2026-2027 Verification & Documentation Policy

Verification is the process by which the Financial Aid Office (FAO) compares the information on the financial aid application with source documents provided by the student to verify the accuracy of the application information. These policies are to be used in conjunction with the Department of Education (DOE) and the California Student Aid Commission's (CSAC) verification guidelines. Santiago Canyon College (SCC) will verify the information on the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) for all students who complete the application process for federal & state financial aid, and who are selected for verification by the DOE or CSAC. In addition, SCC may select files for verification to resolve conflicting information if needed.

At SCC, financial aid will not be awarded to those selected for verification until all required documents are submitted and the verification process has been completed.

Verification Deadlines for 2026-2027

SCC will follow the key application deadline, 6/30/27, regulated by the U.S. Department of Education which is located in the DOE Application and Verification Guide.

Deadline for 2026-2027: Students who have not turned in all required documents to complete verification prior to the last day of the semester and have exceeded 120 days of enrollment at SCC will be ineligible for financial aid. The 2026-2027 final verification deadline at SCC is **Monday, 8/2/27.**

Verification Selection

A portion of the financial aid applicant population may be selected for verification by the DOE or CSAC. In addition, the SCC FAO may review and verify any application that contains conflicting or inconsistent information, regardless of whether the application was selected for a verification process.

Notification of Verification Requirements

Students selected for verification are notified by email and the Self-Service student portal. Email communications are sent periodically to inform students of the receipt of their financial aid application, verification requirements and requested documentation, outstanding or incomplete items, applicable deadlines, and any changes in status that may affect financial aid eligibility.

Students may also review their personalized financial aid status, outstanding requirements, and updates at any time through Self-Service. Information regarding required documentation and verification procedures is available on the SCC Financial Aid website.

Failure to submit all required documentation by established deadlines may result in the loss of priority consideration for campus-based financial aid programs.

Corrections

If discrepancies are identified between documentation submitted for verification and the information reported on the Institutional Student Information Record (ISIR), the Financial Aid Office (FAO) will submit the necessary corrections electronically through the FAFSA Partner Portal to generate a corrected ISIR transaction. For

California Dream Act Application (CADAA) applicants selected for verification, required corrections will be submitted to the California Student Aid Commission (CSAC).

ISIRs selected for verification will have an internal document posted in Colleague ("CRI" screen), called "Verification Correction Required" (F2CAYVCR), to ensure that the Financial Aid Analyst confirms that they have determined if a correction is made before awarding the file. If no corrections are required, the Analyst will "waive" the Verification Correction Required document for the file to be packaged. If a correction is required, the Analyst will mark the Verification Correction Required document as "complete," once the correction is received from the DOE and the corrected ISIR has been activated in Colleague.

Students who were not initially selected for verification but subsequently make corrections or updates to their FAFSA may later be selected for verification or assigned required C-Flags by the DOE. If selected, the FAO will notify the student by email of any additional verification or documentation requirements. If the student's file has already been awarded, the status will be changed from "Awarded" to "Inquiry Pending" (IP) until all requirements have been completed.

Additionally, if the DOE reprocesses a student's ISIR and the resulting transaction is selected for verification or assigned required C-Flags, the student's file status will be moved to "Inquiry Pending" (IP) and will remain in that status until all verification and C-Flag requirements have been satisfied.

Items to be Verified

Students selected for verification will be assigned to a specific verification group. The assigned group determines which data elements reported on the FAFSA must be verified. California Dream Act Application (CADAA) applicants selected for verification are required to complete the V1 (Standard) Verification Group requirements.

Verification Tracking Groups

V1 Tracking Flag - Standard Verification Group	
Tax Filers	Adjusted Gross Income
	Income Earned from Work
	U.S. Income Tax Paid
	Untaxed Portions of Individual Retirement Account (IRA) Distributions
	Untaxed Portions of Pensions
	IRA Deductions and Payments
	Tax-Exempt Interest Income
	Education Credits
	Foreign Earned Income Exclusion (foreign income exempt from federal taxation) if reported on FAFSA
Non-tax Filers	Income Earned from Work
Tax Filers & Non-tax Filers	Family Size

