D.C. Tuition Assistance Grant (DCTAG) Program

Policies and Procedures Manual

Updated 11/5/2021
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Section 1: Introduction

This section briefly explains the purpose of this document and provides an overview of the DC Tuition Assistance Grant (DCTAG) program, including the program authority and a description of services provided through the program.

1-A: Purpose

This document details the Policies and Procedures that guide the administration of the DCTAG Program.

1-B: Program Authority

DCTAG was created by Congress in 1999 through the District of Columbia College Access Act of 1999 with the purpose of expanding higher education choices for college-bound residents of the District of Columbia.

In 2000, the DC Mayor’s Office created the DCTAG Program Office by Mayor’s Order to administer and implement the program. Mayor’s Order 2000-138. Through the Mayor’s Order, the DCTAG Program Office has the authority to (1) administer and implement the DCTAG program; (2) develop and promulgate policies and procedures, rules and regulations, guidelines, and internal operating procedures for the DCTAG program; (3) develop and implement a strategy for dissemination of program information; (4) to develop an application form and a process to review the applications for tuition assistance under the DCTAG program; and (5) determine the eligibility of applicants for tuition assistance.

The DCTAG Program Office has promulgated regulations to administer and implement the program at 29 DCMR Chapter 70.

1-C: Description of Services

For each student, DCTAG either provides up to $10,000 per academic year toward the difference between in-state and out-of-state tuition at public four-year and two-year colleges and universities throughout the US or provides up to $2,500 per academic year toward tuition at private, non-profit colleges and universities in the Washington Metropolitan Area (including the District of Columbia; the cities of Alexandria, Falls Church and Fairfax; and the counties of Arlington, Fairfax, Montgomery and Prince George’s), or private Historically Black Colleges and Universities (HBCUs) nationwide. Students may only receive awards for up to six years.
Section 2: Institutional Eligibility

2-A: Institutional Eligibility – General

In order to be considered an eligible institution for purposes of receiving DCTAG funds, an institution must meet several general requirements. An institution must:

1. Be eligible to participate in student financial assistance programs under Title IV of the Higher Education Act.
2. Enter into a Program Participation Agreement (PPA) with the Mayor containing requirements for program participation. Current PPA is provided in Appendix B.

2-B: Institutional Eligibility – Public School Program

In addition to the general requirements above, in order for a public institution to be eligible for the DCTAG program, the institution must:

1. Be a public institution of higher education, as defined by Section 101 of the Higher Education Act; and.
2. Be located outside of the District of Columbia.

2-C: Institutional Eligibility – Private School Program

In addition to the general requirements above, in order for a private institution to be eligible for the DCTAG program, the institution must either be:

1. a private, nonprofit, associate or baccalaureate degree-granting, institution of higher education, as defined in Section 101(a) of the Higher Education Act, the main campus of which is located:
   a. In the District of Columbia;
   b. In the city of Alexandria, Falls Church, or Fairfax, or the county of Arlington or Fairfax, in the Commonwealth of Virginia, or a political subdivision of the Commonwealth of Virginia located within any such county; or
   c. In the county of Montgomery or Prince George's in the State of Maryland, or a political subdivision of the State of Maryland located within any such county;
2. a private historically Black college or university, also known as a “part B institution” in section 322(2) of the Higher Education Act, located anywhere in the nation.

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1 The term “institution of higher education” has the meaning given the term in section 101 of the Higher Education Act of 1965 (20 U.S.C. § 1001 and 1002). Full definitions are provided in the Appendix, for reference.
2 DC Code §§ 38-2702(c)(1)(B) and 38-2704(c)(1)(A)(ii).
3 Mayor’s Order 2000-138 authorizes the DCTAG Program Office as the Mayor’s designee to administer the program.
4 DC Code §§ 38-2702(c)(1)(C) and 38-2704(c)(1)(A)(iii).
5 DC Code § 38-2702(c)(1) and (3)
6 DC Code § 38-2704(c)(1)(A)
7 DC Code § 38-2704(c)(1)(B)
Section 3: Student Eligibility

3-A: Student Eligibility - General

In order to be eligible for DCTAG, a student must meet several general requirements. A student must:

1. Have been domiciled in the District of Columbia for at least twelve (12) consecutive months preceding the commencement of the individual’s first year at an institution of higher education and maintain domicile in D.C. through the individual’s undergraduate graduation;  
2. Have graduated from a secondary school or received the recognized equivalent of a secondary school diploma (e.g. GED) or have been accepted for enrollment as a freshman at an eligible institution;  
3. Be a citizen or national of the United States, a permanent resident of the United States, or able to provide evidence from the Immigration and Naturalization Service that he or she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident;  
4. Be enrolled or accepted for enrollment, on at least a half-time basis, in a degree, certificate, or other program leading to a recognized educational credential at an eligible institution;  
   a. Eligibility for study abroad programs have to be determined on a case-by-case basis and require enrollment at the home institution and that the institution charges both an in and out-of-state tuition for the program.  
   b. Students may take online courses at their institution, provided that the coursework and institution meet all other eligibility requirements  
   c. Students may also receive funding for summer courses, provided that they received an award in the fall and/or spring preceding the summer at the institution of summer enrollment, and have not exhausted their annual award limit (see 1-C)  
5. Have maintained satisfactory progress in the course of study the individual is pursuing, if enrolled at an eligible institution;  
6. Have not completed the individual’s first undergraduate baccalaureate course of study;  
7. Have an annual income below the income threshold provided in the reference document on the DCTAG Community page titled “Information on DCTAG Maximum Income” for the year in which the individual began their first undergraduate course of study;  
8. Not owe money back on a grant previously received under Title IV of the Higher Education Act, or has made satisfactory arrangements to repay such grants, and is not in default on any loan made or guaranteed under this title or has made satisfactory arrangements to repay such loans;  
9. Have previously received DCTAG awards for fewer than six years;  
10. Be age twenty-six (26) or younger; and  
11. Have successful and approved Free Application for Federal Student Aid (FAFSA).

