Residency Verification Training

Gearing Up for SY 17-18

March 20, 2017 | Office of Enrollment and Residency
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• Residency Verification Forms
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Welcome - Norms

• Be present.
• Post ideas and questions on the parking lot.
• Keep an open mind.
• Take care of your personal needs.
Annual Enrollment

- As part of re-enrollment, residency verification is required.

Due to the updated residency regulations, we will review specific areas that were meant to:

- Clarify the definition of a resident including formal and informal custody agreements.
- Create less burden for re-enrolling families.
- Help protect vulnerable populations.
- Assist in the detection of residency fraud.
- Allow for electronic verification using inter-agency agreements.
Section 5001.5 – Definition of a resident

• The District of Columbia is the bona fide residence of the person seeking to enroll the student if:
  
  (a) The person has established a **physical presence** in the District of Columbia; and
  
  (b) The person has submitted **valid and proper documentation** in accordance with subsection 5004.2 or 5004.3.
Section 5001.6 – establishes student residency for parents without a formal custodial agreement

“In the event the student’s parent do not maintain the same residency and do not have a formal custodial agreement entered into by a court of competent jurisdiction, the student shall be presumed to be a resident, if one of the parents has established bona fide residency in the District.”
5001.7 (a-d) establishes student residency for parents with varying types of formal custodial agreement

**Joint Custody - 5001.7 (a)**
- Both parents have physical and legal custody
- At least one parent is a bona fide DC resident

**Sole Custody - 5001.7 (c)**
- One parent with sole physical and legal custody
- Parent with custody establishes bona fide DC residency

**Shared Physical Custody - 5001.7 (b)**
- Parent’s share physical custody
- One parent has legal custody
- One parent establishes bona fide DC residency

**Shared Legal Custody - 5001.7 (d)**
- Parent’s share legal custody
- One parent has physical custody
- One parent establishes bona fide DC residency
5004 – Student Residency Verification Methods

Section 5004.4 - Documentation to establish residency may be presented in the following manner:

a) Provided to the school principal or his or her designee by the person seeking to enroll the student, in person or by that person’s appointed representative

b) Subject to implementation of an interagency data sharing process, pursuant to such a process with the consent of the person seeking to enroll the student; or

c) Pursuant to other District-wide policies or procedures approved by OSSE.
There are some special circumstances during enrollment for protected populations. Updates to the regulations include:

- **5004.7** – An undocumented student may establish residency through one of the following:
  
  (a) Documentation as required under Subsections 5004.2, 5004.3, or 5005.3 that is in the name of the undocumented student’s parent(s), custodian, guardian or other primary caregiver;
  
  (b) A home visit pursuant to Subsection 5004.5; or
  
  (c) OSSE’s McKinney-Vento Act documentation if the student is an unaccompanied minor

- **5007.6** – A ward of the District of Columbia who is no longer a ward because he or she was permanently placed in a permanent care and custody outside of the District shall be approved to attend the District public school that he or she attended before being permanently placed, until the terminal grade of that school and is not required to pay non-resident tuition.
5004 – Student Residency Verification Methods

Sections 5004.9 and 5004.10 allow adult students and minor parents enrolling a child to establish residency using the parent, custodian, or other primary caregiver using one of the following:

a) Documentation as required under 5004.2, 5004.3 or 5005.3 in the name of the adult student, minor parent, or his or her parent(s), custodian, guardian or other primary caregiver.

b) A home visit.

c) A signed statement that the adult student or minor parent resides with him or her.
Additional updates to the regulations update the residency verification business rules at the school, for parents, and in regards to OSSE monitoring.

**Section 5002**

- 5002.6 – if a family moves they must re-establish residency at the school
- 5002.7 – the onus is on the LEA to verify residency of students; however, nothing should prevent the placement of a student while verification is pending

**Section 5003**

- 5003.3 – OSSE may investigate the residency status of students or take other steps to verify
- 5003.4 – students matched through lottery must establish residency by the common lottery deadline

**Section 5006**

- OSSE may monitor a school using scheduled or unscheduled visits to ensure proper verification of residency

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Residency Verification – What’s new for SY18?
Enrolling Homeless Student
McKinney-Vento Homeless Assistance Act defines homeless children and youth as:

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

- Children and youth in homeless situations can stay in their school of origin or enroll in any public school that students living in the same attendance area are eligible to attend.

