

CHAPTER 7 VERIFICATION

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

7.1

APPLICANT REQUIREMENTS OUR POLICIES and PROCEDURES

Imperial Valley
College

VERIFICATION POLICY

- IVC does not fund students prior to completion of verification.
- The time period in which students must submit verification documentation:
 - Prior to the end of enrollment
- The consequences for failing to submit those documents in time:
 - Application is not processed and student is not eligible for aid.
- To correct FAFSA data:
 - We make corrections on CPS.

VERIFICATION NOTIFICATIONS

- Students selected for verification are provided this required information: documents they must submit, deadlines to meet, and consequences of failing to meet deadlines.
 - Documents to submit:
 - We notify students in writing by email referring them to WEBSTAR for specific missing information.
 - Tracking letter says: Your financial aid application is in-progress - logon to WEBSTAR to see your current messages and requirements.
 - They click on the requirement (Ex. 2016-17 Dependent Verification Worksheet) to open the form in PDF format, fill it out and bring it to the Financial Aid Office.
 - Consequences of not submitting documents:
 - Tracking letter says: Your application will not be processed until all requested documents are submitted and verified.
- The method used to notify students if their EFC and Title IV aid amounts change is through WEBSTAR and the award letter.

FRAUD REFERRAL PROCEDURE

- Institutions are required to refer applicants, staff or third-party servicers who may have engaged in fraud or other criminal misconduct in connection with the financial aid application to the Office of Inspector General of the Department of Education.

Inspector General's Hotline
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1500

1-800-MIS-USED (1-800-647-8733)
Hours: M, W 9:00–11:00 a.m. T, Th 1:00–3:00 p.m.

CHAPTER 7 VERIFICATION

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

7.2

SELECTION OF APPLICANTS OUR POLICIES and PROCEDURES

Imperial Valley
College

SELECTION

- The College performs verification on all students originally selected by the CPS.
- In certain cases, students not selected for verification may be selected by the institution for verification. This may include students requesting professional judgment consideration or who have provided conflicting information. Financial Aid Specialists may choose to verify selected data elements.

VERIFICATION PROCESS STEPS

- Verification will begin at the time of application.
- Verification documents are requested as part of the application process. Students are informed of documents required through WEBSTAR.
- An application that is incomplete by the end of the award year will be canceled whether or not it has been selected for verification.
- If a correction is required because of verification, the correction will be done electronically through CPS Online.
- If students have been selected for verification by the Department of Education (or the Student Aid Commission in the case of a Dream Act Application) additional documentation may be required.
 - The documentation which is required will depend on the student's verification tracking group as determined by the Department of Education (or California Student Aid Commission).
- Imperial Valley College may also select students for Verification if there are ISIR comment codes which indicate a potential conflict in verifiable data elements or other conflicting information exists.
- Students selected for verification tracking groups 4 or 5 will require verification of identity.
 - Only IVC Financial Aid Office staff members are allowed to verify identity for this purpose.
- The College will recalculate eligibility for all students if verification reveals that an error has been made. If the recalculation was a result of changes to the income, tax filing status, asset information and/or household size or number in college, the ISIR will be sent back to the Central Processing System (CPS) for correction - even if there was no change in the EFC.
 - Aid will not be awarded until a corrected EFC is returned from CPS.
 - We will use the recalculated EFC from Banner for campus based aid eligibility determination.
- Students are notified of any change in EFC or award through WEBSTAR and the award letter.
- Imperial Valley College Financial Aid staff is not expected to have special knowledge or expertise regarding the U.S. tax code. However, if someone whose data was required on the FAFSA submits a

CHAPTER 7 VERIFICATION

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

signed statement claiming non-filer status and the Specialist has reason to believe that person would have been required to file a U.S. tax return, this constitutes conflicting information and must be resolved.

7.3

ACCEPTABLE DOCUMENTATION AND FORMS OUR POLICIES and PROCEDURES

Imperial Valley
College

IRS TAX RETURNS

- If the student or spouse or parent is required to file an Income Tax Return, per IRS requirements; we will not disburse financial aid until a tax requirement is completed and reviewed.

REQUIRED DOCUMENTATION

- We request all documentation required for verification groups V1, V3, V4, and V5 as specified in [34 CFR Part 668.56](#) for parents of dependent students, dependent students themselves and independent students that have been identified by Federal processor or through our Institution verification selection process.

VERIFICATION STATEMENTS AND WORKSHEETS

- We use Department of Ed's suggested verification text (with minor modification) for all verification groups.

TO VERIFY ADJUSTED GROSS INCOME

- We require tax filers to submit either the on line FAFSA IRS Data Retrieval Tool (when available) or to submit a copy of an official IRS Tax Return Transcript and W-2s as directed by the Department of Education.
- For non-filers, a W-2 form and 1099 (if applicable) is requested. When income is above amount required to file, students and/or parents will be asked to obtain confirmation of non-filing from the IRS.
- For divorced, separated, or widowed parents or students who filed a joint tax return, a copy of the joint official IRS Tax Return Transcript and all W-2 statements or statements of earnings from the employers to identify custodial parent information must be submitted.
 - For income other than earned income already documented by W-2 or 1099, Specialists will divide evenly between custodial and non-custodial parent. The percentage of taxes paid is calculated as the same percentage of income contributed by the parent to the combined income, if appropriate. FAO may calculate at lower rate if custodial parent income is significantly less than non-custodial.

TO VERIFY INCOME TAXES PAID

- We use the figure transferred by IRS DRT (when available) or from the appropriate line of the IRS Tax Return Transcript.
- If married filing separately, income tax paid is combination of tax paid from each transcript.

TO VERIFY CHILD SUPPORT

- We review information provided on the Verification Worksheet signed statement giving the annual amount of the support, the names of those who paid it and whom it was paid to, and names of children it was paid for
- If information is unclear, clarification will be requested from the student, or in the case of a dependent student, from the custodial parent, via written statement.

CHAPTER 7 VERIFICATION

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

TO VERIFY OTHER UNTAXED INCOME

- We use the Verification Worksheet and IRS Data Retrieval or IRS Tax Return Transcript with W-2 and or 1099.

TO VERIFY THE NUMBER IN COLLEGE

- We review post-secondary education status of family members listed on the Verification Worksheet.
- We don't have to verify if number is 1 (student only).

TO VERIFY HOUSEHOLD SIZE

- We review names of family members listed on the Verification Worksheet.

People in Student's Household Include:

- Student
- Student spouse, if married
- Student's custodial parents.
- Other children (other than student who will receive more than half of their support from student's parents during school year; and
- People who are not the parents' children but who live with the parents and receive more than half of their support from the parents, and will continue to receive more than half of their support from the parents during the school year
- Student's children, if any, if student will provide more than half of their support throughout the school year, or if the child would be required to provide student's information if they were completing a FAFSA during the school year. Include children who meet either of these standards, even if they do not live with student.
- Include name of school for any household member (excluding parents) who will be enrolled at least ½ time, in a degree, diploma, or certificate program at a postsecondary educational institution any time during school year.