

FAFSA Verification Policy



Effective Date: August 2016

Approved by: Financial Aid

Policy Owner: Financial Aid Office

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Revision Approved by: Financial Aid

PURPOSE:

To verify an applicant's FAFSA information

POLICY:

In accordance with 34 Regulation 668.51-61 OPSU has set up procedures for verifying an applicant's FAFSA information on the following verification issues:

1. Deadlines for students to submit documentation
2. Consequences of the failure to meet deadlines.
3. Notifying students of award changes due to verification
4. Correction procedures for students

PROCEDURES:

OPSU will accept FAFSA applications for the current year up to June of the summer term.

Financial aid assistant director will retrieve new FAFSA applications from Ed-connect and import the applications via WinSCP into Banner on a daily basis.

1. EDconnect
 - a. Select File
 - Transmission que
 - Select Transmit
 - Activity – request
 - Project – All
 - Cycle – All
 - Description – All data, All messages
 - Message Class - ??????????
 - File Name – m:\iam\data|
 - File Size – 0
 - Batch number – (blank)

MailBox – All

- b. Transmission – now
2. WinSCP – files will be automatically imported into WinSCP in the M:\IAM\DATA folder
 - a. Select and drop current imported files into the \opsuprod\inaid folder
input (folder)
3. Banner (see attached for parameter settings)
 - a. RCPTPxx – to import files
 - b. RCPMTCHxx – to match FAFSA files with student records in Banner.
 - c. RCRTPxx- to load matched student files.
 - d. RCRSUSP – to review and correct suspense files.
 - e. RCRDSCPxx – Discrepancy report.

Financial aid assistant will then run the grouping process in banner.

1. Banner (see attached for parameter settings)
 - a. GLBDATA
 - b. RORGRPS (run twice for fall and spring)
 - c. GLBDATA (for CCODES)
 - d. ROPPCAT - ccodes
 - e. RORBPST
 - f. GLBDATA (for CFLAGS) DHS, DOD, NSLDS, SELSEV, SSA, SS, VA
 - g. ROPPCAT – cflags
 - h. RORBPST
 - i. GLBDATA – TIV, PAY DECLINE, TIV DELCINE, PAY
 - j. ROPPCAT – TIV authorizations
 - k. RORBPST
 - l. GLBDATA – Auto clear (NSLDS, SELSEV, SSA, SS)
 - m. ROPPCAT – Auto clear
 - n. RORBPST

Financial aid assistant will then run the process to send emails to students with requirements, rejected ISIR's and verification selection.

1. Any items flagged by FAFSA listed on front page of ISR
2. Students SSN with Student information sheet
3. Students Birthday with Student information sheet
4. Drug conviction/eligibility
5. Adjusted gross income
6. Income tax paid
7. Untaxed portions of IRA distributions
8. Untaxed portion of pensions
9. IRA deductions and payment
10. Tax exempt interest income
11. Education credits
12. Household size
13. Exemptions
14. Number in college
15. SNAP benefits
16. Child support paid

17. Income earned from work (W2's, Schedule C, and Schedule F)
18. Verify the IRS data tool was used by codes listed on ISR
19. Verify dependency status (DL, birth certificate, guardianship papers, etc.)
20. Verify the application and documents are signed

If a student has been selected for verification, the ISIR will be verified with a Dependent Student Verification worksheet or Independent Student Verification worksheet, student's tax return and parents tax return. The financial aid assistant will transfer data from the ISIR onto verification check list to be verified with submitted documents. The financial aid counselor will use the verification check list to verify each ISIR selected for verification. If any corrections are needed, the financial aid assistant will email the student with the correction requirements and ask that the financial aid office be notified when those corrections are made. The student will be informed that their award will be detained until the corrections have been made and verified.

1. When the student notifies the financial aid office of corrections, a new ISR will be printed and corrections verified to be correct.
2. If the information is still incorrect, a new email will be sent to the student with a second request of corrections that need to be made.

Student verification file will then be moved forward to the award packaging process.