



**2024-25 School Year Residency
Verification Training**

Office of Enrollment and Residency

March 2024 | Toni Lemons, Statewide Enrollment Audit Manager

Agenda

- **Language Access**
 - Supporting English Language Learners
 - The OSSE Home Language Survey
- **Homeless Education Program**
 - McKinney Vento Homeless Assistance Act
 - Supporting and Identifying Students Experiencing Homelessness for Enrollment
- **Office of the Enrollment and Residency**
 - Residency Requirements
 - Non-resident enrollment and tuition
 - Suspicion of non-residency and investigations
 - Q&A

Objectives

To understand the following elements enrollment elements:

- Required documentation needed to prove bona fide residency
- Eligibility requirements for enrolling a student in public schools in the District
- Steps to enroll a non-resident
- Steps to report suspicions of non-residency

Outlined in the Office of Enrollment and Residency (OER) Handbook (March 2024)

Office of Enrollment and Residency (OER)

Enrollment Audit

- OER plans, conducts and provides to the DC Council a written report on the District of Columbia's annual enrollment audit.
- Takes place each year between October and December.
- School year-specific handbooks are disseminated to OSSE's external partners on an annual basis each summer.

Residency Verification

- OER provides guidance and training to local education agencies (LEAs) and schools on issues pertaining to establishing and verifying residency.
- Develops and disseminates the District of Columbia's official residency verification forms.
- Monitors LEAs/schools for compliance with all applicable residency verification laws and rules.

Office of Enrollment and Residency (OER)

Non-residency Investigations

- OER investigates issues of non-residency and makes findings.
- Tips are received through OSSE's phone hotline or website, or through the enrollment audit.
- Non-residents found to be attending a DC public school or public charter school without a tuition agreement in place may be excluded from school, may owe tuition based on the educational services received as a non-resident, and can be referred to other DC agencies for further investigation.

Non-resident Tuition Collection

- OER is responsible for executing and managing tuition agreements for non-resident adults, or parents/guardians or caregivers of minor, non-resident students that are eligible to attend a District public school.
- Schools that enroll non-resident students are not provided the tuition or Uniform Per Student Funding Formula (UPSFF) funds for that non-resident student.



The OSSE Home Language Survey (HLS)

Santiago Sanchez, Multilingual Specialist

Legal Requirements

The Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act (ESSA), provides that under Title III, states must implement ***standardized statewide entrance criteria and procedures*** leading to the identification of students who are potentially eligible for placement in an LEA's language assistance program.

Further, English learners must be identified **within 30 days of enrollment**. *ESEA Section 3113(b)(2)*

All LEAs must use OSSE's HLS to comply with state and local law. *DCMR 5A-32: 3202.1*



Local Requirements

OSSE's most current HLS was released on Sept. 8, 2021.

ALL DC public and public charter schools must use this version of the HLS. The requirement includes the use of:

- The survey questions
- The instructions for the survey administration and interpretation of responses
- The statement for families that precedes the survey questions
- The parent/guardian signature line
- The translations into the most common languages in DC

All LEAs will use this version of the HLS for school year 2023-24 enrollment without exception.

Home Language Survey

1. What is the primary language used in the home?
2. What is the language most often used by the student?
3. What language or languages did the student use first?

For additional information only:

What other languages are spoken in your home?

HLS

HOME LANGUAGE SURVEY

As part of the enrollment process in DC public and public charter schools, all parents and guardians must complete the Home Language Survey. For all students who are enrolling in a DC school for the first time, parents must complete the OSSE Home Language Survey at the time of enrollment. The purpose of the three questions below is to determine if your child needs English language proficiency screening. If the answers to questions 1, 2 or 3 indicate a language other than English, the school must screen your child for possible identification as an English learner using a screener test.

All DC residents, of all backgrounds, are welcome in public schools in the District of Columbia.

The Home Language Survey is not used for immigration purposes and is not shared with Immigration and Customs Enforcement (ICE). The Home Language Survey is not used to determine:

- your immigration status;
- your residency status; or
- if your child is an English learner.

Please let your school know if you need assistance completing the Home Language Survey.

This form must be signed and dated by the parent/guardian and school official and kept in the student's file.

Student's Last Name _____ Student's First Name _____

School Name _____

1. What is the primary language used in the home? _____

2. What is the language most often used by the student? _____

3. What language or languages did the student use first? _____

For additional information only:
What other languages are spoken in your home? _____

Signature of Parent/Guardian _____ Date _____

Signature of School Official _____ Date _____

To be completed by School Official:
Refer for English language proficiency screening? Yes No

Home Language Survey

Frequently Asked Questions

1) How is a student first identified as a *potential* English learner?

- a. The report card **b. The OSSE HLS** c. The federal HLS

2) When must the HLS be given to every student enrolling in a DC public or public charter school?

- a. First enrollment** b. Second and all other future enrollments

3) Where can you *most reliably* find out if a student/family completed the HLS in a prior school year or at a prior school?

- a. SLED** b. Ask the student or family during enrollment c. Native Language field in the EL Qlik App

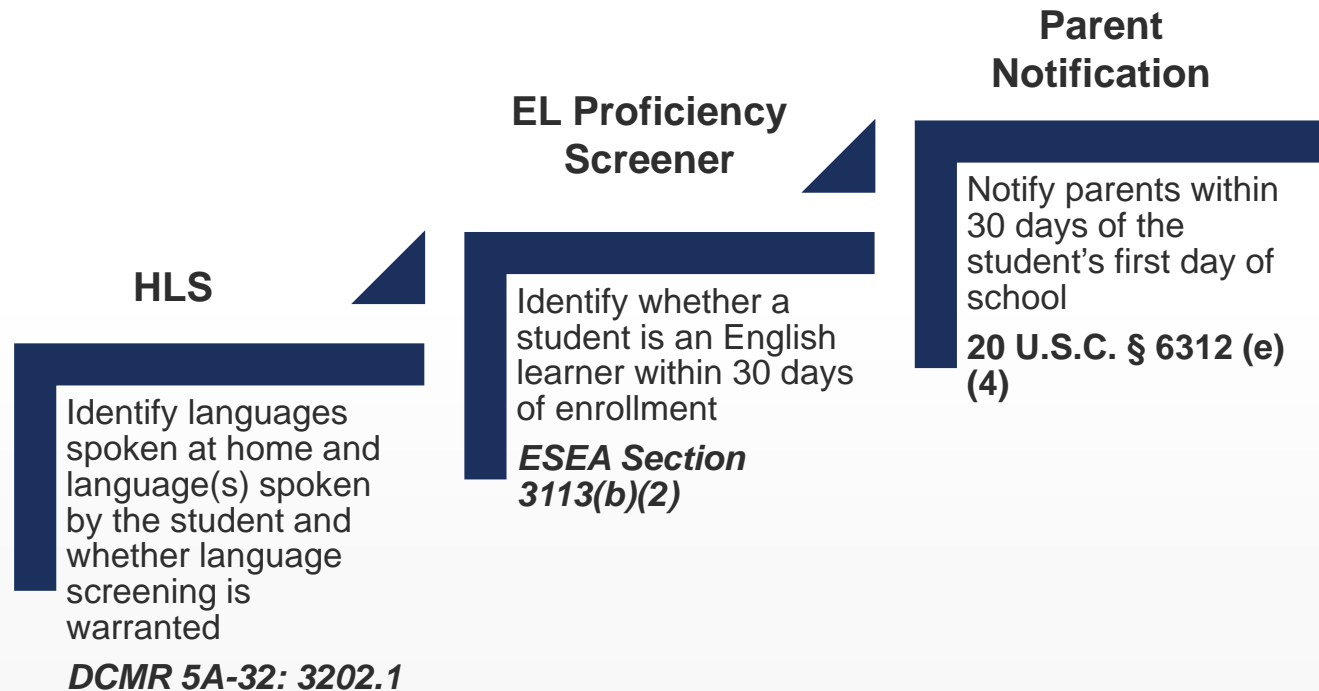
4) Who is responsible for ensuring the collection of accurate responses by providing language support to families with Limited English proficiency?

- a. The parent/guardian **b. The LEA** c. The EL Coordinator

5) How can my LEA correct EL identification errors?

- a. Complete the Characteristics Conflict Module in SLED** b. Submit an OST ticket c. Call OSSE!

Standardized Statewide Entrance Criteria and Procedures (ESSA, 2015)



Notes

1. LEAs **may** use an electronic version of the OSSE HLS.
2. The five data fields below must be completed in your SIS for newly identified ELs.
 - **Date**
 - **Native Language**
 - **Screener Status**
 - **Screener Score**
 - **Screener Date**
 - **EL Yes/No**



Enrolling Students Experiencing Homelessness

Tasheen Stallings, Program Analyst, McKinney-Vento Homeless Education Program

McKinney-Vento Homeless Assistance Act

- ❑ An individual who lacks a fixed, regular, and adequate nighttime residence, including children and youth who are (42 USC §11434A(2)(B)(i)):
 - Sharing housing due to loss of housing or economic hardship;
 - Living in emergency or transitional housing;
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate housing; and/or
 - Students who have a primary nighttime residence, a public or private place, not designed for or ordinarily used as regular sleeping quarters.

- ❑ Migratory children in the circumstances above.

- ❑ Unaccompanied youth, including those not in the physical custody of a parent or guardian.

- ❑ Undocumented children and youth in the care of a federally appointed sponsor.

McKinney-Vento Homeless Assistance Act

Enrollment of Children and Youth Experiencing Homelessness

- Children and youth in homeless situations can stay in the school they last attended when permanently housed (**school of origin**) or enroll in any public school that students living in the same attendance area are eligible to attend.
- **Best interest** – keeps students who are experiencing homelessness in their school of origin, unless against the parents' or guardians' wishes.
- 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.
- Ensure that **transportation assistance** is provided, at the request of the parent or guardian (or, in the case of an unaccompanied youth, the liaison), to and from school.

McKinney-Vento Homeless Assistance Act

Educational Rights for Parents and Students Experiencing Homelessness

- The McKinney-Vento (MKV) Homeless Assistance Act is a federal law that protects the educational rights of homeless students. MKV was reauthorized by ESSA to ensure that every homeless child receives services of support to eliminate barriers and meet the changing needs in education.
- The [Educational Rights for Parents and Students Experiencing Homelessness](#) document provides an overview of the federal guidelines of MKV, dispute resolution procedures, and the mission of the Office of the State Superintendent of Education (OSSE) Homeless Education Program and staff contact information.
- The Educational Rights for Parents and Students Experiencing Homelessness document is available in the following languages:
 - Amharic
 - Chinese
 - English
 - French
 - Korean
 - Spanish
 - Vietnamese

McKinney-Vento Homeless Assistance Act

Tools For Capturing Housing Status and Homeless Data

Ensure that children and youth experiencing homelessness are identified in an LEA's **student information system (SIS)** and the **Qlik Sense Comprehensive Homeless Student Data application**.

- **Sheltered:** Parents/guardians who are living in emergency or transitional shelters.
- **Hotel/Motel:** Parents/guardians who are living in motels, hotels, trailer parks, or campinggrounds due to lack of alternative adequate accommodations.
- **Doubled Up:** Parents/guardians who are sharing the housing of another person due to loss of housing or economic hardship.
- **Unsheltered:** Any other non-permanent housing not covered above.

McKinney-Vento Homeless Assistance Act

MKV Housing Status and Supports

- At the beginning of each school year, school-based homeless liaisons are responsible for confirming the housing status of students identified as experiencing homelessness during enrollment to ensure their housing status did not change before the start of the school year.
- Students and families who are eligible for McKinney-Vento (MKV) support (e.g., school supplies, uniforms, and transportation assistance) may receive the support for the duration of the school year they were identified as experiencing homelessness.

McKinney-Vento Homeless Assistance Act

Transition to Permanent Housing:

- Students and families who transition from housing insecurity to permanent housing **during** the current school year are still **eligible** to receive MKV support for the remainder of the school year.
- Students and families who have transitioned from housing insecurity into permanent housing (e.g., renting their home or residing in a home provided through a Rapid Re-Housing Program), **before the start of the new school year**, are considered permanently housed and **not eligible** for MKV support.
- Students and families who have transitioned into permanent housing **outside of the attendance area** for their school (e.g., no longer living in-boundary to their school or residing outside of DC), **before the start of the new school year**, must enroll in their new in-boundary school.

McKinney-Vento Homeless Assistance Act

McKinney-Vento Quick Facts

- There are no age limits cited in the McKinney-Vento Act. In the District of Columbia, it generally applies to children and youth 24 years old and under, consistent with their eligibility for public education services under state and federal law.
- Families and youth in homeless situations frequently will not identify themselves as such. This may be due to the stigma and prejudices associated with homelessness or because the family or youth does not recognize that their living situation would be considered a homeless situation under the McKinney-Vento Act.
- There is no specific time limit on homelessness.
- LEA/school-based homeless liaisons ensure that students experiencing homelessness enroll in and have full and equal opportunity to succeed in school.

Contacts

OSSE's Homeless Education Program HEP.OSSE@dc.gov

For assistance with enrollment, transportation, training, and community outreach,
please contact:

Tasheen Stallings

Homeless Education Program Analyst
Tasheen.Stallings@dc.gov

For assistance with McKinney-Vento grant funding and compliance, please contact:

Danielle Rollins

Homeless Education Program Analyst
Danielle.Rollins@dc.gov

For guidance regarding McKinney-Vento federal guidelines and policies,
please contact:

Nicole Lee-Mwandha

Homeless Education State Coordinator
Nicole.Lee-Mwandha@dc.gov

For inquiries regarding Special Populations and Programs, please contact:

Sylvelt Walker

Supervisory Education Policy & Compliance Specialist
Sylvelt.Walker1@dc.gov





Residency Eligibility and Requirements

Importance of Residency Verification



Ensures DC residents have access to District public schools.



Ensures District public schools are funded appropriately for the DC resident students they serve.



Informs persons of the requirements and repercussions of enrolling an ineligible non-resident student.



The enrolling person must be a ***bona fide*** District resident - physically present in the District



The enrolling person must be ***eligible*** to enroll the student:

- Parent
- Guardian
- Custodian
- Other Primary Caregiver (OPC)
- Adult Student

*Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

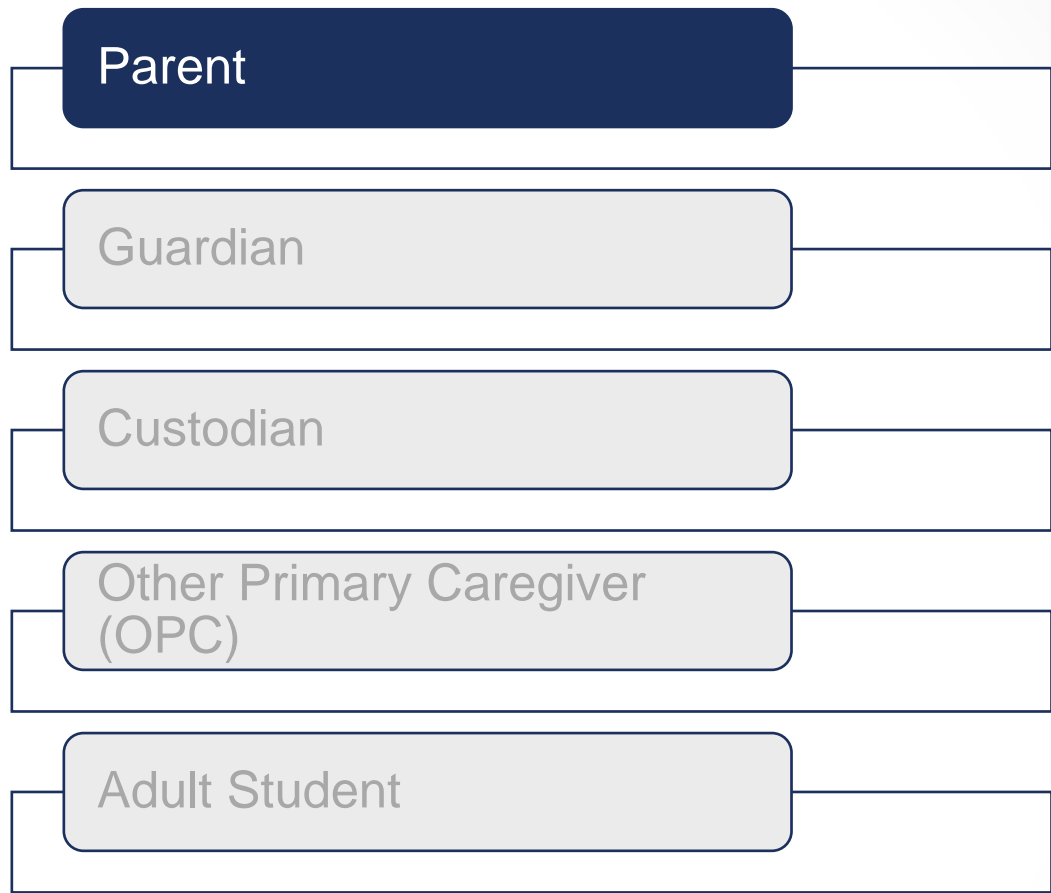


See 5A DCMR § 5000 *et seq.* for more information on residency regulations.

