2022-23 School Year Residency Verification Training

March 2022
Agenda

• Office of Enrollment and Residency
• Enrollment information from partner offices
  ▪ English Learner Supports – The OSSE Home Language Survey
  ▪ Homeless Education Program
• Residency Requirements
  ▪ Residency eligibility
  ▪ Residency verification forms
  ▪ Supporting residency documentation
  ▪ Residency document collection
  ▪ Enrollment audit – binder preparation
  ▪ Residency records retention requirements
• Non-resident enrollment and tuition
• Suspicion of non-residency and investigations
• Q&A
Objectives

At the end of this training, you should understand the following:

• What it means to be a bona fide resident and the documentation required.
• Eligibility requirements for enrolling a student
• Residency document requirements
• Non-resident enrollment steps
• How to report suspicions of non-residency

This training is a summary of the information available in the OER Handbook, published in February 2022.
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 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.

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 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.
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 (ELs) must be identified *within 30 days of enrollment*. *ESEA Section 3113(b)(2)*

*All LEAs must use OSSE’s Home Language Survey in order to comply with state and local law.* *DCMR 5A-32: 3202.1*
EL Identification: Federally Required Steps for All LEAs

Step 1: Home Language Survey
- Identify languages spoken at home and language(s) spoken by the student and whether language screening is warranted

Step 2: English Language Proficiency Screening
- Identify whether a student is an EL
Local Requirements

OSSE’s most current Home Language Survey (HLS) was released on Sept. 8, 2021. The use of this version of the OSSE HLS is now in effect.

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 2022-23 school year enrollment without exception.
Show What You Know

1) What document must LEAs use to identify ELs?
   a. The report card  b. The OSSE HLS  c. The federal HLS

2) What version of the OSSE HLS must LEAs use to identify English learners?

3) When must the HLS must be given to every student enrolling in a DC public or public charter school?
   a. First enrollment  b. Second and all other future enrollments
Show What You Know

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) LEAs **may/may not** use an electronic version of the OSSE HLS.

**Bonus!:** What five data fields must be completed in your SIS for newly identified ELs?

- Native Language
- Screener Status
- Screener Score
- Screener Date
- EL Yes/No
Homeless Education Program
Office of Special Populations and Programs
Division of Systems and Supports, K12
Office of the State Superintendent of Education
McKinney-Vento Homeless Assistance Act (MKV)

Defines children and youth experiencing homelessness as:

- Children and youth who lack a fixed, regular and adequate nighttime residence (sheltered, hotel/motel, doubled up, unsheltered),

- Migratory children and youth living in above circumstances, and

- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above; and children and youth in the care of a federally appointed sponsor.
McKinney-Vento Homeless Assistance Act

Enrollment of Children & 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** 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

Tools for Capturing Housing Status & Homeless Data

- LEA’s enrollment form – housing status
- LEA’s student information system (SIS)
- Comprehensive Homeless Student Data Application (Qlik Sense)
McKinney-Vento Homeless Assistance Act

MKV Housing Status & 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 prior to the start of the school year.

• Students and families who are eligible for MKV supports (e.g., school supplies, uniforms and transportation assistance) may receive the supports 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 supports 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 supports.

• 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 age 24 and younger, 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

For general information or to receive assistance:
• OSSE’s Homeless Education Program
• HEP.OSSE@dc.gov

For assistance with enrollment, transportation, trainings and community outreach:
• Tasheen Stallings
• Homeless Education Program Analyst
• Tasheen.Stallings@dc.gov or (202) 478-5927

For assistance with McKinney-Vento grant funding and compliance:
• Danielle Rollins
• Homeless Education Program Analyst
• Danielle.Rollins@dc.gov or (202) 741-0255

For guidance regarding McKinney-Vento federal guidelines and policies:
• Nicole Lee-Mwandha
• Homeless Education State Coordinator
• Nicole.Lee-Mwandha@dc.gov or (202) 654-6123

For inquiries regarding Special Populations and Programs:
• Portia Bates
• Recovery Manager
• Portia.Bates@dc.gov
Residency 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.
Residency Eligibility
In order 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.

See 5A DCMR § 5000 et seq. for more information on residency regulations.
What is a bona fide resident?

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.

See 5A DCMR § 5000 et seq. for more information on residency regulations.
Who is eligible to enroll a student?

Eligibility to enroll a student is limited to the parent, guardian, custodian, other primary caregiver (OPC), or adult student.

Only one parent, guardian, custodian is required to be a DC resident for the student to attend a District public school.

Exception – Minor students who are emancipated

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

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

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

See 5A DCMR § 5000 et seq. for more information on residency regulations.
Eligibility of Other Primary Caregiver (OPC)

In order 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.

See 5A DCMR § 5000 et seq. for more information on other primary caregiver.
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.

