

G-845 Immigration Documentation Process

When workers need to create a Step 3 request, which is to submit an electronic G-845 OR workers need to Submit an electronic G-845 they must follow the processes below (can also be found in the [January 13, 2019 Interim Release Notes](#)).

With the January 13th, 2019, NFOCUS Interim Release, the Verify Lawful Presence interface (VLP) was upgraded.

The new version of the Verify Lawful Presence interface eliminated the paper G-845 process and replaced it with an electronic process that includes creating a PDF to send the immigration documentation.

The US Citizenship/Immigration window was updated to allow users to verify whether an applicant is considered a Cuban/Haitian entrant, request confirmation of applicants who attest to being a Violence Against Women Act (VAWA) self-petitioner or Victim of Trafficking, and to send an electronic G-845 with the immigration document to DHS/SAVE.

- **Added Attested Cuban/Haitian Indicator:**
 - To request if an applicant is a Cuban/Haitian entrant, follow these steps:
 - Add supporting documentation (See Create G-845 Immigration Documentation).
 - Select the person from the Medicaid person list.
 - Select the Documented Non-US Citizen radio button.
 - Change the 'Determine As of Date ', if necessary
 - Check the "Attested Cuban/Haitian" indicator.
 - Select the document type that matches the document provided by the client or that was indicated on the application.
 - Enter the required fields for the selected document.
 - Click Submit to DHS/SAVE Interface button.

NOTE: A Cuban/Haitian entrant request requires that supporting documentation be sent with the request. See the Create G-845 Immigration Documentation section of release notes on how to create supporting documentation.

- **Attested Status (New)** To request information for an applicant who attest to being a VAWA self-petitioner or a Victim of Trafficking, follow these steps:
 - Select the person from the Medicaid person list.
 - Select the Documented Non-US Citizen radio button.
 - Change the ‘Determine As of Date ‘, if necessary.
 - Add the “Attested Status” using the dropdown list.
 - Select the document type that matches the document provided by the client or that was indicated on the application.
 - Enter the required fields for the selected document.
 - Click Submit to DHS/SAVE Interface button.

NOTE: There were no changes to where the response data can be reviewed.

N-FOCUS - US Citizenship/Immigration

File Actions Goto Help

Master Case ID 3144 Name LILLY SMITH ADD

Medicaid Persons

Last Name	First Name	M	Ext	Birth Date	SSN
SMITH	LILLY			10/12/1960	000-11

Attested US Citizen
☒ Documented Non-Citizen
☐ Undocumented Non-Citizen

Determine As Of Date 10-11-2018

Document Details

Type []

Attested Status [NONE]
 Verify VAWA self-petitioner
 Verify victim of trafficking

Passport Number []
 Visa Number []
 I-94 Number []
 Alien Number []
 Card Number []

SEVIS ID []
 Naturalization Number []
 Certificate of Citizenship Nbr []
 Other Document Description []

Response Status Request Completed

Submit to DHS/SAVE Interface Submit for Verification SAVE Request History

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- **Create G-845 Immigration Documentation (New)** When sending a Step 3 request (electronic G-845) or a Step 1 request with the Cuban/Haitian indicator, the user must also send the immigration documents. To prepare a PDF to be sent with the request, follow these steps:
 - Go to the Search Image window.
 - Select None, under Persons Selection.
 - Then select person you're sending the request for and the category of Perm ID, click Search.

Master Case
 Number 3175 Name NICK YANTSEVSTCFDEI

Persons Selection
☐ All ☒ None ☐ Remove Out of HH Persons ☐ Remove Discontinued Persons

ID	Last	First	MI	Ext	Birth Date	Sex	SSN	Dist	HH Status
45127638	YANTSEVSTCFDEI	NICK			06-07-1982	M	7667	N	In HH

Category Selection
☐ All ☒ None

ECON ASSIST
 MED
 P&S
 IN HH ID
 DD

ADMINISTRATIVE HEARING - P&S
 ADOPTION FINALIZATION
 ADOPTION/GUARDIANSHIP - P&S
 AGREEMENT
 ALTERNATIVE RESPONSE
 APPEAL - MED
 APPLICATION
 APPLICATION - MED
 APS

Date Options
☐ Document Date ☒ Received Date
 Range:
 From:
 To:

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NOTE: The List Image window will display.

