



*What is your favorite
movie or TV show?*



FAFSA Follow-up & Verification

Pennsylvania Department of Education

About Your Trainer



Kelly Tran (she/her)

Manager of Training & Technical Assistance

- First generation college student
- Born and raised in the Bronx
- Favorite show: Suits!

Agenda

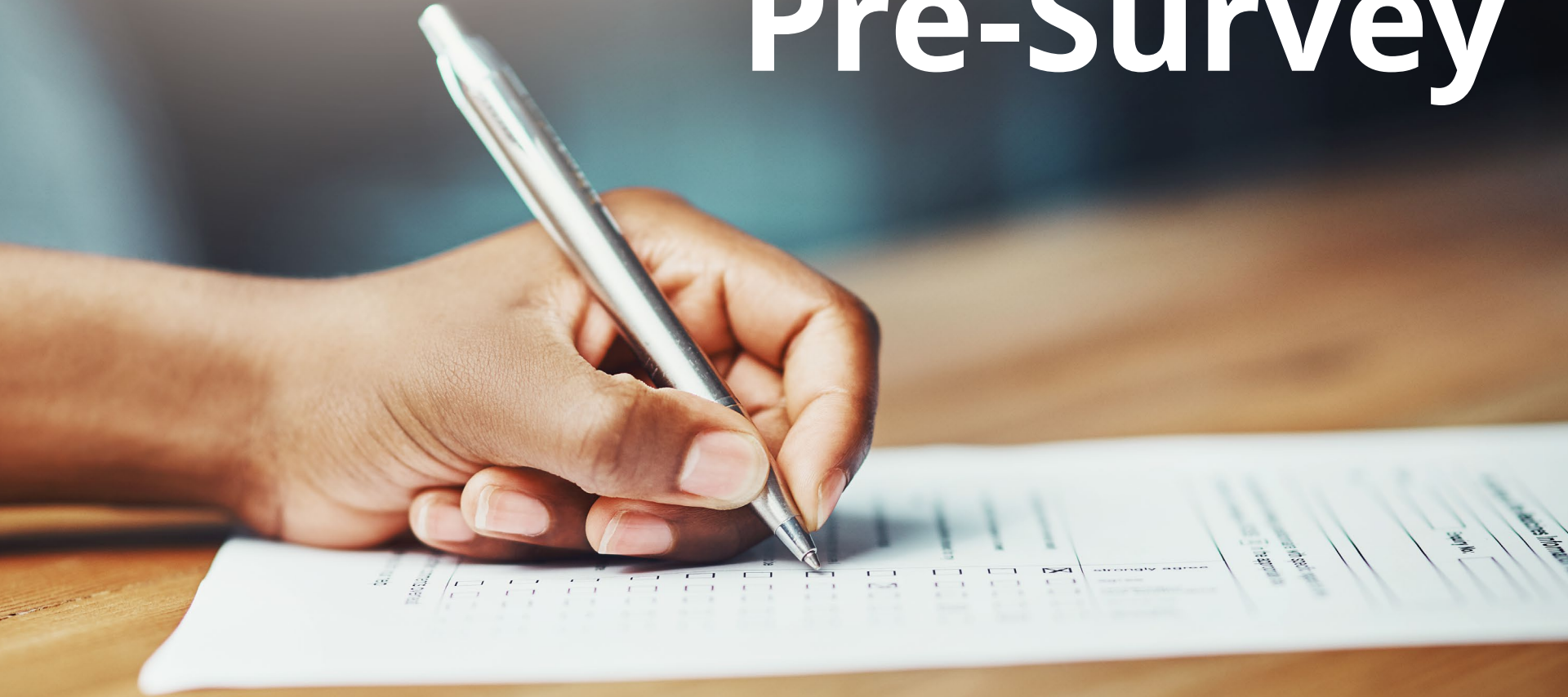
- Pre-Survey
- FAFSA Submission vs. Completion
- FAFSA Submission Summary Review
- Verification
- Tips for Supporting Students
- Post-Survey & Evaluation

Learning Objectives

By the end of today's training, you will be able to:

- Describe what a FAFSA Submission Summary is and the information it provides
- Help students troubleshoot common FAFSA Submission Summary notifications
- Explain verification in student-friendly terms
- Name three best practices for helping students navigate the verification process

Pre-Survey



24-25 FAFSA Updates



Temporary Workaround



- FSA will allow contributors without SSN to temporarily bypass the identity validation process
- Users can contribute immediately, and help their eligible student to submit the FAFSA



Complete manual documentation to ensure successful FAFSA renewal

Paper FAFSA Updates



- Paper FAFSAs will begin processing in **late June**
- Students who submitted a paper FAFSA should complete the form online, **unless they completed the paper form to meet financial aid deadlines**
- Any electronically-submitted FAFSA will override the submission date of an earlier paper FAFSA submission

FAFSA Submission vs. Completion



Please chat in...

When is a FAFSA application complete?



Submission vs. Completion



- Last contributor clicks “submit” on the FAFSA
- FAFSA may not be accurate or complete

- Student reviews their FAFSA Submission Summary and makes any necessary corrections or updates to their FAFSA

Submission Summary Review



FAFSA Submission Summary



FAFSA Submission Summary



- Previously called the Student Aid Report
- Includes information reported on the FAFSA and important next steps
- *Usually* becomes available **3-5 days after** FAFSA submission

The screenshot shows the FAFSA Submission Summary page for student Raya Tran. The page title is "FAFSA FORM 2024-25 FAFSA Submission Summary". The student's name is Raya Tran. The application was received on Jan. 1, 2024, and processed on Jan. 16th, 2024. The data release number is 1234. The page has four tabs: Eligibility Overview (selected), FAFSA Form Answers, School Information, and Next Steps (with a red notification icon). The main section is titled "Estimated Federal Student Aid" and lists two types of aid: Federal Pell Grant and Federal Direct Loans. The Federal Pell Grant is awarded to undergraduate students with financial need and is up to \$4,556. The Federal Direct Loans are money lent by the government that must be repaid with interest, also up to \$4,556.

