

Random Sampling Protocol for 2013-14

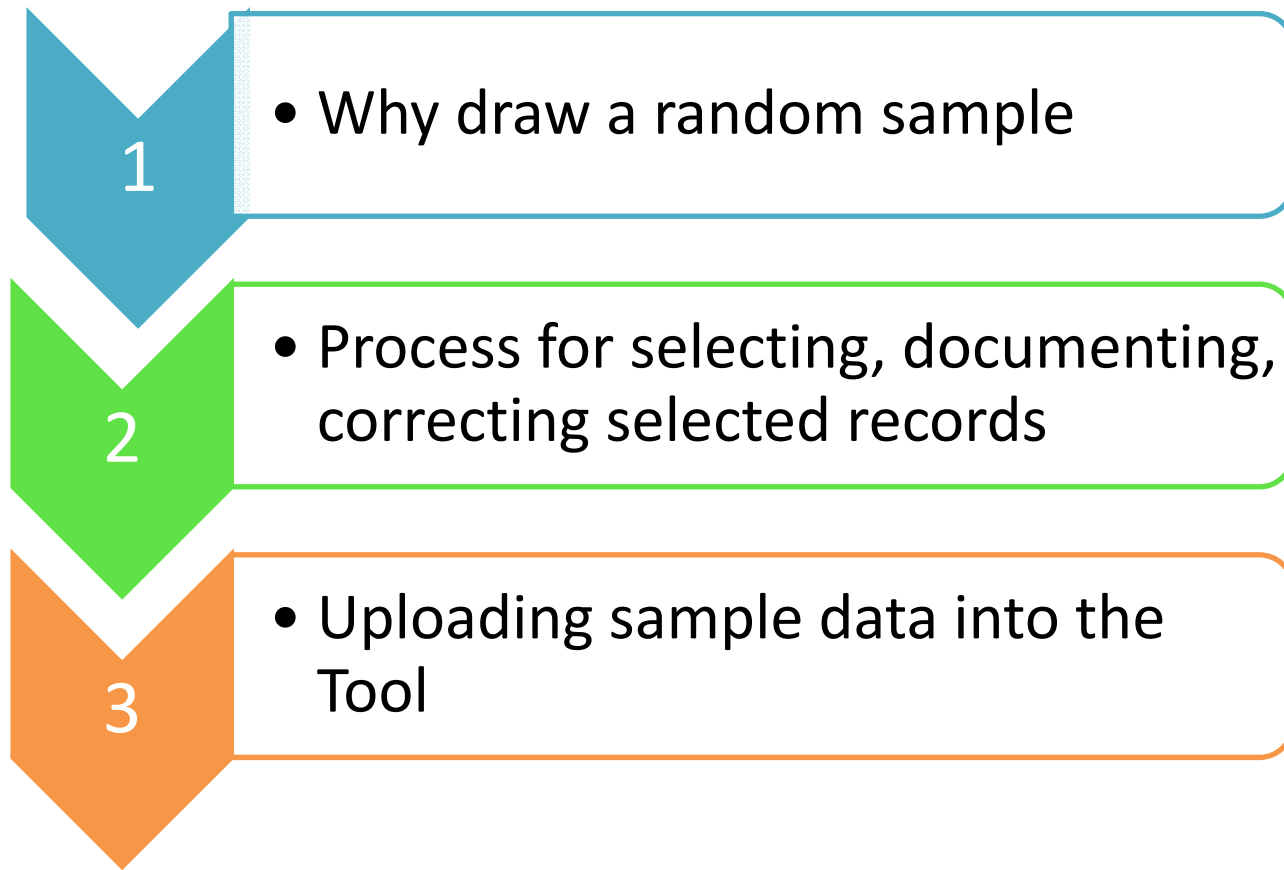
January 23, 2013

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Federal Student Aid
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Training Objectives



Why sample?

Find who
you're
missing

Improve
verification

Compare
QA school
and CPS
verification

What determines who is in the sample?

CHANCE

How?



Excel

CPS Online - ISIR

Introduction to ISIR Analysis Tool

This tool is designed for any school that understands certain characteristics about its students that are typically selected or defined by the institution.

