

Gearing Up for 2015-2016 Enrollment

Residency Verification Training



Wednesday, March 25, 2015

1:00pm-3:00pm

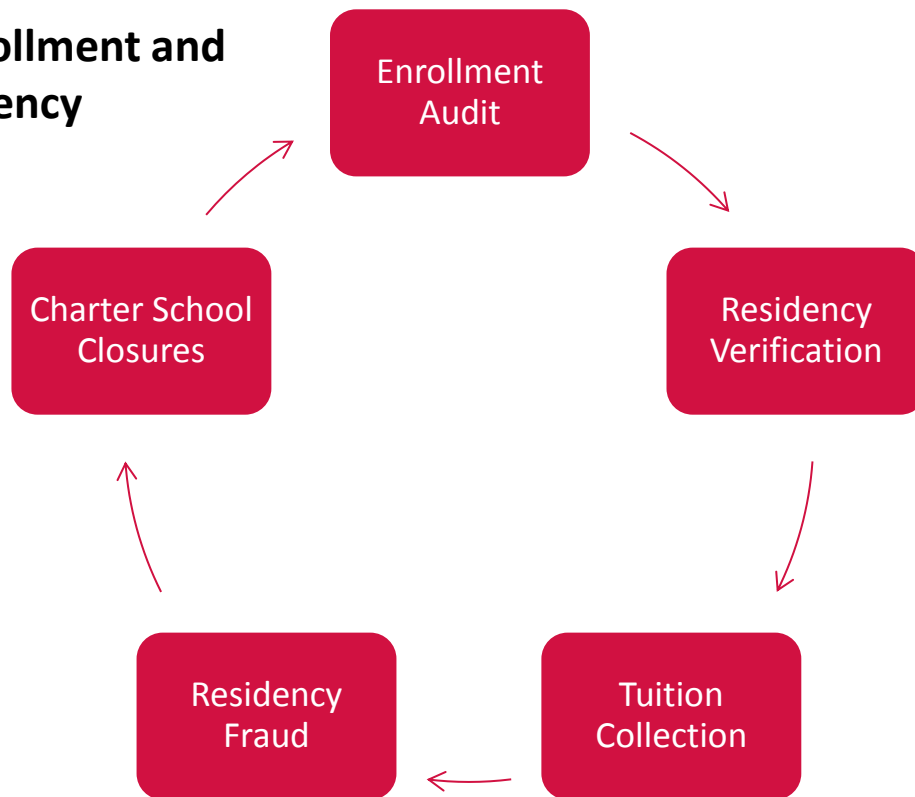
**Office of Enrollment and Residency
Office of the State Superintendent of Education**

Agenda

Agenda Item	Presenter/Time	Duration
Welcome / Purpose / Work Streams	OSSE Enrollment and Residency (OER)	1:00pm-1:10pm
Enrollment Audit / Residency Verification Overview	OSSE Enrollment and Residency (OER)	1:10pm-1:15pm
Responsibility of OSSE / Responsibility of LEA	OSSE Enrollment and Residency (OER)	1:15pm-1:20pm
Enrollment / Residency Timeline	OSSE Enrollment and Residency (OER)	1:20pm-1:30pm
Documentation Review / Changes to Forms	OSSE Enrollment and Residency (OER)	1:30pm-1:50pm
Acceptable Forms for Residency Verification	OSSE Enrollment and Residency (OER)	1:50pm-2:10pm
Residency Fraud / Tuition Collection Overview	OSSE Enrollment and Residency (OER)	2:10pm-2:35pm
McKinney Vento Homeless Assistance Act	OSSE Community Learning and School Support (CLASS)	2:35pm-2:50pm
Questions / Comments / Considerations	All	2:50pm -3:00pm

Work Streams

Office of Enrollment and Residency



Questions during the webinar

- Send all questions to osse.enrollmentaudit@dc.gov
- We will answer as many as possible at the end of the webinar
- FAQ will be created based on questions

Enrollment Audit / Residency **Verification Overview**

Enrollment Audit Overview

- Required by law under District of Columbia Code § 38-1804.02
- Process Timeline (October-January)
 - Residency Verification (April 1 - October 5)
 - Enrollment Audit (October- January)
 - Student Headcount (October-November)
- Enrollment Audit Timeline
 - Enrollment Verification/ Head Count
 - Residency Verification Process
 - Special Education Child Count Verification Process
 - English Language Learners Audit
 - Nonpublic Verification Process
- Audit Process drives school funding and is based on the following:
 - Quarter One (July): Projected enrollment count negotiated between LEAs and PCSB
 - Quarter Two (October): Unaudited October 5 count
 - Quarter Three (January): Unaudited October 5 count
 - Quarter Four (April): Audited October 5 count

Residency Verification Overview

What is the process/purpose?

