2025-2026 Federal Verification Policy

The U.S. Department of Education requires that Federal Title IV applicants provide documentation to verify the accuracy of the information submitted on the Free Application for Federal Student Aid (FAFSA) each year. Federal regulations include verification as part of the Federal Student Aid (FSA) program requirements, and it is required for applicants for most FSA programs with the exception of students receiving only a Direct Parent PLUS, Direct Graduate PLUS, or Direct Unsubsidized loan.

Federal regulations can be found online at:

- Federal Student Aid Handbook

- Application & Verification Guide

- Chapter 4: Verification, Updates, and Corrections

- 34 CFR 668.51-61

In accordance with the provisions of Subpart E, Kansas Christian College (KCC) has established and uses written policies and procedures for verifying a student's FAFSA information. These policies and procedures include:

- Time period within which a student must provide any documentation requested by KCC

- The consequences of a student's failure to provide the requested documentation within the specified time period

- The method by which KCC notifies the student of the results of its verification if, as a result of verification, the student's EFC changes and results in a change in the amount of the student's assistance under Title IV HEA programs

- The procedures KCC will follow itself or the procedures KCC will require a student to follow to correct FAFSA information determined to be in error

- The procedures KCC will follow for making referrals to the Office of the Inspector General

Institutional Responsibility: Kansas Christian College requires students whose FAFSA is selected for federal verification to submit supporting documentation to verify specified data elements of his/her FAFSA unless the student qualifies for a federal exclusion. Upon receipt of all requested verification documents, the FINANCIAL AID OFFICE will complete federal verification in accordance with federal and institutional policy.

Applicant Responsibility: If Kansas Christian College requests documents or information from a student, the student must provide the specified documents or information if they wish to receive federal aid.

SELECTION OF APPLICANTS

Standard Selection: As stated previously, to apply for federal financial aid a student must submit a FAFSA to the Central Processing System. CPS selects which applications are selected for federal verification.

Data-based statistical analysis is used to select for verification those applicants with the highest probability of error on their FAFSA submissions. The CPS sets a verification flag on the student's processed FAFSA report to indicate that the student's record has been selected for federal verification.

Update or Correction Selections: Students should be aware that an update or correction to his/her FAFSA may trigger the CPS to select the application or additional data elements for federal verification at any time during the award year, even if the initial FAFSA was not chosen. In this case, KCC must require the student to submit any additional documentation needed to complete the federal verification process.

Exclusions from Verification: Federal regulations stipulate that KCC need not verify a student's FAFSA information if:

- The student is deceased

- The student does not receive assistance under the Title IV, HEA programs for reasons other than failure to verify FAFSA information

- The applicant is eligible to receive only unsubsidized student financial assistance.

- The student who transfers to the institution had previously completed verification at the institution from which he or she transferred and applies for assistance based on the same FAFSA information used at the previous institution, if the current institution obtains a letter from the previous institution stating it has verified the student's information and provides the transaction number of the applicable valid ISIR*.

- Post enrollment. The student was selected for verification after ceasing to be enrolled at KCC, or he/she does not intend to reenroll for the award year, and no further (including late) disbursements will be made. *Note: KCC does not accept verification completed by another institution for transfer students. These students are required to submit all required documentation and go through the verification process at KCC. Unless KCC has reason to believe that the information reported by a dependent student is incorrect, it need not verify the student's parents' FAFSA information if:

- The parents are residing in a country other than the US and cannot be contacted by normal means of communication

- The parents cannot be located because their contact information is unknown and cannot be obtained by the student

- Both of the student's parents are mentally incapacitated

- Both parents or the custodial parent has died

Unless the institution has reason to believe that the information reported by an independent student is incorrect, it need not verify the student's spouse's information if:

- The spouse is deceased

- The spouse is mentally incapacitated

- The spouse is residing in a country other than the US and cannot be contacted by normal means of communication

- The spouse cannot be located because his or her contact information is unknown and cannot be obtained by the student.

