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Entering Verification Data

Concept

Financial Aid verification is the process of checking the accuracy of information that students provide when applying for federal and institutional aid. Financial Aid is designed to accommodate both federal and institutional verification needs.

The verification process consists of several steps:
1. Identify the students to verify and assign a checklist of documents they need to supply. A communication may also be sent to each student.
2. As the documents are received, the checklist items are manually marked as completed.
3. After receiving and imaging the documents, enter the household and income data for the student.
4. The data is consolidated. This can be done manually on a student-by-student basis or it can be done in a batch process.
5. A verification process is run to compare the ISIR data with the verification data that has been entered. This process can be run on a student-by-student basis or in batch.
6. The corrections that have been generated by step 5 are processed and the file sent to the CPS.

In this topic we will see how to identify the students requiring verification and how to enter the household and income data. The checklist assignment is performed through a batch process which is dealt with in a separate topic, as is the marking of checklist items as completed.

We will also see how to consolidate the data for a single student.

For batch consolidation, and the verification process (both single student and batch), see the corresponding topics. For processing the corrections and generating the flat file to send to the CPS, refer to those topics in the Processing Federal Financial Aid Applications Lesson.

Procedure

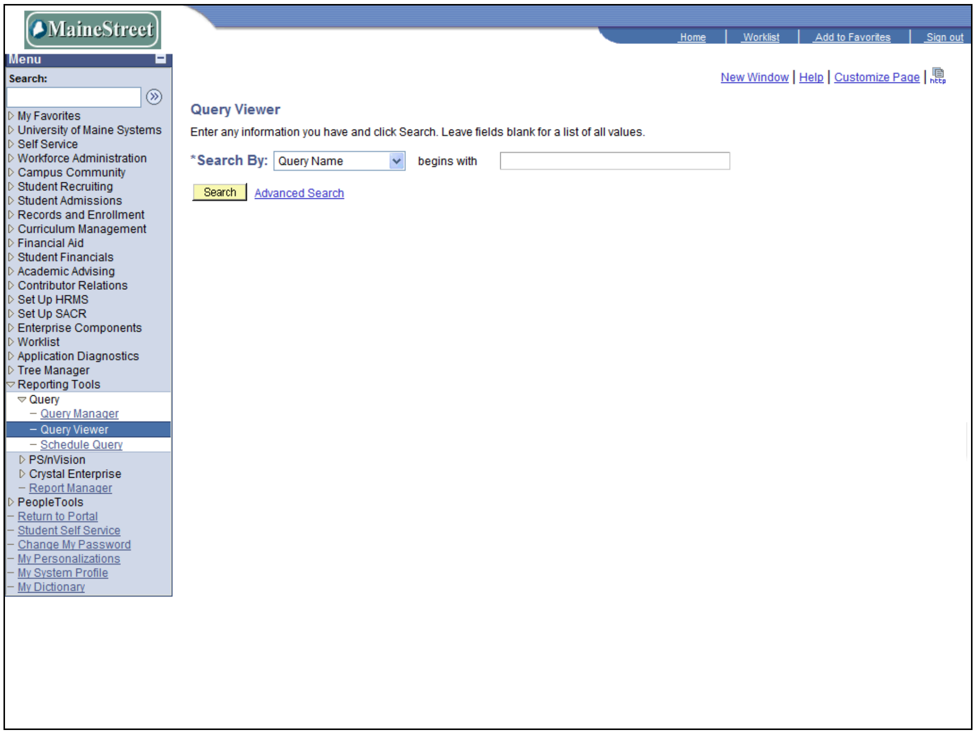
The verification process consists of several steps:
1. Identify the students to verify and assign a checklist of documents they need to supply. A communication may also be sent to each student.
2. As the documents are received, the checklist items are manually marked as completed.
3. After receiving and imaging the documents for a student, enter the household and income data for the student.
4. The data is consolidated. This can be done manually on a student-by-student basis or it can be done in a batch process.
5. A verification process is run to compare the ISIR data with the verification data that has been entered. This process can be run on a student-by-student basis or in batch.
6. The corrections that have been generated by step 5 are processed and the file sent to the CPS.

In this topic we will see how to identify the students requiring verification and how to enter the household and income data. The checklist assignment is performed through a batch process which is dealt with in a separate topic, as is the marking of checklist items as completed.

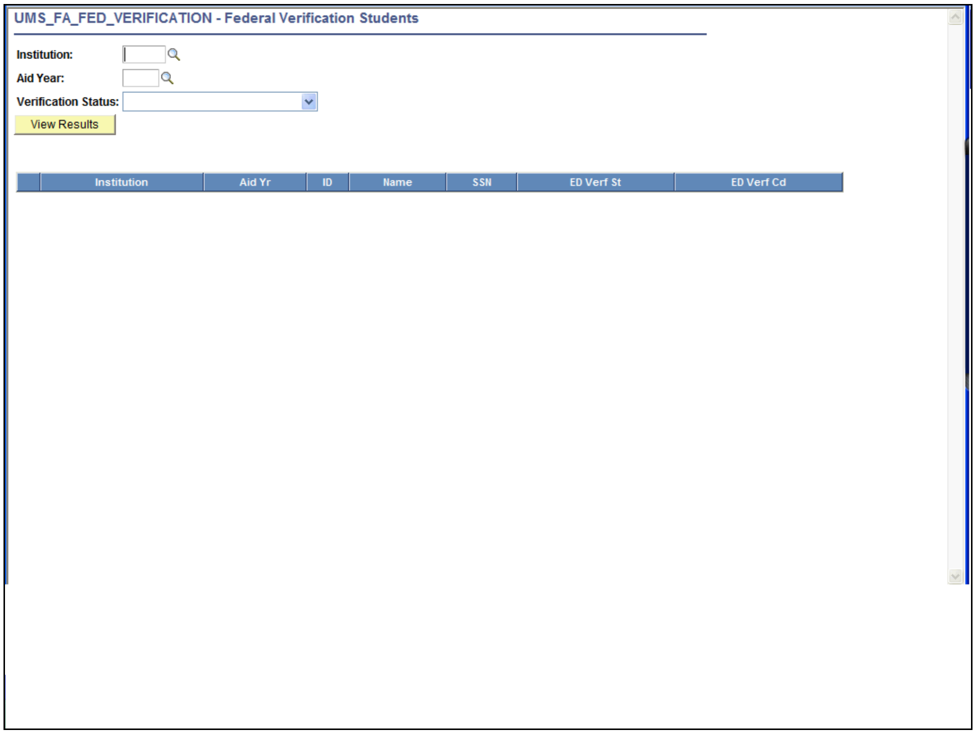
We will also see how to consolidate the data for a single student.

For batch consolidation, and the verification process (both single student and batch), see the corresponding topics. For processing the corrections and generating the flat file to send to the CPS, refer to those topics in the lesson on Processing Federal Financial Aid Applications.