- **School of origin** – school attended when permanently housed or in which last enrolled.

- **Best interest** – keep students who are homeless in their school of origin, unless against the parents’ or guardians’ wishes. Common considerations include the safety of the child or youth, the impact of the commute on education and the school placement of siblings.

- Children and youth have a right to enroll in school immediately, even if they do not have required documents, such as school records, medical records, proof of residency and other documents. The Registrar and/or homeless liaison must assist with obtaining medical and school records from previous school.
Housing Status Categories

- **Sheltered**
  Parents/guardians who are living in emergency or transitional shelters.
  EXAMPLE: A parent/guardian who’s family has been placed in an emergency shelter or hotel by Virginia Williams Family Resource Center.

- **Hotel/Motel**
  Parents/guardians who are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
  EXAMPLE: A parent/guardian who is paying for their family to stay in a hotel/motel or camping ground.
Housing Status Categories

- **Doubled Up**
  Parents/guardians who are sharing the housing of another person due to loss of housing or economic hardship.
  
  **EXAMPLE:** A parent who was recently evicted from their apartment is now living with a friend/relative, or a parent who cannot afford housing and are doubled up with another family (not on the lease).

- **Unsheltered**
  Any other non-permanent housing not covered above.
  
  **EXAMPLE:** A parent/guardian who is living with their family in a vehicle, or a parent/guardian who is living with their family on the streets.
Unaccompanied Youth

- Youth who meet the definition of homeless and are not in the physical custody of a parent/guardian due to emancipation, abandonment or reaching the age of majority.
  
  **EXAMPLES:** Student who has been kicked out of their parent/guardian home and is living with friends/relatives, or a student who is 18 or older and living on their own but not in foster care.

- Homeless liaisons must help unaccompanied youth choose and enroll in a school, after considering the youth’s wishes, and inform the youth of his or her appeal rights.
Enrollment of Undocumented Immigrant Children & Youth

- Immigrant children have the right to attend school full time as long as they meet the age and residency requirements established by District law.
  - U.S. Supreme Court recognized that children who are undocumented immigrants cannot be denied a free public education if they are residents of a school district (Plyler v. Doe, 457 U.S. 202).

- In May 2014, the U.S. Department of Justice and the U.S. Department of Education issued updated guidance on the enrollment rights of all children. (See: http://www.justice.gov/crt/about/edu/documents/plylerletter.pdf)

- At the time of registration, LEAs should avoid asking questions related to immigration status or that may reveal a child’s immigration status, such as asking for a Social Security number.

- Schools can lawfully request documentation from students and families to verify residency status but are prohibited from denying school enrollment on the basis of failure to submit a birth certificate, visa, Green Card, DC driver’s license, a state identification card or other documents that require Social Security numbers.
Enrollment of Undocumented Immigrant Children & Youth

- In order to avoid discouraging enrollment, an LEA may enroll any child who comes its way and ask for documentation later, after the child is enrolled.

- Schools may require that prospective students furnish proof of residency in DC and/or age prior to enrollment, except for any children and youth who are considered homeless under the Federal McKinney-Vento Homeless Assistance Act.

- Requests for documentation must not discriminate, or have the effect of discriminating, on the basis of race, color, national origin, citizenship, or immigration status.

- LEAs must determine whether they are doing anything that may have the effect of discouraging the enrollment of undocumented children, such as asking for immigration papers or social security numbers, or requiring a driver’s license or state-issued identification from a parent. Such practices and policies, once identified, must be changed to eliminate any possible chilling effect on enrollment.
Enrollment of Undocumented Immigrant Children & Youth

Sample Scenarios:

- **Living in the District with Caretaker who is the official sponsor**
  - Official sponsor has generally obtained legal document establishing temporary guardianship/custody. As long as the official sponsor has this legal document, the LEA should enroll student through the same enrollment procedure used for any District resident.

- **Living in the District with Caretaker but no legal document establishing guardianship/custody.**
  - LEAs cannot mandate adult caretakers or relatives with whom a child lives to establish legal guardianship as a condition for gaining access to the LEA’s schools. LEAs may require reasonable assurance from the responsible adult caretaker that they accept responsibility for the child and that while exercising control, care and support over the child, they will provide him or her with a regular fixed nighttime abode. This may be done through the sworn affidavit.

