**FAFSA Process**

- Paper (Student)
- Web (Student)
- FAA Access to CPS Online (Financial Aid Administrator)

**FAFSA Completed**
Central Processing System (CPS) coordinates data matches with other federal agencies.
Processing Complete

Two Output Documents

SAR – To student

ISIR – To schools/institutions
The Central Processing System (CPS) adds comment codes and text to the student’s transaction to provide information to the student and to the FAA about the student’s processed FAFSA.
Comment Codes

• The Comment Code and Text document details each of the hundred comment codes that can be included on the ISIR.
• There are nearly 400 possible comment codes.
• Number of codes on any particular ISIR will vary widely.
Comment Codes

Some Comment Codes do not necessarily require action:

**Code 032:** The number you have reported for your parents’ number of family members is significantly different than the number you reported on your FAFSA last year. Review Item 73 and make a correction if necessary.
Comment Codes

Some Comment Codes require action by the applicant:

**Code 024:** The Social Security Administration (SSA) did not confirm that the Social Security Number (SSN) you reported on your FAFSA is correct, and also could not confirm your U.S. citizenship. If you believe that the SSN you reported in Item 8 is correct, contact the SSA by calling 1-800-772-1213 or by visiting www.socialsecurity.gov. If the SSN is incorrect, you must correct the SSN on a paper SAR or submit a new FAFSA online with the correct SSN.
Some Comment Codes require action by both the FAA and the applicant.

**Code 020:** To resolve your Pell overpayment, your Financial Aid Administrator must access NSLDS for additional Pell overpayment information.
C Codes

• Some Comment Codes include a C Code.
• C Codes usually result from problems with one or more of the data matches.
• C Codes function as an indicator that FAA resolution is required before aid can be disbursed to the student.
Selective Service

Comment 30: Applicant not in Selective Service database
- Student must answer question, “Are you male or female” – if s/he does not, it is assumed s/he is male and the record will go through match with Selective Service – if no match – a C-Code is generated, regardless of gender
- Male students, ages 18 - 25 are required to register with Selective Service.
- Females are not required to register
- Any student who is born before 1960, is not required to register.
- You can satisfy the C-Code by:
  - Verifying registration at www.sss.gov
  - Obtaining a copy of the student’s Selective Service Registration card – this happens in the cases of misspellings on registration.
  - Receive a letter from Selective Service that student was not required to register.
Selective Service

Comment 33/57: Registration not conducted because of missing information, out of age range, or did not confirm he is male

- Submit correction with missing information to CPS – must have student’s name, SSN, DOB, Signature, indicated gender as “male”
- Register with Selective Service at www.sss.gov
- Present appropriate confirmation of registration to FAA
- If student is over 26 – he must get confirmation he was not required to register when he was between ages 18 and 25. If he cannot get this confirmation, he will not be eligible for Federal Aid.
Comment 144 – DHS did not confirm eligible non-citizen claim (Item 14)

- Wait for results from automated/CPS secondary confirmation. Not eligible until otherwise notified. The process usually takes about two weeks – you will get a new transaction from CPS.

Comment 141 – Applicant changed response to citizenship question (Item 14) or Alien Registration Number (Item 15)

- Submit proof of citizenship to the financial aid office
Department of Homeland Security

Comment 142 - Invalid or missing Alien Registration Number (DHS could not confirm noncitizen status)

- Submit proof to financial aid office within 30 days or may lose federal aid eligibility – update Alien Registration Number and send correction to CPS

Comment 105 – in continuance at DHS

- Wait ten business days for another ISIR with updated status. If no response, conduct paper (G-845) Secondary Confirmation process.
Department of Homeland Security

Comment 46 – DHS did not confirm eligibility

• Begin paper (G-845) Secondary Confirmation process.