See 5A DCMR § 5000 et seq. for more information on residency regulations.
Residency Verification Forms
2022-23 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 (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 APRIL 1, 2022
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.
DCRV and the School Official

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.
DO NOT COMPLETE BEFORE APRIL 1, 2022

DC Residency Verification (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.

### Enrolling person, follow ONE of the methods (A-C) to verify your DC residency.

**A**
- 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, Supplemental Nutrition Assistance Program (SNAP), or Temporary Assistance for Needy Families (TANF), your school may already have your information. Check with your school official or the school’s homeless liaison.
- Verify through the Office of Tax and Revenue (OTR). Non-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 enrolled in the same local education agency and enrolling in grades K-12. Login to the system at go.dcreta.com; if successful, your verification will then be available for your school to confirm.

**B**
- **ONE** item is needed from this list:
  - A valid paid 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, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs.
  - Certified copy of Form DSD 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.
  - Current military housing orders or statement on military letterhead, must be official correspondence and cite the specific DC address of residence.
  - 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.

**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.

### 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 waiting list. 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 state.residency@osse.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

- **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.
- **Vacation** - 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 | 1200 First St. NE, Washington, DC 20002 | 202.727.6456 | osse.dc.gov version 02.16.22
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
  - Campus names (as long as the LEA is correct)
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.

The school official must complete the form.

The school official must sign and date.
Other Primary Caregiver 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.
Other Primary Caregiver 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.

<table>
<thead>
<tr>
<th>Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>A completed and signed sworn statement indicating that he/she is the primary caregiver for the student.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

### Am I an Other Primary Caregiver?

5A DCMR § 5000 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 care 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 on a daily basis: |
| Maintenance | When the OPC is providing necessities: |
| | - Attending school conferences |
| | - Disciplining the child |
| | - Participating in decisions concerning the child’s well-being |
| | - Involvement in the child’s extracurricular activities |
| | - 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: |
| | - 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 |
Attestation of Other Primary Caregiver

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 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.
# Residency forms by enrolling person

<table>
<thead>
<tr>
<th>Enrolling Person</th>
<th>Residency Forms Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent, Guardian, Custodian</td>
<td>• DCRV</td>
</tr>
<tr>
<td></td>
<td>• Residency supporting documentation</td>
</tr>
<tr>
<td>Other Primary Caregiver (OPC)</td>
<td>• DCRV</td>
</tr>
<tr>
<td></td>
<td>• Residency supporting documentation</td>
</tr>
<tr>
<td></td>
<td>• Other primary caregiver form</td>
</tr>
<tr>
<td></td>
<td>• Other primary caregiver supporting documentation</td>
</tr>
<tr>
<td>Adult student</td>
<td>• DCRV</td>
</tr>
<tr>
<td></td>
<td>• Residency supporting documentation</td>
</tr>
<tr>
<td>Adult student residing w/parent</td>
<td>• DCRV (completed by adult student)</td>
</tr>
<tr>
<td></td>
<td>• Residency supporting documentation (of parent)</td>
</tr>
<tr>
<td></td>
<td>• Sworn statement of residency (completed by parent)</td>
</tr>
<tr>
<td>Minor parent residing w/ adult parent</td>
<td>• DCRV (Completed by minor parent)</td>
</tr>
<tr>
<td></td>
<td>• Residency supporting documentation (of adult parent)</td>
</tr>
<tr>
<td></td>
<td>• Sworn statement of residency (completed by adult parent)</td>
</tr>
</tbody>
</table>
DCRV in electronic fillable format

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 requirements:

- 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 be in compliance with OSSE’s electronic signature guidance;
- Provided in the required format for OSSE’s annual enrollment audit; and
- Maintained in accordance with all records retention policies.

OSSE does not review or approve residency verification form systems. The LEA is responsible for meeting all requirements.

Additional guidance is provided in the OER Handbook published in February 2022.
Electronic signatures

When completing the DCRV or the additional required forms, both a physical signature, or “wet ink” signature, and electronic signature are acceptable. But 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.

Additional guidance is provided in the OER Handbook published in February 2022.
Supporting Residency Documentation
## Valid Supporting Residency Documents

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

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>The school receives and certifies valid supporting residency documents submitted by the enrolling person.</td>
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<tr>
<td></td>
<td>One item:</td>
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<td></td>
<td>- Pay stub</td>
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<td></td>
<td>- Unexpired official documentation of financial assistance</td>
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<td></td>
<td>- Certified D40</td>
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<td></td>
<td>- Current military housing orders or statement</td>
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<td></td>
<td>- Embassy letter</td>
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<tr>
<td>Or</td>
<td>Two Items:</td>
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<tr>
<td></td>
<td>- DC license or ID</td>
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<td></td>
<td>- DC vehicle registration</td>
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<tr>
<td></td>
<td>- Lease and separate proof of payment</td>
</tr>
<tr>
<td></td>
<td>- Utility bill and separate proof of payment</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>The parent consents to a home visit conducted by a school official.</td>
</tr>
</tbody>
</table>

