

# Verification

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# Agenda

## 1. 2014-15

- Verification items and documentation
- Suggested text
- FAA tracking process for V4 and V5 groups

## 2. Policy Reminders & Updates

## 3. 2015-16



# 2014-15 Verification

## Verification Tracking Groups

- Kept V1, V3, V4, and V5
- Added V6 – Household Resources
  - Income appears not sufficient to support family size
- Eliminated V2 – SNAP
  - SNAP still an item under V1, V4, V5, and V6

# 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.)**

# V1 – Non-Tax Filers

- Income earned from work

## Documentation:

1. Signed statement certifying –
  - a) Individual has not filed and not required to file 2013 tax return
  - b) Sources of income earned from work and amounts of income from each source for tax year 2013
2. Copy of W-2 for each source of employment income received for tax year 2013

## V1 – Non-Tax Filers

- If an institution questions a claim that the tax filer is not required to file, must require applicant to submit a *Verification of Nonfiling*
  - Obtained by the tax filer using IRS Form 4506-T and checking box 7
  - *Verification of Nonfiling* for 2013 tax year should not be accepted if dated prior to June 15, 2014

# V1– All Applicants

- # in Household & # in College

## Documentation:

1. ***Household size*** – signed statement (name, age, relationship)  
is not required if:
  - Dependent student household size reported is 2 and parent is single, separated, divorced or widowed or 3 if the parents are married or unmarried and living together
  - Independent student household reported is 1 and applicant is single, separated, divorced or widowed or 2 if the applicant is married
2. ***# in College*** – signed statement (name and age of household member attending at least ½ time and eligible postsecondary institution name)  
is not required if reported number is 1 (student)

# V1- All Applicants

- SNAP Benefits (if reported on ISIR)
- Child Support Paid (If reported on ISIR)

## SNAP Documentation:

1. Statement signed by applicant/parent affirming SNAP benefits received by someone in household during 2012 and/or 2013
2. If school has concerns with accuracy of information, the institution must obtain documentation from the agency that issued the SNAP benefits

## Child Support Paid Documentation:

Explained under V3 slide

# V3—Child Support Paid

## Documentation:

- (1) Statement signed by the applicant/parent certifying—
  - (a) Amount of child support paid;
  - (b) Name of the person who paid the child support;
  - (c) Name of the person to whom child support was paid; and
  - (d) Name 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 additional documentation, such as a divorce decree, checks, signed statements, etc.

# V4—Custom

- HS Completion Status
- Identity/Statement of Educational Purpose
- SNAP Benefits (if reported on ISIR)
- Child Support Paid (if reported on ISIR)



# High School Completion Status

## Documentation:

- HS diploma; or
- Final official HS transcript showing date diploma awarded; or
- “Secondary school leaving certificate” for students who completed secondary education in a foreign country and unable to get copy of HS diploma/transcript
- **Note:** If, prior to being selected for verification, an institution 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

# High School Completion Status

Documentation: Recognized equivalent of a HS diploma

- Copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized HS equivalent certificate; or
- Academic transcript of a student who has successfully completed at least a 2-year program acceptable for full credit toward a bachelor's degree; or
- Student excelled academically in HS and met all criteria to be admitted into a 2-year degree program or higher

# High School Completion Status

- Documentation: 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 provided for under State law

# Identity/Statement of Educational Purpose

- Documentation: students that appear in person
  - Present to an institutionally authorized individual
    - A valid govt.-issued photo ID; and
    - A signed statement of educational purpose
      - *Provided by ED, cannot be modified*
  - Maintain an annotated copy of the identification:
    - The date documentation was received; and
    - The name of the institutionally-authorized individual that obtained the documentation

# Identity/Statement of Educational Purpose

- Documentation: student unable to appear in person
  - Must provide the institution—
    - A copy of a valid govt.-issued photo ID
    - AND
    - An *original*, notarized statement of educational purpose signed by the applicant
      - Cannot be faxed or scanned
      - After examining the *original* Statement of Educational Purpose for accuracy and completeness, the institution may store it electronically

# V5—Aggregate

- HS Completion Status
- Identity/Statement of Educational Purpose

## **AND**

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



## V6 – Household Resources

- All items indicated-Tax Filer (V1); or
  - All items indicated-Non-Tax Filer (V1);
- AND
- Other untaxed income from 2014-15 FAFSA<sup>®</sup>:
    - Payments to tax-deferred pension and savings
    - Child support received
    - Housing, food, and other living allowances paid to members of the military, clergy, and others
    - Veterans noneducation benefits
    - Other untaxed income
    - Money received or paid on the applicant's behalf

