



622 POLICY - Verification

622.1 Statement of Policy

To apply for federal financial aid, a student submits a Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS). Because students sometimes make errors on their application, there is a process for verifying applications and making corrections.

Redlands Community College has established and uses written policies and procedures for verifying an applicant's FAFSA information.

Adopted March 2017



622 PROCEDURE - Verification

622.1:1 Selection of Applications to be Verified

- The Financial Aid Office will verify all financial aid applications flagged for verification by the Department of Education.
- The Financial Aid Office will verify any financial aid application that appears to contain incorrect information.

622.1:2 Verification Tracking Groups

Based on the following Department of Education chart provided in the Electronic Announcement-Verification, Redlands Community College Financial Aid Office will verify the following information:

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of Individual Retirement Account (IRA) Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits <p>Nontax Filers</p> <ul style="list-style-type: none"> • Income Earned from Work <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> • Number of Household Members • Number in College • SNAP, if indicated on the ISIR • Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR
V2	Reserved	N/A
V3	Reserved	N/A

V4	Custom Verification Group	<ul style="list-style-type: none"> • High School Completion Status • Identity/Statement of Educational Purpose • SNAP, if indicated on the ISIR • Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR
V5	Aggregate Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of IRA Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits <p>Nontax Filers</p> <ul style="list-style-type: none"> • Income earned from work <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> • Number of Household Members • Number in College • SNAP, if indicated on the ISIR • Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR • High School Completion Status • Identity/Statement of Educational Purpose
V6	Household Resources Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of IRA Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits <p>Nontax Filers</p> <ul style="list-style-type: none"> • Income Earned from Work <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> • Other Untaxed Income FAFSA- <ul style="list-style-type: none"> ○ Payments to tax-deferred pension and savings (Questions 45a and 94a) ○ Child support received (Questions 45c and 94c)

		<ul style="list-style-type: none"> ○ Housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g) ○ Veterans noneducation benefits (Questions 45h and 94h) ○ Other untaxed income (Questions 45i and 94i) ○ Money received or paid on the applicant's behalf (Question 45j) ● Number of Household Members ● Number in College ● SNAP, if indicated on the ISIR ● Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR
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NOTE: Federal regulations stipulate that an institution may require an applicant to verify any FAFSA information that it specifies. On occasion, the College may therefore require a student to verify any FAFSA information and to provide any reasonable documentation.

622.1:3 Verification Exemptions

Redlands Community College is not required to complete verification on these applicants, but in case of conflicting information, only a deceased student would be exempt:

- Death of a student
- Not an aid recipient
- Eligible for only unsubsidized student financial assistance
- Applicant verified by another school
- Post enrollment after all disbursements have been made

Further, unless Redlands Community College has reason to believe that the information reported by a dependent student is incorrect, it will not verify the applicant's parents' FAFSA information if:

- the parents are residing in a country other than the United States and cannot be contacted by normal means of communication;
- both parents or the custodial parent has died;
- the parents cannot be located because their contact information is unknown and cannot be obtained by the applicant; or
- both of the applicant's parents are mentally incapacitated.



Lastly, unless Redlands Community College has reason to believe that the information reported by an independent student is incorrect, it will not verify the applicant's spouse's information if:

- the spouse is deceased;
- the spouse is mentally incapacitated;
- the spouse is residing in a country other than the United States and cannot be contacted by normal means of communication; or
- the spouse cannot be located because his or her contact information is unknown and cannot be obtained by the applicant.

622.1:4 Acceptable Documentation

The documentation required for verification varies according to the specific FAFSA information being verified. A student selected for verification will need to submit the following acceptable documentation to Redlands Community College to complete the verification process. If a student is unable to submit any of the required documents, he/she should contact the Financial Aid Office to discuss possible alternative acceptable documentation.