Student	Application Received	Application Processed	Data Release Number
Raya Tran	Jan. 1, 2024	Jan. 16th, 2024	1234

[Eligibility Overview](#) | [FAFSA Form Answers](#) | [School Information](#) | [Next Steps](#)

Estimated Federal Student Aid

Federal Pell Grant A Federal Pell Grant is awarded to undergraduate students who have financial need and who have not earned a degree or are in a teacher certification program. Federal Pell Grants don't need to be repaid.	Up to \$4,556
Federal Direct Loans A federal direct loan is money lent by the government to you that you must repay with interest.	Up to \$4,556

Please chat in...

What information will the FAFSA Submission Summary provide?



Key Information

**Student Aid
Index**

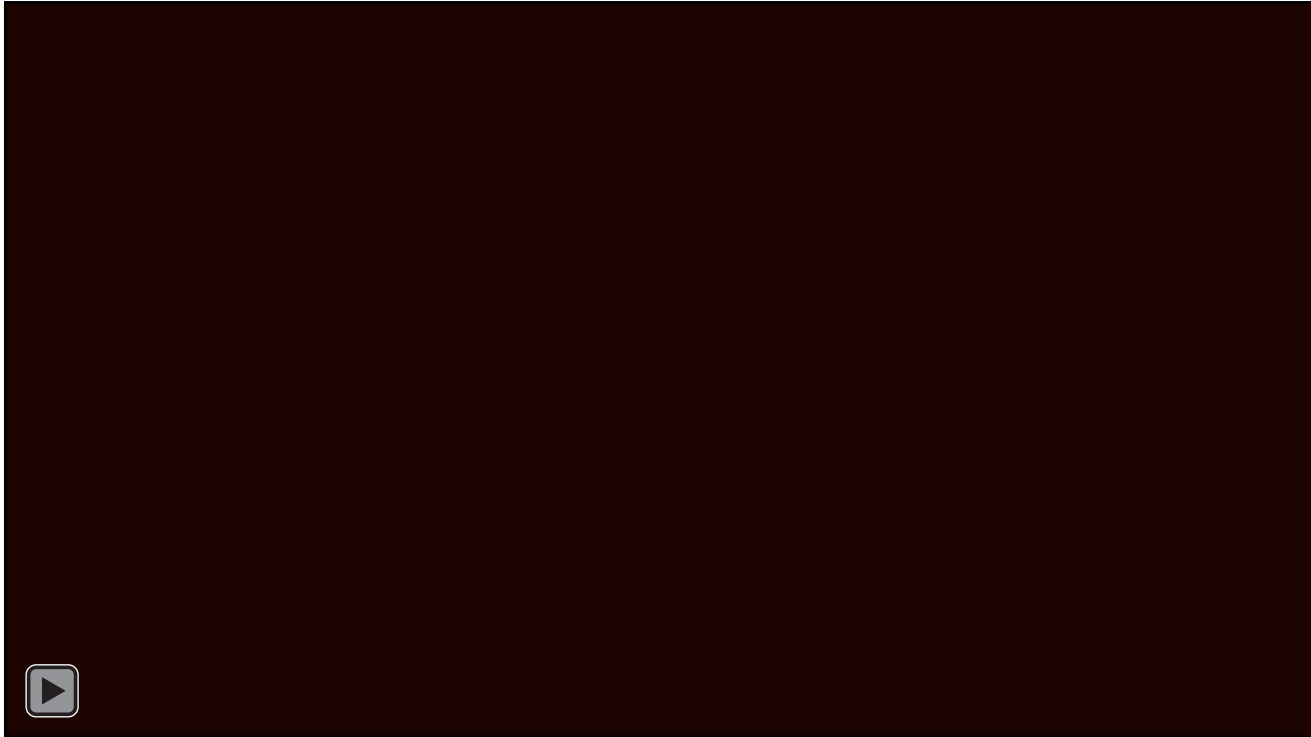
**Federal Aid
Eligibility**

College List

**Federal
Verification**

**Follow-up
Steps**

FAFSA Submission Summary



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FAFSA[®] FORM 2024-25 FAFSA Submission Summary

Student  **Raya Tran**

Application Received
Dec. 3, 2023

Application Processed
Jan. 16th, 2024

Data Release Number
1234

Viewing: **Submission 1**

[Eligibility Overview](#)

[FAFSA Form Answers](#)

[School Information](#)

[Next Steps](#)

Estimated Federal Student Aid

Federal Pell Grant

A [Federal Pell Grant](#) is awarded to undergraduate students who have financial need and who have not earned a degree or are in a teacher certification program. Federal Pell Grants don't need to be repaid.

Up to **\$4,556**

Federal Direct Loans

A [federal direct loan](#) is money lent by the government to you that you must repay with interest.

Up to **\$4,556**

View All of Your Federal Student Aid in One Place

View detailed information about your federal loan and grant aid, including your enrollment history, payment history, and subsidized usage.

[Visit Aid Summary](#)

Federal Work-Study

Federal Work-Study is a way for students to earn money to pay for school through part-time jobs on or off campus.

You May Be Eligible

Amounts shown here are only estimates of federal student aid based on full-time enrollment and the average cost of attendance. Your school will determine how much student aid to offer you, which may include additional aid from your school or state.

[Learn more about financial aid](#)



Keep in mind, this is only an estimate

Always refer to your school's financial aid offer for a final determination of financial aid available.

