

Verification

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U.S. Department of Education
MASFAP Conference 2016

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Agenda

- 2017-18 Tracking Groups & Documentation
- 2017-18 Changes
- Scenarios

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Tracking Groups

- V1 – Standard Verification Group
- V2 – Reserved
- V3 – Reserved
- V4 – Custom Verification Group
- V5 – Aggregate Verification Group
- V6 – Reserved **NEW!!!!**


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V1 – Tax Filers

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits

Documentation

- IRS DRT
- Tax Return Transcripts
- Alternate documentation where allowed (e.g. amended returns, foreign returns, etc.)


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V1 – Non-Tax Filers

- Income earned from work


Documentation

- Signed statement certifying
 - Individual has not filed and not required to file a 2015 tax return
 - Sources of income earned from work and amounts of income from each source for tax year 2015
- Copy of IRS Form W-2 for each source of employment income received for tax year 2015
- Verification of non-filing letter **NEW!!!!**

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V1 – Non-Tax Filers

- If school questions claim that tax filer is not required to file, must require applicant to submit Verification of Nonfiling Letter
 - Form 4506-T and checking box 7

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V1 – All Applicants

- Number in Household and Number in College


Documentation

- Household size – signed statement (name, age, relationship)
 - Not required if
 - Dependent household size reported is two (if parent is single) or three (if parents are living together, whether married or not)
 - Independent household reported is one (if applicant is unmarried) or two (if applicant is married)
- Number in College – signed statement (name of household member attending at least half-time and eligible institution name)
 - Not required if reported number is one (student)

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V4 – Custom

- High School Completion Status
- Identity/Statement of Educational Purpose



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High School Completion Status

- High school completion status

Documentation

- High school diploma or
- Final official high school transcript showing date diploma awarded or
- “Secondary school leaving certificate” for students who completed secondary education in foreign country and unable to get copy of high school diploma/transcript or
- Form DD-214

- If prior to student being selected for verification, a school already obtained HS completion status records for other purposes, the institution may rely on those records as long as it meets ED HS completion criteria

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High School Completion Status

- Recognized equivalent of a HS diploma

Documentation

- Copy of student's General Educational Development (GED) certificate, an official GED transcript that indicates student passed exam, or state-authorized HS equivalent certificate OR
- Academic transcript of student who has successfully completed at least two-year program that is acceptable for full credit toward bachelor's degree OR
- Student excelled academically in HS and met all criteria to be admitted into two-year degree program or higher

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High School Completion Status

- Test transcripts of State-authorized examinations

Documentation

- Test transcripts of State-authorized examinations (e.g., GED test, HiSET, TASC, or other State-authorized high school equivalency examinations) are acceptable documentation of high school completion ONLY IF
- Official test transcript specifically indicates that State has determined that test results are considered by State to meet its requirements of high school equivalency OR
- Official test transcript includes language that final score is passing score

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High School Completion Status

- Homeschooled

Documentation

- Credential, transcript, or equivalent, signed by parent or guardian, that lists secondary school courses completed by applicant and documents successful completion of secondary school education or
- A secondary school completion credential for homeschool provided for under State law

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Identity/Statement of Educational Purpose

- Students that appear in person

Documentation

- Present to an institutionally authorized individual
 - Unexpired valid government-issued photo ID AND
 - Signed statement of educational purpose *provided by ED, (cannot be modified)*
- Maintain an annotated copy of identification
 - Date documentation was received AND
 - Name of institutionally authorized individual that obtained documentation

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Identity/Statement of Educational Purpose

- Students unable to appear in person

Documentation

- Must provide school –
 - Copy of an unexpired valid government-issued photo identification AND
 - *Original*, notarized statement of educational purpose signed by the applicant (**cannot** be faxed or scanned)
 - Maintain a copy in the file
- After examining *original* Statement of Educational Purpose for accuracy and completeness, school may convert it into an electronic record