# V6 – Household Resources

## Other Untaxed Income Documentation:

1. Signed statement listing –
  - Sources and amounts of income for tax year 2013
2. Copy of IRS W2s for sources of employment income received for tax year 2013 where applicable

- If school determines amounts provided do not appear to provide sufficient support for family members reported, the applicant (and parent/spouse) must:
  - Provide additional signed statement listing other resources used to support family (may include items not required to be reported on FAFSA<sup>®</sup> or other verification forms)
  - Explain how financially supported during 2013 calendar year

# 2014-2015 Verification

**Suggested  
Text**



# Electronic Announcement – 11/8/13

- Four appendices to assist with crafting school verification documents to gather required verification data
- To remove unnecessary burden on all parties, ED urges institutions to use a targeted approach to request only required verification information from students and families
  - Schools still allowed to select additional items based on school selection policy

# Electronic Announcement – 11/8/13

- Appendix A – Suggested text
  - Not required to use ED’s suggested text and formats
    - ***ONE EXCEPTION - institutions must use the exact language provided in the “Statement of Educational Purpose” (Groups V4 & V5)***
  - Includes a signature block
  - Ensure document collects student’s name and other identifying information, and that each page is identified as belonging to that student
  - Should contain any special instructions for where, when, and how documents are to be submitted

# Electronic Announcement – 11/8/13

## Statement of Educational Purpose

I certify that I (Print Student's Name) am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending (Name of Postsecondary Educational Institution) for 2014-2015.

\_\_\_\_\_

(Student's Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Student's ID Number)



