Financial Aid Office

Verification Policies and Procedures

In compliance with Federal Guidelines, James Sprunt Community College will verify that the data reported on the Free Application for Federal Student Aid (FAFSA) is accurate by obtaining documentation to support the financial data reported on the FAFSA.

The university 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 chose 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 for 2014-15 according to Federal Register Regulation 668.56

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Income earned from work
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP)
- Child support paid
- High school completion status
- 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 FAFSA information must be verification.

- **V1 – Standard Verification Group.** Students in this group must verify the following if they are tax filers:
  - Adjusted gross income (AGI)
  - U.S. income tax paid
  - Untaxed portions of IRA distributions
- untaxed portions of pensions
- IRA deductions and payments
- tax-exempt interest income
- education credits
- household size
- number in college
- SNAP benefits
- child support paid

- **V1 – Standard Verification Group.** Students in this group must verify the following if they are NOT tax filers:
  - income earned from work
  - household size
  - number in college
  - SNAP benefits
  - child support paid

- **V2 – SNAP Verification Group.** (discontinued for 2014-15)

- **V3 – Child Support Paid Verification Group.** Students must verify child support paid by them or their spouse, their parents, or both.

- **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

- **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).

- **V6 – Household Resources Group.** Students must verify the items in the Standard Verification Group as well as certain other untaxed income on the 2014-2015 FAFSA: (Low Income/Other Untaxed Income)
  - payments to tax-deferred pension and retirement savings plans (Questions 45a and 94a)
  - child support received (Questions 45c and 94c)
  - housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g)
  - veterans’ noneducation benefits (Questions 45h and 94h)
  - other untaxed income (Questions 45i and 94i)
  - money received or paid on the applicant’s behalf (Question 45j)
  - resources or been fits not appearing on the FAFSA, such as in-kind support from a relative or a government agency

**Additional Information Criteria**

JSCC 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.

Revised 6/11/14
6. Documentation submitted conflicts with data on FAFSA or reveal income that should have been reported on FAFSA.

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. Verification Worksheet
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
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.

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
   d. Untaxed IRA distributions
   e. Untaxed pensions
   f. IRA deductions and payments
   g. Tax-exempt interest

Revised 6/11/14
h. Income earned from work
i. Household size
j. Number in college
k. Supplemental Nutrition Assistance Program (SNAP)
l. Child support paid
m. High school completion status
n. Identity/statement of educational purpose

Ensure that the Verification Worksheets are completed correctly and that the income data, household size, and number in college reported on the Verification Worksheets 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).

1. Only those person’s in the student’s parent’s household that are under the age of 24 will be counted in the household unless the parent can provide documentation other than the tax return that they are truly providing 50% of the person’s support or have legal guardianship.

2. Independent students will have to prove that they provide 50% support to a person listed in the household who is not the student’s biological or adoptive child unless the student can provide documentation other than the tax return that they are providing 50% or more of the person’s support or have legal guardianship.

VERIFICATION EXCLUSIONS
A student’s application may be exempt from the verification process if some or all of the verification requirements due to certain unusual circumstances exist. The circumstances must be documented.

- An applicant selected for verification does not have to be verified if the applicant was in jail or prison at the time of verification.
- A recent immigrant does not have to be verified if the student is an immigrant that arrived in the United States during the calendar years that are representative of the academic year.
- The student’s spouse is deceased or mentally/physically incapacitated.
- The student is residing in a country other than the U.S. and cannot be reached by normal means of communication.
- Student’s parents are deceased or mentally/physically incapacitated.
- The parents’ are residing in a country other than the U.S. and cannot be reached by normal means of communication.
- The applicant is a legal resident of Guam, American Samoa or the Commonwealth of the Northern Mariana Islands.
- Student is not an Title IV aid recipient
- Applicant is eligible to receive only unsubsidized student financial assistance.
- Applicant verified by another school
Post enrollment (Student was selected for verification AFTER ceasing to be enrolled at our institution and all disbursements were made.

The applicant is a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.

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 NSLDS database the FAO discover that the student has attended another college but failed to inform the admissions Office. The Financial Aid Office will notify the Admissions Office of the conflict and place a processing hold on the student’s record. The student will be informed that in order to be awarded financial aid all academic transcripts will need to be submitted. As conflicts arise they will be addressed and any other offices involved will be notified.

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.

CHANGES TO FINANCIAL AID AWARD

Financial aid awards are subject to change at any time as a result of new information obtained from FAFSA or submitted documentation.

FINANCIAL AID DEADLINES

- Priority deadline for FAFSA is June 1st.
- Priority deadline for document submission is July 1st.

Revised 6/11/14