

# Verification Updates 2012-13 And 2013-14

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## Laying The Groundwork

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- You must be clear on the definition of the Award Year
- The Award Year is always July 1 to June 30 of any year
- The 2012-13 Award Year starts on July 1, 2012 and goes to June 30, 2013
- The 2013-14 Award Year starts on July 1, 2013 and goes to June 30, 2014
- Confused? Look at any paper FAFSA and you'll be reminded of the proper definition

# FAFSA for 2012-13



**FREE APPLICATION FOR FEDERAL STUDENT AID**  
July 1, 2012 — June 30, 2013



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FEDERAL STUDENT AID

Use this form to apply free for federal and state student grants, work-study and loans.

Or apply free online at  
[www.fafsa.gov](http://www.fafsa.gov)

**APPLICATION DEADLINES**  
Federal Aid Deadline - June 30, 2013  
State Aid Deadlines - See below.

Check with your financial aid administrator for these states and territories:  
AL, AS \*, AZ, CO, FM \*, GA, GU \*, HI \*, MH \*, MP \*, NE, NM, NV \*, PR, PW \*, SD \*, TX, UT, VA \*, VI \*, WA, WI and WY \*.

**Pay attention to the symbols that may be listed after your state deadline.**

- AK AK Education Grant and AK Performance Scholarship - June 30, 2012 *(date received)*
- AR Academic Challenge - June 1, 2012 *(date received)*  
Workforce Grant - Contact the financial aid office.  
Higher Education Opportunity Grant - June 1, 2012 *(date received)*
- CA Initial awards - March 2, 2012 + \*  
Additional community college awards - September 2, 2012 *(date postmarked)* + \*
- CT February 15, 2012 *(date received)* # \*
- DC June 30, 2012 *(date received)* \* For priority consideration, submit application by May 15, 2012.
- DE April 15, 2012 *(date received)*
- FL May 15, 2012 *(date processed)*
- IA May 15, 2012 *(date processed)*

**Applying by the Deadlines**

For federal aid, submit your application as early as possible, but no earlier than January 1, 2012. We must receive your application no later than June 30, 2013. Your college must have your correct, complete information by your last day of enrollment in the 2012-2013 school year.


For state or college aid, the deadline may be as early as January 2012. See the table to the right for state deadlines. You may also need to complete additional forms.

Check with your high school guidance counselor or a financial aid administrator at your college about state and college sources of student aid and deadlines.

If you are filing close to one of these deadlines, we recommend you file online at [www.fafsa.gov](http://www.fafsa.gov). This is the fastest and easiest way to apply for aid.


**Using Your Tax Return**

# FAFSA for 2013-14



**FREE APPLICATION for FEDERAL STUDENT AID**

July 1, 2013 – June 30, 2014



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Use this form to apply free for federal and state student grants, work-study and loans.

Or apply free online at [www.fafsa.gov](http://www.fafsa.gov)

**APPLICATION DEADLINES**  
Federal Aid Deadline - June 30, 2014  
State Aid Deadlines - See below.

Check with your financial aid administrator for these states and territories:  
AL, AS \*, AZ, CO, FM \*, GA, GU \*, HI \*, MH \*, MP \*, NE, NM, NV \*, PR, PW \*, SD \*, TX, UT, VA \*, VI \*, WI and WY \*.

**Pay attention to the symbols that may be listed after your state deadline.**

- AK AK Education Grant and AK Performance Scholarship - June 30, 2013 *(date received)*
- AR Academic Challenge - June 1, 2013 *(date received)*  
Workforce Grant - Contact the financial aid office.  
Higher Education Opportunity Grant - June 1, 2013 *(date received)*
- CA Initial awards - March 2, 2013 + \*  
Additional community college awards - September 2, 2013 *(date postmarked)* + \*
- CT February 15, 2013 *(date received)* # \*
- DC May 31, 2013 *(date received)* \* For priority consideration, submit application by April 30, 2013.
- DE April 15, 2013 *(date received)*
- FL May 15, 2013 *(date processed)*
- IA July 1, 2013 *(date received)*; earlier priority deadlines may

**Applying by the Deadlines**

For federal aid, submit your application as early as possible, but no earlier than January 1, 2013. We must receive your application no later than June 30, 2014. Your college must have your correct, complete information by your last day of enrollment in the 2013-2014 school year.

For state or college aid, the deadline may be as early as January 2013. See the table to the right for state deadlines. You may also need to complete additional forms.

