

# Verification of the California Dream Act Application

CCCSFAAA Conference 2013

# Topics

- Dream Act Application Verification
- Required Policies and Procedures
- Applications and Information to be Verified
- Verification Exclusions
- Documentation
- Deadlines
- Use of Worksheets

# Who is selected for Verification?

- For the 2013-14 year, CSAC performs a random selection of completed applications.
- Completed means the application version has an EFC and all required signatures.

# Required Policies and Procedures

- A school must have written policies on:
  - the time period in which students must submit verification documentation,
  - the consequences for failing to submit those documents on time,
  - the method you will use to notify students if their California State aid amounts change,
  - the procedures you or students will follow to correct Dream Application data,
  - the procedure you will follow to refer a student to the State Attorney General.
- Can add to existing federal policies

# Timing of Verification

- Provide students a clear explanation of their role and the documents they must submit
- Verification must be performed before using Professional Judgment
- AB 540 eligibility confirmation is not transferrable between campuses
  - Each campus performs its own determination
  - Existing campus AB 540 determination process is used

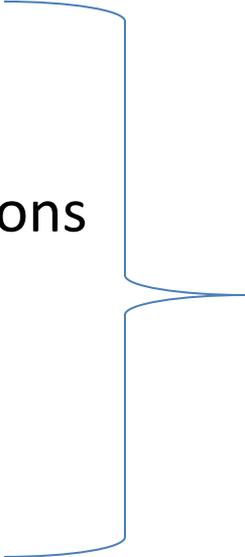
# Applications and Information to be Verified

- For Non-Tax Filers
  - Income Earned from Work
  - Number of Household Members
  - Number in College
  - Supplemental Nutrition Assistance Program (SNAP-Food Stamps)
  - Child Support Paid

# Applications and Information to be Verified

- For tax filers:

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps)
- Child Support Paid



From Tax  
Return  
Transcript

# Verifying Earned Income from Work

- For an individual that has not filed and, under IRS rules or other applicable government agency rules, is not required to file a 2012 income tax return—
- (1) A signed statement certifying—
  - (a) That the individual has not filed and is not required to file an income tax return for tax year 2012; and
  - (b) The sources of income earned from work as reported on the Dream Act Application and amounts of income from each source for tax year 2012 that is not reported on an IRS Form W-2; and
- (2) A copy of IRS Form W-2 for each source of employment income received for tax year 2012,

or

- (3) A statement signed by the student, the student's parents or their employer stating their income earned for the 2012 year.

# Number of Household Members

- A statement signed by the applicant and, if the applicant is a dependent student, by one of the applicant's parents, that lists the name and age of each household member and the relationship of that household member to the applicant.

# Number of Household Members

- Note: Verification of number of household members is not required if:
- (1) For a dependent student, the household size reported on the Dream Act Application is two and the parent is single, separated, divorced, or widowed; or the household size reported is three if the parents are married; or
- (2) For an independent student, the household size reported on the Dream Act Application is one and the applicant is single, separated, divorced, or widowed; or the household size reported is two if the applicant is married.

# Number in College

- (1) A statement signed by the applicant and, if the applicant is a dependent student, by one of the applicant's parents, listing the name and age of each household member who is or will be attending an eligible postsecondary educational institution as at least a half-time student in the 2013-2014 award year and the name of that educational institution.

# Number in College

- (2) If an institution has reason to believe that an applicant's Dream Act Application information is inaccurate, the institution must obtain a statement from each institution named by the applicant that the household member in question is, or will be, attending that institution on at least a half-time basis unless:
- a. The institution the student is attending determines that such a statement is not available because the household member in question has not yet registered at the institution he or she plans to attend; or
  - b. The institution has information indicating that the household member in question will be attending the same institution as the applicant.

Note: Verification of the number of household members in college is not required if the reported number of household members enrolled at least  $\frac{1}{2}$  time in eligible postsecondary institutions is one.

# Supplemental Nutrition Assistance Program (SNAP-Food Stamps) (Cal-Fresh)

- 1. A statement signed by the applicant or, if the applicant is a dependent student, by one of the applicant's parents, affirming that Cal Fresh benefits were received by someone in the household during the 2011 and/or 2012 calendar years.
- 2. If an institution has reason to believe that the signed statement provided by the applicant regarding the receipt of Cal Fresh benefits is inaccurate, the institution must obtain documentation from the California Department of Social Services.