V4 Tracking Flag - Custom Verification Group

Identity

V5 Tracking Flag - Standard Verification Group	
Tax Filers	Adjusted Gross Income
	U.S. Income Tax Paid
	Untaxed Portions of Individual Retirement Account (IRA) Distributions
	Untaxed Portions of Pensions
	IRA Deductions and Payments
	Tax-Exempt Interest Income
	Education Credits
	Foreign Earned Income Exclusion (foreign income exempt from federal taxation) if reported on FAFSA
	Family size
Non-tax Filers	Income Earned from Work
Tax Filers & Non-tax Filers	Family Size
	Identity

A student may be reassigned from Verification Tracking Group V1 or V4 to Group V5 as a result of corrections made to the FAFSA or reprocessed ISIRs. If verification was completed under the original group prior to the reassignment, the student is required to verify only the additional V5 data elements that were not previously verified. If verification was not completed under the original group, the student must complete verification of all required V5 data elements.

2026-2027 FAFSA Verification Documentation:

Family Size

Family Size is defined in the FAFSA Simplification Act to align with the number of individuals included as dependents on either the applicant's (if independent) or applicant's parents' (if dependent) U.S. tax return. If the FUTURE Act Direct Data Exchange (FA-DDX) is transferred successfully, and the number of the family size information is unchanged, generally no other documentation will be required to complete verification. If the FA-DDX does not transfer the family size successfully or transferred information is changed, students selected for V1 and V5 verification will be required to complete the Family Size form to certify the number of family members in the household. Family size includes:

Independent Student Family Size	Dependent Student Family size
The student	The student
The student's spouse, if applicable	The student's parents/contributor, even if the student is not living with them.
The student's dependent children *If 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.*	The student's siblings *If 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 they live with the student's parents (or live apart because of college enrollment), they*	Other persons *If 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.	*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 student could claim as a dependent on a U.S. tax return if the student were to file a U.S tax return at the time of completing the 2026-2027 FAFSA. As a result, the student should not include any unborn children in the family size.	

SCC will not verify the family size in the following situations as outlined in the Application and Verification Guide:

- For a dependent student, the family size reported as two with a single, divorced, separated, or widowed parent; or is three with parents who are married or are unmarried and living together.
- For an independent student, the family size reported as two if the student is married; or one if the student is single, divorced, separated, or widowed.

Identity and Statement of Education Purpose

Students selected for V4 or V5 verification must verify their identity by appearing in person and presenting a valid, unexpired, government-issued photo identification, such as a U.S. passport, driver's license, or other state-issued identification card. "Unexpired" means the identification must be valid at the time it is reviewed, even if it expires later in the award year. SCC will retain an annotated copy of the identification that includes the date it was received and the name of the staff member who reviewed it. Authorized staff responsible for reviewing and accepting proof of identity include the Associate Dean of Financial Aid, Financial Aid Coordinator, Financial Aid Analysts, and Financial Aid Technicians.

If a student is unable to appear in person before an authorized institutional official to present identification for identity verification, the student may complete the process through a notary. The student must appear in person before the notary to have their identity verified. Online or remote notarization is not acceptable for this purpose.

If a student is unable to appear in person either at the school or before a notary, a video conference with the assigned Financial Aid Analyst may be considered. The student must submit a written request (via email) explaining the reason they are unable to appear in person. Approval of a video conference request is determined on a case-by-case basis and requires a legitimate documented reason.

If approved, the Financial Aid Analyst will schedule the video conference. During the session, the student must display themselves and their valid, government-issued photo identification on camera. The student will also be required to electronically submit a copy of the front and back of the identification. A portion of the video conference will be recorded or captured via screenshot for institutional documentation purposes.

Verification of Income and Tax Information

FUTURE Act Direct Data Exchange (FA-DDX) –The FUTURE Act allows FAFSA contributors to consent to the disclosure and use of their IRS Federal Tax Information (FTI) for the purpose of determining a student's eligibility for Title IV federal student aid. This FTI data will be retrieved by the DOE using the FA-DDX to populate the FAFSA for the 2026-26 award year:

- Tax year (e.g., award year 2026-26 is based on 2024 tax year information from the IRS)
- Tax filing status
- Adjusted gross income (AGI)
- Number of dependents
- Income earned from work
- Taxes paid
- Education tax credits
- Untaxed IRA distributions
- Untaxed pension and annuity distributions
- IRA deductions and payments
- Tax-exempt interest
- Schedule C net profit/loss
- Indicators for Schedules A, B, D, E, F, H
- IRS response code