Check with your high school guidance counselor or a financial aid administrator at your college about state and college sources of student aid and deadlines.

If you are filing close to one of these deadlines, we recommend you file online at [www.fafsa.gov](http://www.fafsa.gov). This is the fastest and easiest way to apply for aid.

**Using Your Tax Return**

## Verification Definitions-Both AYs

- **Subsidized student financial assistance programs**
  - Eligibility uses EFC
  - Verification applies
  - Pell, FSEOG, FWS, Perkins, Direct Subsidized Loan
- **Unsubsidized student financial assistance programs**
  - Eligibility does not use EFC
  - Verification does not apply
  - Direct Unsubsidized Loan & PLUS Loan; TEACH Grant

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## Verification Definitions Example

This is easy to understand if you remember the basic packaging formula that says:

$$\begin{array}{r} \text{Cost Of Attendance} \\ - \text{Expected Family Contribution} \\ \hline = \text{Need} \end{array}$$

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## Verification Definitions Example

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Student: John Doe

COA        \$30,000

EFC        - \$40,000

Need =        \$0

*Is John going to receive any subsidized aid?*

*Do the verification rules apply?*

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## Verification Definitions Example

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Student: Jane Doe

COA        \$30,000

EFC        - \$29,000

Need =        \$1,000

*Is Jane going to receive any subsidized aid?*

*Do the verification rules apply?*

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## 2012-2013 Verification Issue

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- Still some tax filers not able to obtain IRS Tax Return Transcripts
- Electronic Announcement (EA) posted to IFAP on November 2, 2012
  - Copy of tax return acceptable if tax filer unable to secure IRS Tax Return Transcript
  - Documentation of transcript request failure
  - Completed IRS Form 4506T-EZ or Form 4506-T to school.
  - School does not submit to IRS unless there is a question about the submitted return

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## 2012-2013 Verification Issue

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- Applicable to 2012-13 only
- Do not assume this will apply to future award years
- 2013-14 FSA Handbook AVG has been corrected
- Make sure your paper 2013-14 AVG shows the “FSA HB FEB 2013” date, not the “FSA HB JAN 2013 date”
- See Errata posted February 28, 2013 on IFAP

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## 2013-2014 Verification Issue

professional judgment to adjust any values that are used to calculate the EFC. But making a PJ adjustment does not require you to verify an application that isn't selected.

tion Assistance for College and Higher Education (TEACH) Grant, Direct Unsubsidized Loan, and Direct PLUS Loan programs.

The Iraq and Afghanistan Service Grant is a non-need-based grant and is not subject to verification.

FSA HB FEB 2013

AVG-75

See Lower Left Hand Corner of odd numbered pages for date

## More Groundwork!

- You need to have a written, public Verification Policy
- It should address:
  - The time period in which students must submit verification documentation
  - The consequences for failing to submit those documents in time
  - The method you will use to notify students if their EFC and Title IV aid amounts change
  - The procedures you or students will follow to correct FAFSA data
  - The procedure you will follow to refer a student to the Office of Inspector General

## 2013-14 Verification Items

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- Annual Federal Register notice—
  - Items to verify
  - Acceptable documentation
- 2013-2014 Federal Register Notice: July 12, 2012
- DCL GEN-12-11, July 17, 2012

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## 2013-14 Verification Items

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- Same core FAFSA items as in 2012-2013
  - Adjusted Gross Income (AGI)
  - U. S. Income Taxes Paid
  - Four Untaxed Income Items (see AVG 76)
  - Education Credits
  - Number in Household
  - Number in College
  - Supplemental Nutrition Assistance Program (SNAP)-if reported on FAFSA
  - Child Support Paid-if reported on FAFSA

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## 2013-14 New Verification Items

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- Fraud Detection and Prevention –
  - Two new verification items to combat fraud
    - High School Completion Status
    - Identity/Statement of Educational Purpose

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## 2013-14 Verification Exclusions

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- Death of a student
- Not an aid recipient for other reasons
- Only eligible for unsubsidized aid
- Verified by another school
- Post enrollment

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## 2013-14 Verification Exclusions

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### ***For Dependent Students:***

- Both of the parents are mentally incapacitated
- They are residing in a country other than the United States and can't be contacted by normal means
- They can't be located because the student does not have and cannot get their contact information

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## 2013-14 Verification Exclusions

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### ***For Independent Students:***

- The spouse has died
- Spouse is mentally incapacitated
- Spouse is residing in a country other than the United States and can't be contacted by normal means
- Spouse can't be located because the student does not have and cannot get his contact information

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## 2013-14 Verification Exclusions

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You do not have to verify number in household

- If the dependent student's family size is 2 and the parent is single, divorced or widowed
- If the dependent student's family size is 3 and the parents are married
- If the independent student's family size is 1 and the student is single, divorced or widowed
- If the independent student's family size is 2 and the student is married

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## 2013-14 Verification Exclusions

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You do not have to verify number in college if the number in college is reported as one.