- **Unaccompanied minor without family/sponsor**
  - Enroll through McKinney-Vento.
Enrolling Homeless Students

**Tools For Capturing Housing Status & Homeless Data**

- LEA’s Enrollment Form – Housing Status
- Homeless Education Program McKinney-Vento Confidential Referral Form
- OSSE McKinney-Vento Homeless Student Referrals (QuickBase Application)
- DC Statewide Longitudinal Education Data System (SLED)
- Comprehensive Homeless Student Data Application (Qlik Sense)
For information or to receive assistance, please contact:

**OSSE’s Homeless Education Program**

[Transitory.Services@dc.gov](mailto:Transitory.Services@dc.gov)

**Nicole Lee-Mwandha**
Homeless Education State Coordinator

[Nicole.Lee-Mwandha@dc.gov](mailto:Nicole.Lee-Mwandha@dc.gov) or (202) 654-6123

**Danielle Rollins**
Homeless Education Program Specialist

[Danielle.Rollins@dc.gov](mailto:Danielle.Rollins@dc.gov) or (202) 741-0255

**Tasheen Stallings**
Homeless Education Program Specialist

[Tasheen.Stallings@dc.gov](mailto:Tasheen.Stallings@dc.gov) or (202)-478-5927
OSSE updated the residency verification forms to align with the updated regulations. Some notable changes are:

- Two forms to distinguish between Pre-K/new students and re-enrolling students.
- Combined sections to allow parents completion of just the top half of form.
- Allows re-enrolling families to consent to electronic verification of residency as an option.
Residency Verification Forms

Form 1
- Pre-K3 & Pre-K4
- Students who change LEAs
- Re-enrolling students who chose not to provide electronic verification for residency

Form 2 - Re-enrolling Students
- Students attending the same LEA
- Student is not enrolling in Pre-K4
  Is able to complete electronic verification for residency using proof of DC financial assistance or via the Office of Tax & Revenue
<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form Overview</th>
<th>Form Changes for SY17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms 1 and 2 - DC Residency Verification Form</td>
<td>Required for all enrolling students</td>
<td>Updated into two forms: separate forms for Pre-K/newly enrolling and re-enrolling students</td>
</tr>
<tr>
<td>Form 3 - Other Primary Caregiver Verification</td>
<td>Used by school official to identify documents to establish other primary caregiver status</td>
<td>New form for SY18</td>
</tr>
<tr>
<td>Form 4 - Attestation of Other Primary Caregiver</td>
<td>Completed by a professional attesting to the status of a person as an “other primary caregiver” to a minor child.</td>
<td>No updates for SY18</td>
</tr>
<tr>
<td>Form Name</td>
<td>Form Overview</td>
<td>Form Changes for SY17-18</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Form 5 - Sworn Statement of Other Primary Caregiver</td>
<td>Completed by person enrolling student who is someone other than a parent of guardian</td>
<td>No updates for SY18</td>
</tr>
<tr>
<td>Form 6 - Home Visitation Consent</td>
<td>For enrolling families or adult students unable to provide required documentation to verify residency</td>
<td>No updates for SY18</td>
</tr>
<tr>
<td>Form 7 - Home Visitation Verification</td>
<td>Used by school officials during home visit for residency verification</td>
<td>Updated to allow more descriptive account of home visit</td>
</tr>
</tbody>
</table>
Form 1 - DCRV for can be used for all enrolling families and is similar to prior year verification forms.

**FORM 1 - DC RESIDENCY VERIFICATION FORM**

**Part A. Parent/Guardian/Caregiver or Adult Student Confirmation**

- [ ] parent/guardian
- [ ] other primary caregiver
- [ ] adult student

I am the [ ] parent/guardian who is enrolling ____________________________ in school.

I, the parent/guardian/caregiver or adult student, affirm that I reside at the following address:

Street
City, State Zip Code

**Part B. Parent/Guardian/Caregiver or Adult Student Sworn Statement of DC Residency**

I understand that enrollment of the above named student in District of Columbia public schools or 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 presentation of residency verification documentation. If this sworn statement is false, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school. Additionally, I understand that, under D.C. Code §38-312, 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 hereby waive my rights to confidentiality of information relative to my residence and understand that the District of Columbia will use whatever legal means it has at its disposal to verify my residence. I also agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

(Printed Name of Parent/Guardian/Caregiver or Adult Student)  (Phone Number)

(Signature of Parent/Guardian/Caregiver or Adult Student)  (Date)
School officials only complete Part C of the residency verification form for newly enrolling students.

