New Aid Officer Workshop

WELCOME TO THE

CIRCUS

April 10-12, 2024 · Great Wolf Lodge · Dallas/Grapevine
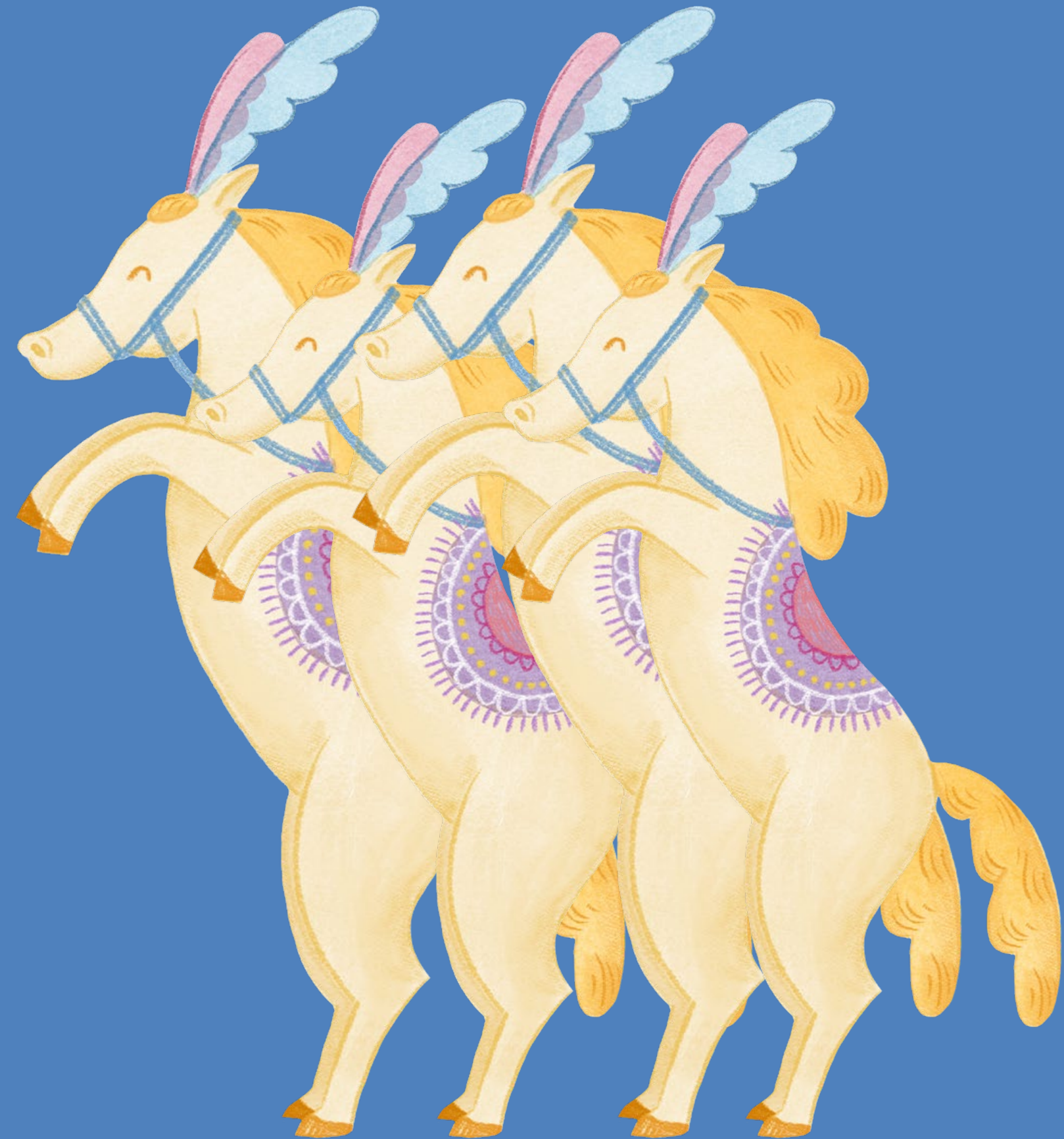
Presenter

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Rice University

Verification Areas of Focus

➢ **Verification Overview**
➢ **Verification Tracking Groups**
➢ **Required Documentation**
➢ **Discretionary Verification**
➢ **Corrections / Updates / Adjustments**
➢ **Database Matches**
➢ **Things to Know**
➢ **Resources**

Understanding Verification

➢ **The process used by the institution to check the accuracy of the information an applicant has provided on the FAFSA**

➢ **Reduces errors in applicant reported data**

➢ **Assures applicant receives aid for which they are eligible**

➢ **If selected for Verification, it must be completed for the applicant to received subsidized student aid**

FAFSA
Verification

When Do Corrections Need to be Made?

