

# **Tracking Groups**

- V1 Standard Verification Group
- V2 Reserved
- V3 Reserved
- V4 Custom Verification Group
- V5 Aggregate Verification Group
- V6 Reserved

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### 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.)

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## 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

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### 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
  - "Verification of Nonfiling Letter" for 2015 tax year generally not issued until after June 15, 2016

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## <u>V1 – All Applicants</u>

· 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)

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## <u>V4 – Custom</u>

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



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# **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

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# **High School Completion Status**

· Recognized equivalent of a HS diploma

#### **Documentation**

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

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## **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 a 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

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## **High School Completion Status**

Homeschooled

#### Documentation

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

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## 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

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### Identity/Statement of Educational Purpose

Student unable to appear in person

#### Documentation

- Must provide the school
  - A copy of an unexpired valid government-issued photo identification AND
  - An *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

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## <u>V5 – Aggregate</u>

- 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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## 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)

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## 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

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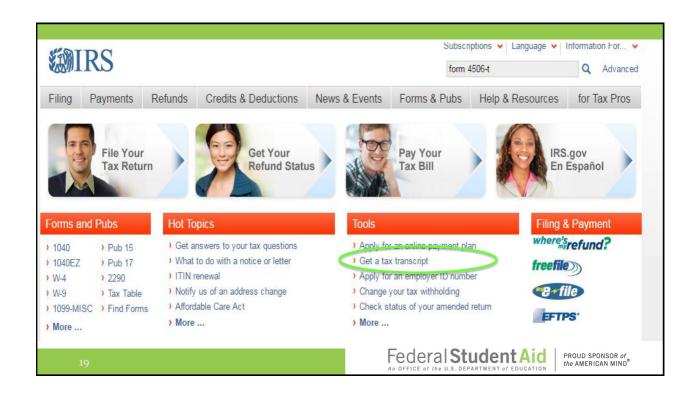
## Get Transcript Online Tool

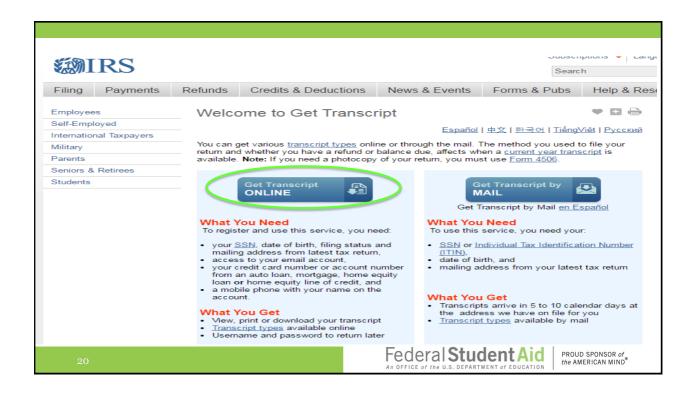
- Users can go to <u>www.irs.gov</u> and register to receive transcript online
- Users must have
  - · Access to valid email address
  - · Text-enabled mobile phone in user's name
  - Specific financial account information (e.g., credit card, mortgage account number, etc.)
  - IRS will send user a confirmation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

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### <u>Verification – Resources</u>

- 2017-18
  - Electronic announcement published July 29, 2016 (suggested text)
  - Federal Register Notice published April 1, 2016
  - Dear Colleague Letter GEN-16-07 published April 5, 2016
  - Program Integrity Q & A Website (verification topic)
     <a href="http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/integrity-qa.html">http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/integrity-qa.html</a>

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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

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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### **Contacts**

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## <u>Training Feedback</u>

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

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

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# Thank You!

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