Residency Requirements for Enrolling Person

To attend a District public school, tuition free, the enrolling person must both be a bona fide District resident and eligible to enroll the student or themselves as an adult student.

If both are not true, then the student is not eligible to be enrolled as a District resident.



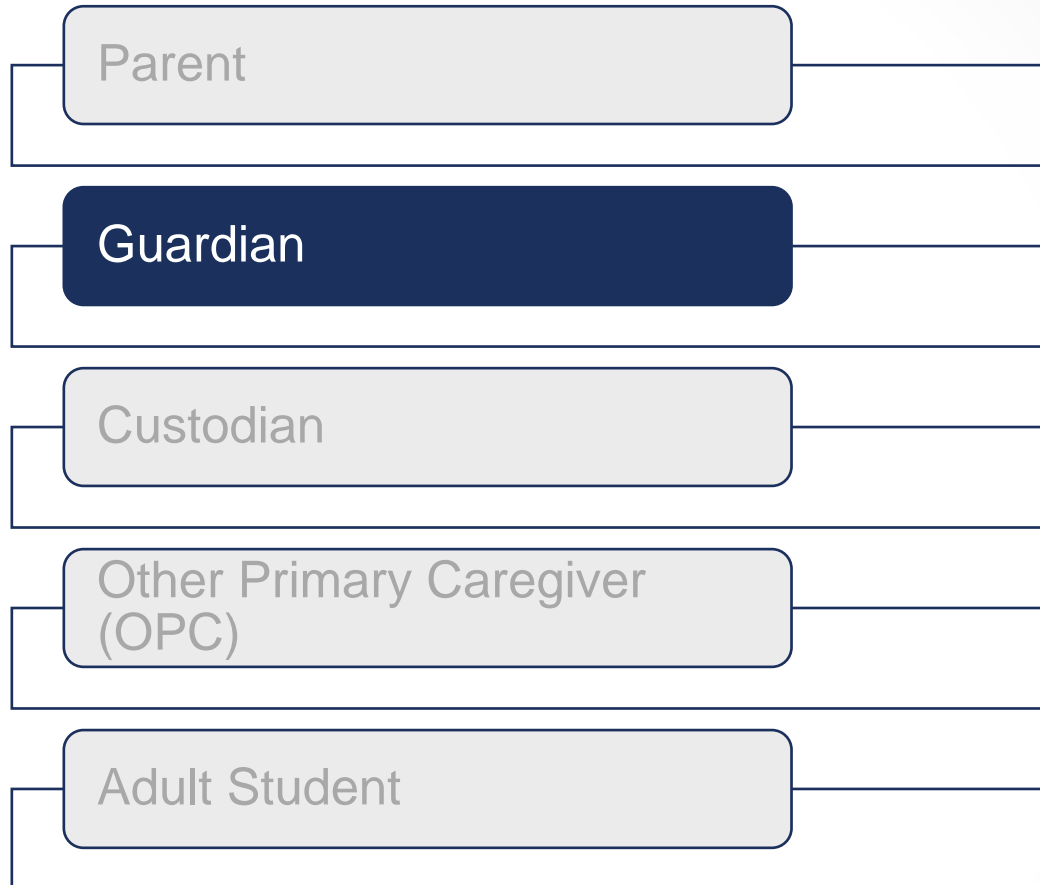
Who is a parent?

Any parent, including an incarcerated parent, domestic partner, or step-parent, who has physical and/or legal custody of the student.

The parent must be a bona fide resident.



See 5A DCMR § 5000 *et seq.* for more information on residency regulations.



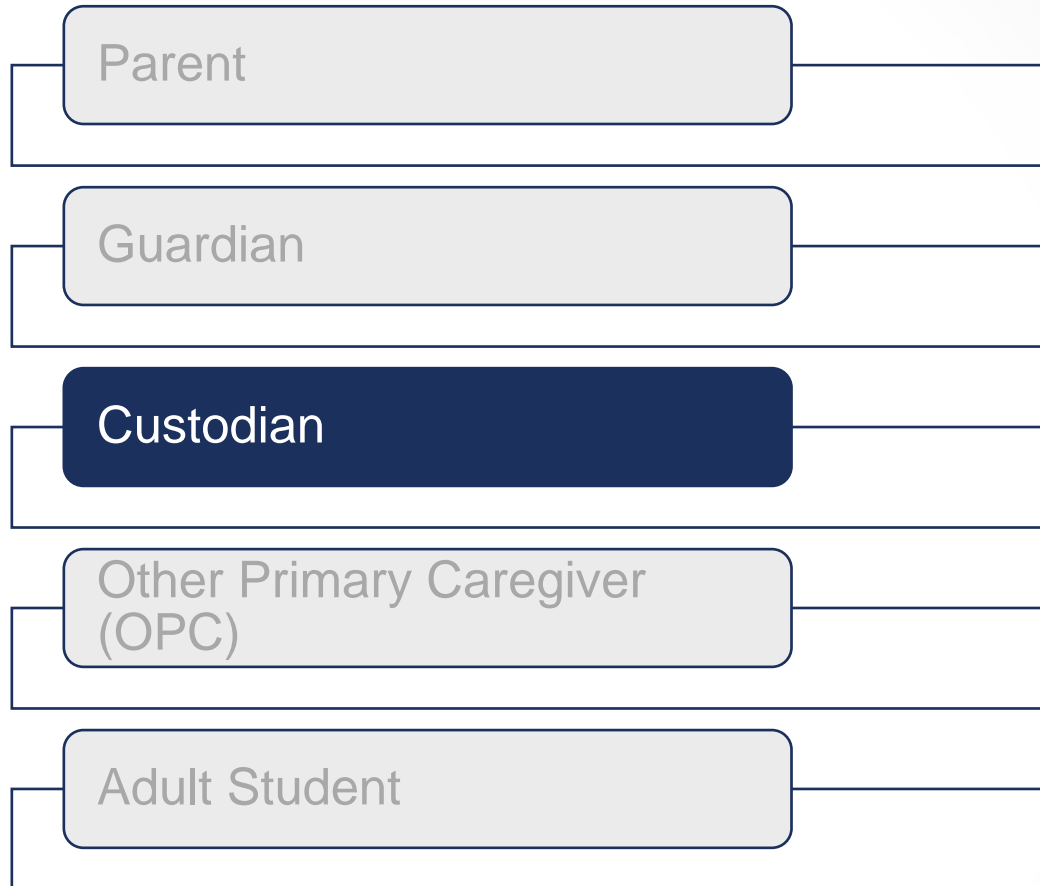
Who is a guardian?

Must be an appointed legal guardian of a student by a court of competent jurisdiction.

The guardian must be a bona fide resident.

Power of attorney is not sufficient evidence.

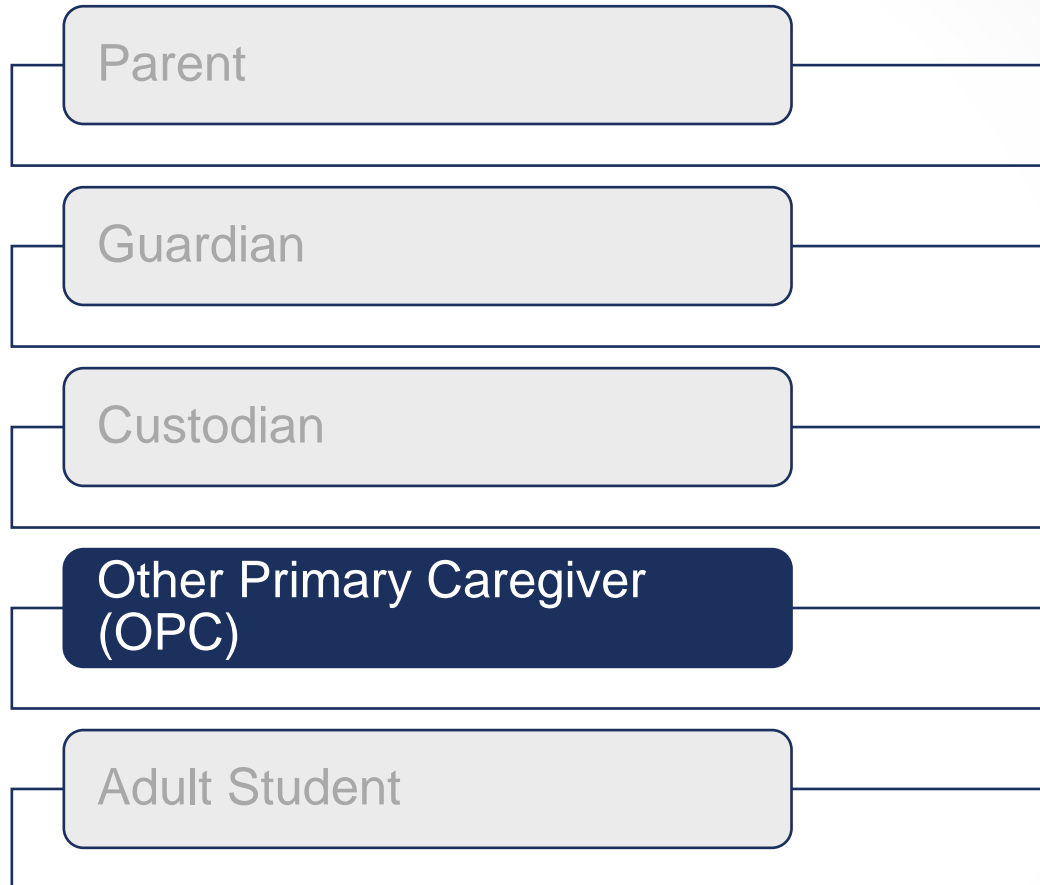
Temporary guardianship is accepted but only from a court of competent jurisdiction.



Who is a custodian?

Must be a person who has physical custody granted by a court of competent jurisdiction.

The custodian must be a bona fide resident.



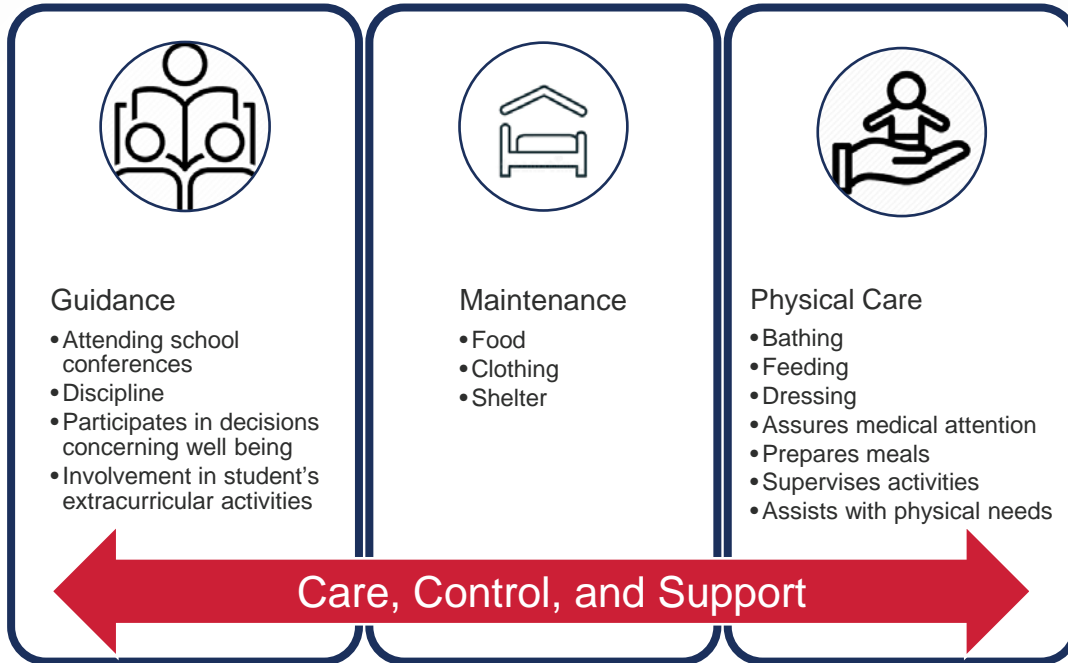
Who is an Other Primary Caregiver (OPC)?

A person other than the parent, guardian, or custodian who provides care, control, and support because the student's parents, guardians, or custodian are unable to provide care, control and support due to a serious family hardship.

The OPC must be a bona fide resident *and* the student must reside with them.

Power of attorney is not sufficient evidence.

The OPC provides the following:



+

The student's parents, guardians, custodians suffer from serious family hardship:

- Death
- Incarceration
- Serious illness
- Abuse or neglect
- Active military assignment
- Drug addiction
- Loss of habitability
- Abandonment

Eligibility of OPC

For a person to act as an OPC, the following must be true:

The OPC provides care, control, and support for the student.

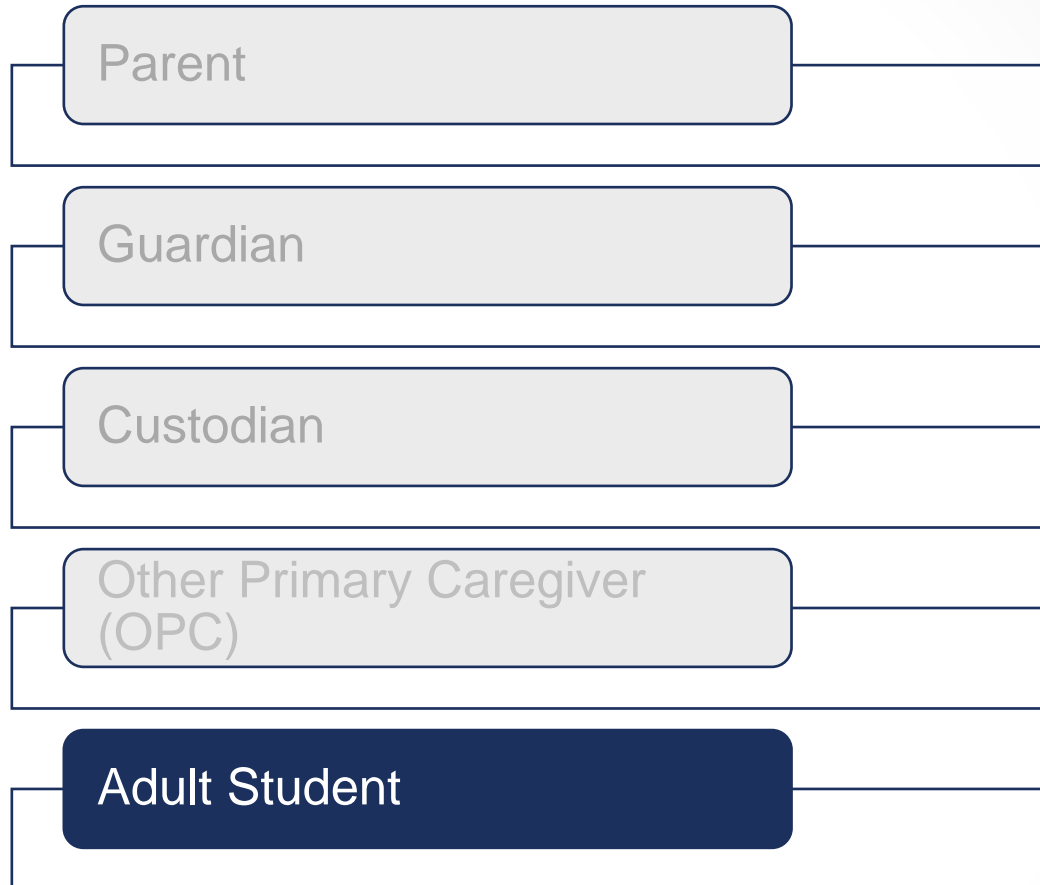
The OPC is a bona fide DC resident.

The student resides with the OPC.

The OPC provides supporting documentation.

The student's parents, guardians, custodians are unable to provide care, control, and support due to serious family hardship.

If the student's situation does not fit this criteria, do not allow the OPC to enroll the student.



Who is an adult student?

Adult students are 18 or older.

The adult student must be a bona fide resident.

If an adult student is residing with their parent, guardian or custodian, in the District, the adult student may establish residency using the parent, guardian, custodian address and supporting documentation.



