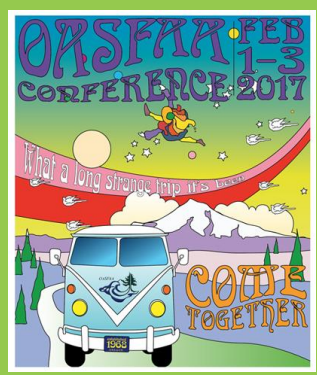
Verification



Kim Wells
U.S. Department of Education
2017 OASFAA Conference

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Agenda

- 2017-18 Tracking Groups & Documentation
- 2017-18 Changes
- Resources

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Tracking Groups

- V1 – Standard Verification Group
- V2 – Reserved
- V3 – Reserved
- V4 – Custom Verification Group
- V5 – Aggregate Verification Group
- V6 – Reserved **NEW!!!!**

V1 – Tax Filers

- 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 Credits

Documentation
- IRS DRT
- Tax Return Transcripts
- Alternate documentation where allowed (e.g. amended returns, foreign returns, etc.)

V1 – Non-Tax Filers

- Income earned from work

Documentation
- Signed statement certifying
  - Individual has not filed and not required to file a 2015 tax return
  - Sources of income earned from work and amounts of income from each source for tax year 2015
- Copy of IRS Form W–2 for each source of employment income received for tax year 2015
- Verification of non-filing letter **NEW!!!!**

V1 – Non-Tax Filers

- If school questions claim that tax filer is not required to file, must require applicant to submit Verification of Nonfiling Letter
  - Form 4506-T and checking box 7

V1 – All Applicants

- Number in Household and Number in College

Documentation

- Household size – signed statement (name, age, relationship)
  - Not required if
    - Dependent household size reported is two (if parent is single) or three (if parents are living together, whether married or not)
    - Independent household reported is one (if applicant is unmarried) or two (if applicant is married)
- Number in College – signed statement (name of household member attending at least half-time and eligible institution name)
  - Not required if reported number is one (student)

V4 – Custom

- High School Completion Status
- Identity/Statement of Educational Purpose

High School Completion Status

- High school completion status

Documentation
- High school diploma or
- Final official high school transcript showing date diploma awarded or
- "Secondary school leaving certificate" for students who completed secondary education in foreign country and unable to get copy of high school diploma/transcript or
- Form DD-214

- If prior to student being selected for verification, a school already obtained HS completion status records for other purposes, the institution may rely on those records as long as it meets ED HS completion criteria

High School Completion Status

- Recognized equivalent of a HS diploma

Documentation
- Copy of student's General Educational Development (GED) certificate, an official GED transcript that indicates student passed exam, or state-authorized HS equivalent certificate OR
- Academic transcript of student who has successfully completed at least two-year program that is acceptable for full credit toward bachelor's degree OR
- Student excelled academically in HS and met all criteria to be admitted into two-year degree program or higher

High School Completion Status

- Test transcripts of State-authorized examinations

Documentation

- Test transcripts of State-authorized examinations (e.g., GED test, HiSET, TASC, or other State-authorized high school equivalency examinations) are acceptable documentation of high school completion ONLY IF
  - Official test transcript specifically indicates that State has determined that test results are considered by State to meet its requirements of high school equivalency OR
  - Official test transcript includes language that final score is passing score

High School Completion Status

- Homeschooled

Documentation

- Credential, transcript, or equivalent, signed by parent or guardian, that lists secondary school courses completed by applicant and documents successful completion of secondary school education or
- A secondary school completion credential for homeschool provided for under State law

Identity/Statement of Educational Purpose

- Students that appear in person

Documentation

- Present to an institutionally authorized individual
  - Unexpired valid government-issued photo ID AND
  - Signed statement of educational purpose *provided by ED, (**cannot** be modified)*
- Maintain an annotated copy of identification
  - Date documentation was received AND
  - Name of institutionally authorized individual that obtained documentation

Identity/Statement of Educational Purpose

- Students unable to appear in person

Documentation

- Must provide school —
  - Copy of an unexpired valid government-issued photo identification AND
  - *Original*, notarized statement of educational purpose signed by the applicant (**cannot** be faxed or scanned)
    - Maintain a copy in the file
- After examining *original* Statement of Educational Purpose for accuracy and completeness, school may convert it into an electronic record

V5 – Aggregate

- High School Completion Status
- Identity/Statement of Educational Purpose

AND

- All items indicated-Tax Filer (V1)
- All items indicated-Non-Tax Filer (V1)

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Get Transcript Online Tool

- Users can go to www.irs.gov and register to receive transcript online
- Users must have
  - Access to valid email address
  - Text-enabled mobile phone in user's name
  - Specific financial account information (e.g., credit card, mortgage account number, etc.)
  - IRS will send user a confirmation code via email and authentication code via text