In addition, the ISIR will also include an IRS response code that indicates the status of the tax filer/FTI with the IRS to include one of the following:

- Tax filing and FTI provided to FTI Module (FTIM)
- Not found at the IRS
- Found and a non-tax filer

IRS Tax Return Filers – If the FA-DDX is transferred successfully and income information is unchanged by all contributors, generally no other tax documentation will be required to complete verification, with the exception of the Foreign Earned Income Exclusion from Federal Taxation (if indicated on the FAFSA). In lieu of using the FA-DDX, students may submit a signed paper copy of the 2024 IRS tax return (form 1040, 1040-SR, and 1040-NR) with all applicable schedules (Schedules 1, 2, and 3), IRS Tax Return Transcript, or the Tax Return Database View is acceptable documentation to verify FAFSA/ISIR tax return information.

IRS Tax Return Transcript Matrix

FAFSA Data Element	2024 Tax Return Transcript[1]	2024 Form 1040 or 1040-SR and Schedules 1 and/or 3[2]	2024 Form 1040-NR (Nonresident Alien) and Schedules 1 and/or 3[2]	1040-X	2026-27 FAFSA Question
A **Adjusted Gross Income (AGI)**	Adjusted gross income per computer	1040 Line 11	Line 11	Line 1C	20 & 28 (S) 38 & 45 (P)
B **Income Earned from Work (Earned Income)**	Total wages + Business income or loss (Schedule C) per computer + Farm income or loss (Schedule F) per computer (if any individual line item is negative, set to zero and exclude that amount from calculation)	1040 Line 1z + Schedule 1, Line 3 + Schedule 1, Line 6 (if any individual line item is negative, set at zero and exclude that amount from calculation)	1040-NR Line 1z + Schedule 1, Line 3 + Schedule 1, Line 6 (if any individual line item is negative, set at zero and exclude that amount from calculation)	Part II supporting documents and new or changed forms or schedules, if indicated (e.g., W-2, Box 1; 1040 Line 1z); Schedule C; Schedule F)	20 & 28 (S) 38 & 45 (P)
C **Income Tax**	Total tax liability taxpayer figures per computer (if negative, enter zero)	1040 Line 24 (if negative, enter zero)	1040-NR Line 24 (if negative, enter zero)	1040-X Line 11	20 & 28 (S) 38 & 45 (P)

FAFSA Data Element	2024 Tax Return Transcript[1]	2024 Form 1040 or 1040-SR and Schedules 1 and/or 3[2]	2024 Form 1040-NR (Nonresident Alien) and Schedules 1 and/or 3[2]	1040-X	2026-27 FAFSA Question
D Untaxed Portions of IRA Distributions (withdrawals)	Total IRA distributions minus Taxable IRA distributions (if negative, use zero; exclude rollovers)	1040 Line 4a minus 4b (if negative, use zero; exclude rollovers)	1040-NR Line 4a minus 4b (if negative, use zero; exclude rollovers)	Part II supporting documents and new or changed forms or schedules, if indicated (e.g., 1099-R, Box 1)	20 & 28 (S) 38 & 45 (P)
E Untaxed Portions of Pension and Annuity Distributions (withdrawals)	Total pensions and annuities minus Taxable pension/annuity amount (if negative, use zero; exclude rollovers)	1040 Line 5a minus 5b (if negative, use zero; exclude rollovers)	1040-NR Line 5a minus 5b (if negative, use zero; exclude rollovers)	Part II supporting documents and new or changed forms or schedules, if indicated (e.g., 1099-R, Box 1)	20 & 28 (S) 38 & 45 (P)
F IRA, Pension, and Annuity Rollovers	Not listed	"Rollover" next to 1040 Line 4b and/or Line 5b	"Rollover" next to 1040 Line 4b and/or Line 5b	Part II supporting documents, if indicated	20 & 28 (S) 38 & 45 (P)
G IRA Deductions and Payments to SEP, SIMPLE, Keogh, and Qualified Plans	KEOGH/SEP contribution deduction + IRA deduction per computer	Schedule 1, Line 16 + Line 20	Schedule 1, Line 16 + Line 20	Part II supporting documents and new or changed forms or schedules, if indicated	20 & 28 (S) 38 & 45 (P)
H Tax-Exempt Interest Income	Tax-exempt interest	1040 Line 2a	1040-NR Line 2a	Part II supporting documents and new or changed forms or schedules, if indicated (e.g., 1099-INT Box 8 + 1099-DIV Box 12 + 1099-OID Box 11)	20 & 28 (S) 38 & 45 (P)
I Education Tax Credits (American Opportunity and Lifetime Learning)	Refundable education credit per computer (in Payments section) + Education credit per computer	1040 Line 29 + Schedule 3, Line 3	N/A	Part II supporting documents and new or changed forms or schedules, if indicated (e.g., Schedule 3; Form 8863, Line 8)	20 & 28 (S) 38 & 45 (P)
J Foreign Earned Income Exclusion (Foreign Income Exempt from Federal Taxation)	Foreign income exclusion per computer	Schedule 1, Line 8d	Schedule 1, Line 8d	Part II supporting documents and new or changed forms or schedules, if indicated (e.g., Form 2555, Line 45)	20 & 28 (S) 38 & 45 (P)