Residency Verification Forms

2024-25 School Year Residency Verification Forms

- District of Columbia Residency Verification form (DCRV)
- Other Primary Caregiver form
- Other Primary Caregiver Attestation
- Sworn Statement of Residency
- Home Visit Consent and Verification form

[Forms are available on the OSSE website here.](#)



DC Residency Verification Form – 2024-25 School Year

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

Step One: Choose the residency verification method that best applies to you.
 Details of the available methods for verifying your DC residency are provided on page two. **Choose ONE** after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school tuition-free: 1) the enrolling person must be the parent, adult student, or the valid legal guardian, custodian or Other Primary Caregiver (OPC) with proper documentation; 2) the enrolling person has established a **physical presence in the District of Columbia**; and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

Step Two: Provide information about student and enrolling person.

Student First Name:		Student Last Name:		DOB:	
Name of School in the 2024-25 School Year:					
Enrolling person (see page 2) > First Name:			Last Name:		
I am the: <input type="checkbox"/> student's legal parent/guardian/custodian <input type="checkbox"/> student's Other Primary Caregiver and completed the OPC Form					
<input type="checkbox"/> adult student <input type="checkbox"/> minor parent and completed the sworn statement					
Address of enrolling person:					Apt #:
City:	State:	ZIP:	DC Resident:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Email:			Phone:		

Step Three: Sign Certification of Residency Requirements.

- I certify that I am the adult student or the student's legal parent, guardian, custodian, or Other Primary Caregiver (OPC) and am submitting valid and proper residency documentation accordingly or have identified myself as a non-resident and understand the required tuition agreement and tuition payment needed for enrollment.
- I certify that I have established and will maintain a physical presence in the District, defined as the "actual occupation and inhabitation of a place of abode with the intent to dwell for a continuous period of time"; and I am submitting valid and proper documentation to verify residency, as set forth in SA DCMR § 5004; or, I have identified myself as a non-resident and will complete the required tuition agreement and tuition payment.
- I consent to the disclosure of whether I was determined to meet the residency requirements for any government funded financial assistance program (such as, Medicaid, Temporary Assistance for Needy Families [TANF], or Supplemental Nutrition Assistance Program [SNAP]) in which I am enrolled for the sole purpose of verifying District residency for DC public or charter school enrollment. By signing below, I am saying: I authorize the Office of the State Superintendent of Education (OSSE) to obtain my personally identifiable DC residency status information from other state or federal agencies, including but not limited to, the DC Department of Human Services (DHS), the DC Housing Authority (DCHA) and the Department of Health Care Finance (DHCF). OSSE will protect my information and follow all applicable laws regarding the protection and use of this information.
- I understand that enrollment of the above-named student in District of Columbia Public Schools, public charter schools, or other schools providing educational services funded by the District of Columbia is based on my representation of **bona-fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency** or by completion of a tuition agreement and tuition payments.
- I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the OPC status of the adult enrolling the student.
- If the District of Columbia, through OSSE, determines that I am not a resident or an approved non-resident under SA DCMR § 5007, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school.
- I understand that if I provide false information or documentation, I can be referred to DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under DC Code § 38-312 which provides that any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment.
- I understand that this form and all supporting documentation to this form, including all other OSSE forms used to verify residency, will be retained by the school. I consent to their disclosure to OSSE, external auditors and other District agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request, for the purposes of ensuring the accuracy of my District residency.
- I understand that the District of Columbia may use whatever legal means it has at its disposal to verify my residence.
- To verify residency to attend District of Columbia schools, I authorize the Office of Tax and Revenue (OTR) to review and confirm my District tax filings for a period of 3 tax years and to provide the results of that review to the OSSE's Office of Enrollment and Residency.
- I agree to notify the school of any change of residence for myself or the student within three school days of such change and complete a DC Residency Verification Form.

Enrolling Person SIGN HERE: _____ DATE: _____

Step Four: Submit this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____	Signature: _____	Date: _____
Method A: School official verified <input type="checkbox"/> OSSE Residency Verified (QLIK, ASPEN, or CBO Subsidy) <input type="checkbox"/> Homeless liaison verified <input type="checkbox"/> Ward of DC	Method B: Select one document <input type="checkbox"/> pay stub <input type="checkbox"/> DC Gov. financial assistance <input type="checkbox"/> Certified DC Tax Form-D40 <input type="checkbox"/> Military housing orders <input type="checkbox"/> Embassy letter	Method B: Select two documents <input type="checkbox"/> DC motor vehicle registration <input type="checkbox"/> DC driver's license/non-driver ID <input type="checkbox"/> Lease with payment <input type="checkbox"/> Utility bill with payment
<input type="checkbox"/> Method C: Home visit <input type="checkbox"/> Non-resident		



DCRV Form

(page 1)

Required of ALL students enrolling in a District public school.

The form must be complete with each box and section filled out (N/A if not applicable).

The enrolling person must sign.

The school official must sign.

***DO NOT COMPLETE BEFORE March 29, 2024**

DC Residency Verification Form – 2024-25 School Year
 Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

Step One: Choose the residency verification method that best applies to you.
 Details of the available methods for verifying your DC residency are provided on page two. Choose ONE after completing sections 1 and 2 below. To be eligible to enroll in a DC public or public charter school (tuition-free): 1) the enrolling person must be the parent, adult student, or the valid legal guardian, custodian or Other Primary Caregiver (OPC) with proper documentation; 2) the enrolling person has established a physical presence in the District of Columbia; and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

Step Two: Provide information about student and enrolling person.
 Student First Name: _____ Student Last Name: _____ DOB: _____
 Name of School in the 2024-25 School Year: _____
 Enrolling person (see page 2) > First Name: _____ Last Name: _____
 I am the: student's legal parent/guardian/custodian student's Other Primary Caregiver and completed the OPC Form adult student minor parent and completed the sworn statement
 Address of enrolling person: _____ Apt #: _____
 City: _____ State: _____ ZIP: _____ DC Resident: Yes No
 Email: _____ Phone: _____

Step Three: Sign Certification of Residency Requirements.

- I certify that I am the adult student or the student's legal parent, guardian, custodian, or Other Primary Caregiver (OPC) and am submitting valid and proper residency documentation according to or have identified myself as a non-resident and understand the required tuition agreement and tuition payment needed for enrollment.
- I certify that I have established and will maintain a physical presence in the District, defined as the "actual occupation and habitation of a place of abode with the intent to dwell for a continuous period of time", and am submitting valid and proper documentation to verify residency, as set forth in SA DCMR § 5004, or I have identified myself as a non-resident and will complete the required tuition agreement and tuition payment.
- I consent to the disclosure of whether I was determined to meet the residency requirements for any government-funded financial assistance program (such as, Medicaid, Temporary Assistance for Needy Families (TANF), or Supplemental Nutrition Assistance Program (SNAP)) in which I am enrolled for the sole purpose of verifying District residency for DC public or charter school enrollment. By signing below, I am saying I authorize the Office of the State Superintendent of Education (OSSE) to obtain my personally identifiable DC residency status information from other state or federal agencies, including but not limited to, the DC Department of Human Services (DHS), the DC Housing Authority (DCHA) and the Department of Health Care Finance (DHCF). OSSE will protect my information and follow all applicable laws regarding the protection and use of this information.
- I understand that enrollment of the above-named student in District of Columbia Public Schools, public charter school, or other schools providing educational services funded by the District of Columbia is based on my representation of bona fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency or by completion of a tuition agreement and tuition payments.
- I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the OPC status of the adult enrolling the student.
- If the District of Columbia, through OSSE, determines that I am not a resident or an approved non-resident under SA DCMR § 5007, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school.
- I understand that if I provide false information or documentation, I can be referred to DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under DC Code § 38-32 which provides that any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment.
- I understand that this form and all supporting documentation to this form, including all other OSSE forms used to verify residency, will be retained by the school. I consent to their disclosure to OSSE, external auditors and other District agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request, for the purposes of ensuring the accuracy of my District residency.
- I understand that the District of Columbia may use whatever legal means it has at its disposal to verify my residency.
- To verify residency to attend District of Columbia schools, I authorize the Office of Tax and Revenue (OTR) to review and confirm my District tax filings for a period of 3 tax years and to provide the results of that review to the OSSE's Office of Enrollment and Residency.
- I agree to notify the school of any change of residence for myself or the student within three school days of such change and complete a DC Residency Verification Form.

Enrolling Person SIGN HERE: _____ DATE: _____

Step Four: Submit this completed form and applicable documentation to your school.
SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.
 I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited to, the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____

Method A: School official verified
 OSSE Residency Verified (QLIK, ASPEN, or CBO Subsidy)
 Homeless liaison verified
 Ward of DC

Method B: Select one document
 Pay stub
 DC Gov. financial assistance
 Certified DC Tax Form-D40
 Military housing orders
 Embassy letter

Method B: Select two documents
 DC motor vehicle registration
 DC driver's license/non-driver ID
 Lease with payment
 Utility bill with payment

Method C: Home visit
 Non-resident

Office of the State Superintendent of Education | 1050 First St. NE, Washington, DC 20002 | 202.727.6436 | osse.dc.gov version 12-19-2023 Page 1 of 2

Step Four: Submit this completed form and applicable documentation to your school.
SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.
 I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited to, the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): Printed name Signature: Signature Date: 3/29/2024

Method A: School official verified
 OSSE Residency Verified (QLIK, ASPEN, or CBO Subsidy)
 Homeless liaison verified
 Ward of DC

Method B: Select one document
 Pay stub
 DC Gov. financial assistance
 Certified DC Tax Form-D40
 Military housing orders
 Embassy letter

Method B: Select two documents
 DC motor vehicle registration
 DC driver's license/non-driver ID
 Lease with payment
 Utility bill with payment

Method C: Home visit
 Non-resident

DCRV and the School Official

School official certifies that they have reviewed all documentation presented.

School official identifies documents submitted.

School official affirms that the information presented is true to the best of their knowledge.

School official affirms that the documentation will be retained.

School official completes *after* the enrolling person.

Should not have school officials sign for their own student.

Establish an internal audit to ensure forms are complete by both enrolling person and school official.

Important for verifying dates of supporting residency documents.



Enrolling person, follow ONE of the methods (A-C) to verify your DC residency.					
A	<p>Verify with a school official. If you are experiencing homelessness, a ward of the District and/or a participant of a District public benefits program, such as Medicaid, SNAP, or TANF—your school may already have your information. Check with your school official or the school's homeless liaison.</p> <p>Verify through the Office of Tax and Revenue (OTR). Re-enrolling families/students are often able to verify residency using OTR residency verification process. The enrolling person must have paid taxes in DC during the previous fiscal year and have the student's Social Security number. The student must be re-enrolling in the same local education agency and enrolling in grades K-12. Login to the system at ossedtax.com. If successful, your verification will then be available for your school to confirm.</p>				
Verify by submitting supporting documentation. All items must include the same name and address of the enrolling person as completed on the DC residency verification form and school-based enrollment documents.					
	<table border="1"> <tr> <td>ONE item is needed from this list.</td> <td>TWO different items are needed from this list.</td> </tr> <tr> <td> <ul style="list-style-type: none"> A valid pay stub issued within 45 days of the school's review of this form. Must contain withholding of only DC personal income tax for the current tax year and no other states listed for deduction, even if the amount is zero. It must also show a DC personal income tax withholding amount greater than zero for both the current tax year and current pay period. Unexpired official documentation of financial assistance from the Government of the District of Columbia, issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, Supplemental Security Income, housing assistance or other programs. Certified copy of Form D40 by the DC Office of Tax and Revenue (OTR), with evidence of payment of DC taxes for the current or most recent tax year and must bear the OTR stamp. Military housing orders or statement on military letterhead, issued within the past 12 months and current at the time presented to the school. The housing order must be an official correspondence and cite the specific DC address of residence. The order must indicate that the enrolling person is currently residing and not an intent to reside. Embassy letter issued within the past 12 months. Must contain an official embassy seal and signature of embassy official; and indicate that the enrolling person currently resides, or will reside, on embassy property in DC during the relevant school year. </td> <td> <ul style="list-style-type: none"> DC motor vehicle operator's permit or official government-issued non-driver identification that is valid and unexpired. DC motor vehicle registration that is valid and unexpired. Temporary registrations are not acceptable. Lease or rental agreement (including a military lease) that is valid and unexpired with a separate proof of payment of rent, such as receipt of payment, money order, or copy of cashed check. <i>The lease must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord. The separate proof of payment must be for a period within two months immediately preceding the school's review of this form and match the monthly rent amount stated on the lease.</i> Utility bill (only gas, electric, and water bills are acceptable) with a separate paid receipt showing payment of the bill, such as receipt of payment printout, money order, or copy of cashed check. <i>The utility bill must be for a period within the two months immediately preceding the school's review of this form. The separate proof of payment must be for the specific bill submitted. 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B	OR				
C	Verify through a home visit. If you are unable to verify through one of the above methods, speak with your school official about a home visit. The visit must occur inside the residence and demonstrate that the enrolling person and the student reside in the home.				
Enrolling as a non-resident student					
Non-resident students are only eligible to attend a District public school if there are no eligible DC residents on the waitlist, the LEA agrees to enroll the student, there is a signed tuition agreement in place with the Office of the State Superintendent of Education, and an initial tuition payment has been made. To complete a tuition agreement and tuition payment, please email osse.residency@dc.gov . Non-residents are not eligible for enrollment through the District's Pre-K Enhancement and Expansion Funding Program.					
Persons eligible to enroll a student.					
<ul style="list-style-type: none"> Parent - a natural parent, stepparent, domestic partner, or parent by adoption who has custody or control of a student, including joint custody. Guardian - an appointed legal guardian of a student by a court of competent jurisdiction. Custodian - a person to whom physical custody has been granted by a court of competent jurisdiction. Other Primary Caregiver - is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship. Adult Student - A student who is 18 years of age or older, or who has been emancipated from parental control by marriage, operation of statute, or the order of a court of competent jurisdiction. 					
Office of the State Superintendent of Education 1050 First St. NE, Washington, DC 20002 202.727.6436 osse.dc.gov version 12.19.2023 Page 2 of 2					



DCRV Form

(page 2)

Detailed information about valid supporting residency documentation.

Information about enrolling as a non-resident.

Definitions of persons eligible to enroll a student.

***DO NOT COMPLETE BEFORE March 29, 2024**

Military housing orders or statement on military letterhead, issued within the past 12 months and current at the time presented to the school. The housing order must be an official correspondence and cite the specific DC address of residence. The order must indicate that the enrolling person is currently residing and not an intent to reside.

Housing orders or rental agreement (including a military lease) that is valid and unexpired with a separate proof of payment of rent, such as receipt of payment, money order, or copy of cashed check.

The lease must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord.

The separate proof of payment must be for a period within two months immediately preceding the school's review of this form and match the monthly rent amount stated on the lease.

Unexpired official documentation of financial assistance from the Government of the District of Columbia, issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, Supplemental Security Income, housing assistance or other programs.

Enrolling person, follow ONE of the methods (A-C) to verify your DC residence:

A. Verify with a school official. If you are experiencing homelessness, a ward of the District, or a participant of a District public benefits program, such as Temporary Cash Assistance, you may verify your residence with a school official. Check with school officials at the school's business hours.

B. Verify through the Office of Tax and Revenue (OTR). Non-enrolling families/students are often able to verify residency using OTR residency verification services. The enrolling person must have paid taxes in DC during the previous fiscal year and have the student's Social Security number. The student must be attending on the same local education agency and enrolling in grades K-12. Log in to the system at otrvr.com. Successful, your verification will then be available for your school to confirm.

C. Verify by submitting supporting documentation. All items must include the same name and address of the enrolling person as completed on the DC residency verification form and school-based enrollment documents.

OTR items are needed from this list:

- A valid **gas stub** issued within 45 days of the school's review of this form. Must contain withholding of any DC personal income tax for the current tax year and no other state taxes for deduction, even if the amount is zero. It must also show a DC personal income tax withholding amount greater than zero for both the current tax year and current year ended.
- Unexpired official documentation of financial assistance from the Government of the District of Columbia, issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, Supplemental Security Income, housing assistance or other programs.
- Certified copy of item D-6b** by the DC Office of Tax and Revenue (OTR), with evidence of payment of DC taxes for the current or most recent tax year and must bear the OTR stamp.
- Military housing orders or statement on military letterhead**, issued within the past 12 months and current at the time presented to the school. The housing order must be an official correspondence and cite the specific DC address of residence. The order must indicate that the enrolling person is currently residing and not an intent to reside.
- Embassy letter** issued within the past 12 months. Must contain an official embassy seal and signature of embassy official and indicate that the enrolling person currently resides, or will reside, on embassy property in DC during the relevant school year.

