

Verification

Verification

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U.S. Department of Education

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Agenda

- 2015-16**
-Verification items and documentation
-Suggested text
-FAA tracking process for V4 and V5 groups
- Policy Reminders & Updates**
- Resources**

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2015-2016 Verification

Verification Tracking Groups Summary

- The Department will continue to use data-based statistical analysis to select applicants for verification. A Verification Tracking Flag will be set on the applicant's Institutional Student Information Record (ISIR) to indicate placement into one of the 2015-2016 Verification Tracking Groups
- No changes from the 2014-2015 FAFSA items that may need to be verified
 - Kept groups V1, V3, V4, V5 and V6

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An applicant will remain in the original 2015–2016 Verification Tracking Group for the entire 2015–2016 award year regardless of subsequent corrections to the applicant's record.

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V1– 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

Documentation:
IRS DRT;
Tax Return Transcripts;
alternate documentation where allowed (e.g. amended returns, foreign returns, etc.)

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V1– Non- Tax Filers

- Income earned from work

Documentation:
1. Signed statement certifying –
a) Individual has not filed and not required to file 2014 tax return;
b) Sources of income earned from work and amounts of income from each source for tax year 2014;
2. Copy of IRS Form W–2 for each source of employment income received for tax year 2014;

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V1– Non- Tax Filers

- If an institution questions a claim that the tax filer is not required to file, must require applicant to submit a "Verification of Nonfiling Letter"
 - Obtained by the tax filer using IRS "Get Transcript Online" tool at www.irs.gov/Individuals/Get-Transcript OR
 - Form 4506-T and checking box 7
 - A Verification of Nonfiling Letter for the 2014 tax year must be dated on or after June 15, 2015

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V1– All Applicants

- # in Household & # in College

Documentation:

1. **Household size** – signed statement (name, age, relationship)
 - a. Not required if:
 - Dependent student household size reported is 2 and parent is unmarried or 3 if the parents are married *or unmarried and living together*
 - Independent student household reported is one and applicant is unmarried or two if the applicant is married
2. **# in College** – signed statement (name of household member attending at least half-time and eligible institution name)
 - a. Not required if reported number is one (student)

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V1– All Applicants

- SNAP Benefits (If reported on ISIR)
- Child Support Paid (If reported on ISIR)

SNAP Documentation:

1. Statement signed by applicant/parent affirming SNAP benefits received by someone in household during 2013 and/or 2014
2. If school has concerns with accuracy of information, the institution must obtain documentation from the agency that issued the SNAP benefits

Child Support Paid Documentation:
 Explained under V3 slide

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V3– Child Support Paid

Documentation:

(1) Statement signed by the applicant/parent certifying—


- (a) Amount of child support paid;
- (b) Name of the person who paid the child support;
- (c) Name of the person to whom child support was paid; and
- (d) Names and ages of the children for whom child support was paid

(2) If the institution has reason to believe that the information provided in the signed statement is inaccurate, the applicant must provide the institution with supporting documentation, such as—divorce decrees, checks, signed statements, etc.

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V4—Custom

- High School Completion Status
- Identity/Statement of Educational Purpose
- SNAP Benefits (if reported on ISIR)
- Child Support Paid (if reported on ISIR)



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High School Completion Status

Documentation:

- High school diploma; or
- Final official high school transcript showing date diploma awarded; or
- “Secondary school leaving certificate” for students who completed secondary education in foreign country and unable to get copy of high school diploma/transcript
- **Note:** If, prior to being selected for verification, an institution already obtained HS completion status records for other purposes, the institution may rely on those records as long as it meets ED HS completion criteria

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High School Completion Status

Documentation: Recognized equivalent of a HS diploma

- Copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized HS equivalent certificate; OR
- Academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; OR
- Student excelled academically in HS and met all criteria to be admitted into a 2-year degree program or higher

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High School Completion Status

- Test transcripts of State-authorized examinations (e.g., GED test, HiSET, TASC, or other State-authorized high school equivalency examinations) are acceptable documentation of high school completion only if:
 - The official test transcript specifically indicates that a state has determined that the test results are considered by the State to meet its requirements of high school equivalency; OR
 - The official test transcript includes language that the final score is a passing score

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High School Completion Status

