



# 2020-21 School Year Residency Verification Training

March 2020

# Agenda

- Office of Enrollment and Residency
- Enrollment information from partner offices
  - My School DC
  - English Learner Supports – The OSSE Home Language Survey
  - Homeless Education Program
- Residency Requirements
  - Residency eligibility
  - Residency verification forms
  - Supporting residency documentation
  - 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.
- The importance of collecting residency documentation.
- The requirements for collecting residency documentation.
- The repercussions to the family and Local Education Agency (LEA) of enrolling ineligible non-resident students.
- How to handle non-resident students in your school or how to enroll them in your school.
- How to report suspicions of non-residency.



**Office of Enrollment and Residency**

# 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.

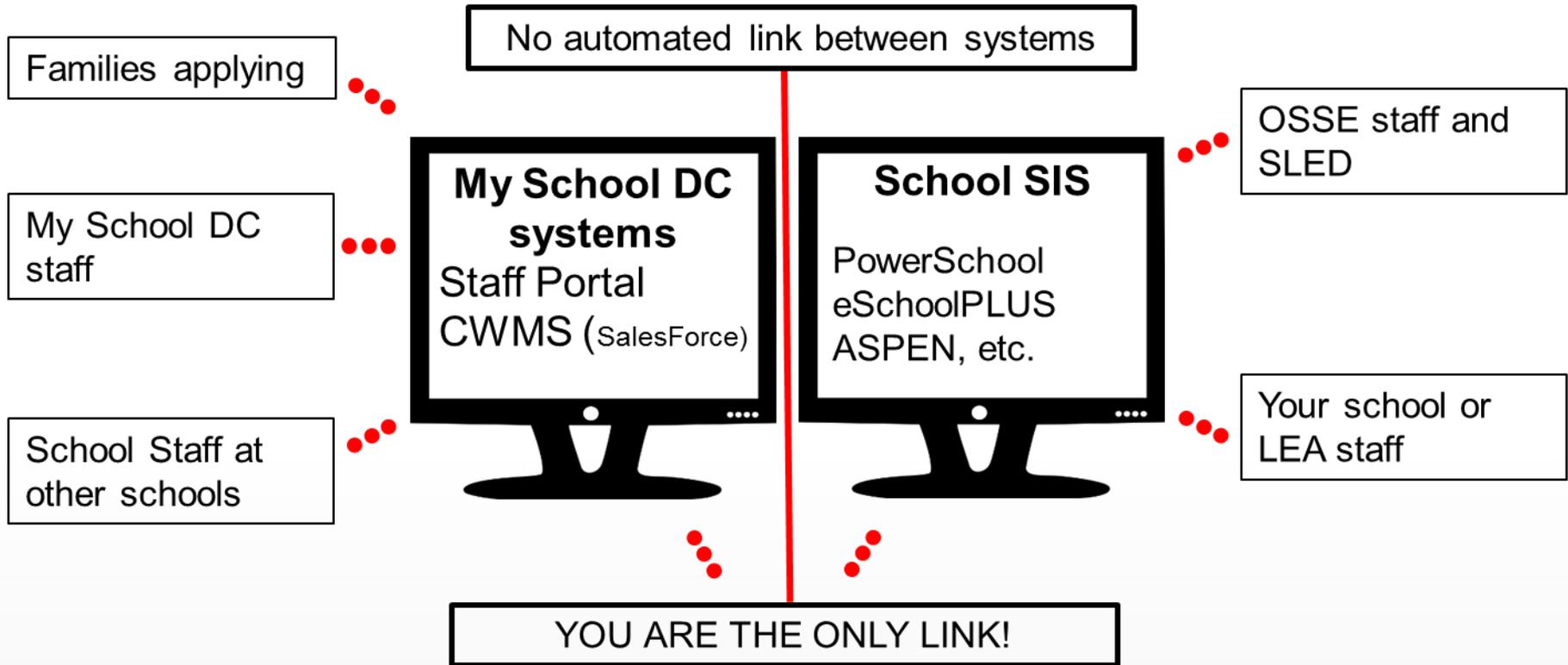
## Non-resident Tuition Collection

- 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.



**My School DC**

# Separate systems for different audiences



When you enroll a student, do so in BOTH your Student Information System and in the My School DC Centralized Waitlist Management System (CWMS)

# Updates to lottery application

**NEW:** Pop-up text will appear if a guardian enters a non-DC (Maryland or Virginia) address.

We are doing this for two reasons:

1. To proactively message the residency requirement to attend public schools
2. To move families to bottom of waitlists if they do not plan to move to DC

## PLEASE NOTE:

You indicated that you currently reside outside of the District of Columbia (DC). Are you planning to move into the District of Columbia by the time you enroll the student for the 2020-21 school year?

- Yes.
- I am not sure at this time.
- I am currently experiencing homelessness, housing unstable, or a Ward of the District.
- No. I will continue residing at my current (non-DC) address, and have no intent to move into the District of Columbia.



# The OSSE Home Language Survey

*Residency Verification Training*

# Silent Reflection

- I can determine who is an English learner (EL) by myself.
- I can determine who is an EL by looking at them.
- I can determine who is an EL by looking at their name.
- When I hear a student or their family speak another language, I know they are an EL.

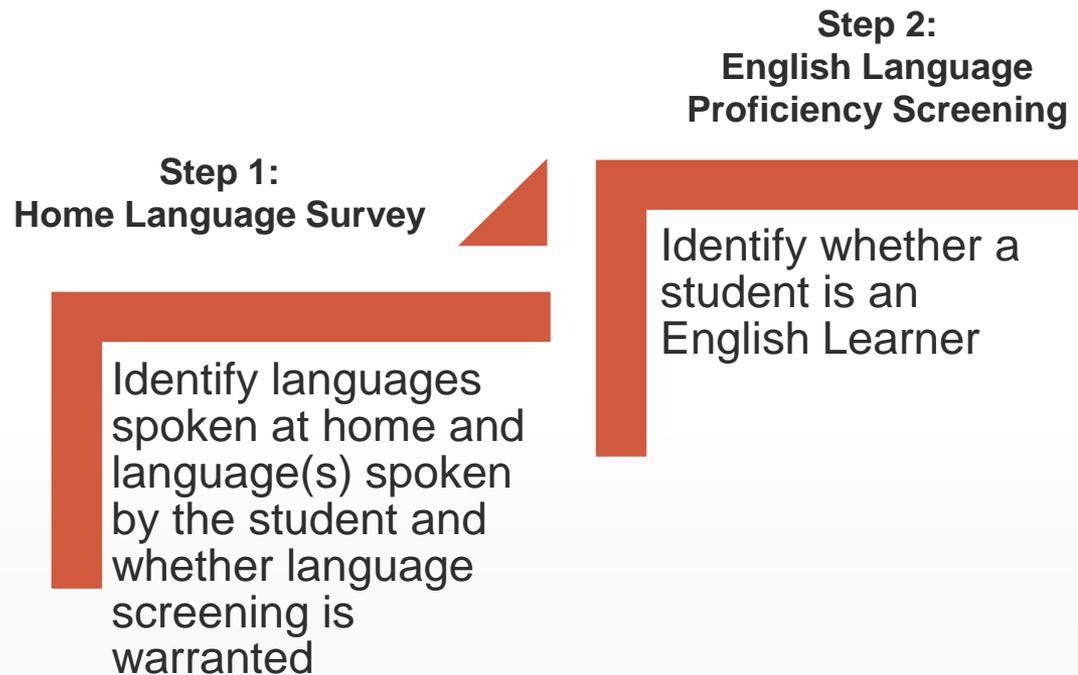
# Legal Requirements

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

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

**All LEAs must use OSSE's 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



# Local Requirements

OSSE's new Home Language Survey was released on Dec. 19, 2019. The use of the new OSSE HLS is **effective immediately**.