Each different item is needed from this list:

- DC motor vehicle operator's permit** or official government-issued non-driver identification that is valid and unexpired.
- DC motor vehicle registration** that is valid and unexpired. Temporary registrations are not acceptable.
- Lease or rental agreement (including a military lease)** that is valid and unexpired **with a separate proof of payment of rent**, such as receipt of payment, money order, or copy of cashed check. The lease must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord. The separate proof of payment must be for a period within two months immediately preceding the school's review of this form and match the monthly rent amount stated on the lease.
- Utility bill** (only gas, electric, and water bills are acceptable) with a separate and recent payment of the bill, such as receipt of payment printed, money order, or copy of cashed check. The utility bill must be for a period within the two months immediately preceding the school's review of this form. The separate proof of payment must be for the specific bill submitted. The most common submission is two consecutive bills where the second bill shows payment on the first bill. A certified amount on a bill and government agency letter authorizing payment for utility are also acceptable proofs of payment. All payments must be confirmed and not scheduled for a future date.

Enrolling as a non-resident student

Non-resident students are only eligible to attend a District public school if there are no eligible DC residents on the waitlist, the USA agrees to enroll the student, there is a signed tuition agreement in place with the Office of the State Superintendent of Education, and an initial tuition payment has been made. To complete a tuition agreement and tuition payment, please email usa@osse.dc.gov. Non-residents are not eligible for enrollment through the District's Title I Education and Support Funding Program.

Persons eligible to enroll a student:

- Parent** - a natural parent, stepparent, domestic partner, or parent by adoption who has custody or control of a student, including joint custody.
- Guardian** - an appointed legal guardian of a student or a court of competent jurisdiction.
- Guardian** - a person to whom physical custody has been granted by a court of competent jurisdiction.
- Other relative caregiver** - a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, and whose parent, custodian, or guardian is unable to apply such care and support due to serious family hardship.
- Adult relative** - a student who is 18 years of age or older, or who has been emancipated from parental control by marriage, operation of statute, or the order of a court of competent jurisdiction.

Office of the State Superintendent of Education | 2020 PHS 31, DC, Washington, DC 20002 | 202-727-6464 | osse.dc.gov | Version 12.02.2021
Page 2 of 3

DCRV Form

(page 2)

OSSE has made changes to the supporting document list including the following:

Clarification of timelines for military housing orders

Distinguishing between military housing orders and military leases

Removal of financial assistance documents that are not acceptable due to the formatting of the letters (ex. SCHIP)



Correcting errors on forms

Complete a *New* form if:

- An edit is made to the form that changes what the enrolling person has *attested* to.
 - Dates
 - Names
 - Addresses
- An edit is made to the form that changes what the school official has *attested* to.
 - Dates

Edit the existing form if:

- An edit is made to the form that does not change what the enrolling person attested to but clarifies.
 - City quadrant
 - Name prefixes/suffixes
 - Apartment number
 - Campus names (as long as the LEA is correct)

OSSE Home Visitation Consent and Verification Form – 2024-25 School Year

Use this form to consent to allowing a school official to verify District of Columbia residency by visiting your residence in person. Complete one form per student enrolling in a DC public or public charter school.

Step One: Provide information about your family.

Student First Name: _____ Student Last Name: _____ DOB: _____

Name of School in the 2023-24 School Year: _____

Enrolling person (see page 2) First Name: _____ Last Name: _____
(Check one: the enrolling person is that person)

I am the: student's legal parent/guardian/custodian student's Other Primary Caregiver (OPC form must be completed)
 adult student minor parent (sworn statement must be completed)

Address of enrolling person: _____ Apt: _____
 City: _____ State: _____ Zip: _____ DC Resident: Yes No
 Email: _____ Phone: _____

Step Two: Consent to home visit by a school official.

I hereby consent to a school official to conduct an in-person home visit for the purpose of verifying my DC residency. Personal information that may be collected in connection with this visit is to be retained in the official record of the student and will not be transferred or disclosed outside of the school, local education agency or state education agency, except where disclosure is required by law or is pursuant to the verification of my District residency. This information will be used for the purpose of establishing District residency of the student's parent, guardian, or other primary caregiver, or of the adult student him/herself.

Signature of Person Enrolling Student: _____ Date: _____

SCHOOL OFFICIAL USE ONLY The following information was verified by conducting an in-person home visit by a school official.

Step 1 Date of in-person home visit (mm/dd/yyyy): _____

Step 2 Name of people residing in the home: _____ Relationship to student: _____

Step 3 Is there evidence that the enrolling person or Other Primary Caregiver resides at the residence?
 Yes No

Step 4 Please provide detailed evidence that both the enrolling person and the student live at the residence.
 Describe: _____

Step 5 Check only one:
 I have confirmed District residency of the enrolling person by conducting a home visit.
 I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only).
 I was unable to confirm District residency of the enrolling person by conducting a home visit.
 I was unable to confirm District residency of the enrolling person and student by conducting a home visit (OPC Only).

I certify that I, as the enrolling person who consented to an in-person home visit for the student named above, I affirm that the information herein provided is true to the best of my knowledge based on the home visit I conducted.

Enrolling person name (print): _____ Signature: _____ Date: _____

I certify that I, as the school official authorized by the above named school to conduct a home visit for the student named above, I affirm that the information herein provided is true to the best of my knowledge based on the home visit I conducted.

School official name (print): _____ Signature: _____ Date: _____

Office of the State Superintendent of Education | 2020 First St., NE, Washington, DC 20002 | 202.721.6288 | osse.dc.gov | version 11.18.2023 | Page 1 of 4

SCHOOL OFFICIAL USE ONLY The following information was verified by conducting an in-person home visit by a school official.

Step 1 Date of in-person home visit (mm/dd/yyyy): _____

Home Visit Consent and Verification Form

Form is used to provide consent and conduct the home visit.

Enrolling person must provide consent.

The enrolling person must sign and date to provide consent and to confirm that a home visit has been conducted.

The school official must complete the form.

The school official must sign and date.

Steps 1, 3, and 4 have been updated to provide clarity.

Step 3 Is there evidence that the enrolling person or Other Primary Caregiver resides at the residence?
 Yes No

Step 4 Please provide detailed evidence that both the enrolling person and the student live at the residence.
 Describe: _____





Other Primary Caregiver (OPC) Form – 2024-25 School Year

Use this form to verify that the enrolling student is under the care of "Other Primary Caregiver." School officials should only collect this form if the person enrolling the student is *NOT* the parent, legal guardian, or court appointed custodian of the student and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship.

Step One: Determine if you are an OPC.

An "Other Primary Caregiver" is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship. OPCs must establish DC residency as required on the DC Residency Verification Form, in addition to establishing his/her status as an "Other Primary Caregiver." See reverse for definition of care or control and substantial support.

Step Two: Provide information about your OPC status.

Student First Name:		Student Last Name:	
OPC First Name:		OPC Last Name:	
OPC Address:		Apt#:	
City:	State:	ZIP:	
Relationship to enrolling student:		Date student started residing with OPC:	

Verify OPC status (check all that apply):

I provide care or control for the enrolling student Enrolling student resides with me, the other primary caregiver

I provide substantial support for the enrolling student

Step Three: Provide information about the parent/legal guardian.

Full Name of Parent/Legal Guardian: _____

Address of Parent/Legal Guardian: _____

City:	State:	ZIP:	Phone:
-------	--------	------	--------

The parent or legal guardian is unable to provide primary care and substantial support because of the following serious family hardship (check any that apply):

he/she has an active military assignment he/she is incarcerated

he/she suffers from a serious illness he/she does not live with the child due to neglect and/or abuse

he/she is deceased he/she has abandoned the child

he/she is experiencing loss of habitability he/she is unavailable due to deportation

Step Four: Confirmation of OPC Status.

By signing below, I swear and attest that I am the Other Primary Caregiver and the parent, custodian, or guardian is unable to supply such care and support because of a serious family hardship. I further accept that all provisions set forth in "Step Three: Certification of Residency Requirements" on the DC Residency Verification Form are incorporated and merged herein.

Other Primary Caregiver SIGN HERE: _____ Date: _____

SCHOOL OFFICIAL USE ONLY Complete the area below to confirm school verification of other primary caregiver status.

I reviewed the OPC status as specified above and the OPC meets all three criteria and that the parent or legal guardian is unable to provide primary care and substantial support due to serious family hardship. In addition, the above identified OPC provided one of the following documents to verify OPC status:

Sworn Statement Unexpired official documentation from the federal government or the Government of the District of Columbia

Records from the previous school year Immunization or medical records Attestation for Other Primary Caregiver

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____



OPC Form

Completed by *eligible* other primary caregivers enrolling a student.

Other primary caregiver must sign and date.

School official confirms that parent, guardian, or custodian cannot provide care and support due to *serious family hardship*.

The school official must sign and date.

OPC must submit one of the documents identified below to verify the other primary caregiver status.

Methods

- A completed and signed sworn statement indicating that he/she is the primary caregiver for the student.
- Records from the previous school year indicating that the student is in the care of the caregiver, including, but not limited to, a signed report card.
- Immunization or medical records issued within the last 12 months immediately preceding the school's review of the residency documentation, indicating that the student is in the care of the caregiver.
- Unexpired official documentation from the federal government or the Government of the District of Columbia with an issue date within the last 12 months immediately preceding the school's review of residency documentation, indicating that the caregiver receives public or medical benefits on behalf of the student, including, but not limited to, Supplemental Security Income annual benefits notification or Temporary Assistance for Needy Families (TANF) verification of income notice or recertification approval letter.
- An attestation for OPC completed and signed by a legal, medical or social service professional attesting to the caregiver's status relevant to the student and issued within the last 12 months immediately preceding the school's review of residency documentation.

Am I an Other Primary Caregiver?

SA DCMS § 5096 states that an Other Primary Caregiver (OPC) is a person, other than the enrolling student's parent or court appointed custodian or guardian. The enrolling student must reside with the OPC and the OPC must provide the student with guidance, maintenance, physical (food and support), in addition, the student's parents, guardians, or custodians are unable to provide the student primary care and substantial support due to serious family hardship. If you do not provide guidance, maintenance and physical care, and the student's parents, guardians, or custodians do not suffer from a serious family hardship, you do not qualify as an OPC. Do you provide the following items in the table below?

Support	When the OPC is exercising primary responsibility to provide the child with financial resources for the child's livelihood.
Guidance	When the OPC participates in the responsibility for the child's development (21, 802, 506): <ul style="list-style-type: none"> Attending school conferences Disciplining the child Participating in decisions concerning the child's well-being Involvement in the child's extracurricular activities
Maintenance	When the OPC is providing necessities: <ul style="list-style-type: none"> Food Clothing Shelter
Physical care	When the OPC is providing continuous care for the child by performing tasks required in the child's daily life: <ul style="list-style-type: none"> Bathing Feeding Dressing Assuring medical attention will be received by the child Preparing meals Supervising the child's activities Assisting with other physical care needs

Office of the State Superintendent of Education | 2024 First St., NE, Washington, DC 20002 | 202-737-4688 | osse.dc.gov | Version 12.19.2023 | Page 2 of 2

OPC Form

(page 2)

States the methods for verifying other primary caregiver status.

Provides guidance on what it means to provide primary care and substantial support.

OPC must submit one of the documents identified below to verify the other primary caregiver status.

Methods

- A completed and signed sworn statement indicating that he/she is the primary caregiver for the student.
- Records from the previous school year indicating that the student is in the care of the caregiver, including, but not limited to, a signed report card.
- Immunization or medical records issued within the last 12 months immediately preceding the school's review of the residency documentation, indicating that the student is in the care of the caregiver.
- Unexpired official documentation from the federal government or the Government of the District of Columbia with an issue date within the last 12 months immediately preceding the school's review of residency documentation, indicating that the caregiver receives public or medical benefits on behalf of the student, including, but not limited to, Supplemental Security Income annual benefits notification or Temporary Assistance for Needy Families (TANF) verification of income notice or recertification approval letter.
- An attestation for OPC completed and signed by a legal, medical or social service professional attesting to the caregiver's status relevant to the student and issued within the last 12 months immediately preceding the school's review of residency documentation.





Attestation of Other Primary Caregiver (OPC) – 2024-25 School Year

This form is to be completed by a legal, medical, or social service professional attesting to the status of a person as an “other primary caregiver” to a minor student.

Step One: Review the definition/description of an Other Primary Caregiver (OPC).

An “Other Primary Caregiver” is a person other than a parent, 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 due to serious family hardship. For the purpose of this form, a parent is “unable to provide care and support” to a child if one of the serious family hardship conditions described in the boxes below applies. A person seeking to enroll the student as “other primary caregiver” shall provide documentation, including this form, which establishes his or her status as BOTH an “other primary caregiver” AND his or her residency in the District of Columbia as required by District of Columbia law and regulations.

Step Two: Provide information as the professional attesting to status as an OPC.

Professional First Name:		Professional Last Name:	
Place of Employment:		Title:	
Employer Address:		Apt#:	
City:	State:	ZIP:	
Relationship to OPC/Student:			
Student First Name:		Student Last Name:	
OPC First Name		OPC Last Name	
OPC Address:			
City:	State:	ZIP:	

Step Three: Identify the reason for OPC status.

To the best of my knowledge, the child’s parent, court appointed custodian or guardian is unable to provide care and support to the child, because the parent, court appointed custodian or guardian (check any that apply):

- | | |
|--|--|
| <input type="checkbox"/> he/she has an active military assignment | <input type="checkbox"/> he/she is incarcerated |
| <input type="checkbox"/> he/she suffers from a serious illness | <input type="checkbox"/> he/she does not live with the child due to neglect and/or abuse |
| <input type="checkbox"/> he/she is deceased | <input type="checkbox"/> he/she has abandoned the child |
| <input type="checkbox"/> he/she is experiencing loss of habitability | <input type="checkbox"/> he/she is unavailable due to deportation |

Step Four: Sign and complete the attestation of OPC status.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information and belief.

Signature of Attesting Professional: _____ Date: _____

Printed Name: _____ Title: _____

Organization: _____ Contact Phone: _____

Email: _____



Attestation of OPC

Used as documentation to verify other primary caregiver status.

Not completed by the OPC.

Only completed by a legal, medical, or social service professional.

Attesting professional must sign and date.



Sworn Statement – 2024-25 School Year

This form is to be completed by the person enrolling the student, or by the parent of an adult student or minor parent, in cases when a sworn statement is needed to complete residency verification. For example, use this form in cases where a minor parent is enrolling their child but currently living at home and not able to prove DC residency.

Provide information about individual.			
Student First Name:		Student Last Name:	
Person completing sworn statement > First Name:		Last Name:	
Address of person completing sworn statement:			Apt:
City:	State:	ZIP:	
Relationship to enrolling student:			
Email:		Phone:	
Identify basis for sworn statement.			
Check the appropriate basis for the sworn statement:			
<input type="checkbox"/> I am the parent, guardian, or custodian of an adult student and the student resides with me at the address provided above. Documents establishing DC residency as set forth in 5A DCMR § 5004.2 are attached.			
<input type="checkbox"/> I am the parent, guardian, or custodian of a minor parent and the minor parent and child reside with me at the address provided above. Documents establishing DC residency as set forth in 5A DCMR § 5004.2 are attached.			
<input type="checkbox"/> I am the Other Primary Caregiver (OPC) of the student as attested in the Other Primary Caregiver form. Documents establishing DC residency as set forth in 5A DCMR § 5004.2 are attached.			
Sign and complete the sworn statement.			
I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information and belief. I further accept that all provisions set forth in "Step Three: Certification of Residency Requirements" on the DC Residency Verification Form are incorporated and merged herein.			
Signature of person completing sworn statement: _____			Date: _____

Sworn Statement of Residency

Limited use cases:

A minor parent is enrolling a minor student – signed by minor parent’s adult parent.

An adult student is living with an adult parent – signed by the adult parent.

Person completing sworn statement must sign and date.



Enrolling Person	Residency Forms Required
Parent, Guardian, Custodian	<ul style="list-style-type: none"> • DCRV • Residency supporting documentation
OPC	<ul style="list-style-type: none"> • DCRV • Residency supporting documentation • Other primary caregiver form • Other primary caregiver supporting documentation
Adult student	<ul style="list-style-type: none"> • DCRV • Residency supporting documentation
Adult student residing w/parent	<ul style="list-style-type: none"> • DCRV (completed by adult student) • Residency supporting documentation (of parent) • Sworn statement of residency (completed by parent)
Minor parent residing w/ adult parent	<ul style="list-style-type: none"> • DCRV (Completed by minor parent) • Residency supporting documentation (of adult parent) • Sworn statement of residency (completed by adult parent)

Residency forms by enrolling person

An LEA may convert the DCRV and additional required forms into an electronic format – fillable pdf, online school enrollment system – but the DCRV and additional required forms shall meet the following:

- The content and substance of the residency verification forms shall not be altered, redacted, or expanded in any way
- Completed residency verification forms shall be exportable in the same format as provided by OSSE
- Easily available to comply with the five-day requirement to submit the forms for investigation purposes
- Printed and signed in person, or comply with OSSE’s electronic signature guidance
- Provided in the required format for OSSE’s annual enrollment audit
- Maintained in accordance with all records retention policies

DCRV in electronic fillable format



Electronic signatures

When completing the DCRV or the additional required forms, both a physical signature, or “wet ink” signature, and electronic signature are acceptable. The electronic signature must meet the following requirements:



- Digital certificate
- Encryption used to authenticate
- Evidence of the origin of the signature
- Evidence of the record being sent
- Evidence of receipt
- A timestamp
- Long-term storage of evidence



- Cannot be a digitized image of a handwritten signature
- Cannot be a password or personal identification number
- Cannot be a mark or symbol indicating an intent to sign
- Cannot be a symbol (“/s/”) affixed to a digital document.

