



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

DEADLINE Aug. 18, 2023 at 3 p.m.

DCTAG Required Supporting Documents Checklist

DIRECTIONS: upload **one Section 1** document, **one Section 2** document, and **Section 3**: 2023-24 Student Aid Report (SAR) to the DC OneApp (**All supporting documents must be correctly uploaded at the same time**)

SECTION 1: DOMICILE VERIFICATION

(One of the following)

- 2022 Certified D-40 Tax Return from the DC Office of Tax and Revenue (OTR)
- 2022 Certified D-40 Tax Extension (FR-127) **with** 2021 Certified D-40 Tax Return from the DC OTR
- 2022 Filed/Processed D-40 Tax Return (**signed and dated by parent/legal guardian**)
- 2022 Filed/Processed D-40 Tax Extension (FR-127) **with** 2021 Filed/Processed D-40 Tax Return (**signed and dated by parent/legal guardian**)
- 2022 Electronic D-40 Tax Return Certification (via dconeapp.dc.gov - select the 'D-40 Authorization' tab)
- 12-month (Jan – Dec 2022) Child Support Statement
- 12-month (Jan – Dec 2022) Retirement/Annuity Statement
- 12-month (Jan – Dec 2022) Social Security Disability Income (SSDI) or Social Security Income (SSI)
- 12-month (Jan – Dec 2022) TANF/SNAP/Food Stamp Statement or 'TANF/SNAP Authorization Request' Form
- 12-month (Jan – Dec 2022) Unemployment Benefits or Worker's Compensation Disability
- Unaccompanied Homeless Youth Documentation of Independent Student Status (**dated for 2023**)
- Ward of the Court Letter (**dated for 2023**)

SECTION 2: PROOF OF RESIDENCY

(One of the following)

Document MUST (1) be no older than 45 days and (2) have: Parent/Legal Guardian's Name, Date AND Address.

- Bank or Mortgage Statement – **no credit card statements permitted**
- Pay Stub
- Utility Bill (gas, water, cable, electric, land line phone) – **no cellphone bills permitted**
- Utility Letter (from landlord or on rental office letterhead, stating utilities are included in rent)

AND

SECTION 3: 2023-24 Student Aid Report (SAR)

(For SAR go to www.fafsa.gov. Select the 'Log In' button. Select 'View or Print your SAR' from the 'My FAFSA' page)

- 2023-24 SAR - processed successfully with expected family contribution (EFC)

Reminder: DCTAG applicants, who were not enrolled in a college or university during the most recent academic year, as well as new DCTAG applicants who previously attended college or returning DCTAG applicants who missed a year or more of DCTAG eligibility may be required to submit domicile verification for previous year(s).

If you have questions about the required supporting documents, or believe you have an extenuating circumstance, please contact your DCTAG advisor via dconeapp.dc.gov or at (202) 727-2824.

Submission of the documentation on this list does not ensure DCTAG eligibility. Applicant circumstances may vary, and OSSE may require additional documentation to verify eligibility.