



**TEXAS HIGHER EDUCATION  
COORDINATING BOARD**  
*Agency Operations and Communications*  
P.O. Box 12788 Austin, Texas 78711

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LINDA BATTLES, M.P.AFF.  
*Deputy Commissioner  
Agency Operations and  
Communications/Chief Operating  
Officer*  
512-427-6205  
Fax 512-427-6127

KEN MARTIN  
*Assistant Commissioner for  
Financial Services/Chief Financial  
Officer*  
512-427-6173  
Fax 512-427-6169

CHARLES W. PULS, Ed.D  
*Deputy Assistant Commissioner  
for Student Financial Aid Programs*  
512-427-6365  
Fax 512-427-6423

ZHEN ZHEN SUN  
*Assistant Commissioner for  
Information Solutions & Services*  
512-427-6259  
Fax 512-427-6447

TONIA SCAPERLANDA  
*Director  
Human Resources*  
512-427-6193  
Fax 512-427-6510

JOHN WYATT  
*Director  
External Relations*  
512-427-6586  
Fax 512-427-6127

**TO:** Directors of Financial Aid  
Public and Private/Independent Institutions of Higher Education

**FROM:** DeChà Reid  
Director, Financial Aid Services

**DATE:** January 14, 2019

**RE:** Additional Guidance During the Partial Federal Government Shutdown

In an effort to decrease the burden on students and families, the Department of Education (ED) has released guidance for institutions regarding the available options that may be used as part of the verification process. ED is permitting copies of tax returns and written statements of non-filing status as acceptable documentation for verification purposes for both the 2018-19 and 2019-20 application cycles. In addition, ED released guidance regarding ways to determine the selective service status for an impacted student. ED's guidance does apply to state financial aid, as outlined by [Texas Administrative Code 22.3\(b\)](#). Enclosed are the electronic announcements from ED regarding changes to the verification requirements and selective service system match.

With the partial federal government shutdown, the Texas Higher Education Coordinating Board (THECB) would like to encourage institutions to use the flexibility outlined in the [Texas Education Code \(TEC\) 54.0071](#) to postpone the tuition and mandatory fee payment due date for a student for a semester or term in which the student has delayed financial aid awards, as well as [TEC 54.007](#), which allows an institution to establish a payment plan for any portion of the tuition bill that is not covered by financial aid.

As further guidance is provided by ED and the National Association of Student Financial Aid Administrators (NASFAA), the THECB will identify any additional guidance to assist with processing state financial aid programs.

For questions, please contact Financial Aid Services at (844) 792-2640 or [CONTACT US](#) (select the "Financial Aid Question" option in the drop-down selection under Contact Reason).

Enclosed:

- [CPS Processing Without Selective Service System Match During Partial Government Shutdown](#)
- [Changes to 2018-2019 and 2019-2020 Verification Requirements](#)