➢ When the data on the **FAFSA** conflicts with the documentation, the institution must correct all verifiable data and determine whether corrections must be submitted to the FAFSA Partner Portal (FPP).

➢ FAFSA data corrections that must be reported to FPP for reprocessing

- ▪ Changes in a single dollar item of $25 or more

- ▪ Change in any nondollar item that is required to be verified

- ▪ Signature requirements on supporting documentation

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Policies and Procedures

➢ **Required and should be written**

➢ **Policy should include:**

Policies and Procedures

Schools must provide the following to students selected for verification in a timely manner:

➢ A clear explanation of their role in the process

➢ A list of documents they need to submit, and

➢ Deadlines they must meet and the consequences of failing to meet them.

24-25 Application and Verification Guide

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When is Verification Required?

➢ **When applicants are selected by the Secretary**

➢ **When applicants are selected by the institution**

➢ **Applicants for whom the institution has conflicting information**

Who is Exempt from Verification?

➢ Applicant who is only eligible for unsubsidized aid.

Verification Tracking Groups

V1
Standard Verification Tracking Group

V4
Custom Verification Tracking Group

V5
Aggregate Verification Tracking Group

V1 – Standard Verification Data Points

Tax Filing Status	Required Items to be Verified
Tax Filer	➢ Adjust Gross Income (AGI) ➢ *Income Earned from Work ➢ U.S. Income Tax Paid ➢ Untaxed Portions of IRA Distributions and Pensions ➢ IRA Deductions and Payments ➢ Tax Exempt Interest Income ➢ Education Credits ➢ *Foreign Income Exempt from Federal Taxation
Non-Tax Filer	➢ Income Earned from Work
Tax Filer/Non-Tax Filer	➢ Family size

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Documentation

Tax Filer Documentation

➢ FUTURE Act Direct Data Exchange (FA-DDX)

- Code 200 – Usable FTI Data Retrieved Successfully
- Code 214 – No Return on file

OR

➢ IRS Tax Return Transcript*

OR

➢ *Signed* IRS 1040 with Schedules 1, 2, and/or 3 if filed

Family Size

List of household members including names, ages, and relationship to student

➢ **Dependent**

V4 – Custom Verification Group

➢ **Identity**

➢ **Statement of Educational purpose (SEP)**

Identity & Statement of Educational Purpose

Identity

➤ Copy of valid, unexpired government issued photo ID
➤ Copy must be annotated with date and reviewer's name
➤ Student IDs and Military IDs are not acceptable

Statement of Educational Purpose (SEP)

➤ Sign the SEP in the presence of an authorized staff member OR
➤ Sign the SEP in the presence of a Notary
  ➤ Copy of Photo ID must be attached
  ➤ Submit original which includes "wet signature"
➤ Wording on SEP must be exact

2024-2025 DEPENDENT VERIFICATION WORKSHEET

Office of Financial Aid & Scholarships
1 University Parkway
University Park, IL 60484
708.534.4480
govst.edu/financialaid

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information GSU will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at GSU. We may need to ask for additional information in the future. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

STUDENT INFORMATION
Please complete this verification form and provide copies of all requested paperwork within **15 days** of receipt to Governors State University.

Student Name: _____ GSU ID # _____ Last 4 digits of SS#:_____
(Please Print)   Last   First

Permanent Home Address: _____
                              City   State   Zip Code

Student's Date of Birth: _____ Home Phone #: _____ Cell #: _____

FAMILY INFORMATION
Please list all members of your parent(s)' household. Remember to include:
- Yourself
- Your parents, even if you are not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- Your parent(s)' other children if the following are true:
  - They live with your parents (or live apart because of college enrollment),
  - They receive more than half of their support from your parents, and
  - They will continue to receive more than half of their support from your parents during the award year.
- Other persons if the following are true:
  - They live with your parents,
  - They receive more than half of their support from your parents, and
  - They will continue to receive more than half of their support from your parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size. Support is defined as providing food, housing, medical/dental care or health insurance, money or other financial resources. If you need more space, attach a separate sheet.