**Part C. General Residency Verification (must be completed by school official)**

The person who enrolled the student or the adult student has presented the following as proof of his/her District of Columbia residency. *Each item must contain the name of the person enrolling the student or the name of the adult student and his/her DC address along with the criteria below.*

(Refer to List of Acceptable Supporting Documentation Checklist on reverse side for detailed explanations.)

1. One of the following items:
   - Pay stub, issued within 45-day window.
   - Unexpired official documentation of financial assistance.
   - Certified copy of DC Tax Form-D40.
   - Military housing orders.
   - Embassy letter.

2. Two of the following items with matching names and addresses.
   - Unexpired DC motor vehicle registration.
   - Unexpired DC driver’s license or non-driver ID.
   - Unexpired lease with proof of payment.
   - Utility bill with proof of payment.

3. If one of the following applies, no signature is required in Part B above.
   - There is evidence that the student is homeless and the homeless liaison has provided homeless documentation.
   - Child is a ward of the District of Columbia.

4. Use only if none of the previous options apply.
   - The person enrolling the student or the adult student has consented to a home visit. The visit is complete and the Home Visitation Residency Verification Form and Home Visitation Consent Form have been completed to confirm residency.

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, DC Office of the Attorney General, etc. upon request.

<table>
<thead>
<tr>
<th>School Official (Print)</th>
<th>School Official (Signature)</th>
<th>Date</th>
</tr>
</thead>
</table>
Part C Section A (One is needed from this list to verify residency.)

- **Pay stub**: Issued within the 45 day window immediately preceding the school’s review of residency documentation, that contains the name of person enrolling the student or the name of the adult student, shows his/her current DC home address, and shows withholding of DC personal income tax for the current tax year.

- **Unexpired official documentation of financial assistance from the Government of the District of Columbia**: Issued to the person enrolling the student or the adult student within the past 12 months and be 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 D40**: Certified by the DC Office of Tax and Revenue, with the name of person enrolling the student or the name of the adult student as evidence of payment of DC taxes for the current or most recent tax year.

- **Military housing orders**: Showing the name of the person enrolling the student or the name of the adult student, and their residency or home address in DC, including but not limited to a DEERS statement or other official communication on military letterhead.

- **Embassy letter**: Issued within the past 12 months showing the name of the person enrolling the student or the name of the adult student, indicating that the caregiver and the dependent student or the adult student currently live on embassy property in the District of Columbia or will reside on DC property confirmed by the embassy during the relevant school year, and an official embassy seal.
Part C Section C (Two are needed from this list to verify residency. The address and name on each of the items must be the same.)

- Unexpired **DC motor vehicle registration** showing the name of the person enrolling the student or the name of the adult student and his/her current DC home address.
- Unexpired **lease or rental agreement with proof of payment of rent**, in the name of the person enrolling the student or the name of the adult student, for a period within two months immediately preceding the school’s review of residency documentation, for the current DC address at which the student actually resides.
- Unexpired **DC motor vehicle operator’s permit** or official government issued non-driver identification in the name of the person enrolling the student or the name of the adult student showing his/her current DC home address.
- **Utility bill (only gas, electric, and water bills are acceptable) with proof of payment of a bill**, from a period within the two months immediately preceding the school’s review of residency documentation, listing the name of the person enrolling the student or the name of the adult student and his/her current DC home address.
Part C Section B (If one of these applies, no signature is required in Part B.)

- **Homeless**: There is evidence that the student is homeless and the school’s homeless liaison has provided the appropriate homeless documentation.

- **Ward of the District of Columbia**: Proof that child is a ward of the District of Columbia, in the form of a court order or official documentation from DC Child and Family Services Agency.
Residency Verification Forms – Form 2 DCRV

Re-enrolling families can use the Form 2 DCRV if using the option to electronically verify residency.

