DCTAG
Supporting Documents Guide
2019-2020
The purpose of this Supporting Documents Guide is to provide guidance and assistance to DCTAG partners who assist applicants with completing the DCTAG application process.
After successful submission of the DC OneApp, the applicant must submit supporting documents to the DCTAG office to complete the process.

The applicant must provide:

- Domicile Verification (household income source and proof of residency from the list).

- A processed Student Aid Report (SAR).
• When the applicant and/or parent/legal guardian submits the supporting documents, a DCTAG counselor reviews and verifies the documents.

• If all supporting documents are accurate, the DCTAG counselor will receipt the documents and deem the applicant “Eligible” for the award.

    Note: If any supporting document is missing or incorrect, the DCTAG counselor will provide the applicant with the DCTAG Required Supporting Documents Checklist indicating what is missing or needed for the applicant to be deemed “Eligible”.

• The following pages provide examples of the supporting documents applicants can provide to complete the DCTAG application process.
Certified D-40 Tax Return

What to verify:

1. Personal Information
   Washington, DC Address

2. All D-40 Tax Returns MUST have the OTR “Certified-True Copy” Stamp

All documents are examples and may vary
Certified D-40 Tax

What to verify:

1. Part Year Resident (Will require additional documentation)

2. DC Taxable Income

3. All D-40 Tax Returns MUST have the OTR “Certified-True Copy” Stamp

All documents are examples and may vary
**D-40 Electronic Certification**

- An applicant can electronically certify the D-40 Tax Return while completing the DC OneApp under the “Certify D-40 Tax Return” link.

- The DC OneApp will ask for parent/student name, parent/student SSN, and Net Refund or Total Amount Due from the D-40.

- This process is “real time” and applicant will be alerted by the DC OneApp at the end of the application if the request was successful. If the request was not successful, the DC OneApp will continue to search nightly until the taxes are processed by OTR.

All documents are examples and may vary
Domicile Verification

**Certified Stamped DC FR-127: Extension of Time to File**

This can be used if parent/legal guardian is/will file an extension for the tax year.

A Certified Stamped DC FR-127 : Extension of Time to File along with a Certified Stamped D-40 from the previous year will satisfy the Certified Stamped D-40 requirement.

What to verify:

1. Personal Information - Washington, DC Address
2. All D-40 Tax Documents MUST have the OTR “Certified-True Copy” Stamp

All documents are examples and may vary
Temporary Assistance for Needy Families (TANF)

What to verify:

1. Parent/Legal Guardian relationship to applicant
2. Full 12 month January-December statement
3. Any gaps in benefits will need to be explained with additional documentation

Important Note: DCTAG Counselors have limited access to the DCAS system and may be able to pull TANF with parent/guardian permission.
Child Support

What to verify:

1. Parent/Legal Guardian relationship to applicant.

2. Full 12 month January-December statement.

3. Any gaps in benefits will need to be explained with additional documentation.

4. This document can be several pages long depending on the payment schedule.

All documents are examples and may vary
Domicile Verification

Retirement / Annuity Income

What to verify:

1. Personal Information - Washington, DC Address
2. Correct 12 month period
3. Gross Benefit Amount received
Social Security Income (SSI)/Social Security Disability Income (SSDI)

What to verify:

1. Correct 12 month period

2. Net Benefit received

3. Personal Information - Washington, DC Address

Important Tip: Benefit update letters are not accepted

All documents are examples and may vary
Domicile Verification

Unemployment Income/Worker’s Compensation

What to verify:

1. Personal Information- Washington, DC Address
2. Correct 12 month period
3. Unemployment Compensation received

All documents are examples and may vary
Ward of the Court (WOC) Letter

- A WOC letter issued by District of Columbia's Child & Family Services Agency (CFSA), DC's foster care agency confirming Ward of the Court status.

- A WOC is a person 21 years of age or younger who is in the custodial care of the DC Child and Family Services Agency (DC’s foster care system) due the absence of the parent(s)/guardian(s). WOC applicants must provide the WOC certification issued by DC’s foster care system.

- WOC applicants, who have aged out of the WOC status, at age 21, must submit their own documentation including domicile and utility bill.
Domicile Verification

Ward of the Court (WOC) Letter

What to verify:

1. Applicant’s Name
2. Dated MM/DD/20XX (Current Application Year)
3. Status

All documents are examples and may vary
Homeless Designation Letter

The McKinney-Vento Act is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence.

Who determines a homeless designation?