[1] **IRS Tax Return Transcripts** do not include information from an amended tax return. A student or a student's parent(s) who filed or will file their income tax return as "Married Filing Separately," or who is married to someone other than the individual included on a joint income tax return, must provide a separate Tax Return Transcript (or a signed copy of the tax return with applicable schedules) for each person whose information is included on the FAFSA.

The "per computer" amount includes corrections made by the IRS, so this is the amount used for verification. If there is no "per computer" amount, use the non-per computer amount from the line by the same name. Schools must ignore "verified" amounts on the tax transcript.

[2] **Aside from wages, additional forms of income** such as alimony received, business income/loss, rental income, partnership and S corporation income, farm income/loss, and unemployment compensation are found on Schedule 1 of Form 1040. The total of additional income will appear on Line 8 of Form 1040, 1040-SR, or 1040-NR.

Separated or Divorced - If the student and his/her spouse or parents of a dependent student are **separated or divorced,** but filed a joint tax return, W-2 forms are required so as to determine the amount of income and taxes paid by the student or the parent indicated on the FAFSA of a dependent student. In the case of stepparents, both incomes will be used in the calculation.

Amended Tax Returns - Amended tax data will be transferred into the FAFSA using the FA-DDX. SCC may verify amended tax information if applicants or contributors are unable to successfully transfer the FA-DDX or the school becomes aware (on an ad hoc basis) that an amended tax return was filed after the FAFSA was filed to resolve any conflicting information. If amended tax return documentation is needed for the student or the student's parent(s), they must provide both a 2024 IRS Tax Transcript or a signed copy of the 2024 IRS Form 1040 and all applicable schedules, and a signed copy of the 2024 IRS Form 1040X "Amended US Individual Tax Return" that was filed with the IRS. Other acceptable documentation may include a Tax Account Transcript in conjunction with a Tax Return Transcript or tax return.

Filing an Extension - If an individual has been granted a filing extension by the IRS, students may provide the following documents: a signed statement certifying the sources of any 2024 income and the amount of income from each source, a copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2024, A copy of IRS Form W-2 for each source of 2024 employment income received or an equivalent document; and If self-employed, the signed statement must indicate the amount of estimated AGI and U.S. income tax paid for tax year 2024. Individuals with a filing extension will be required to provide final income information after the return has been filed.

Victim of Identity Theft - A victim of IRS identity theft who has been unable to use the FA-DDX must submit a signed Tax Return (form 1040, 1040-SR, and 1040-NR) with all applicable schedules (Schedules 1, 2, and 3) that was submitted to the IRS, or a Tax Return DataBase View (TRDBV) transcript with a signed and dated statement indicating that they were victims of tax-related identity theft and that the IRS is aware. Students/parents can contact the IRS's Identity Protection Specialized Unit (IPSU) at 800-908-4490.

Foreign Earned Income Exclusion

Verification of Foreign Earned Income Exclusion will only be required if a dollar amount is reported on the FAFSA and was selected for V1 or V5 verification or student's SAR/ISIR has Comment Code 040, 076, 096, 127. Documentation required to complete verification would be a copy a signed tax return from 1040 and all applicable schedules (Schedule 1 is required), or a Tax Return Transcript. This documentation is required even if the student and contributors used the FA-DDX to transfer their FTI on the FAFSA. For comment codes 040, 076, 096, 127, the Financial Aid Analyst will treat these files on a case-by-case basis and determine if any documentation is needed.

