

SCC Verification Policy/Procedure

When a student completes the Free Application for Federal Student Aid (FAFSA) the Central Processing System (CPS) of the U.S. Department of Education may select the applicant for a process called verification. The verification requirements delineated in this policy statement apply to all applicants for federal student aid (Title IV) under the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study
- Federal Direct Student Loans

SCC will not award or disburse Federal Student Aid (FSA) until the verification process is complete. Failure to complete the verification process by the deadline may result in a student not being eligible for FSA, in which case the student will need other means to pay for courses.

Verification Selection

It is SCC policy to verify all applicants selected for verification by CPS. SCC also reserves the right to select additional applications for verification if there is reason to believe that a student's FAFSA is inaccurate and/or contains conflicting information.

Notification of Selection

If your FAFSA is selected for verification, you will be notified as follows:

1. When the Department of Education sends you the Student Aid Report (SAR), it will include an asterisk (*) next to the Expected Family Contribution (EFC) if it has been selected by CPS. The asterisk lets you know that SCC will ask for documentation for the verification process. Schools also have the right to select an application for verification, and in that case an asterisk may not be visible on the SAR.

2. SCC will notify you by e-mail. Notifications will begin as soon as SCC receives the FAFSA selected for verification. Notifications will continue at 3 week intervals for 126 days after the first notification.
3. Required items will also be listed in the FA Checklist portion of your MySCC portal until they are complete and verified.

The notifications from SCC will include a link to your student portal, MySCC Portal, to view information about required documentation. The student portal is the primary communication point for information about FAFSA verification. Visit the site often during the verification process for information on outstanding documentation. Depending on individual situations, additional documents may be requested as needed.

Verification Documentation Submission Deadlines

SCC strongly recommends all verification documents be submitted to the Financial Aid Office within two weeks of the notification of selection to ensure verification can be completed in a timely manner. However, verification documentation must be submitted to SCC by the deadlines posted for that award year by the U.S. Department of Education in the Federal Register, i.e., the earlier of 120 days after the student's last date of attendance for the current award year or the stated date within the Federal Register.

Verification Tracking Groups/Required Documentation

There are three types of Verification flags that could be indicated on the FAFSA, which require varying types of documentation. See chart below.

Verification Tracking Flag	Verification Tracking Group	Verification Tracking Group items to verify	Initial Requested Documentation
V1	Standard Verification Group	<u>Tax filers must verify:</u> <ul style="list-style-type: none"> • Adjusted gross income (AGI); • U.S. income tax paid; 	<u>Dependent Student:</u> <ul style="list-style-type: none"> • VerificationWorksheet

		<ul style="list-style-type: none"> • Untaxed portions of Individual Retirement Arrangement (or Individual Retirement Account, IRA), pension, and annuity distributions (withdrawals); • IRA deductions and payments; • Tax-exempt interest income; • Education tax credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit); • Household size; and • Number in college. <p><u>Nontax filers must verify:</u></p> <ul style="list-style-type: none"> • Income earned from work; • Household size; and • Number in college. 	<ul style="list-style-type: none"> • IRS Tax Transcript for student and parent (if a tax filer) and IRS DRT was not utilized. • Non-tax filer <ul style="list-style-type: none"> • IRS Verification of Nonfiling letter for each parent who did not file taxes • IRS W-2's from each income source <p><u>Independent Student</u></p> <ul style="list-style-type: none"> • Verification Worksheet • IRS Tax Transcript for student and/or spouse (if a tax filer) and IRS DRT was not utilized. • Non-tax filer <ul style="list-style-type: none"> • IRS Verification of Nonfiling letter for the student and/or spouse who did not file taxes • IRS W-2's from each income source
V4	Custom Verification Group	Applicants in this group must verify identity and Statement of Educational Purpose.	<ul style="list-style-type: none"> • Valid unexpired government issued ID • Complete Statement of Educational purpose (Note: Statement must be signed by the applicant in the presence of the authorized school official)

V5	Aggregate Verification Group	<p>Applicants in this group must verify:</p> <ul style="list-style-type: none"> • The Standard Verification Tracking Group items based on tax filer or nontax filer status; and • Identity and Statement of Educational Purpose. 	<ul style="list-style-type: none"> • Required documents for Standard Verification • Valid unexpired government issued ID • Complete Statement of Educational purpose (Note: Statement must be signed by the applicant in the presence of the authorized school official)
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Correcting Errors on the FAFSA

If the FAFSA information changes as a result of the verification process, Financial Aid staff will

- Submit the FAFSA changes and corrections to CPS for processing
- Notify you via e-mail of any changes to that academic year's FSA package
- Adjust that academic year's FSA package based on the recalculated EFC

Subsequent FAFSA Transactions

Making changes or updates to your FAFSA will result in a subsequent transaction being sent to SCC. If the subsequent transaction is selected for verification after FSA has been awarded or disbursed, you will be notified via email. No future aid can be disbursed to the student until verification is complete and eligibility is determined.

Referral of Fraud Cases

Students and parents are advised that SCC must and will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for FSA may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of independent status, false claims of citizenship, use of false identities,

forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.