# Child Support Paid

- 1. A statement signed by the applicant or parent, as appropriate, certifying:
  - a. The amount of child support paid;
  - b. The name of the person who paid the child support;
  - c. The name of the person to whom child support was paid; and
  - d. The names of the children for whom child support was paid.
- 2. If the institution has reason to believe that the information provided in the signed statement is inaccurate, the applicant must provide the institution with supporting documentation, such as:
  - a. A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
  - b. A statement from the individual receiving the child support showing the amount provided; or
  - c. Copies of the child support checks or money order receipts.

# Additional Verification Situations

- You must verify any information you have reason to believe is incorrect on any application. Students with these applications are considered to be selected for verification by your school even though you may not be verifying the same data as for CSAC-selected applications.
- You may at your discretion require a student to verify any Dream Application information and to provide any reasonable documentation in accordance with consistently applied school policies.
- Regardless of whether you or CSAC selected the application, all other verification requirements, such as deadlines and allowable tolerances and interim disbursement rules, apply equally to all students who are being verified.

# Times when Verification is not Required

- Death of the student. You don't have to continue verification if you made a disbursement and the student died before verification was completed. You cannot make any additional disbursements,
- Not an aid recipient. The student won't receive a Cal Grant aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
- Applicant verified by another school. The student completed verification for the current award year at another school before transferring. Her Dream Application data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid Cal ISIR.
- Post enrollment. The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made.

# Times when Verification is not Required

- Unless you have reason to believe it is inaccurate, you don't have to verify the reported Dream Application information of the parents of a dependent student if any of the following apply:
  - Both of the parents are mentally incapacitated.
  - They are residing in a country other than the United States and can't be contacted by normal means.
  - They can't be located because the student does not have and cannot get their contact information.

# Verifying Spouse Information

- Do not verify the reported Dream Application information of the spouse of an independent student if any of the following apply:
  - The spouse has died.
  - He is mentally incapacitated.
  - He is residing in a country other than the United States and can't be contacted by normal means.
  - He can't be located because the student does not have and cannot get his contact information.

# Tax Documentation

- Financial aid professionals are not expected to have special knowledge or expertise regarding the U.S. tax code.
- If someone submits a signed statement claiming non-filer status and you have reason to believe that person would have been required to file a U.S. tax return, this constitutes conflicting information
- you might require a letter from the IRS, a copy of the applicable tax provision, or other documentation supporting the claim to non-filer status.
- **Conflicting information must be resolved before you can disburse Cal Grant funds.**

- Undocumented immigrants who do not have an SSN, and are unable to get one, can apply with the IRS for an individual taxpayer identification number (ITIN). The ITIN is only for tax filing purposes.

# Using a joint return to figure individual AGI and taxes paid

- If the filer of a joint return has become widowed, divorced, or separated since filing the return, it may be necessary to determine the individual's income and taxes paid using the joint return and the relevant IRS W-2 forms.

# Using a joint return to figure individual AGI and taxes paid

- Use one of the following methods to figure the individual's taxes paid:
- **Tax table (preferred method).** Using the IRS Tax Table or Tax Rate Schedule for the appropriate year, calculate the amount of tax that would have been paid if a separate return had been filed. Use the deduction and number of exemptions the individual could have claimed if he or she had filed a separate return. (If itemized deductions were taken, count only the portion of those deductions that could have been claimed on a separate tax return.)
- **Proportional distribution.** Determine what percentage of the joint AGI was attributable to the individual and then assess the joint taxes paid by that same percentage.

# Using WebGrants for Dream Act



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# Using WebGrants for Dreamers

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**WebGrants System**

[Enrollment](#) [GPA](#) [Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#) [Accounting](#) [NON-SSN GPA](#)

[Data Transfer](#) [File Upload](#) [Report Download](#) [SSN/ID Main](#)

## Report Download

- ◆ To download or display a report or data file click on the Retrieve File button.
- ◆ All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- ◆ To compare two roster files, select Grant Roster for Report and Data File for Media Type.
- ◆ To delete uploded Audit Files, select Audit File for Report and the Delete checkbox column will appear.