Your Student Aid Index (SAI)

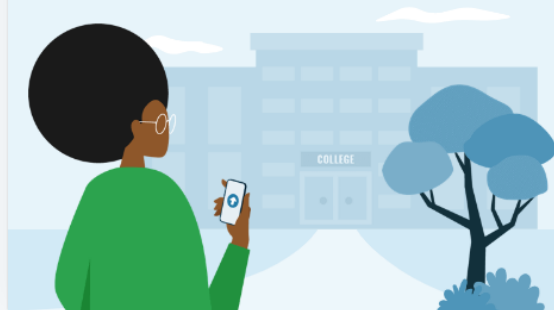
Your SAI is a number used by your school to determine your federal student aid eligibility and to build your financial aid offer. Your SAI may change due to verification or if you update or correct your FAFSA information. [What does this mean?](#)

-355

Find the Right College or Career School

Use the College Scorecard to compare schools by size, location, graduation rate, and more.

[Visit College Scorecard](#)



determination of financial aid available.

Visit College Scorecard [↗](#)

Close [✕](#)

What is the Student Aid Index (SAI)?

Your SAI estimates your eligibility for federal student aid. Schools use your SAI and other information to create a financial aid offer that may include grants, loans, and scholarships.



What is the **highest SAI** a student can receive?

Student  **Raya Tran**

Application Received
Dec. 3, 2023

Application Processed
Jan. 16th, 2024

Data Release Number
1234

Viewing: **Submission 1**

[Eligibility Overview](#)

[FAFSA Form Answers](#)

[School Information](#)

[! Next Steps](#)

Your FAFSA[®] Form Answers

Review your responses carefully and make sure all the information you provided is correct. Start a correction to fix any errors and ensure that your form is processed correctly.

[Make a Correction](#)

Student Sections

[Expand All](#) 

Introduction

Personal Identifiers



Section 1

Personal Circumstances



Section 2

Demographics



View All of Your Federal Student Aid in One Place

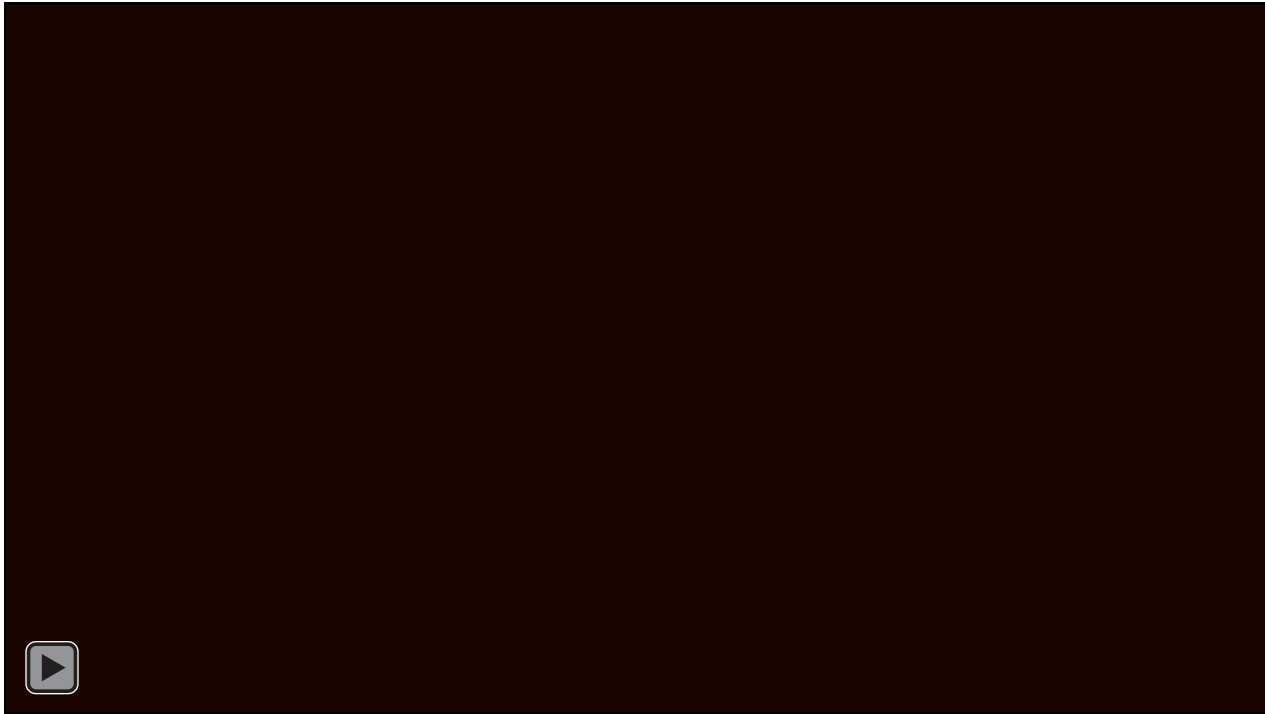
View detailed information about your federal loan and grant aid, including your enrollment history, payment history, and subsidized usage.

[Visit Aid Summary](#)

Find the Right College or Career School

Use the College Scorecard to compare schools by size, location, graduation rate, and more.

Making FAFSA Corrections



Updating the FAFSA

- According to FSA, only certain items should be changed after the FAFSA is signed

Update

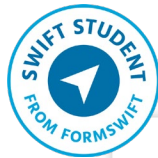
- Any info was incorrect
- College list changes
- Dependency changes

Don't Update

- If assets change
- Previous year's income with current income

What If Income Has Changed?

- The student can submit a **special circumstances** appeal to the financial aid office
- Financial aid administrators can use “professional judgement” to adjust the student’s financial aid



SwiftStudent will help you write a financial aid appeal letter - for **free**.



Am I eligible?



What documents do I need?



How do I write an appeal letter?




How do I submit my letter to the financial aid office?

