

Application and Verification Guide

Introduction	1
Chapter 1: The Application Process: FAFSA to ISIR	3
TYPES OF APPLICATIONS	3
<i>FAFSA on the Web, Paper FAFSA, FAA Access to CPS Online, The PIN, Pre-filled FAFSA</i>	
PROCESSING THE FAFSA	5
OUTPUT DOCUMENTS: THE SAR AND ISIR	6
DEADLINES	7
Chapter 2: Filling Out the FAFSA	9
STEP ONE: GENERAL STUDENT INFORMATION	9
<i>Questions 1–31 (including drug conviction question)</i>	
STEP TWO: STUDENT/SPOUSE INCOME AND ASSETS	12
<i>Questions 32–47 (and questions 76–89 for parents), Worksheets A-C, Zero income, Qualified education benefits, Reporting “take-back” mortgages, Reporting trust funds, Ownership of an asset</i>	
STEP THREE: DEPENDENCY STATUS	22
<i>Questions 48–55, Dependency overrides, Who counts as a parent, Other sources of support for children and other household members, Veteran match</i>	
STEP FOUR: PARENTS’ INFORMATION (DEPENDENT STUDENTS ONLY)	25
<i>Questions 56–89 (see Step Two for discussion of questions 76-89), Reporting information in cases of death, separation, divorce, and remarriage</i>	
STEP FIVE: FOR INDEPENDENT STUDENTS ONLY	30
<i>Questions 90–96</i>	
STEP SIX: SCHOOL INFORMATION	31
<i>Question 97</i>	
STEP SEVEN: SIGNATURE REQUIREMENTS	31
<i>Questions 98–102, Substitutes for a parent’s signature, Signature requirements chart, Signatures for electronic applications</i>	

Chapter 3: Expected Family Contribution (EFC).....	35
GENERAL INFORMATION	35
SIMPLIFIED FORMULA.....	35
AUTOMATIC ZERO EFC	36
ALTERNATE EFCs.....	36
FORMULA A — DEPENDENT STUDENTS.....	37
<i>Parents' contribution, Student's contribution from income, Student's contribution from assets, Alternate EFCs for other than nine-month enrollment</i>	
FORMULA B — INDEPENDENT STUDENT WITHOUT DEPENDENTS OTHER THAN A SPOUSE	41
<i>Contribution from available income, Contribution from assets, Alternate EFCs for other than nine-month enrollment</i>	
FORMULA C — INDEPENDENT STUDENT WITH DEPENDENTS OTHER THAN A SPOUSE	43
<i>Available income, Contribution from assets, Calculation of student's EFC, Alternate EFCs for other than nine-month enrollment</i>	
EFC WORKSHEETS	47
<i>Formula A, Formula B, Formula C</i>	
 Chapter 4: Verification	 75
REQUIRED POLICIES.....	75
APPLICATIONS TO BE VERIFIED	76
<i>30% Verification option, Verification exclusions</i>	
REQUIRED VERIFICATION ITEMS	79
<i>General documentation requirements and the verification worksheets, Household size, Number enrolled in college, Adjusted gross income (AGI) and U.S. income tax paid, Tax documents: special situations and alternatives, Untaxed income and benefits, Using a joint return to figure individual AGI and taxes paid</i>	
COMPLETING THE PROCESS	87
<i>Interim disbursements, Selection after disbursement, After documentation is complete, Verification tolerance, Deadlines and failure to submit documentation, Late disbursements, Verification status codes, Verification worksheets (dependent and independent)</i>	

Chapter 5: Corrections, Updates, and Adjustments	95
CORRECTING ERRORS	95
<i>Options if error doesn't affect eligibility, Options if correction increases eligibility, Options if correction decreases eligibility</i>	
UPDATING	96
<i>Dependency status, Household size and number in college, Effect on previous disbursements</i>	
HOW TO SUBMIT CORRECTIONS AND UPDATES	97
<i>Using FAFSA on the Web (FOTW), Submitting changes via FAA Access to CPS Online, Using the Student Aid Report (SAR) to make corrections, Adding schools and changing a student's address</i>	
PROFESSIONAL JUDGMENT	99
CONFLICTING INFORMATION	100
<i>Subsequent ISIRs, Discrepant tax data, Resolution of conflicting information</i>	
REFERRAL OF FRAUD CASES	102
<i>Office of Inspector General address and phone numbers</i>	