FORM 2 - DC RESIDENCY VERIFICATION FORM – Re-enrolling Student

Part A. Parent/Guardian/Caregiver or Adult Student Confirmation

This form is only for re-enrolling students using streamlined residency verification. Enrolling families and students should NOT use this form if the student is enrolling in PK3/PK4 or is new to the LEA.

I am the ☐ parent/guardian ☐ other primary caregiver ☐ adult student

who is re-enrolling ___________________________ (Adult Student/Student Full Name) in school.

I, the parent/guardian/caregiver or adult student, affirm that I reside at the following address:

<table>
<thead>
<tr>
<th>Street</th>
<th>City, State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Part B. General Residency Verification

The person who enrolled the student or the adult student confirms DC residency agreeing with all the statements listed below.

☐ I hereby affirm that the enrolling school/LEA verified my residency during the previous school year;

☐ I hereby affirm that I continue to live in the District as I did in the previous school year;

☐ I hereby consent to random verification of my residency status during this school year; and

☐ I hereby appoint OSSE as the representative authorized to verify student’s residency through an interagency data-sharing process with: (select one below)

☐ Department of Human Services to verify participation in any District of Columbia financial assistance or public benefits program; and/or

☐ Office of Tax and Revenue to verify taxpayer status.
The enrolling person or adult student complete Part C; while Part D is completed by the school official.

**Part C. Parent/Guardian/Caregiver or Adult Student Sworn Statement of DC Residency**

I understand that enrollment of the above named student in District of Columbia public schools or 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 presentation of residency verification documentation. If this sworn statement is false, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school. Additionally, I understand that, under D.C. Code §38-312, 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 hereby waive my rights to confidentiality of information relative to my residence and understand that the District of Columbia will use whatever legal means it has at its disposal to verify my residence. I also agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

(Printed Name of Parent/Guardian/Caregiver or Adult Student)  (Phone Number)

(Signature of Parent/Guardian/Caregiver or Adult Student)  (Date)

**Part D. School Official Confirmation**

The undersigned school official verified the enrolling student’s residency. Please attach supporting documentation from the school information system.

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, DC Office of the Attorney General, etc. upon request.

School Official (Print)  School Official (Signature)  Date
Electronic Residency Verification
Beginning April 15th, reenrolling families and students are able to verify residency using information from the Office of Tax and Revenue similar to the verification used for DC TAG.

1. Enrolling families/students select the link to SLED provided OSSE Residency website, https://sled.osse.dc.gov. Select the Parent/Guardian section.

2. Provide the enrolling parent/guardian/adult student required information:
   - First and last name
   - Email address
   - Social security number
   - A copy of filed taxes for the most recent tax year

3. Provide the enrolling student’s required information:
   - First and last name
   - Date of birth
   - Social security number
   - School Name (optional)

4. Upon successful submission, enrolling parent, guardian, or adult student receives an email and confirmation is sent to SLED. Parent can provide email to the school to verify the information in SLED.

5. If the submission was unsuccessful, either contact technical assistance or provide documentation to verify residency.
Beginning April 15th, reenrolling families and students are able to verify residency using information from the DC Department of Human Services (DHS). This information is available to LEAs using Qlik.

In Qlik, LEAs will have the ability to:
- View students whose residency was established by the D.C. Department of Human Services (DHS),
- View the subsidy that qualified the student’s residency, and
- Use this data to update their LEA Student Information System (SIS).
After an enrolling parent, guardian, caregiver completed the residency verification form identifying electronic verification to establish residency the LEA should then:

- Review confirmed residency in the system:
  - If the student’s residency is being verified using OTR then the student’s confirmation is in SLED
  - If the student’s residency is being verified using DC Financial Assistance the confirmation is in QLIK

- Print a copy of the screen confirming the residency was confirmed; this serves as the supporting documentation for the residency verification form

- Complete and sign the bottom section of the residency verification form
Non-Resident Tuition Paying Students
Non-resident students are allowed to attend DC Public Schools once the requirements are met. Prior to admission of the non-resident student, the enrolling family and LEA must complete the tuition paying student process.

A non-resident student is defined as a student seeking admission into D.C. Public Schools who does not meet any of the criteria for tuition-free instruction.

- Prior to the admission of a non-resident student, a tuition agreement and initial payment are required to be received by OSSE.

- OSSE collects tuition for all LEAs including DCPS.
Non-Resident Tuition-Paying Students

5007 – Non-resident students are not bona fide DC residents and shall pay non-resident tuition if allowed enrollment in a District public school.