Student  Raya TranApplication Received
Jan. 2, 2024Application Processed
Jan. 16th, 2024Data Release Number
1234Viewing: **Submission 1**[Eligibility Overview](#)[FAFSA Form Answers](#)[School Information](#)[Next Steps](#)

Find an Affordable School

Many schools offer the opportunity to attend college affordably. Learn about the costs and benefits associated with the schools you listed on your form.

[Learn More on College Scorecard](#) Showing results for family income between **\$0–\$30,000** 

School Name	Graduation Rate	Retention Rate	Transfer Rate	Default Rate	Median Debt Upon Completion	Average Annual Cost
George Washington University	15%	89%	26%	64%	\$56,000	\$102,000
University of North Carolina, Chapel Hill	26%	76%	25%	34%	\$24,000	\$38,000
University of California, North Ridge	55%	65%	35%	15%	\$19,000	\$24,000

[View All](#) 

Student  **Raya Tran**

Application Received
Jan. 2, 2024

Application Processed
Jan. 16th, 2024




Viewing: **Submission 1**

Let's review what next steps students may see in this section

Eligibility Overview FAFSA Form Answers School Information **Next Steps**



Next Steps

- 1 Correct any errors on your FAFSA[®] form 
- 2 Make sure your schools have everything they need 
- 3 Look out for aid-related communications from your schools 

View All of Your Federal Student Aid in One Place

View detailed information about your federal loan and grant aid, including your enrollment history, payment history, and subsidized usage.

[Visit Aid Summary](#)



For Your Awareness

- VA Education and Training Benefits help veterans, service members, and their

[Find the Right College or Career School](#)

Contributor Consent

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FAFSA[®] FORM 2024-25 FAFSA Submission Summary

Student  Raya Tran

Application Received
Dec. 18, 2023

Application Processed
Jan. 16th, 2024

Data Release Number
1234

Viewing: **Submission 1**

Eligibility Overview

FAFSA Form Answers

School Information

 **Next Steps**

You are not eligible for federal student aid because you did not provide consent and approval to retrieve and disclose your federal tax information.

View All of Your Federal Student Aid in One Place

View detailed information about your federal loan and grant aid, including your enrollment history, payment history, and subsidized usage.

[Visit Aid Summary](#)

Providing Consent FAQ

Q: Can contributors provide consent after FAFSA submission?

A: Yes

Q: Can contributors revoke consent after FAFSA submission?

A: No

Verify Personal Identifiers

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FAFSA[®] FORM 2024-25 FAFSA Submission Summary

Student Raya Tran	Application Received Dec. 18, 2023	Application Processed Jan. 16th, 2024
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Eligibility Overview FAFSA Form Answers School Information **Next Steps**

The Social Security Administration didn't confirm that you're a U.S. citizen or eligible non-citizen

View All of Your Federal Student Aid in One Place

View detailed information about your federal loan and grant aid, including your enrollment history, payment history, and subsidized usage.

[Visit Aid Summary](#)

What are common reasons a student may see this notification?

Verify Personal Identifiers

“The Social Security Administration (SSA) did not confirm that you are a U.S. citizen.”



Submit documentation of U.S. citizenship to the financial aid office

“The date of birth (DOB) you reported on the FAFSA does not match the SSA’s records.”



Contact the SSA to correct their records and submit proof of DOB to the financial aid office

Provisional Independent Status

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FAFSA® FORM 2024-25 **FAFSA Submission Summary**

Student Raya Tran	Application Received Dec. 18, 2023	Application Processed Jan. 16th, 2024	Submission 1
--------------------------	---------------------------------------	--	--------------

Eligibility Overview FAFSA Form Answers School Information **Next Steps**

Next Steps: Follow-up with college(s)

You didn't report information about your parents because you indicated that you have an unusual circumstance.


View All of Your Federal Student Aid in One Place

View detailed information about your federal loan and grant aid, including your enrollment history, payment history, and subsidized usage.

[Visit Aid Summary](#)

Dependency Override

- Per college decision
- Not guaranteed
- Be prepared to provide proof of unusual circumstances
 - Official document(s)
 - Letter of Support

 **DREXEL UNIVERSITY**
Office of
Financial Aid
DrexelCentral

Phone: 215.895.1600
Fax: 215.895.2919
Email: fa@drexel.edu
drexel.edu/drexelcentral

2024–2025 Dependency Override Request Form

Please note that this form is ONLY for U.S. citizens or permanent residents.

Complete this form if you do not meet the federal criteria to be considered independent for financial aid purposes but can demonstrate a compelling reason for excluding parent information on your 2024–2025 Free Application for Federal Student Aid (FAFSA).

Date _____

Student's Name _____ University ID _____

New Request Renewal Request

Complete this form based on your relationship with your biological or legal parent(s). Due to the sensitive nature of this type of information, please be assured that any information you share with Drexel University's Office of Financial Aid will remain confidential. Conditions that MAY warrant a dependency override are listed below. Please mark all that apply to your situation.

Abandonment: Your parent(s) retained legal custody of you, but voluntarily left or were purposely absent. Their whereabouts are unknown or you cannot readily reach them. You have not had contact with your parent(s) and they have not provided you with any emotional or financial support for an extended period of time.

Abuse: Your health or safety was at risk due to living with your parent(s) in an environment that included physical, sexual, emotional, verbal, or substance (drug/alcohol) abuse.

Imprisonment: At least one parent is in prison as a result of their participation in illegal activities and you do not have contact with or receive any support from your other parent.

Institutionalization: At least one parent is institutionalized and lacks the mental capacity to complete the FAFSA and you do not have contact with or receive any support from your other parent.

Death: Your custodial parent is no longer living, and you do not have contact with or receive any support from your other parent. (If your custodial parent has passed away, submit a copy of their death certificate, obituary, or memorial program.)

Location Unknown: Your parents do not reside in the United States and cannot be contacted.