Kansas Christian College policy regarding federal exclusions: Verification requirements will be waived for the federal exclusions listed above (with the exception of accepting another institution's verification results) provided KCC receives supporting documentation pertaining to the applicable exclusion by our published verification deadline.

NOTIFICATION

A student whose FAFSA information is selected for federal verification will be notified of his/her selected status as follows:

- The CPS will notify the student on his/her Student Aid Report (SAR). Next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells the student that he/she will be asked by the school to provide documents for verification; and

- KCC's Financial Aid Office notifies students (KCC email account) and parents (parent email listed on FAFSA) electronically regarding any missing documentation needed to complete their federal financial aid application. Notifications are typically sent at least monthly.

INFORMATION TO BE VERIFIED

For each award year, the Secretary of Education publishes in the Federal Register a notice announcing the FAFSA information that an institution and a student may be required to verify. The notice also specifies what documentation is acceptable for verifying FAFSA information.

The Department of Education encourages students and parents to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. It is the fastest, easiest, and most secure method of meeting federal verification requirements. Students who are selected for verification are placed in one of the following groups to determine which FAFSA information must be verified.

V1—Standard Verification Group. Students in this group must verify the following if they are tax filers:

- Adjusted gross income

- Income earned from work

- U.S. income tax paid

- Untaxed portions of IRA distributions

- Untaxed portions of pensions

- IRA deductions and payments

- Tax-exempt interest income

- Education credits

- Foreign income exempt from federal taxation

- Number in college

Students who are not tax filers must verify the following:

- Income earned from work

- Family size

V4—Custom Verification Group. Students must verify identity/statement of educational purpose (SEP).

- Identity
- Statement of educational purpose

V5—Aggregate Verification Group. Students must verify identity/SEP in addition to the items in the Standard Verification Group (V1).

Groups V2, V3, and V6 are reserved for future use by the Department. For detailed information regarding federal regulations related to verification, staff members are encouraged to review the FSA Handbook yearly. The FSA Handbook provides more detailed information regarding verification, such as using a joint return to figure individual AGI and taxes paid, how to use the tax transcript and tax return to complete verification, immigrants and tax filing, and other special circumstances.

CHANGING TRACKING GROUPS and SUBSEQUENT ISIR

A student may move from Verification Tracking Group V1 or V4 to group V5 based on corrections made to his or her CPS record or on other information available to the Department. If verification was already completed for the previous group, the FINANCIAL AID OFFICE is only required to verify the V5 information that was not already verified. If verification was not completed for the previous group, the FINANCIAL AID OFFICE needs to verify all of the V5 information.

Additionally, if the FINANCIAL AID OFFICE receives a subsequent ISIR transaction that is flagged for verification after the student's file has already been awarded, the new ISIR must be verified. Any changes to data elements that result in a change to the EFC must be verified by requesting additional documentation and placing a hold on financial aid disbursement until resolved.

Reporting results for groups V4 and V5:

Within 60 days following our request to the student for documentation of identity and high school completion, KCC must report the verification results for those student-assigned tracking flags of V4 or V5.

The information is reported via the FAA Access to CPS Online website: select the Identity Verification Results option from the main menu, enter your school identifiers, the award year, and the student identifiers. You will then enter one of the following numeric codes that most applies:

- 1-Verification completed in person, no issues found

- 2-Verification completed remotely, no issues found

- 3-Verification attempted, issues found with identity. (You received acceptable documentation of high school completion But not the SEP or documentation of identity, or the latter was unacceptable.)

- 4-Verification attempted, issues found with HS completion. (You received the SEP and acceptable documentation of identity, but you didn't get HS completion documentation or it was unacceptable.)

- 5-No response from applicant or unable to locate

- 6-Verification attempted, issues found with both identity and HS completion

After reporting the results, the financial aid staff will print the confirmation page for our records and upload the document to the student record in Populi and/or to the institutional shared drive. If there is a change in a result you have already submitted, you can submit the new code using the above process, and must make that change within 30 days of becoming aware that a change occurred.