- Documentation: Homeschooled
 - Transcript, or the equivalent, signed by the parent or guardian, that lists the secondary school courses completed by the applicant and documents the successful completion of a secondary school education; OR
 - A secondary school completion credential for home school provided for under State law

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Identity/Statement of Educational Purpose

- Documentation: students that appear in person
- Present to an institutionally authorized individual
 - A valid government-issued photo identification; and
 - *Cannot use military IDs (cannot be photocopied)*
 - A signed statement of educational purpose
 - Provided by ED, cannot be modified
- Maintain, an annotated copy of the identification:
 - The date documentation was received; and
 - The name of the institutionally-authorized individual that obtained the documentation

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Identity/Statement of Educational Purpose

Documentation: student unable to appear in person

- Must provide the institution—
 - A copy of a valid government-issued photo identification
 - Cannot use military IDs (cannot be photocopied)

AND

- An *original*, notarized statement of educational purpose signed by the applicant
 - Cannot be faxed or scanned
 - After examining the *original* Statement of Educational Purpose for accuracy and completeness, the institution may convert it into an electronic record

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V5—Aggregate

- High School Completion Status
- Identity/Statement of Educational Purpose

AND

- All items indicated-Tax Filer (V1)
- All items indicated-Non-Tax Filer (V1)

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V6—Household Resources

- All items indicated-Tax Filer (V1); or
- All items indicated-Non-Tax Filer (V1);
AND
- Other untaxed income from 2015-2016 FAFSA:
 - Payments to tax-deferred pension and savings
 - Child support received
 - Housing, food and other living allowances paid to members of the military, clergy and others
 - Veterans noneducation benefits
 - Other untaxed income
 - Money received or paid on the applicant's behalf

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V6—Household Resources

Other Untaxed Income Documentation:

1. Signed statement listing –
- Sources and amounts of income for tax year 2014
2. Copy of IRS W2s for sources of employment income received for tax year 2014 where applicable

- If school determines amounts provided do not appear to provide sufficient support for family members reported, the applicant (and parent/spouse) must:
 - Provide additional signed statement listing other resources used to support family (may include items not required to be reported on FAFSA or other verification forms)
 - Explain how financially supported during 2014 calendar year

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V6—Household Resources

- Institutions should use reasonable judgment when evaluating the validity of the income information provided by students and parents who are placed in Verification Tracking Group V6
- “Reasonable” may differ among institutions
- Institutions may choose to accept a signed low-income statement, an income-to-expenses comparison, or other documentation as determined by the institution


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2015-2016 Verification

Suggested
Text



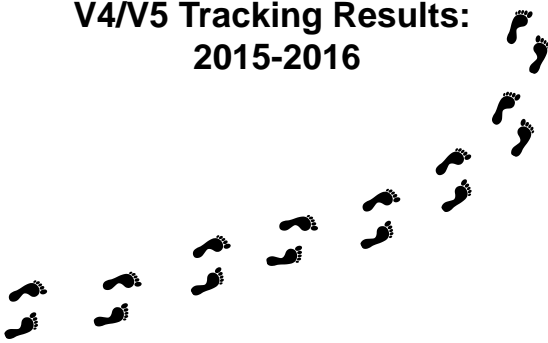
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Suggested Verification Text

- Will provide suggested text for each of the required 2015–2016 verification items, which will subsequently be posted on the Information for Financial Aid Professionals (IFAP) Web site
- Not required to use ED's suggested text and formats
-ONE EXCEPTION – institutions must use the exact language provided in the "Statement of Educational Purpose" (Groups V4 & V5)
- The "Notary's Certificate of Acknowledgement" section, which may appear on the same document as the "Statement of Educational Purpose," does not require the use of the exact language provided, although it must include a copy or description of the identification presented by the applicant to the notary

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**V4/V5 Tracking Results:
2015-2016**



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V4/V5 Tracking Results – 2014-2015

Issue:
Provide an efficient method for FAAs to report the verification results for records selected with the V4 and V5 Verification Tracking Groups

Solution:
FAA Access will be updated to add **Identity Verification Results** functionality to allow FAAs to enter results individually or by file upload starting January 1, 2014

*Electronic Announcements -11/13/13; 6/18/14
Federal Register 7/11/14*

<https://faaaccess.ed.gov> Federal Student Aid PROUD SPONSOR of the AMERICAN MIND™

V4/V5 Tracking Results – 2015-2016

FAA Access updated to add **Identity Verification Results** to the home page

START HERE GO FURTHER FEDERAL STUDENT AID™

FAA Access to CPS Online

Welcome to the FAA Main Menu

Select an option from the following menu. It will be necessary to provide the TSN for your Destination Point and your Federal School Code.