Acad Year = 2013-2014 ▾

Month = All ▾

Report = All ▾

Media Type = All ▾



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Acad Year = 2013-2014      Month = All

Report = All      Media Type = All      **GO!**

- All
- APPLE Renewal Reports
- Accept/Reject
- Asset Protection Allowance Hold
- Audit File
- Automatic Leave
- Award Status Extract - Awarded
- Award Status Extract - Non Awarded
- Award Status Extract Upload Summary
- Byrd Rosters
- Cal C Supplement Recipient
- California Dream Act ISIRs
- Chafee ILP Eligibility Verification Form
- Chafee Need Analysis Report
- Chafee Status Roster By School
- Disqualified Renewal Students
- E2 Verification
- EL Verification Accept/Reject
- EL Verification Upload Summary
- Education Level Verification

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Acad Year = 2013-2014    Month = All  
 Report = California Dream Act ISIRs    Media Type = All    **GO!**

Report Date	Description	Media Type	Month	
13-APR-13	California Dream Act ISIRs	Data File	APR	<a href="#">Retrieve File</a>
06-APR-13	California Dream Act ISIRs	Data File	APR	<a href="#">Retrieve File</a>
03-APR-13	California Dream Act ISIRs	Data File	APR	<a href="#">Retrieve File</a>
23-MAR-13	California Dream Act ISIRs	Data File	MAR	<a href="#">Retrieve File</a>
16-MAR-13	California Dream Act ISIRs	Data File	MAR	<a href="#">Retrieve File</a>
08-MAR-13	California Dream Act ISIRs	Data File	MAR	<a href="#">Retrieve File</a>
06-MAR-13	California Dream Act ISIRs	Data File	MAR	<a href="#">Retrieve File</a>
23-FEB-13	California Dream Act ISIRs	Data File	FEB	<a href="#">Retrieve File</a>
19-FEB-13	California Dream Act ISIRs	Data File	FEB	<a href="#">Retrieve File</a>
13-FEB-13	California Dream Act ISIRs	Data File	FEB	<a href="#">Retrieve File</a>

Report Download - Mozilla Firefox

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WebGrants System

Enrollment GPA Student Info School Info Roster/Reconciliation Data

Data Transfer File Upload Report Download SSN/ID Main

- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save As..." option.

[Display/Download](#)

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Revision: 9 Date: 10/5/2010 2:49:54 PM



the blue column

Type.

column will appear.

All

Type = All

Month	
APR	<input type="button" value="Retrieve File"/>
APR	<input type="button" value="Retrieve File"/>
APR	<input type="button" value="Retrieve File"/>
MAR	<input type="button" value="Retrieve File"/>
FEB	<input type="button" value="Retrieve File"/>
FEB	<input type="button" value="Retrieve File"/>
FEB	<input type="button" value="Retrieve File"/>

the blue column  
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 column will appear.

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- Open Link in New Tab
- Open Link in New Window
- Open Link in New Private Window
- Bookmark This Link
- Save Link As...
- Copy Link Location
- Inspect Element (Q)

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03-MAR-13	California Dream Act ISIRs	Data File	APR	Retrieve File
23-MAR-13	California Dream Act ISIRs	Data File	MAR	Retrieve File
16-MAR-13	California Dream Act ISIRs	Data File	MAR	Retrieve File
08-MAR-13	California Dream Act ISIRs	Data File	MAR	Retrieve File
06-MAR-13	California Dream Act ISIRs	Data File	MAR	Retrieve File
23-FEB-13	California Dream Act ISIRs	Data File	FEB	Retrieve File
19-FEB-13	California Dream Act ISIRs	Data File	FEB	Retrieve File
13-FEB-13	California Dream Act ISIRs	Data File	FEB	Retrieve File
11-FEB-13	California Dream Act ISIRs	Data File	FEB	Retrieve File

- Organize
- New folder
- Favorites
  - Desktop
  - Downloads
  - Recent Places
- Libraries
  - Documents
  - Music
  - Pictures
  - Videos
- Computer
  - W
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  - KI
  - su
- Network

Name	Date modified	Type	Size
Name123456_printfile	4/16/2013 12:49 PM	Text Document	
Report Download	4/16/2013 12:32 PM	Text Document	
Report Download_files	4/10/2013 7:24 AM	Text Document	
Report Download_files	4/16/2013 12:31 PM	File folder	
Solicitud Gratuita de Ayuda Federal para Estudiantes 2013-2014 - 20132...	2/20/2013 12:51 PM	File folder	

File name: Name123456\_printfile

Save as type: Text Document

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Revision: 9 Date: 12/14/2009 11:43:03 AM



# Cal ISIR Tool

(.xlsm) and save

➤ [Excel NON-SSN GPA Template](#)

\*Right-click the link "Excel NON-SSN GPA Template" and select "Save Link As" option to save the template to your computer.

➤ [2012-13 Cal ISIR Tool](#)

The Cal ISIR tools are used to open and view Cal ISIRs in a friendly format. Please note that tool instructions are included on the worksheet tabs. This can be used with Excel 2007 and 2010.