ACCEPTABLE DOCUMENTATION TO COMPLETE FEDERAL VERIFICATION

The documentation required for verification varies according to the specific FAFSA information being verified. A student selected for verification will need to submit the following acceptable documentation to KCC to complete the verification process. If a student is unable to submit any of the required documents, he/she should contact a staff member to discuss possible alternative acceptable documentation.

FAFSA Information Acceptable Documentation

- Household size Verification worksheet

- Adjusted gross income IRS DRT*, IRS tax return transcript**, or Signed Tax Return including necessary schedules

- U.S. income tax paid IRS DRT*, IRS tax return transcript**, or Signed Tax Return including necessary schedules

- Untaxed portions of IRA distributions IRS DRT*, IRS tax return transcript**, or Signed Tax Return including necessary schedules

- Untaxed portions of pensions IRS DRT*, IRS tax return transcript**, or Signed Tax Return including necessary schedules

- IRA deductions and payments IRS DRT*, IRS tax return transcript**, or Signed Tax Return including necessary schedules

- Tax-exempt interest income IRS DRT*, IRS tax return transcript**, or Signed Tax Return including necessary schedules

- Education credits IRS DRT*, IRS tax return transcript**, or Signed Tax Return including necessary schedules

- Non-filer income earned from work W2 form

- Identity/Statement of Educational Purpose Original valid (unexpired) government issued photo ID such as a passport or driver license and 2022-2023 Identity and Statement of Educational Purpose

- Other information Other documentation as specified by CPS or KCC

*The IRS DRT (data retrieval tool) is the fastest, easiest, and most secure method of meeting verification requirements. To verify tax data, the US Department of Education and KCC encourage students and parents to use the IRS DRT to import data from their tax return directly to the FAFSA, either at the initial FAFSA filing or through the FAFSA correction process. For the retrieved data to be acceptable documentation of tax data, it is necessary that neither the student nor the parents change the data after it is transferred from the IRS.

Under the following conditions, the IRS DRT is NOT available:

- The person did not indicate on the FAFSA form that the tax return has been completed.

- The person filed a non-U.S. tax return.

- The marriage date is January 2025 or later.

- The person answered married on the FAFSA form and filed the tax return either as head of household or married But filing a separate return.

- The first three digits of the SSN are 666.

- Neither married parent entered a valid SSN.

- An unmarried parent or both married parents entered all zeroes for the SSN.

CORRECTING ERRORS ON FAFSA INFORMATION

If discrepancies are found between the documents submitted for verification and the information on the ISIR, the following procedures will be used for making corrections:

- ISIR – corrections to any items. Financial Aid staff will recalculate the EFC and submit the corrections to CPS.

- Award changes – If corrections to the ISIR due to verification results in a change to the student's award, the student will be notified electronically to view their changes in the Financial Aid portal on Populi. Although KCC will be able to submit most changes to the FAFSA information, on occasion it may be necessary for the student to submit changes themselves. In such cases, KCC will notify the student by email as to which data items must be corrected by the student or parent and resubmitted to CPS.

REFERRAL OF FRAUD CASES

The Kansas Christian College Financial Aid Office will report any suspected fraud or falsified information (on the part of the student, the parent, and preparer of financial aid applications or related parties) to the US Department of Education and all other related parties for immediate action. Examples of such information include false claims of independent status, false claims of citizenship, use of false identities,

forgery of signature or certificates, and false statements of income. This information will be forwarded to authorized agencies in addition to the US Department of Education for investigation such as the Office of Inspector General at 1-800-MIS-USED or online at http://www.oig.ed.gov/contact-us or https://oig.ed.gov/oig-hotline. Anyone who suspects fraud or abuse may make a confidential report contacting the Office of Inspector General.