Complete the information below based on your relationship with both of your biological/legal parents.

1. Provide the month and year that you became estranged from your parent(s): _____

2. Mark the statement below that best describes your situation:

I was living with my parent(s) at the time and was kicked out or told I could no longer live with them.

I was living with my parent(s) at the time and left the home due to abuse, conflict, or discord.

I lived with my parents until I turned 18 or graduated from high school and was not forced to move out.

I never lived with either parent and lived with others but was never legally adopted or under legal guardianship of anyone else.

Other (please explain): _____

3. To your knowledge, did either of your parents claim you as a dependent when they filed their 2022 income tax return?

Yes No

8/23 26222

Selected for Verification

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FAFSA[®] FORM 2024-25 FAFSA Submission Su

Student Raya Tran

Application Received Dec. 18, 2023

Application Processed Jan. 16th, 2024

Session 1

Eligibility Overview FAFSA Form Answers School Information **Next Steps**

Your FAFSA form has been selected for verification. This is a review process where your school can request copies of certain financial documents.

View All of Your Federal Student Aid in One Place

View detailed information about your federal loan and grant aid, including your enrollment history, payment history, and subsidized usage.

[Visit Aid Summary](#)

Activity: Real or Made-Up?

- Determine if the following FAFSA Submission Summary notifications are real or made-up!



Real or Made-Up?

You reported that you live in a foreign country but left the "Country" field blank.



Real

Important personal information is missing from your form.



Real

You indicated that you live in **Pennsylvania** but did not include an in-state college on your form.



Made-up

Verification Overview



What is Verification?

- A process conducted to check the accuracy of information submitted on the FAFSA
- Intended to combat fraud in the financial aid process



Explaining Verification

What's a student-friendly explanation for verification that you might use with students?



uAspire Explanations

Verification is a normal step in the financial aid process to double check the info on your FAFSA.

The purpose of verification is to make sure you get the financial aid you deserve.

Federal vs. Institutional



vs.



Verification is Not Optional

If completed late...

- May delay financial aid
- May result in late charges

If incomplete...

- Ineligible for federal aid
- Likely ineligible for institutional aid
- May have to pay back aid already received

Federal Verification



Federal Verification Overview

- For **each award year**, the Department of Education announces the FAFSA information that students may be required to verify
- In this section, we'll look at the **federal verification requirements for 2024-2025**
- *Note: Institutions have the discretion to verify additional information*

2024-25 Federal Verification



Family Size



**Tax/Income
Information**



**Identity/
Statement of
Educational
Purpose**

2024-25 Verification Forms

- Every college will have their own verification form(s) and process for completion
- Help students stay organized and encourage them to complete required forms by priority deadlines



2024-2025 Verification Worksheet - Dependent Student

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents.

If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Please carefully read ALL instructions for each section PRIOR to completing each section. All fields marked with an asterisk (*) are required. Any manual edits to this form must be confirmed with initials and a date next to each edit.

A. Dependent Student's Information

.....

Student's Last Name	Student's First Name	M.I.	Social Security Number
.....
Student's Address (include apt. no.)			Student's Date of Birth
.....		
City	State	Zip Code	Student's Email Address
.....
Student's Home Phone Number (include area code)		Student's Alternate or Cell Phone Number	
.....		

B. Dependent Student's Family Information

.....

Family Size - includes the following:

- The student.
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.

The student's siblings if the following are true:

- They live with the student's parents (or live apart because of college enrollment).
- They receive more than half of their support from the student's parents, and
- They will continue to receive more than half their support from the student's parents during the award year.

Other persons if the following are true:

- They live with the student's parents,
- They receive more than half of their support from the student's parents, and
- They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship
Marty Jones (example)	28	Wife
		Self

2024-25 Federal Verification



Family Size



**Tax/Income
Information**



**Identity/
Statement of
Educational
Purpose**

B. Dependent Student's Family Information

Family Size - Includes the following:

- The student.
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.

The student's siblings if the following are true:

- They live with the student's parents (or live apart because of college enrollment),
- They receive more than half of their support from the student's parents, and
- They will continue to receive more than half their support from the student's parents during the award year.

Other persons if the following are true:

- They live with the student's parents,
- They receive more than half of their support from the student's parents, and
- They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family members align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return for the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family.

If more space is needed, provide a separate page with the student's name and ID

Full Name	Age	Relationship
<i>Marty Jones(example)</i>	<i>28</i>	<i>Wife</i>
		<i>Self</i>

Include children and other dependents who live with the parent AND whom the parent(s) will support

2024-25 Federal Verification



Family Size



**Tax/Income
Information**

Verifying Income: Tax-Filers



Trinity College of Nursing
& Health Sciences
UnityPoint Health



*Name: _____

D. Parent's Income Information to Be Verified

Important Note: The instructions below apply to each parent included in the FAFSA. If a parent has filed separate IRS income tax returns for 2022 or had a change in marital status during 2022, the parent must provide consent and approval to share and import income and tax information from the IRS.