Other Untaxed Income

The following income information will be verified from the student's or the student's parent's if the FA-DDX was not transferred successfully, or if FA-DDX information was changed on the FAFSA:

- Untaxed payments to IRA/SEP/KEOGH
- Untaxed portions of IRAs/Pensions
- Tax-exempt Interest Income

Documentation required to complete verification of these items include a signed paper copy of the 2024 IRS tax return (form 1040, 1040-SR, and 1040-NR) with all applicable schedules (Schedules 1, 2, and 3), IRS Tax Return Transcript, or the Tax Return Database View is acceptable documentation to verify FAFSA/ISIR tax return information. If the FA-DDX is transferred successfully and income information is unchanged by all contributors, generally no tax documentation will be required to verify other untaxed information.

Rollovers

Qualified rollovers from one retirement account to another are not taxable, and they should not be counted as untaxed income. Verification of a Rollover will only be required if a dollar amount was manually entered on the FAFSA and the application was selected for V1 or V5 verification. Acceptable documentation to verify a Rollover would be a signed and dated copy of the 1040 tax return that was filed with the IRS with the word "rollover" handwritten or typed next to the applicable line items; a signed and dated written statement from the tax filer confirming the IRS-authorized rollover amount; or a copy of the Tax Return Transcript or alternative tax transcript with the word "rollover" handwritten or typed next to the applicable line items.

Assets

Dependent students are exempt from asset reporting on the FAFSA if they meet one of the following criteria:

1. The applicant qualifies for Maximum Pell Grant
2. The applicant's parent's 2024 combined AGI is less than $60,000 and they do not file a Schedule A, B, D, E, F, or H AND
    a. They do not file a Schedule C, OR they file a Schedule C with net business income of not more than a $10,000 loss or gain.
3. The applicant or the applicant's parent received a benefit under a means tested Federal benefit program during 2024 or 2024.

Note: a dependent student is not exempt from asset reporting if their parents live outside the U.S. or do not file taxes in the U.S. or a U.S. territory, unless their nonfiling is due to having income below the filing threshold.

Assets may be verified if the student's eligibility changes from Maximum Pell Grant or when conflicting information is found in the verification review process.

The Financial Aid Analyst, in the process of verification, has the discretion to verify any additional application items and to ask the student to supply any documentation that may be needed to substantiate the student's financial aid application.

If there is a legitimate discrepancy between the application information and the verification document, the Analyst will note the reason for the discrepancy in the student's file by requesting the Asset and Investment form to be completed by the student and/or parent(s).

Verification for Non-tax Filers – Non-tax filers will be required to complete a Verification of 2024 Income Information for Non-tax filers form. This form will be required for non-tax filers for independent students, and parents of dependent students who did not file and are not required to file an income tax return for the applicable tax year. To complete verification for Non-tax filers, a student must submit:

- A signed statement certifying that the individual—
    - Has not filed and is not required to file a 2024 income tax return, and a listing of the sources of any 2024 income earned by the individual from work and the amount of income from each source; and
- A copy of IRS Form W–2, or an equivalent document, for each source of 2024 employment income received by the individual.

W-2's

If an individual who is required to submit an IRS Form W-2 and did not save a copy, the student should request a replacement W-2 from the employer who issued the original. A W-2 transcript from the IRS (Wage and Income Statement) is also acceptable though it generally is not available until the year after the W-2 information is filed with the IRS.

2024 Tax filing requirements

Table 1. **2024 Filing Requirements Chart for Most Taxpayers**

IF your filing status is...	AND at the end of 2024 you were...*	THEN file a return if your gross income was at least...**
single	under 65	$14,600
	65 or older	$16,550
head of household	under 65	$21,900
	65 or older	$23,850
married filing jointly***	under 65 (both spouses)	$29,200
	65 or older (one spouse)	$30,750
	65 or older (both spouses)	$32,300
married filing separately	any age	$5
qualifying surviving spouse	under 65	$29,200
	65 or older	$30,750

** If you were born before January 2, 1960, you're considered to be 65 or older at the end of 2024. (If your spouse died in 2024, see Death of spouse, later. If you're preparing a return for someone who died in 2024, see Death of taxpayer, later.)*

