

**DIVISION OF HIGHER LEARNING
ASSOCIATED BETH RIVKAH SCHOOLS**

FEDERAL VERIFICATION PROCEDURES 2020-21

To be distributed to students selected for federal verification

Your Institutional Student Information Record (ISIR) has been selected for federal verification. This means that you must provide additional information to the financial aid office in order for us to continue processing any federal financial aid for you. You must submit the required information in a timely manner. Failure to provide this information will make it impossible for you to receive federal financial aid. Please read the following procedures very carefully. Feel free to contact the Financial Aid Administrator, Mrs. Rivka Greenspan, at (718) 735-0400, or come into the office if you have any questions.

1. Review the information on the Student Aid Report (SAR.) If you notice any incorrect information, the information must be corrected.
2. Complete the enclosed verification worksheet and attach all documentation requested.
3. If your application is selected for income verification (V1 and V5 verification tracking groups), you must submit Federal Tax Returns or IRS Tax Return Transcripts filed by yourself, your parents (if you are a dependent student,) and your spouse, if applicable. If you filed your FAFSA using FAFSA on the Web and you used the IRS Data Retrieval tool you may not need to provide the tax return or IRS Tax Return Transcripts. If you are an independent student or you are a dependent student whose parents have not filed a tax return, you or your parents must provide a verification of non-filing from the IRS. If you are having difficulty obtaining a verification of non-filing, please contact the financial aid office.
4. If your application was flagged with Verification Tracking Group V4 or V5, you must attach documentation of high school completion or the equivalent. Additionally, within 60 days of notification from the financial aid office, you must appear in person with your government issued photo ID, at Division of Higher Learning of Associated Beth Rivkah Schools to complete the section for Documentation of Identity/Statement of Educational Purpose.
5. You will be notified by the financial aid office if additional documentation is required.

Please note that due the COVID-19 pandemic, the US Department of Education has issued the following verification flexibilities for a payment period that includes December 31, 2020 or the end of the payment period that includes the end date for the Federally-declared emergency related to COVID-19, whichever is later.

A student may complete the V4 and V5 verification requirements without appearing in person at the school or in front of a notary. As well, if a student is having difficulty obtaining any verification documentation such as a W2, documentation of high school graduation, valid photo identification, or a verification of non-filing from the IRS, the student should contact the financial aid office for information regarding obtaining alternative documentation.

After all documentation is received, the financial aid office will review it. If there is any inconsistent information, you will be called to the financial aid office to explain the inconsistency and/or resolve it with further documentation. If school is not in session, you will be notified as soon as possible.

If it is necessary to make corrections to your SAR you can submit your corrections via FAFSA on the Web or the corrections can be submitted to the financial aid office to be transmitted electronically. If you are a dependent student, one of your parents may have to sign the correction. Corrections must be submitted by September 11, 2021 and the corrected SAR must be received by Division of Higher Learning of Associated Beth Rivkah Schools on September 18, 2021, the latest, or 120 days from the last date of your attendance, whichever is earlier. We urge you to complete and submit all verification paperwork as soon as possible (by August 23, 2021, the latest.) If you do not provide the required documents by the correction deadline, your federal awards for 2020-21 will not be processed and you will not receive those awards.

If you have any questions please come into the financial aid office to speak to Mrs. Rivka Greenspan or call her at (718) 735-0400.