

Operations Bulletin 2018-2: Cross Program- Student Verification (Issued 3/27/2018)

It has come to the Department's attention that some Financial Aid offices have been instructed not to fill out the EDUC-1. As such, staff are advised to explore student status at application and recertification/reevaluation interviews or when enrollment is reported.

You must review student eligibility status and whether there is any non-federally funded aid designated for living/transportation expenses, how many meals are provided, and whether the student is a work-study participant.

Explain that an Educational Income and Expenses form (EDUC-1) will be generated and sent. The client must attempt to have the document completed by his/her financial aid office. Inform the client that if his/her financial aid office does not complete the Educational Income and Expenses form, s/he must have a conversation with the financial aid office to gather the information typically verified on the EDUC-1 and provide other verifications in lieu of the EDUC-1.

These verifications must include:

- a written self-declaration attesting that an attempt was made to have the form completed and whether there is any non-federal aid designated for living/transportation expenses; and
- a copy of the student bill to determine the portion of meals that are provided. Staff will need to review the meal plan indicated on the bill to determine whether a majority of meals are provided (for SNAP purposes).

It may include:

- a financial aid award letter or copy of work study wages (if claiming student eligibility via approval for work study).

Note: If the student is attending a community college, the Community College Enrollment must still be returned.

If the client returns the EDUC-1 or other acceptable verifications listed above, the case manager must update BEACON to mark the EDUC-1 as received/verified. If the verification requested is not received, the case will close or be denied for missing mandatory verification. A detailed Narrative must be included explaining the client's situation.