

## College Operating Procedures (COP)



**Procedure Title:** Verification of Student Aid Report information  
**Procedure Number:** 04-0803  
**Originating Department:** Office of Financial Services

**Specific Authority:**

Board Policy  
Florida Statute  
Florida Administrative Code

**Procedure Actions:** Adopted: 1/15/2009

**Purpose Statement:** This procedure document provides the Director of Financial Aid with policy guidelines in the effort to verify the accuracy of information on student aid reports

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### **Introduction:**

This procedure is designed to provide the Director of Financial Aid with guidance in the enforcement of subpart E of Title 34, part 668 of the Code of Federal Regulations. This regulation focuses on the verification of student aid application information. The current procedure describes the processes associated with implementing the “30% option” associated with this part of Title 34.

This procedure document includes three general sections. The first section represents a description of the procedures included in implementing the 30% option. The second section is comprised of subsections from the Code of Federal Regulations; these subsections include: the definition of terms associated with verification, federal mandates concerning institutional policies, and federal mandates regarding items to be verified. The final section lists relevant items from Title 34 that are not explicitly addressed in this procedural document.

### **SECTION I: Internal Selection of Financial Aid Students for Verification**

Title 34 of the Code of Federal Regulations includes a requirement that we verify all applications the CPS selections for verification, up to 30% of the school’s total number of federal aid applicants in an award year. This part of the regulation is entitled “30% Verification option;” this provision can be found in the Code of Federal Regulations under 34 CFR 668.54(a)(2). A procedural guide to this section of the Code can be found on the following webpage:

<http://ifap.ed.gov/fsahandbook/attachments/0910AVGCh4.pdf>

The actual text of 34 CFR 668.54(a)(2) is available through the following webpage:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=ba4224f27caf6882a2ac2c6112b08093&rgn=div5&view=text&node=34:3.1.3.1.34&idno=34#34:3.1.3.1.34.5.40.4>

To provide students with the best financial aid services possible while maintaining compliance with federal regulations, the director of financial aid will engage in procedures that identify financial aid students who are likely to have substantial errors on their student aid reports. These strategies will also serve as a tool for the prioritizing of student aid reports that will undergo the verification process.

The following outline summarizes the process through which we will implement this awarding and verification strategy:

1. For purposes of this policy, the financial aid applicant pool will include enrolled students for whom the Financial Aid Office has received student aid report
2. To be included in the 30% of the financial aid applicants for whom the verification process was completed, students must have their student aid reports selected by the CPS for verifications and meet our definition of a financial aid applicant (see 1 above)
3. In consultation with the Dean of Student Services, the Director of Financial Aid will determine the point in time when a sufficient number of financial aid applicants have been obtained to make a reasonable estimate regarding the size of the financial aid applicant pool for the current aid year; this estimate will include
  - a. The total number of financial aid applications received
  - b. The projected number of financial aid applications for the academic year
  - c. The total number of applications that were selected by the CPS for verification
  - d. The number of verifications that were completed at the time that the estimate is made
4. In consultation with a variety of student services, information technology, and administrative services constituencies, the Director of Financial Aid will develop and implement a set of written strategies that ranks student aid applications according to the likelihood of the reports containing substantial errors
5. Once the student aid reports are ranked, the Director of Financial Aid will identify student aid reports that are both selected by the CPS for verification and represent the smallest risk of substantial error; the Director will waive the verification requirement and award financial aid for a subset of these financial aid applicants

Prior to waiving verification requirements, the Director of Financial Aid will submit a report to the Dean of Student Services, Vice President for Academic and Student Services, Vice President for Financial Services, and Executive Vice President. This report will contain the following:

1. A summary of the strategies employed to ensure that the Office of Financial Aid verifies no fewer than 30% of the financial aid applicant pool (note that only those applicants selected by the CPS will be counted towards this 30%)
2. An estimate of the student aid reports for which verification will be completed
3. A list of students for whom the verification process will be waived

Prior to packaging financial aid for applicants for whom the verification requirements have been waived, the Director of Financial Aid will have written approval from the Dean of Student Services, the Vice President for Academic and Student Services, and the Vice President for Financial Services

**SECTION II: Abridged List of Relevant Items from part 668 of Title 34**

1. Information items requiring verification (668.54)
2. Information items to be updated (668.55)
3. Documentation used to verify income, assets, and household size (668.56)
4. Interim disbursements (668.58)
5. Consequences of changes to application information (668.59)
6. Recovery of funds (668.61)