N-FOCUS - List Image

File Actions Create a VLP Submission View Help

Actions:
 Add Selected to VLP List
 Clear VLP List
 View VLP List
 Create VLP Submission Document

Filter:
 Type:
 Value:
 Sub-Category: ID Citizenship and Relationship

Name	Category	Sub-Category	Doc Date
NICK YANTSEVSTCFDEI	ID Citizenship and Relationship	Arrival - Consulate Record	11/79
NICK YANTSEVSTCFDEI	ID Citizenship and Relationship	Refugee Travel Document	11/79
NICK YANTSEVSTCFDEI	ID Citizenship and Relationship	Supplement, Other Immigration Documents, Passport - US & Foreign	11/79

Additional Details:

Name	Index Type	Index ID	SSN	Birth Date	Sex	Doc
NICK YANTSEVSTCFDEI	Person	45127638	XXX-XX-2067	06-07-1982	M	N

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- Select a document to add to the request.
- Select the following menu item - Create a VLP Submission>Add Selected to VLP List.

NOTE: Repeat steps 3 & 4 to add additional documents to the request, when finished:

- Select the following menu item – Create VLP Submission>View VLP List to verify the documents added.

NOTE: The VLP Document List window will display all of the documents added. Click OK to close this window.

N-FOCUS - VLP Document List

	Name	ARP_Index	Category	SubCategory	Sequence_Number	Pages	Last_Modified	Date_Created
▶	NICK YANTSE...	45127638	ID Citizenship ...	Arrival - Depart...	2	1	11-30-2018	11-30-2018
	NICK YANTSE...	45127638	ID Citizenship ...	Refugee Travel...	3	1	11-30-2018	11-30-2018
	NICK YANTSE...	45127638	ID Citizenship ...	Supplement, O...	4	1	11-30-2018	11-30-2018

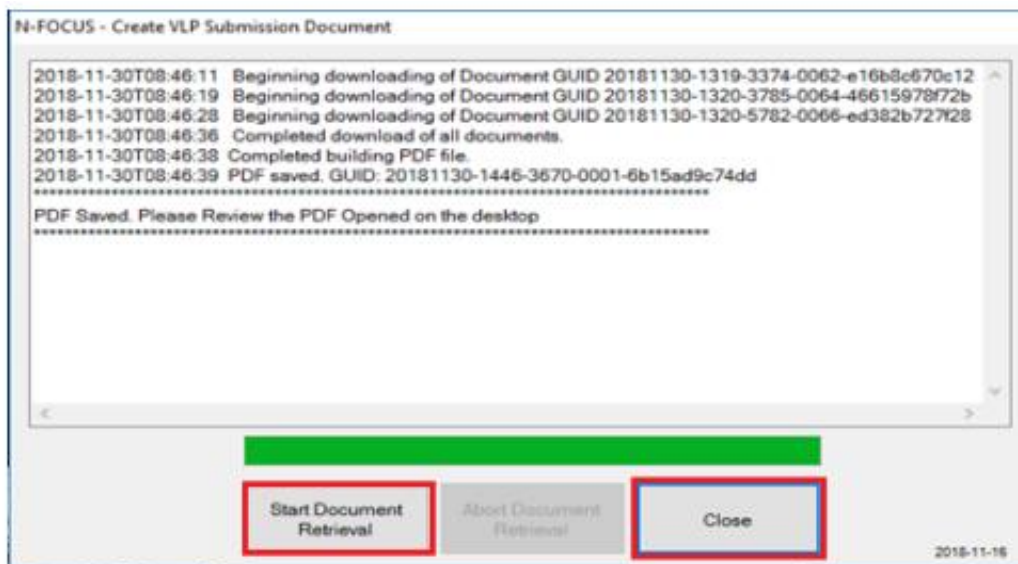
< >

OK

- If all documents are present, select the List Image menu item – Create VLP Submission>Create VLP Submission Document.

NOTE: The Create VLP Submission Document window will display.

- Select the Start Document Retrieval button to create the PDF.



- Once the PDF has been created, it will be displayed for review, if all documents are correct, close the PDF.
- Select Close, on the Create VLP Submission window.
- Return to the US Citizenship/Immigration window to complete the request.

NOTE: If the list contains documents the user didn't want to include with the request, they can use the "Clear VLP List", from the Create VLP Submission menu to clear the existing list and start over at step 4.

