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FEDERAL VERIFICATION PROCEDURES 2022-2023

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 carefully. Feel free to contact the Director of Financial Aid, Mrs. Hendy Tauber at 323-937-3763 ext. 112, or come into the office if you have any questions.

Due to the COVID-19 pandemic, the verification for the 2022-2023 award year has been waived, with the exception of Identity/Statement of Educational Purpose and High School Completion Status under Verification Tracking Groups V4 and V5.

If your application was flagged with Verification Tracking Group V4 or V5, you must complete the attached verification worksheet, and 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 YOEC to complete the section for Documentation of Identity/Statement of Educational Purpose.

If you cannot appear in person at the school, you must go to a notary public and sign the statement of educational purpose. You must then submit the statement, a certification from the notary that you appeared before them with a valid ID confirming your identity, and a copy of that ID.

After all documentation is received, the financial aid office will review it. If there is any inconsistent information, you will be called by 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 to the correction. Corrections must be submitted by September 9, 2023 and the corrected SAR must be received by YOEC within 120 days of the student's last date of enrollment for the 2022-2023 award year or September 16, 2023, whichever is earlier. We urge you to complete and submit all verification paperwork as soon as possible. If you do not provide the required documents by the above deadline, your federal awards for 2022-2023 will not be processed and you will not receive those awards.