other family members. It will affect the amount of benefits your household may be eligible to receive. You will need to give us proof of income, resources, and other information for yourself and other household members, to complete the application process.
10. If you have any questions, you may want to consult with an attorney or a community group.