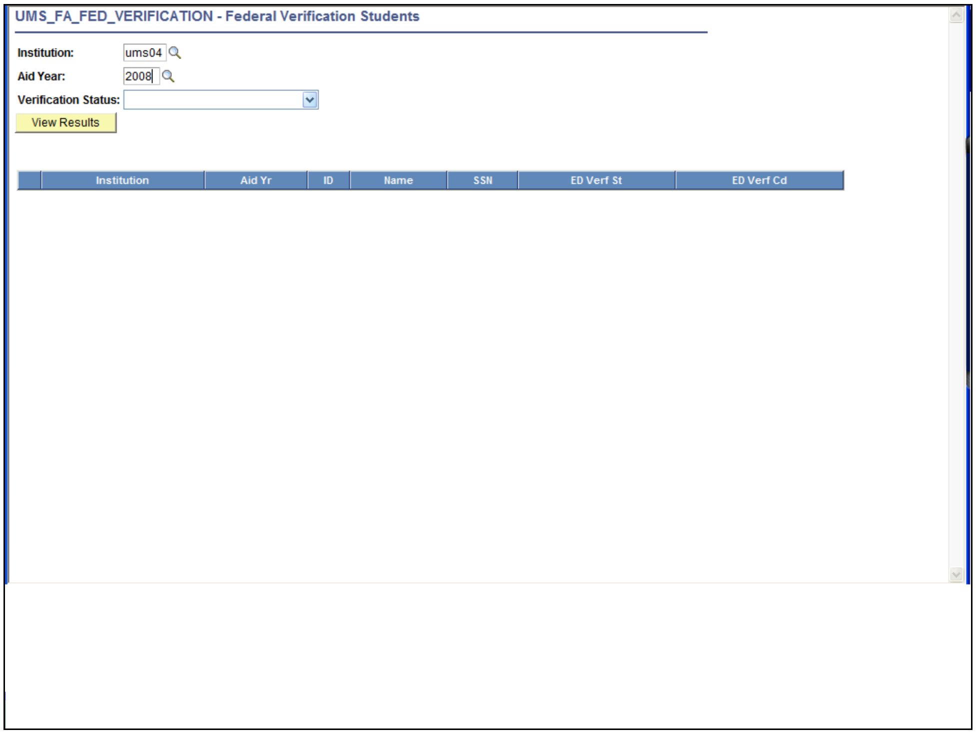
Step	Action
1.	You can run a query to identify the students requiring verification. Navigate: **Reporting Tools > Query > Query Viewer.**



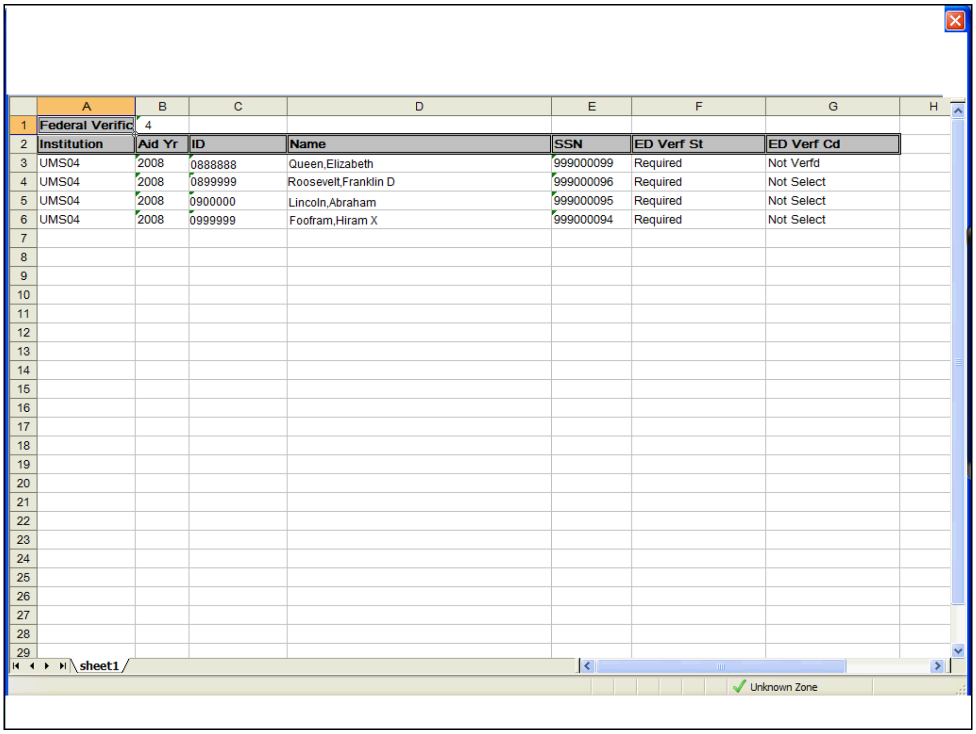
Step	Action
2.	Enter the name of the query you want to run: UMS_FA_FED_VERIFICATION. Click Search.
3.	You can run this query and send the results to an Excel spreadsheet. Click the **Run to Excel** column for the Verification query. Excel



Step	Action
4.	The query will prompt for Institution and Aid Year. Enter the desired information.

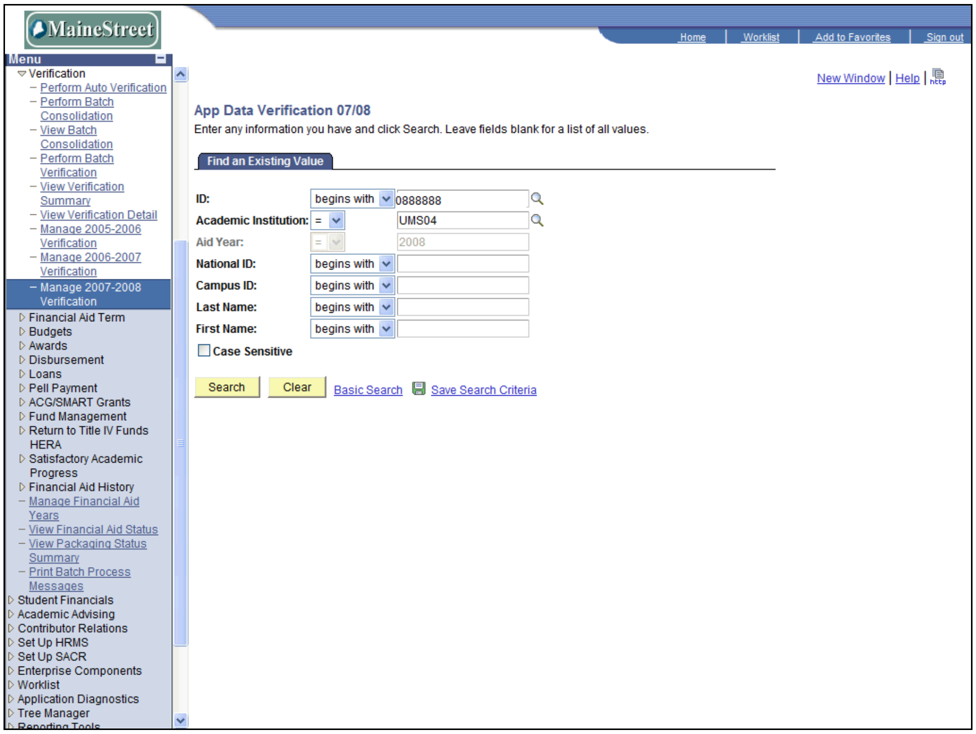


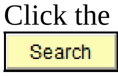
Step	Action
5.	Click the **Verification Status** list. Click the **Required to be Performed** list item. Required to be Performed Click the **View Results** button. View Results

