

2016-17 Verification



**2016-2017
Verification**

NCASFAA Spring Conference
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U.S. Department of Education

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**2016-2017
Verification**

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Verification – Policy History

For the 2012-13 award year

- Retained the long-standing five items and added SNAP and child support paid, if reported on the ISIR

For the 2013-14 award year

- Introduced the concept of verification groups
- Added high school completion and identity/statement of educational purpose as verification items

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Verification – Policy History

For the 2014-15 award year

- Eliminated SNAP (V2) as a separate verification group
- Added household resources group (V6)
 - Added other untaxed income and benefits as a verification item

For the 2015-16 award year

- No changes

2016-17 Verification – Overview

- Same data elements as for 2015-2016 award year
- Some modifications and clarifications to acceptable documentation
- Eliminated Child Support Paid (V3) as a separate verification group
- In limited circumstances, an applicant's Verification Tracking Group could change

2016-17 Verification - Changes

Verification Tracking Group changes:

- Verification Tracking Group V3 (Child Support Paid) has been removed
 - Applicants placed in V1, V4, V5, and V6 must still verify child support paid if reported on ISIR



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2016-17 Verification - Changes

Verification Tracking Group changes:

- Applicants may be moved from previously assigned Groups V1, V4, and V6 to Verification Tracking Group V5
 - Applicant is only required to verify the additional items in V5 that were not previously verified
 - If the applicant is moved to Verification Tracking Group V5, no additional disbursements of any Title IV aid may be made until verification is satisfactorily completed

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2016-17 Verification - Changes

Verification Tracking Group changes:

- Applicants moved to Verification Tracking Group V5
 - If Title IV aid had been disbursed prior to receiving an ISIR with the new V5, and the applicant does not complete verification, the applicant is liable for the full amount of TIV aid disbursed for 2016-2017 (except FWS funds)
 - The institution is not liable
 - *Except school must return any Title IV funds as required in any R2T4 calculations*

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2016-17 Verification - Changes

Applicants moved to Verification Tracking Group V5

- Verification can be set on the application or correction
- Verification Selection Change Flag
 - Y: indicates verification was not set and now record is selected for verification
 - C: indicates the verification tracking group has changed
 - This "C" is transaction specific

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Income Information for Non-IRS Tax Filers

- Tax filers who filed an income tax return with a taxing authority in a **U.S. territory** (Guam, American Samoa, the U.S. Virgin Islands) or **commonwealth** (Puerto Rico and the Northern Mariana Islands) or with a **foreign central government**, must submit a copy of a transcript of their tax information
 - A signed copy of the applicable 2015 income tax return that was filed with the taxing authority is only acceptable if tax filers are unable to obtain a free copy of a transcript of their tax information

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Income Information for Non-IRS Nontax Filers

- **Residents of the Freely Associated States** (Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia), and a **U.S. territory or commonwealth** or a **foreign central government** who are not required to file an income tax return under that taxing authority's rules must submit:
 - a copy of their Wage and Tax Statement (or equivalent documentation) for each source of employment income and
 - a signed statement identifying all of the individual's income and taxes

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Verification Selection Groups

- V1 – Standard Verification Group
- V2 – Reserved
- V3 – Reserved
- V4 – Custom Verification Group
- V5 – Aggregate Verification Group
- V6 – Household Resources Verification Group



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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

- Signed statement certifying:
 - Individual has not filed and not required to file 2015 tax return;
 - Sources of income earned from work and amounts of income from each source for tax year 2015; and
- 2. Copy of IRS Form W-2 for each source of employment income received for tax year 2015

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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
 - "Verification of Nonfiling Letter" for 2015 tax year generally not issued until after June 15, 2016

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V1- All Applicants

- Number in Household & Number in College

Documentation:

- **Household size** – signed statement (name, age, relationship)
 - 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
- **Number in College** – signed statement (name of household member attending at least half-time and eligible institution name)
 - Not required if reported number is one (student)

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V1- All Applicants

- SNAP Benefits (If reported on ISIR)

Documentation

- **Statement signed by applicant affirming SNAP benefits received by someone in household during 2014 and/or 2015**
- **If school has concerns with accuracy of information, the institution must obtain documentation from the agency that issued the SNAP benefits**