- Applicants who are DCPS/DCPCS students should contact their High School Liaison.
- Applicants who are in college should contact their College/University Financial Aid Office.

All documents are examples and may vary.
Other Forms of Domicile Verification

The World Bank

International Monetary Fund

Employment Verifications

All documents are examples and may vary
Other Forms of Domicile Verification

Shelter Residency Verification

All documents are examples and may vary
Indicates where the Applicant and Parent(s)/Legal Guardian(s) physically reside

These documents must be no more than 45 days old and reflect the applicant's name and address or the dependent applicant's parent/guardian name and address.

What to verify:

- Personal Information
  - Washington, DC address
- Date of Issue
  - No more than 45 days old

Important Notes:

- Documents are in a name other than the applicant's or the dependent applicant's parent/legal guardian, a Notarized Statement must be provided by the individual on the Proof of Domicile document (including utility bill) explaining that the applicant or the dependent applicant's parent/guardian resides with the individual on the utility bill.

- DCTAG does not accept cell phone bills.
Utility Bill

Account number:

BB date: January 6, 2017
Period: January 1, 2017 - January 31, 2017
Service address: WASHINGTON, DC 20030

Questions?

WashingtonGas.com
877-795-1000
Mon.-Fri. 8am-8pm, Sat. 8am-5pm
WashingtonGas Customer Care
5901 Industrial Road
Springfield, VA 22151-4294

Payment due dates:

- January 15, 2017
- February 15, 2017
- March 15, 2017
- April 15, 2017
- May 15, 2017
- June 15, 2017
- July 15, 2017
- August 15, 2017
- September 15, 2017
- October 15, 2017
- November 15, 2017
- December 15, 2017

Total amount due: $287.00

Service Address

Billing City: Washington, DC
Billing Zip Code: 20019-6966
Service Address: 20001-6966

Historical Usage

- January 2017: 22
- February 2017: 23
- March 2017: 24
- April 2017: 25
- May 2017: 26
- June 2017: 27
- July 2017: 28
- August 2017: 29
- September 2017: 30
- October 2017: 31
- November 2017: 32
- December 2017: 33

"WATER IS LIFE"

Take the opportunity to help your neighbor. Share a SPLASH by signing up for bill roundup. We will automatically roundup your bill each month to the next highest dollar. Your participation will help those in need to pay their water bill. This program is administrated by the Greater Washington Urban League for DC Water. See reviews for more details.

- Roundup: Roundup plus $1.00
- Roundup plus: Roundup plus $2.00

Address Service Requested

101 Constitution Avenue, NW
Washington, DC 20004

Account Number: [Blank]
Date Due: [Blank]
Amount Paid: [Blank]

Field Fund donations: $1

WASHINGHON GAS
DC Box 33767
WMAdelphi PA 1901-0347

WASHINGHON GAS
DC Box 33767
WMAdelphi PA 1901-0347

All documents are examples and may vary.
Utility Bill

Account Number: 0203117
Billing Date: 02/01/17
Total Amount Due: $
Payment Due by: 

Monthly Statement Summary
Previous Balance: $
Payments - received by: 02/01/17
New Charges - see below
Total Amount Due: $
Payment Due by: 

New Charges Summary
$FINITY TV
Other Charges & Credits
Taxes, Surcharges & Fees
Total New Charges: $

Thank you for being a valued Comcast customer!

For service at:
WASHINGTON DC 20011

News from Comcast
Welcome to Comcast! You've made a great choice in your entertainment provider. This statement includes charges related to your initial installation and the first month of service. Please visit www.xfinity.com or call 1-800-XFINITY (1-800-698-4636) with any questions.

Energy for a Changing World®

Your electric bill - Jan 2017
for the period December 30, 2016 to January 30, 2017

Account number:
Your service address:
WASHINGTON DC 20020

Bill issue date: Jan 31, 2017

Summary of your charges
Balance from your last bill:

Payment due - thank you:
Balance forward as of Jan 31, 2017:
New electric distribution charges - Pepco
New electric supply charges - SCS Provider: Pepco
Total amount due by Feb 21, 2017:

After Feb 21, 2017, a Late Payment Charge of $0.84 will be added, increasing the amount due to $584.46.

Visit pepco.com/terms 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 weekly. 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 made upon request.
Follow us on Twitter at twitter.com/PepcoConnect. Like us on Facebook at facebook.com/PepcoConnect.