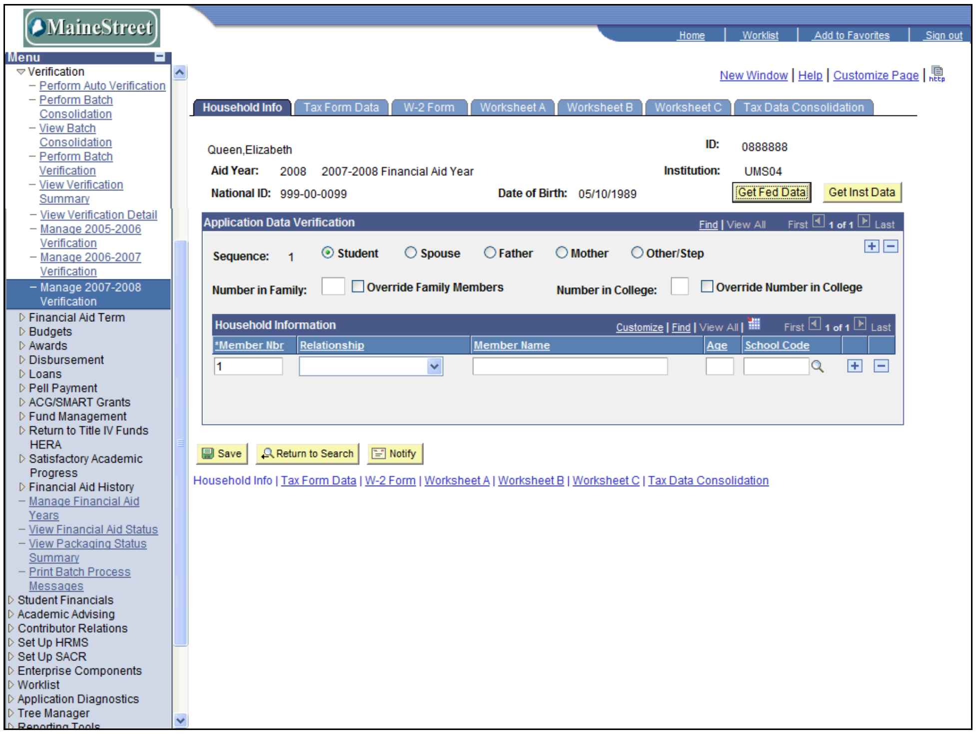


	A	B	C	D	E	F	G	H
1	Federal Verific	4						
2	Institution	Aid Yr	ID	Name	SSN	ED Verf St	ED Verf Cd	
3	UMS04	2008	0888888	Queen,Elizabeth	999000099	Required	Not Verfd	
4	UMS04	2008	0899999	Roosevelt,Franklin D	999000096	Required	Not Select	
5	UMS04	2008	0900000	Lincoln,Abraham	999000095	Required	Not Select	
6	UMS04	2008	0999999	Foofram,Hiram X	999000094	Required	Not Select	

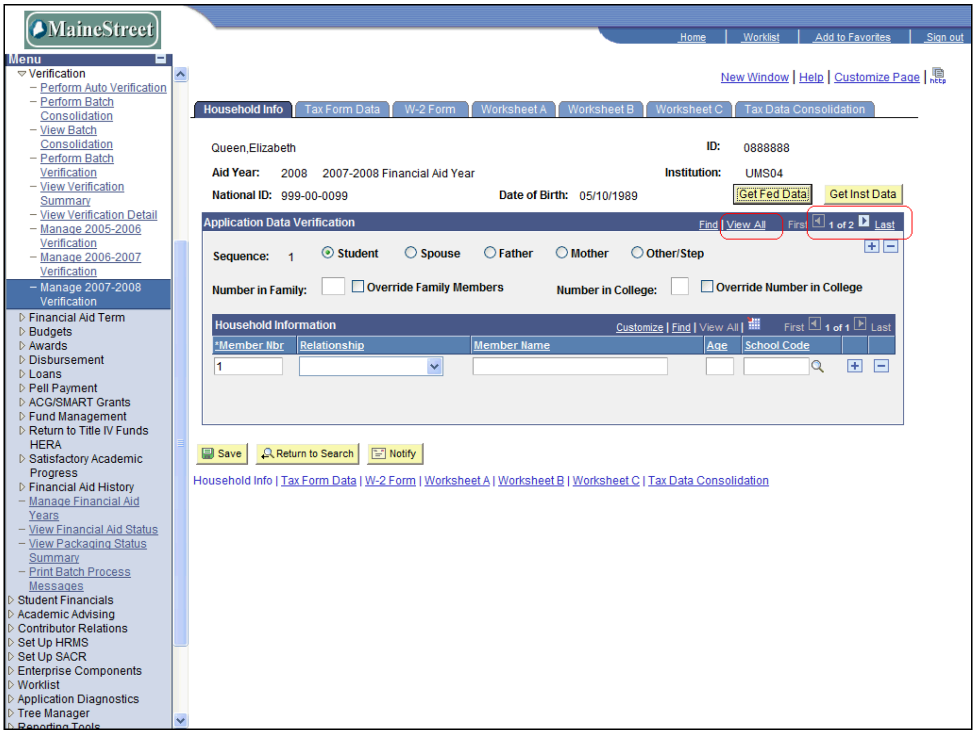
Step	Action
6.	A new window opens with the Excel spreadsheet. You can save it, print it, etc. Click the **Close** button to close the window. 
7.	Now enter household and income data for one of the students identified. Navigate: **Financial Aid > Verification > Manage 20xx-20yy Verification** where "20xx-20yy" is the correct aid year.



