Student Financial Aid Verification Process Information

(Completion of this process is ONLY required from students selected for verification during the FAFSA Application – DO NOT COMPLETE THIS PROCESS UNTIL RECEIPT OF NOTIFICATION FROM THE FINANCIAL AID DIRECTOR)

2014-2015 CONNECTICUT TECHNICAL HIGH SCHOOLS

During the 2014-2015 Award Year, the CTHSS will continue to complete verification process ONLY for students randomly selected for verification by the U.S. Department of Education Secretary or no more than 30% of those applicants selected for verification by the Secretary. During the FAFSA application completion, applicants may be selected for a verification process. The student selection is noted via an asterisk or C code next to the Expected Family Contribution (EFC) printed on the Student Aid Report (SAR). The last page of the SAR would indicate the items needing verification or corrections. The Financial Aid Director has the authority to request copies of documents to complete the verification process or to resolve any conflicting information. If a student is selected for verification, the CTHSS must complete the verification process prior to awarding any student aid funds. In this case, the Financial Aid Director will notify and guide the student on the documentation needed to complete the verification process. Applicants selected for verification either by the U.S. Department of Education or the financial aid office must provide the requested information or documentation no later than thirty (30) days from the date of the notification. Any extension of time will be on an individual basis and based on extenuating circumstances. Below are the instructions and information for students selected for verification by the federal government.

Effective with the 2014-2015 award year (AY) and in accordance with the USDE Dear Colleague Letter GEN-12-11 of July 17, 2013 required the Department to publish an annual Federal Register notice announcing the Free Application for Federal Student Aid (FAFSA) information that an institution and an applicant may be required to verify for an applicant selected for verification by the Department, and the acceptable documentation for that information (CFR 668.56 and 668.57). Consistent with the above-mentioned general letter, transition to a customized verification process started in the 2013-13 verification selection process and will continue into the 2014-2015 process. The 2014-2015 will include a customized verification composed of five Verification Tracking Groups. The individual items that an applicant must verify are based upon the Verification Tracking Group flag to which the applicant is assigned. To this end, in order to remove unnecessary burden on all parties, the CTHSS will use a targeted approach to request only required verification information from students and families through individual communications on the items/documentation needed based on the verification tracking group flag indicated for the selected student.

The attached Appendix D includes a chart outlining the five verification tracking group for dependent and independent students. However, Appendix D is provided for information purposes only for student acquaintance of what information/documentation may be requested from the financial aid office if selected for verification by the federal government. In addition, an individual selected for verification may be required to complete one verification group or a combination of groups as specified by the federal government and the Financial Aid Director during the individual request of documentation from the student.

Listed below are the Verification Tracking Flag groups for your customized verification specified on the notice sent by the CTHSS Financial Aid Office (the notice will indicate which group(s) are needed for verification).

V1 – Standard Verification Group*
(SNAP and/or Child Support Paid is only required if SNAP benefits and/or child support paid were included on the student’s FAFSA.)

V2 - Reserved – Only for FSA Student Aid - SNAP Receipt Verification Group - For 2014-2015, applicants will no longer be assigned to V2

V3 - Child Support Paid Verification Group

V4 – Custom Verification Group - High School Completion Status, Identity/Statement of Educational Purpose
(SNAP and/or Child Support Paid is only required if SNAP benefits and/or child support paid were included on the student’s FAFSA.)

V5 – Aggregate Verification Group* – All Verification Groups V1,V3
(SNAP and/or V3 Child Support Paid verification is only required if SNAP benefits and/or child support paid were included on the student’s FAFSA.)

NEW V6 – Household Resources Verification Group* – Untaxed Income + Verification Groups V1,V3
(SNAP and/or V3 Child Support Paid verification is only required if SNAP benefits and/or child support paid were included on the student’s FAFSA.)

*Some of the information to be verified on this tracking group requires verification of 2013 IRS Income Tax Information for Student Tax Filers and/or Parent(s) which can be satisfied by the use of the FAFSA/IRS Data Retrieval Tool (IRS DRT) OR by obtaining a 2013 IRS Tax Return Transcript, copies of signed tax returns are no longer acceptable documentation to meet this requirement. As noted on Section C or D of each of the 2014-2015 Verification Worksheet on this tracking group, “The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web...if the student is eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into the student’s FAFSA.” Applicants selected for verification who retrieve and transfer their income tax return information using the IRS Data Retrieval Process – either initially completing the FAFSA using FAFSA on the Web or through the corrections process – will be considered to have verified the FAFSA IRS information if no changes were made after transferring the information of if the institution has reason to believe that the information transferred is inaccurate.
If applicants have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If the applicant is not eligible for a 2013 IRS Data Retrieval or chooses not to transfer the data, an IRS Tax Return Transcript is required. An IRS Transcript is also required as described under the circumstances on the attached IRS Tax Return Transcript Required information. Instructions on how to obtain an IRS Tax Return Transcript are also attached to this verification tracking group.