- All students attending LEAs funded by district local funds must provide proof of DC residency to receive a free education
 - DCPS
 - PCS
 - Non-Publics
 - CBO's
- LEA should collect and verify documentation of all student enrollment
- Documentation collected will be reviewed by auditor during head count in the fall
- **Tuition paying nonresident students should not be admitted if LEA has current District residents on waiting list**
 - If no waiting list, school should refer student to OSSE OER for tuition payment agreement before enrolling
- **Documentation should only be accepted on or after April 1, 2015**

Responsibility of OSSE / LEA

Responsibility of OSSE / LEA

Responsibility of OSSE	Responsibility of LEA
Generate a state enrollment roster based on enrollment audit verification process	Onsite verification of residency documentation
Produce accurate enrollment information provided by 3 rd party auditors	Complete a “Residency Verification Form” for every student and sign
Distribute funding to LEA based on enrollment verification and Uniform Per Student Funding Formula (UPSFF)	Maintain clear and legible copies of the residency verification documentation and the Residency Verification Form in the students official record
Collection of nonresident tuition from parent of student (All takes place at OSSE)	Completed documentation should be received within ten (10) days of enrollment of student or by October 5 (whichever comes last)
Manage residency fraud process for potential nonresident students	All documentation must be received by LEA and student must be fully enrolled by October 5, 2015 to be eligible for funding
	Submit accurate enrollment data into school information system. In addition, provide requested enrollment and residency documentation if requested from OSSE

Timeline/Upcoming Events

Timeline/Upcoming Events

Date	What takes place
April 1, 2015- October 5, 2015	<ul style="list-style-type: none">- Enrollment / Re-enrollment of students in DCPS and PCS- Technical Assistance offered to LEAs (onsite)
July/August 2015	<ul style="list-style-type: none">- LEA Audit Training
October 5, 2015	<ul style="list-style-type: none">- Last day to enroll students for funding
October 2015-January 2016	<ul style="list-style-type: none">- Auditor scheduled site visits and head counts- Enrollment Audit appeals process- Final Audit Numbers Released

Documentation Review/Changes to Forms

Documentation Review/Changes to Forms

Form Name	Form Overview	Form Changes for SY15-16
DC Residency Verification Form	<ul style="list-style-type: none"> - Documentation received (in its entirety) should match form. - School Official must print and sign bottom of page 1 certifying all information is received and accurate. - If Other Primary Caregiver is used, LEA should sign Part B as well. - Parent enrolling student (name should match front page) should also sign part C. 	<ul style="list-style-type: none"> - DEERS Form added back to military residency verification - School Official must Print and Sign document - Part B- Other Primary Caregiver Guidance clarified <p>*If your “other primary caregiver” does not fall into one of the six choices in part B, contact OSSE for next steps.</p>
Sworn Statement of Other Primary Caregiver Form	<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 and whose parent, custodian, or guardian is unable to supply such care and support. 	<ul style="list-style-type: none"> - Added print/signature of LEA

Documentation Review/Changes to Forms

Form Name	Form Overview	Form Changes for SY15-16
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 changes
Home Visitation Consent Form Home Visitation Residency Verification Form	<ul style="list-style-type: none"> - When student cannot verify residency, LEA has the option to conduct a home visit - Both verification and consent form should be completed - Part A, Section C should be checked on Residency Verification Form 	<ul style="list-style-type: none"> - Separated information on form to confirm if the person consenting to the home visit is the parent/legal guardian or other primary caregiver - School Official print and sign document

Acceptable Forms of Documentation

Acceptable Forms of Documentation

REQUIREMENTS FOR PROVING RESIDENCY (1)

One of the following items will suffice to establish District of Columbia residency:

Item Accepted for Verification of DC Residency:	Item Must Show:
1. A pay stub	<ul style="list-style-type: none"> a. Issue date within the past 45 days; b. Name of person enrolling the student; c. Current DC home address; and d. Withholding of DC taxes for the current tax year.
2. Proof of financial assistance from the DC Government, in the form of: <ul style="list-style-type: none"> a. Temporary Assistance for Needy Families (TANF) verification of income notice or recertification approval letter; b. Medicaid approval letter or recertification letter; c. State Child Health Insurance Program (SCHIP) d. Supplemental Security Income; e. Housing assistance letter including contact name and phone number or a letter from the Housing Authority; or f. Proof of receipt of financial assistance from another DC Government program. 	<ul style="list-style-type: none"> a. Issue date within the past 12 months b. Name of person enrolling the student; and c. Current DC home address
3. A copy of Form D40 certified by the DC Office of Tax and Revenue	<ul style="list-style-type: none"> a. Name of caregiver enrolling student; b. Evidence of payment of DC taxes for prior tax year

³ In addition to submitting one of the items in 1-5, the other primary caregiver must fulfill the requirements for proving residency.

⁴ Refer to the Sworn Statement of Other Primary Caregiver Form issued by OSSE.

⁵ Refer to the Attestation for Other Primary Caregiver Form issued by OSSE.

Acceptable Forms of Documentation

4. Military Housing Orders (including but not limited to Defense Enrollment Eligibility Reporting System (DEERS))	a. Current DC home address.
5. Proof that a child is a ward of the District of Columbia, in the form of a Court Order or official documentation from DC Child and Family Services.	a. Name of student.
6. An embassy letter	a. Name of person enrolling the student; b. Official seal; and c. Statement indicating that the person enrolling the student and the student currently live on embassy property in DC, with the DC address.

For the purpose of verifying DC residency, the following items **cannot** be submitted as proof of payment of District of Columbia personal income tax: (1) a W-2 form, (2) a federal income tax return, or (3) a District income tax return (unless certified by the DC Office of Tax and Revenue).

For the purpose of verifying DC residency, the following items **cannot** be submitted as proof of financial assistance from the DC Government: (1) a TANF identification card, (2) a Medicaid identification card, (3) an identification card from a District employer (including DC Government), or (4) a letter from a District resident.

Acceptable Forms of Documentation

REQUIREMENTS FOR PROVING RESIDENCY (2)

In the absence of items listed in the previous chart, two (2) of the items listed below will suffice as proof of residency in the District of Columbia. The address and name on each submitted item must be the same.

Item Accepted for Verification of DC Residency:	Item Must Show:
1. Unexpired DC motor vehicle registration	a. Name of person enrolling the student; and b. Current DC home address.
2. Unexpired lease or rental agreement	a. Name of the person enrolling the student; b. Current DC home address; and c. Receipt of a payment or cancelled check indicating payment of rent within the past two (2) months.
3. Unexpired DC motor vehicle operator's permit or other official non-driver identification	a. Name of person enrolling the student; and b. Current DC home address.
4. One utility bill (only gas, electric and water bills are acceptable)	a. Name of person enrolling the student; b. Current DC home address; and c. A separate receipt of payment or cancelled checks indicating payment for the utility bill within the past two (2) months bill credit suffices.

For the purpose of verifying DC residency, the following items **cannot** be submitted in place of a DC motor vehicle registration or operator's permit: (1) a title to a vehicle, or (2) vehicle insurance.

For the purpose of verifying DC residency, the following items **cannot** be submitted in place of a utility bill: (1) a telephone bill, or (2) a cable bill.

Unless a school receives guidance from OSSE stating otherwise, only the documents shown on the Residency Verification Form and in these guidelines are acceptable for proving District residency. While a parent or caregiver may provide other types of documents, this should not be accepted.