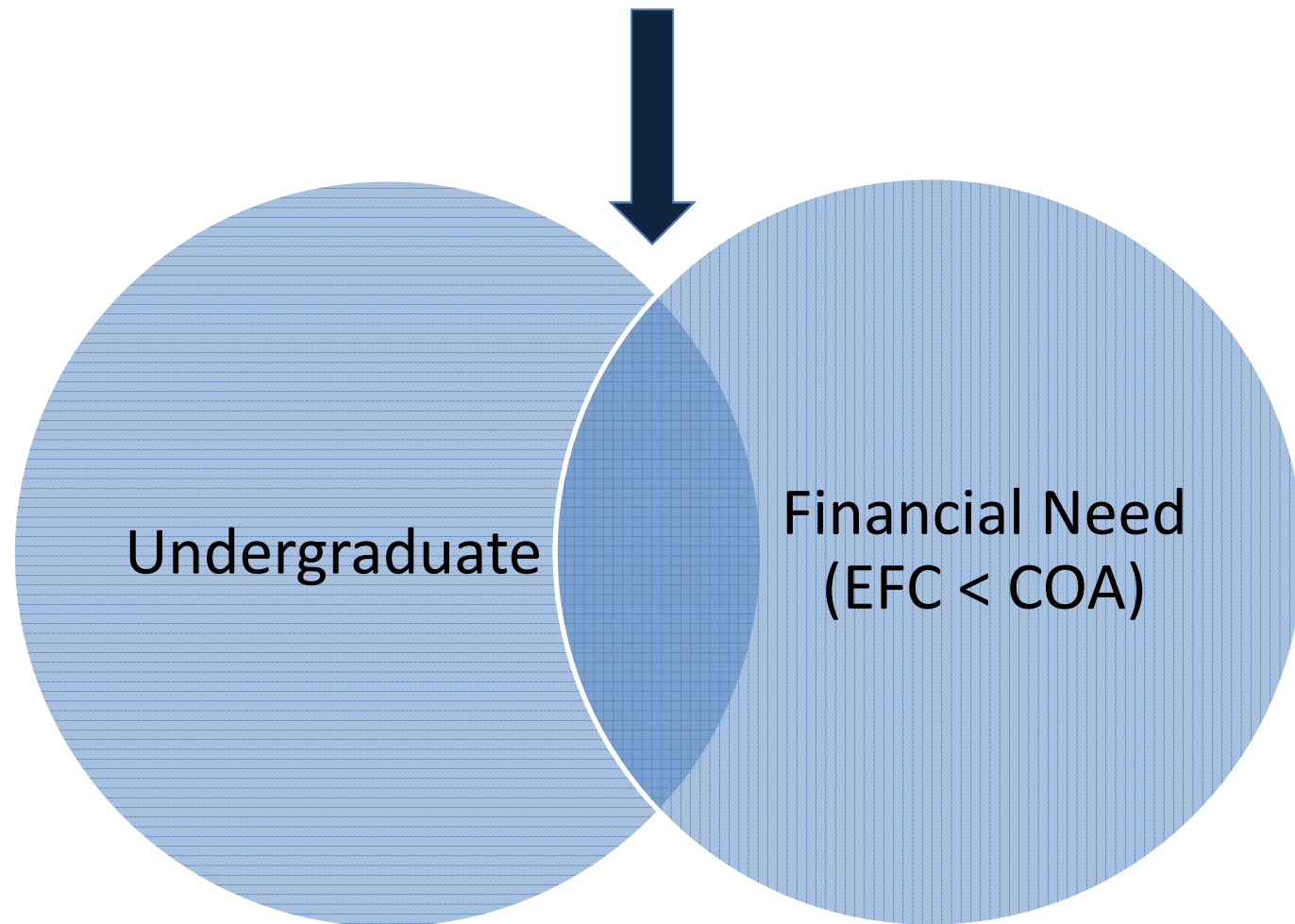
The ISIR Analysis Tool does not necessitate a program or exempt from federal Title IV QA Amendment.

