

9.2 Processing Federal Verification (Financial Aid)

Purpose: Use this document as a reference on how to process verification for students whose FAFSAs are selected for the federal verification process in ctcLink.

Audience: Financial Aid Staff

! Processing verification is currently a manual process. Within this process, two key steps are involved:

Step 1) Update the **Verification Checklist** item from "Initiated" to "Complete".

Step 2) Update the **View Packaging Status Summary** page on three items:

- **Verification Flag**
- **Verification Status**
- **Review Status**

! You must have at least one of these local college managed security roles:

- ZD FA Director
- ZD FA Student Aid Info
- ZZ FA Student Aid Info

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Processing Federal Verification (Financial Aid)

Completing the Verification Checklist

Navigation: NavBar > Navigator > Financial Aid > View Financial Aid Status Summary Page

1. The Financial Aid Status search page displays.

2. Enter the **Empl ID** of the student selected for the federal verification process.
3. Enter the **Academic Institution** - in this example, Tacoma Community College is used.
4. Enter the **Aid Year** - in this example, the 2021 Aid Year is used.
5. Select **Search**.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ▾	<input type="text"/>	🔍
Academic Institution	= ▾	WA220	🔍
Aid Year	= ▾	2021	🔍
National ID	begins with ▾	<input type="text"/>	
Campus ID	begins with ▾	<input type="text"/>	
Last Name	begins with ▾	<input type="text"/>	
First Name	begins with ▾	<input type="text"/>	

Case Sensitive

Search Clear [Basic Search](#)  [Save Search Criteria](#)

6. The Financial Aid Status page displays.
7. Scroll to the Checklist group box, and select the Verification **Item Code** for "Standard 20xx-20xx" -- the Checklist Management page opens.

 Note that your college's Checklist **Item Code** will be different than what is displayed in the example.

Financial Aid Status

Jones [redacted]

ID 2 [redacted]



Aid Year 2020-2021 Financial Aid Year
Institution WA220
National ID [redacted]
Campus ID [redacted]
Birthdate [redacted]
Dependency Independent w/Primary EFC
EFC Status Official
Date Application Received 01/15/2020
CPS Process Date 01/16/2020
Institution Process Date 02/18/2020
Correction Status
Correction Status Date

Packaging Status Summary

Aid Application Status	Application Active for All Aid
Package Status	Applied
SAP	SAP Undetermined
Review Status	Incomplete
INST Verification Status	Non Select
Verification Flag	Required to be Performed
Verification Status	Not Selected
Disbursement Hold	

Checklists

Item Code	Description	Status Date	Status
1 FTC027	Stdnt/Spouse Tax Trnscrpt 2018	03/12/2020	Initiated
2 FTC029	Standard 2020-2021	03/12/2020	Initiated
3 ETC100	Residency Mismatch ISIR vs Bio	03/12/2020	Initiated

- The Checklist Management page displays.
- At the Checklist Management 2 tab, in the Checklist Item Table, change the **Status** in the drop-down list from "Initiated" to "Completed" -- the **Status Date** will automatically update to the date on which you marked the status as complete.
- Select the **Save** button.

Note that when you mark "Completed" on the Checklist Management 2 tab, the "Completed" status carries over to the status, and auto-completed the item on the Checklist Management 1 tab.

Conversely, if you were to mark the status as "Completed" on only the Checklist Management 1 tab, you would also need to update the status to "Completed" on the Checklist Management 2 tab, because it will not auto-complete like it does if you work from Checklist Management 2 first.

Tip: Ensure you are working from the Checklist Management 2 tab when "Completing" checklist items.

Ashley Jones

ID 201486458

Checklist Date Time 03/12/2020 2:35:02AM

Administrative Function Financial Aid

Status Initiated

Academic Institution Tacoma CC

Status Date 03/12/2020

Checklist Code Standard 2020-2021

Due Date 04/11/2020

Checklist Item Table

*Sequence 100	*Item FTC029	StdV21	*Status Completed	*Status Date 04/20/2020	*Due Date 04/11/2020	+ -
Responsible ID 201272057	Name Tacoma Community College, Financial Aid Services					

Save

Return to Search

Notify

Updating the View Packaging Status Summary

Navigation: NavBar > Navigator > Financial Aid > View Packaging Status Summary Page

! You must complete the Updating the View Packaging Status Summary step, and all checklists must be marked "Completed" to move to the File Complete stage. If the Updating the View Packaging Status Summary page step is not completed, the student will not be selected for the Mass Packaging process.

1. The Packaging Status Summary search page displays.
2. Enter the **Empl ID**.
3. Enter the **Academic Institution** - in this example Tacoma Community College is used.
4. Enter the **Aid Year** - in this example, the 2021 Aid Year is used.
5. Select **Search**.

Packaging Status Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with	<input type="text"/>	Q
Academic Institution	=	WA220	Q
Aid Year	=	2021	Q
National ID	begins with	<input type="text"/>	
Campus ID	begins with	<input type="text"/>	
Last Name	begins with	<input type="text"/>	
First Name	begins with	<input type="text"/>	

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

6. The Packaging Status Summary page displays.
7. At the **Verification Flag** row, move the drop-down option from "Required to Be Performed" to "ED Verification Complete".
8. Next, at the **Verification Status** row, move the drop-down option to "Verified".
9. If your file review is now completed, and you have determined this student is ready to be moved into Set Ready to Package status, you can move the **Review Status** from "Incomplete" to "Review Complete", whereupon this student will be selected in the Set Ready to Package, Population Selection process.
10. Select the **Save** button.

Packaging Status Summary

Jones ID WA220

Aid Year 2020 2019-2020 Financial Aid Year Institution WA220

EFC Status Official TERM ISIR Information Database Matches Need Summary PELL Calculation Override

Counselor

Academic Career UNKN

Aid Processing Status Applied

Aid Application Status Application Active for All Aid

Review Status Review Complete

INST Verification Status Non Select

Verification Flag ED Verification Complete

Verification Status Verified

*Satisfactory Academic Progress SAP Undetermined [SAP Details](#)

Disbursement Hold

Loan Counseling Status

Scholarship Status Not Evaluated [Award Notification](#)

*Aid Packaging Method Not Packaged

Packaging Plan ID

Repackaging Plan ID

Aggregate Source FA Installation Default

Aggregate Source Used

Shopping Sheet Group

Self Service

Awarding Access Allow Access

Inquiry Access

External Award Access

Limited Pell Grant Indicator

Save Return to Search Previous in List Next in List Notify

11. End of procedure.