

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
OFFICE OF FINANCIAL AID  
POLICY & PROCEDURE MANUAL**

Subject: <b>FAFSA INFORMATION VERIFICATION</b>	Original Issue Date: 1995	Policy #: <b>400</b>
	Supersedes: January 25, 2018	Effective Date: March 25, 2021
Individuals / Committees Consulted: Director, Office of Educational Services FA Coordinator	Reviewed & Approved by: Office of Financial Aid College Governance Committee	Approved by:  Financial Aid Administrator (signature on file)  Provost, College of Nursing and Allied Health (signature on file)

**PURPOSE:**  
To establish the process for verifying Free Application for Federal Student Aid (FAFSA) information

**POLICY:**  
Notification of Selection and Required Documents for Verification  
The College must have a correct Institutional Student Information Record (ISIR) for a student to receive Title IV financial aid.

The U.S. Department of Education (ED) selects applicants for a process called “Verification”.  

- The U.S. Department of Education notifies students on their Student Aid Report (SAR)
- The Office of Financial Aid (OFA) is required to verify the accuracy of information submitted on financial aid applications with the information contained in official documents such as Internal Revenue Service (IRS) tax transcripts.

The OFA may select additional students for verification, in addition to those designated by the ED. Student selection may be based on conflicts in information or concerns regarding information accuracy.

Students selected for verification must submit required documentation.

Students will be notified of timelines for submitting required documents.

Students must submit an IRS Tax Return Transcript, instead of using the IRS Data Retrieval Tool, in the following circumstances:

- Information included on the FAFSA using the IRS Data Retrieval process changed after being imported from the IRS
- Parents of a dependent student filed separate tax returns
- Student or student’s parents changed marital status after the end of the tax year
- Student or student’s parents filed a foreign tax return
- Married student and spouse filed separate tax returns
- Student, parent, or spouse filed an amended tax return. Student must submit an IRS Tax Account transcript as well as the IRS Tax Return transcript.

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## **FAFSA INFORMATION VERIFICATION**

Students are notified of change in award status.

If financial aid has been disbursed and the student is subsequently selected for verification, further disbursements will be stopped until the verification process is complete.

Failure to submit all required documentation within specified time frames may eliminate student eligibility for federal, state, and College financial aid funds.

### Conflicting Information

Conflicting information must be resolved before financial aid funds may be processed and disbursed.

Failure to resolve conflicts within the enrollment period eliminates financial aid eligibility.

### Correction of Information

ED notifies the student and OFA when corrections are made to FAFSA.

### Loss of Eligibility for Financial Aid

Financial aid will not be disbursed to students selected for verification, until the process has been completed.

### Misuse of Financial Aid and Referral Process of Information

Suspected fraud or falsified information on the part of the student, parent, preparer of financial aid application, or related parties is reported to ED.

## **PROCEDURE:**

### Notification/Communication and Required Documents

Office of Financial Aid:

- Notifies student in writing of required documents
- Provides worksheets
- Identifies due dates
- Notifies student if additional documentation is required, within two weeks of initial review.
- Notifies student of outcome of the verification process.

Student selected for verification submits:

- Initial documentation according to specified timetable
- Subsequent required documentation.

### Correction of Information

Office of Financial Aid:

- Resolves overpayments of federal/state aid by subsequent OFA adjustments to the student's Account

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- Refers overpayments that cannot be resolved by account adjustment to the proper federal/state agency
- Submits verified corrections of information electronically to the ED.

**Notification of Change in Financial Aid Award**

Office of Financial Aid:

- Notifies student if financial award and/or expected family contribution changes as a result of verification process
  - If the award status changes prior to the student receiving a Notice of Award, the student will be notified of verification corrections by receiving a new SAR from the U.S. Department of Education
  - If the award status changes after the student receives a Notice of Award, the OFA notifies the student via e-mail no later than 30 days after completion of the verification process. The student also receives an updated SAR.

**Misuse of Financial Aid and Referral Process of Information**

Office of Financial Aid reports any suspected fraud or falsified information to the ED and all other related parties.

Anyone who suspects fraud or abuse may make a confidential report by contacting the Inspector General's Hotline:

- 1-800-647-8733 (1-800-MIS-USED)  
<https://www2.ed.gov/about/offices/list/oig/hotline.html>

**PROCEDURE DOCUMENTATION:**

Student Aid Report (SAR)

Institutional Student Information Record (ISIR)

IRS Data Retrieval Tool

IRS Tax Transcript

Student Verification Worksheet: Dependent/Independent

OFA Checklist

Notice of Award

**REFERENCES:**

Higher Education Amendment of 1998

Federal Student Aid Regulations

California Student Aid Commission Regulations

Los Angeles County Fiscal Manual: Internal Control Certification Program

College Policy #810: Refunds of Student Charges

FA Policy #160: Cash Control: Verification and Disbursement of Student Financial Aid

FA Policy #800: Return of Title IV Funds

**REVISION DATES:**

1995

May 9, 2013

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