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

- The new 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 new version of the HLS for the 2020-21 school year enrollment **without exception**.

# Drumroll Please...

Introducing the [New OSSE Home Language Survey!](#)



# Show What You Know

1) When must LEAs begin using the new (Dec. 19, 2019) version of the OSSE HLS?

- a. **Immediately**      b. This spring      c. This August

2) 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

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

## Show What You Know

4) Federal law states that LEAs are required to “\_\_\_\_\_ and \_\_\_\_\_” EL students in need of language assistance in a timely, valid, and reliable manner.

- a. **Welcome and assess**      b. **Enroll and screen**      c. **Identify and assess**

5) What identification step determines whether a student is an EL?

- a. **Step 1, issuing the HLS**  
b. **Step 2, issuing the English language proficiency screener**  
c. **Steps 1 and 2**

6) 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**



# Homeless Education Program

Community Learning and School Support (CLASS)

Division of Systems and Supports, K12

Office of the State Superintendent of Education

# McKinney-Vento Homeless Assistance Act

## 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 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** – keep 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.

## Tools For Capturing Housing Status & Homeless Data:

- LEA's student information system (SIS)
- OSSE McKinney-Vento QuickBase Application (MKV Homeless Student Referrals)
- Comprehensive Homeless Student Data Application (Qlik Sense)

# McKinney-Vento Homeless Assistance Act

## McKinney-Vento Quick Facts:

- There are no age limits cited in the McKinney-Vento Act. Generally, it applies to children and youth age 21 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 youth or family 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, please contact:	<b>OSSE's Homeless Education Program</b> HEP.OSSE@dc.gov
For assistance with enrollment, transportation, trainings and community outreach, please contact:	<b>Tasheen Stallings</b> Homeless Education Program Analyst Tasheen.Stallings@dc.gov or (202) 478-5927
For assistance with McKinney-Vento grant funding and compliance, please contact:	<b>Danielle Rollins</b> Homeless Education Program Analyst Danielle.Rollins@dc.gov or (202) 741-0255
For guidance regarding McKinney-Vento federal guidelines and policies, please contact:	<b>Nicole Lee-Mwandha</b> Homeless Education State Coordinator Nicole.Lee-Mwandha@dc.gov or (202) 654-6123





# 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

The enrolling person must be a *bona fide* District resident.



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

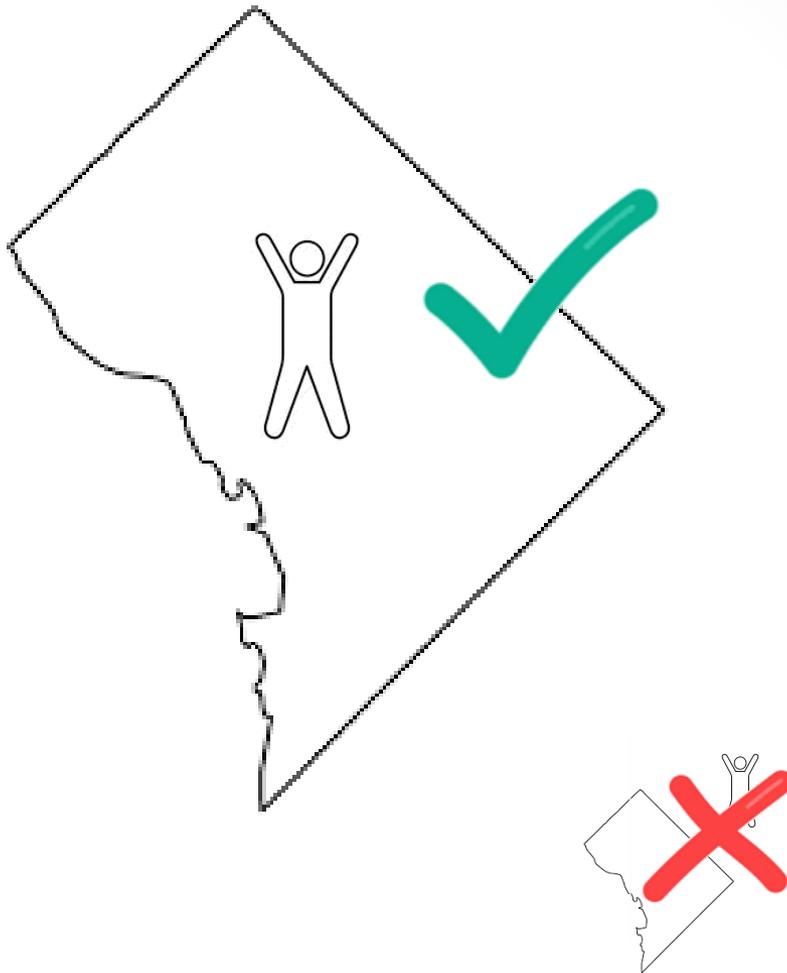


## Residency Requirements for Enrolling Person

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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.



## What is a bona fide resident?

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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.

Parent

Guardian

Custodian

Other Primary Caregiver  
(OPC)

Adult Student

## Who is eligible to enroll a student?

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

Parent

Guardian

Custodian

Other Primary Caregiver  
(OPC)

Adult Student

## Who is a parent?

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

The parent must be a bona fide resident.



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

Parent

Guardian

Custodian

Other Primary Caregiver  
(OPC)

Adult Student

## Who is a Guardian?

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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.



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

Parent

Guardian

**Custodian**

Other Primary Caregiver  
(OPC)

Adult Student

## Who is a Custodian?

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

The custodian must be a bona fide resident.



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

Parent

Guardian

Custodian

Other Primary Caregiver  
(OPC)

Adult Student

## Who is an Other Primary Caregiver?

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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.

