LONG BEACH CITY COLLEGE
Financial Aid Programs

Verification Policy
2009 – 2010

Verification is the process by which the Financial Aid Office compares the information on the financial aid application with source documents provided by the student as to verify the accuracy of the information on the application. Long Beach City College will verify the information on the Student Aid Report (SAR) or ISIR for all students who complete the application process for federal financial aid and who are selected for verification by the Department of Education edits. 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 2009 – 2010 (subject to change by the Department of Education)

The following deadlines, to be published by the U.S. Department of Education, 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 30, 2010
- SAR/ISIR corrections and duplicate requests received at the processor site (paper requests) September 22, 2010
- SAR/ISIR corrections and duplicate requests received at the processor site (electronic requests) September 22, 2010
- Valid SAR/ISIR received at institution September 24, 2010
- Verification completed September 24, 2010
- Final submission of payment information to ED September 24, 2010

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 SAR or ISIR, corrections will be made through FAA Access to CPS Online and the Electronic Data Exchange (EDE). Students will receive an acknowledgement from the Central Processor.
Corrections do not need to be made under two circumstances:

- The total dollar amount of changes that need to be made is less than $400 tolerance*. (AVG-88)
- The change would not change the student’s eligibility for Pell Grant, campus-based aid, or Direct Loan. (AVG-95)

Note that non-cash data elements on the FAFSA do not have tolerance. (AVG-88)

For students who are selected for verification, the household size and number in college must be corrected if one or both are in error. (AVG-97)

Finally, if a student’s dependency status changes during the award year, status must be updated, whether the student is selected for verification or not. (AVG-97)

Tolerance is defined in the Financial Aid manual.

**CAL GRANT AWARDS**

It is the responsibility of the Financial Aid staff to insure 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**

If there is a change in the student’s federal financial aid, the student will be sent a revised Financial Aid Notification by mail. Financial Aid Notifications are produced each week for new awards and changes to 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 required by the Financial Aid Office. These letters are generated weekly.

Students who fail to bring in the documents in a timely manner will lose their priority standing for campus-based awards.

**ITEMS TO BE VERIFIED**

*Base Year Income from Work*

Income tax returns for 2008, must be signed by student or imprinted or signed by preparer, are required of all students selected for verification who filed taxes. If a student was required to file taxes and did not, verification cannot proceed until the student completes the appropriate tax form.
Income tax returns for 2008, must be signed by parent or imprinted or signed by preparer, are required from the parents of all dependent students selected for verification, unless the parent did not file a tax return and was not required to file a tax return.

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 no funds will be disbursed to the student until the actual 1040 is submitted.

Acceptable Copies of Tax Returns
All tax returns for 2008, including tax forms 1040, 1040A, 1040EZ, and TeleFile, are considered a tax return equivalent to the 1040EZ. The TeleFile worksheet is acceptable for verification, provided the applicant signs the bottom of the worksheet. As the TeleFile Worksheet is not mailed to the IRS, no signature line appears on this form, you must have the applicant sign the space at the bottom of the form. The Worksheet must also contain the applicant’s six digit IRS confirmation number in Line M.

Alternative Documentation (If a tax return is not available)
Any IRS form, such as IRS letter 1722 or RTFTP, which lists tax accounting information needed for verification. Such a form must be signed by the student or a parent, as is appropriate.

Child Support
Child support will be verified by self-certification on the Verification Worksheet unless there is a discrepancy in the information submitted. In such a case, the student (or the students’ parent, the case of a dependent student) may be required to provide the Financial Aid Office with a copy of the divorce decree, or other appropriate document.

Unless there is evidence to the contrary, it will be assumed that anyone on TANF/CalWorks is not receiving child support.

Other Untaxed Income
Other untaxed income will be verified as required on the Student Financial Aid Verification Guide.

Household Size
Household size will be verified by self-certification on the Verification Worksheet.

Number in College
Number in college will be verified by self-certification on the Verification Worksheet.
**Discretionary Verification Items**

The following sources of untaxed income will not be verified unless there is evidence of a discrepancy:

- TANF / CalWorks / AFDC
- General Relief / Other welfare grant
- SSI / Social Security
- Veteran’s benefits
- Rehabilitation benefits
- Worker’s Compensation
- Unemployment Insurance
- State Disability Benefits

In the case of TANF / CalWorks / General Relief, other welfare grants, and SSI, because the amounts of these benefits are standard amounts, if the financial aid counselor wishes to verify the amount that the student is receiving, the counselor may do so with a chart of benefits published by the appropriate agency.

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

The financial aid counselor or advisor in the process of completing verification has the discretion to verify any additional application items and to ask the student to supply any documentation that may be needed to substantiate the student’s financial aid 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.

These policies will be made available to students at the Financial Aid Office upon request.