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V1- All Applicants

- Child Support Paid (If reported on ISIR)

Documentation

Statement signed by applicant/parent certifying:

- Amount of child support paid
- Name of the person who paid the child support
- Name of the person to whom child support was paid, and
- Names and ages of children for whom child support was paid

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 checks, EFT transactions, etc.*

*Removed a separation agreement or divorce decree from acceptable documentation


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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

- For V4 and V5, if institution successfully verified and documented applicant’s high school completion status for a prior award year, verification of high school completion status is not required for subsequent years
- DD Form 214 Certificate of Release or Discharge From Active Duty *may serve* as alternative documentation to verify a student’s high school completion if it indicates that the individual is a high school graduate or equivalent
- An institution may not accept as alternative documentation an applicant’s self-certification

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High School Completion Status

In rare cases where it is impossible for a *refugee, an asylee or a victim of human trafficking* to obtain documentation of his or her completion of a secondary school education in a foreign country, an institution may accept self-certification from these applicants

- Q&A FHD-Q2/A2 (program integrity Q & A website under HSD)
- Required information included:
 - Proof of attempt to obtain documentation of their completion of a secondary school education in a foreign country
 - Signed/dated statement that indicates applicant completed secondary school education in a foreign country along with - name and address of foreign high school and date foreign HS diploma was awarded
 - Copy of entry status documentation showing status as a refugee, asylee, or victim of human trafficking and who entered the US after the age of 15

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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

24 **DCL – GEN-14-06** Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™
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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 NON-EXPIRED government-issued photo ID; and
 - *Cannot use military IDs*
 - *Does NOT have to be Real ID Act compliant (DOC-Q26)*
 - 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—
 - Copy of valid NON-EXPIRED government-issued photo ID
 - *Cannot use military IDs*
 - *Does NOT have to be Real ID Act compliant (DOC-Q26)*
 - AND
 - An *original*, notarized statement of educational purpose signed by the applicant (no online notaries allowed)
 - Cannot be faxed or scanned
 - After examining *original* Statement of Educational Purpose, institution may convert it to 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 2016-2017 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 2015
2. Copy of IRS W2s for sources of employment income received for tax year 2015 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 2015 calendar year

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Suggested
Text



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Electronic Announcement – 11/18/15

- Contains 4 appendices to assist with crafting school verification documents to gather verification data
- Appendix A – Suggested Text
 - 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)**
 - “Notary’s Certificate of Acknowledgement” section, 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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Electronic Announcement – 11/18/15

- Appendix B – Table of verification items
- Appendix C – Verification tracking groups and FAFSA verifiable information
- Appendix D – Timeline Availability of 2015 IRS Tax Information

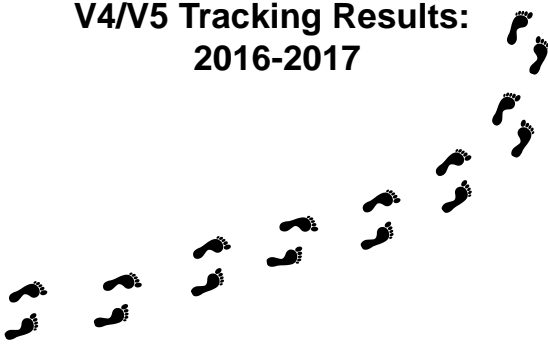


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V4/V5 Tracking Results: 2016-2017



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V4/V5 Tracking Results – 2016-2017

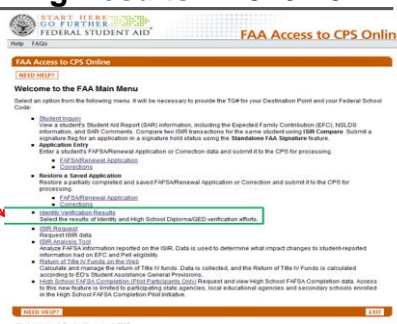
- The V4 and V5 tracking process in FAA Access that began in the 2014-15 processing year WILL CONTINUE for 2016-17
- Schools need to select the proper award year for which they are providing results
 - 2015-16, 2016-17, etc.