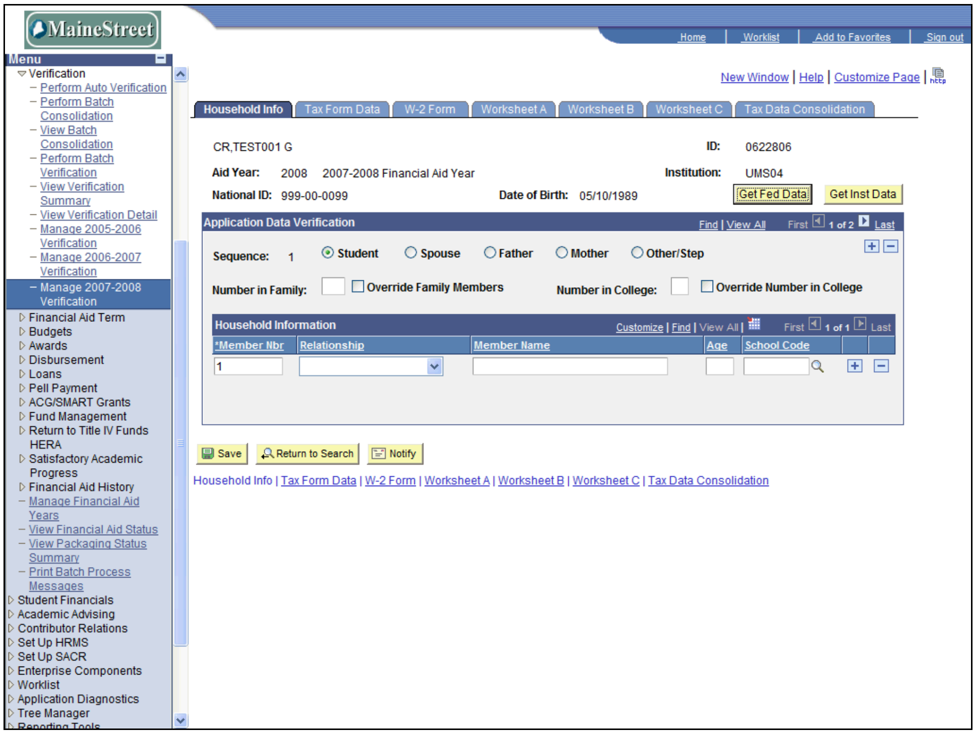
Step	Action
8.	Make sure the correct **Institution** and **Aid Year** are entered. Enter criteria to identify the student such as the student **ID**. Click the **Search** button.  Search



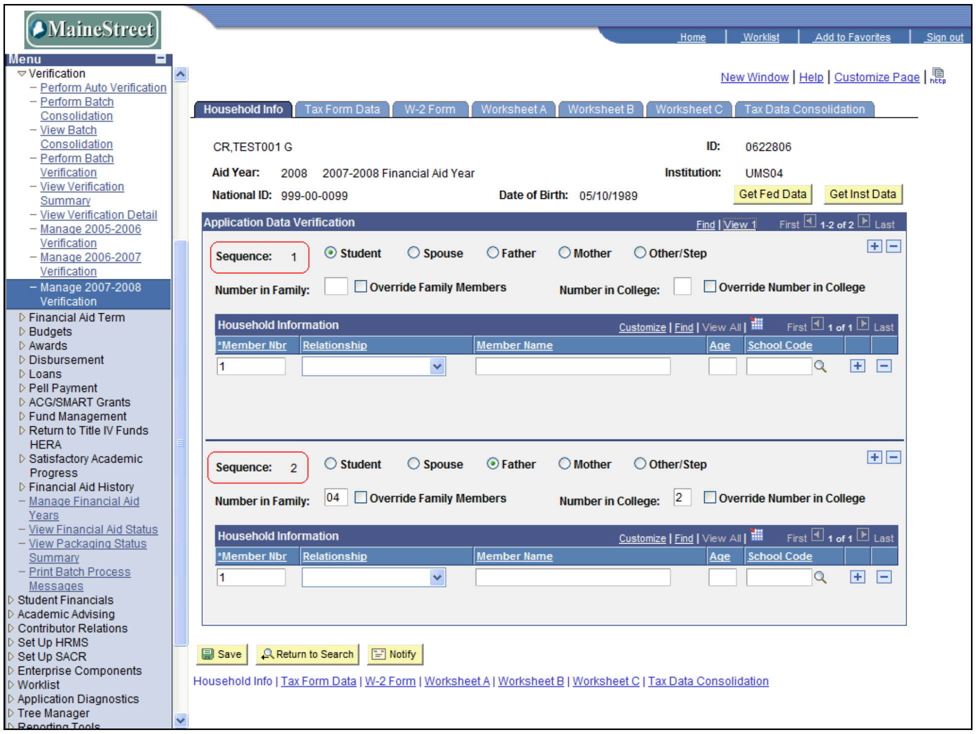
Step	Action
9.	When you click the **Get Fed Data** button, the system populates fields with the most recent ISIR record data. Click the **Get Fed Data** button. 



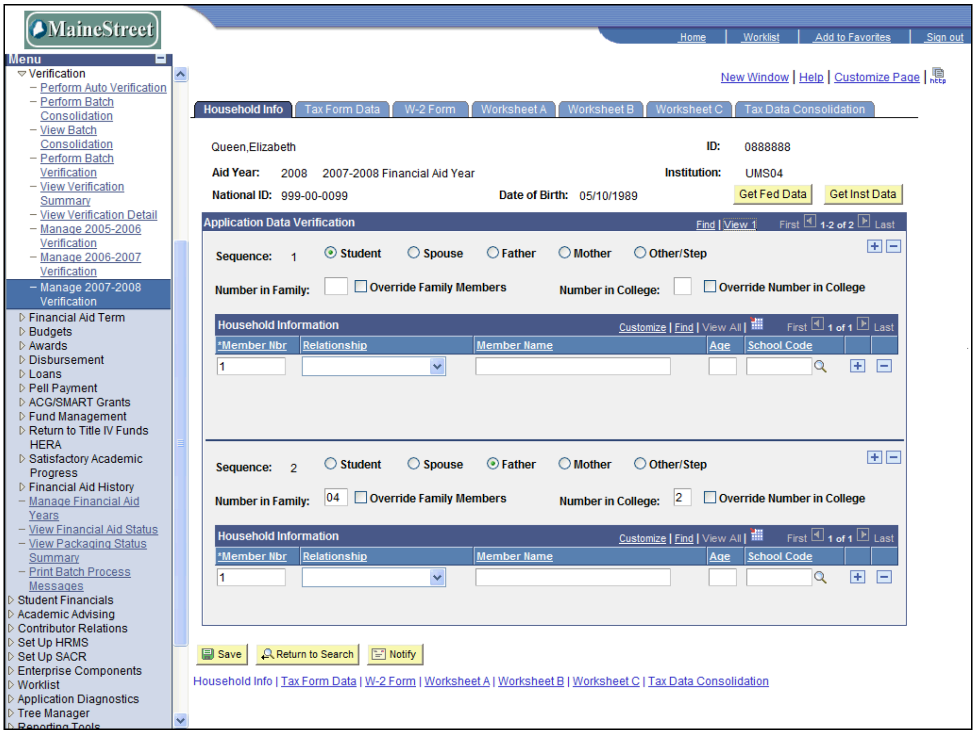
Step	Action
10.	Use the **Household Info** page to enter documented information about the student and members of the student's household. Notice that in this example, there are two rows - there is always one row for the student. In the case of an independent student, there could be an additional row for spouse. You can add a row if needed by clicking the **Add a New Row** button at the top right of the **Application Data Verification** page section. In the case of a dependent student, there will be at least a second row for the parents, usually represented by the father. You can add rows for mother, step-parents, etc. as needed. For example, if the parents file separately, you could have a row for each parent.
11.	Note that within each **Application Data Verification** row, in the **Household Information** section, you can add rows for members of the household. You might want to add a row for each dependent of an independent student, for example.



