Verification is the process by which the Orange Coast College (OCC) Financial Aid Office compares the information on the financial aid application (FAFSA) with source documents provided by the student to verify the accuracy of the information on these applications. Orange Coast College will verify the information received from the Department of Education in the electronic format - ISIR - for all students who complete the application process for federal student financial aid and who are selected for verification by the Department of Education; further, OCC is required to select files for verification in an effort to resolve conflicting information.

At OCC, student financial aid will not be awarded to those selected for verification until all documents required for verification are submitted and verification is completed. If a student withdraws from all of his or her classes before verification is completed, the student must provide the necessary documents for verification within 60 days of the withdrawal date in order to receive a post withdrawal disbursement.

**VERIFICATION DEADLINES (subject to change by the Department of Education)**

The following deadlines, published by the U.S. Department of Education, will be followed at OCC:

- All applications FAFSA or renewal FAFSA, received at the processor site by June 30, 2012
- SAR/ISIR corrections and duplicate requests September 17, 2012 received at the processor site (paper requests)
- SAR/ISIR corrections and duplicate requests September 17, 2012 received at the processor site (electronic requests)
- Valid SAR/ISIR received at OCC September 24, 2012
- Verification completed September 24, 2012
- Final submission of payment information to ED September 24, 2012

Students who fail to turn in all documents required to complete verification by the appropriate deadline, will be ineligible for financial aid.

**CORRECTIONS**

If discrepancies are found between the documents submitted for verification and the information on the SAR or ISIR, corrections will be made through FAA Access to CPS Online and PowerFaids.
CAL GRANT AWARDS

It is the responsibility of the Financial Aid Office staff to ensure that students are eligible for Cal Grant at the time of disbursement of the award. Changes or corrections made during the verification process for new and renewal Cal Grant recipients must be analyzed to determine if the student continues to meet the income and asset criteria for Cal Grant.

AWARD CHANGES

If there is a change in the student’s federal student financial aid, the student will be sent a revised award letter emailed to the student’s OCC email account. Financial aid award letters are produced each week for new awards and changes to awards made during the week.

NOTIFICATION OF VERIFICATION REQUIREMENTS

Students will be notified of the documents which must be submitted to the Financial Aid Office in order to complete the verification by use of the “tracking email”. The “tracking email” will list the required verification items, any other actions required to complete verification, and any other items required by the Financial Aid Office. These emails are generated weekly.

Students who fail to bring in the documents in a timely manner will lose their priority standing for campus-based awards.

ITEMS TO BE VERIFIED

Base Year AGI (Adjusted Gross Income)

Income tax transcripts for 2010, must be signed by student or parent, and are required of all students selected for verification who filed taxes. If a student was required to file taxes and did not, verification cannot proceed until the student completes the appropriate tax form. Required filing limits are:

<table>
<thead>
<tr>
<th></th>
<th>&lt; 65 years of age</th>
<th>65 years of age or older</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>gross income &gt; than $9,350</td>
<td>gross income &gt; than $10,750</td>
</tr>
<tr>
<td>Head of Household</td>
<td>gross income &gt; than $12,000</td>
<td>gross income less &gt; $13,450</td>
</tr>
<tr>
<td>Married Filing Jointly, Both 65 or older</td>
<td></td>
<td>gross income &gt; than $20,900</td>
</tr>
<tr>
<td>Married Filing Jointly, Only One 65 or Older</td>
<td></td>
<td>gross income &gt; than $19,800</td>
</tr>
<tr>
<td>Married Filing Jointly, Both &lt; 65 years of age</td>
<td>gross income &gt; than $18,700</td>
<td></td>
</tr>
<tr>
<td>Qualifying Widow(er) with Dependent Child</td>
<td>gross income &gt; than $15,050</td>
<td>gross income &gt; than $16,150</td>
</tr>
</tbody>
</table>
If a student or parent has filed a request for tax filing extension, a copy of IRS form 4868, 
*Application for Automatic Extension of Time to File U.S. Individual Income Tax Return*, must be 
submitted to the Financial Aid Office. This form will be acceptable for first - priority status, but 
no funds will be disbursed to the student until the actual tax transcript has been submitted.

**Child Support**
Child support will be verified by self - certification on the Verification Worksheet (independent 
or dependant) unless there is a discrepancy in the information submitted. In such a case, the 
student (or the students’ parent, the case of a dependent student) may be required to provide the 
Financial Aid Office with a copy of the divorce decree, or other appropriate documentation. 

Unless there is evidence to the contrary, it will be assumed that anyone on TANF/CalWorks is 
not receiving child support.

**Other Untaxed Income**
Other untaxed income will be verified as required on the *Student Financial Aid Verification 
Guide.*

**Household Size**
Household size will be verified by self - certification on the Verification Worksheet.

**Number in College**
Number in college will be verified by self - certification on the Verification Worksheet.

**Discretionary Verification Items**
The following sources of untaxed income will not be verified unless there is evidence of a 
discrepancy:
• TANF / CalWorks / AFDC 
• General Relief / Other welfare grant 
• SSI / Social Security 
• Veteran’s benefits 
• Rehabilitation benefits 
• Worker’s Compensation 
• Unemployment Insurance 
• State Disability Benefits 

In the case of TANF / CalWorks / General Relief, other welfare grants, and SSI, because the 
amounts of these benefits are standard amounts, if the financial aid advisor needs to verify the 
amount that the student is receiving, the financial aid advisor may do so with a chart of benefits 
published by the appropriate agency.

Assets will not be verified unless there is evidence of a discrepancy.