- Student Request: Enter a Student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), NEEDS information, and SAR Comments. Complete the ISIR transactions for the same student using ISIR Complete. Submit a signature key for an application or a signature key when using the Standard FAA Signature feature.
- Application Entry: Enter a student's FAFSA/Renewal Application or Correction data and submit it to the CPS for processing.
 - FAFSA/Renewal Application
 - Corrections
- Resubmit a Saved Application: Resubmit a previously completed and saved FAFSA/Renewal Application or Correction and submit it to the CPS for processing.
 - FAFSA/Renewal Application
 - Corrections
- Identity Verification Results: Submit the results of identity and High School Diploma/GED verification efforts.
 - ISIR Request: Request ISIR data.
 - ISIR Approval Tool: Review FAFSA information reported on the ISIR. Data is used to determine what impact changes to student-reported information has on EFC and the awards.
 - Status of Title IV Funds on the ISIR: Calculate and manage the status of Title IV funds. Data is collected, and the Return of Title IV Funds is calculated according to ED's Student Assistance General Provisions.
 - High School Completion Status/High School Completion Request and view High School FAFSA Completion data. Access to this new feature is limited to participating state agencies, local educational agencies and secondary schools enrolled in the High School FAFSA Completion Pilot program.

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V4/V5 Tracking Results – 2014-2015

Whom to report: student for whom school received an ISIR with a Verification Tracking Group of V4 or V5 AND for whom school requested verification documentation

- Do NOT include students the school selected for verification of identity or high school completion status

When to report: 60 days following the institution's first request to the student to submit the required V4 or V5 identity and high school completion documentation

- changes to previously submitted Identity Verification Results must be updated within 30 days

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V4/V5 Tracking Results – 2015-2016

- The FAA will enter SSN, Name ID (first two letters of the last name), and Verification Results from a dropdown menu on this page
- Click "Add SSNs" and enter additional ones

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V4/V5 Tracking Results – 2015-2016

- Dropdown options will be:
 - Verification completed in person, no issues found
 - Verification completed remotely, no issues found
 - Verification attempted, issues found with identity
 - Verification attempted, issues found with HS completion
 - No response from applicant or unable to locate

If issues found with BOTH identity and HS completion, school will indicate issues found with identity (#3)

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V4/V5 Tracking Results – 2015-2016

FAA Access to CPS Online – Identity Verification Results

NEED HELP?

Load Results File

TGF for your Destination Point: TG999999
Federal School Code: 001002
School Year: 2013-2014

Enter the location of the file you want to load:

PREVIOUS UPLOAD RESULTS

NEED HELP? RETURN TO FAA MENU EXIT

FAAs are able to create and upload a flat file

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Verification

V4/V5 Tracking Results – 2015-2016

FAA Access to CPS Online – Identify Verification Results

NEED HELP?

Confirmation

TGI# for your Destination Point: T099999
 Federal School Code: 001002
 School Year: 2013-2014

FAAs will get a confirmation page with the results submitted and can print the page for their records

Your Identify Verification Results have been submitted for the following record(s):

111-11-1111	BB	Verification completed in person, no issues found
111-11-2222	CC	Verification attempted, issues found with identity
111-11-3333	DD	No response from applicant or unable to locate

Select **PRINT THIS PAGE** to print this page for your records.


