**R. Gonzalez Management, Inc. (RGM)**

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**RGM MEMO**

DATE: August 1, 2018

TO: School Owners and Financial Aid Personnel

RE: Follow up on Third Step Verification

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Dear School Owners and Financial Aid Personnel,

RGM MEMO AUGUST 1, 2018

We sent out a memo on June 28, 2018, regarding the DHS third step verification request. The DHS SAVE system users were receiving a “no records found” error, and they were given instructions on what to do until the problem was resolved. They said that schools should have access to the DHS SAVE system by the middle of July, and that they would send an Electronic Announcement when it was available. As of today, there is no Electronic Announcement yet. Below we include the link to the Electronic Announcement that came out on June 27, 2018, along with the two steps on what to do until then.

Please copy and paste link to your browser:

<https://ifap.ed.gov/eannouncements/062718GuideSchRegardSubmitThirdStepVerifReqSAVESys.html>

**For this step you may use the FAFSA website to verify the items or you may use the RGM system to do it. All you need to do is make corrections by retyping the first name, last name, middle initial, date of birth, citizenship status, and Alien Registration number.**