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## What About Updating?

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- Generally not allowed
- Only certain items can be updated under the following conditions:
- All applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by a change in the student's marital status.
- Student's responsibility, not institution's

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## What About Updating?

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- Generally not allowed
- Only certain items can be updated under the following conditions:
- All applicants selected by the Department or a school for verification of household size or number in college must update those numbers to be correct as of the date of verification unless the update is due to a change in the student's marital status.

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## Updating Exception

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*However*, you may require the student to update in both of those situations if you determine its necessary to address an inequity or to reflect more accurately the applicant's ability to pay

- Must be on a case-by-case basis
- Must document your reasons for it
- If you do this you must also update all other pertinent information, such as spousal income and taxes paid

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## 2013-14 Verification

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### Move Toward Customized Verification

- Verification Tracking Groups
  - Group V1 - Standard Verification Group
    - Same core FAFSA items as in 2012-2013
  - Group V2 - SNAP Verification Group
    - SNAP Only
  - Group V3 - Child Support Paid Verification Group
    - Child Support Paid Only

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## 2013-14 Verification

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- Five Verification Tracking Groups
  - Group V4 - Custom Verification Group
    - High School Completion
    - Identity/Statement of Educational Purpose
    - SNAP, if reported on ISIR
    - Child Support Paid, if reported on ISIR
  - Group V5 - Aggregate Verification Group
    - All items from Groups V1 and V4

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## How Do I Verify SNAP?

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### Supplemental Nutrition Assistance Program (SNAP-Food Stamps)

- (1) A statement signed by the applicant/parent affirming that SNAP–Food Stamps benefits were received by someone in the household during the 2011 and/or 2012 calendar years.
- (2) If school has concerns with accuracy of information, the institution must obtain documentation from the agency that issued the SNAP-Food Stamps benefits

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## How Do I Verify Child Support Paid?

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- (1) Statement signed by the applicant/parent certifying—
  - (a) The amount of child support paid;
  - (b) The name of the person who paid the child support;
  - (c) The name of the person to whom child support was paid;and
  - (d) The names 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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## How Do I Verify HS Completion?

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- Documentation of high school completion status:
  - High school diploma; or
  - Final official high school transcript that shows the date of graduation

**Note:** If a copy of an applicant's high school diploma or final official high school transcript is unavailable, the institution may accept alternative documentation

- *Student self-certification not allowed*

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## How Do I Verify HS Completion?

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- Documentation of high school completion status: Recognized equivalent of a high school diploma
  - General Educational Development (GED) Certificate;
  - State certificate received by a student after the student has passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma;
  - 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

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## How Do I Verify HS Completion?

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- Documentation of high school completion status: recognized equivalent of a high school diploma (cont.)
  - For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and has not completed high school but has *excelled academically in high school*, documentation from the high school that the student excelled academically in high school and documentation from the postsecondary institution that the student has met the formalized, written policies of the postsecondary institution for admitting such students

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## How Do I Verify HS Completion?

- Documentation of high school completion status: 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 (other than a high school diploma or its recognized equivalent) provided for under State law

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## How Do I Verify Identity/SOEP?

- Do not modify text of Identity/SOEP
- Student must appear in person to an Institutionally Authorized Individual (IAI)
- Student must show original, valid, government issued ID
- IAI must make photocopy and annotate it to show who received it and date received
- *Suggestion: Identify IAIs in P&P manual so everyone will know who they are*

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## How Do I Verify Identity/SOEP?

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- What if student can't appear in person?
- Do not modify text of Identity/SOEP
- Student must submit photocopy of government issued ID along with original notarized statement
- Use form on page 14 of Appendix A of January 18, 2013 Electronic Announcement

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## How Do I Verify Identity/SOEP?

