

# Search Cases Sponsorship Questions



This tip sheet is for federal means-tested public benefit-granting agencies that use the SAVE sponsorship functionality to manage and report sponsor deeming and agency reimbursement actions.

Your agency can view cases in which your agency received sponsor information as part of the response from SAVE but has not yet closed the case. This includes cases for which your agency has the option of answering the sponsor questions or has already begun doing so. By using this feature, your agency can identify and access the cases for which it may need to answer and/or update its sponsorship answers.

## Step 1: Navigate to the Search Cases Screen

On the SAVE Homepage, select the red Search Cases button on the right side of the screen or Search Cases in the Cases drop-down menu:



Either option will bring you to the Search Cases screen.

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### Step 2: Search Cases Using the “Cases with Sponsorship Compliance Questions” Selection

From the Search Cases screen, find the radio button labeled “Cases with Sponsorship Compliance Questions” and select it:

**U.S. Citizenship and Immigration Services**

**SEARCH CASES**

**CASE FILTERS**

Enter search criteria to display a list of relevant cases.

**Case Status**

- All Open Cases
- Cases with Additional Verification Responses
- Cases In Process
- Closed Cases
- Cases Requiring Action
- Cases with Third-Step Verification Responses
- Cases with Sponsorship Compliance Questions

**Verification Number**

**Naturalization/Citizenship Certificate Number**

**Alien/USCIS Number**

**I-94 Number**

**Passport Number**

**User Case Number**

**Date Initiated From** (mm/dd/yyyy)

**Date Initiated To** (mm/dd/yyyy)

**Group**

**Initiated By**

**Cancel** **Submit**

To obtain a list of all cases with Sponsorship Questions that may need to be updated or closed, select the Submit button. You can also generate a shorter list by using the Date Initiated From/To, Group, and/or Initiated By parameters. SAVE also provides the

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ability to search using the Verification Number, any User Case Number that your agency provided for the case, or the immigration identifier (e.g., A-number, I-94 Number) that your agency used to create a case. <sup>1</sup>

## Step 3: View Results

After submitting the search criteria, SAVE will return a list of cases that fall within the parameters you identified:

The screenshot shows the SAVE system interface. At the top, there is a header for "U.S. Citizenship and Immigration Services" with the SAVE logo and a welcome message "Welcome, Timothy Benz". Below the header is a navigation bar with tabs for "Cases", "Profile", "Agency", "Reports", "Help", and "Logout". The main content area is titled "SEARCH CASES" and contains a "SUMMARY LIST". A message says "Click on a column title to sort this list." Below this is a table with the following data:

Case Type	Response	Verification Number	Name Provided	Group	Initiated By
	DHS Verification in Process	2015302080241TW		VT	SBOU2066

Below the table is a legend with the following items:

- Action Required
- Response Provided
- Under Review / Pending
- Case Closed

At the bottom of the interface are "Back" and "Home" buttons.

Clicking on the Verification Number will route you to the Case Results screen for that case, which includes an Update Answers button that your agency can use to access and update its answers to the Sponsorship Compliance Questions (see Section 3.4 of the SAVE Sponsorship Guide).

<sup>1</sup> The cases that you can search and access/administer depends upon your SAVE user role. Super Users hold a high-level administrative role that allows them to search all cases within their agency, but not create, update, or otherwise administer cases. Supervisor Users can search and administer all cases within their SAVE Department. Which cases a General User can search and administer depends upon the type of General User role they have.

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If the SAVE Search Cases tool cannot find any cases that fall within the parameters you entered, you will be shown a screen stating that no cases were found that match the search criteria:

A screenshot of the SAVE Search Cases tool interface. The top header is dark blue and contains the U.S. Citizenship and Immigration Services logo on the left, the text "U.S. Citizenship and Immigration Services" in the center, and the SAVE logo with the text "Welcome, Timothy Benz" on the right. Below the header is a navigation bar with a home icon, "Cases" (highlighted), "Profile", "Agency", "Reports", "Help", and "Logout" with a plus icon. The main content area has a light blue background and is titled "SEARCH CASES" in bold. Below the title is a "SUMMARY LIST" section. A red-bordered box contains the text "No cases found that match the search criteria." At the bottom of the interface are two buttons: "Back" and "Home".