OSSE does not review or approve electronic signature systems. The LEA is responsible for meeting all requirements.





Supporting Residency Documentation

There are three primary ways the enrolling person can verify DC residency.

Method A	The school confirms the residency indicator in the Qlik application. This application provides verified residency data through District public benefits programs as well as the Office of Tax and Revenue.		
Method B	The school receives and certifies valid supporting residency documents submitted by the enrolling person.		
	One item	Or	Two Items
	<ul style="list-style-type: none"> • Pay stub • Unexpired official documentation of financial assistance • Certified D40 • Current military housing orders or statement • Embassy letter 		<ul style="list-style-type: none"> • DC license or ID • DC vehicle registration • Lease and separate proof of payment • Utility bill and separate proof of payment
Method C	The parent consents to a home visit conducted by a school official.		

Valid Supporting Residency Documents



See 5A DCMR § 5000 *et seq.* for more information on valid supporting residency documentation. Additional information can also be found in the [OER Handbook](#) published in March 2024.



Valid Supporting Residency Documents

Method A

OSSE Residency Verified (OSSE RV)

What Is OSSE RV?

- OSSE has established data sharing agreements with partner DC Government agencies to facilitate residency verification.
- OSSE RV includes families receiving District financial benefits (TANF, SNAP, Medicaid), students experiencing homelessness, wards of the District, and enrolling persons that use OSSE's Office of Tax and Revenue online validation form.
- Confirmation of OSSE RV status is shared through the OSSE Residency Verification application in Qlik Sense (OSSE RV application)
- The universe of students available in the OSSE RV application include:
 - Stage 5 enrolled
 - Stage 4 enrolled
 - Students with an "enrolled," "matched," or "waitlist offer extended" status in the My School DC centralized waitlist system

OSSE Residency Verified (OSSE RV)

How It Works:

- LEAs are able to review students that are OSSE RV in the [SY24-25 OSSE Residency Verification application](#) in Qlik Sense. *Make sure you review the correct school year.*
- The application is on track to launch in April.
- LEAs will see a large student roster, but the enrolling student **must have a “Y”** in the residency indicator column.
- Students that are OSSE RV are not included in the annual enrollment audit sample and auditors will not look for supporting residency documentation.
- Students are only *added* to the application, they are not removed during the year.
 - Occasionally Unique Student Identifier (USI) issues may lead to a student coming off the list, if they were never truly eligible in the first place
- The OSSE RV application updates nightly, so students are added throughout the school year.

OSSE Residency Verified (OSSE RV)

Application Limitations:

- The data displayed in the OSSE RV application reflects the data received through interagency agreements – OSSE does not control this data and only reflects what is provided.
- Expect situations where one sibling is OSSE RV and the other is not, or where a student is known to be receiving DC government financial benefits but is not in the OSSE RV application.
- OSSE is not able to change the OSSE RV data. If a student is not listed with a “Y” in the residency indicator, the LEA shall collect supporting documentation for the student.
- LEAs, if they reasonably suspect a person is not a District residency, can request additional supporting documentation from the enrolling person.
- *Newly enrolling students* - Students who are *new* to the District of Columbia public school system may not appear in the application because they do not yet have a USI or OSSE can not connect them to your LEA. However, OSSE is expanding its use of My School DC data to resolve some of these problems for new students.

OSSE Residency Verified (OSSE RV)

LEA Responsibility:

- Confirmation as OSSE RV does not remove the requirement to complete a DCRV and additional residency forms.
- The OSSE RV application does not remove the LEAs' responsibility to ensure DC residency requirements are met.
- If an LEA has information that a student is not a resident, they must follow all steps for enrolling a non-resident student.
- If an LEA reasonably concludes that additional information is needed to verify the student's residency, the LEA must request further documentation from the enrolling person.

SY21-22 OSSE Subsidy Residency

Analyze Sheet Narrate Storytelling

No selections applied

Student Information

LEA Code	LEA Name	USI	Source Local ID	First Name	Last Name	Date of Birth	Gender	Residency Indicator

Residency Indicator
Y
N
N
Y

School confirms residency indicator in Qlik

(Method A)

[SY24-25 OSSE Residency Verification application link](#) for QLIK Sense

The residency indicator **must be marked "Y."**

Students are only added to the application, they are not removed during the year.

If residency indicator is "Y," then the LEA does not *need* to collect additional supporting residency documents but should if they reasonably suspect the enrolling person is not a District resident.



Online Residency Validation Form

The District of Columbia Office of the State Superintendent of Education (OSSE) has partnered with the Office of Tax and Revenue (OTR) to assist with verifying residency as part of the annual enrollment process for District of Columbia public and public charter schools. Residency is defined as a person who establishes physical presence in the District of Columbia and provides valid documentation. If the below listed requirements are met, enrolling parents/guardians or adult students can establish physical presence using OSSE's online residency tool.

Listed below are the requirements to use this tool.

- Enrolling parent/guardian or adult student is a resident of the District of Columbia
- Enrolling parent/guardian's or adult student's 2018 District of Columbia Individual Income Tax Form (D40) was completed and accepted by OTR at least 21 days prior to using this system
- Enrolling parent/guardian DID NOT submit an Extension of Time to File Income Tax Return (FR-127) to the Office of Tax and Revenue for 2018
- Enrolling students are listed on Schedule S of the enrolling parent/guardian or adult student's D40 tax returns
- Enrolling student is returning to the same school or LEA from the previous school year
- Enrolling student is not entering grades PK3 or PK4
- Enrolling student must be at least 5 years old by 10/1 of the school year they intend to enroll

If the enrolling parent/guardian or adult student meets the criteria identified above, the below listed items are needed to complete OSSE's online residency tool:

- The enrolling parent/guardian or adult student's valid email address
- Amount of net refund (D40, line 38) or tax amount due (D40, Line 37) from the accepted District of Columbia 2018 tax form
- The enrolling parent/guardian or adult student's social security number
- Enrolling student's social security number

Please review the affirmation statements. All affirmation statements must be selected to access the system.

Click Box To Accept


- Affirmation 1: I hereby affirm that the enrolling school/LEA verified my residency during the previous school year
- Affirmation 2: I hereby affirm that I continue to live in the District as I did in the previous school year
- Affirmation 3: I hereby consent to random verification of my residency status during this school year
- Affirmation 4: I hereby appoint OSSE as the representative authorized to verify student's residency through an interagency data-sharing process with Office of Tax and Revenue to verify taxpayer status

Check all the affirmations, enter email information, click "I'm not a robot", then click the **Agree** button to continue. Click the **Cancel** at any time to return later to complete the form.

Note: This website must be viewed on Internet Explorer version 10 or above. It is also supported by Chrome 43 and above.

Email Address

Confirm Email Address

I'm not a robot 

*Social security numbers and tax data will not be saved and are used only for verification with the Office of Tax and Revenue.
At any time if you close or cancel out of this application before submission, you will be required to reenter all information.

Promote this method with your families!

Online Residency Validation form through Office of Tax and Revenue

(Method A)

Must be completed by the enrolling parent.

Pre-K 3 and pre-K 4 and newly enrolling are eligible but may not be successful because of data matching issues.

If successful, this student will appear in the SY24-25 OSSE Residency Verification application with a "Y" in the residency indicator column.

Specific instructions for enrolling persons are on the site.

[Online Residency Validation Form Link](#)

Homeless Liaison Verified (Method A)

Confirming residency:

- Confirm the LEA Homeless Liaison has identified the student in the Comprehensive Homeless Student Application in Qlik Sense.
- If completed correctly, the student should be showing in the OSSE RV application in Qlik Sense.

When completing the DCRV:

- Enrolling persons put last most stable address.
- If temporarily residing outside DC, put current address and still mark DC resident.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



(Date)

To Whom It May Concern:

This letter is to inform you that _____ (Name of Child) _____, Age: _____, DOB: _____, Social Security #: _____, is a Ward of the District of Columbia's Child and Family Services Agency. This has been his/her legal status since _____ (Date) _____ by Order of the Superior Court of the District of Columbia. He/she is a resident of the District of Columbia and because of his/her legal status as a committed Ward his/ her income is zero. This worker verified that this youth is a United States citizen.

The current address is _____.

If you have any questions and/or concerns, please do not hesitate to contact me at _____ (Social Worker's phone number) _____.

Sincerely,

(Social Worker's Name)
Social Worker
(Division or Unit)

200 I Street, SE ♦ Washington, DC 20003
Web: www.dcchildandfamilyservices.com

Ward of State Order

(Method A)

A currently valid court order indicating that the student is a ward of the District.

or

A formal correspondence from the DC Child and Family Services Agency (CFSA)

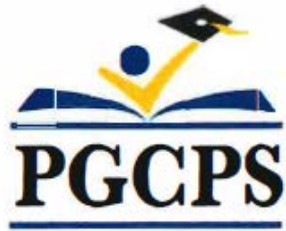
The formal correspondence must state that the student is a ward of CFSA and includes the social worker's name and contact information.

The letter must be signed by the social worker or other authorized representative.



**Valid Supporting Residency
Documents**

Method B



Employee Full Name	Firstname Lastname	Employer Name	Prince George's County Public Schools
Job Title	Elementary Classroom Teacher Instructional.11	Organization	Salary
Employee Number	00000	Pay Basis	Biweekly
Latest Hire Date	30-Aug-2021	Location	PGCEA
Original Hire Date	30-Aug-2021	Payroll	
Adjusted Service Date		Bargaining Unit	Instr A B C.2.Bachelor.10.Salary
Assignment Number	00000	Collective Agreement	
Position	Classroom Teacher - Grades 1-3, Formula	Grade	14201 School Lane
Employee Address	1050 First Street NE Washington, DC 20002 US	Employer Address	Sasser Administration Building Upper Marlboro, MD 20772 US

Pay Period and Salary				
Pay Period	Payment Date	Pay Beg In Date	Pay End Date	Bi-weekly Rate
Bi-Week	10-Nov-2023	21-Oct-2023	03-Nov-2023	2,656.00

Summary					
	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	2,337.08	125.98	497.71	87.07	1,564.18
YTD	37,695.82	2,024.40	7,959.35	1,384.86	25,922.97

Hours and Earnings							
Description	Start Date	End Date	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount
Ext Opt Pay				0.00	0.00	0.00	5,763.22
Ext Opt Funds				0.00	-408.62	0.00	-5,232.60
Unp Lea Pay				0.00	0.00	0.00	-994.39
Reg Salary Pay			75.00	7.50	2,656.00	0.00	35,772.40
Imputed Income				0.00	2.20	0.00	24.56
WS Staff Devel			0.50	0.50	87.50	3.50	612.50
Ref Unp Leave				0.00	0.00	18.75	710.30
PGCEA Sub Cover Pay				0.00	0.00	7.50	228.00
Salary Adjustment				0.00	0.00	0.00	-388.17
Special Payment				0.00	0.00	0.00	100.00
Grant Fund Stipend				0.00	0.00	0.00	1,200.00

Pre Tax Deductions				Taxes			
Description	Current	YTD		Description	Current	YTD	
Teach Pension	185.92	2,504.08		Federal Tax	194.62	3,057.72	
				Social Security	144.90	2,337.14	
				Medicare	33.89	546.59	
				DC State Tax	124.30	2,017.90	

After Tax Deductions				Accruals			
Description	Current	YTD		Description	Current	Balance	
Dues PGCEA	40.85	689.05		Personal Leave	0.00	26.25	
PGCEA AF Inc Prot	46.22	695.81		Sick	0.00	37.50	
				Sick Earned	0.00	-15.00	



Pay stub

(Method B – 1 required)

Issued within 45 days of school's review of DCRV.

Must contain withholding of DC personal income tax **only** and no other states, even if the amount is zero.

DC personal income tax withholding must be greater than zero for both the current tax year and current pay period.

Same name and address as enrolling person on DCRV.

DC Financial Assistance Program
 Government of the District of Columbia
 1050 First Street NE
 Washington, DC 20002



Date: April 1 2020 Account ID: 999999999

Suzy Creamcheese
 54 District Street NW
 Washington, DC 55555

Subject: ELIGIBILITY FOR DISTRICT OF COLUMBIA FINANCIAL ASSISTANCE PROGRAM

Dear Suzy Creamcheese:

Based on the information you submitted the following individuals are eligible for the financial assistance program:


List of eligible participants:

Relationship	Name
Mother	Suzy Creamcheese
Child	Frank Creamcheese
Child	Lolly Creamcheese

Your program participation card is free and can be picked up at the following locations:

- Address 1, Washington, DC 20000
- Address 2, Washington, DC 20000

Program eligibility is valid for one year and will expire on 4/1/2021. If you have any questions, please contact us at (555) 555-5555.



ELIGIBILITY WORKER

Unexpired official documentation of financial assistance from the Government of the District of Columbia

(Method B – 1 required)

Issued to the enrolling person within the past 12 months and current at the time presented to the school.

“Received” stamps by school do not count as the current date.


Federal financial assistance programs, except SSI, **do not** qualify as valid supporting documentation *unless* facilitated by a DC Government agency such as the Department of Human Services (DHS) or DC Housing Authority (DCHA).

Documentation should include agency letterhead or agency title

Same name and address as enrolling person on DCRV.



For additional guidance, a detailed guide on reviewing [DC financial assistance](#) documents is available on the OSSE website.



District of Columbia
Office of the State Superintendent of Education

Office of Enrollment and Residency (OER) LEA Guide: Accepting DC Financial Benefit Documentation

It is the responsibility of each school and local education agency (LEA) to collect valid documentation to verify residency of students at the time of enrollment. There are several document types and methods enrolling persons can use to complete residency verification. For more information on the residency verification process, methods, and documents, please review the [OER Handbook on the OSSE website](#).

The purpose of this document is to provide LEAs and schools with additional guidance on reviewing DC financial assistance documents¹. Valid DC financial assistance documents can come from several different DC Government agencies making it uniquely difficult for review and acceptance by enrolling school officials. Current guidance, as outlined in the OER Handbook (version March 2021) is as follows:

Regulatory Requirement: Current official documentation of financial assistance received by the student or person seeking to enroll the student from the DC Government including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income (SSI), housing assistance, or other governmental programs.

Additional Interpretive Guidance: The document must be issued to the enrolling person within the past 12 months and be current (not expired) at the time of the school official's review of residency documentation and date of school official signature on the DC Residency Verification (DCRV) form. The document must have the same name and address of the enrolling person as identified on the DCRV. Documentation can also include a snapshot received from the enrolling person or the payment of benefits. While some documents may not include a signature of the official, the agency's title or letterhead should be present on the document. Some documents are considered recertification letters, and these should not be considered if the period for recertification has passed. For example, if the family is enrolling for the 2020-21 school year, a letter recertifying for 2019 would not be valid.

Federal financial assistance programs, except SSI, do not qualify as valid supporting documentation unless facilitated by a DC Government agency such as the Department of Human Services (DHS) or DC Housing Authority (DCHA).

The following are specific examples of DC financial assistance documents and factors considered in determining validity. For the purposes of this guide, all documents are assumed to apply to the correct school year at the time of enrollment.


¹ Pursuant to SA DCMR § 5002.5, even if documentation is completed using the following guidance below, if a school LEA reasonably concludes that additional information is needed to verify the student's residency, further documentation can be requested from the enrolling person.

www.dc.gov | facebook.com/osse | @OSSEDC | 202.727.6436

Examples of Acceptable Documentation


TANF (Email)
This email is acceptable because:

- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- A snapshot of current financial benefits that are being received at the time of enrollment; and
- It is issued by a DC Government agency, the Department of Human Services (DHS); and
- It also includes the agency official's contact information.



SSI Letter
This letter is acceptable because:

- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- The document is on Social Security Administration (SSA) letterhead.



www.dc.gov | facebook.com/osse | @OSSEDC | 202.727.6436

Unexpired official documentation of financial assistance from the Government of the District of Columbia

(Method B – 1 required)

A guide to support LEAs when reviewing DC financial assistance documents

The guide has specific examples of DC financial assistance documents and factors considered in determining validity.

The guide is available on the OSSE website here:

[OER LEA Guide: Accepting DC Financial Benefit Documentation](#)



For additional guidance, a detailed guide on reviewing [DC financial assistance](#) documents is available on the OSSE website.

