



Feather River College (FRC) is governed by Federal and State regulations that require institutions to verify reported applicant data in certain instances. To comply with these regulations and to ensure student applications with the greatest potential for error are reviewed and documented, Feather River College verifies all applications that are flagged for verification by the CPS (Central Processing System) and CSAC (California Student Aid Commission). The Financial Aid Office must verify any information that may be considered incorrect or conflicting on any application.

Feather River College has incorporated and adheres to the principles stated below which were developed by the National Association of Student Financial Aid Administrators with respect to verification of student aid applications:

- To ensure that limited financial aid funds are awarded to eligible students in an equitable and consistent manner, FRC has developed policies for verifying reported family information.
- The college has developed policies that ensure that verification of reported family information for students applying for financial aid is cost effective, flexible, and based upon acceptance of a reasonable tolerance range for error, which can be applied to award amounts.
- The college makes institutional policies and procedures relating to verification available to its students.
- FRC ensures that procedures are uniformly applied to all applicants for financial aid programs for which demonstrated financial need is a criterion.

Who Is Verified?

- The Financial Aid Office verifies all applicants for who are flagged for verification.
- The college also requires all transfer students selected for verification to re-verify information even if verification has been completed for the student for that aid year at the previous institution.
- Unless the college has reason to believe application information is inaccurate, it excludes the following students from verification:
 - Death of a student
 - Not an aid recipient
 - Applicant is only eligible to receive unsubsidized financial assistance. Please note that a student cannot avoid verification by accepting only unsubsidized aid.
 - Post enrollment- the applicant was selected for verification after ceasing to be enrolled at the institution.

Feather River College may, at its discretion, require a student to verify any FAFSA/CADAA information and to provide any reasonable documentation in accordance with consistently applied school policies. Regardless of whether FRC or CPS/CSAC selected the application, all other verification requirements, such as deadlines and allowable tolerances and interim disbursement rules, apply equally to all students who are being verified.

Students selected for verification by CPS (FAFSA) or CSAC (CADAA) are initially notified by our office once the application is received. Students will receive an email notification to their FRC email account directing them to log in to their myFRC account, which will contain a link to our online electronic document submission tool. Of utmost importance is that these documents must be submitted as soon as possible but before the deadline. Failure to submit completed documents by this deadline may result in limited or loss of aid eligibility. If, during the process of evaluating these documents, it is determined that more information is needed, the student will be notified directly via email and/or phone call by the Financial Aid Office. If there is a change in the applicant's EFC (Expected Family Contribution), as a result of verification an email will be sent to the student.

In some circumstances, applications may be selected by CPS for verification during or later on in the academic year, at which time Financial Aid will reach out to the student, explaining the process and deadlines for resolution. See the section "Selected for verification later in the year" for additional information.

What If My File Is Selected For Verification Later On In The Year?

Sometimes, changes that a student or administrator makes on an application may trigger the CPS/CSAC to select a file for the verification process, even after a student has been awarded and had aid disbursed. This is referred to as selection after disbursement, and our office will notify a student of the required documents via phone call and email. Students will be given 30 days to complete submission of the required documents. Failure to submit required documents by the deadline will result in a complete retraction of any Pell Grant, Cal Grant, and SEOG Grant, even if these have already been disbursed. For this reason, it is important that students submit these documents to our office as soon as possible.

Verification Groups

The Department of Education uses Verification Tracking Flags to place an applicant selected for verification into one of three Verification Tracking Groups. The individual items that must be verified for each applicant are based on the Verification Tracking Group to which the applicant has been assigned. An applicant whose FAFSA information is selected for verification is required to complete verification before the institution will exercise any authority under section 479A(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.

| Verification Tracking Flag | Verification Tracking Group Name | FAFSA Information Required to be Verified |
|----------------------------|----------------------------------|---|
| V1 | Standard Verification Group | <u>Tax Filers</u> Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of IRA Distributions and Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits <u>Nontax Filers</u> Income Earned from Work <u>Tax Filers and Nontax Filers</u> Number of Household Members Number in College |
| V4 | Custom Verification Group | Identity/Statement of Educational Purpose |
| V5 | Aggregate Verification Group | <u>Tax Filers</u> Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of IRA Distributions and Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits <u>Nontax Filers</u> Income Earned from Work <u>Tax Filers and NonTax Filers</u> Number of Household Members Number in College Identity/Statement of Educational Purpose |