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- Don't destroy or shred the Identity/Statement of Educational Purpose until you see specific record retention requirements from ED
- No faxes, copies or scanned images
- Must be original document
- Record retention requirements will be forthcoming

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## 2013-14 Verification

- No ED Developed Verification Worksheet(s)
- Suggested Text Provided
- Not required
- Cannot change Statement of Educational Purpose
  - *See January 18, 2013 Electronic Announcement*

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## 2013-14 Verification

FAA INFORMATION		CPS Pushed ISIR Flag	XXX
Date ISIR Received	MM/DD/CCYY	Rejects Met:	99,99,99,99,99,99,99,99
Verification Flag	<b>Y</b>	Verification Tracking Flag	<b>V3</b>
Professional Judgment	XXXXXX	Dependency Override	XXXXXXXXXXXXXXXXXXXX
Transaction Receipt Date	MM/DD/CCYY	ETI	9
Auto Zero EFC Flag	XXX	Rejected Status Change Flag	X
EFC Change Flag	XXXXXXXX	<b>Verification Selection Change Flag</b>	<b>Y</b>
SNT Flag	XXX	Special Circumstance Flag	X
		Duplicate SSN Flag	XXX
		Address Only Correction	X
		SAR C Change Flag	X

**FAA Access to CPS Online – Student Inquiry**

[NEED HELP?](#) 2013-2014  
999999999

**FAA Information** MAXINE I. DEMOLASTNAME

**Application Flags**

**Verification Selection Change Flag:** Transaction is now selected for verification when the transaction being corrected was not selected

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**Verification Flag:** Selected for Verification

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**Verification Tracking Flag:** Child Support Paid Verification Group

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## IRS Data Retrieval Codes

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Blank-IRS Data Retrieval Tool not available in the application method utilized by the student

00-Not eligible to use the IRS Data Retrieval Tool and was therefore not presented with the option to use it in FAFSA on the Web

01-Presented with the option to use the IRS Data Retrieval Tool in FAFSA on the Web and elected to use it, but did not transfer IRS data into the FAFSA

**02-IRS data was transferred from the IRS and was not changed by the user prior to submission of an application or correction**

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## IRS Data Retrieval Codes

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03-IRS data was transferred from the IRS and changed by the user prior to submission of an application or correction

04-IRS data was transferred from the IRS and then changed by the user on a subsequent transaction

05-Presented with the option to use the IRS Data Retrieval Tool in FAFSA on the Web, but did not elect to use it

06-IRS data was transferred from the IRS, but a subsequent change made the student or parent ineligible to use the IRS Data Retrieval Tool

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## 2013-14 Verification-How To Do It

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- ISIR shows applicant is NOT SELECTED for V
- Breathe a sign of relief!
- Go get a soft drink and candy bar and take five!



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## 2013-14 Verification-How To Do It

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- ISIR shows V1
- Use suggested text in Appendix A of January 18, 2013 Electronic Announcement
- Cut and Paste text as needed to create custom verification form (HH size, # in college, etc.)
- Check for IRS DRT Code = 02 or collect IRS Tax Transcript
- Verify, correct if necessary
- Document the results of verification so anyone will understand what you did and why

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## 2013-14 Verification-How To Do It

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- ISIR shows V2
- Use suggested text in Appendix A of January 18, 2013 Electronic Announcement
- Cut and Paste text as needed to create custom verification form for SNAP
- No need for IRS DRT or to collect tax transcript
- Verify, correct if necessary
- Document the results of verification so anyone will understand what you did and why

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## 2013-14 Verification-How To Do It

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- ISIR shows V3
- Use suggested text in Appendix A of January 18, 2013 Electronic Announcement
- Cut and Paste text as needed to create custom verification form for child support paid
- No need for IRS DRT or to collect tax transcript
- Verify, correct if necessary
- Document the results of verification so anyone will understand what you did and why

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## 2013-14 Verification-How To Do It

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- ISIR shows V4
- Use suggested text in Appendix A of January 18, 2013 Electronic Announcement
- Cut and Paste text as needed to create custom verification form for:
  - High School Completion Status
  - Identity/SOEP
  - SNAP-if reported on FAFSA
  - Child Support Paid-if reported on FAFSA
- No need for IRS DRT or to collect tax transcript
- Verify, correct if necessary
- Document and you're done

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## 2013-14 Verification-How To Do It

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### What about V5?