Demographics

Prime Information

Name: [Redacted] [Redacted]
 Title: [Redacted] [Redacted]
 Id: Customer ID [Redacted]
 Date of Birth: [Redacted] Phone Number: [Redacted]
 Taxpayer's Email: [Redacted]
 Address: [Redacted]
 Street 2: [Redacted] Unit Type: [Redacted] Unit: [Redacted]
 WASHINGTON DC 20019 0000
 USA

Spouse Information

Name: Last Name [Redacted] Name Control [Redacted]
 First Name [Redacted] M. I. [Redacted]
 Title [Redacted] Suffix [Redacted]
 Id: Id Type [Redacted] M [Redacted]
 Date of Birth: [Redacted]

D.C. Government
 OFFICE OF TAX AND REVENUE (OTR)
 CUSTOMER SERVICE ADMINISTRATION
 SEP 12 2023

CERTIFIED - A TRUE COPY
 CSA Employee Number CSA017
 CSA Employee Initials *JK*

25. Health Care Shared Responsibility

26. Total Tax

DC Earned Income Credit

27a. Enter the number of qualified ETC children 27b. Earned Income

27c. For filers with qualifying children. Enter federal EIC 27d. Multiply 0.70

27e. For filers without qualifying children

28. Property Tax Credit

29. Refundable credits from DC Schedule U, Part 1b, Line 3

30. Total refundable credits. Add Line 27d or 27e through Line 29.

31. DC income tax withheld

32. 2022 estimated income tax payments and amount applied from 2021 return

33. Tax paid with FR-127, Extension of time to file

34. If this is an amended 2022 return, enter payments made with original return

35. If this is an amended 2022 return, enter refunds requested with original return

36. Total payments and refundable credits

37. Tax Due

38. Amount overpaid

39. Amount to be applied to 2023 estimated tax

40. Underpayment interest. Fill in the oval if Form D-2210 is attached. D-2210 Attached

41. Contribution Amount from DC Schedule U, Part 1j, Line 5

42. Total amount due

43. Net refund

Will this refund go to an account outside the U.S.? International

44. When either spouse is claiming injured spouse protection, check oval and attach Form DC-8379 DC-8379 Attached

D.C. Government
 OFFICE OF TAX AND REVENUE (OTR)
 CUSTOMER SERVICE ADMINISTRATION

SEP 12 2023

CERTIFIED - A TRUE COPY
 CSA Employee Number CSA017
 CSA Employee Initials *JK*



Certified copy of form D40

(Method B – 1 required)

Issued by the Office of Tax and Revenue.

Must contain evidence of payment of DC taxes for the most recent tax year.

Must bear the DC Office of Tax and Revenue stamp.

Same name and address as enrolling person on DCRV.



DEPARTMENT OF MILITARY BRANCH
PROGRAM EXECUTIVE OFFICER
MILITARY INFORMATION SYSTEMS
555 VIRGINIA ROAD, SUITE 55

4/1/2020

From: Program Executive Officer, Enterprise Information Systems
To: District of Columbia Public School

Subj: VERIFICATION OF ACTIVE DUTY MILITARY STATUS FOR COMMANDER SUZY CREAMCHEESE

1. This letter is to certify that Commander Suzy Creamcheese is currently serving on Active Duty in the U.S. Military Branch, effective July 19, 2001. Effective March 2019, Commander Creamcheese has been on Active Duty orders at Program Executive Office, Military Information Systems (PEO MIS), Program Manager for Military Systems Network (MSN), BAC 999, located in Washington, D.C.

Full Name: Suzy Creamcheese
Address: 5555 District Road NW, Washington, DC 20000
Dependents: Frank Creamcheese, Grace Creamcheese,
Rank/Rate: Commander (CDR)
Pay Grade: B-9
Date of Birth: 01 Jan 1981
DIEMS Date: 02 July 2000
Condition of Service: Honorable

2. This information has been verified in DEERS. If you have any further questions, please feel free to contact me at 555-555-5555.

B. Example
LCDR DMB

I authorize the release of the above information

S. Creamcheese
CDR DMB

Current military housing orders *or* statement on military letterhead

(Method B – 1 required)

Must be issued within the past 12 months.

Must be an official correspondence on military letterhead.

Must cite the specific DC address and residence.

Same name and address as enrolling person on DCRV.

Stationed location and intent to stay are not valid.

Letters or leases from private leasing companies are not valid for this method.



EMBASSY OF COUNTRY
345 DISTRICT STREET, WASHINGTON, DC 20000

4/1/2020

TO WHOM IT MAY CONCERN:

I, Embassy Official, Human Resources Officer at the Country Embassy in Washington, DC, hereby certify that

SUZY CREAMCHEESE

a Country employee, is assigned to the Country mission in Washington, DC, as Third Secretary since January 2019. As such, Suzy Creamcheese, as well as their spouse, Frank Creamcheese, and their children, Bonnie and Chad, are residing at 1234 District Avenue, Washington, DC 20000 and are housed at no cost to them by the Embassy of Country.

Suzy Creamcheese's mission will end in July 2022.

Sample

Embassy Official
Human Resources

Embassy letter

(Method B – 1 required)

Issued within the past 12 months.

Must contain an official embassy seal.

Must be signed by an appropriate embassy official.

Must indicate that the enrolling person or adult student, currently reside, or will reside, on embassy property in DC during the relevant school year.

Same name and address as enrolling person on DCRV.



DC motor vehicle operator's permit or non-driver identification

(Method B – 2 required)

Must be an official DC government issued driver license or non-driver identification.

Must be valid and unexpired.

Same name and address as enrolling person on DCRV.

DC One Card and DC Government Employee badges are not acceptable.

DC driver licenses can be verified using the DC DMV online tool:

DC Drivers License Verification Tool

If a temporary ID is submitted at the time of enrollment, a permanent ID must be submitted within 30 days of the temporary ID's expiration.



DC motor vehicle registration

(Method B – 2 required)

Must be issued by the DC government (no Virginia registrations).

Must be valid and unexpired.

Same name and address as enrolling person on DCRV.

Digital registration cards are acceptable.

If a temporary registration was submitted at the time of enrollment, a permanent registration must be submitted within 30 days of the expiration of the temporary registration.

RESIDENTIAL LEASE AGREEMENT
[Single-Family House]

This Residential Rental Agreement ("Agreement") is entered into by and between Suzy Creamcheese ("Tenant"), and Oscar Sears ("Landlord"). Landlord and Tenant are collectively referred to in this Agreement as the "Parties". This Agreement shall be effective as of the date executed by Landlord, as set forth below.

For the covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

- PREMISES:** The leased premises shall be comprised of that certain (including both the house and the land) located at 123 Main Street. Landlord leases the Premises to Tenant and Tenant leases the Premises on the terms and conditions set forth herein.
- TERM:** The term of this Agreement shall be a period of one (1) year, beginning on February 24th, 2020, and ending on February 23rd, 2021. If the term expires over after the expiration or earlier termination of the term without consent shall be a default of this Agreement and shall not be construed as a month to month, unless Tenant pays and Landlord accepts payment for a calendar month (plus, if the term ends on a day other than the last day of the month during which the term ends). If such payment is made and accepted, this Agreement will automatically renew on a month-to-month basis until terminated by either party in accordance with the terms of this Agreement. Notice of termination is to be given by either party at least thirty (30) days prior to the designated date of termination, and the designated date of termination shall be a calendar month. If notice of termination is given, this Agreement shall terminate on the date for which notice is properly given. Except as otherwise set forth in this Agreement, the terms and conditions of this Agreement shall apply during the term of the tenancy.
- MONTHLY RENT:** The rent to be paid by Tenant to Landlord under this Agreement is \$ 2000 per month and shall be due on the 1st day of each month. Tenant shall pay a \$50.00 late fee for any rent not received by Landlord on or before the 1st day of each month. Tenant shall pay any returned check fees. All delinquent rent from Tenant shall accrue interest at the rate of 15% per year until the delinquent amount is paid in full. Rent for the first month (or, if applicable, the last month) shall be prorated. Tenant shall not deduct or offset against rent any amounts for utilities or other charges unless otherwise set forth in this Agreement.
- UTILITIES:** To the extent permitted by applicable utility service providers, Tenant shall transfer all utility accounts into Tenant's name promptly upon taking possession of the Premises.

RESIDENTIAL RENTAL AGREEMENT

TENANT'S INITIALS _____

26. **GOVERNING LAW:** This Agreement shall be governed by the laws of the jurisdiction in which the Premises is located.

27. **ENTIRE AGREEMENT:** This document constitutes the entire agreement and may be modified or amended only by written agreement signed by both Parties. There are no oral agreements between the Parties.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed on the dates set forth below.

This is a legal document. Tenant acknowledges reading all of this agreement carefully and obtaining advice of counsel, if desired, before signing.

SIGNED:

Landlord:

Oscar Sears Date: 2/20/2019

Address: 555 Nowhere Ave

Phone: (555) 555-5555

Tenant:

Suzy Creamcheese Date: 2/20/2019

Phone: (555) 555-5555

RESIDENTIAL RENTAL AGREEMENT

TENANT'S INITIALS _____

6

Lease or rental agreement with separate proof of payment

(Method B – 2 required)

Lease requirements*:

Must contain the start date, monthly rent amount, name of landlord, and be signed by enrolling person and landlord.

Proof of payment requirements*:

May be a receipt of payment, money order, copy of cashed check, etc.

Must be for a period within two months immediately preceding the school's review of the DCRV

Must match the rent amount stated on the lease.


All documents must be the same name and address as enrolling person.

If a military lease is submitted, it will follow the same proof of payment requirements.



*Additional guidance is provided in the [OER Handbook](#) published in March 2024.

04 10000008 200023673



Your electric bill - Oct 2020 for
the period September 8, 2020 to October 6, 2020


Energy for a Changing World.®

Enrolling Parent
Account number: 1234 5678 900
Your service address: 123 MAIN ST
WASHINGTON DC 20016
Bill issue date: Oct 7, 2020

How to contact us
Customer Service (Mon-Fri, 7am - 8 pm) 202-833-7500
Hearing Impaired (TTY) 202-872-2369
#Problemas con la factura? 202-872-4641
Electric emergencies & outages (24 hours) 1-877-737-2662

Visit pepco.com for service
Pepco is regulated by - DC
1325 G St NW, Suite 800,
Consumer Advocate - Off,
1133 Fifteenth St NW, Wa

04 10000008 200023673



Your electric bill - Nov 2020
for the period October 8, 2020 to November 6, 2020

Energy for a Changing World.®

Enrolling Parent
Account number: 1234 5678 900
Your service address: 123 MAIN ST
WASHINGTON DC 20016
Bill issue date: Nov 7, 2020

Summary of your charges
Balance from your last bill \$101.02
Your payment(s) - thank you \$-101.02
Balance forward as of Oct 7, 2020 \$0.00
New electric distribution charges - Pepco \$49.56
New electric supply charges - SOS Provider \$79.45
Pepco
Total amount due by Oct 28, 2020 \$129.01

After Oct 28, 2020, a Late Payment Charge of \$0.99 will be added, increasing the amount due to \$130.00.

Visit pepco.com/dctarrifs and click "DC Terms and Conditions" for information on how payments are applied to balances from Pepco and any competitive supplier.

Your smart electric meter is read wirelessly. Visit My Account at pepco.com to view your daily and hourly energy usage.

If you are moving or discontinuing service, please contact Pepco at least three days in advance.

Information regarding rate schedules and how to verify the accuracy of your bill will be mailed upon request.

Follow us on Twitter at twitter.com/PepcoConnect. Like us on Facebook at facebook.com/PepcoConnect.

Please tear on the dotted line below. Invoice Number:


Return this coupon with your payment
made payable to Pepco

Amount Paid: PO BOX 13608 PHILADELPHIA PA 19101

Enrolling Parent
123 MAIN ST
WASHINGTON DC 20016-5065

70099070000

04 10000008 200023673



Your electric bill - Nov 2020
for the period October 8, 2020 to November 6, 2020

Energy for a Changing World.®

Enrolling Parent
Account number: 1234 5678 900
Your service address: 123 MAIN ST
WASHINGTON DC 20016
Bill issue date: Nov 7, 2020

Summary of your charges
Balance from your last bill \$129.01
Your payment(s) - thank you \$-129.01
Balance forward as of Nov 7, 2020 \$0.00
New electric distribution charges - Pepco \$84.01
New electric supply charges - SOS Provider \$69.06
Pepco
Total amount due by Nov 28, 2020 \$99.07

After Nov 28, 2020, a Late Payment Charge of \$0.99 will be added, increasing the amount due to \$100.06.

Visit pepco.com/dctarrifs and click "DC Terms and Conditions" for information on how payments are applied to balances from Pepco and any competitive supplier.

Your smart electric meter is read wirelessly. Visit My Account at pepco.com to view your daily and hourly energy usage.

If you are moving or discontinuing service, please contact Pepco at least three days in advance.

Information regarding rate schedules and how to verify the accuracy of your bill will be mailed upon request.

Follow us on Twitter at twitter.com/PepcoConnect. Like us on Facebook at facebook.com/PepcoConnect.

Please tear on the dotted line below. Invoice Number: 000000000000 Page 1 of 3

Return this coupon with your payment
made payable to Pepco


Amount Paid: \$.

Enrolling Parent
123 MAIN ST
WASHINGTON DC 20016-5065

PO BOX 13608
PHILADELPHIA PA 19101

7009907000000000000990700015

04 10000008 200023673



Your electric bill - Nov 2020
for the period October 8, 2020 to November 6, 2020

Energy for a Changing World.®

Enrolling Parent
Account number: 1234 5678 900
Your service address: 123 MAIN ST
WASHINGTON DC 20016
Bill issue date: Nov 7, 2020

Summary of your charges
Balance from your last bill \$129.01
Your payment(s) - thank you \$-129.01
Balance forward as of Nov 7, 2020 \$0.00
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Follow us on Twitter at twitter.com/PepcoConnect. Like us on Facebook at facebook.com/PepcoConnect.

Please tear on the dotted line below. Invoice Number: 000000000000 Page 1 of 3

Return this coupon with your payment
made payable to Pepco

Amount Paid: \$.

Enrolling Parent
123 MAIN ST
WASHINGTON DC 20016-5065

PO BOX 13608
PHILADELPHIA PA 19101

7009907000000000000990700015

Utility bill with separate proof of payment

(Method B – 2 required)

Utility bill requirements:

May only be a gas, electric, or water bill.

Must be for a period within two months immediately preceding the school's review of the DCRV.

Proof of payment requirements:

Must be a separate paid receipt on the utility bill provided such as receipt of payment printout, money order, copy of cashed check, credited amount, or subsidy payment letter for utility.

All documents must be the same name and address as enrolling person.





**Valid Supporting Residency
Documents**

Method C



Home Visitation Consent and Verification Form – 2024-25 School Year

Use this form to consent to allowing a school official to verify District of Columbia residency by visiting your residence in-person. Complete one form per student enrolling in a DC public or public charter school.

Step One: Provide information about your family.

Student First Name:	Student Last Name:	DOB:
Name of School in the 2024-25 School Year:		
Enrolling person (see page 2) > First Name: <small>(Student name if the enrolling person is an Adult Student)</small>		Last Name:
I am the: <input type="checkbox"/> student's legal parent/guardian/custodian <input type="checkbox"/> student's Other Primary Caregiver (OPC Form must be completed) <input type="checkbox"/> adult student <input type="checkbox"/> minor parent (Sworn Statement must be completed)		
Address of enrolling person:		Apt:
City:	State:	ZIP:
Email:		Phone:
DC Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Step Two: Consent to home visit by a school official.

I hereby consent for a school official to conduct an in-person home visit for the purpose of validating my DC residency. Personal information that may be collected in connection with this visit is to be retained in the official record of the student and will not be transferred or disclosed outside of the school, local education agency or state education agency, except where disclosure is required by law or is pursuant to the verification of my District residency. This information will be used for the purpose of validating District residency of the student's parent, guardian, or other primary caregiver, or of the adult student him/herself.

Signature of Person Enrolling Student: _____ **Date:** _____

SCHOOL OFFICIAL USE ONLY The following information was verified by conducting an in-person home visit by a school official.

Step 1	Date of in-person home visit (mm/dd/yyyy): _____								
Step 2	<table border="1"> <thead> <tr> <th>Name of people residing in the home:</th> <th>Relationship to student:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name of people residing in the home:	Relationship to student:						
Name of people residing in the home:	Relationship to student:								
Step 3	Is there evidence that the enrolling person or Other Primary Caregiver resides at the residence? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Step 4	Please provide detailed evidence that both the enrolling person and the student live at the residence. Describe: _____								
Step 5	Check only one: <input type="checkbox"/> I have confirmed District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only). <input type="checkbox"/> I was <u>unable</u> to confirm District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I was <u>unable</u> to confirm District residency of the enrolling person and student by conducting a home visit (OPC Only).								