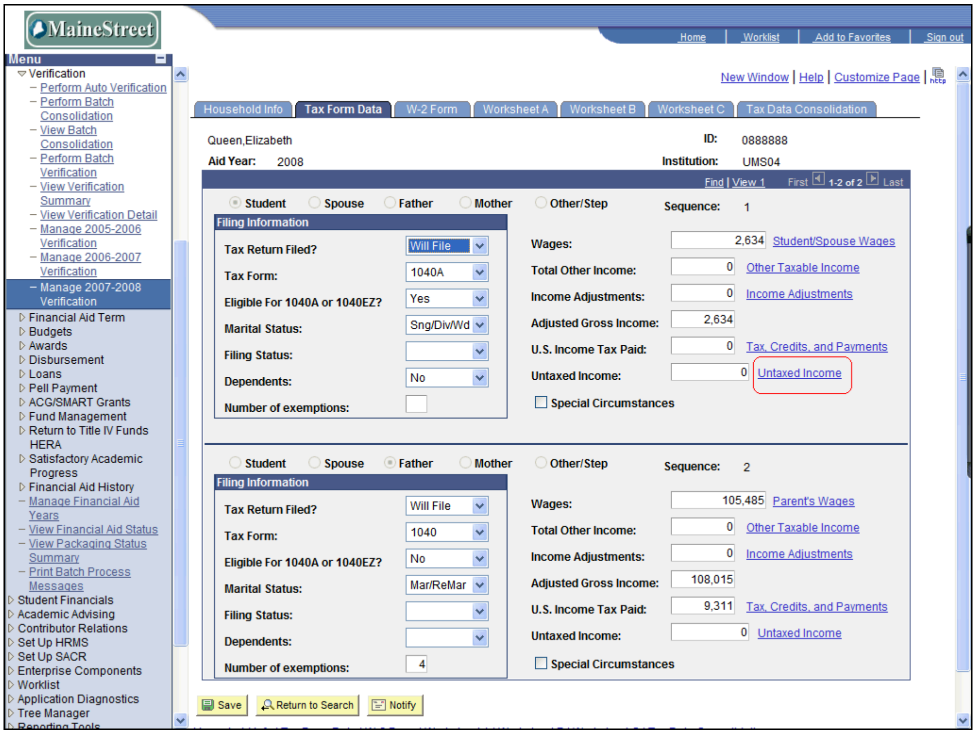
Step	Action
12.	Click the **View All** link. View All



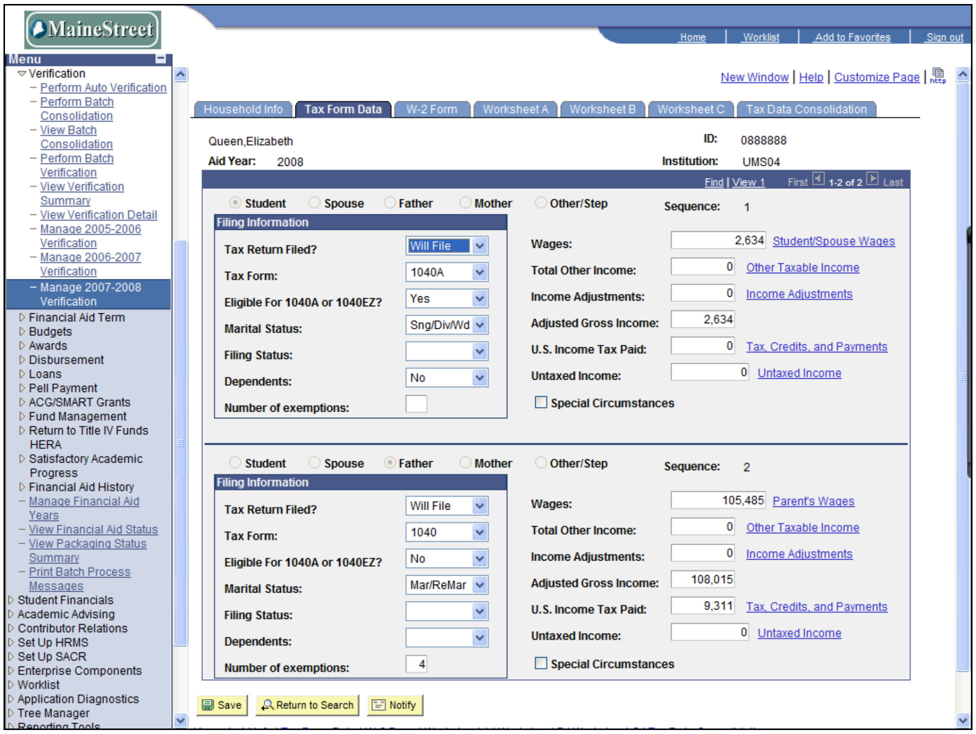
Step	Action
13.	In the example shown, the student is dependent. There is one row for the student and one for the parents. Use the Override checkboxes to edit the Number in Family and Number in College fields. In this example, the parents have two in college. Your Institution may wish to record the school codes for any siblings in college. You could add a row for each sibling in the parent's **Household Information** area, and enter the **School Codes** for the colleges the siblings are attending. Note the **Sequence** numbers (in the example, 1 for the student and 2 for the parents). These sequence numbers are used on the remaining pages to identify whose income and tax data you are entering.



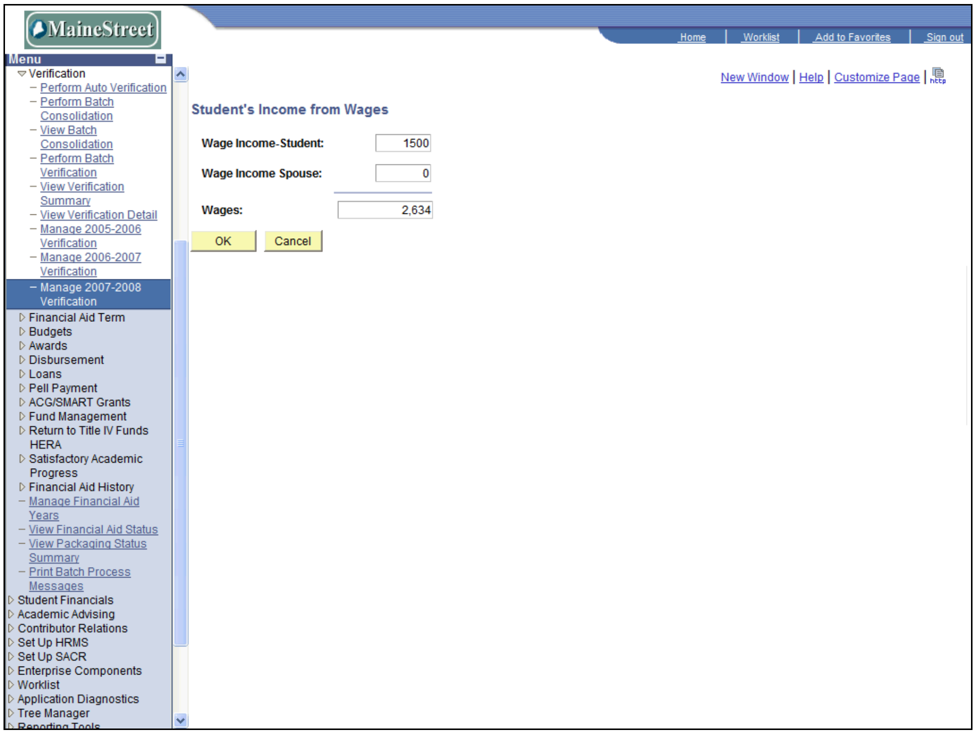
Step	Action
14.	Click the **Tax Form Data** tab. 