➤ [2013-14 Cal ISIR Tool](#)



Links to the Adobe product website so users can download free software needed to read .PDF files

➤ [GPA Calculation Software](#)

Calculates Cal Grant grade point averages for high schools that use SASI software

➤ [Excel GPA Template](#)

Create a Microsoft Excel file of GPAs and save it in the proper format for upload into WebGrants

➤ [Excel GPA Template -- for Excel 2007](#)

\*Right-click the link "Excel GPA Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save

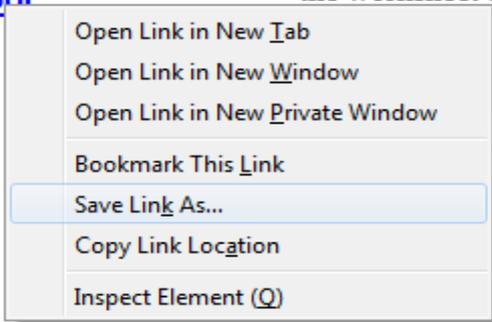
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➤ [2013-14 Cal ISIR Tool](#)



Adobe product website so download free software needed to

Enter name of file to save to...

Calculations: CA ISIR grade grade average



Search 2013

Organize New folder

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  - Desktop
  - Downloads
  - Recent Places

- Libraries
  - Documents
  - Music
  - Pictures
  - Videos

- Computer
  - W
  - Br
  - gr
  - KI
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Network

Name	Date modified
CA_ISIR_File_Import_2013_2014	3/18/2013 10:26 AM
CA_ISIR_File_Import_2012_2013	2/11/2013 11:17 AM
Dream Act Application	4/16/2013 11:52 AM

File name: CA\_ISIR\_File\_Import\_2013\_2014

Save as type: Microsoft Excel Macro-Enabled Worksheet

Hide Folders

Save Cancel

CA\_ISIR\_File\_Import\_2013\_2014 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 16, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Wrap Text, Merge & Center

Number: Text, Currency, Percentage, Increase/Decrease Decimal

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

	A	B	C	D	E	F	G	H	I	J	K
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File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 16, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: Text, Currency (\$, %), Percentage (%, .00, .00)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

D1 2013-2014 CA ISIR Excel Tool

A B C D E F G H I J K

1 Import CA ISIR File 2013-2014 CA ISIR Excel Tool

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Not Saved

 The ISIR file was not saved in Excel format. The current ISIRs will be overwritten if you click Yes. Do you want to continue?

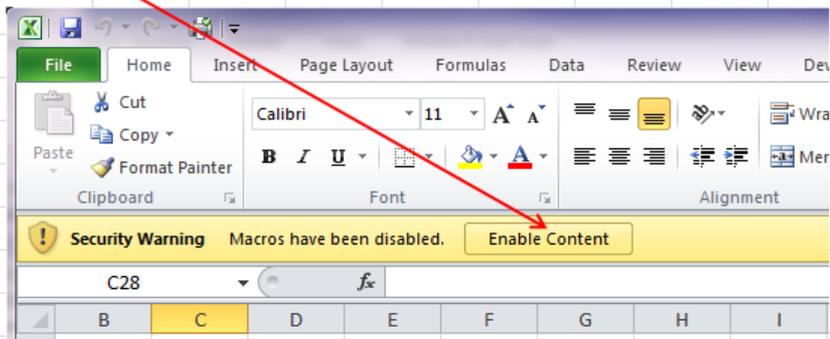
Yes No

	A	B	C	D	E	F	G	H	I	J		
1	Import CA ISIR File			2013-2014 CA ISIR Excel Tool								
2	<b>Field #1</b> Year Indicator	<b>Field #2</b> Assigned CSAC Pseudo SSN Number (Dream Act ID) The student's number as assigned by CSAC.	<b>Field #3</b> Original Name ID The first two characters of last name as processed initially by CSAC.	<b>Field #4</b> Transaction Number The CSAC transaction number of this Cal ISIR.	<b>Field #5</b> Student's Last Name	<b>Field #6</b> Student's First Name	<b>Field #7</b> Middle Initial	<b>Field #8</b> Permanent Mailing Address	<b>Field #9</b> Student's Permanent City	<b>Field #10</b> Student's Permanent State	<b>Field #11</b> Student's Permanent Zip Code	
3												
4												
5	4		BE	01	DAVID	U	39		STOCKTON	CA		
6	4		CR	01	ALDO	D	38		WATSONVILLE	CA		
7	4		DU	01	SANDRA		60		VISALIA	CA		
8	4		TA	01	JUAN	F	11		MENDOTA	CA		
9	4		SI	01	BEVAN	D	PC		HUNTINGTON PARK	CA		
10	4		TO	01	JONATHAN	A	17		COTATI	CA		
11	4		AG	02	MARIELA		77		SACRAMENTO	CA		
12	4		PE	02	DEMETRIANNA	C	17		TRACY	CA		
13	4		SI	02	FRANCISCO	X	17		FRESNO	CA		
14	4		SA	02	SOFIA		81		CITRUS HEIGHTS	CA		
15	4		VI	02	JESSUS	E	35		SACRAMENTO	CA		
16	4		TO	02	JOHN	R	12		COTATI	CA		