Residency Fraud Overview

Residency Fraud Overview

REPORTING RESIDENCY FRAUD

Method #1

- DC Student Residency Fraud Prevention Hotline
- 202-719-6500

Method #2

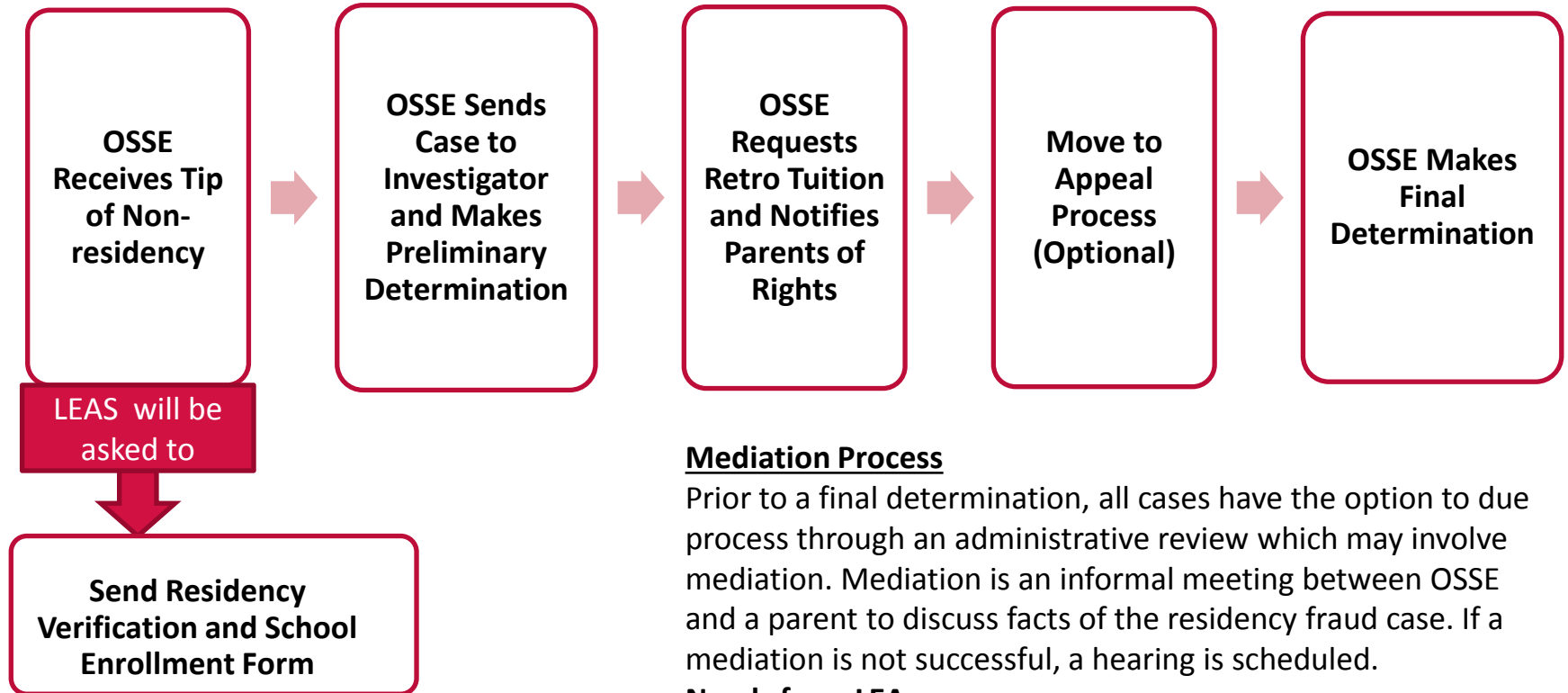
- DC Student Residency Fraud Tips Online Submission Form
- <http://osse.dc.gov/service/enrollment-and-residency>

Information Needed to Make a Report

- Student's full name and school name
- Parent's information (name, vehicle tag, etc.)
- Reason for non-residency suspicion
- Refer parents directly to OSSE with questions

Residency Fraud Overview

Residency Fraud Process Overview



Mediation Process

Prior to a final determination, all cases have the option to due process through an administrative review which may involve mediation. Mediation is an informal meeting between OSSE and a parent to discuss facts of the residency fraud case. If a mediation is not successful, a hearing is scheduled.

Needs from LEA

- Schools to submit documentation requested in a timely manner
- Always ask questions regarding documents in question when student enrolls.

