

**CARL ALBERT STATE COLLEGE
2014-2015 VERIFICATION POLICIES**

Verification:

Verification is a process to confirm the information you provided on the Free Application for Federal Student Aid (FAFSA).

Applications Selected for Verification:

CASC verifies all applications that are selected for verification by the federal government. In addition, students who submit conflicting or incomplete information may be selected for verification by a CASC Financial Aid Counselor. Students who are selected for verification will be asked to provide supporting documentation of income, household size, number in college, untaxed income and benefits, etc. to verify the data provided on the Free Application for Federal Student Aid (FAFSA). You should not submit tax transcripts or other verification documents unless it is requested by the Financial Aid Office. Students requesting that unusual circumstances be considered (professional judgment) must complete verification, if selected, before any type of professional judgment will be considered.

Items to be Verified/Acceptable Documentation:

The CASC Financial Aid Office requires appropriate documentation based on the guidelines published in the federal government's Application and Verification Guide. Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

Types of Verification:

- V1 Verification: Standard Verification. Students in this group must verify the following if they are tax filers:
 - adjusted gross income
 - U.S. income tax paid
 - untaxed portions of IRA distributions
 - untaxed portions of pensions
 - IRA deductions and payments
 - tax-exempt interest income
 - education credits
 - household size
 - number in college
 - Supplemental Nutrition Assistance Program (SNAP) benefits
 - child support paid

Students who are not tax filers must verify the following:

- income earned from work
- household size
- number in college
- SNAP benefits
- child support paid

- V2 Verification: Not in use for 2014-2015.
- V3 Verification: Child Support Paid Verification. Students must verify child support paid by them or their spouse, their parents or both.
- V4 Verification: Custom Verification. Students in this group must verify high school completion status and identity/statement of educational purpose in addition to SNAP benefits received and payment of child support.
- V5 Verification: Aggregate Verification. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.
- V6 Verification: Household Resources Group. Students must verify the items in the Standard Verification Group as well as certain other untaxed income.

Types of Documentation:

IRS Data Retrieval Tool:

- Available at www.fafsa.gov. Eligible parents and students may use this tool to transfer tax data from the IRS to the FAFSA.
- Available within two weeks of electronically filing a return.
- Available within eight weeks of mailing a paper return.
- Applicants who use the IRS Data Retrieval tool must not change the data transferred from the IRS.

IRS Data Retrieval Tool may not be available if:

- Marital status has changed since filing the return.
- If the parents or student is married but filed tax returns separately (i.e. “married filing separately” or “head of household”).
- If an amended tax return was filed.
- If the student or parent has been a victim of identity theft.
- If the home address on the FAFSA does not match the address on the tax return.

Federal Tax Return Transcripts:

- The federal government no longer allows us to accept copies of tax returns.
- Applicants unable to use the IRS Data Retrieval tool or who change the data transferred may obtain an IRS Tax Return Transcript at www.irs.gov or by calling IRS at 1-800-908-9946.
- If your marital status has changed after filing the tax return, you filed an amended tax return, filed for extension, or are unable to obtain an IRS Tax Return Transcript due to identity theft, contact the Financial Aid Office for more information.

Verification Worksheets (Dependent or Independent)

Standard Verification Worksheet:

- V1 Verification Category
- Verify tax filer or non-filer status
- Household Size
- Number in College
- SNAP benefits
- Child Support paid

Child Support Paid Verification Worksheet:

- V3 and V4 Verification Categories.

Identity/Statement of Educational Purpose Verification Worksheet:

- V4 and V5 Verification Categories.

SNAP Verification Worksheet

- V4 Verification Category

Household Resources Verification Worksheet

- V6 Verification Worksheet
- V1 Verification Category to verify non-tax items

All students whether they are selected for verification or not must submit the following:

- Signed Satisfactory Academic Progress Statement
- H.S. Diploma or Transcript with graduation date or GED

Process:

1. CASC receives FAFSA data from the federal government at least once a week.
2. The Financial Aid Office sends a Welcome Letter to all applicants confirming we have received their FAFSA.
3. Welcome letter states the verification category and the documents required.
4. The federal government has customized the verification process and different documents will be required for different verification categories. .

5. Documents may be downloaded from the CASC financial aid webpage.
6. Applicants should submit all requested documents as soon as possible of receiving the document request letter to avoid delays in processing their aid. Refer to deadlines and consequences sections for more information.
7. When the applicant has submitted all requested documents, the Financial Aid Counselor will complete the verification process. At that time, the Counselor may request additional documentation to clear up any conflicting or inconsistent information. The review process usually occurs within two to three weeks of receipt of the final documentation.
8. Corrections are required if the information indicated on the submitted documents does not match the FAFSA data. The Financial Aid Counselor will submit corrections on the student's behalf by sending them electronically to the U. S. Department of Education system. Generally, the corrected data is processed within 72 hours after the corrected data is submitted. After receiving the corrections electronically, if all documentation has been submitted and all eligibility criteria have been met, the Financial Aid Counselor will forward the file to the Financial Aid Director for packaging.
9. The Financial Aid Director or Assistant Director will package the student's aid and an award letter will be sent.
10. Should a student's EFC change and/or their Title IV aid amounts change, a new award letter will be sent to notify the student.

Reporting results for verification tracking flags V4 and V5:

Beginning with 2014–2015, CASC must report the results for any student for whom CASC has received an ISIR with tracking flag V4 or V5—as selected by the CPS, not the school—and requested verification documentation. CASC reports this information on the FAA Access to CPS Online website. CASC will then enter one of the following numeric codes that most applies to the student:

1. verification completed in person, no issues found
2. verification completed using notary, no issues found
3. verification attempted, issues found with identity
4. verification attempted, issues found with HS completion
5. no response from applicant or unable to locate

If issues were found with both identity and high school completion status, code 3 is used.

Deadlines:

Students selected for verification must submit required paperwork as quickly as possible to avoid delays in processing aid.

- The federal government's processor must receive a FAFSA by June 30, 2015 for the 2014-2015 award year.
- FAFSA corrections must be submitted to the federal government's processor by September 21, 2015 for the 2014-2015 award year.

- CASC must receive a valid FAFSA (ISIR) from the government's processor while the student is still enrolled and eligible for payment, but not later than September 28, 2015 for the 2014-2015 award year.
- Students selected for verification by the federal government or by the school must have verification documents and a valid FAFSA (ISIR) no later than 120 days after the last day of enrollment or September 28, 2015, whichever is earlier.
- Student loans may not be certified after the last date of the loan period.
- If a student is selected for verification after aid has been awarded and disbursed, the student must complete the verification process within the same timeframe in order to remain eligible. Failure to complete verification or if the verification does not justify aid already disbursed, the student is responsible for repaying all aid he/she is not eligible for.

Consequences for failing to submit documents in time:

- The application cannot be processed and federal aid will not be awarded.
- The student being responsible for paying his/her tuition, fees, and other institutional charges out of pocket.
- The semester and/or academic year ending with the student having an outstanding balance with the college. This would prevent the student from enrolling in future semesters, receiving grades, obtaining a transcript, etc.

Inspector General Notification:

CASC refers to the Office of Inspector General for investigation cases as follows:

- After conducting the review of an application, the college has credible information indicating that an applicant may have engaged in fraud or other criminal misconduct in connection with the aid application. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance. Examples of this type of information are:
 - False claims of independent student status;
 - False claims of citizenship;
 - Use of false identities;
 - Forgery of signatures or certifications; and
 - False statements of income
- Any credible information indicating that any employee, third-party servicer, or other agent of the college that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the college and its students through the Title IV, HEA Programs.