

SFA PROCESS: VERIFICATION

Date Revised: 3/14/2024

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Verification is a quality-control method used by the U.S. Department of Education (DOE) to check the accuracy of information submitted on the FAFSA. All schools disbursing federal Title IV funds are required to participate in the verification process, in which data reported on the FAFSA is reviewed by the school for accuracy and completeness.

It is the policy of Mayville State University to verify all students selected for verification by the U.S. Department of Education (with the exception of those specifically excluded in 668.54(b) including applicants who die or are only eligible for unsubsidized student financial assistance) in addition to any students selected for verification by Mayville State University. Procedures published in the current Department of Education *Federal Student Aid Handbook- Application and Verification Guide* are used to review, evaluate, and correct errors. Verification ensures that the correct Title IV funds are disbursed to each eligible student. ISIRS can also be viewed for any number of reasons including C-Codes, conflicting information, or special and unusual circumstances.

VERIFICATION PROCESS

If selected for verification, the student will have 30 days from the time of our first request to submit all required items to the Financial Aid Office. Students who fail to provide all required documents will be sent reminder letters/emails every 30 days. Students are initially notified by letters. Reminders may be a combination of letters, emails, and phone calls. Students can also view a list of required verification documents in Campus Connection under their "To Do" list. Verification documents must be received by the institution no later than 120 days after the student's last date of enrollment. Students who fail to comply with certification requirements will not have Federal title IV funds disbursed.

For students selected for verification by CPS, an automated process assigns a checklist in Campus Connection and generates a letter notifying the student of the requirement. For students who Mayville State University selects for verification, checklists are manually assigned, and a letter is generated notifying the student of the requirement. Students must complete the verification process before any Title IV funds will be disbursed.

For applicants selected for verification, the required documents will vary. The U.S. Department of Education continues to move to a more individualized verification process where only certain elements of the verification are performed on a student. This means that Mayville State University will not require the same documentation from each student. Instead, Mayville State University will require only documentation that is relevant to the individualized verification. Below is a list of data that may be verified, but not limited to:

- Household size
- Number in college
- Adjusted Gross Income (AGI)
- US Taxes paid
- High School Completion Status
- Identity/Statement of Educational Purpose
- Untaxed income and benefits (child support received or paid, untaxed payments to IRA plans, SNAP benefits, Worker's Compensation, cash received, etc.)
- Unusual Enrollment

Once the student provides the necessary verification data, the SFA Office will review the information. If there are errors or conflicting information, the SFA Office will generate a correction to CPS. If necessary, the students' financial aid offer will be reviewed and adjusted, and a revised package will be made available to the student. Students will be notified via campus email of the adjustment, and this can be viewed in their Campus Connection.

Students who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds cancelled.

The General Provisions of 34 CFR 668.14(f) of the Federal Register requires that Mayville State University ensure the consistency of the information related to a student's application for federal student aid, regardless of the source of that information. All information received must be reconciled.

CONFLICTING INFORMATION, DATABASE MATCHES, REJECT CODES, AND C-CODES

There are a variety of issues that can appear on a student's ISIR that must be resolved prior to awarding Title IV financial aid. These can include database matches, reject codes, C-codes, and special or unusual circumstances. Student Financial Aid Office staff will request, collect, and process all documents until the required resolution is complete. Once completed, the student's financial aid offer will be reviewed for accuracy. The requirement to resolve conflicting data is separate and distinct from the verification requirements and procedures and supersedes any verification policies. Additionally, if a discrepancy is discovered after federal aid has been disbursed, it must be reconciled, and the student will be required to repay any amount of aid received in excess of their eligibility.

In accordance with 34 CFR 668.16(g), if the Financial Aid Office suspects that a student, or other individual, has intentionally misreported information or altered documentation to fraudulently obtain federal financial aid funds, the office can report its suspicions, and will provide the evidence, to the Office of Inspector General, US Department of Education, for review. Fraud may be reported via the OIG Hotline, 1-800-MIS-USED, the OIG website: www2.ed.gov/about/offices/list/oig/hotline.html or by calling our Regional OIG office in Denver at 303-844-0058.

POSTSCREENING

Mayville State University reviews all subsequent ISIR transactions for a student even if they have previously been verified on an earlier transaction.

PROFESSIONAL JUDGEMENT

Section 479A of the HEA gives Financial Aid administrators the authority to make case-by-case adjustments of the data items used to calculate a student's EFC/SAI or cost of attendance, based on adequate documentation to address current circumstances not reflected on a student's FAFSA. Mayville State University Financial Aid office will obtain and maintain documents of the changed circumstances supporting the professional judgement decision.