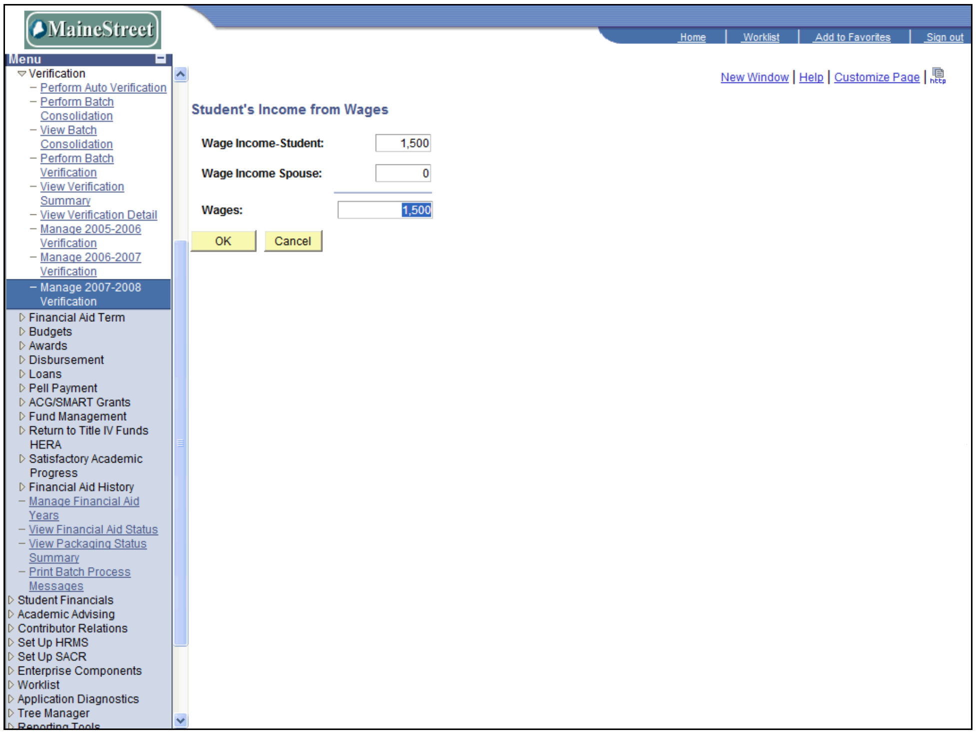
Step	Action
15.	Use the **Tax Form Data** page to enter information reported on the filer's tax forms. In our example, we would enter data from the student and from the parents. Data can be entered in two ways: total only or detail. To enter detailed data, you will need to visit the subpages (the links on this page and subsequent pages). It is strongly recommended to enter detailed data rather than totals. Note: you MUST use the hyperlink to enter **Untaxed Income**, both for the student and the parent.



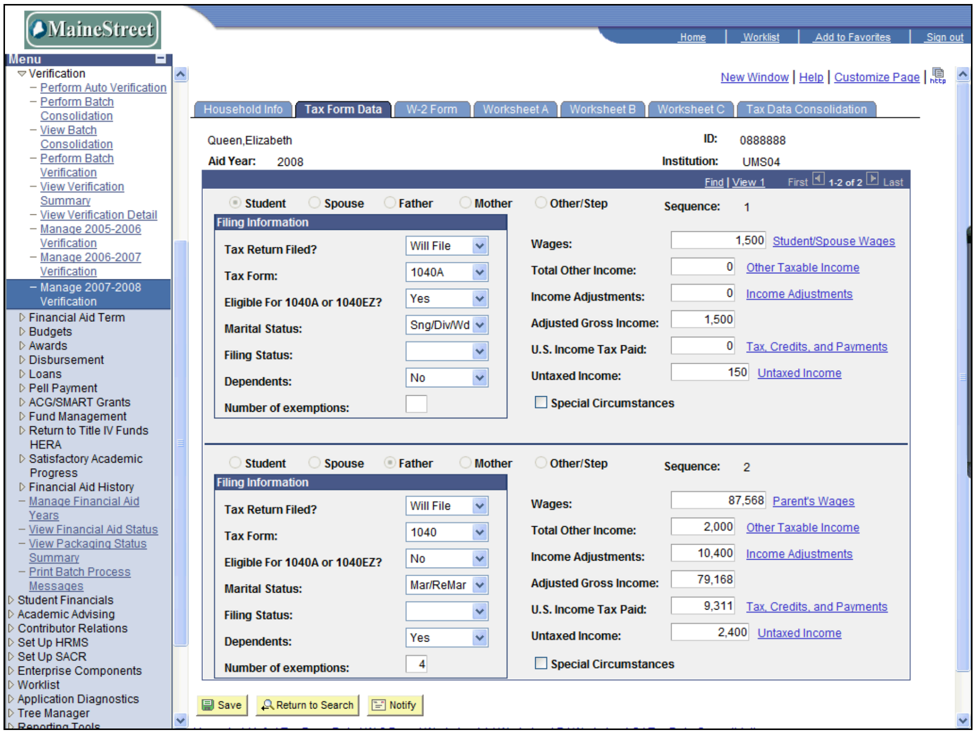
Step	Action
16.	To enter detailed data, you visit each hyperlinked page. For example, click the **Student/Spouse Wages** link. Student/Spouse Wages



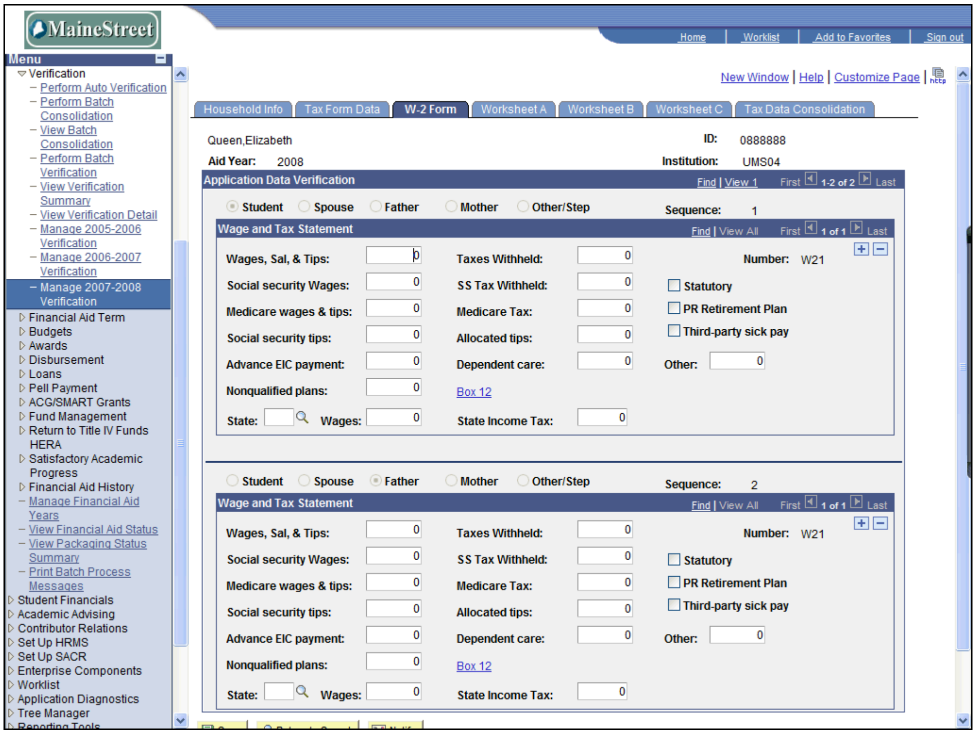
Step	Action
17.	You can enter a new value in the **Wage Income-Student** field. Press **[Tab]**. The revised student income value should show in the **Wages** field and on the main page after you click **OK**.