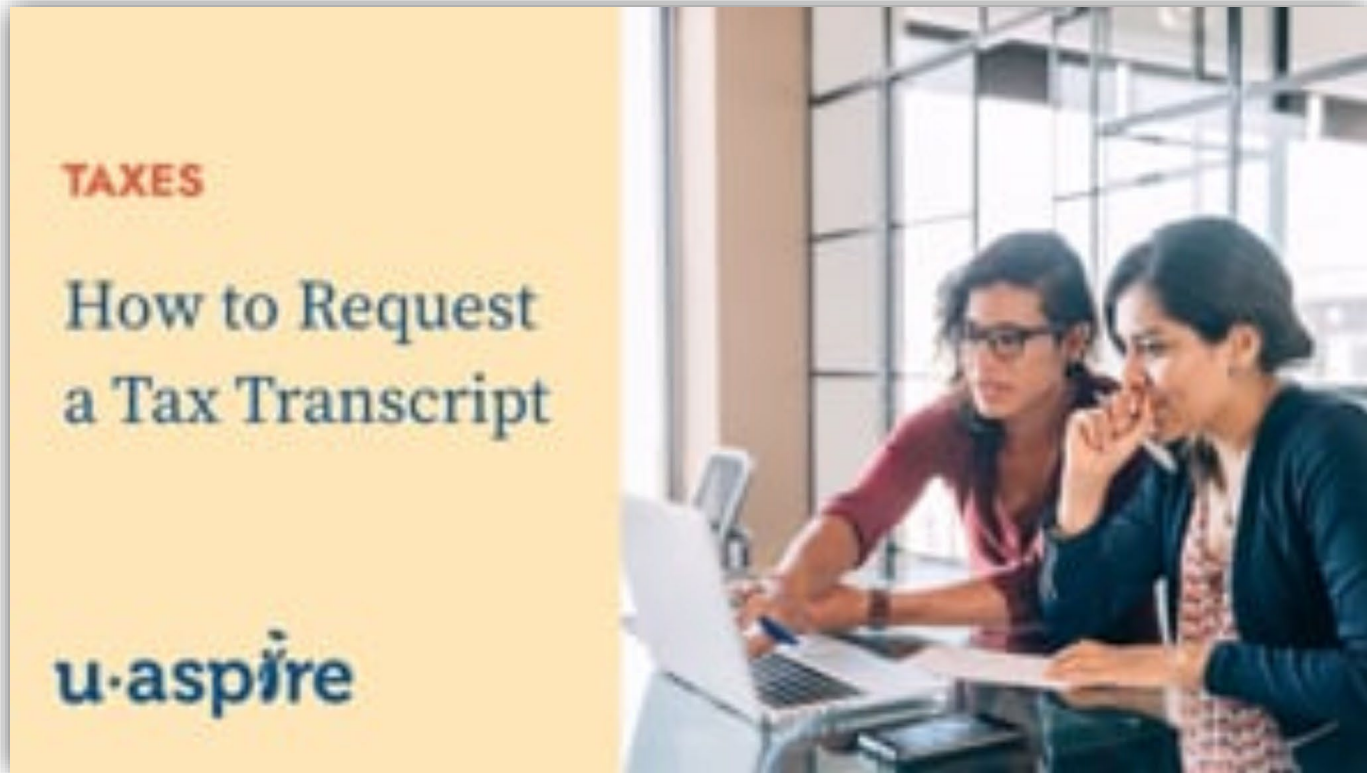
1. TAX RETURN FILERS

Instructions: Complete this section if the parents filed or will file a 2022 income tax return. As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If the DDX transferred federal tax information successfully, ***in most*** cases no further documentation is needed

If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedule.**

Request a Tax Transcript by Mail



Tool: Download a Tax Transcript



Downloading a tax transcript

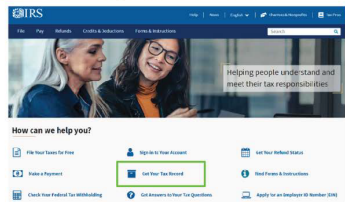
If you are selected for verification, colleges can request that you submit a tax transcript. A tax transcript must be ordered directly from the IRS. Below are instructions for electronically downloading a tax transcript. [Click here if you prefer to watch video instructions](#) on downloading a tax transcript.

In order to download a tax transcript, you (the tax filer) will need to already have or be able to create an IRS account. To create an IRS account the tax filer needs to provide the following information:

- social security number, date of birth, filing status and mailing address from latest tax return
- access to email account
- personal account number from a credit card, mortgage, home equity line of credit or car loan
- a mobile phone with the tax filer's name on the account

[Click here to watch video instructions](#) on creating an IRS account. The rest of this guide walks through the process to download a tax transcript **after** the account has already been created.

Step 1: Go to the website irs.gov and click "Get Your Tax Record".



Tax Return Transcript



Internal Revenue Service
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Tax Return Transcript

Request Date: 08-09-2018
Response Date: 08-09-2018
Tracking Number: 100200235179
Customer File Number: 0987654321

SSN Provided: XXX-XX-5084
Tax Period Ending: Dec. 31, 2017

The following items reflect the amount as shown on the return (PR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.

SSN: XXX-XX-5084

SPOUSE SSN:

NAME(S) SHOWN ON RETURN: DRAK

ADDRESS: 123 DA

FILING STATUS: Single

FORM NUMBER: 1040

CYCLE POSTED: 20181005

RECEIVED DATE: Jan.15, 2018

REMITTANCE: \$0.00

EXEMPTION NUMBER: 1

DEPENDENT 1 NAME CTRL:

DEPENDENT 1 SSN:

DEPENDENT 2 NAME CTRL:

DEPENDENT 2 SSN:

DEPENDENT 3 NAME CTRL:

DEPENDENT 3 SSN:

DEPENDENT 4 NAME CTRL:

DEPENDENT 4 SSN:

Arrives by mail
in 5-10 days

Verifying Income: Non-Filers



*Name: _____ SSN: _____

2. TAX RETURN NONFILERS— The instructions and certifications below apply to each parent included in this section if the parents will not file and are not required to file a 2022 income tax return with the IRS.

