

## Procedure 3.2547

### Verification Process Procedure

Federal regulations stipulate that certain Institutional Student Information Record (ISIRs), as selected by the Federal Processor, be verified. BCCC verifies the required ISIRs and any additional ISIRs that appear to have conflicting information or are believed to be incorrect (and corrected ISIRs if necessary) as per the Department of Education verification regulations. Applicants are responsible for providing requested documentation within two weeks of notification. Should information on an application need correcting, the corrections are made electronically by the Financial Aid Office. No financial aid awards are made until all verification procedures required by federal guidelines are met.

The Financial Aid Office will verify all of the students selected for verification by the U.S. Department of Education's Central Processor System (CPS). The institution may at its discretion choose to verify any information believed to be incorrect on any application. The institution will resolve any conflicting information in determining a student's eligibility for federal or state funds.

### Verification Criteria

#### Verification Items

1. Adjusted gross income (AGI)
2. U.S. income tax paid
3. Untaxed IRA distributions
4. Untaxed pensions
5. IRA deductions and payments
6. Tax-exempt interest
7. Income earned from work
8. Household size
9. Number in college
10. High School completion status
11. Identity/statement of educational purpose

Students who are selected for verification will be placed in one of the five following groups. The group determines which Free Application for Federal Student Aid (FAFSA) information must be verification.

1. V1 – Standard Verification Group. Students in this group must verify the following if they are tax filers:
  - a. Adjusted gross income (AGI)
  - b. U.S. income tax paid
  - c. Untaxed portions of IRA distributions
  - d. Untaxed portions of pensions
  - e. IRA deductions and payments
  - f. Tax-exempt interest income
  - g. Education credits
  - h. Household size

## Procedure

- i. Number in college
  - j. SNAP benefits
2. V1 – Standard Verification Group. Students in this group must verify the following if they are NOT tax filers:
    - a. Income earned from work
    - b. Household size
    - c. Number in college
    - d. SNAP benefits
    - e. Child support paid
  3. V4 – Custom Verification Group. Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support.
  4. V5 – Aggregate Verification Group. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the V1 (Standard Verification Group).

### **Additional Information Criteria**

BCCC reserves the right to require students to submit additional information if the following conditions exist:

1. Students and/or parents who indicate they did not file a federal tax return but are required to file based on the Internal Revenue Service's tax filing requirements.
2. Married students and/or parent who have filed as head of household. (Must provide an amended tax return).
3. Married student and/or parent that states current marital status is separated but provide a joint tax return or list spouse on Verification Worksheet (must provide Marital Separation documents).
4. Changes to a student's marital status from "No" to "Yes" after they have completed FAFSA.
5. All ISIRS that are flagged for discrepant information.
6. Documentation submitted conflicts with data on FAFSA or reveal income that should have been reported on FAFSA.
7. Any other documents needed to resolve conflicting data.

### **Required Documentation**

Documentation needed for verification varies according to the item verified. Students selected for verification will be notified through their student email that they have been selected for verification and will be asked to provide the following documentation before the pre-determined priority deadline.

1. Number in Household Form
2. Copy of the student's and/or parents federal tax transcript for the most recent tax year or use of the IRS Data Retrieval Tool.
3. Documentation of any income under Additional Financial Information and Untaxed Income section on the FAFSA. Students and parents may report untaxed income and benefits if there is reason to believe that there is a discrepancy

## Procedure

4. Students who are unable to obtain a tax transcript due to identity theft will be allowed to submit a signed copy of tax return along with a police report and wage transcripts.
5. Any other documentation needed to resolve discrepant information on the FAFSA. Notification to Students Once the Financial Aid Office receives the ISIR the system will generate a request for additional information to those students who are selected for verification. The students will be required to submit the required documentation before the priority deadline to ensure timely processing.

### **Notification to Students**

Once the Financial Aid Office receives the ISIR the system will generate a request for additional information to those students who are selected for verification. The students will be required to submit the required documentation within a two-week deadline to ensure timely processing.

### **Processing Time**

Two weeks for processing once all documentation is submitted during peak time (June – August).

### **Resolving Conflicting Information**

Before an award can be made to a student all conflicting information will be resolved whether the conflict is within the Financial Aid Office or with other offices on campus. For example, in checking the tax return transcript, if the student filed as Head of Household and is married, the FAO will notify the student through student email or letter that a tax amendment is needed. Financial aid will not be awarded until the issue has been resolved

### **Special Circumstances**

If a student has experienced a change in financial circumstances since completing a financial aid application, an appeal for professional judgment may be submitted to BCCC's Financial Aid Office. The student must complete and submit an appeal for professional judgement for reconsideration of financial aid awards explaining the circumstances affecting the student and/or family's contribution towards college expenses for the current academic year. The student's application will be re-evaluated, and if the Financial Aid Office deems the circumstances warrant, the Office will make an adjustment to financial aid awards and notify the student.

### **The Verification Process**

Once the Financial Aid Office determines that the student and/or parents have submitted all of the required and requested documents by the Financial Aid Office will compare the documentation with the data reported on the FAFSA by:

1. Verifying that there are no issues of 'concern' or 'C' flag issues.
2. Confirming that the following data reported on the FAFSA agrees with the tax return or other financial documentation for income reported on FAFSA.
  - a. Adjusted gross income (AGI)
  - b. U.S. income tax paid
  - c. Education credits

## Procedure

- d. Untaxed IRA distributions
- e. Untaxed pensions
- f. IRA deductions and payments
- g. Tax-exempt interest
- h. Income earned from work
- i. Household size
- j. Number in college
- k. High school completion status
- l. Identity/statement of educational purpose

Ensure that the Verification forms are completed correctly and that the income data, household size, and number in college reported on the Number in Household Form agree with the data reported on the FAFSA. If not, conflicts will be resolved, and corrections will be submitted through Colleague to the Department of Education's Central Processing System (CPS).

### Financial Aid Awards

The Financial Aid Office will not award any financial aid to students until verification is performed, all conflicts have been resolved and corrections have been received from the U.S. Department of Education's Central Processing System. Any award changes due to new information obtained from the FAFSA or Submitted documentation will be implemented and student notified.

### References

**Legal References:** *Enter legal references here*

**Cross References:**

### History

**Leadership Council Review/Approval Dates:** [Leadership Council Review/Approval Date]

**Senior Staff Review/Approval Dates:** 4/21/2023; 8/15/2023

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*