

Processing Dependency Override/Homeless Youth Determination ISIRs in ctcLink

Purpose: Use this document as a reference on how to process a Dependency Override or Homeless Youth Determination on an ISIR in ctcLink.

Audience: Financial Aid Staff

i It is typical that FAFSAs for Dependent students without parent signature or who need McKinney Vento or Homeless Youth Determination will have a Dependency Status of "X Dependent Reject No EFC" message on the 20xx-20xx ISIR Suspense page. The Dependent Rejected ISIR will have to be manually loaded from ISIR suspense page so the Dependency Override or Homeless Youth / McKinney Vento determination can be made from the Correct 20xx-20xx ISIR Records page. The ISIR will have to be queued up to be sent for Corrections. Once that correction is sent, CPS will process, and will return the ISIR with the ISIR Comments that an FAA has made a dependency override determination.

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

- ZD FA Director
- ZD FA ISIR Data Mgmt
- ZZ FA ISIR Data Mgmt
- ZZ FA ISIR Processor

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

Manually Load the Rejected ISIR

Navigation: Financial Aid > File Management > ISIR Import > 20xx-20xx Suspense Management

1. At the ISIR Suspense Management 2x/2x page, use **Search Match** to find the ID. Then, proceed with the steps to load the ISIR.

2. Enter the **ID**.
3. Select the **ID Lock** checkbox.
4. Select the **Add ISIR** radio button.
5. Select the **Process ISIR** button.
6. Once the ISIR is successfully loaded, the Load Status displays as Loaded.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Manually Loading the Rejected ISIR](#). This link will open in a new tab/window.

Making Corrections on Correct 20xx-20xx ISIR records page

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

- ZZ FA ISIR Corrections

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

Navigation: Financial Aid > Correct 20xx-20xx ISIR Records

1. Select the **Add a New Row +** button to make a new ISIR row that will be sent off to CPS for corrections.
2. Next, to perform the Dependency Override or Homeless Youth Determination, navigate to the **Assumptions\School Codes** tab.
3. At the **Assumptions\School Codes** tab, select the desired **Dependency Override Indicator**. In this example, the **Dependent to Independent** (Dependency Override) radio button is selected.
4. Scroll to the bottom of the page and select the **Save** button.



Remember to set the **Correction Status** to "Send Correction(s)" to queue up the determination to be sent out to CPS for processing.

5. End of procedure.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Making Corrections on Correct 20xx-20xx ISIR Records page](#). This link will open in a new tab/window.