



**Gearing Up for a Successful
2014-2015 Enrollment Audit**

Residency Verification Training

Thursday, March 20, 2014
2:00pm-3:00pm



Agenda

- Welcome/ Purpose
- Enrollment Audit / Residency Verification Overview
- Responsibility of OSSE / Responsibility of LEA
- Timeline/ Acceptable Documentation
- Documentation Review / Changes
 - Residency Verification Form
 - Attestation of Other Primary Caregiver Form
 - Sworn Statement of Other Primary Caregiver
 - Home Visitation Verification Form/ Home Visitation Consent Form
 - McKinney Vento Homeless Form
 - Tuition Payment Agreements
- Residency Hotline
- Questions, Comments and Considerations



Enrollment Audit Overview

- Required by law under District of Columbia Code § 38-1804.02.
- Annual Process (October-January).
- Process includes the following
 - Enrollment Verification/ Head Count
 - Residency Verification
 - Special Education Child Count
 - Limited English Proficient Audit
- Funding for LEA school year expenses made from audit results.
 - Quarter One (July): A projected enrollment count negotiated between LEAs and PCSB
 - Quarter Two (October): Unaudited October 7 count
 - Quarter Three (January): Unaudited October 7 count
 - Quarter Four (April): Audited October 7 count



Residency Verification Overview

- All students attending DCPS, PCS, and Non-Publics must be District of Columbia residents to receive free education.
- All District students must provide documentation to confirm residency.
- Auditors will review documentation during site visit.
- Non-confirmed residents must pay tuition based on UPSFF model.
- Nonresident students should not be admitted if the LEA has students on its waiting list.
- Documentation should only be accepted after April 1, 2014



Responsibility of OSSE	Responsibility of LEA
Generate a state enrollment roster.	Onsite verification of the enrollment documentation for legitimacy upon acceptance.
Produce accurate enrollment information provided from 3 rd party auditors.	Complete a “Residency Verification Form” certifying proof of residency for every student.
Distribute funding to LEA based on final enrollment verification and UPSFF formula.	Maintain clear and legible copies of the residency verification documentation and the OSSE Residency Verification Form in the students official record.
Provide technical assistance to LEA’s during auditing process.	Complete documentation should be received within ten (10) days of enrollment of student.
Nonresident Tuition Collection from LEA/ student.	All documentation must be received by LEA and student must be fully enrolled by October 6, 2014 to receive funding.
Manage OSSE Investigation Hotline	Submit accurate enrollment data into school information system.



Enrollment Audit/ Residency Verification Timeline

Date	What takes place
April 1, 2014- October 6, 2014	Enrollment/ re-enrollment of students in DCPS and PCS
July / August 2014	Enrollment Audit/ Residency Verification LEA Trainings
October 6, 2014	Last day for LEAs to enroll students and receive credit/ funding.
October 2014-January 2015	Auditor scheduled site visits and head counts. Appeals process Final Audit Numbers Released
February 2015	Investigation of nonresident students



Documentation Overview and Changes



<u>Form Name</u>	<u>Form Overview</u>	<u>Form Changes for SY14</u>
Residency Verification Form	<ul style="list-style-type: none">- Must be filled out completely.- Documentation received (in its entirety) should match form.- School Official must sign bottom of page 1 certifying all information is correct.- If Other Primary Caregiver is used, LEA should sign Part B as well.- Parent enrolling student (name should match front page) should sign part C.	<ul style="list-style-type: none">- Part A / Section C<ul style="list-style-type: none">- Homeless Student Verification- Home Visitation Verification
Sworn Statement of Other Primary Caregiver	<ul style="list-style-type: none">- Other primary caregiver” is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care and support to a child who resides with him or her- Whose parent, custodian, or guardian is unable to supply such care and support.	<ul style="list-style-type: none">- “Other” as a choice for reason person enrolling is a primary caregiver removed.
Attestation of Other Primary Caregiver Form	<ul style="list-style-type: none">- Completed by a <u>legal, medical, or social service professional</u> attesting to the status of a person as an “other primary caregiver” to a minor child.- Residency Verification Form (Part B) should verify this form will be presented.	<ul style="list-style-type: none">- No Major Changes



Documentation Overview and Changes



<u>Form Name</u>	<u>Form Overview</u>	<u>Form Changes for SY14</u>
Home Visitation Verification Form & Home Visitation Consent Form	<ul style="list-style-type: none"> - When student cannot verify residency, LEA has the option to conduct a home visits - Both verification and consent form should be completed for verification - Part A, Section C should be checked <p>Before the Home Visit LEA must have parent sign the Consent Form allowing the LEA to enter the home of the student.</p> <p>During the Home Visit Primary parent/guardian should be in attendance Pertinent information must be documented on the home visitation form.</p> <p>After the Home Visit Home Visitation Residency Verification Form must be filled out and filed as if it is a requirement for residency.</p>	<ul style="list-style-type: none"> - No Major Changes
McKinney Vento Homeless Form	<ul style="list-style-type: none"> - Form verifying a student is homeless - Form should be completed by homeless liaison housed at the LEA. - For more information, please contact Ja'Sent A. Brown Program Analyst jasent.brown@dc.gov 	<ul style="list-style-type: none"> - No Major Changes
Tuition Payment Consent Form	<p>Non District residents can enroll in DCPS OR PCS only if no DC resident is found on the schools waiting list</p> <p>All nonresident students must have a tuition payment plan</p> <p>LEA collects payments, made payable to "DC Treasurer" must be equal to UPSFF ALL payments should be delivered to OSSE when collected Non-payment may require legal action from DC Office of Attorney General LEA may not waive or discount tuition</p> <p>-</p>	<ul style="list-style-type: none"> - All LEAs should use the same form



Documentation Overview and Changes



Residency Verification Form

Attestation of Other Primary Caregiver Form

Sworn Statement of Other Primary Caregiver

Home Visitation Verification Form/ Home Visitation Consent Form

McKinney Vento Homeless Form

Tuition Payment Agreements



Residency Investigation Hotline



Student Residency fraud flyer.pdf - Adobe Reader

File Edit View Window Help

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Tools Sign Comment



Office of the State Superintendent of Education Student Residency Fraud Prevention Hotline

Making sure every seat is accounted for.

Call: (202) 727-7224

If you have information that a non-district resident is receiving District-funded public education free of charge.

Penalties for Providing False Residency Information: Any person, including any District of Columbia public school or public charter school official, who knowingly supplies false information to a public official in connection with student residency verification shall be subject to charges of tuition retroactively, and payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both fine and imprisonment, pursuant to the District of Columbia Nonresident Tuition Act as amended by the District of Columbia Public Schools and Public Charter School Student Residency Fraud Prevention Amendment Act of 2012.

[This is a confidential hotline. Information can be provided anonymously!](#)





Questions?

Verification/ Enrollment Audit Questions

Mr. Sean Flora
Management Analyst
Office of Grants Management and Compliance
202-727-7224

Dr. Johnnie Meadors
Program Officer
Office of Grants Management and Compliance
202-741-6407

Investigation Hotline

202-727-7224
Please have specific student information to start an investigation

Website/e-mail

www.osse.dc.gov/service/data
osse.enrollmentaudit@dc.gov