

**Vice-Presidency for Financial Affairs
Assistant Vice President for Economic Assistance**



Verification Process 2022-2023

Preamble: This procedure applies to all students selected for verification by the U.S. Department of Education. The Financial Aid Office will request additional information to validate the information you provided on your application. The Financial Aid Office identifies the cases selected by the system and notifies by letter that you were selected for verification, the necessary documents that must be completed, and the deadline for submitting these required documents. All scholarships selected by the U.S. Department of Education, identified with an asterisk (*) next to the EFC, as well as those in which the Financial Aid Office believes contain conflicting information will be verified.

Students selected for verification will be placed in one of the following groups. The group determines what FAFSA information should Verify for the student.

The Financial Aid Office will not disburse any assistance program financial or student loan application for students who do not complete the verification processes.

A student who does not complete the process within the aid year will not receive no Title IV financial assistance fund. When reviewing the documentation submitted by the student and it is understood that the student has issued a false, fraudulent, or other criminal conduct to receive funds from the Title IV, such student shall be referred to the Office of the Inspector General, as follows: established by federal regulations.

Standard Group V1

Students in this group should verify the following if they are reporting taxation:

- Adjusted gross income
- Income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- deductions and IRAs
- Tax-exempt interest income
- Educational Credits
- Family
- University Students

Students who are not tax filers should verify the following:

- Earned income
- Household size
- University Students

NOTE: Applicants can move from previously assigned Groups V1 and V4 to Verification Follow-up Group V5. The applicant should only check the additional items in V5 that were not previously verified.

Verification Group V4

- Students should check high school completion status
- Identity and a statement of educational purpose.

NOTE: Applicants may be transferred from Groups V1, V4 previously assigned to Verification Follow-up Group V5. The applicant should only check the additional items in V5 that were not previously verified.

Added Verification Group V5

- Applicants can be transferred from Groups V1, V4 previously assigned to Verification Follow-up Group V5.
- The applicant should only check the additional items in V5 that were not previously verified.

Cases that may be exempt from verification

1. The applicant is eligible to receive only unsubsidized student financial aid.
2. Students imprisoned at the time of verification.
3. Recent immigrants arriving in the United States during the academic year.
4. Students who completed the verification process at another institution during the same academic year. A letter from the other institution should be requested that includes the following information:
 - a. Certification that verification was completed or Verified
 - b. ISIR transaction number
5. Pacific Island residents (Guam, American Samoa, Commonwealth of the Northern Mariana Islands, Micronesia, and Republic of Palau).
6. Spouses (of an independent married student) or parents (of a dependent student) may not sign if one of the following conditions applies:
 - o Reside in territories outside the United States and cannot be contacted by normal means of communication.
 - a. Death or physical or mental disability or whereabouts unknown.

Flexibility of the Federal Department of Education

Procedure cases in verification V1 waiver of the Federal Department of Education

Pandemic Emergency

Legal basis

The Federal Department of Education in its *Dear Colleague* statement of July 13, 2021, makes some modifications to the 2122 verification process, to assist students in their financial aid during the period of national emergency of COVID 19. This modification is related to not carrying out the verification process for V1 cases. Cases V4 and V5 will be validated as usual.

This change starts from July 13, 2021, until the end of the aid year 2223.

Purpose

The purpose of this determination is to assist students during this period of national emergency due to COVID 19 in having their financial aid available.

Scope

Standard Verification Cases V1

Procedure

1. The Process Officer executes *CPS scholarship loads* to the *Banner* system.
2. The cases identified as V1 will be carried out the following:
 - a. Manual form
 - i. Update the requirements in the form of *RRAAREQ Banner* with the code "C".
 - ii. In the form of *ROAPELL*, status code area, an "S" will be placed. This indicator is for the cases of dispensation.

Verification procedure 2223

Verification	
Verification Message	<input type="text"/>
Status	(None) ▼
Complete	N
Group	

- b. The cases that are verified as usual, the indicator to be used will be the "V".
3. Bulk update:
 - a. A schedule will be created that updates two areas:
 - i. Requirements
 - ii. Status Code
 - b. This programming will be included in the process officer tools, so that when you load and execute the *RORPBST* process, update automatically.
4. A report will be created that presents the cases with "S" code for audit purposes.

Revised: May 14, 2022.