Return this coupon with your payment
Account number:
Total amount due by Feb 21, 2017:
Total amount due after Feb 21, 2017:
Amount Paid:

WASHINGTON DC 20020-0022

All documents are examples and may vary
* Cell phone bills are not accepted.
Wells Fargo Way2Save® Checking
Account number: [Redacted]  Page 1 of 3

Questions?
Available by phone 24 hours a day, 7 days a week:
1-800-TO-WELLS (1-800-869-3557)
TTY: 1-800-877-4838
En inglés: 1-877-727-2632
En español: 1-888-289-2288 (6 am to 7 pm PT, M-F)
Online: wells Fargo.com
Write: Wells Fargo Bank, N.A. (336)
P.O. Box 6995
Portland, OR 97228-6995

You and Wells Fargo
Online Banking with Wells Fargo
Are you aware of all the Online Banking services we offer? We continue to add to
and improve our online features to meet your needs with services such as Mobile
Banking, Account Alerts, and My Spending Report with Budget Watch. Visit
wells Fargo.com for more information on any of these services.

Activity summary
Beginning balance on 2/23: $0.00
Deposits/Additions: $0.00
Withdrawals/Subtractions: $0.00
Ending balance on 3/26: $0.00

Account options
A check mark in the box indicates you have these
convenient services with your account. Go to
wells Fargo.com or call the number above if you have
questions or if you would like to add new services.

Online Banking
Online Bill Pay
Online Statements
Mobile Banking
My Spending Report

Summary
Payment (principal and/or interest, escrow): $2,365.05
Due date: 03/01/13
Amount owed: $169.74
Total payment due: $2,545.35

Important messages
Contact a home equity advisor.
The average household spends about $1,500 per
year on energy costs. A home energy audit can
help you identify ways to reduce these costs.
Learn how by visiting the Department of Energy's
website or by contacting your local energy audit.
Visit energy.gov/homes/energy_audits

Activity since your last statement

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Principal</th>
<th>Interest</th>
<th>escrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment</td>
<td>$2,365.05</td>
<td>$169.74</td>
<td>$139.64</td>
<td>$57.38</td>
</tr>
</tbody>
</table>

Wells Fargo Home Mortgage
PO Box 17708
Newark, NJ 07101-1778

Customer Service
Online
www.wells Fargo.com
Phone
1-800-658-9800
1-888-658-9800
1-800-658-9810

Correspondence
Box 17708
Newark, NJ 07101

Purchase or refinance
1-800-658-9810

You accept all communications via email and text.

Wells Fargo Home Mortgage

Your Checking Package is designed to work with you to achieve financial success by providing additional benefits on the accounts and services you need. Remember, to waive the monthly service fee on your checking account, you must meet the monthly service fee waiver requirements which include having three additional qualifying linked accounts and/or services. If you have any questions, please contact your Wells Fargo banker or call Wells Fargo Phone Bank at 1-800-TO-WELLS (1-869-3557).

All documents are examples and may vary
### Earnings Statement

**Period Beginning:** 03/01/2013  
**Period Ending:** 03/15/2013  
**Pay Date:** 03/29/2013

**WASHINGTON DC 20012**

**Important Notes:**

* Effective this pay period your address has been changed.*

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**Pay Stub**

- **Employer:** Digital Management Inc.
- **Social Security Number:** [Redacted]

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Rate</th>
<th>Hours</th>
<th>This Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Gross Pay**

**Deductions**

- **Statutory:**
  - Federal Income Tax
  - Social Security Tax
  - Medicare Tax
  - State Income Tax
- **Others:**
  - Checking 1
  - Checking 2
  - Dental Pre-tax
  - Tax Exempt Pre-tax
  - Vision Pre-tax
  - Vol Life
  - 401K

**Net Pay** $0.00

* Excluded from federal taxable wages

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**Deposited to the account of [Redacted]**

**Amount:** [Redacted]

**THIS IS NOT A CHECK**

**NON-NEGOTIABLE**

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All documents are examples and may vary
Utility Letter
If the utilities are included in the applicant’s or parent/guardian’s rent, a letter from the rental/management company stating that utility is included in the rent may be submitted.

February 22, 2017

To: Whom It May Concern

reside at

and all utilities are included in rent.

If you have any questions please feel free to contact the office via landline.

Thanks,

Oakmont Management Group, LLC
Assistant Property Manager

Utility Letter issued by DC Housing Authority.