Comment 109 – DHS needs additional information

• Begin paper (G-845) Secondary Confirmation process.
Documents acceptable to establish student’s Citizenship:

- U.S. Passport – current or expired – cannot accept “limited passports”
- Birth Certificate – from a state in the U.S.
- Certificate of Citizenship
- Certificate of Naturalization
- See FSA Handbook, Volume 1, Chapter 2 for more information
Department of Homeland Security

- Documents acceptable to establish a student is an Eligible Non-Citizen:
  - Permanent Resident Card (Green Card)
  - Alien Registration Receipt Card (I-151)
  - Resident Alien Card (I-551)
- Be sure the A# number on cards match the number provided on FAFSA – if not, update it to the correct number and the C-Code flag should be removed.
- See FSA Handbook, Volume 1, Chapter 2 for more information
Social Security Administration

When applicant indicates U.S. Citizen on FAFSA

**Comment 146 – SSA did not confirm Citizenship status**

- Collect documentation that proves citizenship
- U.S. Citizens born abroad, usually to military, State Department or Foreign Service parents generally have a valid birth certificate. SSA does not automatically update their database with this information
- If eligible non-citizen, submit correction to CPS with appropriate status and Alien Registration Number
Comment 63 – Date of Birth (Item 9) inconsistent with SSA records
- If incorrect, submit date of birth correction to CPS
- If correct, student must Contact SSA 1-800-772-1213 or www.socialsecurity.gov to update information.
- Supply FAA with proof of DOB (birth certificate, driver’s license)

Comment 64 – Name inconsistent with SSA records
- If incorrect, submit name correction to CPS
- Supply FAA with documentation explaining discrepancy
  - Most often this is due to marriage – would need copy of marriage certificate
  - Copy or court order if it was due to a legal name change not through marriage
  - Sometimes it is caused because student transposed first and last name – FAA can correct this and send correction to CPS, which should fix the problem.
Veterans Affairs

Comment 162 and 173 – VA did not confirm Veteran status, so CPS assumes Dependent status

• If student believes this is an error – s/he needs to contact a regional VA office to have VA records updated.
• While student is resolving discrepancy with VA, FAA can collect documentation that student is a veteran of the U.S. Armed Forces (DD214).
• DD-214 must show “Character of Service” is other than “dishonorable.” Student must have been on active duty for purposes other than training.
• May have to process a dependency override to push record through as independent student.
• If student does not meet requirements, must update the Veteran question to “no” and provide parental information and signature.
Veterans Affairs

Comment 180 – Applicant is on active duty and CPS assumes Dependent status

• Student must provide documentation to the school that shows upcoming release orders from a military branch, typically in memorandum format or letter, stating intent to release. There is no requirement to reconfirm actual separation during the award year.
Potential Overpayments (133)
  ACG Codes: 240, 241, 242, 243, 244, 246
  Pell Codes: 020, 038, 039, 041, 042, 043, 346, 347
  FSEOG Codes: 010, 065, 066, 067, 077, 079
  Perkins Codes: 086, 090, 100, 101, 102, 107
  National SMART Codes: 261, 262, 263, 264, 265, 266
  TEACH Codes: 289, 290, 291, 292, 293, 294
  Iraq/Afghanistan Codes: 309, 310, 311, 312, 313, 314
  Unusual Enrollment History: 359, 360

Loan Codes
  Default: 124, 132, 134, 135, 136
  Discharge: 115
  Active Bankruptcy: 116
  Loan Limit Reviews: 254, 255, 256, 260
Comment 133 – Applicant received overpayment of federal student aid funds and are required to repay the money

- FAA must contact the school associated with the overpayment.
- The FAA may have to access NSLDS for additional information.
- If held by Department of Education (DOE), applicant must contact DOE for guidance on how to resolve.
Comment 346 – Applicant’s Pell Lifetime Eligibility Used (LEU) amount is close to the Pell limit (600%)
- Check NSLDS or COD for percentage used and adjust Pell, if necessary, to not exceed 600% LEU used.

Comment 347 – Applicant’s Pell Lifetime Eligibility Used (LEU) amount is met or has exceeded the limit (600%)
- Check NSLDS or COD for percentage used and adjust Pell, if necessary, to not exceed 600% LEU used.
Comment 359 Unusual Enrollment History (NSLDS UEH Flag = 2)

- The institution must review the student’s enrollment and financial aid records to determine if, during the three award year review period (i.e. for 2013-2014 review 2010-11, 2011-12, 2012-13), the student received a Pell Grant at the institution that is performing the review.
  - If yes, no additional action is required unless the institution has reason to believe that the student is one who remains enrolled just enough to collect student aid funds. In this case, the institution must follow the guidance that is provided for a UEH Flag=3.
  - If not, the institution must follow the guidance provided for a UEH Flag=3.
Comment 360 Unusual Enrollment History (NSLDS UEH Flag = 3)