The Tool



Your System

Random Sample Population



How many records to select

- A minimum of 350
- Account for attrition
- Schools with < 1000 students, select 20% of aid population

When? School decides

Start Date

- First ISIR processing
- As early as January 2

Wait

- School offers
- Students accept
- Late spring

Verify sample records as if:

- Your school is *NOT* in the QA Program
- Record *was* flagged by CPS with code V1 – Standard Verification

Reference:

- DCL ID: GEN-12-11
- Federal Register, Vol. 77, No. 134/July 12, 2012

Acceptable Documentation

Federal Register, Vol. 77, No. 134/July 12, 2012

<http://www.gpo.gov/fdsys/pkg/FR-2012-07-12/pdf/2012-17038.pdf>

Program Integrity Questions and Answers – Verification

<http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/verification.html>

Income Verification for Tax Filers

Items	Documentation
<ul style="list-style-type: none">• Adjusted Gross Income• U.S. Income Tax Paid• Untaxed IRA Distributions• Untaxed Pensions• IRA Deductions• Tax Exempt Interest• Education Credits	<ul style="list-style-type: none">• ISIR where student and parent used the IRS Data Retrieval Tool and made no changesOr• Tax Transcript

Group V1-Standard Verification

Special Circumstances for Tax Filers

Circumstance	Additional Documentation
<ul style="list-style-type: none">Joint filers with a change in marital status	<ul style="list-style-type: none">IRS transcript(s)W2(s)
<ul style="list-style-type: none">Taxpayers with extensions granted by the IRS	<ul style="list-style-type: none">IRS Form 4868 or copy of IRS approvalW2(s)If self-employed, signed statement
<ul style="list-style-type: none">Request of IRS tax transcript unsuccessful	<ul style="list-style-type: none">Confirmation from IRS, andCompleted IRS form 4506 T-EZ or 4506 T

Group V1-Standard Verification

Income Verification for Nontax Filers

Item	Documentation
<ul style="list-style-type: none">Income earned from work	<ul style="list-style-type: none">Signed statementW2(s)

Group V1-Standard Verification

Non-Income Verification, All Applicants

Item	Documentation
<ul style="list-style-type: none">• Number of household members	<ul style="list-style-type: none">• Signed statement listing name, age, and relationship of each person to applicant• Not required if number is “logical” given dependency and marital status

Group V1-Standard Verification

Non-Income Verification, All Applicants

Item	Documentation
<ul style="list-style-type: none">• Number in College	<ul style="list-style-type: none">• Signed statement listing the persons' names, ages and the name of institutions attended• Not required if 1• If school has reason to doubt – statement from institution

Group V1-Standard Verification

Non-Income Verification

Item	Documentation
<ul style="list-style-type: none">Supplemental Nutrition Assistance Program, SNAP-Food Stamps (Only if indicated on ISIR)	<ul style="list-style-type: none">Signed statement affirming receipt by someone in household during 2011 or 2012If school has reason to doubt – documentation from issuing agency

Group V1-Standard Verification

Non-Income Verification, All Applicants

Item	Documentation
<ul style="list-style-type: none">• Child Support Paid (only if indicated on the ISIR)	<ul style="list-style-type: none">• Signed statement certifying the amount, who paid, who received, and the name(s) of child(ren) for whom support was paid• If school has reason to doubt – supporting documentation

Group V1-Standard Verification

Corrections

- Remember to submit all corrections to the Central Processing System
 - Random sample
 - School selected records

What if sampled students don't enroll?

Exclude



Keep analysis
focused on
your students

Include



Use all
documented
data

School verification still required for 2013-14

- The sample is in **ADDITION** to, not **INSTEAD** of school verification
- Include a “Y” in the flat file of ISIR records for each record that was also selected for school verification AND randomly selected.

Prepare Flat File of Random Sample

```
111221234MA0105YAC  
111331235LA0204  
111441236EV0106YCDE
```

Field Length: Up to 56
characters

1. SSN
2. First two letters of the last name (CAPS)
3. Initial transaction
4. Paid on transaction
5. Include the “Y” for records that met your criteria OR
6. Leave a space in position 16 if not selected
7. Include the Verification Code(s) the record met