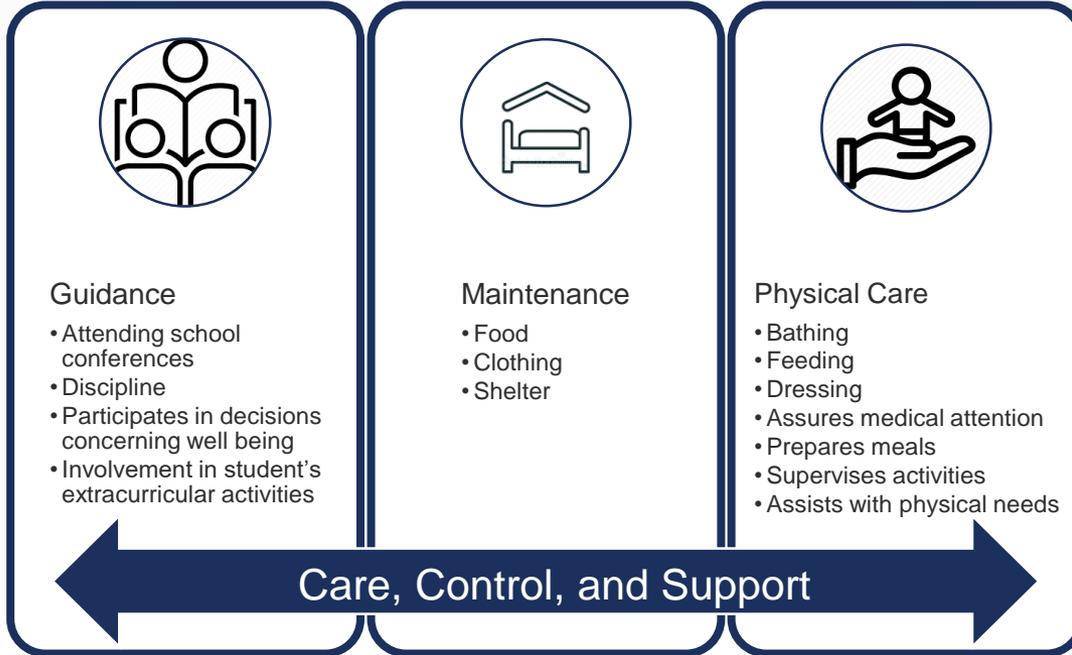
The OPC must be a bona fide resident *and* the student must reside with them.

Power of attorney is not sufficient evidence.



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

The OPC provides the following:



**And**

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

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



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

## 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.**

Parent

Guardian

Custodian

Other Primary Caregiver  
(OPC)

Adult Student

## Who is an adult student?

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Adult students are 18 or older.

The adult student must be a bona fide resident.

If an adult student is residing with their parents, the adult student may establish residency using the parent's address.



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



# Residency Verification Forms

# 2020-21 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



**DC Residency Verification Form – School year 2020-2021**

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

**Step One: Choose the residency verification method that best applies to you.**

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

**Step Two: Provide information about student and enrolling person.**

Student First Name:		Student Last Name:		DOB:	
Name of SY20/21 School:					
Enrolling person > First Name:			Last Name:		
I am the:		<input type="checkbox"/> student's legal parent/guardian/custodian <input type="checkbox"/> adult student			
		<input type="checkbox"/> student's other primary caregiver and completed the OPC Form <input type="checkbox"/> minor parent and completed the sworn statement			
Address of enrolling person:					
City:		State:	ZIP:	DC Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email:			Phone:		

**Step Three: Sign Certification of Residency Requirements.**

- I certify that I am the parent or the valid guardian, custodian, or other primary caregiver and am submitting valid and proper residency documentation accordingly or have identified myself as a non-resident and understand the required tuition agreement and tuition payment required for enrollment.
- I certify that I have established and will maintain a physical presence in the District, defined as the "actual occupation and inhabitation of a place of abode with the intent to dwell for a continuous period of time"; and I am submitting valid and proper documentation to verify residency, as set forth in 5-A DCMR § 5004; or, I have identified myself as a non-resident and will complete the required tuition agreement and tuition payment.
- I consent to the disclosure of residency information if enrolled in a government funded financial assistance program (Medicaid, TANF, SNAP) for the sole purpose of verifying District residency. By signing below, I am saying: I authorize OSSE to obtain my personally identifiable information from other state or federal agencies, including but not limited to, the DC Department of Human Services (DHS), the DC Housing Authority (DCHA), and the Department of Health Care Finance (DHCF). OSSE will protect my information and follow all applicable laws regarding the protection and use of this information.
- I understand that enrollment of the above-named student in District of Columbia public schools, public charter schools, or other schools providing educational services funded by the District of Columbia is based on my representation of **bona-fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency** or by completion of a tuition agreement and tuition payments.
- I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the other primary caregiver status of the adult enrolling the student.
- if the District of Columbia, through the Office of the State Superintendent of Education, determines that I am not a resident or an approved non-resident under 5-A DCMR § 5007, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school.
- I understand that if I provide false information or documentation, I can be referred to DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under D.C. Code § 38-312 which provides that any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment.
- I understand that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.
- I am aware that the District of Columbia may use whatever legal means it has at its disposal to verify my residence and I consent to the disclosure of residency information to the appropriate local authorities for verification and/or investigation.
- I agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

Enrolling Person SIGN HERE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

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

School Official Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

(page 1)

Required of ALL students enrolling in a District public school for the 2020-21 school year.

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

The enrolling person must sign.

The school official must sign.

**DO NOT COMPLETE BEFORE MARCH 27, 2020**



**DC Residency Verification Form – School year 2020-2021**  
 Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

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

**Step Two: Provide available information about student and enrolling person.**  
 Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Name of SY20/21 School: \_\_\_\_\_  
 Enrolling person > First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 I am the:  Student's legal parent/guardian/custodian  Student's other primary caregiver and completed the OPC Form  
 Adult student  Other parent and completed the sworn statement.  
 Address of enrolling person: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ DC Resident:  Yes  No  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Step Three: Sign Certification of Residency Requirements.**  
 I certify that I am the parent or the valid guardian, custodian, or other primary caregiver and am submitting valid and proper residency documentation according to or have identified myself as a non-resident and submitted the required tuition agreement and tuition payment required for enrollment.  
 I certify that I have established and will maintain a physical presence in the District, defined as the "usual occupation and maintenance of a place of abode with the intent to dwell for a continuous period of time," and am submitting valid and proper documentation to verify residency, as set forth in a DCRC § 5006, or I have identified myself as a non-resident and am completing the required tuition agreement and tuition payment.  
 I consent to the disclosure of residency information if enrolled in a government funded financial assistance program (Medicaid, EITF, SNAP) for the sole purpose of verifying district residency. In signing this, I authorize OHS to obtain my personal identifying information from other state or federal agencies, including but not limited to, the DC Department of Human Services (DHS), the DC Housing Authority (DCHA), and the Department of Health Care Finance (DCHCF). OHS will protect my information and follow applicable laws regarding the protection and use of my information.  
 I understand that enrollment of the above-named student in District of Columbia public schools, public charter schools, or other schools providing educational services funded by the District of Columbia is based on my representation of bona fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency or by completion of a tuition agreement and tuition payment.  
 I understand that upon the documentation provided to verify residency, OHS or school officials, with reasonable basis, may seek further information to verify the student's residency or the other primary caregiver status at the time enrolling the student.  
 If the District of Columbia, through the Office of the State Superintendent of Education, determines that I am not a resident or an approved non-resident under § 4-2004(d) with intent, I understand that I am liable for payment of attendance fees for the student, and that the student may be withdrawn from school.  
 I understand that if I provide false information or documentation, I can be referred to the DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under DC Code § 5-201.2 which provides that any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both, if any and imprisonment.  
 I understand that all supporting documentation to this form will be retained by the school and made available to OHS, external auditors, and/or agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General upon request.  
 I am aware that the Office of the State Superintendent of Education may use the information provided here to verify my residency and I consent to the disclosure of residency information to the appropriate local authority for verification and/or investigation.  
 I agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

**Enrolling Person SIGN HERE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

School Official Name (print)	Signature	Date
Method A: School official verified	Method B: Select one document	Method C: Select two documents
<input type="checkbox"/> OHS Residency verified (DUI or APRN)	<input type="checkbox"/> Photo	<input type="checkbox"/> DC motor vehicle registration
<input type="checkbox"/> Residency letter verified	<input type="checkbox"/> DC One financial assistance	<input type="checkbox"/> DC driver's license/vehicle ID
<input type="checkbox"/> Valid of DC	<input type="checkbox"/> Certified DC Tax Form 400	<input type="checkbox"/> Lease with payment
	<input type="checkbox"/> Utility housing orders	<input type="checkbox"/> Utility bill with payment
	<input type="checkbox"/> Embassy letter	<input type="checkbox"/> Utility bill with payment
		<input type="checkbox"/> Home resident

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**DC Resident:**  Yes  No

**Enrolling Person SIGN HERE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# DC Residency Verification (DCRV) Form

Required of ALL students enrolling in a District public school for the 2020-21 school year.