FAFSA Information	Acceptable Documentation
Household Size	Redlands Community College Verification Worksheet
Number in College	Redlands Community College Verification Worksheet
SNAP Benefits	Redlands Community College Verification Worksheet Note: Agency documentation confirming receipt of benefits required upon request
Child Support Paid	Redlands Community College Verification Worksheet Note: Agency documentation confirming receipt of benefits required upon request
AGI & U.S. Tax Paid	IRS DRT*** or IRS Tax Return Transcript****
Untaxed Income (Tax Return Data)	IRS DRT*** or IRS Tax Return Transcript****



Untaxed Income**
(FAFSA Questions 45 & 94)
Non-Filer Work Income

Redlands Community College Verification
Worksheet
Redlands Community College Verification
Worksheet

High School Completion

High School transcript; GED certificate or
transcript; homeschooled credential or transcript

Note: If the college determines that the amounts provided and verified from other income information (e.g. adjusted gross income, income earned from work) do not appear to provide sufficient financial support for the number of household family members reported, the applicant and, if appropriate, the applicant's parents or spouse must explain how the family was financially supported during the calendar year by completing a Low Income Form

IRS Data Retrieval Tool (DRT): The IRS DRT is the fastest, easiest and most secure method of meeting verification requirements. To verify tax data, the U.S. Department of Education and the college encourage students and parents to use the IRS DRT to import data from their tax return directly to the FAFSA, either at the initial FAFSA filing or through the FAFSA correction process. For the retrieved data to be acceptable documentation of tax data, it is necessary that neither the student nor the parents change the data after it is transferred from the IRS.

Note: For assistance with the IRS DRT process, a student may find useful videos on the YouTube website: https://www.youtube.com/results?search_query=irs+drt

Under the following conditions the IRS DRT is NOT available (all apply to both students and parents):

- the person did not indicate on the FAFSA that the tax return has been completed;
- the applicant or applicant's parents had a change in marital status after the end of the IRS tax year
- the first three digits of the SSN are 666;
- the person has been a victim of identity theft (See Victim of Identity Theft below.);
- the tax return was amended (See Filing an Amended Return below.);
- the person filed a tax filing extension with the IRS (See Tax Filing Extensions below.);
- the person filed a Puerto Rican or foreign tax return (See Foreign Tax Filers below.);
- the person is married and filed the tax return either as head of household or married filing separately;
- in all instances, when the dependent student's legal parents are unmarried and living together;
- neither married parent entered a valid SSN on the FAFSA;
- a non-married parent or both married parents entered all zeros for the SSN on the FAFSA; or



- the person filed the tax return as married and has now separated, divorced, married someone else, or been widowed.

IRS Tax Return Transcript: If a student or parent cannot or will not use the IRS DRT, they must provide a transcript obtained from the IRS that lists tax account information of the tax filer for the tax year.

Requesting a Tax Return Transcript: A student or parent may request an IRS Tax Return Transcript from the IRS, free of charge, in one of the following ways:

- online by downloading an immediate PDF at <http://www.irs.gov/Individuals/Get-Transcript>;
- by mail after submitting an online request at <http://www.irs.gov/Individuals/Get-Transcript>;
- by submitting a telephone request by calling 1-800-908-9946
- by mail after submitting a paper request form (IRS Form 4506T-EZ or IRS Form 4506-T)

Victims of Identity Theft: When the IRS determines a tax filer has been or likely was a victim of identity theft, it will not allow him/her to use the IRS DRT process or get a tax return transcript until the matter has been resolved, which can take up to a year for complex cases. For a tax filer who is a victim of identity theft, the college will accept for verification:

- a Tax Return DataBase View (TRDBV) transcript obtained from the IRS by calling the IRS's Identity Protection Specialized Unit (IPSU) toll-free number at 800-908-4490; and
- a statement signed and dated by the tax filers indicating that they were victims of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

Filing an Amended Return: A student or parent who files an amended return cannot use the IRS DRT process. Instead he/she may submit to the Financial Aid Office:

- an IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that include all of the income and tax information required to be verified; and
- a signed copy of the amended 2015 tax return (IRS Form 1040X) that was filed with the IRS.

On occasion, the college may also require that the student or parent submit an IRS tax account summary of the amended 2015 tax return.