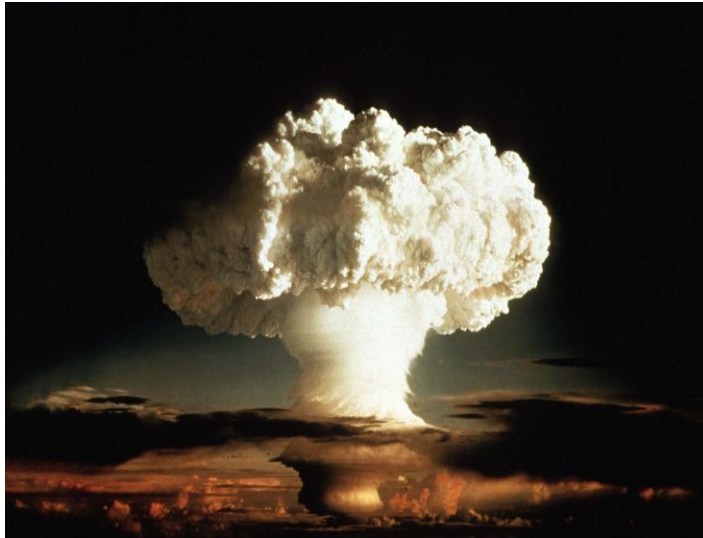


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## 2013-14 Verification-How To Do It



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## 2013-14 Verification-How To Do It

- ISIR shows V5
- Use suggested text in Appendix A of January 18, 2013 Electronic Announcement
- Cut and Paste text as needed to create custom verification form for EVERYTHING
- Verify, correct if necessary
- Document the results of verification so anyone will understand what you did and why

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## What About Non Tax Filers?

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- Obtain signed statement certifying:
  - Individual has not filed and is not required to file for 2012
  - Source(s) of income earned from work
  - Amounts of income if no W-2 issued
  - Copy of 2012 W-2(s) if issued

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## What about Identity Theft?

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To complete verification for victims of identity theft—

- Signed copy of IRS income tax return

AND

- One of the following—
  1. IRS Form 14039, “Identity Theft Affidavit”
  2. Signed, dated statement indicating victim of identity theft and IRS is investigating
  3. Copy of the police report filed by the tax filer

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## What About 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)

AND

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

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## What About Other Tax Returns?

- Puerto Rico, Virgin Islands, American Samoa, Commonwealth of the Northern Mariana Islands, and Guam
  - Signed copy of filed tax return is acceptable documentation
- Freely Associated States (Republic of the Marshall Islands, Republic of Palau and Federated States of Micronesia)
  - Copy of the individual's Wage and Tax Statement from each employer that provided such a statement and a signed statement identifying all of the individual's income and taxes for the tax year is acceptable
- Foreign Countries
  - Signed copies of that tax return or other documentation, using income and tax information (converted to U.S. dollars).
  - If foreign country does not require citizens to file an income tax returns, they can provide institution with signed statement certifying all of the individual's income and taxes paid for the tax year.

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## What About The Matrix?

- Matrix for 2013-14
- See Electronic Announcement from 3-15-2013

Adjusted Gross Income	35 and 83	42 and 106	Adjusted Gross Income Per Computer For IRS Form 1040 Transcripts: --Income Tax After Credits Per Computer For IRS Form 1040A Transcripts: --Total Tax Liability TP Figures Per Computer For IRS Form 1040EZ Transcripts: --Total Tax Liability TP Figures Per Computer	37	21	4	
Income Tax Paid	36 and 84	43 and 107		55	35	10	
Education Credits	43a and 93a	50 and 114	Education Credit Per Computer	49	31	N/A	
IRA Deductions and Payments	44b and 92b	57 and 121	KEOGH/SEP Contribution Deduction + IRA Deduction Per Computer	28 plus 32	17	N/A	
Tax Exempt Interest Income	44d and 92d	59 and 123	Tax-Exempt Interest	8b	8b	N/A	
Untaxed Portions of IRA Distributions	44e and 92e	60 and 124	Total IRA Distributions – Taxable IRA Distributions	15a minus 15b	11a minus 11b	N/A	
Untaxed Portions of Pensions	44f and 92f	61 and 125	Total Pensions and Annuities – Taxable Pension/Annuity Amount	16a minus 16b	12a minus 12b	N/A	
<b>Notes</b>							
The 2013–2014 FAFSA Verification-IRS Tax Return Transcript Matrix is applicable only to IRS tax filers (IRS Form 1040, 1040A, and 1040EZ) and includes only the income information for tax filers required by the Department to be verified for 2013–2014.							

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## What If I Have More Questions?

- See Application and Verification Guide in 2013-14 FSA Handbook
- See GEN 12-11 from 7-17-2012
- See EA from 01-18-2013
- Stay tuned into IFAP
- Call us!

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## Thank You!

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