**Student's identification number is optional if collected elsewhere on the same page as the statement.**

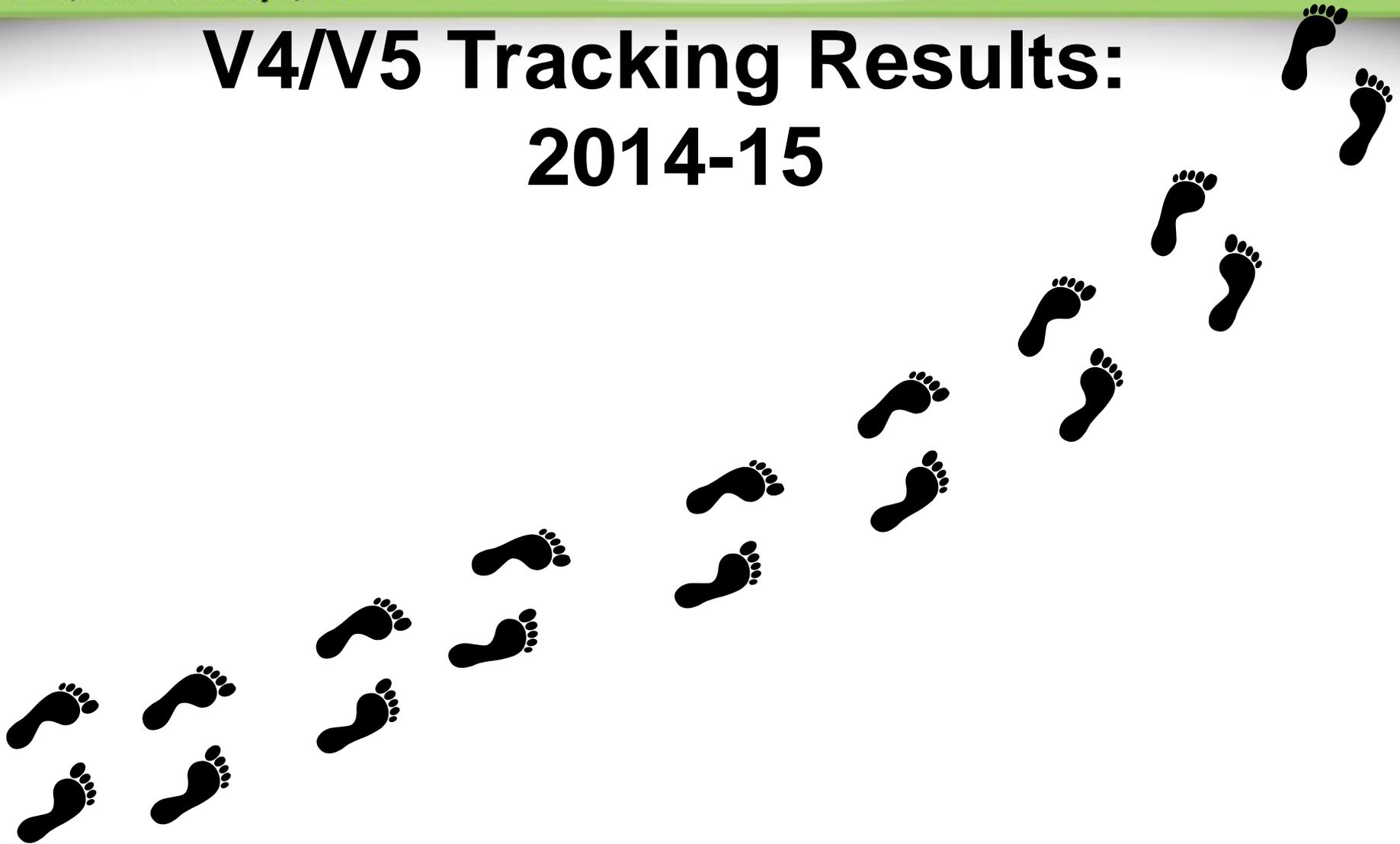
# Electronic Announcement – 11/8/13

- Appendix B – Verification item table listing important aspects of each item and groups each item according to verification tracking group
- Appendix C – Table of all items in each verification tracking group

# Electronic Announcement – 11/8/13

- Appendix D – Example of institutional verification document
  - Example is for a dependent student selected for Verification Tracking Group V4 whose ISIR indicates child support paid but no receipt of SNAP benefits
    - Example ONLY includes text for items required to verify (no SNAP language included)
  - Provides a sample verification requirement introductory paragraph, possible headings and a sample student demographic section

# V4/V5 Tracking Results: 2014-15



# V4/V5 Tracking Results – 2014-15

## Issue:

- Provide an efficient method for FAAs to report verification results for applicants in Groups V4 & V5

## Solution:

- FAA Access was updated (Jan. 1, 2014) to add **Identity Verification Results** functionality to allow entry of results individually or by file upload

*Electronic Announcement – Nov. 13, 2013*

# V4/V5 Tracking Results – 2014-15

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

Help FAQs

FAA Access to CPS Online

NEED HELP?

Welcome to the FAA Main Menu

Select an option from the following menu. It will be necessary to provide the TG# for your Destination Point and your Federal School Code:

- [Student Inquiry](#)  
View a student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), NSLDS information, and SAR Comments. Compare two ISIR transactions for the same student using **ISIR Compare**. Submit a signature flag for an application in a signature hold status using the **Standalone FAA Signature** feature.
- [Application Entry](#)  
Enter a student's FAFSA/Renewal Application or Correction data and submit it to the CPS for processing.
  - [FAFSA/Renewal Application](#)
  - [Corrections](#)
- [Restore a Saved Application](#)  
Restore a partially completed and saved FAFSA/Renewal Application or Correction and submit it to the CPS for processing.
  - [FAFSA/Renewal Application](#)
  - [Corrections](#)
- [Identity Verification Results](#)  
Select the results of Identity and High School Diploma/GED verification efforts.
- [ISIR Request](#)  
Request ISIR data.
- [ISIR Analysis Tool](#)  
Analyze FAFSA information reported on the ISIR. Data is used to determine what impact changes to student-reported information had on EFC and Pell eligibility.
- [Return of Title IV Funds on the Web](#)  
Calculate and manage the return of Title IV funds. Data is collected, and the Return of Title IV Funds is calculated according to ED's Student Assistance General Provisions.
- [High School FAFSA Completion \(Pilot Participants Only\)](#) Request and view High School FAFSA Completion data. Access to this new feature is limited to participating state agencies, local educational agencies and secondary schools enrolled in the High School FAFSA Completion Pilot Initiative.

NEED HELP? EXIT

Site last updated: Sunday, November 2, 2013

FAA Access  
was updated  
to add  
**Identity  
Verification  
Results** to the  
home page

<https://faaaccess.ed.gov>

# V4/V5 Tracking Results – 2014-15

**Whom to report:** student for whom school received an ISIR with a Verification Tracking Group of V4 or V5 AND for whom school requested verification documentation

- Do NOT include students the school selected for verification of identity or high school completion status

**When to report:** on a regular basis with all reporting for 2014-15 submitted within a short time after the end of the 2014-15 award year

- Future Federal Register Notice will provide specific deadlines to submit all documentation for 2014-15

# V4/V5 Tracking Results – 2014-15

- The FAA will enter SSN, Name ID (first two letters of the last name), and Verification Results from a dropdown menu on this page
- Click “Add SSNs” and enter additional ones

Help FAQs

FAA Access to CPS Online – Identity Verification Results

[NEED HELP?](#)

Enter Results

TG# for your Destination Point: TG99999  
Federal School Code: 001002  
School Year: 2013-2014

Enter the SSN, Name ID, and select the Identity Verification Results.