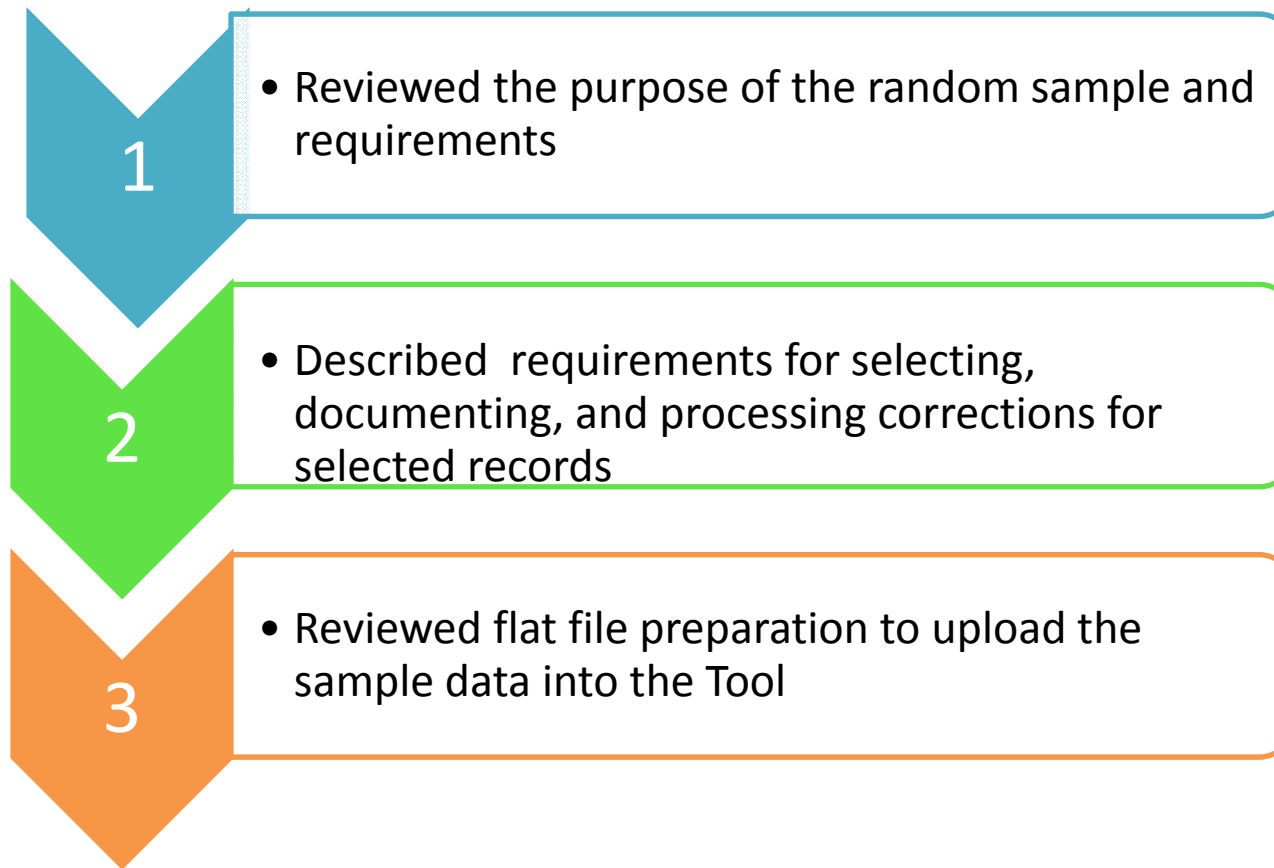
Sample Planning Checklist

Task	Assignments	Start	End
Determine method for drawing, timing, and size of sample			
Prepare to document ISIR data: <ul style="list-style-type: none">• Review V1 requirements• Create verification worksheets• Update policy and procedures			
Sample undergraduate records with financial need			

Sample Planning Checklist, cont.

Task	Assignments	Start	End
Analyze sample data: <ul style="list-style-type: none">• Identify sampled records in your system• Prepare flat file, indicate school verification and criteria• Upload into the Tool• Run reports			
Modify 2014-15 School Selection Criteria			

What We Have Learned



2012-13 School Selected Records

February 1, 2013

QA Program Resources

- QA Program Website - <http://ifap.ed.gov/qualityassurance>
- QA Program Listserv - Send email to Warren.Farr@ed.gov to subscribe to the QA Program listserv
- QA Program Mailbox – quality.assurance@ed.gov
- QA Program Training & Guidance - <http://ifap.ed.gov/qahome/training.html>
- Information for Financial Aid Professionals - <http://ifap.ed.gov>

QA Regional Representatives

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Questions