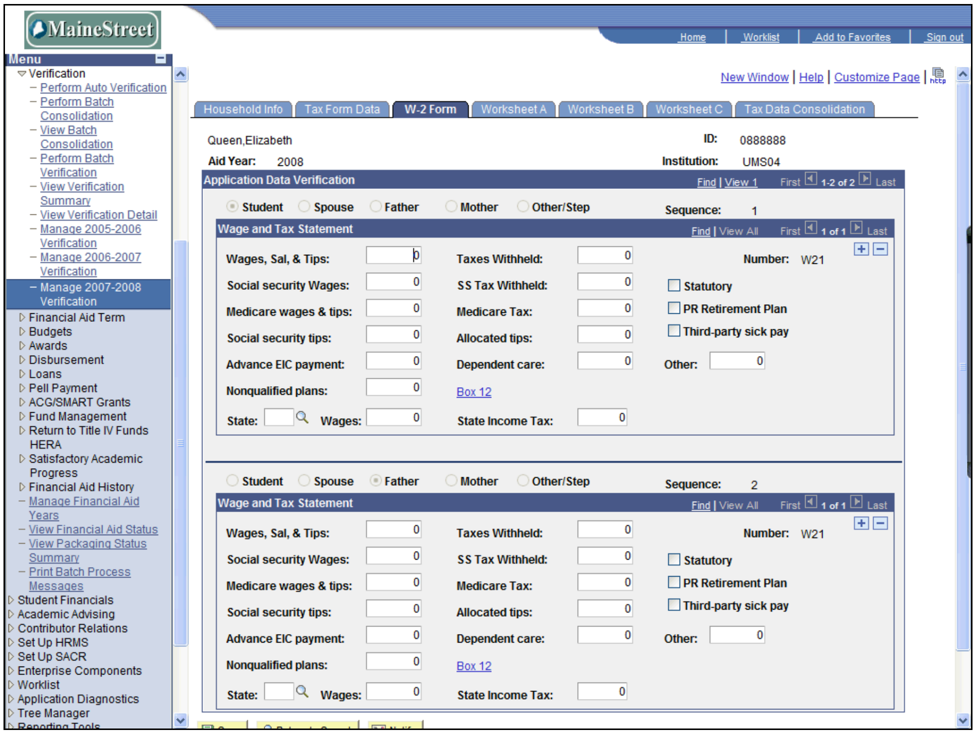
Step	Action
18.	Click the **OK** button.



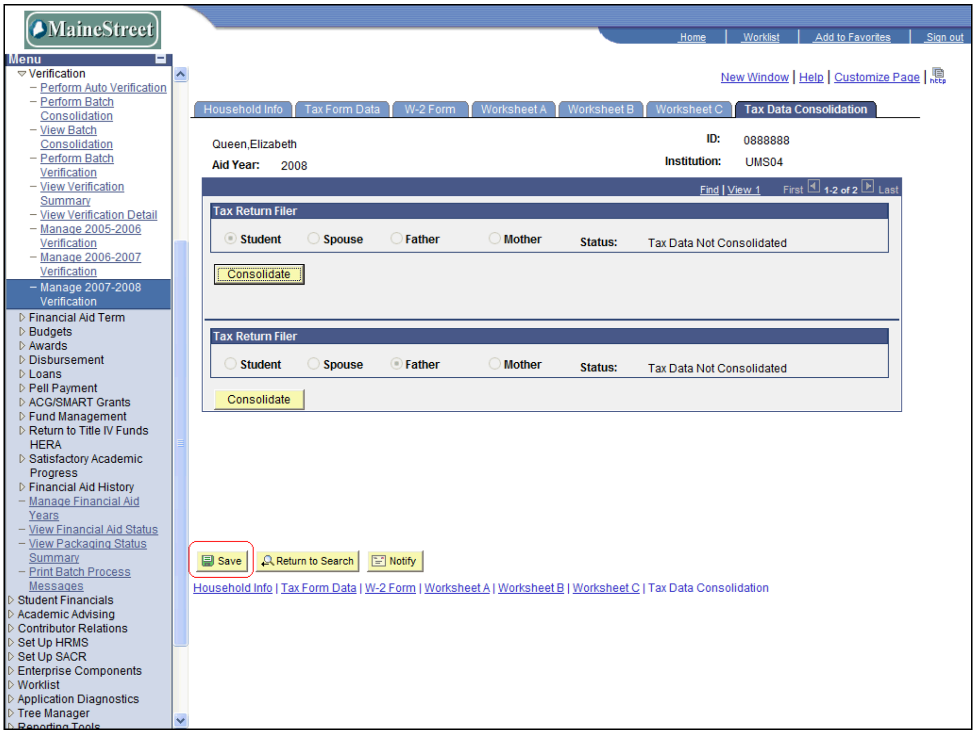
Step	Action
19.	Click the **W-2 Form** tab. W-2 Form



