Verification

PATH:
Cal Components > Financial Aid > ISIR QA Verification > FAFSA QA Verification
or

Cal Components > Financial Aid > ISIR QA Verification > Cal ISIR QA Verification

As part of UC Berkeley's verification process, a checklist process runs when ISIRs are loaded. If a student meets certain criteria, they are selected for verification. An automated checklist will be added to the student's CalCentral page informing them to submit documentation.

Counselors can run a Query called **UCCS_F_VERIFICATION_REVIEW** to identify which students have submitted documents and are ready to be verified. When WorkCenters are in Campus Solutions, counselors will go to a WorkCenter to find the relevant students.

In this example, we've received the documents needed for a student and are ready to do the verification.

From the main menu, click the **CAL Components** link.

Click on the **ISIR QA Verification** folder (within the **Financial Aid** folder).
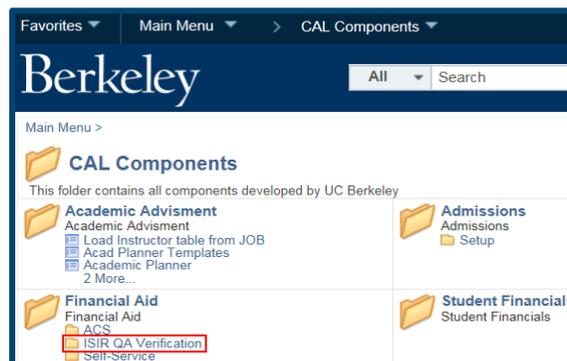
Depending on the student's status, click on either **CAL ISIR QA Verification** (for Cal ISIR) or **FAFSA QA Verification** (for Federal ISIR). In this example, we will click **FAFSA QA Verification**.
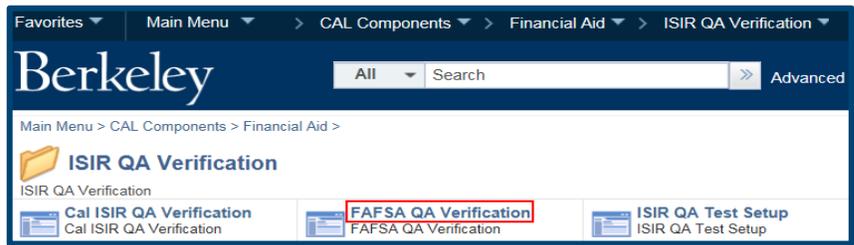
Search for the student. Best practice is to use Student ID#, but you can also use National ID (Social Security Number) or Name. If searching by name, be careful to ensure you are on the correct record, as there are often multiple people with the same name.
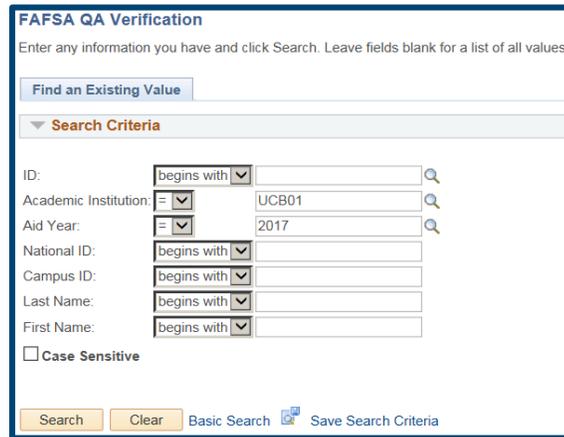
The parent's information from the Federal ISIR displays on the first of three tab pages. We are currently on the **Parent Income/ Assets** page. Let's review the information at the top of the page.

The **Status** displays as Pending.

This student only has 1 row of information, but other students may show multiple rows (e.g. 1 of 4). In those cases, the system will default to the most current information (the lowest number). You can use the Arrow keys to navigate history.

