

Federal Verification Policy

Reading Area Community College

I. Policy Statement

Reading Area Community College (RACC) is committed to maintaining the integrity of federal student aid programs under Title IV of the Higher Education Act of 1965, as amended. In alignment with this commitment, and in response to recent changes enacted through the **FAFSA Simplification Act**, RACC has revised its Title IV Verification Policy to ensure compliance with current federal regulations and to streamline the student financial aid experience.

This policy is established in accordance with **34 CFR §668.51–§668.61** and current U.S. Department of Education guidance.

II. Purpose

The purpose of this policy is to outline RACC's procedures for verifying information reported on the Free Application for Federal Student Aid (FAFSA). Verification ensures that students and their families receive the correct amount of federal financial aid while adhering to updated federal requirements under the FAFSA Simplification Act.

III. Selection for Verification

A. Students are selected for verification either by the U.S. Department of Education's Central Processing System (CPS) or, in rare cases, by RACC when there is reason to believe the FAFSA information is inaccurate or inconsistent.

B. Verification selection is based on the Institutional Student Information Record (ISIR), received via the Common Origination and Disbursement (COD) system.

C. Students selected for verification will be notified via their official RACC email and/or student portal and will receive instructions on how to submit the required documents.

IV. Required Documentation

Students selected for verification must provide the following:

1. A completed Verification Worksheet (provided by the Financial Aid Office).
2. IRS Tax Return Transcript or signed IRS 1040 form for the applicable tax year, or successful use of the IRS Data Retrieval Tool (DRT).
 - Dependent students must also provide parent documentation.
3. W-2 forms or wage documentation if applicable.
4. Proof of non-filing from the IRS (if required).
5. Additional documentation as requested to resolve discrepancies, which may include household size, number in college, or proof of untaxed income such as child support received.

Deadlines for submission will be clearly communicated to students selected for verification.

V. Verification Process

A. Upon receipt of required documentation, the Financial Aid Office will compare FAFSA data to the submitted materials.

B. Discrepancies will be corrected through electronic updates to the FAFSA. Students will be notified of changes via a new FAFSA transaction.

C. If eligibility changes, financial aid awards will be adjusted accordingly and the student will be notified.

VI. Consequences of Non-Compliance

Students who fail to complete verification by the published deadline will not be eligible to receive federal Title IV financial aid until all requirements are met.

VII. Reporting Requirements

RACC will report verification results to the U.S. Department of Education using TDClient and the COD system, as required by federal regulation.

VIII. Annual Review and Policy Updates

This policy will be reviewed annually by the Financial Aid Office. Updates will be made as necessary to reflect changes in federal regulations, including those introduced through the **FAFSA Simplification Act** and subsequent regulatory guidance.

IX. Contact Information

For questions or further information regarding the Title IV verification process, contact:

Benjamin Rosenberger

Director of Financial Aid/Registrar

Reading Area Community College

Berks Hall, Room B107

Email: brosenberger@racc.edu