



PROFESSIONAL JUDGMENT PROCEDURE

I. Legal basis

HEA Sec. 479A(a)

A Financial Aid Officer may use professional judgment based on the case-by-case concept to adjust the student's cost of attendance or the data used to calculate their EFC. This adjustment is valid only at the school that makes it. A change of Professional Judgment is submitted electronically, via FAA Access to CPS Online or third-party software, and you may do so without the student's or parent's signature. Under FAA or EDE access, you must select "Requested EFC Adjustment" for professional judgment. The next ISIR will indicate "Professional Judgment Processed."

The reason for the adjustment must be documented (by a third party it is possible) and must relate to the special circumstances not to the conditions that exist for an entire class of students. You must resolve any inconsistent or conflicting information (scholarship in verification) shown in the exit document before making any adjustments. An FAA's decision regarding adjustments is final and cannot be appealed to the Department.

II. Purpose:

This procedure is intended to present the elements and activities as a guide for the Financial Aid Officer to evaluate a situation based on case-by-case *basis* and make a professional judgment.

III. Conditions

Among the conditions under the regulation, which are not absolute, since they depend on and vary from case to case, there may be the following:

1. Tuition fees in a primary or secondary school
2. Medical or dental expenses not covered by insurance
3. Unusually high childcare costs
4. Recent unemployment of a family member
 - a. The COVID19 pandemic is considered
5. The number of parents enrolled at least part-time in a degree, certificate, or other program leading to a recognized educational credential at an institution with a Section 487 Program Participation Agreement
6. Other changes in a family's income, a family's assets, or a student's status.
7. Override Cases for Independence Status

These cases have the condition of:

- Not having their parents alive or having one alive, not having contact
- From infants to be in the care of a family member (not by court)
- Being with a relative by court, in this case the relative does not represent the biological father.

- The student was voluntarily or involuntarily removed from his or her parents' home due to an abusive pattern that puts the student's safety at risk.
- Parental incapacity (Incarceration, mental or physical disability)
- The student knows the location of his parents, although he has made reasonable efforts to establish communication with them.
- Circumstances that can be verified with letters officially certified by counselors or teachers, government agencies, medical personnel, judicial agencies (Prison), church personnel, courts, or letters from third parties, such as neighbors.

IV. Procedure:

1. The student must file their FAFSA as usual with the data now. After the ISIR is received, the professional trial process begins.
2. If the student is selected for verification, he must comply with the filing of evidence for this ISIR and then begin the evaluation of the trial, as applicable.
3. The student requests an interview with the Financial Assistance Officer to explain his situation.
4. Based on the information presented by the student, the Financial Aid Officer evaluates to determine what professional judgment applies.
5. When the Financial Aid Officer determines the professional judgment to be made, he guides the student of the documentation to be submitted. You will submit the form to complete and deliver simultaneously with the evidence.

Documentation that must be submitted to consider the evaluation of a trial as applicable. These do not necessarily have to be requested all since it will depend on the situation that is exposing the student:

Professional Judgment for Income:

- Form
- Letter of dismissal or resignation
- Settlement letter (holidays or bonuses)
- Letter of income received for unemployment
- Letter of income received from PAN or TANF
- If the student started working, income is requested from their current employment.
 - Letter from the current employer
- Income received by withdrawal in case the parent or student withdraws.
- Evidence of Disability and income received (Social Security).
- Evidence from the State Insurance Fund (diagnosis indicating dates when you will be out of employment and income you will be receiving).

Professional Judgment for Extraordinary Expenses or Income:

Expense:

- Evidence of medical diagnosis and invoice for payments issued.
- Evidence of dental work and invoice for payments issued.
- Letter of asylum (*home*) and invoice of payments issued for the benefit of a member of the family nucleus.

Revenue:

- Heredity- Evidence of the amount received and evidence of how it was used
- Allowances-Amount received for years of service and evidence in which it was invested

- Overtime pays for an extraordinary event (hurricane, tremors, etc.)

Cases that due to their condition must be evaluated as independent students (override)

They must be individual cases demonstrating unusual or extraordinary circumstances.

Unusual circumstances:

- The student was voluntarily or involuntarily removed from his or her parents' home due to an abusive pattern that puts the student's safety at risk.
- Parental incapacity (Incarceration, mental or physical disability)
- The student knows the location of his parents, although he has made reasonable efforts to establish communication with them.
- Circumstances that can be verified with letters officially certified by counselors or teachers, government agencies, medical personnel, judicial agencies (Prison), personnel belonging to churches, courts, neighbors, etc.

6. When the Study Funding Advisor receives all the information, he or she will proceed to make updates to FAA Access as appropriate:
 - a. If it is income
 - b. Change in dependency status

		<input type="checkbox"/> Correct to Blank
102L Terth Housing Plans:		Select <input type="checkbox"/> Correct to Blank
Step Seven: Signatures and Preparer's Information		
	Selected ISIR Value (Transaction #02)	Enter Correct Value
Signed By:	B	Select
Professional Judgment:		Select
Preparer's Use Only:		1 - EFC Adjustment requested
105. Preparer's Social Security Number, OR (Enter just the numbers, without the dashes. For example, 123456789.)		<input type="checkbox"/> Correct to Blank
106. Preparer's Employer Identification Number (EIN):		<input type="checkbox"/> Correct to Blank

Prior to submission, you are required to obtain signed documentation from the student. Your school is required to retain this documentation for the appropriate record retention period.

[LIST CHANGES](#)
[STUDENT TAXES PAID CALCULATOR](#)
[PARENT TAXES PAID CALCULATOR](#)

[PRINT SIGNATURE PAGE / FAFSA SUMMARY](#)
[CALCULATE EFC](#)
[SUBMIT](#)

7. This information is worked directly in FAA Access.
8. The Financial Aid Officer will insert in the Banner form *RRAAREQ* the **GAJUPR** indicator, in status 'E' pending receipt of the new ISIR.
9. Following the upgrade, CPS will send the new ISIR identified as professional judgment. This indicator will be in RNANAXX.
10. The Study Funding Advisor must follow up on the loading of the new ISIR and meet the GAJUPR indicator.
11. Every case worked by trial must have the required evidence to be digitized in the *Document Types - AE-GAJUPR (Doc. Professional Judgment)*.