









**INSTRUCTIONS FOR THE USE OF FORM  
FSP 420  
Financial Aid and Budget Verification**

**PURPOSE**

The Financial Aid and Budget Verification form, FSP 420, form is completed by the School the applicant/recipient is enrolled currently. This form serves as verification for financial aid and enrollment status and is given to all students who are applicants/recipients.

**PROCEDURES**

The Income Support Division eligibility worker reviews form with client at interview. The applicant/recipient takes form to school for completion by Financial Aid Department and/or Admissions office.

**INSTRUCTIONS**

The ISD eligibility worker and applicant complete the information at the top of page of the form including applicant name, case number, date, semester/year, school, and worker name.

Middle section of page one is completed by the school representative from the Financial Aid Department. This should include all expenses in the student's budget, all educational aid for the student, date, direct to school or student, work study status/type, and name, title, phone number of representative.

Bottom section of page is completed by the school Admissions office. It should be completed as follows:

- Identify if the student is enrolled full, half, or less than half time as defined by the institution.
- Identify if the program does or does not require a high school diploma or GED.
- Identify if the program is or is not a Carl Perkins Program.
- Identify if the program does or does not result in a certificate, industry credential, technical skill proficiency or an associates degree. Identify if the program is or is not one of the following: remedial courses, adult basic education, literacy or English as a Second Language.
- The form shall have the name, phone, title/position of representative, and date.

**DISTRIBUTION**

Original -Applicant  
Copy -ISD Case Record

RESCINDED  
09/10/2017  
Refer to NMAC 8.139.400.11