
Financial Aid Verification

West Virginia University Hospitals (WVUH), in accordance with 34 CFR 668.53 and the Federal Student Aid Handbook, has implemented procedures to verify the accuracy of information on the student's Free Application for Federal Student Aid (FAFSA). Federal guidelines require verification of all applications selected by the FAFSA Processing System (FPS) for students participating in subsidized student financial assistance programs which include the Pell Grant and Direct Subsidized Loan programs. WVUH reserves the discretionary right to select additional students for verification if there is reasonable evidence that FAFSA data may be incorrect. WVUH will not disburse Pell Grant or Direct Loan funds until the verification process is completed and all discrepancies are resolved.

I. Verification Tracking Groups

Students who are selected for verification by the Department will be placed in one of three verification groups (V1, V4, or V5) to determine which FAFSA information must be verified.

a. V1—Standard Verification Group

Tax filers (student, student spouse, parent, and parent spouse/partner, as applicable) must verify the following:

- 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
- Family size

Non-tax filers (student, student spouse, parent, and parent spouse/partner, as applicable) must verify the following:

- Income earned from work
- Family size

b. V4—Custom Verification Group

Students must verify the following:

- Identity

c. V5—Aggregate Verification Group

This group is essentially a combination of V1 and V4. Tax filers and non-tax filers must verify the items listed in the Standard Verification Group (V1). Students must also verify their identity.

II. Verification Documents

1. V1—Standard Verification Group

The following documents are required to be submitted prior to the disbursement of funds for students in the V1 Standard Verification Group.

1. Verification form (completed and signed)
 - a. When completing the FAFSA, if the student and/or their parents transferred income information directly from the IRS via the FA-DDX and (2) the student and/or parents did not change the data, submission of the signed verification form is sufficient and no additional tax forms are required.
 - b. When completing the FAFSA, if the student and/or their parents (1) did not transfer income information directly from the IRS via the FA-DDX or (2) the student and/or their parents used the FA-DXX process but changed the data. An IRS tax return transcript(s) must be submitted to

verify tax information. (See instructions on the Verification forms on how to obtain a tax transcript)

2. V4—Custom Verification Group

The following document is required to be submitted prior to the disbursement of funds for students in the V4 group.

1. Identity: Students are required to present a valid, unexpired, government-issued photo identification (ID) such as a U.S. passport, a driver's license, or other state-issued ID.

3. V5—Aggregate Verification Group

Students selected in the V5 group are required to submit **both** documents identified in the V1 and V4 groups.

III. Verification process

1. Students selected for verification will be notified by e-mail informing them of the following:
 - a. The designated verification group to which they have been assigned.
 - b. The specific documents / information that are required to be submitted to complete the verification process.
 - c. The deadline for submission of the required documents.
 - d. Notification that financial aid funds will not be disbursed until the documents are submitted and the verification process is completed.
2. After the submission of the required documents, the financial aid officer will.....
 - a. Compare the verification documents received from the student to the information on the student's FAFSA Submission Summary or ISIR.
 - b. Assess if corrections either by the student or the school are required.
 - c. Make the necessary corrections through the FAFSA Partner Portal or inform the student via e-mail to make the necessary corrections on their FAFSA Submission Summary.
 - d. Notify the student when the verification process is complete and what changes have been made, if any.
 - e. Notify the student via email if their Student Aid Index (SAI) and Title IV aid amounts change.
 - f. Provide the student with an update on disbursement dates if required.

IV. V4 or V5 Reporting

1. WVUH will report verification results of identity for any student for whom (1) an ISIR with an FPS tracking flag of V4 or V5 was received and (2) verification documentation was requested.
2. Reporting will be completed using the *Verification of Identity Functionality* in the FAFSA Partner Portal.
3. Reporting will be completed in no more than 60 days following the first request to the student for documentation of identity.

V. Fraud Reporting

1. If WVUH suspects that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, we are required to report those suspicions and provide evidence to the following:

OIG Headquarters, U.S. Department of Education
400 Maryland Avenue, SW,
Washington, DC 20202-1500
1-800-647-8733



Education Manager