*** **Gross income** means all income you receive in the form of money, goods, property, and services that isn't exempt from tax, including any income from sources outside the United States or from the sale of your main home (even if you can exclude part or all of it). **Don't** include any social security benefits unless (a) you're married filing a separate return and you lived with your spouse at any time during 2024, or (b) one-half of your social security benefits plus your other gross income and any tax-exempt interest is more than $25,000 ($32,000 if married filing jointly). If (a) or (b) applies, see the Form 1040 and 1040-SR instructions to figure the taxable part of social security benefits you must include in gross income. Gross income includes gains, but not losses, reported on Form 8949 or Schedule D. Gross income from a business means, for example, the amount on Schedule C, line 7; or Schedule F, line 9. But in figuring gross income, don't reduce your income by any losses, including any loss on Schedule C, line 7; or Schedule F, line 9.*

**** If you didn't live with your spouse at the end of 2024 (or on the date your spouse died) and your gross income was at least $5, you must file a return regardless of your age.*

Self-employed individuals generally must file a tax return if their net income from self-employment was at least $400.

Foreign Income for Non-Filers (Comment Code 303) – Documentation will be required for contributors who have foreign income but has not filed a foreign tax return for reasons other than being low income. The FAFSA contributor with Foreign Income will need to provide the financial aid office with income documentation and a reasonable explanation regarding their tax filing status.

Verification Tolerance

A school must submit for processing any changes resulting from verification to a non-dollar item or a single dollar item of $25 or more.

Other Required Documentation

Dependency Status

SCC will verify dependency status based on the following criteria whether or not a student was selected for federal verification:

Automatically Independent (if a student answers "yes" to the following questions):

Born before January 1, 2003?
Married, Separated, or Divorced (the day FAFSA was submitted)?
At the beginning of the 2026–27 school year, will you be enrolled in a master's or doctorate program (such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D., graduate certificate, etc.)?

Additional Documentation Needed to Verify Independent Status (If a student answers "yes" to the following questions):

Are you currently serving on active duty in the U.S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?) *Documentation is required if the ISIR has VA Match Flag 2, 3, 4 or Comment Code 158, 159, 160.*
Are you a veteran of the U.S. armed forces? *Documentation is required if the ISIR has VA Match Flag 2, 3, 4 or Comment Code 158, 159, 160.*
Do you have children or other people (excluding your spouse) who live with you and who receive more than half of their support from you now and between July 1, 2026, and June 30, 2027?
At any time since you turned age 13, were you an orphan (no living biological or adoptive parent)?
At any time since you turned age 13, were you a ward of the court? For purposes of ward of the court, incarceration of a student does not qualify the student as a ward of the court for independent status.
At any time since you turned age 13, were you in foster care?
Are you or were you a legally emancipated minor, as determined by a court in your state of residence?
Are you or were you in a legal guardianship with someone other than your parent or stepparent, as determined by a court in your state of residence?
At any time on or after July 1, 2025, were you unaccompanied and either (1) homeless or (2) self-supporting and at risk of being homeless? An individual at an eligible agency includes one of the following: your high school or district homeless liaison or designee, the director or designee of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or another program serving those experiencing homelessness the director or designee of a project supported by a federal TRIO program or a Gaining Early Awareness and

Readiness for Undergraduate Programs (GEAR UP) grant, a documented meeting with the Financial Aid Coordinator

Comment Codes and Conflicting Information Resolution

The FAO will require students to resolve all SAR/ISIR Comment Codes (C-Flags) that require resolution prior to awarding Title IV aid. Additionally, conflicting information of data elements found while reviewing the FAFSA will need to be resolved to be eligible for Title IV aid.

Bachelor's Degree Discrepancy Resolution/Grade Level Verification
The ISIR indicates student's educational grade level is 5th year or beyond and/or has a bachelor's degree, or student has indicated they have a bachelor's degree with the Admissions Office. The FAO will need to confirm student's financial aid eligibility prior to awarding.

Conflicting FTI – If the student or contributor who had FTI data reported on the FAFSA/ISIR also manually indicated that they did not file a tax return in 2024, the FAO will require either IRS tax transcripts or signed copies of the 2024 income tax return and applicable schedules. The FAO will use the documentation to correct the conflicting financial information on the ISIR which may result in a new SAI calculation.

Eligible/Non-eligible Citizenship Verification– If the ISIR indicates that DHS is unable to determine the applicant's citizenship, the FAO will verify the student's citizenship status by requesting proof of citizenship documentation (Eligible citizen or Eligible Non-Citizenship).