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V5 – Aggregate

- High School Completion Status
- Identity/Statement of Educational Purpose


AND

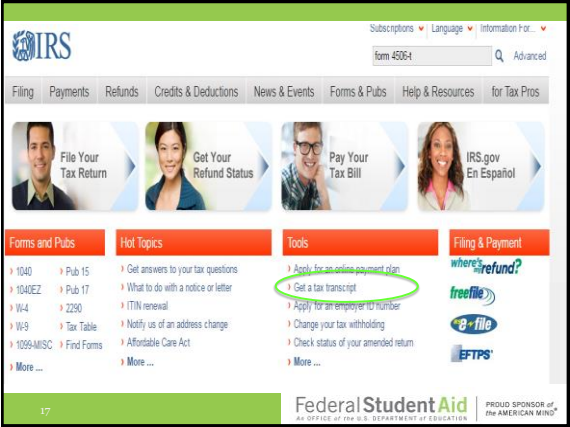
- All items indicated-Tax Filer (V1)
- All items indicated-Non-Tax Filer (V1)

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Get Transcript Online Tool

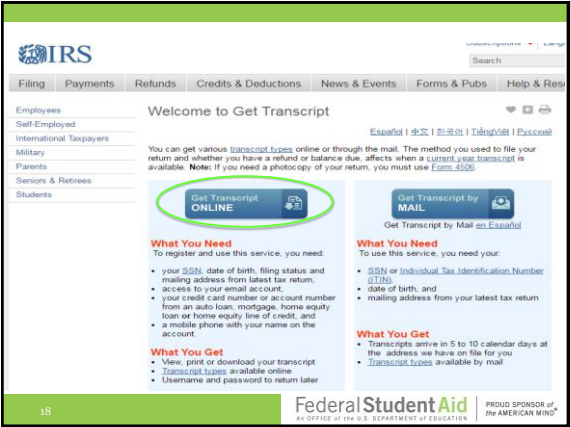
- Users can go to www.irs.gov and register to receive transcript online
- Users must have
 - Access to valid email address
 - Text-enabled mobile phone in user's name
 - Specific financial account information (e.g., credit card, mortgage account number, etc.)
 - IRS will send user a confirmation code via email and authentication code via text


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The screenshot shows the IRS website home page. The navigation bar includes: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below the navigation bar are four main service tiles: File Your Tax Return, Get Your Refund Status, Pay Your Tax Bill, and IRS.gov En Español. A 'Tools' section is highlighted with a red circle, containing links for: Apply for an online payment plan, Get a tax transcript, Apply for an employer ID number, Change your tax withholding, and Check status of your amended return. The 'Get a tax transcript' link is circled in green.


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The screenshot shows the 'Get Transcript' page on the IRS website. It features a 'Welcome to Get Transcript' message and two main options: 'Get Transcript ONLINE' (circled in green) and 'Get Transcript by MAIL'. Below each option are lists of requirements and benefits. The 'What You Get' section for the online option lists: View, print or download your transcript; Transcript types available online; and Username and password to return later.


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Changes for 2017-18

- If school verified any of following items in 2016-17 award year, documentation collected then may satisfy verification requirement for 2017-18 provided it still meets requirements

Adjusted Gross Income (AGI)	U.S. Income Tax Paid
Untaxed Portion of IRA Distributions	Untaxed Portion of Pensions
IRA Deductions and Payments	Tax-exempt Interest Income
Education Credits	Income Earned from Work (non-tax filers)

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Changes for 2017-18


- Changes to acceptable documentation
- Nontax filers and filers who received an extension but have yet to file taxes must provide confirmation of nonfiling letter dated on/after Oct. 1, 2016
 - May be obtained
 - www.irs.gov
 - Form 4506-T and checking box 7

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Scenarios

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Questions



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ED Contacts

Research and Customer Care Center
 1-800-433-7327
fsa.customer.support@ed.gov

Reach FSA 1-855-FSA-4-FAA
 855.FSA.4FAA – 1 number to reach 10 contact centers!

Campus-Based Call Center	eZ-Audit
COD	School Eligibility Services Group
CPS/SAIG	Foreign Schools Participation Division
NSLDS	Research and Customer Care Center
G5	Nelnet Total & Permanent Disability

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Training Feedback

To ensure quality training we ask all participants to please complete an online session evaluation

- Go to <https://www.surveymonkey.com/r/KimberlyWells>
- Additional feedback about training can be directed to **joann.borel@ed.gov**

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Thank You!

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