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

The enrolling person must sign.  
 The school official must sign.

**DO NOT COMPLETE BEFORE MARCH 27, 2020**



**DC Residency Verification Form – School year 2020-2021**

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

**OSSE**

**Step One: Choose the residency verification method that best applies to you.**

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

**Step Two: Provide information about student and enrolling person.**

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of 9/20/21 School: \_\_\_\_\_ Last Name: \_\_\_\_\_

Enrolling person's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

I am the:  Student's legal parent/guardian/custodian  Student's other primary caregiver and completed the OPC Form  
 Adult student  Minor parent and completed the sworn statement

Address of enrolling person: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ DC Resident:  Yes  No

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Step Three: Sign Certification of Residency Requirements.**

I certify that with the intent to enroll my child in a DC public or public charter school, I am submitting valid and proper residency documentation according to law. I identify myself as a non-resident and understand the required tuition agreement and tuition payment required for enrollment. I certify that I have established and will maintain a physical presence in the District defined as the "legal occupation and occupancy of a place of abode with the intent to stay for a continuous period of time," and I am submitting valid and proper documentation to verify residence, as set forth in 5-4-2004 § 1504.1(c); I have identified myself as a non-resident and will complete the required tuition agreement and tuition payment.

I consent to the disclosure of residency information if enrolled in a government-funded financial assistance program (student loan, grant, scholarship) for the sole purpose of verifying District residency. By signing this form, I am giving a written consent to provide, disclose, identify information from other states or federal agencies including but not limited to: the DC Department of Health Services (DHS), the DC Medical Auxiliary Society (DCMAS), and the Department of Health Care Finance (DHCF). OSSE will protect my information and follow all applicable laws regarding the protection and use of this information.

I understand that enrollment of my child in a DC public or public charter school, public charter school, or other school providing educational services funded by the District of Columbia is based on my representation of bona fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency up to completion of a tuition agreement and tuition payment.

I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the other primary caregiver status of the adult enrolling the student.

If the District of Columbia, through the Office of the State Superintendent of Education, determines that I am not a resident or an approved non-resident under 5-4-2004 § 1502, I understand that I am liable for payment of retrospective tuition for the student, and that the student may be withdrawn from school.

I understand that if I provide false information or documentation, I can be referred to the DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under D.C. Code § 38-322 which prohibit fraud by a person who knowingly supplies false information for a health care benefit contract with a health care provider and is subject to penalties of a fine not more than \$250,000 or imprisonment not more than 10 years, but not both, and imprisonment.

I understand that supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

I am aware that the District of Columbia may use administrative means if it is not able to dispose to verify my residence and consent to the disclosure of residency information to the appropriate local authorities for verification and/or investigation.

I agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

Enrolling Person SIGN HERE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

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

School Official Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

School official certifies that they have reviewed all documentation presented.

School official identifies documents submitted.

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

School official affirms that the documentation will be retained.



**DC Residency Verification Form – School year 2020-2021**

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

**OSSE**

**Step One: Choose the residency verification method that best applies to you.**

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

**Step Two: Provide information about student and enrolling person.**

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of 5/20/21 School: \_\_\_\_\_ Last Name: \_\_\_\_\_

Enrolling person's First Name: \_\_\_\_\_

I am the:  Student's legal parent/guardian/custodian  Student's other primary caregiver and completed the OPC Form  
 Adult student  Minor parent and completed the sworn statement

Address of enrolling person: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ DC Resident:  Yes  No

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Step Three: Sign Certification of Residency Requirements.**

I certify that with the intent to enroll my child in a public or charter school, I am submitting valid and proper documentation to verify residency. I have identified myself as a non-resident and obtained the required tuition agreement and tuition payment required for enrollment. I certify that I have established and will maintain a physical presence in the District defined as the "legal occupation and management of a place of abode with the intent to stay for a continuous period of time," and I am submitting valid and proper documentation to verify residency, as set forth in 5-4-2004 § 1504, or: I have identified myself as a non-resident and will complete the required tuition agreement and tuition payment.

I consent to the disclosure of residency information if enrolled in a government-funded financial assistance program (student loan, grant, scholarship) for the sole purpose of verifying District residency. By signing below, I am stating I authorize OSSE to obtain my personal, identifiable information from other state or federal agencies, including but not limited to: the DC Department of Health Services (DC DHS), the DC Registrar General's Office (DC RGO), the Department of Health Care Finance (DHCF), OSSE will protect my information and follow all applicable laws regarding the protection and use of this information.

I understand that enrollment of my child in a DC public school, public charter school, or other state-provided educational services funded by the District of Columbia is based on my representation of bona fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency to the completion of a tuition agreement and tuition payment.

I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the other primary caregiver status of the adult enrolling the student.

If the District of Columbia, through the Office of the State Superintendent of Education, determines that I am not a resident or an approved non-resident under 5-4-2004 § 1502, I understand that I am liable for payment of retrospective tuition for the student, and that the student may be withdrawn from school.

I understand that if I provide false information or documentation, I can be referred to the DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Information Act under DC Code § 3-101-201. I understand that any person who knowingly supplies false information for a public benefit or contract with a public institution shall be subject to penalties as set forth in the False Information Act. I understand that I will have the right to be heard, but not both a trial and imprisonment.

I understand that supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

I am aware that the District of Columbia may use a digital legal record to display or display to verify my residence and consent to the disclosure of residency information to the appropriate local authorities for verification and/or investigation.

I agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

Enrolling Person SIGN HERE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

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

School Official Name (print): Printed name Signature: Signature Date: 3/27/2020

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



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

**A Verify with a school official.** If you are homeless, a ward of the District, and/or a participant of a District public benefits program, such as Medicaid, Supplementation Nutrition Assistance Program, or Temporary Assistance for Needy Families – your school may already have your information. Check with your school official or the school’s homeless liaison.

**A Verify through the Office of Tax and Revenue.** Re-enrolling families/students are often able to verify residency using OTR residency verification process. The enrolling person must have paid taxes in DC during the previous fiscal year and have the student’s social security number. The student must be re-enrolling in the same local education agency and enrolling in grades K-12. Login to the system at [ossedtax.com](https://ossedtax.com). If successful, your verification will then be available for your school to confirm.