In this case, the **Copy ISIR to Federal** & **Copy Federal to UC** buttons are Active (yellow). The form is ready for updates. If the buttons are Inactive (greyed out), you would need to click the Plus button (+) to add a new row.
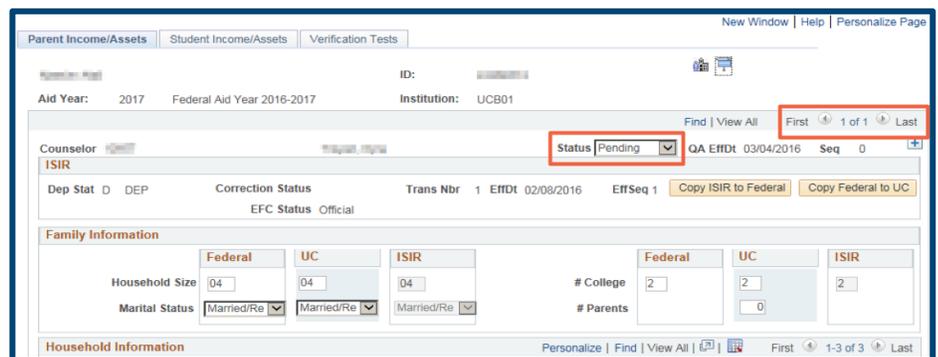
There are 3 columns for most sections, **Federal**, **UC** and **ISIR**. Because there is the ability to copy all updates in the Federal column to the UC column, we will primarily be updating the Federal columns. (For Cal

ISIR, edit the State column). The data entered in the Federal column will be used to update the ISIR and will impact the federal EFC. (Or in the case of a CAL ISIR, will update the State ISIR and affect the state EFC.) Data in the UC column will impact the INSTPC.

The first step is to validate that the **Household Size** is equal to the **Household Information**, based on the documents received. Because the ISIR only collects information on the student and parent(s), but the family size is listed as four, we will need to add the additional family member in this example. We will also update the number (#) of parents in the **UC** column in **Family Information**.

We have also updated the Number of Parents in the UC column, then clicked the plus button (+) and added the additional family member. Remember to include the school code if another family member attends another school.

NOTE: If an Independent student does not meet the Parent Grant eligibility requirements, then the counselor should set the Parent Grant Exclusion flag (User Variable Y/N Flag #4) in the Packaging Variables page. **Path: Financial Aid > Awards> Award Processing > Assign Packaging Variables**

Now we are ready to fill in financial information.

NOTE: If at any point you enter an incorrect value, you can overwrite it with correct information. If you want to reset <u>all</u> the financial information in the Federal columns, you can click the **Copy ISIR to Federal** button. Then click **Yes** to the message. This will reset all information in Federal columns to the original data. It will <u>not</u> reset any Family or Household Information already entered.
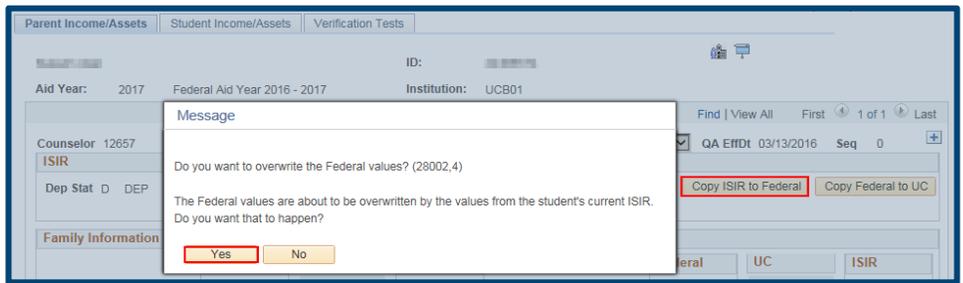
Scroll down to the **Verification Form Data Entry** section. Compare the fields (in the **Federal** column) to the verification document(s). For the Means Tested Benefits, a blank field is the equivalent of No. If the answer is Yes, but there is no supporting documentation, change the answer to No.
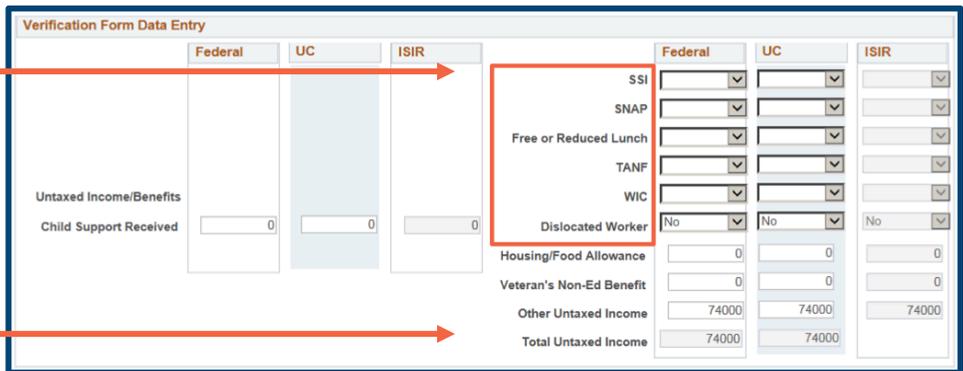
The total(s) untaxed income on the Verification section is a combination of what's on the Verification form and what is on the tax return. Enter values from the verification form(s). The "**Total Untaxed Income**" will continue to update as more information is added.