NEW – ONLINE OPTIONS FOR APPLICANTS REQUIRED TO SUBMIT AN IRS TRANSFER FOR VERIFICATION

IRS 'Get Transcript Online' Tool - Beginning with the 2013 tax year (the 2014-2015 FAFSA Processing Year), the IRS has added a new, more efficient way that tax filers can request and receive Tax Return Transcripts. In the past, the IRS would always print and mail a paper transcript to the tax filer regardless of how the transcript request was submitted. With the new IRS 'Get Transcript Online' tool the tax filer submits an online transcript request to the IRS and, if the request is authenticated, a second window displays the transcript in Portable Document Format (PDF). The PDF transcript can then be saved by the tax filer and/or printed for submission to the student’s school. The PDF transcript will include the IRS logo and does not require additional validation from the IRS or its Taxpayer Assistance Centers. This IRS enhancement will allow FAFSA applicants to provide IRS Tax Return Transcripts to their schools more efficiently and more quickly than in the past.

Other Transcript Requests - Because of the new 'Get Transcript Online' tool, the IRS will no longer handle requests for transcripts at its Taxpayer Assistance Centers or by phone, except for the IRS automated phone tool at 1-800-908-9946. Tax filers who are unable to use the ‘Get Transcript Online’ tool will still be able to submit a transcript request online by using the online ‘Get Transcript by Mail’ option, or by using the IRS2GO mobile app, the automated phone tool at 1-800-908-9946, or by submitting a paper Form 4506 or 4506-T. However, all of these request methods will result in the IRS mailing a paper transcript to the tax filer. And, only in the case of requests made using paper can the tax filer identify a third party to receive the transcript.

-Non-Tax filers – If the tax filer has not, will not, and is not required to file a 2013 Internal Revenue Service (IRS) income tax return, the institution must require the applicant to submit a “Verification of Nonfiling” from the IRS that the tax filer did not file a 2013 IRS income tax return. The request for “Verification of Nonfiling” can be obtained by the tax filer using IRS Form 4506-T and checking box 7. IMPORTANT: According to the IRS, a response to the request for a “verification of Nonfiling” for the 2013 tax year will not be issued until after June 15, 2014.

As stated on the July 17, 2013 Federal Register notice and DCL GEN-12-11 postings, only under limited circumstances may a school accept a signed copy of the 2013 income tax return as documentation for IRS related income information. The only four circumstances that would allow a school to accept a signed copy of the 2013 income tax return or other IRS forms in lieu of information provided through the IRS Data Retrieval Process or from an IRS Tax Return Transcript are identified under Verification of 2013 IRS Income Tax Return Information for Individuals with Unusual Circumstances (link) section of this verification tracking group packet.

If the student is not a U.S. citizen, but is an eligible non-citizen, he/she must submit a copy of the front and back of their Alien Registration Card to the Financial Aid Liaison. Also, if the USDE questions your citizenship status, you will be required to document your status. If a student’s status cannot be confirmed as eligible, the student may not receive Federal student aid.
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<th>Verification Tracking Flag</th>
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| **V1** | Standard Verification Group | 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  
- Number of Household Members  
- Number in College  
- Supplemental Nutrition Assistance Program (SNAP–Food Stamps), if included on the ISIR  
- Child Support Paid, if included on the ISIR  
Nontax Filers  
- Income Earned from Work  
- Number of Household Members  
- Number in College  
- Supplemental Nutrition Assistance Program (SNAP–Food Stamps), if included on the ISIR  
- Child Support Paid, if included on the ISIR |
| V2 | Reserved for FSA Use Only | N/A |
| V3 | Child Support Paid Verification Group | Child Support Paid by the student (or spouse), the student’s parent, or both |
| V4 | Custom Verification Group |  
- High School Completion Status  
- Identity/Statement of Educational Purpose  
- Supplemental Nutrition Assistance Program (SNAP–Food Stamps), if included on the ISIR  
- Child Support Paid, if included on the ISIR  
  
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  
- Number of Household Members  
- Number in College  
- Supplemental Nutrition Assistance Program (SNAP–Food Stamps), if included on the ISIR  
- Child Support Paid, if included on the ISIR  
Nontax Filers  
- Income Earned from work  
- Number of Household Members  
- Number in College  
- Supplemental Nutrition Assistance Program (SNAP–Food Stamps), if included on the ISIR  
- Child Support Paid, if included on the ISIR |
| V5 | Aggregate Verification Group |  
- High School Completion Status  
- Identity/Statement of Educational Purpose  
  
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  
- Number of Household Members  
- Number in College  
- Supplemental Nutrition Assistance Program (SNAP–Food Stamps), if included on the ISIR  
- Child Support Paid, if included on the ISIR  
Nontax Filers  
- Income earned from work  
- Number of Household Members  
- Number in College  
- Supplemental Nutrition Assistance Program (SNAP–Food Stamps), if included on the ISIR  
- Child Support Paid, if included on the ISIR |
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| V6                        | Household Resources Verification Group | 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
- Other Untaxed Income on the 2014–2015 FAFSA–
  - Payments to tax-deferred pension and savings (Questions 45a and 94a)
  - Child support received (Questions 45c and 94c)
  - 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)
- Education Credits
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP—Food Stamps), if included on the ISIR
- Child Support Paid, if included on the ISIR

Nontax Filers
- Income Earned from Work
- Other Untaxed Income on the 2014–2015 FAFSA–
  - Payments to tax-deferred pension and savings (Questions 45a and 94a)
  - Child support received (Questions 45c and 94c)
  - 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
- Supplemental Nutrition Assistance Program (SNAP—Food Stamps), if included on the ISIR
- Child Support Paid, if included on the ISIR