

OKLAHOMA CITY COMMUNITY COLLEGE FINANCIAL AID OFFICE

VERIFICATION OF FAFSA DATA

WHAT IS VERIFICATION?

The US Department of Education (ED) selects certain FAFSA files for a review process called Verification. When this happens, our office is required to ensure that the information reported on the FAFSA is accurate. In some cases, our review may result in a change to the student's financial aid eligibility. Your signature on the FAFSA designates your understanding of your responsibility to provide documentation if it is requested.

Participation in the Verification process is not optional if you wish to receive federal student aid, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Federal Direct Loans, Federal Parent PLUS Loans. If you choose not to provide Verification documents or fail to provide by the deadline, OCCC cannot offer you federal student aid.

WHAT IS THE VERIFICATION DEADLINE?

OCCC's federal Verification deadline is the end of the term or academic year for which the student is enrolled, whichever is sooner.

HOW DO I KNOW IF I AM SELECTED FOR VERIFICATION?

If you are selected for Verification, a notification will be sent to your OCCC student email directing you to your OCCC Student Portal to review your Required Financial Aid Documents Checklist. Your Student Aid Report (SAR) will also provide details that your FAFSA has been selected for Verification.

HOW DO I COMPLETE THE VERIFICATION PROCESS?

Review your Required Financial Aid Documents Checklist on your OCCC Student Portal Self-Service.

Complete a Verification Form available at <http://www.occc.edu/financialaid/forms.html>

Submit income and tax information reported on your FAFSA to the Financial Aid Office:

- If you used the IRS Data Retrieval Tool (IRS DRT) when completing the FAFSA this serves as Verification of your income and tax data.

- If you did not use the IRS Data Retrieval Tool (IRS DRT) when you completed the FAFSA, you may submit a FAFSA correction and use the tool to import your income and tax information.

- If you cannot or choose not to use the IRS DRT, you must submit the IRS Tax Return Transcript. A Federal IRS Tax Return Transcript can be obtained online at www.irs.gov or by calling 1-800-908-9946.

- If you cannot obtain an IRS Tax Return Transcript, submit a signed copy of your federal tax return form 1040 with schedules 1, 2 or 3, if applicable.

Submit any other documentation requested by the Financial Aid Office.

WHAT HAPPENS WITH THE INFORMATION I SUBMIT?

The Financial Aid Office reviews the Verification Form and supporting documents. The information on these documents is compared to the information you provided on the FAFSA.

If the information on the documents conflict with the FAFSA data, it may require additional information to resolve the discrepancy. You will be notified through your OCCC student email and/or OCCC Student Portal.

If necessary, the Financial Aid Office will correct your FAFSA reporting the verified information. A new Student Aid Report (SAR) will be generated. FAFSA will send an email directing you to view your new SAR showing any changes to your Expected Family Contribution (EFC) and Title IV aid amounts.

HOW LONG WILL VERIFICATION TAKE?

Verification typically takes two to four weeks after all required documentation is received by the Financial Aid Office. During peak time processing time may take longer. Verification cannot be completed until all requested documents are received. You will not be awarded federal or state financial aid until all required information is received and reviewed.

HOW CAN I AVOID DELAYS?

Submit all required documents promptly.

Make sure all documents are legible, accurate, fully completed and signed.

Regularly check your OCCC student email for notifications.

Promptly respond to any request for additional documentation or clarification.

WHAT HAPPENS AFTER VERIFICATION IS COMPLETE?

When Verification is complete and your eligibility for federal student aid has been determined, an Award Notification will be sent to your OCCC student email, directing you to review your awards on your MyOCCC Portal.

REFERRAL AND REPORTING FRAUD

Oklahoma City Community College's Financial Aid Office will report any suspected fraud or falsified information (on the part of the student, the parent or preparer of the FAFSA or related parties) to the U.S. Department of Education (USDE) and all other related parties for immediate action.

It is important to provide accurate information in regards to financial aid. If OCCC's Financial Aid Office has reason to believe that a student or parent has purportedly misrepresented facts relevant to the student's FAFSA or has committed forgery or fraud, the student will be contacted to meet with the OCCC Director of Financial Aid to determine if misrepresentation was intentional. If it is determined that the student's intent was forgery or fraud, the information will be forwarded to the Office of Inspector General in writing by the Director of Financial Aid.

Examples of such information include: false claims by the school for FSA program assistance, false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures or certifications, and false statements of income.

USDE Office of Inspector General <https://www2.ed.gov/about/offices/list/oig/index.html>