FULL NAME	AGE	RELATIONSHIP
		Self

FAFSA Information to be Verified and Acceptable Documentation

DCL ID: Gen-23-12

Subject: 2024–2025 Award Year: FAFSA Information to be Verified and Acceptable Documentation

Published Date: September 19, 2023

B020 Verification Statement

CollegeBoard   2024-25 Academic Year

Verification Statement – Dependent Student

Please print, complete, sign, and submit this form.

Step 1 – Student Information

_____   _____
Student's name (First, MI, Last)   CBFinAid ID

_____
Student's Primary E-mail Address

Step 2 – Household Information

Carefully read the following instructions, and in the table below, report information for:
- Yourself (full name and age)
- **Your parents**, including step-parents, even if you do not live with your parents. (Do not include your non-custodial parent.)
- Your parent(s)' other dependent children if;
  - your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025 or if;
  - the other children would be required to provide parental information if they were completing a FAFSA for 2024–25.
  - Include children who meet either of these standards even if the children do not live with the parents.
- Other people only if they now live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025.
- Provide college information for the individuals listed if they are attending at least half-time during the 2024-25 academic year, in a program leading to a degree, diploma, or certificate.

Full Name*	Age*	Relationship*	Name of College	Undergraduate/ Graduate	Enrollment	Expected Grad Date MM/YYYY
		Self				
		☐Parent/Step-parent ☐Sibling ☐Spouse ☐Student's Child ☐Grandparent ☐Other		☐Undergraduate ☐Graduate ☐Not in College	☐Full-time ☐Half-time	
		☐Parent/Step-parent ☐Sibling ☐Spouse ☐Student's Child ☐Grandparent ☐Other		☐Undergraduate ☐Graduate ☐Not in College	☐Full-time ☐Half-time	
		☐Parent/Step-parent ☐Sibling ☐Spouse ☐Student's Child ☐Grandparent ☐Other		☐Undergraduate ☐Graduate ☐Not in College	☐Full-time ☐Half-time	

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V1+V4=V5

V5 Aggregate Data Elements

➢ **All items and documentation required in the V1 Verification Group**

➢ **All items and documentation required in the V4 Verification Group**

Confined or Incarcerated Students

➢ **V1 Standard Verification Group**
- ▪ **Not required**

➢ **V4 or V5**
- ▪ **V1 items not required**
- ▪ **Identity**
- ▪ **Statement of Educational Purpose (SEP)**

Verification of Dependency Status

➢ **Dependency Status Questions**

Provisional Independent Student

Provisional SAI Provided to the Student

ISIR record is rejected

The Financial Aid Administrator must review the student's situation and determine if the student:
- Is unaccompanied and homeless;
- Merits a dependency override;
- Must instead provide parental data; or
- Should be permitted to borrow only unsubsidized loans because they can document that their parents have refused to support them or to provide parental information on the student's FAFSA

Corrections/Updates/Adjustments

➤ **Corrections – information was reported incorrectly at the time of application**

➤ **Updates – information was correct at the time the FAFSA was completed, but has changed since the time of application**

Database Matches

➢ **Social Security Administration – SSA**

➢ **Department of Homeland Security – DHS**

➢ **National Student Loan Database System – NSLDS**

➢ **Veteran Affairs**

Unsuccessful matches will cause ISIR comment codes (C-Codes) that require action from either the institution or the student which can be associated with the process of verification.

Customary Support Documentation

Database Match C-Code	Customary Documentation
U.S. Citizenship Status	Birth Certificate (must be born in U.S.) U.S. Passport Certificate of Naturalization Certificate of Citizenship
Eligible Non-Citizenship Status (may require secondary and/or third step verification)	Permanent Resident Card Form I-94/I-94A or Arrival/Departure Record
Social Security Number/Name	Social Security Card

Things to Know

➢ Alternative supporting documentation

➢ Knowledge of basic tax filing issues

Resources

➢ **Institutional Policies & Procedures**

➢ **FSA Handbook**

➢ **NASFAA – Today's News, AskRegs, Webinars, Self-Study Guides**

➢ **TASFAA & SWASFAA Training Opportunities**

➢ **Colleagues**

Resources

- **FAFSA Verification IRS Tax Return Transcript Matrix**
- **NASFAA Student Aid Reference Desk**
- **Dear Colleague Letters**
- **Electronic Announcements**
- **Federal Student Aid Knowledge Center**
- **September 19, 2023, Federal Register**
- **2024-25 FAFSA Specifications Guide (April 2024 Update)**

Contact Us

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Thank You for Completing our Survey

Verification