- The institution must review the student’s academic records to determine if the student received academic credit at the institutions the student attended during the three award year period (i.e. for 2013-2014 review 2010-11, 2011-12, 2012-13). Using information from NSLDS, the institution must identify the institutions where the student received Pell Grant funding over the past three award years.
- Based upon academic transcripts or grade reports, the institution must determine, for each of the previously attended institutions, whether academic credit was earned during the award year in which the student received Pell grant funds.
- Academic credit is considered to have been earned if the academic records show the student completed any credit or clock hours.
NSLDS

Comment 138 – SSN match, but name and DOB did not match

• Access NSLDS online to determine if NSLDS data is for the applicant. If so, determine student aid eligibility based on NSLDS data
• If not, award process can continue while appropriate data provider updates NSLDS – you do not need to wait for NSLDS to be updated
• Sometimes you may need to send documentation to NSLDS to resolve the conflicting information – they will issue you a ticket # and give you a fax number to send the documents to – they will notify you when it is resolved – usually by email.
• NSLDS Customer Support is available for help: 1-800-999-8219
NSLDS

Comment 132 – Applicant has at least one loan in default.

- Applicant needs to contact the Guaranty Agency, Direct Loan Servicers or ED Regions that are holding the defaulted loan(s) to make satisfactory arrangements to repay. Appropriate contacts are indicated in ISIR comment text/codes.
- You can view the defaulted loan(s) and get contact information on the NSLDS website as well.
- Collect documentation of satisfactory repayment arrangements.
- If loan is already repaid, collect documentation showing payoff information.
Comment 134 – Applicant has at least one federal loan in default and has receive at least one overpayment of federal student aid funds.

- Student is NOT eligible to receive any federal aid funds until these items have been resolved.
  - Loan holder information and School codes are provided on ISIR comments or NSLDS Aid History page.
  - See guidance for comments 132 and 133
Comment 116 – Applicant has at least one loan in Active Bankruptcy

• If the loan is defaulted, borrower must provide FAA with documentation from the holder stating that the debt is dischargeable.
• If the loan was not defaulted, documentation is not required.
NSLDS

Comment 254 – Based on database provided by NSLDS and your reported grade level, student may have received subsidized student loans in excess of loan limits established for the federal loan programs.

Comment 255/260 – Based on database provided by NSLDS and your reported grade level, student may have received a total amount of undergraduate student loans that exceeds the loan limits established for the federal loan programs.
Based on database provided by NSLDS and your reported grade level, student may have received a total amount of student loans (undergraduate and graduate) that exceeds the loan limits established for the federal loan programs.

- Determine if student is dependent or independent, if independent, check based on undergraduate or graduate with new loan limits. If dependent and there are Parent PLUS loan denials, check limits. If ok, process aid as student is eligible.
Drug Conviction

FAFSA Question 31

• Only pertains to convictions while receiving federal aid funds
• Students are required to answer this question
  • If left blank – it is assumed “Yes”
  Comment Code (053)
• Student can update FAFSA with an answer
Drug Conviction

Comment 056/058 - Applicant reported a drug conviction, or doesn’t know

- If response is incorrect, submit correction to CPS.
- Student can complete worksheet provided by Department of Education to determine eligibility for federal aid – we usually send that form to students and keep a copy in their file.
- Not eligible unless applicant completes an acceptable drug rehabilitation program:
  - program that includes at least two unannounced drug tests, and
  - receives, received or qualifies to receive funds from a federal, state or local government program;
  - is recognized by a federal, state or local government program;
  - receives, received or qualifies to receive payment from a federal or state licensed hospital, health clinic or medical doctor.
IRS Matches

Codes 361-368

- Relate to discrepancy between marital status as reported on the FAFSA and as reported on the tax return.
- Various codes for parent and student discrepancies.
Additional Resources

• 2014-2015 SAR Comment Codes and Text
• Federal Student Aid Handbook, Volume 1—FSA Handbook: Student Eligibility (13-14 is most recent version)
• Dear Colleague Letter GEN 13-09 (relates to unusual enrollment history flag)
Questions?

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