



Pre-K Enhancement and Expansion Program (PKEEP) Supplemental Enrollment Process (SEP) Instructions

The Office of the State Superintendent of Education (OSSE) is issuing these instructions for community-based organizations (CBOs) to apply for the Pre-K Enhancement and Expansion Program (PKEEP) Supplement Enrollment Process (SEP). Through the PKEEP SEP, CBOs that meet certain eligibility criteria will be permitted to add students to their 2023-24 school year roster. Please see [OSSE's PKEEP SEP Policy](#) for additional information.

Overview of SEP Process

CBOs must complete an [intake form](#) to request approval for processing students through the PKEEP SEP. The PKEEP team will review the intake form and notify the CBO if the application is accepted. If the application is accepted, the CBO must complete the below steps, ensuring all required documents/forms are signed and dated and includes the required residency supporting documentation, outlined [here](#).

Overview of the PKEEP SEP Instructions

1. Complete the intake form.
2. Create a folder for each PKEEP SEP student.
3. Complete and sign the [DC Residency Verification \(DCRV\) Form](#).
4. Collect residency and proof of age documentation.
5. Populate each student's PKEEP SEP folder with the DCRV Form, residency and proof of age documents.
6. Upload each student's PKEEP SEP folder to the CBO's PKEEP Box folder.

Step-by-Step Instructions

Step 1. Complete an [intake form](#) to request approval for processing students through the PKEEP SEP.

- Once the CBO receives notification that the intake form application is accepted, please proceed to Step 2.
- Step 1 notification will indicate the number of students eligible for enrollment through the PKEEP SEP.

Step 2. Create a folder using the student's first and last name on your computer.

Step 3. Complete and sign the 2023-24 School Year [DCRV Form](#) for each student approved for the PKEEP SEP.

- Please note that all fields in the DCRV form must be filled in, including the enrolling person's/parent's name, supporting documentation category and the CBO's/school official signature and date.
- Please click [here](#) for additional information on the residency verification form.

Step 4. Collect all required residency documents and proof of age for each PKEEP SEP student(s).

- CBOs must submit acceptable supporting documentation to confirm residency for each student (see page two of the [DCRV Form](#) for a list of supporting documents).
- If the non-resident student participates in the District's child care subsidy program, CBOs should submit proof of child care subsidy – with the DCRV form – into the student's folder created in Step 2 above.

Step 5. Add each student's DCRV, residency support and proof of age documents into the student's PKEEP SEP folder created in Step 2.

- All folders should contain at a minimum a completed and signed/dated [DCRV Form](#) and the student's proof of age.

Step 6. Upload each student's PKEEP SEP folder into the CBO in [Box](#) to the CBO's **PKEEP to OSSE Box folder**.

All steps must be completed, and all required documentation must be submitted to OSSE **by 5 p.m. on Friday, Jan. 19, 2024.**

PKEEP staff will review the enrollment and supporting documentation to determine if the student's records demonstrate compliance with the residency and age requirements. OSSE will issue a PKEEP SEP Notification confirming the number of students processed and approved through the PKEEP SEP and the CBO's final 2023-24 school year PKEEP student roster.

For questions related to the above guidance, please contact the PKEEP team:

- Dionne Muir-Clarke, education program specialist, at Dionne.Muir-Clarke@dc.gov.
- Christina Crayton, early childhood education policy officer, at Christina.Crayton@dc.gov.