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

<b>ONE item is needed from this list to verify residency.</b>	<b>TWO items are needed from this list to verify residency.</b>
<p><b>B</b></p> <ul style="list-style-type: none"> <li>A valid <b>pay stub</b> issued within forty-five (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.</li> <li><b>Unexpired official documentation of financial assistance from the Government of the District of Columbia</b>, 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.</li> <li><b>Certified copy of Form D40</b> by the DC Office of Tax and Revenue, with evidence of payment of DC taxes for the current or most recent tax year and must bear the DC Office of Tax and Revenue stamp.</li> <li><b>Current military housing orders or statement on military letterhead</b>, must be official correspondence and cite the specific DC address of residence.</li> <li><b>Embassy letter</b> issued within the past twelve (12) months. Must contain an official embassy seal and signature of embassy official, and indicate that the enrolling person and student or the adult student currently reside, or will reside, on embassy property in DC during the relevant school year.</li> </ul>	<p><b>OR</b></p> <ul style="list-style-type: none"> <li><b>DC motor vehicle operator’s permit</b> or official government issued non-driver identification that is valid and unexpired.</li> <li><b>DC motor vehicle registration</b> that is valid and unexpired.</li> <li><b>Lease or rental agreement</b> that is valid and unexpired <b>with a separate proof of payment of rent</b>, such as receipt of payment, money order, or copy of cashed check. <i>The lease must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord. The separate proof of payment must be for a period within two (2) months immediately preceding the school’s review of this form and match the monthly rent amount stated on the lease.</i></li> <li><b>Utility bill (only gas, electric, and water bills are acceptable) with a separate paid receipt showing payment of the bill</b>, such as receipt of payment printout, money order, or copy of cashed check. <i>The utility bill must be for a period within the two (2) months immediately preceding the school’s review of this form. The separate proof of payment must be for the specific bill submitted. The most common submission is two consecutive bills where the second bill shows payment on the first bill. A credited amount on a bill and government agency letter subsidizing payment for utility are also acceptable proofs of payment.</i></li> </ul>

**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 waitlist, the LEA agrees to enroll the student, there is a signed tuition agreement in place with the Office of the State Superintendent of Education, and an initial tuition payment has been made. To complete a tuition agreement and tuition payment, please email [osse.residency@dc.gov](mailto:osse.residency@dc.gov). Non-residents are not eligible for enrollment through the District’s Pre-K Enhancement and Expansion Funding Program.

**Persons eligible to enroll a student.**

- Parent** – a natural parent, stepparent, or parent by adoption who has custody or control of a student, including joint custody.
- Guardian** – an appointed legal guardian of a student by a court of competent jurisdiction.
- Custodian** – a person to whom physical custody has been granted by a court of competent jurisdiction.
- Other Primary Caregiver** – is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship.
- Adult Student** – A student who is eighteen (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.

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# 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.

**DO NOT COMPLETE BEFORE MARCH 27, 2020**



# 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 LEA is correct)



**Home Visitation Consent & Verification Form – School Year 2020-2021**  
 Use this form to consent to allowing a school official to verify District residency by visiting your residence. Complete one form per student enrolling in a DC public or public charter school.

**Step One: Provide information about your family.**

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Full name of person enrolling the student: \_\_\_\_\_

I am that:  student's parent/guardian/custodian  student's other primary caregiver and completed the OPC Form  adult student  minor parent and completed the sworn statement

Address of person enrolling student: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Signature of Person Enrolling Student: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL OFFICIAL USE ONLY** The following information was verified by conducting a home visit by a school official.

Step 1	Date of Home Visit (mm/dd/yyyy): _____		
Step 2	Name of people residing in the home: _____	Relationship to student: _____	
Step 3	Who is the Primary Lease/Mortgage Holder: _____	Is the student on the lease? If no, explain: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
Step 4	Is there evidence that the enrolling person resides at the residence? Describe: _____		<input type="checkbox"/> yes <input type="checkbox"/> no
Step 5	Is there evidence that student resides at the residence? Describe: _____		<input type="checkbox"/> yes <input type="checkbox"/> no
Step 6	Check only one: <input type="checkbox"/> I have confirmed District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only). <input type="checkbox"/> I was unable to confirm District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I was unable to confirm District residency of the enrolling person and student by conducting a home visit (OPC Only).		

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

School Official Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Page 1

Page 2

**School Official conducting home visit**

Reason for conducting home visit:	Items to confirm:
Residency verification of parent, guardian, custodian	<input type="checkbox"/> Parent, guardian, custodian has custody of student <input type="checkbox"/> Parent, guardian, custodian resides at the residence
Verification of Other Primary Caregiver (OPC)	<input type="checkbox"/> Evidence that the OPC resides at the residence <input type="checkbox"/> Evidence that the student resides at the residence

- Possible items to look for when confirming residence**
- The following items could be used to confirm the person enrolling the student and/or the student resides at the residence. This is not an exhaustive list.
- Personal hygiene products/toiletries
  - Personal effects such as clothing, shoes, or items normally worn or carried on the person
  - Sleeping area
  - Student's school work
  - Personal photos
  - Mail

# 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 (OPC) Form

Use this form to verify that the enrolling student is under the care of "other primary caregiver". School officials should only collect this form if the person enrolling the student is *NOT* the parent, legal guardian, or court appointed custodian of the student.

### Step One: Determine if you are an Other Primary Caregiver.

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

### Step Two: Provide information about your Other Primary Caregiver status.

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

#### Verify Other Primary Caregiver status (check any that apply):

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

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

Full Name of Parent/Legal Guardian: \_\_\_\_\_  
 Address of Parent/Legal Guardian: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

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

- he/she has an active military assignment  
 he/she suffers from a serious illness  
 he/she is deceased  
 he/she is incarcerated  
 he/she does not live with the child due to neglect and/or abuse  
 he/she has abandoned the child

### Step Four: Confirmation of Other Primary Caregiver Status.

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

Other Primary Caregiver SIGN HERE: \_\_\_\_\_ Date: \_\_\_\_\_

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

I reviewed the other primary caregiver status as specified above and the OPC meets all three (3) criteria and that the parent or legal guardian is unable to provide primary care and substantial support. In addition, the above identified Other Primary Caregiver provided one of the following documents to verify OPC status:

- Sworn Statement  
 Records from the previous school year  
 Immunization or medical records  
 Unexpired official documentation from the federal government or the Government of the District of Columbia  
 Attestation for Other Primary Caregiver

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

School Official Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Other Primary Caregiver Form

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

Other primary caregiver must sign and date.

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

**Methods**

- **A completed and signed Sworn Statement** indicating that he/she is the primary caregiver for the student.
- **Records from the previous school year** indicating that the student is in the care of the caregiver, including, but not limited to, a signed report card
- **Immunization or medical records** issued within the last twelve (12) months immediately preceding the school's review of the residency documentation, indicating that the student is in the care of the caregiver.
- **Unexpired official documentation from the federal government or the Government of the District of Columbia** with an issue date within the last twelve (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 TANF verification of income notice or recertification approval letter.
- **An Attestation for Other Primary Caregiver 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 twelve (12) months immediately preceding the school's review of residency documentation.

**Am I an Other Primary Caregiver?**

5-A DCMR § 5099 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 Other Primary Caregiver. Do you provide the following items in the table below?