I certify that I am the enrolling person who consented to an in-person home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I consented to.

Enrolling Person Name (print): _____ **Signature:** _____ **Date:** _____

I certify that I am the school official authorized by the above-named school to conduct a home visit for the student named above. I attest that the information herein provided is true to the best of my knowledge based on the home visit I conducted.

School Official Name (print): _____ **Signature:** _____ **Date:** _____



Home visitation by school official

(Method C)

The family must consent to the home visit.

The form must be signed by both the enrolling person and school official.

Can be used as an alternative when family can't provide documents or as the primary residency verification.



**Valid Supporting Residency
Documents**

Special Circumstances

Adult student – special circumstances

In rare cases, adult students are residents of the District of Columbia under special circumstances due to their current employment and may lack valid supporting documentation.



Residing at Home

If the adult student is residing in the District residence of the adult student's parent(s), they complete the DCRV and have the parent submit the Sworn Statement along with the valid supporting residency documentation for residency verification.



Au Pair

Au pairs who are residing in DC as part of an international job program can qualify for a tuition-free education provided that they complete the DCRV and submit the following for residency verification:

- 1) Current, unexpired United States Department of State J-1 Visa; or Au Pair Agency Placement Letter with the address where they will reside;
AND
- 2) Driver license, passport, or other form of legal identification.

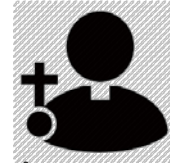
Adult student – special circumstances (Cont.)



Job Corp Participant

Job Corps participants who are stationed in DC as part of the program can qualify for a tuition-free education provided that they complete the DCRV and submit the following for residency verification:

- 1) Current, unexpired Job Corps enrollment letter identifying participation the residential program and address where they will reside; AND
- 2) Driver license, passport, or other form of legal identification.



Clergy Member

Clergy members attending seminary school in DC can qualify for a tuition-free education provided that they complete the DCRV and submit the following for residency verification:

- 1) Current, unexpired Seminary School Letter confirming the adult student's address and role in this category; AND
- 2) Driver license, passport, or other form of legal identification.

Adult student – special circumstances (Cont.)



Adult Student Supported by DDS

The Department on Disability Services (DDS) serves District residents with an intellectual disability, and these services may involve placement in an out-of-state facility. Adult students receiving services from DDS may establish bona fide District residency by:

- 1.) The LEA submitting a Consent to Obtain or Release Record Information form to a DDS service coordinator and the DDS service coordinator provides a residency verification letter.
- 2.) The LEA marks DC Financial Assistance on the DCRV

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

Andrew Reiss, Director
One Independence Square
191 E Street, SW Washington, DC 20004
202-391-7000 | www.dds.dc.gov

LIFE. YOUR WAY.

[Insert Date]

To Whom It May Concern:

This letter is to inform you that [Insert Name of Person], Age: ___ DOB: ___/___/___ Last Four Digits of Social Security #: xxx-xx-____ is a resident of the District of Columbia receiving services from the Department on Disability Services. He/she is receiving Medicaid benefits from the District of Columbia. This Service Coordinator verified that this person is a United States citizen.

The person's current address of record is _____
Please note that, in accordance with D.C. Official Code § 7-1301.03(22), "a person with an intellectual disability who would be a resident of the District of Columbia if the person had not been placed in an out-of-state facility by the District" continues to be considered a "resident of the District of Columbia".

If you have any questions and/or concerns, please do not hesitate to contact me at (202) ____-____.

Sincerely,

[Insert Name of Service Coordinator]
Service Coordinator I or II
Service Planning and Coordination Division
Developmental Disabilities Administration

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MUSSEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

CONSENT TO OBTAIN OR RELEASE RECORD INFORMATION

Male
 Female born _____ residing at _____

Person's full name _____ Date of birth _____

Address of person _____ City _____ State _____ Zip Code _____

I hereby request that the following information: _____

be disclosed by _____
Name of person, program, and/or organization obtaining information

Address _____ City _____ State _____ Zip Code _____

TO: _____
Name of person, program, and/or organization obtaining information
 Parent Attorney Advocate Other _____

Address _____ City _____ State _____ Zip Code _____

solely for the purpose of _____
to apply both now and in the future.

This consent will expire exactly one year from the date of signature or on the date specified within one year: _____

Date of expiration _____

PURSUANT TO THE DISTRICT OF COLUMBIA MENTAL HEALTH INFORMATION ACT OF 1978 AS AMENDED (D.C. OFFICIAL CODE § 7-1301.03 et seq., SPECIFICALLY 1-13.1301.03), THE CITIZEN WITH INTELLECTUAL DISABILITIES ACT AS AMENDED (D.C. OFFICIAL CODE § 7-1301.01 et seq., SPECIFICALLY 1-13.1301.03), THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AS AMENDED (Pub. L. 104-191), AND OTHER LOCAL AND FEDERAL PRIVACY ACTS, I VOLUNTARILY CONSENT FOR THE DEPARTMENT ON DISABILITY SERVICES TO OBTAIN OR RELEASE RECORD INFORMATION FOR THE PURPOSE STATED ABOVE. I UNDERSTAND THAT THIS INFORMATION MAY NOT BE DISCLOSED WITHOUT MY PERMISSION.

SKINED (black use) Person Legal Guardian Durable Power of Attorney

Date _____ Signature _____ Title _____

EXPLAINED BY: _____
Agency provider or representative _____ Date _____

Title _____ Phone number _____

One Independence Square • 250 E Street SW • Washington, DC 20004 • 202-793-1700 • www.dco.dc.gov

Address Confidentiality Program (ACP) participants

ACP participants are provided an Authorization Card certifying all requirements were met for participation, including District residency.

The ACP card is valid supporting residency document that can be submitted. The LEA shall verify participation.

Authorization Card Image



**Address Confidentiality Program
Authorization Card**

Pursuant to D.C. Law 22-118, the Address Confidentiality Program of 2018, the following person is authorized to use the following substitute address for legal purposes.

Jennifer Smith
441 4th Street, NW #727N-19000
Washington, DC 20001

Expiration Date: 2022-10-04 Certification #19000



A District Agency shall accept the substitute address as the participant's residential address when presented with this card. This Address shall be accepted as the participant's address of record and must be used on all correspondence.

Questions regarding the program or verification for service eligibility?
Please contact the ACP Program at acp@dc.gov or 202-788-2131

Participant or Authorized Representative Signature Required

Step Four: Submit this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): _____ Signature: _____ Date: _____

Method A: School official verified	Method B: Select one document	Method B: Select two documents	<input type="checkbox"/> Method C: Home visit
<input type="checkbox"/> OSSE Residency Verified (QLIK, ASPEN, or CBO Subsidy)	<input type="checkbox"/> Pay stub	<input type="checkbox"/> DC motor vehicle registration	
<input type="checkbox"/> Homeless liaison verified	<input type="checkbox"/> DC Gov. financial assistance	<input type="checkbox"/> DC driver's license/non-driver ID	
<input type="checkbox"/> Ward of DC	<input type="checkbox"/> Certified DC Tax Form-D40	<input type="checkbox"/> Lease with payment	<input type="checkbox"/> Non-resident
	<input type="checkbox"/> Military housing orders	<input type="checkbox"/> Utility bill with payment	
	<input type="checkbox"/> Embassy letter		



Special Circumstances and the DCRV

Write in the approved circumstance or the document will be rejected by the auditor.

Approved circumstances:

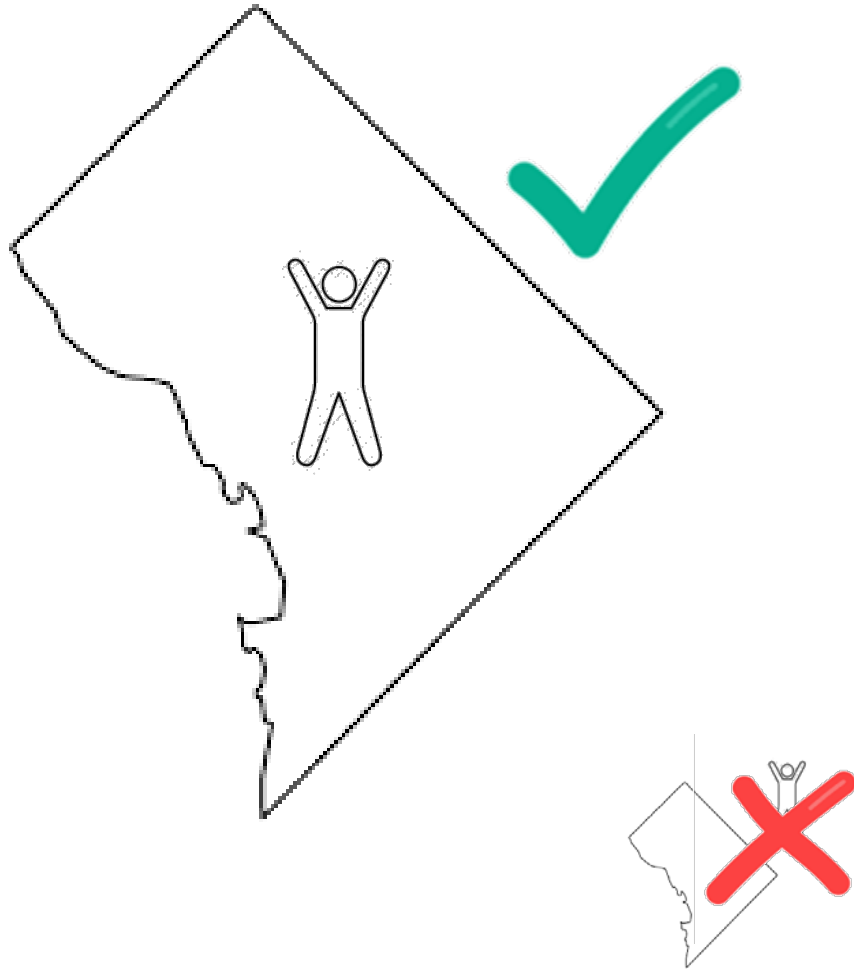
Au Pair

Job Corp

Clergy

ACP

REMINDER



What is bona fide residency?

A bona fide resident is someone who is *physically present* in the District.

In addition, they also need to provide valid supporting documentation to support their claim of residency.

Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

Do not ‘make the documents work’



Enrolling ineligible non-resident students can result in the student being excluded from school, the family being liable for retroactive tuition, and referral to the Office of the Attorney General for prosecution.



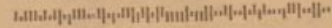
Pursuant § 38–312. Any person, **including any District of Columbia public schools or public charter school official**, who knowingly supplies false information to a public official in connection with student residency verification shall be subject to charges of tuition retroactively, and payment of a fine of not more than \$2,000, or imprisonment for not more than 90 days.

MedStar Family Choice

DISTRICT OF COLUMBIA

May 22, 2021

3705 4TH ST SE APT B
WASHINGTON DC 20032-5412



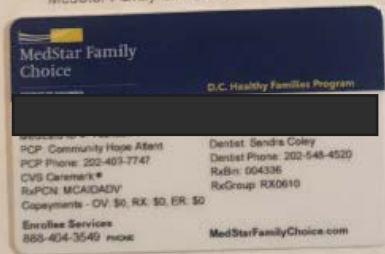
Dear [REDACTED]

Thank you for being an enrollee of MedStar Family Choice-DC. You joined MedStar Family Choice-DC during open enrollment (October 1 – December 31, 2020) where enrollees were able to use health care services from out-of-network providers. During this open enrollment, enrollees were not required to choose a primary care provider (PCP) or primary dental provider (PDP).

Starting January 1, 2021 MedStar Family Choice-DC enrollees must use health care services only from in-network providers. If you did not choose your PCP or PDP, we have chosen one for you. Attached is your new enrollee ID card(s) which includes the names of your PCP and PDP. Please always keep this card with you and use it when you need health care services. Do not give this card to anyone else.

You may choose a new PCP and/or PDP at any time. If you have questions about this information or you would like to change your PCP and/or PDP, please call Enrollee Services toll-free at 888-404-3549, Monday through Friday from 8:00 a.m. to 5:30 p.m.

Sincerely,
MedStar Family Choice-DC



**It's how we
best people**

3007 Tilden St., N.W.
Pod 3A
Washington, DC 20008
P: 855-736-4244
MedStarFamilyChoice.com

If you do not speak and/or read English, please call 888-404-3549 between 8:00 a.m. and 5:30 p.m. A representative will assist you.

Si no habla o lee inglés, llame al 888-404-3549 entre las 8:00 a.m. y las 5:30 p.m. Un representante se complacerá en asistirle.

Nếu bạn không nói và/hoặc đọc tiếng Anh, xin gọi 888-404-3549 từ 8 giờ 00 sáng đến 5 giờ 30 chiều. Sẽ có người đại diện giúp bạn.

영어로 대화를 하시거나 영어를 읽지 못하는 경우, 오전 8시 00분에서 오후 5시 30분 사이에 888-404-3549번으로 전화해 주시기 바랍니다. 담당 직원이 도와드립니다.

Si vous ne parlez pas ou lisez l'anglais, s'il vous plaît appeler 888-404-3549 entre 8:00 du matin et 5:30 du soir. Un représentant vous aidera.

የእንግሊዝኛ ቋንቋ ማንኛውንም ማይትሎች ከገን ከገቡት 8:00 ሰዓት ለከ ላይ 5:30 ሰዓት ሁሉ በስልክ ቁጥር 888-404-3549 በጽሑፍ ለርዳታ ጥያቄዎን ይገቡ።

如果您不能讀和/或不能閱讀英語，請在上午 8:00 到下午 5:30 之間給 888-404-3549 打電話。我們會有代表幫助您。



GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

This program is funded in part by the Government of the District of Columbia Department of Health Care Finance.

MCO complies with all applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, sex, or disability.

Spot the issue!
What is wrong with this document?



DEPARTMENT OF DEFENSE										1. Pay Period End 03/11/23	
CIVILIAN LEAVE AND EARNINGS STATEMENT LES										2. Pay Date 03/17/23	
VISIT THE DFAS WEB SITE AT: WWW.DFAS.MIL											
3. Name [REDACTED]			4. Pay Plan/Grade/Step GS 09 02		5. Hourly/Daily Rate 32.16		6. Basic OT Rate 48.24		7. Basic Pay + Locality/Market Adj = Adjusted Basic Pay 50662.00 16460.00 67122.00		
8. Soc Sec No ***-**-****			9. Locality % 32.49		10. FLSA Category N		11. SCD Leave [REDACTED]		12. Max Leave Carry Over [REDACTED]		13. Leave Year End [REDACTED]
14. Financial Institution - Net Pay [REDACTED]				15. Financial Institution - Allotment #1				16. Financial Institution - Allotment #2			
17. Tax			18. Tax			19. Cumulative Retirement			20. Military Deposit		
Marital Status Exemptions Add'l			Marital Status Exemptions Add'l Taxing Authority			FERS: [REDACTED]					
FED S 0 0			0 0								
DC S 99 0											
21. Current				Year to Date				22. TSP DATA			
GROSS PAY 3401.68				17352.48				5%			
TAXABLE WAGES 3240.05				16388.54							
NONTAXABLE WAGES 32.99				198.06							
TAX DEFERRED WAGES 128.64				765.88							
DEDUCTIONS 936.20				5825.92							
AEIC											
NET PAY 2465.48				11526.56							
CURRENT EARNINGS											
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
REGULAR PAY	80.00	2572.80	OVERTIME	12.00	578.88						
RETROACTIVE EARNINGS											
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
INCENTIVE AWD		250.00									
DEDUCTIONS											
TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT	YEAR TO DATE
FEGLI	R0	11.20	66.72	FEGLI OPTNL	B	2.72	16.20				
FEHB	E36	168.59	1004.10	MEDICARE		48.85	248.74				
CASDI		208.85	1063.57	RETIRE, FERS	KF	113.20	673.96				
TAX, FEDERAL		55.00	587.92	TAX, STATE	DC	10.00	263.81				
TSP LOANS	902001G	156.16	936.96	TSP SAVINGS		128.64	765.88				
DENTAL		26.75	160.56	VISION		6.24	37.50				
LEAVE											
TYPE	PRIOR YR BALANCE	ACCRUED PAY PD	ACCRUED YTD	USED PAY PD	USED YTD	DONATED/ RETURNED	CURRENT BALANCE	USE-LOSE/ TERM DATE			
ANNUAL	123.00	6.00	30.00	16.00	44.50		108.50	4.50			
SICK	36.75	4.00	20.00		8.00		48.75				
HOLIDAY					24.00						
BENEFITS PAID BY GOVERNMENT FOR YOU											
TYPE	CURRENT	YEAR TO DATE	TYPE	CURRENT	YEAR TO DATE						
FEGLI	5.60	33.36	FEHR	505.76	3012.25						
MEDICARE	48.85	248.74	OASDI	208.85	1063.57						
RETIRE, FERS	427.08	2542.70	TSP BASIC	25.73	153.19						
TSP MATCHING	102.91	612.63									
REMARKS											
[REDACTED]											
<p>A NEW LAW EXPANDS VA HEALTH CARE AND BENEFITS FOR VETERANS EXPOSED TO BURN PITS, AGENT ORANGE, AND OTHER TOXIC SUBSTANCES. LEARN MORE ABOUT THE FACT ACT AT: HTTPS://WWW.VA.GOV/RESOURCES/THE-FACT-ACT-AND-YOUR-VA-BENEFITS/</p> <p>RETROACTIVE CASH AWARD PAYMENT INCLUDED IN NET CHECK.</p> <p>THE BASIC OT RATE IN BOX 6 IS YOUR BASE HOURLY RATE IN BOX 5 TIMES 1.5; HOWEVER, YOUR ACTUAL OT RATE FOR ANY GIVEN DAY CAN BE AFFECTED BY SIFT OR OTHER PREMIUM PAY</p>											

Spot the issue!
What is wrong with this document?





