The purpose of this policy is to make known the LBCC verification policies to students. It is also intended to supplement not replace the Federal Application and Verification Guide for staff performing verifications. By highlighting and emphasizing common verification procedures and regulations here, staff should not need to repeatedly consult the AVG. However, it is expected that staff will be sufficiently familiar with the AVG to be able to refer to it in more uncommon situations.

Verification is the process the Financial Aid Office uses to compare the information on the financial aid application with source documents provided by the student to verify the accuracy of the information on the Free Application for Student Aid application (FAFSA). All schools are required to verify the information on the FAFSA for all students who are selected for verification by the Department of Education. In addition, LBCC may select files for verification to resolve conflicting information.

At Long Beach City College, financial aid will not be awarded to those selected for verification until all documents required for verification are submitted and verification is completed.

If a student withdraws from all of his or her classes before verification is completed, the student must provide the necessary documents for verification within 60 days of the withdrawal date in order to receive a post withdrawal disbursement.

VERIFICATION DEADLINES for 2012 – 2013
(subject to change by the Department of Education)

The following deadlines are approximate. As of March 12, 2012 exact dates are to be published by the U.S. Department of Education and will be followed at Long Beach City College.

- All applications (FAFSA, Renewal FAFSA, EdExpress FAFSA Express) received at the processor site. (or last day of attendance) June 29, 2013
- SAR/ISIR corrections and duplicate requests received at the processor site (paper requests) September 21, 2013
- SAR/ISIR corrections and duplicate requests received at the processor site (electronic requests) September 21, 2013
- Valid SAR/ISIR received at institution September 27, 2013
- Verification completed September 27, 2013
- Final submission of payment information to ED September 27, 2013

Students who fail to turn in all documents required to complete verification by the appropriate deadline, will be ineligible for financial aid.
CORRECTIONS
If discrepancies are found between the documents submitted for verification and the information on the FAFSA, corrections will be made through FAA Access to CPS Online and the Electronic Data Exchange (EDE). Students will receive a revised Student Aid Report from the Central Processor indicating any changes in eligibility. All corrections must be made through the Central Processing System.

The household size and number in college must be corrected if one or both are in error other than exceptions noted in the Application & Verification Guide.

If a student’s dependency status changes during the award year, status must be updated except when the change is a result of a change in the student’s marital status regardless of whether the student is selected for verification.

However, financial aid administrators do have the authority to allow updates to marital status on a case by case basis. This isn’t required and LBCC will first consider the effect on the student’s eligibility.

CAL GRANT AWARDS
It is the responsibility of the Financial Aid staff to ensure that students are eligible for Cal Grant at the time of disbursement of the award. Changes or corrections made during the verification process for new Cal Grant recipients must be analyzed to determine if the student continues to meet the income and asset criteria for Cal Grant.

AWARD CHANGES
Financial Aid Notifications are produced each week for new awards made during the previous week.

NOTIFICATION OF VERIFICATION REQUIREMENTS
Students will be notified of the documents which must be submitted to the Financial Aid Office in order to complete the verification by use of the “Missing Information Letter”. The “Missing Information Letter” will list the required verification items, any other actions required to complete verification, and any other items specifically required by the Financial Aid Office. These letters are generated weekly.

In addition students can view what is required in their Self Service Accounts in PeopleSoft through the use of “To Do Lists”.

Students who fail to bring in the documents in a timely manner will lose their priority standing for campus-based awards. Items submitted after the verification deadlines established by the Department of Education will not be accepted and students will not be awarded.

Required Verification Items

Adjusted Gross Income/Tax Paid/ Untaxed Income
The IRS Data Retrieval Tool (DRT) should be used to document income information through the initial FAFSA or by correction by the student. If it is used and the
information is unchanged a 02 code will appear in the IRS request field. LBCC will not request income information in these cases. LBCC will attempt to identify those students who have submitted a correction and wave the checklist item later. If we are requesting the transcript and the student reports recently submitting a correction the staff member will review FAA Access and or PeopleSoft and if it’s found we have an ISIR with the retried information wave the checklist item.

If the IRS DRT isn’t used for any reason an IRS tax return transcript will be required. The transcript can be requested online at www.irs.gov or by calling 1-800-908-9946. It is suggested but not required that the transcript be signed. Income tax returns are no longer accepted for verification purposes. The only exceptions would be in cases such as when a foreign tax return was filed or an amended tax return (IRS tax return transcript is required along with a tax account transcript). W-2’s are required if a joint return has been filed and the student/parent’s marital status is reported as separated, divorced or widowed and may also be required by the staff member performing any verification.

If a student or parent was required to file taxes and did not, verification cannot be completed.

If a student or parent has filed a request for tax filing extension, a copy of IRS form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return, must be submitted to the Financial Aid Office. This form will be acceptable for first-priority status, but verification will not be completed until a tax return transcript is received or the IRS Data Retrieval Tool is used to correct the ISIR.

**Child Support Paid/ Household Size/Number in College/SNAP Benefits (formerly food stamps)/Income earned by Non-Filers**

All can be verified by a correctly completed verification worksheet. It’s important to note that all information on the worksheet such as the details regarding child support are required by regulation and cannot be omitted. Additional documentation such as w-2’s or agency may be required if there is conflicting or doubtful information in the staff member’s judgment.

**Discretionary Verification Items**

Staff performing verification are required to resolve any conflicting information appearing on the ISIR. They also have the right to question and require documentation of any item on the ISIR. Agreement to provide any requested information is agreed to by the applicant and parents when signing the application.

If there is a legitimate discrepancy between the application information and the verification document, the counselor will note the reason for the discrepancy in PeopleSoft comments.

Assets will not be verified unless there is evidence of a discrepancy.