

August 7, 2002

TO: Janet Sain
FROM: Howard W. Bell, Jr.
RE: Interview notes

The following are excerpts from the notes I took during our telephone interview in May. I have incorporated these excerpts in a draft Best Practices report that I am writing. Please verify that the following excerpts capture the essence of your position.

Janet Sain of ECPI College of Technology:¹

- 1) Stated that the College:
 - a) Requests W-2 forms to verify the untaxed income and benefits of individuals.
 - b) Requires applicants to self-verify the number of dependents enrolled in a college or university.
- 2) Said that:
 - a) Marital status changes – both recently married and recently separated or divorced – tend to cause people to misreport their marital status.
 - b) Divorced and separated filers sometimes do not know what to report. As a result the College asks divorced applicants to provide divorce papers (esp. child support documents) to verify the custody status and income of an applicant.
 - c) Filers with incomes below a certain level to include zero income filers (whether \$0 AGI or \$0 income) should be reviewed for filing errors.
- 3) Reported that the College uses high school tours/presentations to inform students, parents, and counselors how to complete the FAFSA form and how to avoid making errors.

¹ Information identified in a May 29, 2002 telephone discussion with Janet Sain of ECPI College of Technology.