Tax Filing Extensions: A student or parent who has been granted a tax filing extension must provide a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return. The tax filer must also provide copies of all IRS



W-2 Forms and a signed draft copy of the federal tax return to the Financial Aid Office. Redlands Community College may also require submission of a copy of the completed (and signed) tax return before aid is disbursed to the student's account.

Foreign Tax Filers: A student or parent who filed an income tax return other than an IRS form, such as a foreign or Puerto Rican tax form, must use the income and tax information (converted to U.S. dollars) from the lines of that form that correspond most closely to the income information reported on a U.S. income tax return to complete the FAFSA. Foreign tax filers cannot use the IRS DRT process and, therefore, must submit signed copies of their foreign tax returns translated into English with U.S. dollar equivalencies to the Financial Aid Office.

Non-filers: A student or parent who is not required to file a U.S. tax return is required to submit the Redlands Community College Verification Worksheet and copies of all IRS W-2 Forms to verify income earned from work. If an individual who is required to submit an IRS W-2 Form is unable to obtain one in a timely manner, the College may permit that individual to provide a signed statement that includes:

- the amount of income earned from work;
- the source of that income; and
- the reason that the IRS Form W-2 is not available in a timely manner.

If the College questions a claim that the tax filer has not, will not, and is not required to file an IRS income tax return, Redlands Community College will require the applicant to submit a "Verification of Nonfiling Letter" from the IRS that the tax filer did not file a IRS income tax return. The request for "Verification of Nonfiling Letter" can be obtained by the tax filer requesting an IRS Tax Return Transcript as outlined above.

IMPORTANT NOTE: According to the IRS, a response to the request for a "Verification of Nonfiling Letter" for the tax year will not be issued until after June 15 of each year.

622.1:5 Deadlines and Failure to Submit Documentation

A student whose FAFSA information has been selected for verification must submit all documentation required for verification to the Financial Aid Office within 14 days. If a student does not submit all documentation within 14 days, there will be a delay in his or her financial aid awards. No financial aid awards will be disbursed without complete verification.

For students selected for verification, the college must have verification documents and a valid output document no later than 120 days after the last day of enrollment or the final deadline for the aid year, whichever comes first. The final deadline is posted in the financial aid office each year.

For Direct Subsidized Stafford Loans, Direct Unsubsidized Stafford Loans, and Parent Loans for Undergraduate Students, borrowers must have all verification documentation



complete as well as have a Master Promissory Note (MPN) completed and Entrance Counseling completed for first-time borrowers one week before the last date of each semester. If the student provides the documentation after the deadline, the college will reevaluate the student's eligibility for aid and award aid based on the availability of federal funds at the time of document submission.

622.1:6 Correcting Errors on FAFSA Information

Upon receipt of their Student Aid Report, the student should review all information listed on the SAR and submit for processing any errors reported on the original FAFSA to the Central Processing System. For students selected for federal verification, students will be given links to the Redlands Community College webpage, where Redlands Community College Verification Worksheets can be found. Students (and parents) should print and complete the documentation and return it to the Financial Aid Office by U.S. mail, email, or fax. If a student's FAFSA information changes as a result of Redlands Community College's verification process, the college will

- submit for processing changes to the FAFSA information determined to be in error*;
- recalculate the student's Federal Pell Grant on the basis of the recalculated EFC;
- award the student's financial aid package on the basis of the recalculated EFC; and
- notify the student through an Award Letter in the College student portal of his/her financial aid package.

*Note: Although the college will be able to submit most changes to FAFSA information, on occasion it may be necessary for the student to submit changes directly to the CPS. In such cases, the college will notify the student in writing (by U.S. mail or email) as to which data items must be corrected by the student and submitted for processing to the CPS.

622.1:7 Referral of Fraud Cases

Students and parents are advised that Redlands Community College will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.



622.1:8 Federal Regulation

This policy was created and is maintained to be in compliance with Federal regulation 34CFR 668.51-61.

Adopted March 2017

Revised September 2018