



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



August 03, 2017

GOM 2017-22

TO: Financial Aid Administrators

FROM: Catalina G. Mistler   
Deputy Director, Program Administration & Services Division

**SUBJECT: 2017-18 FAFSA and CADAA Verification Requirements**

This Operations Memo from the California Student Aid Commission (Commission) provides an update on the **2017-18** FAFSA (Free Application for Federal Student Aid) verification requirements as a result of the suspension of the Internal Revenue Service (IRS) Data Retrieval Tool (DRT).

The U.S. Department of Education is allowing institutions some flexibility for the **2016-17** and **2017-18** FAFSA processing and student verification cycle. Therefore, the IRS DRT will remain unavailable to **2016-17** and **2017-18** FAFSA filers. Selected students and families for verification of FAFSA/ISIR information have options on how they may provide verification. Current guidelines allow individuals selected to provide the following depending on their filing status. The Commission request that institutions follow the same process for California Dream Act filers selected for verification.

**If IRS Verification Return filer is selected, student may provide:**

- An IRS transcript (Form 4506-T), **or**
- A signed paper copy of the 2015 IRS Tax return that was used to verify FAFSA/ISIR tax return information

Institutions are no longer required to collect documentation obtained from the IRS or other tax authorities verifying that the applicant, applicant's spouse or the applicant's parents did not file a 2015 tax return for **Verification of Nonfiling**.

**If Verification of Nonfiling is selected, student must provide:**

- A signed statement certifying that the individual has not filed and is not required to file a 2015 income tax return (\*please see sample below), **and**
- A listing of the sources of any 2015 work income earned by the individual and the amount of income from each source, **and**
- A copy of IRS Form W-2 (1099), or an equivalent document, for each source of 2015 employment income received by the individual.

**Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

***Working together to effectively promote education beyond high school!***

## \*Statement of Non-Filing Status

I, [name of student] \_\_\_\_\_ certify that I have not filed a 2015 federal income tax return and I am not required to file one.

By signing this document, I certify under penalty of perjury under the laws of the State of California that the above statement is true and correct.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

SAMPLE