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

# 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.





## Sworn Statement – School Year 2020-2021

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

### Provide information about individual.

Student First Name:		Student Last Name:	
Person completing sworn statement > First Name:		Last Name:	
Address of person completing sworn statement:			
City:	State:	ZIP:	
Relationship to enrolling student:			
Email:		Phone:	

### Identify basis for sworn statement.

Check the appropriate basis for the sworn statement:

- I am the parent of an adult student and the student resides with me at the address provided above. Documents establishing DC residency as set forth in 5-A DCMR § 5004.2 are attached.
- I am the parent of a minor parent and the minor parent and child reside with me at the address provided above. Documents establishing DC residency as set forth in 5-A DCMR § 5004.2 are attached.
- I am the Other Primary Caregiver of the student as attested in the Other Primary Caregiver Form. Documents establishing DC residency as set forth in 5-A DCMR § 5004.2 are attached.

### Sign and complete the sworn statement.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information and belief. I further accept that all provisions set forth in "Step Three: Certification of Residency Requirements" on the DC Residency Verification Form are incorporated and merged herein.

Signature of person completing sworn statement: \_\_\_\_\_ Date: \_\_\_\_\_

# Sworn Statement of Residency

Limited use cases:

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

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

Person completing sworn statement must sign and date.





## Attestation of Other Primary Caregiver – School Year 2020-2021

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

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

An "other primary caregiver" is a person other than a parent, court-appointed custodian or guardian who is the primary provider of care and support to a child who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support. For the purpose of this form, "a parent unable to provide care and support" to a child if one of the conditions described in the boxes below apply. A person seeking to enroll the student as "other primary caregiver" shall provide documentation, including this form, which establishes his or her status as BOTH an "other primary caregiver" AND his or her residency in the District of Columbia as required by District of Columbia law and regulations.

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

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

### Step Three: Identify the reason for OPC status.

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

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

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

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

Signature of Attesting Professional: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# Attestation of 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.



# Residency forms by enrolling person

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

## 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.



# 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.



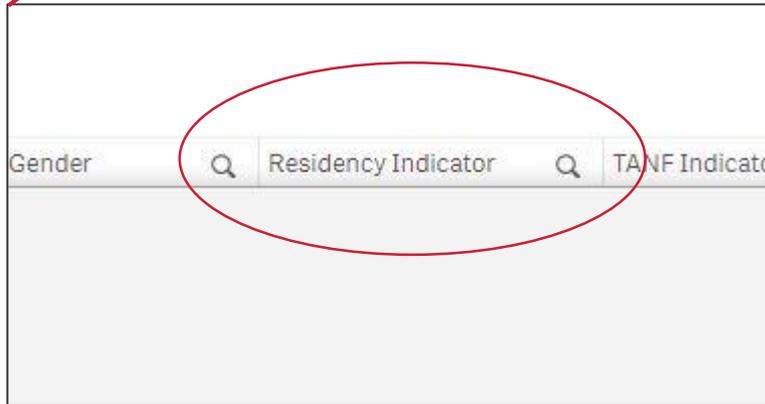
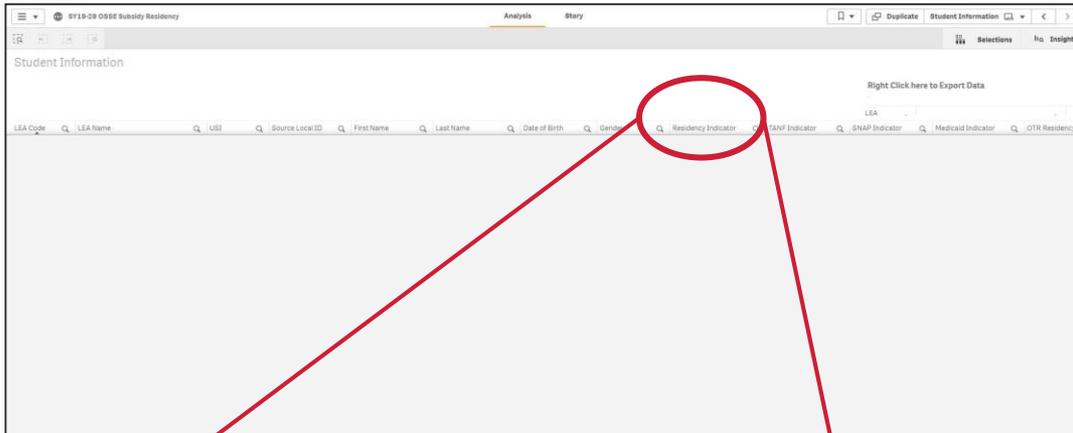
## Supporting Residency Documentation

# Valid Supporting Residency Documents

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

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





## School confirms residency indicator in Qlik

### (Method A)

The residency indicator must be marked "Y".

The Qlik application already accounts for school year, grade, and age restrictions.

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

If residency indicator is "Y", then the enrolling person does not need to supply additional supporting residency documents.

Indicator is used for families receiving District public benefits, students experiencing homelessness and OTR.

**DO NOT USE SLED**

Pages District Student Staff Attendance Grades Assessment Schedule Extracurriculars Global

Student List :: [Search] [Filter] [Print]

Details [Options] [Reports] [Help]

Contacts [Save] [Cancel] [Default Template - school]

Attendance Demographics Addresses Ethnicity / Race Alerts Annual Enrollment Other MS / HS

Transcript

Assessments

Schedule

Membership

Transactions

Documents

At Risk

Snapshots

Last name \* [Redacted] Middle name [Redacted] School Name [Redacted]

First name \* [Redacted] Date of birth [Redacted] Pupil Number [Redacted]

Preferred Name [Redacted] Home Phone [Redacted] Gender [Redacted]

Suffix [Redacted] Student Cell Phone [Redacted] Gender was Observed [Redacted]

Country of Birth [Redacted] Student Primary Email [Redacted]

Student Alt. Email [Redacted]

Year of graduation [Redacted] Student Siblings Entry Completed? N

Grade level [Redacted] CARE Program Consent [Redacted]

Other Grade Level [Redacted] CARE Prog Consent Date [Redacted]

Registration Status Registered Enrollment status Active

Homeroom [Redacted] Calendar STND

Proof of Age Birth Certificate Internet Access N LEP/NEP Assessment (non-DCPS) English Proficiency

LAD

YearName	Event Date	Home Language	Student Language	Pref Corr Language	LangSurveyDate
<input type="checkbox"/> School Year: 2014-2015	8/12/2014	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/> School Year: 2015-2016	9/25/2015	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/> School Year: 2016-2017	8/17/2016	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/> School Year: 2017-2018	7/13/2017	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/> School Year: 2018-2019	4/20/2018	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/> School Year: 2019-2020	4/17/2019	[Redacted]	[Redacted]	[Redacted]	[Redacted]

OSSE Residency Verification

School Year	OSSE Residency Verified	Experiencing Homelessness
<input type="checkbox"/> School Year: 2018-2019	Y	N
<input type="checkbox"/> School Year: 2019-2020	Y	N

OSSE Residency Verification

School Year	OSSE Residency Verified	Experiencing Homelessness
<input type="checkbox"/> School Year: 2018-2019	Y	N
<input type="checkbox"/> School Year: 2019-2020	Y	N

# School confirms residency indicator in ASPEN

(Method A)

The OSSE Residency Verified must be marked "Y".

Must be "Y" for the relevant school year – 2020-21 school year.

If residency indicator is "Y", then the enrolling person does not need to supply additional supporting residency documents.