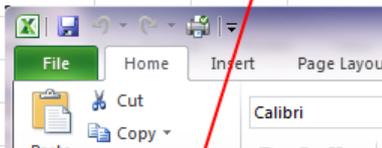


## 2012-2013 CA ISIR Excel Tool Instructions

- 1) Open the CA ISIR File Import.xlsm Excel workbook file.
- 2) If you see the Excel Security Warning Macros Disabled (shown below), click the Enable Content button or the CA ISIR Tool will not function.



- 3) Click the Import CA ISIR File button in Cell A1



## 2013-2014 Cal ISIR Record Description/DataDictionary

	Field #	Dream App #	Start	End	Length	Changes	Field Name	Valid Content	Justify Signed
21	1		1	1	1	Modified valid content	Year Indicator	4, will always be "4" (for 2013-2014)	Left
22	2		2	10	9		Assigned CSAC Pseudo SSN Number (Dream Act ID)	000100001 to 000999999	Right
23	3		11	12	2		Original Name ID The first two characters of last name as	Uppercase letters A to Z Space(s)	Left
24	4		13	14	2		Transaction Number The CSAC transaction number of this	01 to 99	Right
25	5	1	15	30	16		Student's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s)	Left
26	6	2	31	42	12		Student's First Name	Numbers 0 to 9 Uppercase letters A to Z Space(s)	Left
27	7	3	43	43	1		Middle Initial	Uppercase letters A to Z Blank	Left
28	8	4	44	78	35		Permanent Mailing Address	Numbers 0 to 9 Uppercase letters A to Z	Left
29	9	5	79	94	16		Student's Permanent City	Numbers 0 to 9 Uppercase letters A to Z	Left
30	10	6	95	96	2		Student's Permanent State	Uppercase letters A to Z Valid two-letter postal code	Left
31	11	7	97	101	5		Student's Permanent Zip Code	00000 to 99999	Right
32	12	9	102	109	8	Updated end date in valid	Student's Date of Birth	Format is CCYYMMDD 19000101 to 20001231	Left
33	13	10	110	119	10		Student's Permanent Phone Number	0000000000 to 9999999999	Right
34	14	13	120	139	20		Student's Driver's License Number	Numbers 0 to 9 Uppercase letters A to Z Space(s)	Left
35	15	14	140	141	2		Student's Driver's License State Code	Uppercase letters A to Z Valid two-letter postal code	Left

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## *Student Application Search*

### Student Search

Search by:

- Pseudo SSN
- Partial first or last name or both
- Date of Birth and partial first or last name or both
- Email address before the @
- Partial school name or city

Academic Year:

Pseudo SSN/SSN:

Student's first name:

Student's last name:

Student's DOB:  /  /

Email Address:

Student's School Name/City:

Search

# AB 131 California Dream Act Application

2013-14 Year

## California Dream Act Application Verification Guide for the Cal Grant Program

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# 2013–2014 Verification Worksheet

## Dependent Student California Dream Act Application

Your 2013–2014 California Dream Act Application was selected for review in a process called verification. Before awarding Cal Grant funds, some of your application information must be verified. The financial aid administrator at your school will compare your Dream Act Application with the information on this worksheet and with any other required documents. If there are differences, your Dream Act Application information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information

---

Student's Last Name

Student's First Name Student's M.I.

---

Student's Social Security Number or  
Individual Taxpayer Identification Number  
(If you have one)

---

Student's Street Address (include apt. no.)

---

Student's Date of Birth

---

City

State

Zip Code

---

Student's Email Address

---

Student's Home Phone Number (include area code)

---

Student's Alternate or Cell Phone Number

### B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a Dream Act Application for 2013–2014. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

In the chart below, list the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2013, and June

Later!

# Questions?

If you have additional questions or need assistance completing your Dream Act Application contact us at:

Student Support Services Branch  
California Student Aid Commission  
(888) 224-7268