High School Diploma (or equivalent) Discrepancy – Student's must provide proof of High School Completion (or equivalent) if SAR/ISIR has missing or incomplete high school completion information or if conflicting information exists.

Ineligible Program Enrollment Resolution – Students not enrolled in a program eligible for financial aid must confirm their program of study (academic major) or update their academic program to an eligible program with the Admissions & Records Office. Students must be enrolled in an eligible program to receive financial aid.

Identity Confirmation – The FAO will require students flagged with an Identity Confirmation form to submit an unexpired, government-issued photo identification such as a U.S. passport, a driver's license, or other state-issued ID. "Unexpired" means the ID has not expired at the time it is checked, even if it will expire before the end of the award year.

Loan Comment Codes – The FAO will require students to confirm their loan eligibility for required C-Flags and Comment Codes as it relates to loan limits, loan eligibility, and/or loans discharged.

Non Tax Filer Conflicting Information - The student, their spouse, or one or more parent contributors indicated that they did not file a U.S. tax return for a reason other than low income. This may suggest that a tax return was required but was not filed. As a result, the Financial Aid Analyst must review and resolve this issue, as it is considered conflicting information. To complete the financial aid process, the student and contributors must resolve this conflicting information. This may include filing a U.S. tax return if required.

NSLDS Unsuccessful Last Name and SSN Match – Student's with comment code 162 will be notified that they are required to contact NSLDS Customer Support at 1-800-999-8219 to resolve unmatched financial aid history.

Pell Grant Lifetime Eligibility Used – Student's enrolled at SCC who exceed 500% of their Pell LEU will be required to review and confirm whether they still want to receive Pell grant funds for the current academic year. Students who have used 600% Pell LEU are no longer eligible for Pell grant funds.

Resolution of Defaults, Overpayments, Bankruptcy – Students must submit proof that their defaulted loans are in good standing or overpayments have been paid back. The student will need to contact the Department of Education to resolve all outstanding issues and to provide a letter of Title IV reinstatement to the FAO.

Unusual Enrollment History Flag
ISIR's flagged with Unusual Enrollment History (UEH) Flag 2 or 3 will be required to submit academic transcripts in order for the FAO to identify if the student's enrollment history is unusual. Students may be required to submit academic transcripts from previously attended institutions.

UEH 2 will require the Financial Aid Analyst to review both student's financial aid and academic records for four award years prior to the current award year.

UEH 3 will require the Financial Aid Analyst to review the student's academic records to determine if the student received academic credit at the institutions the student attended during the four-award year period.

- If academic credit was earned, no further documentation will be requested.
- If academic credit was not earned, the student will need to complete a Usual Enrollment History Appeal. If required to appeal, the student must explain why they failed to earn academic credit.

Parent Killed in the Line of Duty
Documentation will be required to determine if the student is eligible for maximum Pell grant if they answer "Yes" to the FAFSA question, "Was the student's parent guardian who killed in the line of duty while either (1) serving on active duty as a member of the U.S. armed forces on or after September 11, 2001, or (2) performing official duties as a public safety officer.

Subsequent ISIR transaction
If the FAO receives another ISIR transaction after the student's file has already been awarded, the new ISIR transaction will be reviewed. Any changes to data elements that result in a change in SAI may be verified by requesting additional documentation and placing a hold on the financial aid disbursement until resolved.

Professional Judgment
On a case-by-case basis, the Financial Aid Coordinator may make exceptions to the above guidelines for unusual/extenuating circumstance of the student and/or parent. All verification requirements must be met before applying professional judgment. Professional judgment cannot be used to waive general student eligibility requirements or to circumvent the intent of the law or regulations. Please view the Professional Judgment (PJ) Policy for more information.

Referral and Reporting Fraud Cases

If you suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, you must report your suspicions and provide any evidence to the Office of Inspector General (OIG).

OIG Contact Information:

Address: OIG Headquarters, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-1500
Web: https://oig.ed.gov/contact-us
Hotline: https://oig.ed.gov/oig-hotline
Phone: 1-800-MIS-USED (1-800-647-8733)
Hours: M, W 9–11 a.m. T, Th 1–3 p.m.
Regional Offices: An updated listing of regional offices and contact information is available at https://oig.ed.gov/contact-us