Best practice: the school should print a copy for their enrollment records.



**SLED** Statewide Longitudinal Education Data

District of Columbia Office of the State Superintendent of Education OSSE

Home Library Reports Search Parent/Guardian Related Sites Help Login

### Online Residency Validation Form

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

Listed below are the requirements to use this tool.

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

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

- The enrolling parent/guardian or adult student's valid email address
- Amount of net refund (D40, line 36) or tax amount due (D40, Line 37) from the accepted District of Columbia 2018 tax form
- The enrolling parent/guardian or adult student's social security number
- Enrolling student's social security number

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

**Click Box To Accept**

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

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

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

Email Address:

Confirm Email Address:

I'm not a robot 

**Agree** **Cancel**

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

Promote this method with your families!



# Online Residency Validation form through Office of Tax and Revenue

## (Method A)

Must be completed by the enrolling parent.

Pre-k 3 and pre-k 4 are not eligible.

Newly enrolling students are not eligible.

Student must be re-enrolling in the same LEA.

If the LEA does not see the student in the Qlik application with a residency indicator of "Y", then there was an error with how the form was completed.

Specific instructions are on the site.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services Agency



(Date)

To Whom It May Concern:

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

The current address is \_\_\_\_\_.

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

Sincerely,

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

200 I Street, SE ♦ Washington, DC 20003  
Web: [www.dchildandfamilyservices.com](http://www.dchildandfamilyservices.com)

## Ward of State Order

### (Method A)

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

*or*

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

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

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

ABC VE Firm  
Payroll Account

Check #: 123  
Date: May 24, 2020

Pay to the order of Enrolling Person **\$1,403.56**

One-thousand, four-hundred, three dollars and 56/100 Dollars -----



Memo: PPE May 24, 2020

*Cash Isking*  
Chief Financial Officer

Detach check above before depositing and save checkstub below for your records.

ABC VE FIRM		Check #: <u>123</u>	
Employee: Enrolling Person		Date: <u>May 24, 2020</u>	
Pay Period: May 13 - 24, 2020		Current	YTD
Gross Earnings		\$1,680.00	\$18,480.00
<b>Deductions:</b>			
Federal Income Tax	\$141.38		\$503.88
Social Security (FICA)	70.56		200.56
Medicare	24.36		78.36
State (DC) Income Tax	23.34		98.34
State Disability Insurance (SDI)	<u>16.80</u>	<u>\$276.44</u>	<u>84.80</u> <u>\$3,040.84</u>
<b>Net Pay</b>		<b>\$1,403.56</b>	<b>\$15,439.16</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.



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



Date: April 1 2020

Account ID: 999999999

Suzy Creamcheese  
54 District Street NW  
Washington, DC 55555

Subject: ELIGIBILITY FOR DISTRICT OF COLUMBIA FINANCIAL ASSISTANCE PROGRAM

Dear Suzy Creamcheese:

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

**List of eligible participants:**

Relationship	Name
Mother	Suzy Creamcheese
Child	Frank Creamcheese
Child	Lolly Creamcheese

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

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

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

ELIGIBILITY WORKER

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

**(Method B – 1 required)**

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

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

Qualifying programs include, but are not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, DC housing assistance.

Documentation includes an official letter or a snapshot received by the enrolling person.

Same name and address as enrolling person on DCRV.





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

4/1/2020

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

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

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

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

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

B. Example  
LCDR DMB

I authorize the release of the above information

S. Creamcheese  
CDR DMB

## Current military housing orders or statement on military letterhead

(Method B – 1 required)

Must be 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.



EMBASSY OF COUNTRY  
345 DISTRICT STREET, WASHINGTON, DC 20000

4/1/2020

TO WHOM IT MAY CONCERN:

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

**SUZY CREAMCHEESE**

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

Suzy Creamcheese's mission will end in July 2022.

Sample

Embassy Official  
Human Resources

## Embassy letter

(Method B – 1 required)

Issued within the past 12 months.

Must contain an official embassy seal.

Must be signed by an appropriate embassy official.

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

Same name and address as enrolling person on DCRV.



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

(Method B – 2 required)

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

Must be valid and unexpired.

Same name and address as enrolling person on DCRV.

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

DC 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.

**RESIDENTIAL LEASE AGREEMENT**  
[Single-Family House]

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

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

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

RESIDENTIAL RENTAL AGREEMENT

TENANT'S INITIALS \_\_\_\_\_

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

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

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

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

SIGNED:

Landlord:

Oscar Sears Date: 2/20/2019

[Signature]

Address: 555 Nowhere Ave

Phone: (555) 555-5555

Tenant:

Suzy Creamcheese Date: 2/20/2019

[Signature]

Phone: (555) 555-5555

RESIDENTIAL RENTAL AGREEMENT

TENANT'S INITIALS \_\_\_\_\_

6

# Lease or rental agreement with separate proof of payment

(Method B – 2 required)

## Lease requirements:

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

## Proof of payment requirements:

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

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

Must match the rent amount stated on the lease.

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







### Home Visitation Consent & Verification Form –2020-21 School Year

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

**Step One: Provide information about your family.**

Student First Name:	Student Last Name:	DOB:
Full name of person enrolling the student:		
I am the:	<input type="checkbox"/> student's parent/guardian/custodian <input type="checkbox"/> student's Other Primary Caregiver and completed the OPC Form <input type="checkbox"/> adult student <input type="checkbox"/> minor parent and completed the sworn statement	
Address of person enrolling student:	City:	State: ZIP:
Email:	Phone:	

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

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

Signature of Person Enrolling Student: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL OFFICIAL USE ONLY** The following information was verified by conducting a home visit by a school official.

Step 1	Date of Home Visit (mm/dd/yyyy):	
Step 2	Name of people residing in the home:	Relationship to student:
Step 3	Who is the Primary Lease/Mortgage Holder:	Is the student on the lease? If no, explain: <input type="checkbox"/> yes <input type="checkbox"/> no
Step 4	Is there evidence that the enrolling person resides at the residence? Describe:	<input type="checkbox"/> yes <input type="checkbox"/> no
Step 5	Is there evidence that student resides at the residence? Describe:	<input type="checkbox"/> yes <input type="checkbox"/> no
Step 6	Check only one: <input type="checkbox"/> I have confirmed District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only). <input type="checkbox"/> I was <u>unable</u> to confirm District residency of the enrolling person by conducting a home visit. <input type="checkbox"/> I was <u>unable</u> to confirm District residency of the enrolling person and student by conducting a home visit (OPC Only).	

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

School Official Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Home visitation by school official

## (Method C)

The family must consent to the home visit.