SSN	Name ID	Identity Verification Results
<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>

[ADD SSNS](#)

[PREVIOUS](#) [SUBMIT](#)

[NEED HELP?](#) [RETURN TO FAA MENU](#) [EXIT](#)

**manual entry option**

## V4/V5 Tracking Results – 2014-15

- Dropdown options:
  1. Verification completed in person, no issues found
  2. Verification completed remotely, no issues found
  3. Verification attempted, issues found with identity
  4. Verification attempted, issues found with HS completion
  5. No response from applicant or unable to locate

*If issues found with BOTH identity and HS completion, indicate issues found with identity (#3)*

# V4/V5 Tracking Results – 2014-15

## FAA Access to CPS Online – Identity Verification Results

[NEED HELP?](#)

### Load Results File

TG# for your Destination Point: TG99999  
Federal School Code: 001002  
School Year: 2013-2014

Enter the location of the file you want to load:

[PREVIOUS](#)

[UPLOAD RESULTS](#)

[NEED HELP?](#)

[RETURN TO FAA MENU](#)

[EXIT](#)

**FAAs are able to create and upload a flat file**

# V4/V5 Tracking Results – 2014-15

## FAA Access to CPS Online – Identity Verification Results

[NEED HELP?](#)

### Confirmation

TG# for your Destination Point: TG999999  
Federal School Code: 001002  
School Year: 2013-2014

Your Identity Verification Results have been submitted for the following record(s):

111-11-1111	BB	Verification completed in person, no issues found
111-11-2222	CC	Verification attempted, issues found with identity
111-11-3333	DD	No response from applicant or unable to locate

Select **PRINT THIS PAGE** to print this page for your records.

[PRINT THIS PAGE](#)

[NEED HELP?](#)

[RETURN TO FAA MENU](#)

[EXIT](#)

**If a student's results change after they have been submitted, the school would simply resubmit the student's information**

# 2014-15 Verification

## References & Resources

- Federal Register Notice - June 13, 2013
- DCL GEN-13-16 - June 13, 2013
- 2014-15 FSA HDBK, AVG Section, Chapter 4
- EA dated 11/8/13 – suggested text
- EA dated 11/13/13 – FAA Access tracking V4 & V5
- EA dated 4/17/14-2014-15 FAFSA® Verification-IRS Tax Return Transcript Matrix
- Program Integrity Q & A Website (verification topic)
  - <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/integrity-qa.html>



# Policy Reminders & Updates

# 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) (Program Integrity Q&A DOC-Q10)

AND

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

# Identity Theft – 2014-15

- A tax filer who is unable to request an IRS Tax Return Transcript because of *IRS identity theft*, calls a special IRS group at 1-800-908-4490
  - Upon verification of identity, the tax filer can request a paper copy of an alternative document unique to identity theft issues (Tax Return Data Base View - TRDBV)
  - The TRDBV is an official transcript that can be submitted to the school to meet verification requirements

**DCL – GEN-14-05**

# Transcript Requests – 2014-15

- *Online IRS Transcript requests*
  - *Get Transcript Online* tool generates a real-time PDF transcript that the Tax filer can print/save/forward
- *Other Transcript Requests*
  - IRS2GO mobile app, online *Get Transcript by Mail*, automated phone tool (1-800-908-9946), or paper Form 4506-T or 4506T-EZ generate a paper transcript

**DCL – GEN-14-05**

# Transcript Requests – 2014-15

## *Use of Third Parties to Obtain Transcripts (IVES)*

- IRS-developed Income Verification Express Service (IVES)
- A school may enter into an agreement with an IRS-approved IVES Participant (who is not a Title IV third-party servicer when used **for this service**)
- IVES participant electronically submits completed and signed IRS 4506-T/4506T-EZ transcript requests to the IRS
- The IRS will then send the IVES Participant an electronic IRS Tax Return Transcript (in HTML format)
- IVES participant sends transcript information to the college via HTML format received from the IRS, in PDF, or other format, as converted by the IVES participant

**DCL – GEN-14-05**

# Transcript Requests – 2014-15

## *Use of Third Parties to Obtain Transcripts (IVES)*

- ED has determined that an IRS Tax Return Transcript received by a school from an IVES participant, if otherwise valid, meets the documentation standards for verification
- Any entity, including a school, may become an IVES participant:
  - <http://www.irs.gov/Individuals/Income-Verification-Express-Service>

*A student cannot incur a charge for the cost of the IVES process*

# What's New for 2015-16?

# QUESTIONS?

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