Check the box that applies (Select **ONLY** one):

- Neither parent was employed, and neither had income earned from work in 2022.
- One or both parents were employed in 2022 and have listed below the names of all employers each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided (attach IRS W-2 forms issued to the parents by their employers). List every employer even if the employer is self-employed.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned from Work		\$

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

___ Check here if non-filing statement is signed and dated.

___ Check here if non-filing statement will be provided later.

List any sources of income and attach W-2(s) if available

How to Request a VNF

Form 4506-T (March 2021) Department of the Treasury Internal Revenue Service	Request for Transcript of Tax Return ▶ Do not sign this form unless all applicable lines have been completed. ▶ Request may be rejected if the form is incomplete or illegible. ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t .	OMB No. 1545-1872
<p>Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.</p>		
1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)	
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return	
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)		
4 Previous address shown on the last return filed if different from line 3 (see instructions)		
5 Customer file number (if applicable) (see instructions)		
<p>Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See What's New under Future Developments on Page 2 for additional information.</p>		
6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ <input type="text"/>		
a Return Transcript , which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days <input type="checkbox"/>		
b Account Transcript , which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days <input type="checkbox"/>		
c Record of Account , which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days <input type="checkbox"/>		
7 Verification of Nonfiling , which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days <input type="checkbox"/>		

Make sure to check box 7

Issues Requesting a VNF?

- Reach out to the college!
- FSA allows colleges to accept a signed statement from the individual certifying that they were unable to obtain a VNF and did not file a tax return
- Undocumented parents who are unable to order a VNF may also submit a signed statement

Tool: Sample Letter of Non-Filing

uaspire

Sample letter for individuals unable to obtain Verification of Non-filing

If either you and/or your parents didn't file taxes, colleges may request that you provide a Verification of Non-filing (VNF) Letter from the IRS. This document proves that the IRS has no record of a tax return filed for the year requested. You must have either a social security number (SSN), an individual taxpayer identification number (ITIN), or an employer identification number (EIN) in order to request a VNF letter. If you/your parent do not have an SSN, ITIN, or EIN but still need to verify your income, you can provide a signed and dated statement that explains the situation and lists the sources of income and/or resources that supported your family during that tax year.

uAspire tips:

- Before writing a letter, make sure your income is below the **tax-filing threshold** for the 2022 tax year. If it is above this threshold, the college may not be able to accept your letter and may request that you file back taxes.
- Include all sources of support your family used to sustain yourselves in that particular tax year.
- Provide estimated annual amounts where possible.

Sample letter

This letter is an example and should be edited to fit your situation!

To [Financial Aid Office]:

My name is [student name] and my parent, [parent name], does not have a SSN, ITIN, or an EIN. Due to these circumstances, we are unable to request an IRS Verification of Non-filing Letter. My [parent] supports our family through the following sources:

1. Income from work: \$
2. Child support: \$
3. Government benefits: \$
4. Support from family (housing/food/etc.): \$

Thank you for your consideration and please let me know if additional information is required.

Sincerely,

Student Signature

Parent/Guardian Signature

Date

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Scenario Practice



- Peter's Mom provides most of his financial support. In 2022, Mom worked but was not required to file taxes. They both consented to using the DDX. Which documents *might* Peter need to verify income information?

Mom's W-2s

Verification of Non-filing Letter

Scenario Practice



- Bailey has been in foster care since the age of 14. She did not work in 2022. Which documents *might* she need to verify income information?

Verification of Non-filing Letter

2024-25 Federal Verification



Family Size



**Tax/Income
Information**



**Identity/
Statement of
Educational
Purpose**

Identity/Educational Purpose

- Students must sign the Statement of Educational Purpose in-person or in the presence of a notary
- They must also provide an unexpired government-issued photo ID (e.g., driver's license, passport)

(FIDSEP)

M OFFICE OF FINANCIAL AID
UNIVERSITY OF MICHIGAN

2500 Student Activities Bldg. • 525 E. Jefferson St. • Ann Arbor, MI 48109-1216 •
tel: 734.763.6600 • fax: 734.647.3088 • email: financial.aid@umich.edu • web: financial.aid.umich.edu

IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

COMPLETE SECTION A OR SECTION B AND RETURN BY DROPPING OFF IN PERSON OR MAILING TO THE ABOVE ADDRESS

Student's name: Last _____ First _____ M.I. _____ U-M ID number (eight digits) _____ Email address _____

U-M school/college _____

CAN YOU APPEAR IN PERSON? YES.

The student must appear in person at the University of Michigan-Ann Arbor campus to verify their identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. U-M will maintain a copy of the student's photo ID that is annotated by U-M with the date it was received and reviewed, and the name of the U-M official authorized to receive and review the student's ID.

In addition, **the student must sign, in the presence of a U-M official or U-M OFA official,** the Statement of Educational Purpose provided below.

<p style="text-align: center;">STATEMENT OF EDUCATIONAL PURPOSE</p> <p>I certify that I _____ <small>Print student's name</small></p> <p>am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending University of Michigan-Ann Arbor campus for 2023-2024.</p> <p>Student signature _____ Date _____</p>	<p>OFFICE USE ONLY (Date Stamp & Initial)</p>
--	--

CAN YOU APPEAR IN PERSON? NO.

If the student is unable to appear in person at The University of Michigan-Ann Arbor campus to verify his or her identity, the student must provide to the institution:

A. **A copy of the unexpired valid government-issued photo identification (ID)** that is acknowledged in the notary statement below, such as, but not limited to, a driver's license, other state-issued ID, or passport (Note: a U-M student ID is not a valid form of ID) AND

B. The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

<p style="text-align: center;">STATEMENT OF EDUCATIONAL PURPOSE</p> <p>I certify that I _____ <small>Print student's name</small></p> <p>am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending University of Michigan - Ann Arbor campus for 2023-2024.</p> <p>Student signature _____ Date _____</p>	
--	--

NOTARY CERTIFICATE OF ACKNOWLEDGMENT

(Notary signature/seal required if student is not providing information in person. Notarities can often be found at local banks, credit unions, insurance agencies or shipping stores. Certification may vary by state.)