Residency Document Collection

Collection format of supporting residency documentation

Supporting residency documents that require the enrolling person to submit a document to the LEA may be collected in person or through electronic submission.

Documents collected by the LEA through an electronic submission may contain personally identifiable information (PII). It is the LEAs responsibility to ensure the privacy and protection of student information in compliance with all applicable federal and local laws. In addition, electronic submissions shall meet the following requirements:

- The documents shall be legible;
- The documents shall be exportable;
- The documents shall be provided in the required format for OSSE’s annual enrollment audit;
- The documents shall be maintained in accordance with all records retention policies;
- The documents shall be easily available to comply with the five-day requirement to submit for investigation purposes; and
- The documents shall not be altered, redacted, or expanded on in any way.



Enrollment Audit – E-file Preparation

E-file Requirement

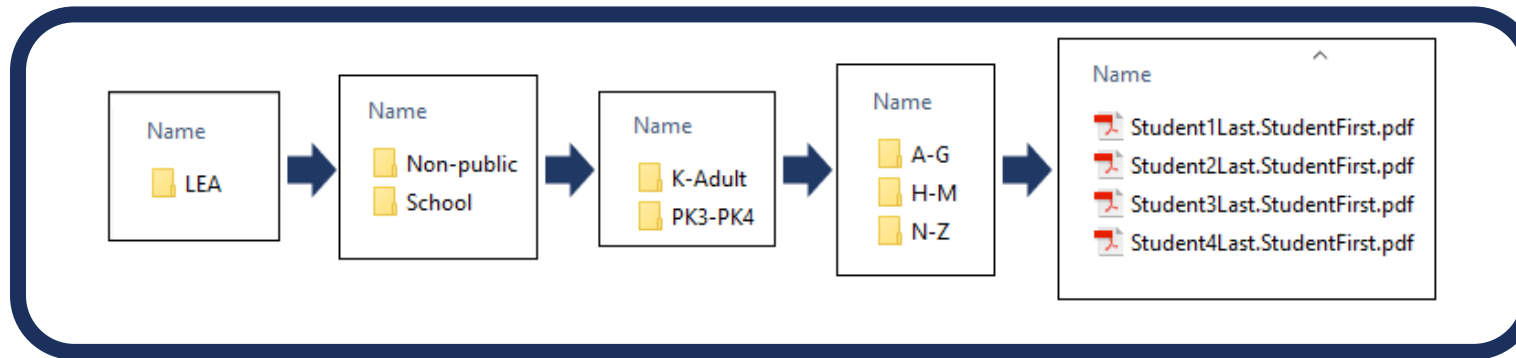
- Beginning in the 2022-23 school year enrollment audit, all LEAs will be required to submit residency documentation electronically via the e-file method.

There was no in-person option in the 2023-24 school year. There will be no in-person option in the 2024-25 school year. *

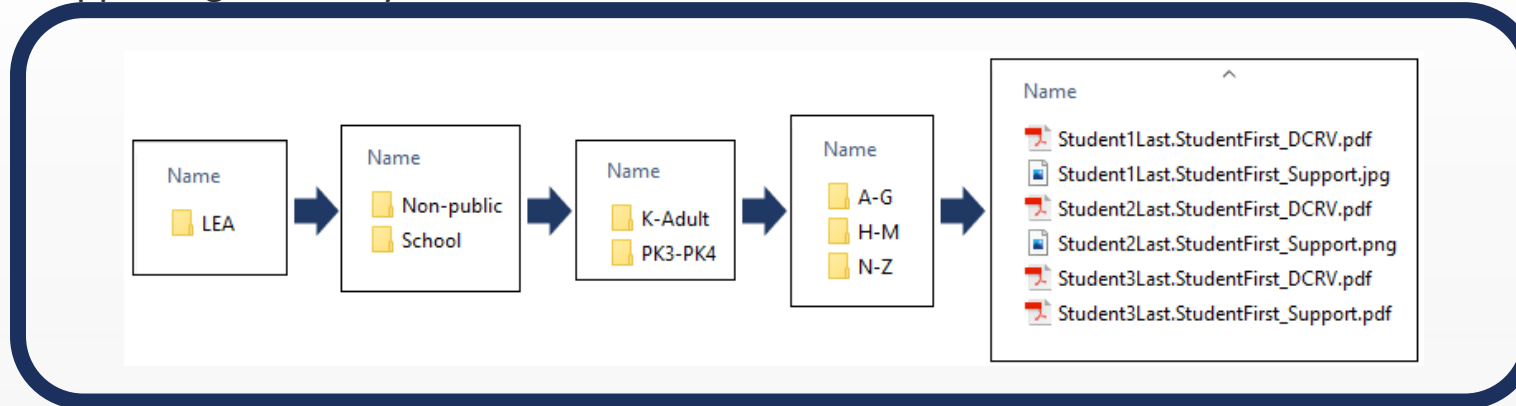
- This change was previewed for LEA leaders in November 2021, and official notification was sent to LEAs in December 2021.
- Additional training and guidance will be provided during the SY24-25 Enrollment Audit training this coming summer.
- The following is guidance on how to structure documentation folders for easy upload and review by auditors during the 2024-25 school year enrollment audit.

How to set up your e-file documents for the audit

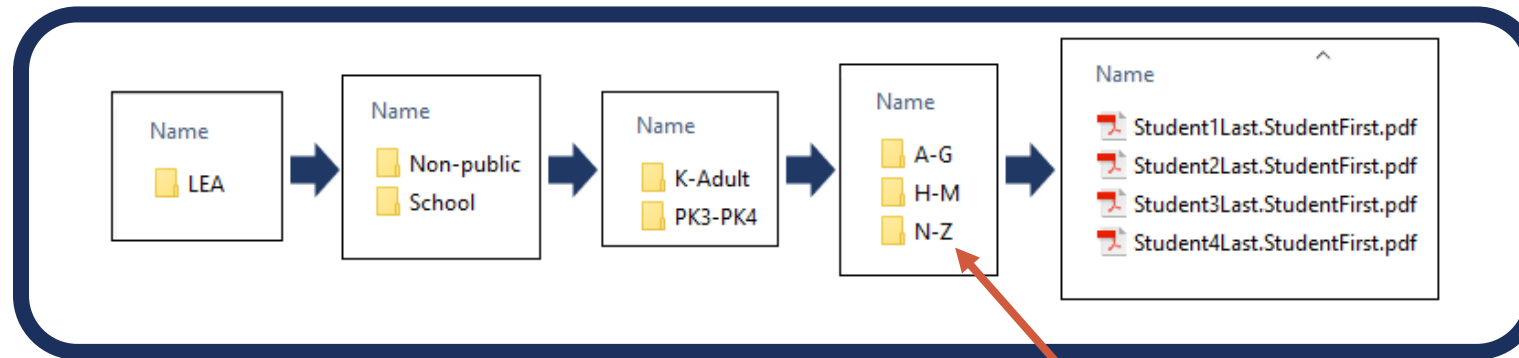
Option 1: A single document containing both residency forms and supporting residency documents



Option 2: Two separate documents - one for the residency forms and one for supporting residency documents



How to set up your e-file documents for the audit



**Please be consistent with naming conventions.
All file names should follow the same format:**

- LastName.FirstName.DCRV
- LastName.FirstName.Support
- LastName.Firstname (if combining all documents into one PDF).
- The use of different punctuation marks or spaces will disrupt the alphabetical order of files in Box and may lead to documents getting overlooked.

Three segments of the alphabet are the minimum requirement, You may choose to break your population into smaller segments if helpful.

How to set up your e-file documents for the audit



Starting in April, LEAs should manage residency forms and supporting residency documents for easy upload for the enrollment audit in October.



Contact OSSE if you want to be connected with another LEA to learn about different e-file management practices

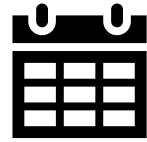


Review and clean up file names and organize documents throughout the enrollment period.



LEAs may request an alternative e-file structure. Email osse.enrollmentaudit@dc.gov ASAP, but July at the latest, to make the request.

How to submit your e-file documents for the audit



LEAs will gain access to the *Enrollment Audit* Folder in BOX in August to begin uploading 2024-25 school year documents.



LEAs should delete all old, unnecessary folders within the Enrollment Audit folder in BOX.



Upload electronic documents to designated school *Enrollment Audit* folder in BOX.



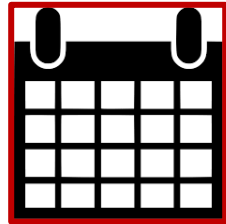
LEAs may remove, add, and change uploaded documents in BOX up till their upload deadline.



Residency Records Retention Requirements

Dani Wassef, Management Analyst

Records retention



10 YEARS

Residency documents must be maintained at the school attended for a period of no less than 10 years after the student exits the school – *can be physical or electronic records.*

The LEA or educational institution shall not destroy any student record at any time if:

- there is an outstanding request to inspect and review them;
- there is pending legal action; or
- there is an open or ongoing investigation.

Key Takeaways

- LEAs with incomplete or invalid residency forms and documentation **do not receive funding** for the student.
- Residency is based on **physical presence** and supporting residency documentation.
- Only an **eligible** person can enroll a student.
- OPC is only allowable in situations where the parent, custodian, guardian suffers from **serious family hardship**.
- Both **families and school officials** can be held accountable for knowingly supplying false information.
- There is no in-person enrollment audit for the 2024-25 school year .
- Residency records need to be kept for at least 10 years.



Non-Resident Enrollment and Tuition

Veita Clark, Management Analyst

Enrolling a non-resident student



An LEA can only enroll a non-resident if there are *no* eligible DC residents on the waitlist.



LEAs are *not required* to enroll an eligible non-resident on their waitlist.



LEAs *do not* receive UPSFF or the paid tuition for an enrolled non-resident student.

Enrolling a non-resident student cont.

If an LEA does decide to enroll an eligible non-resident student (no DC residents on the waitlist), the non-resident's stage 5 enrollment is contingent on the following:



Confirmation from OSSE that a tuition agreement has been completed.



Confirmation from OSSE that an initial tuition payment has been made.

Email osse.residency@dc.gov the moment you know that you will be enrolling a non-resident student.

Re-enrollment as a non-resident

Non-residents approved to attend a District public school may remain enrolled until the final grade without reapplying only if:



They have paid their non-resident tuition in full by July 15 of each school year.



Their initial enrollment was in accordance with all applicable policies, regulations, laws, and not based on false or fraudulent information.

Moving out of DC

There are three circumstances where a student who was a DC resident but is now a non-resident, is eligible to remain enrolled at their District public school without reapplication as a non-resident. The first two depend on the grade of the student.

1 They are enrolled and attending the final grade at the school.

2 They would have re-enrolled in the final grade of the school in September but became a non-resident during the school year or summer prior to the final grade at the school.

Both circumstances are contingent on the following:

- Approval by the LEA to serve the student as a non-resident
- Completion of a tuition agreement
- Payment of non-resident tuition

Moving out of DC cont.

The third circumstance where a student who was a DC resident but is now a non-resident involves wards of the state.

- 3 They are no longer a ward of the District and are in the custody of a parent, guardian, or custodian who resides outside the District.

This circumstance applies under broader conditions:

- They shall be approved to attend the District public school they attended before being permanently placed.
- A tuition agreement is not completed.
- Non-resident tuition is not collected.
- Is not conditional on the current grade but are only eligible to remain enrolled until the final grade at the school.

Moving out of DC cont.



If a student does not meet one of these three circumstances, then the LEA shall work with the family to withdraw the student immediately. The student must reapply as a non-resident.



If a student does meet one of these three circumstances, contact OSSE at osse.residency@dc.gov for next steps.

These circumstances apply at ***any point in the school year***. Even if a student moves in the last month of the school year, the LEA is required to withdraw them if they do not meet these three circumstances.* The student must reapply as a non-resident.



NON-RESIDENT TUITION FAQ

Non-resident tuition collection is overseen by the Office of the State Superintendent of Education (OSSE) through the Office of Enrollment and Residency (OER). The following guide lists common questions received from those interested in enrolling in District of Columbia Public Schools (DCPS) or a public charter school in the District. For non-residency regulations, please refer to 3-A DCMR § 3013.

Who should be contacted for questions on the non-resident tuition process?

Please contact the Office of Enrollment and Residency (OER) at OSSE.Residency@dc.gov or (202) 727-7224.

TUITION-PAYING NON-RESIDENT STUDENTS

What is a tuition-paying non-resident student?

A tuition-paying non-resident student is a student who is not a bona fide residency is outside of the District of Columbia and is enrolled in a DCPS or public charter school and pays non-resident tuition in order to attend that District public school.

ENROLLING AS A TUITION-PAYING NON-RESIDENT STUDENT

Can a non-resident student attend a school in the District of Columbia?

A non-resident may attend any DCPS or public charter school only if there are no DC students on the school's waitlist and the student is approved to enroll by the local education agency (LEA). The non-residents should contact My School DC to determine whether there are students on the waitlist of the school the non-resident student wishes to attend.

What is the process for enrolling a non-resident student?

If a non-resident student would like to attend a District public school, the non-resident and LEA will complete the following actions prior to delivering any educational services:

1. The non-resident student applies to the school using the appropriate application process;
2. The LEA extends an offer only when the waitlist is cleared of District residents, the LEA will check with OSSE for confirmation that there is no waitlist;
3. The LEA notifies OSSE of the non-resident student and directs the non-resident to contact OSSE to set up a tuition agreement;
4. The enrolling non-resident receives a non-resident tuition agreement and payment instructions;
5. The enrolling non-resident submits a completed non-resident tuition agreement and initial tuition payment; and
6. OSSE notifies the LEA when the non-resident has completed a tuition agreement and initial tuition payment.

osse.dc.gov
 [facebook.com/osse.dc](https://www.facebook.com/osse.dc)
 [@OSSEDC](https://twitter.com/OSSEDC)
 (202) 727-6424
 GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Non-resident Tuition FAQ

OSSE has an FAQ document for families interested in attending as non-residents.

Non-resident Tuition FAQ

The LEA guide to enrolling non-residents has been incorporated into the OER Handbook.



Suspicion of Non-residency and Investigations

Eric Block, Lead Investigator

Before you submit a tip...

Quick review:

- For minor students, residency is where the parent, guardian, or custodian physically resides, not the student.
- DC only requires **one** parent, guardian, custodian to be DC resident for a student to attend a District public school.
- OSSE does not investigate DCPS boundary issues, only issues of non-residency.

If the enrolling person **tells** you they are not a resident, you don't need to submit a tip, just work with the parent to withdraw the student. If they have been a non-resident for a long time, let us know.

LEA and suspicion of non-residency



Pursuant to 5A DCMR § 5002.5, even if documentation is completed in accordance to this training, if a school/LEA reasonably concludes that additional information is needed to verify the student's residency, further documentation can be requested from the enrolling person by the LEA.

If you reasonably suspect the enrolling person to be a non-resident, you can:

Ask for additional supporting residency documentation.

Request a home visit from the person enrolling.

Reporting suspicion of non-resident as an LEA



Online (preferred)

dc-osse-oer.i-sight.com/portal

- Easiest way to submit a tip.
- Receive confirmation of receipt and a case number.
- Upload all relevant documents:
 - Residency forms
 - Supporting documents
 - Return to sender letters
 - Emails
 - Other applicable documents



Hotline

(202) 719-6500

- Information is collected over the phone.
- Requires emailing required documents or follow-up by investigator delaying the investigation.



Q&A



OUR TEAM:

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CONTACT US:

- For questions about or related to the enrollment audit, contact: OSSE.EnrollmentAudit@dc.gov
- If parents have questions about non-resident tuition, contact: OSSE.Residency@dc.gov
- To report any suspicions of non-residency, contact: OSSE.Investigations@dc.gov