- **Submit Electronic G-845 (New):**

- After the PDF has been created for the immigration documentation, follow these steps to submit the G-845 information electronically:

- From the US Citizenship/Immigration window, select the person from the Medicaid person list.
- Click the Submit to DHS/SAVE Interface button.

NOTE: If the individual has provided updated documentation, the user will need to close the request and start at Step 1.

- **Verify Lawful Presence Interface window (Change):**
 - All items related to the G-845 PDF and PDF submission have been removed.
 - An Agency Action text box has been added to inform the user if the case was automatically sent to Step 2 or of the next step to take.

N-FOCUS - Verify Lawful Presence Request/Response

File GoTo Help

Case Person
 Name LAYLA SCHWARTZ SSN 000-11-2022 SEX FEMALE Birth Date 04-09-1967

Request Information

Created On	Determine As of	Document Type	Alien Nbr	I-94 Nbr	S
11/28/2018 13:36:13	10/09/2018	Other	738812313		

Response Information
 LAYLA SCHWARTZ

Lawful Presence Verified	PENDING	Additional Response Info Sponsorship Data View Step 2 and 3 Response
Qualified Non Citizen	PENDING	
Five Year Bar Applicable	PENDING	
Five Year Bar Met	PENDING	
US Citizen	PENDING	

Response Status **Correction Needed - Document ID incorrect**

Agency Action **MAKE CORRECTIONS AND RESUBMIT REQUEST.**

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- **Verified Lawful Presence – Additional Data Window (Change):**
 - A Provision of Law field has been added to the Verified Lawful Presence – Additional Data Window.

N-FOCUS - Verify Lawful Presence - Additional Data

Person SUSAN FOLKESSTCEDE

Entry Date

Class of Admission (COA)

Provision of Law

Admitted Until Date 12/20/2020

Admitted Until

Birth Date

Country of Birth

Eligibility Response

Country of Citizenship

Status Granted 01/01/2009

Status Reason

Emp Auth Doc Expire

Failure Reason

Sent to Step 2

View Step 2 and 3 Response OK

- **Verify Lawful Presence Step 2 and 3 Response window (Change):**
 - The Employment Auth Data button and the Sent to Step 3 line have been removed and the following items have been added:
 - Pending Prima Facie VAWA
 - Deferred Action
 - VAWA Self Petition Approved
 - Deferred Action
 - I-360 Application Filed
 - Class of Admission (COA)

N-FOCUS - Verify Lawful Presence - Step 2 and 3 Response

Name JAMES PIDDICKSTCEDE

Response Date 01/01/2018

Major Statement VAWA SELF-PETITIONER

Minor Statement EMPLOYMENT AUTHORIZED - TEMP EMP AUTH

Latest Doc Expire 01/01/2019

Status Pending

Class of Admission (COA) Pending Prima Facie VAWA

LPR Status Deferred Action Expire

Parole Expire VAWA Self Petition Approved TRUE

Document Revocation Deferred Action

DHS Comments I360 Application Filed

DHS Response Description SUCCESSFUL.

HUB Response Text SUCCESSFUL.

OK

NOTE: To view the Admitted Date or Status Granted date sent with the response for a Step 2 or Step 3 request, the worker will need to review the Additional Information window.

N-FOCUS - Verify Lawful Presence - Step 2 and 3 Response

Name SUSAN FOLKESSTCEDE

Response Date 01/01/2018

Major Statement LAWFUL PERMANENT RESIDENT

Minor Statement EMPLOYMENT AUTHORIZED - INDEFINITE

Latest Doc Expire

Status Pending

Class of Admission (COA) CP Pending Prima Facie VAWA

LPR Status Deferred Action Expire

Parole Expire VAWA Self Petition Approved

Document Revocation Deferred Action

DHS Comments I360 Application Filed

DHS Response Description SUCCESSFUL.

HUB Response Text SUCCESSFUL.

OK

- **MLTC - Alert 502 Send Electronic G-845 (Change):**
 - The text has been updated to “Send Electronic G-845”.
 - When this alert is received, it indicates the HUB/DHS is ready to accept the electronic G-845 for the listed person.
 - Go to Document Imaging and prepare the supporting documentation needed for the request.
 - Return to the US Citizenship/Immigration window and update the document details if necessary and submit the request.
 - **Alert Text:** VLP SAVE is ready to receive the electronic G-845 information form. Please prepare the supporting documentation before submitting the request.