5007.2
An LEA may enroll a non-resident after determining that space is available

5007.3
Current non-residents approved to attend a District public school can remain through the terminal grade if the student has paid tuition by July 15th and has been in attendance

5007.4
On completion of the terminal grade of a school, the non-resident is not guaranteed space at a feeder school.

5007.5
A student enrolled and attending the final grade level and becomes a non-resident during the school year
OSSE may **exclude** students based on non-payment.

"5013.3 – If the tuition payment of a current non-resident student who has been approved to attend a District public school is delinquent for a period of (90) days or more, OSSE may exclude the non-resident student from attending a District public school based on non-payment."
Tuition Collection Process

1. LEA must review waitlist to ensure there are no DC residents on the waitlist.
2. LEA sends non-resident parent or adult student information to OSSE prior to admitting student to school.
3. OSSE will send tuition agreements to the parents.
4. Parent or adult student will return the tuition agreement and initial payment to OSSE.
5. LEA allows student to attend class once the tuition agreement and initial payment are received by OSSE.
Parent have two options to submit payment.

• Mail/Walk-in Payment to:
  Office of the State Superintendent of Education
  Office of Enrollment & Residency
  810 First St. NE
  Ninth Floor
  Washington, DC 20002

• On-line banking thru Citibank
1. Parent notifies school of residency status

If a parent moves, after confirming non-residency status, they must notify the school of the address change.

2. School/Parent collects residency documents

The enrolling family must provide the required residency verification documents to the school/LEA.

3. OSSE reviews and confirms DC residency

Once OSSE receives the residency documentation, OER reviews to verify the accuracy of documentation. If confirmed, student is removed from non-resident tuition paying status.
Residency Fraud Prevention Overview
Residency Fraud Overview

• What is Residency Fraud?
  – Students who are residents of the District of Columbia are entitled to a free public education in DC public schools or public charter schools. Non-residents are required to pay tuition to attend such schools. Residency fraud occurs when a person knowingly supplies false information in connection with a student’s residency verification.

• What is a Resident?
  – A resident is a person that has established a physical presence and also provided valid documentation as proof

• May a non-resident attend a DC school?
  – A non-resident may attend a DC public school or public charter school if the following two conditions are met:
    o There are no DC residents on the school’s waiting list
    o Tuition is paid to the District of Columbia on behalf of the non-resident student.
After the fraud tip is received the process is as follows:

1. Check the student’s status in SLED, McKinney-Vento database; check for SNAP/TANF/Medicaid benefits
2. Request Residency Verification & Enrollment Forms
3. Investigation Determination
OSSE reviews the following documents when investigating fraud tips:

- Enrollment forms
- Residency verification forms
- Supporting documentation (if available)
  - Pictures of the student or copy of student’s identification card.
  - Copy of the parent’s driver’s license.
  - Descriptions of the parent and/or student
  - Sibling information
  - Information regarding how the student gets to school (description of the vehicle dropping the student off or whether the student takes public transportation), as well as estimated drop-off times.
  - Truancy information.
  - McKinney Vento Forms

Documents should be submitted within three business days of request
**Residency Fraud FAQ**

*What is the role of the school official in terms of residency verification?*

- The school official is to review the documentation and verify that the documentation meets the RV requirements.
- Ensure the person enrolling the student is the parent, legal guardian, other primary caregiver, or the adult student him/herself with documents to verify that.
  - Note: All official DC government documents should speak to the services being rendered and be current at the time presented.

*What happens when school official participates in Residency Fraud?*

- The school official may receive not more than $2,000 or imprisonment for not more than 90 days and also be subject to charges of retroactive tuition.