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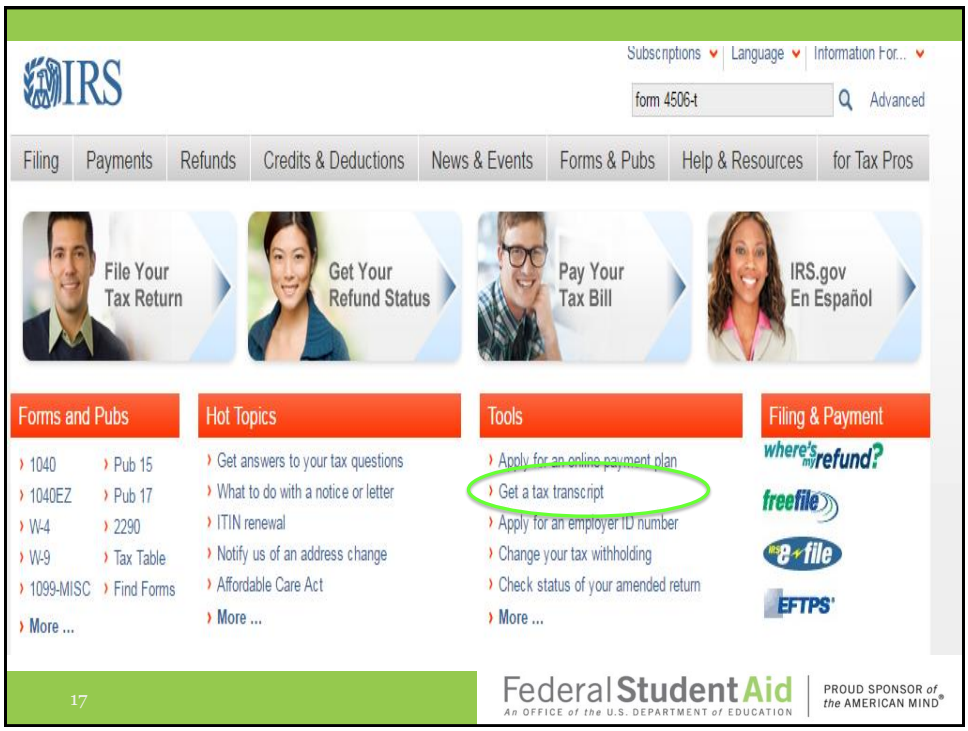
IRS
Subscriptions
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Help & Resources
for Tax Pros
File Your Tax Return
Get Your Refund Status
Pay Your Tax Bill
IRS.gov En Español
Forms and Pubs
1040
1040EZ
W-4
W-9
1099-MISC
Pub 15
Pub 17
2290
Tax Table
Find Forms
More ...
Hot Topics
Get answers to your tax questions
What to do with a notice or letter
ITIN renewal
Notify us of an address change
Affordable Care Act
More ...
Tools
Apply for an online payment plan
Get a tax transcript
Apply for an employer ID number
Change your tax withholding
Check status of your amended return
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e-file
EFTPS
17
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Changes for 2017-18

- If school verified any of following items in 2016-17 award year, documentation collected then may satisfy verification requirement for 2017-18 provided it still meets requirements

Adjusted Gross Income (AGI)	U.S. Income Tax Paid
Untaxed Portion of IRA Distributions	Untaxed Portion of Pensions
IRA Deductions and Payments	Tax-exempt Interest Income
Education Credits	Income Earned from Work (non-tax filers)

Changes for 2017-18

- Changes to acceptable documentation
  - Nontax filers and filers who received an extension but have yet to file taxes must provide confirmation of nonfiling letter dated on/after Oct. 1, 2016
    - May be obtained
      - www.irs.gov
      - Form 4506-T and checking box 7

Changes for 2017-18

- Removed
  - SNAP and child support paid as individual verification items for all tracking groups
  - Other untaxed income items consistent with removal of V6 tracking group

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Resources

- GEN-16-07
  - Published 04/05/16
- Program Integrity Q&As
  - http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/verification.html
- 2017-18 Application and Verification Guide
  - Published 11/22/16

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Questions

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ED Contacts

Research and Customer Care Center

1-800-433-7327

fsa.customer.support@ed.gov

Reach FSA 1-855-FSA-4-FAA

855.FSA.4FAA – 1 number to reach 10 contact centers!

Campus-Based Call Center	eZ-Audit
COD	School Eligibility Services Group
CPS/SAIG	Foreign Schools Participation Division
NSLDS	Research and Customer Care Center
G5	Nelnet Total & Permanent Disability

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Training Feedback

To ensure quality training we ask all participants to please complete an online session evaluation

- Go to https://www.surveymonkey.com/r/KimberlyWells
- Additional feedback about training can be directed to **joann.borel@ed.gov**

Thank You!

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