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

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



# Adult student – special circumstances

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



## Residing at Home

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



## Au Pair

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

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

# Adult student – special circumstances (Cont.)



## Job Corp Participant

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

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



## Clergy Member

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

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

# Address Confidentiality Program (ACP) participants

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

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

## Authorization Card Image



**Address Confidentiality Program  
Authorization Card**

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

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

**Expiration Date: 2022-10-04**

**Certification #19000**



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

Questions regarding the program or verification for service eligibility?  
Please contact the ACP Program at [acp@dc.gov](mailto: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

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

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

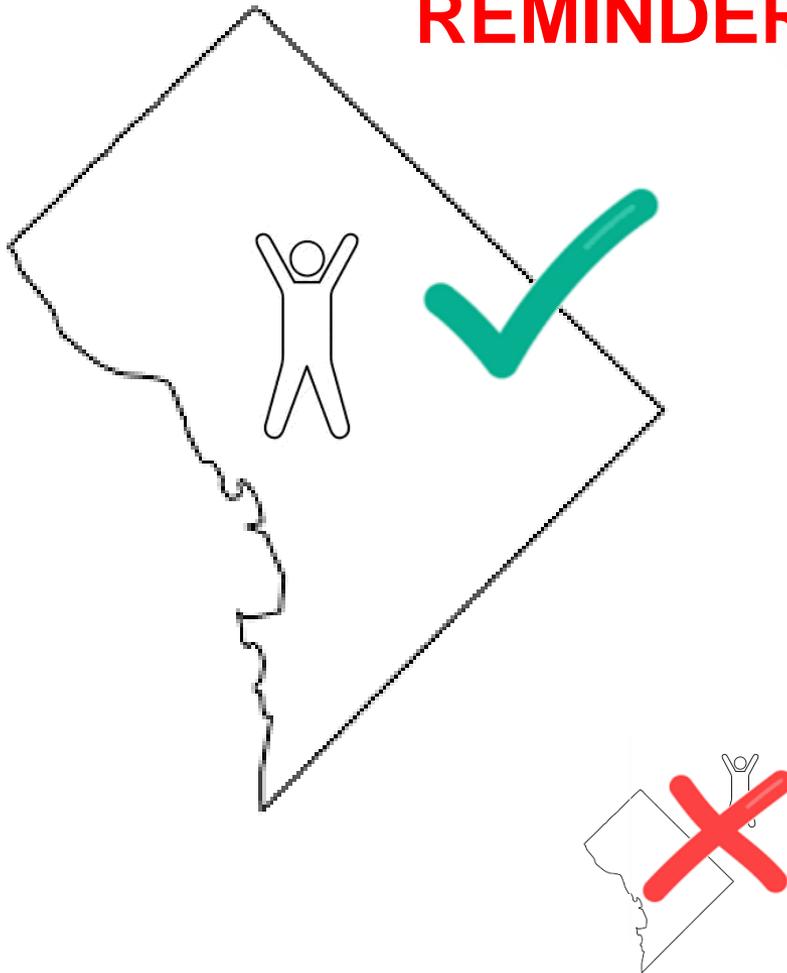
I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school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

School Official Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



# REMINDER



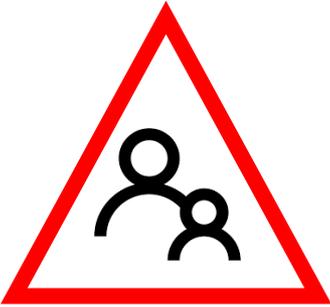
## What is bona fide residency?

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

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

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

## Do not “make the documents work”



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



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



# Document Collection

# Collection format of supporting residency documentation

Some supporting residency documents are eligible for electronic submission by the enrolling person to the LEA. If these documents are collected electronically, the LEA must meet the collection requirements outlined in the OER Handbook.

## Eligible for electronic submission

- Paystub
- Lease agreement and payment receipt
- Utility bill and payment receipt

## Not eligible for electronic submission (in-person only)

- Certified D-40
- Embassy letter
- Military letter
- Current official documentation of financial assistance
- DC driver license or ID
- DC vehicle registration



## Enrollment Audit – Binder Preparation

# How to set up your documents for the audit

OSSE reviews the collected residency verification forms during the annual enrollment audit. Each school must organize the residency verification forms and supporting documentation as follows:

A

B C

Place all enrolled students residency forms **alphabetically by last name** in binders.



There shall be **at least three binders** for each school.

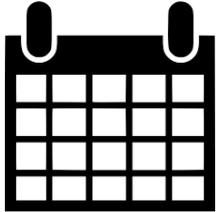


Organize the DCRV for each student with the **supporting documentation immediately following** the DCRV. *Do not staple any of the documents.*



## Residency Records Retention Requirements

## Records retention



# 10 YEARS

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

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

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

# Key Takeaways

- LEAs with incomplete or invalid residency forms and documentation **do not receive funding** for the student.
- Residency is based on **physical presence** and supporting residency documentation.
- Only an **eligible** person can enroll a student.
- 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.
- 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](mailto:osse.residency@dc.gov) the moment you know that you will be enrolling a non-resident student.

## Re-enrollment as a non-resident

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



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



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

## Moving out of DC

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

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

Both circumstances are contingent on the following:

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

## Moving out of DC cont.

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

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

This circumstance applies under broader conditions:

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

## Moving out of DC cont.



If a student does not meet one of these three circumstances, then the LEA shall work with the family to withdraw the student.



If a student does meet one of these three circumstances, contact OSSE at [osse.residency@dc.gov](mailto: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.



## NON-RESIDENT TUITION FAQ

Non-resident tuition collection is overseen by the Office of the State Superintendent of Education (OSSE) through the Office of Enrollment and Residency (OER). The following guide lists common questions received from those interested in enrolling in District of Columbia Public Schools (DCPS) or a public charter school in the District. For non-residency regulations, please refer to 5-A DCMR § 301E.

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

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

### TUITION-PAYING NON-RESIDENT STUDENTS

#### What is a tuition-paying non-resident student?

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

### ENROLLING AS A TUITION-PAYING NON-RESIDENT STUDENT

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

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

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

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

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

[osse.dc.gov](http://osse.dc.gov)



[facebook.com/osse.dc](https://www.facebook.com/osse.dc)



@OSSEDC



(202) 727-6424



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

# Non-resident Tuition FAQ

For the first time, OSSE now has an FAQ document for families interested in attending as non-residents. Available on the OER website.

<https://osse.dc.gov/page/office-enrollment-residency>





## 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.

## LEA and suspicion of non-residency



Pursuant to 5-A 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)



Hotline

<https://dc-osse-oer.i-sight.com/portal>

**(202) 719-6500**

- Easiest way to submit a tip.
  - Allows for easy upload of required residency documents.
  - Receive confirmation of receipt and a case number.
- Information is collected over the phone.
  - Requires emailing required documents or follow-up by investigator delaying the investigation.



Q + A



# Contact

Aaron Parrott, Director

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[Aaron.Parrott@dc.gov](mailto:Aaron.Parrott@dc.gov)

Antonio Cannon, Management Analyst

[Antonio.Cannon@dc.gov](mailto:Antonio.Cannon@dc.gov)

- Duplicative Enrollments
  - Records Retention Monitoring
- 

Veita Clark, Management Analyst

[Veita.Clark@dc.gov](mailto:Veita.Clark@dc.gov)

- Non-resident tuition
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Eric Block, Investigator

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[Eric.Block@dc.gov](mailto:Eric.Block@dc.gov)

Ahmad Hamed, Investigator

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[Ahmad.Hamed@dc.gov](mailto:Ahmad.Hamed@dc.gov)

For questions about or related to the enrollment audit, contact

[Osse.enrollmentaudit@dc.gov](mailto:Osse.enrollmentaudit@dc.gov)

If parents have questions about non-resident tuition, contact

[Osse.residency@dc.gov](mailto:Osse.residency@dc.gov)

