



Sam Houston State University

A Member of The Texas State University System

FINANCIAL AID AND SCHOLARSHIPS OFFICE

Special Tests and Provisions – Verification

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Student Financial Assistance Cluster

Award year – July 1, 2012 to June 30, 2013

Award number – CFDA 84.063, Federal Pell Grant Program, P063P122301

Type of finding – Non-Compliance

Management Response and Corrective Action Plan:

Sam Houston State University acknowledges and agrees with the finding. Manual review and entry of data for the verification process allows for human error. Therefore, we have implemented a quality assurance program review of completed verification.

Management has addressed the issue with the employee responsible for making the error for the student in question. While the auditors were on site, the student in question was reviewed, corrections were made, and additional funds were paid to student.

At present, we have re-trained staff, emphasizing the need to carefully review their work. We have implemented the quality assurance review as of November 2013.

Management acknowledges and agrees with the finding that written policy/procedures were lacking required verbiage. As of June 2013, a verification policy/procedure containing the required elements was implemented. Along with the policy/procedure being implemented, the financial aid website and all forms were updated to inform students of the ramifications of not completing the verification process.

Implementation Date: Quality Assurance-November 2013
 Policy/Procedure Update-June 2013
 Verification forms/website Update-July 2013

Responsible Person: Lydia T. Hall

If you have any questions or concerns, please feel free to contact me at 936-294-3608.

Sincerely,

Lydia T. Hall, Director
Financial Aid & Scholarships
Sam Houston State University

Cc: Mr. Scot Mertz
 Ms. Kelly Bielamowicz