

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Verification and Resolution of Data
FPU Policy Number: FPU-7.0028P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: January 17, 2017
Date Revised:
Responsible Division/Department: Office of Financial Aid
Initiating Authority: Terry Parker, Provost & Executive Vice President, Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY

This policy applies to all federal student aid administrators and students applying for, and receiving, Federal Student Aid Title IV funding. The Office of Financial Aid is responsible for overseeing this policy.

B. POLICY STATEMENT

The Office of Financial Aid reviews all imported Institutional Student Information Records (ISIRs) selected for Verification by the Central Processing System (CPS) unless the application meets the exclusion criteria outlined in Federal Regulation 34 C.F.R. §[668.54\(b\)](#). The Office of Financial Aid can also select a student’s Free Application for Federal Student Aid (FAFSA) for Verification if the Office of Financial Aid believes FAFSA information may be incorrect. Students provide the required verification documents based on their assigned tracking group. If there are any discrepancies with the data entered on the FAFSA when compared to the verification documentation, the Office of Financial Aid will submit corrections in accordance with Federal Regulations 34 C.F.R. §§ [668.16 \(f\)](#) and [668.54\(a\)\(3\)](#).

If the Office of Financial Aid discovers conflicting data after disbursing Federal Student Aid funds to the student, any discrepancies affecting the student’s eligibility must be resolved. Following resolution, the Office of Financial Aid will take the necessary actions outlined in the Federal Student Aid program-specific requirements.

C. DEFINITIONS

1. **C-Code** – A flag on the Institutional Student Information Record (ISIR) indicting that there may be specific eligibility issues. All C-Codes must be addressed and resolved prior to awarding Federal Student Aid.
2. **Conflicting Data** – A discrepancy in the information on the FAFSA and/or other documents provided by the student that affects the student’s eligibility for Federal Student Aid.
3. **Institutional Student Information Records (ISIRs)** – The University’s processed record of the student’s FAFSA.
4. **Sufficient Financial Support** – The Office of Financial Aid uses the published Federal Poverty Guidelines to determine the definition of sufficient financial support.
5. **Verification** – The process under which a student’s FAFSA information is selected by the Central Processing System (CPS) to determine accuracy of the data entered. The University may also select other students’ information for verification.
6. **Zero Income** – No earned income, Federal Benefits (i.e. SNAP, WIC, SSI, etc.), or untaxed income reported on the FAFSA.

D. VERIFICATION PROCEDURES

1. Notification of selection for Verification.

- a. The Office of Financial Aid notifies a student via the student’s University email account if the student is selected for Verification. The Office of Financial Aid contacts the student and/or the student’s parent to collect the documents needed for verification. The student or parent may submit the documents via fax, mail, email (from a student-verified email address), and/or hand delivery to the Office of Financial Aid.
- b. The Office of Financial Aid uploads the financial aid documents into the student’s account. Any paper files retained are maintained in a secure location.
- c. The Office of Financial Aid notifies the student if estimated award amounts change due to corrections made as a result of verifying the data. The student is able to see the updated awards in their Student Portal.

2. Deadlines for required documentation.

- a. The Office of Financial Aid does not certify Federal Student Aid funds for the associated award year(s) until all required documentation is received and reviewed for accuracy.
- b. All balances in a student’s account must be paid in full prior to the student enrolling in the following semester. If the student has an unpaid balance, the Office of the Bursar will place a hold on the student’s account preventing the student from being able to register.

3. Documentation for Verification.

- a. The Office of Financial Aid collects the following documents from the student depending on the applicant’s assigned Verification Tracking Group.

Tracking Group	Required Documents
V1	<ul style="list-style-type: none"> • Independent or Dependent <i>Standard Verification Worksheet</i> • Tax Transcripts or successful use of the IRS Data Retrieval Tool for tax-filers • W2s for all non-filers who worked • <i>Sufficient Support Worksheet</i> for Zero Income Independent students, or parents of Dependent students
V4	<ul style="list-style-type: none"> • Independent or Dependent <i>Custom Verification Worksheet</i> • Documentation of High School Completion • <i>Statement of Educational Purpose</i> with Government-Issued Identification • <i>Sufficient Support Worksheet</i> for Zero Income Independent students, or parents of Dependent students
V5	<ul style="list-style-type: none"> • Independent or Dependent <i>Standard Verification Worksheet</i> • Tax Transcripts or successful use of the IRS Data Retrieval Tool for tax-filers • W2s for all non-filers who worked • Documentation of High School Completion • <i>Statement of Educational Purpose</i> with Government-Issued Identification

Tracking Group	Required Documents
	<ul style="list-style-type: none"> • <i>Sufficient Support Worksheet</i> for Zero Income Independent students, or parents of Dependent students
V6	<ul style="list-style-type: none"> • Independent or Dependent <i>Standard Verification Worksheet</i> • Tax Transcripts or successful use of the IRS Data Retrieval Tool for tax-filers • W2s for all tax filers <i>and</i> non-filers who worked • <i>Sufficient Support Worksheet</i> for Independent students, or parents of Dependent students who do not meet the minimum definition of sufficient financial support

- b. The Office of Financial Aid may request additional documents or student statements based on exceptions and/or if there is conflicting information.
- 4. **Resolving Conflicting Data.**
 - a. The Office of Financial Aid reviews all documents provided by the student or parent of a dependent student. All C-Codes on the ISIR will be reviewed and resolved.
 - b. The documentation provided by the student or parent of a dependent student may resolve the conflicting information and therefore preclude the necessity of submitting any corrections. If incorrect data exists, the Office of Financial Aid will submit corrections to the ISIR data based on the documentation provided.
- 5. **V4/V5 Reporting Procedure.**
 - a. The Office of Financial Aid complies with Department of Education V4/V5 reporting requirements. Text files will be uploaded into CPS monthly to report the results for any student who has a FAFSA selected for the V4 or V5 group.
- 6. **Referral of Suspected Fraud Cases.**
 - a. The Office of Financial Aid will report all students, employees, or other individuals suspected of fraudulent activity in order to obtain Federal Student Aid funds to the Office of the General Counsel. After consulting with the Office of the General Counsel, cases of fraud will be reported to the Office of the Inspector General at 1-800-MISUSED. Examples of fraud include, but are not limited to, false claims of citizenship, use of false identifies, forgery of signatures, and false statements of income.

POLICY APPROVAL	
Policy No.: FPU-7.0028P	
_____ Initiating Authority	_____ Date
_____ Policies & Procedures Review Committee Chair	_____ Date
_____ President/Designee	_____ Date
_____ Approved by FPU BOT, if required	_____ Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	