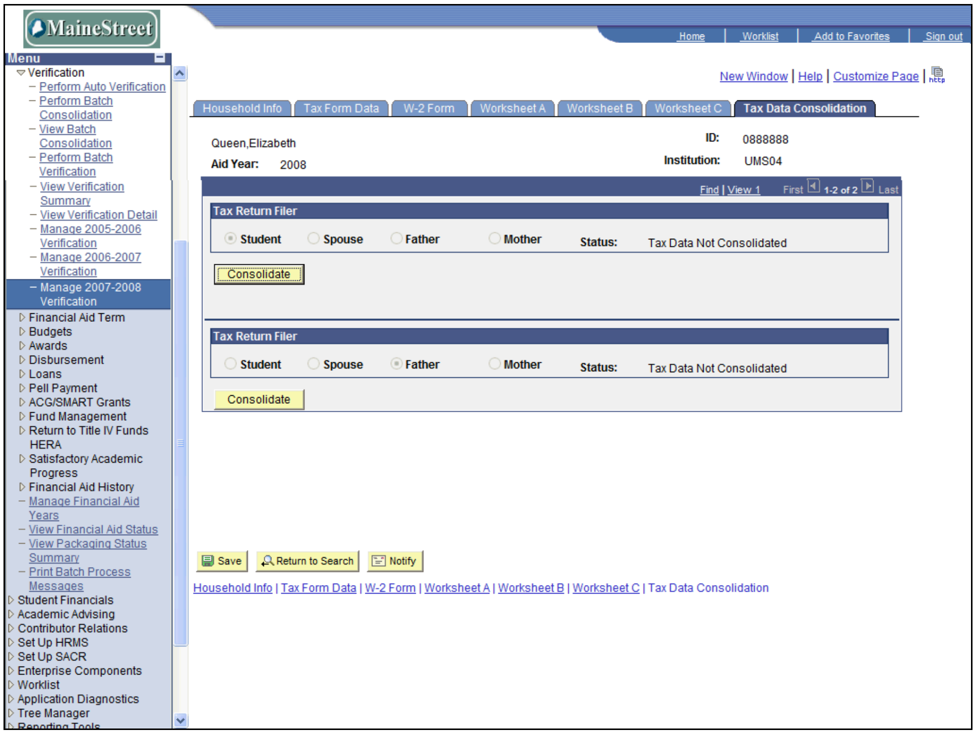
Step	Action
20.	If you don't have a person's income tax form (for example, they haven't filed yet), but you do have a copy of the W-2, use this page to enter W-2 data.



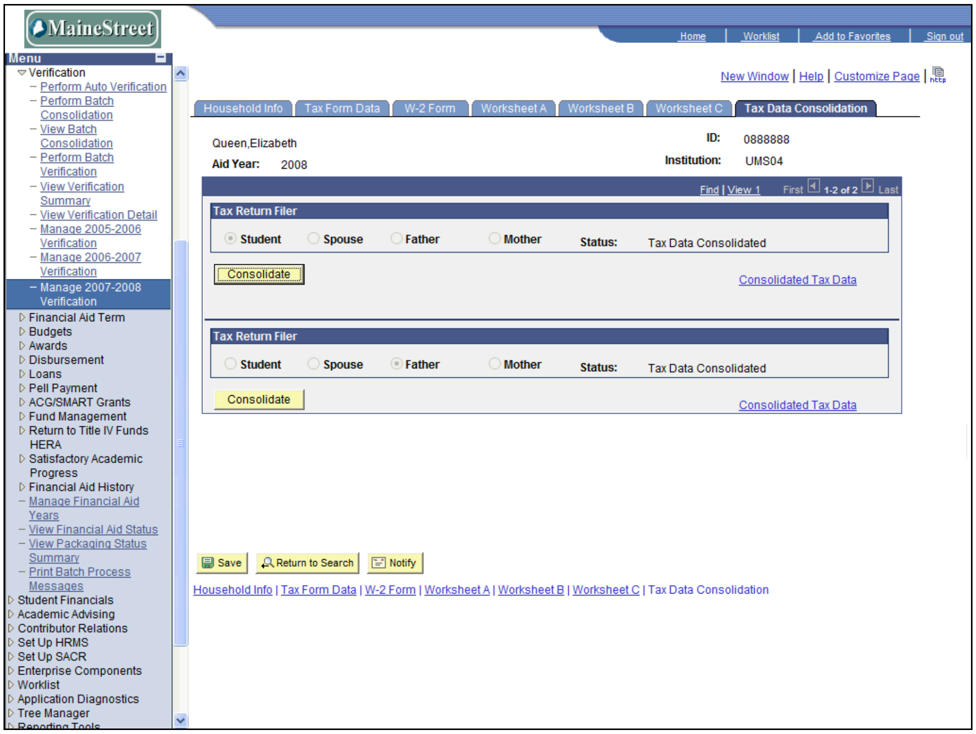
Step	Action
21.	Click the **Tax Data Consolidation** tab. 



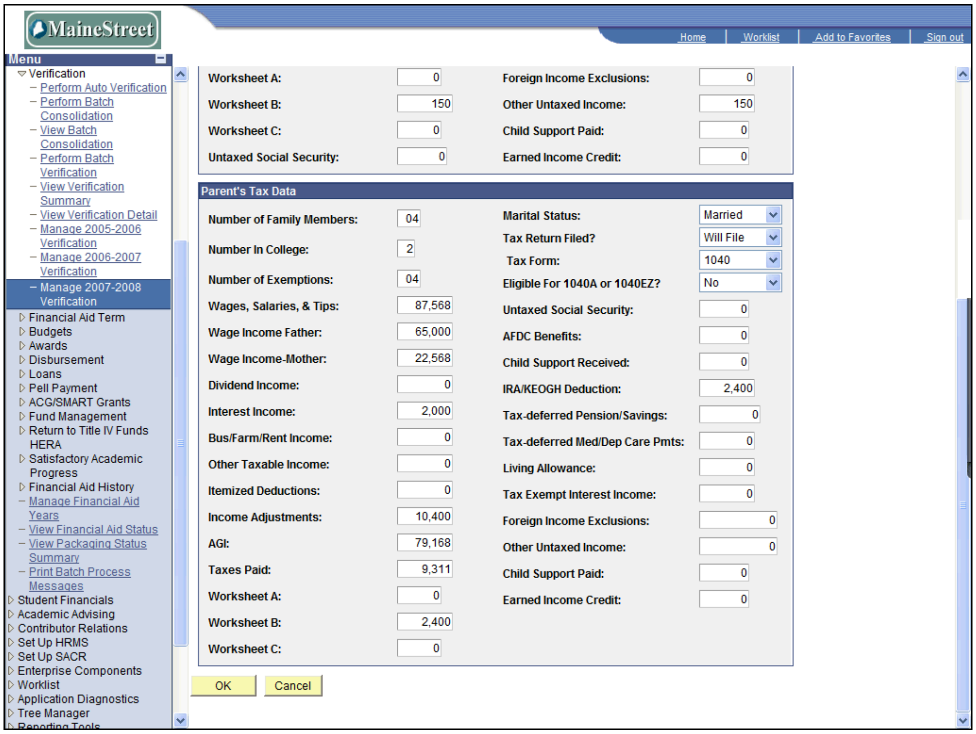
Step	Action
22.	Use the **Tax Data Consolidation** page to combine the income and resources of all family members of the individual being verified. **If you have not yet entered all the income data (for example, you haven't received all the documents yet), DO NOT CONSOLIDATE! Instead, Save.** Don't Consolidate - either on this page for a single student, or via batch - until all the data is entered.



Step	Action
23.	If you have entered all the data, you are ready to **Consolidate**. Use the **Consolidate** button (if there is more than one, click any one of them) to run the program that combines all of the income and resources. Click the **Consolidate** button. Consolidate



Step	Action
24.	Click the **Consolidated Tax Data** link to view or edit all tax and resource information. The values that appear should represent the tax form information entered for each verified person. Consolidated Tax Data
25.	Use the **Consolidated Tax Data** page to view or edit all tax and resource information. If you edit totals on this page, the edits will not be reflected back to the other pages and subpages. It is recommended to enter the detailed data consistently on the various pages/fields.



Step	Action
26.	Scroll down if necessary and click the **OK** button. OK
27.	Click **Save**.
28.	**End of Procedure.**