Scroll down to the **Add'l Financial Information** section. This is a combination of information from the tax return and the verification form you are reviewing. Update as needed.

To the right is the next section labeled
Assets. Update as needed.

Assets			
	Federal	**UC**	**ISIR**
Cash	25000	25000	25000
Real Estate Value	0	0	
Real Estate Debt	0	0	
Net Real Estate Value	0	0	
Other Investments	0	0	
Total Investments	0	0	0
Business/Farm Value	0	0	0
Total Assets	25000	25000	

Student Income/Assets

After entering the Parents' Assets, if you are verifying an Independent student, scroll up and click on the **Student Income/Assets** tab. You will <u>not</u> need to edit this page if this is a Dependent student.

Parent Income/Assets	**Student Income/Assets**	Verification Tests

The Student Income/Assets page will display. Enter the student's assets and income (if the student filed and submitted a copy of their tax return) accordingly. The Deduction Type will default to Standardized.

Parent Income/Assets (Continued)

Click the **Parent Income/Assets** tab at the top of the page, to return and finish the Parent updates.

Scroll down to **Taxable Income** section. Update as needed.

NOTE: You may see negative numbers in the Federal column that have defaulted from the ISIR. Please refer to the verification manual on `G:\common\Counseling (Compliance, Analysis, Outreach)\Verification` for additional information on handling negative values.

Taxable Income

	Federal	UC	ISIR
Tax Return Filed	Filed/Comp	Filed/Comp	Will File
Tax Form Used	1040	1040	1040
Tax Filing Status	Joint	Joint	Joint
Eligible to File A/EZ?	No	No	No

	Fed Parent1	Fed Parent2	UC-Parent1	UC-Parent2
Wages	0	0	0	0
Bus.	0	0	0	0
Farm	0	0	0	0

	Federal	UC	ISIR
Parent1 Total	0	0	0
Parent2 Total	0	0	0
Addition to Income		0	
Total Income	74000	74000	
AGI	0	0	0
Deduction Type			
Taxes Paid	0	0	0
Education Credit	0	0	0

Make sure to enter the **Deduction Type** to `Itemized` or `Standard`. (If it's not filled out, an error message will appear later when you try to run a process or save.)

	Federal	UC	ISIR
Parent1 Total	0	0	0
Parent2 Total	0	0	0
Addition to Income		0	
Total Income	74000	74000	
AGI	0	0	0
Deduction Type		Itemized / Standardiz	
Taxes Paid	0	0	0
Education Credit	0	0	0

To the right is the next section labeled **Non-Taxable Income**. Update as Needed.

Non-Taxable Income

	Federal	UC	ISIR
Pension Pmts W-2 Bx 12	0	0	0
Untaxed Interest	0	0	0
Total IRA Distribution	0	0	
Taxed IRA Distribution	0	0	
Untaxed IRA Distribution	0	0	0
Total Pension Distrib.	0	0	
Taxed Pension Distrib.	0	0	
Untaxed Pensions	0	0	0
SEP/Keogh	0	0	
IRA Deduction	0	0	
IRA/Self Employed Plans	0	0	0

If you are verifying a Dependent student, go back to the left column, **Taxable Income**.

Click the **Addition to Income** button. (If you are verifying an Independent student, skip this step.)