<https://faaaccess.ed.gov>

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V4/V5 Tracking Results – 2016-2017

Use the Identity Verification Results section on the FAA Access home page



FAA Access to CPS Online

Welcome to the FAA Main Menu

Send an action from the following menu. It will be necessary to provide the TSG for your Destination Point and your Federal School Code.

- **Student Request**
View a student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), HELDS information, and SAR Comments. Compare two SAR transactions for the same student using SAR Compare. Submit a Signature Req for an application in a Signature Req status using the Standalone FAA Signature Feature.
- **Application Entry**
Enter a student's FAFSA/Financial Application or Correction data and submit it to the CPS for processing.
 - **FAFSA/Financial Application**
 - **Corrections**
- **Restore a Saved Application**
Restore a partially completed and a saved FAFSA/Financial Application or Correction and submit it to the CPS for processing.
 - **FAFSA/Financial Application**
 - **Corrections**
- **Identity Verification Results**
Save the results of Identity and High School Equivalency (GED) verification efforts.
- **PDF Request**
Request SAR data.
- **PDF Application Log**
Review an application log.
- **Review of Data in Funds on the Day**
Calculate and manage the return of Title IV funds. Data is used to determine what impact changes to student-registered information had on EFC and Pell eligibility.
- **State Approval of CPS Completion**
Request and view High School (HS) Completion data. Access to this new feature is limited to participating state agencies, local educational agencies and secondary schools enrolled in the High School (HS) Completion Pilot Initiative.

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V4/V5 Tracking Results – 2016-2017

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

V4/V5 Tracking Results – 2016-2017

- 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

V4/V5 Tracking Results – 2016-2017

FAAs are able to create and upload a flat file


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V4/V5 Tracking Results – 2016-2017

- Dropdown options will be:
 1. Verification completed in person, no issues found
 2. Verification completed remotely, 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 found with BOTH identity and HS completion, school will indicate issues found with identity (#3)



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V4/V5 Tracking Results – 2016-2017

FAA Access to CPS Online – Identity Verification Results

NEED HELP?

Confirmation
TGA for your Destination Point: TG99999
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 Identity 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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Verification Policy Reminders



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October 2, 2015 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
 - saying the "Get Transcript Online" tool is not available

For 2015-2016 award year

43

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2015-2016 – Transcripts Unavailable

- Alternative documentation includes:
 - Signed copy of relevant 2014 IRS tax return
AND
 - *Statement from tax filer, on or attached to the return, certifying same data submitted to the IRS*
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 – only send to IRS if doubt accuracy

44

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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

45

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Verification Policy Updates

Individuals who filed an amended tax return must submit the following documents to the institution:

- an IRS Tax Return Transcript, or any other IRS tax transcript(s) that include all of the income and tax information required to be verified; and
- a signed copy of the IRS Form 1040X that was filed with the IRS

Guidance effective 8/13/15 for 15/16 and subsequent years

- Posted on Program Integrity Q & A website

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Verification Policy Updates

Victims of IRS tax-related identity theft must submit:

- Statement signed and dated by tax filer indicating they were victims of IRS tax-related identity theft and the IRS has been made aware of the tax-related identity theft; and
- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS
 - Tax filers who cannot obtain a TRDBV transcript may instead submit another official IRS transcript or equivalent document provided by the IRS if it includes all of the income and tax information required to be verified

Guidance applies to 15/16 and subsequent years

- Posted in 6/26/15 Federal Register Notice

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Resources

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- Federal Register Notice - June 26, 2015
- DCL GEN-15-11 - June 29, 2015
- Program Integrity Q & A Website ("verification")
 - <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/integrity-qa.html>
- EA 11/18/15 – Suggested Text and Appendices
- EA 3/23/16 - Verification-Tax Return Transcript Matrix
 - DO NOT USE "RECOMPUTED" line item
- Federal Student Aid Handbook
 - Application and Verification Guide – Chapter 4
- Federal Regulations
 - 668 Subpart E (668.51 – 668.61); 668.16(f)

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Contacts

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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 joann.borel@ed.gov

51 Federal Student Aid PROUD SPONSOR of the AMERICAN MIND™
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Questions



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