Required Documentation

- The college requires all applicants to submit appropriate documentation to verify required verification items and requires documentation of non-required verification items to resolve any discrepancy in the student file.
- **To verify household size**, the college reviews the names and post-secondary education status of the family members as listed on the Verification Statement. If the information is unclear, clarification will be requested from the student and family. The college may, at its discretion, exempt the following cases from household size verification if:
 - The prior year's household size is the same as that reported for the current year,
 - Dependent applicants whose parent is single, divorced, separated, or widowed and the reported household size is 2,
 - Dependent applicants whose parents are married and the reported household size is 3,
 - Independent applicants who are single, divorced, separated, or widowed and the reported household size is 1, or
 - Independent applicants who are married and the household size is 2.
- **To verify the number in post-secondary education**, the college reviews the information provided on the Verification Statement. If the information is unclear, clarification will be requested from the student and family. If the number in college is inordinately high, the college may, at its discretion, request documentation of post-secondary attendance from the institutions other family members are attending.
- **To verify adjusted gross income**, the college uses IRS tax transcripts, signed 1040 forms, or the unchanged IRS tax data received through the IRS data retrieval process.
- **To verify income taxes paid**, the college uses IRS tax transcripts, signed 1040 forms, or the unchanged IRS tax data received through the IRS data retrieval process.
- **Verification of Nonfiling**. Individuals are required to obtain verification of nonfiling from the IRS or other tax authorities. Individuals who are unable to obtain verification of nonfiling from the IRS or other relevant tax authority and, based upon the institution's determination, it has no reason to question the student's or family's good-faith effort to obtain the required documentation, the institution may accept a signed statement certifying that the individual attempted to obtain the verification of nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation. Also must provide a copy of IRS Form W-2, or an equivalent document, for each source of employment income received by the individual.
 - **Note:** A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's nonfiling status from the IRS or other relevant tax authority.

Deadline For Verification Document Submission

- Priority deadline to submit verification documentation: June 15 of the academic year.
- Final deadline to submit verification documentation is no later than the last day of classes for the academic year.
- Final deadline for institution to make corrections to an electronic ISIR is mid-September. Please visit the financial aid office for official date.
- If the college grants an extension of time, the policy will be that the student must submit documents within any extension deadline allowed for in the Federal Verification Handbook.

Tax Filers Extensions

Because the FAFSA form uses prior-prior year tax data, even individuals who have an automatic six-month extension by the IRS should have completed their tax return by the time of verification. Therefore, they must verify income and tax information either by using the IRS Data Retrieval Tool or by submitting an acceptable tax return or transcript to the institution. Only students (and spouses if applicable) and parents granted an extension beyond six months may submit the following for verification: a copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year;

- verification of non-filing (see non-tax filers for more information) from the IRS dated on or after October 1;
- copies of all their W-2 forms (or equivalent) for employment income; and
- if self-employed, a signed statement with the amounts of their AGI and U.S. income tax paid

Amended Tax Returns

When Feather River College is aware that an amended tax return was filed, to complete verification, the applicant must submit—

- IRS Tax Return Transcript, IRS Data Retrieval, IRS Record of Account Transcript or a Return Transcript for Taxpayer (RTFTP)
- Signed copy of the Amended 1040X that was filed with the IRS

Identity Theft

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.

Responsibilities Of The Applicant

- Applicants for Title IV or State aid are required to provide requested information or documentation in order to be eligible to receive funds.
- All applicants selected are required to provide requested information or documentation prior to the time that any awards are made or any Title IV loan applications are certified.
- If a Pell Grant or campus-based program applicant's dependency status changes during the award year, or the original application was filed incorrectly, the applicant must provide documentation to the Financial Aid Office.
- Applicants must certify and/or update the household size and number in post-secondary education to reflect accurate data as of the date of verification.
- The applicant must repay any overpayment that is discovered as a result of verification. (Because completion of verification is required prior to awarding or certifying Title IV aid, this happens very rarely.)

Interim Disbursements

The college will not make any disbursement of funds, employ a student under the FWS program for any student until verification is complete.

Tolerances

For the Pell Grant program, the college will recalculate the EFC for an applicant through CPS if the application information changes as a result of verification.

- If the recalculation results in a change in the Pell award, the college will resubmit the changed information through CPS.
- If the award doesn't change as a result of changes resulting from verification, changes may or may not be made through the CPS system.

Student Notification

- The college informs applicants of verification procedures and requirements by e-mailing a tracking letter which instructs the student on how to view the lists the required documents and procedures to complete the file and verification.
 - Failure of the student to submit the required documents after the second tracking letter will result in the file being retained in an incomplete status.
 - The incomplete status may be removed at any time the student supplies the missing documents to complete the file within the required deadlines.
- The college notifies applicants of the results of verification by sending an offer of financial aid letter if the student is eligible.

Referral Procedures

The college will forward to the Office of Inspector General (OIG) or appropriate authorities the name, Social Security number, and other relevant information of any applicant who has received funds based false information, after the institution has made a reasonable effort to resolve the discrepancy to comply with 34 CFR Part 668.14 (g)