



# **DEADLINE JUNE 30<sup>TH</sup>, 2015**

## **DC OneApp Required Supporting Documents Checklist**

### **DOMICILE VERIFICATION**

#### **TAX FILERS (One of the following)**

- 2014 Certified D-40 Tax Return from OTR **or** Electronic OTR certification via DC OneApp
- 2014 Certified D-40 Tax Return Extension **with** 2013 Certified D-40 Tax Return from OTR
- Certified Stamped letter from OTR stating 2014 D-40 Tax Return was filed

#### **NON-TAX FILERS (One of the following)**

- 12-month (Jan – Dec 2014) TANF/SNAP/Food Stamp Statement
- 12-month (Jan – Dec 2014) Child Support Document
- 12-month (Jan – Dec 2014) Retirement/Annuity Document
- 12-month (Jan – Dec 2014) Social Security Disability Income (SSDI) or Social Security Income (SSI)
- 12-month (Jan – Dec 2014) Unemployment Benefits or Worker's Compensation Disability
- Ward of Court Letter (dated for 2015)
- Notarized Letter
- Other: Contact OSSE at 202-727-2824 to speak with your assigned counselor for details.

### **DC ONEAPP FORM (Document available at [www.dconeapp.dc.gov](http://www.dconeapp.dc.gov))**

- Affirmation/Legal Disclaimer Statement (signed by applicant and parent/legal guardian)

### **CURRENT UTILITY BILL (One of the following)**

*(Not more than 45 days old with Name, Date and Address Portion)*

- Utility Bill (gas, water, cable, electric, land line phone) – *no cell phone*
- Bank or Mortgage Statement
- Pay Stub *(Name, Date and Address Section)*
- Utility Letter, from landlord or on rental office letterhead, stating utilities are included in rent

### **SAR (From [www.fafsa.ed.gov](http://www.fafsa.ed.gov))**

- PDF Version "Processed Successfully" *(5 pages)*

### **CITIZENSHIP DOCUMENTATION (One of the following)**

*(If you or parent/legal guardian are NOT a US citizen)*

- Permanent Residence Card or Alien Registration Receipt Form I-151/551
- Certificate of Citizenship or Naturalization
- I-94 Arrival Departure Record or computer generated I-94A