*What is fraud on the face of the document?*

- Fraud on the face of the document is blatant deception from a reasonable layperson’s perspective. (i.e. doctored paystubs, outdated documents etc.)
Residency Fraud Investigations

• The Investigation Process – Private Investigator (PI)

The PI conducts the investigation and makes a recommendation. Investigations consist of but are not limited to:

- Internet database searches (for OSSE staff as needed)
- Motor vehicle records – Department of Motor Vehicle official vehicle and license registration information
- Social Media
- Address history – Rental records, Property deeds, Address associations etc.
- Utility history
- Court Proceedings – Criminal records, Liens & Judgments, Bankruptcies
- Surveillance
- Possible associations and relatives
The Investigation Process – Office of Enrollment and Residency (OER)

Process for making a preliminary decision

Step 1. Vet the investigation report from the PI
Step 2. Make a decision to move or close the case
  o When OSSE decides to move a case to the Office of Administrative Hearing (OAH).
    – Send letter to parent (parent has 15 days to respond)
      ▪ If parent does not respond, OSSE’s preliminary decision becomes final.
      ▪ Parent receives final determination letter with tuition assessment.
    – OSSE forward case to OAH
    – OAH identifies a date
    – OAH notifies OSSE and parent in writing
What does this mean?

• The investigation was completed.
• A final determination of one of the following was made:
  o **DC Resident** – If the investigation reveals that a student is a District of Columbia resident, the case will be closed. The child is able to continue receiving DC public school education, uninterrupted and tuition free.
  o **Non-Resident** – A preliminary finding on non-residency was determined and an initial finding letter was sent to the parent/guardian. The parent has the option to appeal the non-residency finding by requesting an administrative review or they may seek to resolve the non-residency finding if they believe there was an error in this finding.
  o **Homeless** – During the course of the investigation it was revealed that the student was homeless and the case will be closed.
  o **Non-Responsive Parents** – Non-responsive parents are automatically deemed nonresidents. OSSE forwards case to OAG for tuition collection for retroactive tuition.

*Non-resident students are withdrawn upon notice by OSSE*
Legal Requirements & Consequences

• Requirements
  o Relevant DC statute on residency can be found at DC Code Sections 38-301 to Section 38-312.03
  o Relevant DC municipal regulations can be found at Sections 5000-50099, Title 5A, Chapter 50 (to be published on March 31, 2017)

• Consequences
  o Non resident student
    • Assess tuition
  o Fraud from Non-resident
    • Penalties
Submitting Residency Fraud Tips

**Method #1**

- Residency Fraud Hotline
- (202) 719-6500

Information Need to Make a Report:
- Student’s full name
- School name
- Parent’s information (name, vehicle tag, etc.)
- Reason for non-residency suspicion

**Methods #2**

- Residency Fraud Online Form
• 5001.5 defines a bona fide DC resident as a person who establishes a physical presence in DC and has submitted valid documentation.

• 5001.6-7 provides residency determinations for varying custodial agreements, formal and informal.

• 5002.3 allows returning students to verify residency using one of the interagency data-sharing processes via the Office of Tax and Revenue or proof of receipt of financial assistance from DC Government.

• 5002.6 enrolled students must re-establish residency if the current address of residency changes after October 5th.

• 5004.9-10 an adult student or minor parent can establish residency via a parent, custodian, guardian, or other primary caregiver using valid documentation or home visit.

• 5013.3 Tuition paying students delinquent 90 days or more may be excluded by OSSE from attending based on non-payment.
The DC residency verification form is required for all enrolling students.

Form 1 - DCRV Pre-K/New Enrollment
- Enrolling PK3 & PK4 students
- Enrolling students new to the District and/or new to the LEA
- Re-enrolling students that choose not to electronically verify residency

Form 2 - DCRV Re-Enrollment
- Enrolling students returning to the same LEA
- Allows electronic consent to verify residency
Residency Verification Forms

For enrolling students, not under the care of the parent or guardian, Other Primary Caregiver documentation is required.

- **Form 3 - Primary Caregiver Verification**
  - Completed by school official
  - Identifies documentation used to confirm caregiver

- **Form 4 - Sworn Statement of Other Primary Caregiver**
  - Allows caregiver to identify why student is within his/her care

- **Form 5 - Attestation of Other Primary Caregiver**
  - Allows a professional to attest for the other primary caregiver
In addition to the DCRV, there are supporting documents that assist in establishing the student’s residency in the District.

**Form 6 - Home Visitation Consent**
- Required for enrolling families or students who are unable to provide required documentation

**Form 7 - Home Visitation Residency Verification**
- Completed by the school official completing home visit as part of residency verification

**Form 8 - McKinney-Vento Confidential Referral Form**
- Used for enrolling students experiencing homelessness
For additional assistance, please feel free to contact the Office of Enrollment and Residency.

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