State of: _____ City/Country of: _____

On _____ Date _____ before me, _____ Notary's name _____
personally appeared _____ and proved to me _____
Print name of signer

on the basis of satisfactory evidence of identification _____
Type of unexpired government-issued photo ID provided

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____ My commission expires on _____

(Seal)

Notary signature: _____ Date _____

Identity and Statement of Educational Purpose Page 1 of 1 REF:02/24/2023 © Michigan Banking Forms/Online Banking Forms/Items/2223

Check for Understanding



- **True or False:** If students are selected for federal verification, they send any required forms and documents to Federal Student Aid.

A. True

B. False

Check for Understanding



- **True or False:** Using the Direct Data Exchange (DDX) ensures students will not be selected for verification.

A. True

B. False

Supporting Students with Verification



uAspire Best Practices



Inform students and families about the importance of providing consent

During FAFSA Submission Summary review, track which students are selected for verification



Help students develop the habit of checking their email, mail, and portal

uAspire Best Practices



Encourage students to check in with the financial aid office


When possible, review verification materials with students before submitting

I want to make sure I'm all set to receive my financial aid offer. Do you need any documents from me?



Help students create systems to stay organized

Tool: A Guide to Verification



A guide to verification

Verification is a routine process colleges use to ensure the information reported on your financial aid applications, such as the FAFSA, is accurate. It doesn't mean you did anything wrong! The process involves submitting forms and documents to the financial aid office.

What to do now

- Wait for the college to send you instructions for completing verification
- Keep an eye on your email, college portal, and mail - most colleges will send verification requests this way
- Some private schools that require the CSS Profile may also require a type of institutional verification called [IDOC](#)


Your financial aid funds won't go through until you've completed the verification process.

Documents for verification


You may need to submit some or all of these documents to complete verification:

Verification worksheet (dependent or independent)

- Each college will have their own verification worksheet



Tool: Financial Aid Checklist

u-aspire
FINANCIAL AID 
CHECKLIST

Follow these steps in your senior year of high school to apply for financial aid. Deadlines vary by state and college so complete the steps when you can, even if it's passed the suggested timing.

PREPARE
SEPTEMBER

Make college list Work with your advisor/counselor to identify and apply to at least one financially safer school – a college that you're likely to be accepted to and able to afford.

Create FSA ID Username and password that all students and their parent(s) must create to start the FAFSA.

- Watch [How to Create a Username & Password \(FSA ID\)](#)
- Create an FSA ID at [studentaid.gov](#)

APPLY
OCTOBER-DECEMBER

Submit CSS Profile Required by some private colleges for students to apply for financial aid directly from the college.

- Visit [cssprofile.collegeboard.org](#) to see if your college(s) require the CSS Profile and to submit the application
- Collect information needed using the [CSS Profile Checklist](#)

Submit FAFSA Available December 2023, the Free Application for Federal Student Aid (FAFSA) is required by all colleges, universities, and technical programs for students to apply for financial aid.

- Watch [FAFSA Overview](#)
- Collect information needed using the [FAFSA Checklist](#)
- Fill out and submit your FAFSA at [fafsa.gov](#)



Post-Survey & Evaluation



Post-Survey



Tools Review



- Financial Aid Checklist
- Downloading a Tax Transcript
- A Guide to Verification
- PPT Slides & Webinar Recording

uAspire.org



uAspire's Webinar Series

Free 1-hour webinars for college access professionals



Virtual Financial Aid Events

Presentations and 1:1 support for students and families



Student Resources

Videos, checklists and links to help students navigate the financial aid process



College Cost Calculator

Online tool that helps students compare financial aid offers

To learn more, contact Michelle Murphy: michellem@uaspire.org

Financial Aid Help Videos



uAspire

@uaspire3600 · 196 subscribers · 124 videos

uAspire is a nonprofit organization ensuring that all young people have the financial inform... >

uaspire.org and 2 more links

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January 2024

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19 views · 5 days ago



Can a parent start the 24-25 FAFSA?

9 views · 5 days ago



How to submit the 24-25 FAFSA

7 views · 5 days ago



uAspire Help Desk

Students can text the uAspire help desk number anytime. A uAspire Advisor texts back within 24 hours business hours to help them complete the FAFSA and other financial aid steps over text, Zoom, or phone.

**Text 313 -PA-FAFSA
or 313-723-2372**



FAFSA Support

PA Department Of Education and uAspire have partnered to provide students with Financial Aid Assistance

Need help with the FAFSA?

Text the help desk anytime. A uAspire Advisor will respond within 24 business hours to help you complete the FAFSA and answer your questions.

**Text 313 -PA-FAFSA
or 313-723-2372**



Ayuda Para la FAFSA

El Departamento de Educación y uAspire han colaborado para apoyar los estudiantes de Pennsylvania con las aplicaciones de ayuda financiera.

Necesitas ayuda con la aplicación de FAFSA?

Envía un mensaje de texto al servicio de ayuda en cualquier momento. Un consejero de uAspire responderá dentro de las 24 horas para ayudar a completar la FAFSA y responder sus preguntas.

**313 -PA-FAFSA o
313-723-2372**



How the uAspire Help Desk Works

- ✔ Student/parent/partner sends a text to the uAspire help desk. The first text can be anything such as a “hello”, or a question.
- ✔ They will receive an auto-response to thank them and a request to agree to the uAspire Privacy Policy
- ✔ 3 more automated questions: First Name, Last Name, Most recent high school attended. *Counselors and other partners should answer these questions too!*
- ✔ Once they respond they will get a text that says a uAspire advisor will reach back within 24 hours (if a weekend or holiday, please give us a bit more time). **Note: The uAspire Help Desk is closed the week of 7/2 due to the holiday week.**
- ✔ The uAspire advisor will then take the conversation from there, answering questions via text, sharing resources, and offering up additional support such as a Zoom meeting as needed

Evaluation & Questions



Thank You!



Financial aid information is constantly changing.
The content presented here reflects the best of
uAspire's understanding at the time of publication.