Woodland Terrace
2311 Ainger Pl. SE, Washington, DC 20020
(202) 645-3845
VERIFICATION OF RESIDENCY

04/14/2017

To Whom It May Concern:

This letter is verifying that resides at 20020. The other family members listed in the unit are as follows:

Name | Family Members

The tenant’s rent is if you have any questions please feel free to contact the Management Office at (202) 645-3845 between the hours of 8:15am & 4:45pm, Monday through Friday.

<table>
<thead>
<tr>
<th>Utility or Service</th>
<th>1BR</th>
<th>2BR</th>
<th>3BR</th>
<th>4BR</th>
<th>5+BR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window Air Conditioner(s)</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
</tr>
<tr>
<td>Washer</td>
<td>$7</td>
<td>$10</td>
<td>12</td>
<td>$14</td>
<td>$16</td>
</tr>
<tr>
<td>Freezer</td>
<td>$5</td>
<td>$5</td>
<td>$5</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>Additional Refrigerator</td>
<td>$4</td>
<td>$4</td>
<td>$4</td>
<td>$4</td>
<td>$4</td>
</tr>
<tr>
<td>Dryer</td>
<td>$7</td>
<td>$11</td>
<td>$13</td>
<td>$16</td>
<td>$18</td>
</tr>
</tbody>
</table>

**Residents of DCHA Public Housing do not pay for Gas, Electric, or Water therefore utility allowances are no longer granted (DCHA pays utilities) and an excess utility charge is assessed to the residents account for the use of major appliances. This fee is due on the first of each month no later than the 10th in addition to the monthly rental fee.**

Total Excess Utility Charge $0
Total Monthly Charge for Excess Utilities $0
The Student Aid Report (SAR) is a supporting document required for the completion of the DC OneApp. The SAR is obtained by completing the Free Application for Federal Student Aid (FAFSA) as administered by the U.S. Department of Education. The SAR provides important information regarding the applicant’s need for federal financial.

Though DCTAG is not need-based, and the grant is federally funded, the US General Accounting Office recommended that all applicants complete the FAFSA to ensure compliance with all federal eligibility requirements.

The FAFSA can be completed by visiting www.fafsa.ed.gov. Applying online is generally faster and easier because there are help-guides throughout the application. Process time for online applications is one (1) to two (2) business days.

DCTAG accepts both the PDF and the HTML versions of the applicant’s SAR as long as the SAR has been successfully processed and has an Estimated Family Contribution (EFC) calculated.
### What to verify:

- **EFC has been calculated**
- **C Flag Issues** - See What You Must Do Now Section for corrections or issues that need addressed.
- **Selected for Verification** - Provide any documents requested by your college/university to your college/university.
- **What You Must Do Now** will address C Flag corrections or issues that need addressed.
- **Pell Grant Eligibility**

### Pell Grant Eligibility

All documents are examples and may vary...
Citizenship documents are required for applicants only if the applicant’s SAR has flagged for additional documents by the U.S. Department of Homeland Security or Social Security Administration. The front page of the SAR will outline what is needed.

DCTAG **DOES NOT** accept the Employment Authorization Card as a form of Citizenship Documentation.

All documents are examples and may vary.
Permanent Residents

Alien Registration Receipt Card I-151/Green Card
Resident Alien Card I-551/Green Card

All documents are examples and may vary
Non-Citizen Nationals

U.S. Passport can be used to document citizenship for individuals born abroad. For a non-citizen, it must be stamped ‘Non-citizen National.’ (Note: a passport issued by another country may be used to document permanent resident status if it has the endorsement ‘Processed for I-551’ and has a valid expiration date.)

Certificate of Citizenship is issued to persons were born abroad to, or adopted by U.S. parent(s), who became citizens through naturalization.

Certificate of Naturalization is issued to naturalized U.S. citizens.

All documents are examples and may vary.
I-94 Arrival-Departure Record acknowledges a permanent resident’s status. This document must be stamped ‘Processed for I-55’ with expiration date or ‘Temporary Form I-551’. For other Eligible Non-citizens, the document must be stamped as Refugee, Asylum Status, Conditional Entrant (before April 1, 1980), Parolee, or Cuban-Haitian Entrant.

Form CBP I-94A is the computer-generated for that replaced the Form I-94A.

All documents are examples and may vary
These additional documents may be requested to supplement the main supporting documents.

Veterans Affairs Benefits
Adoption Decree/Custody Document
Death Certificate
Divorce Decree
Notarized Letter
Selective Service Registration
For more information, call (202) 727-2824 or visit the DCTAG office at 1050 First Street, NE Fifth Floor Washington, DC 20002 Monday – Friday, 8:30 a.m.- 5 p.m.