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 February 2022.
COVID-19 Guidance for the 2022-23 School Year

Extension of Remote Home Visitation to Verify Residency

• Remote home visits will continue to be allowed for students enrolling in the 2022-23 school year until updated or rescinded

• Steps to conduct a remote home visit:
  ▪ Enrolling person completes the Home Visitation Consent and Verification form
  ▪ Use a live video application and in one continuous video the school official should see the following:
    ▪ Outside of residence, including address number;
    ▪ Inside of residence; and
    ▪ Evidence that verifies the enrolling person resides at the address.
  ▪ School official completes the Home Visitation Consent and Verification form and selects Remote Home Visit
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 SY22-23 OSSE Residency Verification application in Qlik Sense. Make sure you review the correct school year.

• The application is on track to launch April 1.

• 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.

• 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.
School confirms residency indicator in Qlik

(Method A)

SY22-23 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 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 SY22-23 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

Promote this method with your families!
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 Residency Verification 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.
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 name and contact information.

The letter must be signed by the social worker or other authorized representative.
Valid Supporting Residency Documents

Method B
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.
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.
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.
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.
Current military housing orders or statement on military letterhead

(Method B – 1 required)

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 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.

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.

Embassy Official
Human Resources
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 drivers licenses can be verified using the DC DMV online tool:

DC Drivers License Verification Tool
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.
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.

*Additional guidance is provided in the OER Handbook published in Feb. 2022.
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 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 in 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 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
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

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

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
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
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.

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

Additional guidance is provided in the OER Handbook published in February 2022.
E-file Requirement

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

  There will be no in-person option in the 2022-23 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 SY22-23 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 2022-23 school year enrollment audit.

*Residential programs will still be required to participate in an in-person audit of residential services.
How to set up your e-file documents for the audit

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

```
Name
LEA
```

```
Name
Non-public
School
```

```
Name
K-Adult
PK3-PK4
```

```
Name
A-G
H-M
N-Z
```

```
Name
Student1Last.StudentFirst.pdf
Student2Last.StudentFirst.pdf
Student3Last.StudentFirst.pdf
Student4Last.StudentFirst.pdf
```

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

```
Name
LEA
```

```
Name
Non-public
School
```

```
Name
K-Adult
PK3-PK4
```

```
Name
A-G
H-M
N-Z
```

```
Name
Student1Last.StudentFirst_DCRV.pdf
Student1Last.StudentFirst_Support.jpg
Student2Last.StudentFirst_DCRV.pdf
Student2Last.StudentFirst_Support.png
Student3Last.StudentFirst_DCRV.pdf
Student3Last.StudentFirst_Support.pdf
```

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 2022-23 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
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.
- Other Primary Caregiver (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 **2022-23 school year**.
- Residency records need to be kept for at least 10 years.
Non-Resident Enrollment and Tuition
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.

Additional guidance is provided in the OER Handbook published in February 2022.
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.

Additional guidance is provided in the OER Handbook published in February 2022.
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

Additional guidance is provided in the OER Handbook published in February 2022.
The third circumstance where a student who was a DC resident but is now a non-resident involves wards of the state.

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.

Additional guidance is provided in the OER Handbook published in February 2022.
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.

*students that were experiencing homeless, but are no longer, and now located outside the District are eligible to remain enrolled for the remainder of the school year when their homeless status changed.
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
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.

See 5A DCMR § 5000 et seq. and DC Code, Title 38, Subtitle I, Chapter 3 38-312 for more information on non-resident investigations.
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)

- 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
  - Etc.

Hotline

- (202) 719-6500
- Information is collected over the phone.
- Requires emailing required documents or follow-up by investigator delaying the investigation.

See 5A DCMR § 5000 et seq. and DC Code, Title 38, Subtitle I, Chapter 3 38-312 for more information on non-resident investigations.
Contact

Aaron Parrott, Director  
Aaron.Parrott@dc.gov

Diamond Bynum, Statewide Enrollment Audit Manager  
Diamond.Bynum@dc.gov
  ▪ Enrollment Audit

Antonio Cannon, Management Analyst  
Antonio.Cannon@dc.gov
  ▪ Duplicative Enrollments and Records Retention Monitoring

Veita Clark, Management Analyst  
Veita.Clark@dc.gov
  ▪ Non-resident tuition

Eric Saunders, Lead Investigator  
Eric.Saunders1@dc.gov

Eric Block, Investigator  
Eric.Block@dc.gov

Ahmad Hamed, Investigator  
Ahmad.Hamed@dc.gov

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