PRINT THIS PAGE

NEED HELP? **RETURN TO FAA MENU** **EXIT**

If a student's results change after they have been submitted, the school would simply resubmit the student's information

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Policy Reminders & Updates



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October 17, 2014 Electronic Announcement

- Alternative documentation allowed when tax filer RECENTLY requested but unable to obtain an IRS Tax Return Transcript using the IRS *paper or on-line* request process
- No alternative documents for telephone requests
- Exception not permitted for transcripts unable to be obtained simply because the IRS has not had time to process the data due to a recent filing

For 2014-2015 award year

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2014-2015 – Transcripts Unavailable

- In instances where tax filer recently requested a IRS Tax Return Transcript and was unsuccessful:
 - Signed copy of relevant 2013 IRS tax return

AND

- Communication from IRS stating request unsuccessful
 - Letter from IRS (*SIGNED AND DATED BY TAX FILER*); or
 - Screen shot print (*SIGNED AND DATED BY TAX FILER*)

AND

- Completed and signed IRS Form 4506 T-EZ or 4506-T listing institution as third party
 - Send to IRS only if doubt paper tax return accuracy

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Verification & PJ

- For applicants **selected** for verification (by ED or school), *must complete verification before PJ adjustments made [HEA section 479A(a)]*
- But...all PJ adjustments do **NOT** require verification
 - Does school require?
- Must** mark ISIR as PJ! An ISIR with PJ **coded correctly** will **not** be subject to ED' s verification selection

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Tax Filers - Extensions

- Person is required to file, but obtained **extension**, must submit:
- Program Integrity Q & A Website (DOC-Q16)
 - IRS form 4868 or IRS approval to extend beyond October 15 deadline
 - W-2 for each source of employment income
 - Signed statement by a self-employed individual certifying amount of AGI & US income tax paid
 - When above documentation reviewed, verification is considered complete* (disbursements are valid)
- School may request transcript/IRS DRT when taxes are filed; must re-verify income information

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Amended Tax Returns

If the institution is aware that an amended tax return was filed, to complete verification, the applicant must submit—

- Either a signed copy of the original tax return, an IRS Tax Return Transcript, IRS Record of Account Transcript or a Return Transcript for Taxpayer (RTFTP) (Program Integrity Q&A DOC-Q10)

AND

- Signed copy of the Amended 1040X that was filed with the IRS

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Identity Theft – 2014-2015

- A tax filer who is unable to request an IRS Tax Return Transcript because of *IRS identity theft*, calls a special IRS group at 1-800-908-4490
 - Upon verification of identity, the tax filer can request a paper copy of an alternative document unique to identity theft issues (Tax Return Data Base View - TRDBV)
 - The TRDBV is an official transcript that can be submitted to the school to meet verification requirements

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Transcript Requests

Online IRS Transcript requests
–Get Transcript Online tool generates a real-time PDF transcript that the Tax filer can print/save/forward

- Other Transcript Requests*
–IRS2GO mobile app, online *Get Transcript by Mail*, automated phone tool (1-800-908-9946), or paper Form 4506-T or 4506T-EZ generate a paper transcript

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Resources

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2014-15 Verification

References & Resources

- Federal Register Notice - June 13, 2013
- DCL GEN-13-16 - June 13, 2013
- DCL GEN-14-05 – March 25, 2014
- 14/15 FSA HDBK, AVG Section, Chapter 4
- EA dated 11/8/13 – suggested text
- EA dated 11/13/13; 6/18/14 – FAA Access tracking V4 & V5
- EA dated 4/4/14 – FAA Access flat file procedures
- EA dated 4/17/14 – 14/15 Tax Return Transcript Matrix
- Program Integrity Q & A Website (verification topic)
 - <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/integrity-qa.html>

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2015-2016 Verification

References & Resources

- Federal Register Notice - June 25, 2014
- DCL GEN-14-11 - June 30, 2014
- Program Integrity Q & A Website (verification topic)
 - <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/integrity-qa.html>

Additional 2015-2016 verification references and resources will be added to IFAP


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Contacts

- Atlanta School Participation Team
 - Main Number: 404-974-9335
 - Laura Hall (IIS) – 404-974-9293
 - Cassandra Weems (IIS) 404-974-9305
- Atlanta Training Officers
 - David Bartnicki – 404-974-9312
- Email – firstname.lastname@ed.gov



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Training Feedback

To ensure quality training we ask all participants to please fill out an online session evaluation

- Go to <http://s.zoomerang.com/s/DavidBartnicki>
 - Evaluation form is specific to David Bartnicki
- This feedback tool will provide a means to educate and inform areas for improvement and support an effective process for “listening” to our customers
- Additional feedback about training can be directed to annmarie.weisman@ed.gov

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Questions?



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