Taxable Income			
	Federal	**UC**	**ISIR**
Tax Return Filed	Will File	Will File	Will File
Tax Form Used	1040	1040	1040
Tax Filing Status	Joint	Joint	Joint
Eligible to File Simple?	No	No	No

	Fed Parent1	**Fed Parent2**	**UC-Parent1**	**UC-Parent2**
Wages	0	0	0	0
Bus.	0	0	0	0
Farm	0	0	0	0

	Federal	**UC**	**ISIR**
Parent1 Total	0	0	0
Parent2 Total	0	0	0
Addition to Income		0	
Total Income	74000	74000	
AGI	0	0	0
Deduction Type			
Taxes Paid	0	0	0
Education Credit	0	0	0

Addition to Income

The **Addition to Income** subpage will display.

This page is only for adjustments to UC values, which is why there is only one column labeled "UC".

Using the documents the student has provided, update the relevant fields. If a value is negative, enter it as a positive value in the Adjustment to Income page (e.g. a loss of 500 is entered as 500). If there are multiple Schedule C's where the incomes are both negative and positive, please refer to page 9 of the 1617 Verification Manual for further instructions (G:\COMMON\Counseling (Compliance, Analysis, Outreach)\Verification\2017\Verification Manual Dependent).

The top 3 expenses (**Schedule A Property Tax, Schedule A Mortgage Interest**, and **Schedule D Long Term Income**) do NOT add to **ATI**.

Once you have filled out the page as needed, the system will use the highest number of either the

Total Loss (left column) or

Total Expense (right column) and will fill in the **Addition to Income** field.

If needed, you can manually adjust the Addition to Income amount, by entering a value in the **Adjustment to ATI** field. This number can be positive or negative. This will then adjust the Addition to Income amount.

When you are finished, click the **OK** button to return to the **Parent Income/Assets** page.

Parent Income/Assets (continued)

We have returned to the Parent Income/Assets page. In the **Taxable Income** section, notice the **Adjustment to Income** field is now populated, based on what was entered on the **Addition to Income** subpage.

Now that all the information has been filled in, scroll up to the top of the page and click the **Copy Federal to UC** button. A message will display asking for confirmation to overwrite UC values. Click **Yes** to continue.

All the UC columns should now match the Federal columns.

To calculate the INSTPC correctly, we may need to manually adjust the Means Tested Benefits and Dislocated Worker (**Verification Form Data entry** section). Doublecheck the **UC** Column, if marked Yes, change to No.

Scroll down to **Taxable Income** section and check the **Eligible to File A/EZ** field. If the **UC** column shows Yes, make sure to change it to No.

It is best practice to click **Save** at the bottom of this page before proceeding.

NOTE: Saving on this page will not update the INAS or ISIR.

If you save, then need to make other changes, click the Plus button (+) at the top of the page to add new data.

Taxable Income	Federal	UC	ISIR
Tax Return Filed	Filed/Comp	Filed/Comp	Will File
Tax Form Used	1040	1040	1040
Tax Filing Status	Joint	Joint	Joint
Eligible to File A/EZ?	No	No	No

Verification Tests

Scroll up and click the third tab, **Verification Tests**.

The Verification Tests page will display.

Notice that all the tests at the bottom of the page will show as **Incomplete** when you first view this page.

See the Appendix below for a description of the Tests.

If there is a specific test that you know may fail (e.g. Test 4 "Means Tested Benefits"), that you have reviewed all the data for and ensured it was correct, you can tick the **Test Override** box to skip that single test.

You must only use the **Test Override** checkbox if you have reviewed the item.

Click the **Run Verification Test** button in the top right corner.

You may get several warning messages if there is missing or conflicting data (e.g. Deduction Type is missing or a mismatch in family size). Make sure to thoroughly read any Warning messages. ***Always click Cancel and try to resolve the issue and then rerun the test(s).*** (If you click OK, you are accepting the results based on incomplete data and a Test might Fail.)
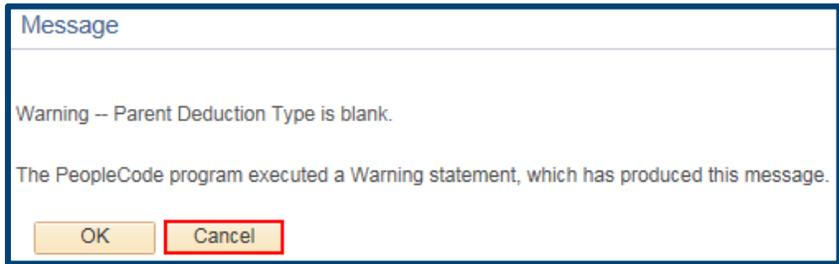
After resolving any issues, click the **Run Verification Test** button again. This will run the tests and save the data as well.