Tuition Collection Overview

Tuition Collection Overview

- OSSE collects all non-resident tuition
- Schools must refer non-resident parents to OSSE **prior** to admission for completion of a tuition agreement
- Waitlist must be examined by school **prior** to referral to OSSE
- OSSE is working on a tuition management system

LEA Responsibility



McKinney-Vento Homeless Assistance Act

McKinney-Vento Homeless Assistance Act

Defines homeless children and youth as:

- Children and youth who lack a fixed, regular and adequate nighttime residence;
- Children and youth:
 - sharing the housing of others due to loss of housing, economic hardship, or similar reason
 - living in temporary housing such as motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations
 - living in emergency or transitional shelters
 - abandoned in hospitals
 - awaiting Foster Care placement
 - living in a public or private place not designed for humans to live such as cars, parks, abandoned buildings, bus or train stations, etc.;
- Migratory children living in above circumstances;
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above; and
- Children and youth in the care of a federally appointed sponsor.

McKinney-Vento Homeless Assistance Act

Enrollment of Homeless Children & Youth

- Children and youth in homeless situations can stay in their school of origin or enroll in any public school that students living in the same attendance area are eligible to attend.
- **School of origin** – school attended when permanently housed or in which last enrolled.
- **Best interest** – keep students who are homeless in their school of origin, to the extent feasible, unless against the parents' or guardians' wishes. Common considerations include the safety of the child or youth, the impact of the commute on education and the school placement of siblings.
- Children and youth have a right to enroll in school **immediately**, even if they do not have required documents, such as school records, medical records, proof of residency and other documents. The Registrar and/or homeless liaison must assist with obtaining medical and school records from previous school.

Tools For Capturing Housing Status & Homeless Data

- LEA's Enrollment Form – Housing Status
- Homeless Education Program Title X Part C McKinney-Vento Confidential Referral Form
- OSSE McKinney-Vento Homeless Student Referrals (QuickBase Application)
- DC Statewide Longitudinal Education Data System (SLED)

McKinney-Vento Homeless Assistance Act

Enrollment of Undocumented Immigrant Children & Youth

- Immigrant children have the right to attend school full time as long as they meet the age and residency requirements established by District law
 - U.S. Supreme Court recognized that **children who are undocumented immigrants cannot be denied a free public education if they are residents** of a school district (Plyler v. Doe, 457 U.S. 202).
- In May 2014, the U.S. Department of Justice and the U.S. Department of Education issued updated guidance on the enrollment rights of all children. (See: <http://www.justice.gov/crt/about/edu/documents/plylerletter.pdf>)
- At the time of registration, LEAs should avoid asking questions related to immigration status or that may reveal a child's immigration status, such as asking for a Social Security number
- Schools can lawfully request from student and families documentation to verify residency status
- Schools are **prohibited** from using as a basis to deny school enrollment to a child include a foreign birth certificate, Visa, Green Card, DC driver's license, a state identification card or other documents that require Social Security numbers.
- In order to avoid discouraging enrollment, an LEA may enroll any child who comes its way and ask for documentation later, after the child is enrolled.

McKinney-Vento Homeless Assistance Act

Enrollment of Undocumented Immigrant Children & Youth

- Schools may require that prospective students furnish proof of residency in DC and/or age prior to enrollment, *except* for any children and youth who are considered homeless under the Federal McKinney-Vento Homeless Assistance Act.
- Requests for documentation must not discriminate, or have the effect of discriminating, on the basis of race, color, national origin, citizenship, or immigration status
- LEAs must determine whether they are doing anything that may have the effect of discouraging the enrollment of undocumented children, such as asking for immigration papers or social security numbers, or requiring a driver's license or state-issued identification from a parent. Such practices and policies, once identified, must be changed to eliminate any possible chilling effect on enrollment.

Sample Scenarios:

- **Living in the District with Caretaker who is the official sponsor**
 - Official sponsor has generally obtained legal document establishing temporary guardianship/custody. As long as the official sponsor has this legal document, the LEA should enroll student through the same enrollment procedure used for any District resident.
- **Living in the District with Caretaker but no legal document establishing guardianship/custody.**
 - LEAs cannot mandate adult caretakers or relatives with whom a child lives to establish legal guardianship as a condition for gaining access to the LEA's schools. LEAs may require reasonable assurance from the responsible adult caretaker that they accept responsibility for the child and that while exercising control, care and support over the child, they will provide him or her with a regular fixed nighttime abode. This may be done through the sworn affidavit.
- **Unaccompanied minor without family/sponsor**
 - Enroll through McKinney Vento.



For questions regarding McKinney Vento students, please contact:

Office of Community Learning and School Support

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