Check the Tests to see if they have **Failed** or **Passed**. (If you checked the **Test Override** box that Test will be skipped and will continue to show as **Incomplete**.)

If any test has Failed, (e.g. # of Parents), analyze the results to see if corrections are needed or if the test should be overridden. If corrections are needed, return to the appropriate page and click the Plus Button (+) at the top of the page to add a new row and make the appropriate updates.

If no correction is needed, and you need to override the test, click the Plus button (+) on the **Verification Tests** page to add a new row. Then click the **Test Override** box and click the **Run Verification Test** button.
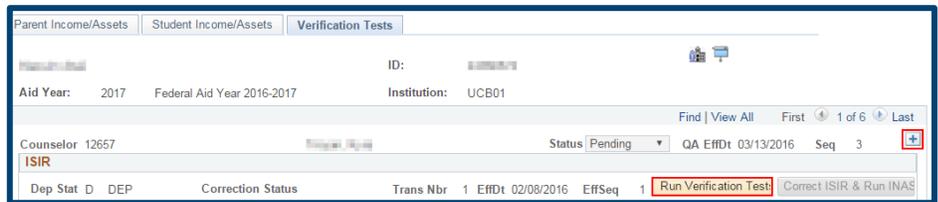
Repeat this process until all the tests have **Passed** or **Overridden**.

Scroll up to the top of the page and notice that the Run Verification Test button is now greyed out and the two buttons to the right are now active.

Click the **Calculate INSTPC** button.

Observe that the InstPC calculation values have updated from "No Calc" or zeros to a final value.

Note: the Verification Status has changed to **Process UC**.

Next, click the **Correct ISIR & Run INAS** button.

This will update the ISIR with a status of **SEND**.

The Verification page Status will now show **PROC ISIR**.   Status Proc ISIR

A message will pop-up stating that the Underlying ISIR data has changed. Click **OK** to acknowledge and continue.

Now that the Verification is finished, the checklist item needs to be resolved. Route the document in ImageNow to "`F_Checklist_CS_Complete`". ImageNow will then update the checklist on the student's CalCentral page to show Completed.

Appendix: Verification Edit Tests

Test 1: Dependent Student.

Number of parents check: number of parents should match to tax filing status. If not, return warning message.

Example: if # of parent = 1 then parent tax filing can be Single, Head of House or Widow else the test will fail.

Test 2: Dependent Student.

Marital status check: marital status on FAFSA should match to tax filing status. Otherwise return a review message.

Example: if marital status is "Married", parent tax filing status should be Married Joint or Married – Separated

Test 3: Dependent Student.

Tax form used should match return filed.

Example: if tax return filed is Completed/Filed then tax form is 1040, 1040 Z/EZ, Foreign, US Territory, otherwise the test will fail.

Test 4: Dependent Student.

Means tested benefits: if means tested benefit or dislocated worker questions on FAFSA equal to "Yes" – test will fail and return a message.

Test 5: Dependent Student.

Household size in family information section should match number of family members listed in Household Information section

Test 6: Dependent Student.

ATI and tax form used

Example: ISIR Tax form used should equal the UC Tax form used or else test will fail.

Test 7: Independent Student.

Marital status check: marital status on FAFSA should match to tax filing status. Otherwise return a review message.

Test 8: Independent Student. (similar to Test 3 for Dependent student)

Tax form used should match return filed.

Test 9: Independent Student. (similar to Test 4 for Dependent student)

Means tested benefits-if means tested benefit or dislocated worker questions on FAFSA equal to "Yes" – test will fail and return message.

Test 10: Independent Student. (similar to Test 6 for Dependent student)

ATI and tax form used

Support:

For questions or assistance, please contact Campus Shared Services IT.:

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: **sishelp@berkeley.edu**
- Submit a ticket: **https://berkeley.service-now.com/ess/create_incident**