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8 DC Code § 38-2702(c)(2); 29 DCMR § 7000.2.  
9 Individuals who have been out of high school for more than three years may be eligible, but must meet a higher bar for proving domicile, by providing proof of DC domicile for five years.
3-B: Student Eligibility – Lifetime Maximums

1. In order to be eligible for DCTAG at a public institution, a student must also not have received more than $50,000 total in all previous award years.10
2. In order to be eligible for DCTAG at a private institution, a student must also not have received more than $12,500 total in all previous award years.11
3. In order to be eligible for DCTAG, a student must also not have received an award for more than five years.

10 DC Code § 38-2702(a)(2)(B)
11 DC Code § 38-2704(a)(2)(B)
Section 4: Student Application and Review

4-A: Staff with Responsibilities

The following staff positions are involved in the Student Application and Review process:

1. DCTAG Advisors
2. DCTAG Temporary Staff
3. DCTAG Program Director
4. DCTAG Operations Director
5. DCTAG Disbursement Analyst
6. OCFO
7. Assistant Superintendent for Postsecondary and Career Education

4-B: Application Process

1. DC OneApp Application registration – The first time a student/parent/legal guardian use the DC OneApp Application online using DC OneApp (www.dconeapp.dc.gov), they must register in order to receive a username and password.
2. DC OneApp Application online application – Student/parent/legal guardian submits a DC OneApp Application online. The DC OneApp is the proprietary online application for DCTAG.
3. DCTAG Advisor assignment – Student is assigned to a DCTAG advisor based on first letter of the student’s last name. DCTAG advisors use the DC OneApp to review the student application for completeness and consistency.
4. Document submission –
   - Student gathers and submits required supporting documentation (see Appendix D) and provides it to the DCTAG Program Office as one package.
   - A Request For Information (RFI) requesting supporting documents is generated through the DC OneApp for all students that do not initially submit all documents, and sent to the student via email every 15, 30, and 45 days.
   - The certified D-40 can be submitted during this process via the Office of Tax and Revenue interface in the DC OneApp.
   - Student/parent/legal guardian also completes the Free Application for Federal Student Aid (FAFSA) and provides the Student Aid Report (SAR) as part of the supporting documentation package.
   - Supporting documentation package should be submitted online. All required supporting documents must be successfully submitted online to be considered for an award. All correct documents must be received at one time, and partial documentation will not be accepted.
   - Online submission: Students may submit required supporting documents online in the DC OneApp between Feb. 1 and August 19 at 3 p.m. EDT. All documents must be uploaded at once, and must be in a Portable Document Format (PDF) or a Joint Photographic Experts Group (JPG/JPEG). The DC OneApp has a separate field to accept a PDF or JPG for each category of supporting document. Students

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12 Due to the COVID public health emergency and recovery a number of temporary changes were made to DCTAG operating procedures effecting documentation requirements, submission process, and deadlines. Full inventory of those changes are detailed in Appendix E.

13 Students can reach out to their DCTAG advisor if they need assistance submitting documents online.
may attempt to submit documents online up to 15 times, and then will need reach out to their advisor for additional support.

5. DCTAG advisor documentation review and retention
   - DCTAG advisor receives and processes online submissions daily.
   - Any DCTAG advisor can take and review documentation:
     - If documentation is complete,
       - The DC OneApp generates a receipt for the advisor, and the advisor moves the application to the applicable status in the DC OneApp Application.
     - If documentation is incomplete in any part, the student receives an email generated by the DC OneApp listing missing or incorrect documentation. The student facing document fields are empty, however, the DCTAG advisor can see the last file submitted in the DC OneApp until new, correct files are uploaded.
   - All superfluous documents are destroyed, if they are not relevant to any student’s application or funding and are not required to be preserved or saved pursuant to local and/or federal document retention laws, schedules, and/or requirements.

6. Program Director file audit – Each week, Program Director will use process below to review ten percent of the week’s applications that were deemed eligible to audit to ensure supporting documentation is in evidence.
   - Use the DC OneApp application to generate a report (under Matrix in the OneApp) of all eligible students for the time period referenced.
   - Open that report in excel and sort by ‘Receipt Date’. Then, using the random number generator in excel to assign each application a random number. Sort by the assigned random number and select the first 10% of the applications for that week.
   - Add these application ids to the audit list with the receipt date, and date audited.
   - Pull eligible applicant records from the random selection, and review for all submitted documentation.
   - Note whether each audited record is clear or flagged.
   - If flagged, please indicate issue and date resolved.

4-C: Domicile and Required Documentation

1. As part of the application for the DCTAG program, a student must provide several items of documentation to establish domicile and determine eligibility. The person through whom domicile is established is determined according to 29 DCMR § 7002. (see Appendix C).

2. The following criteria will be considered in determining the domicile of the applicant or the person through whom the applicant’s domicile is established:
   a. The place of residence;
   b. The jurisdiction to which state or local income taxes are filed or paid;
   c. The jurisdiction in which the person owns residential real property;
   d. The jurisdiction from which the person receives public financial support;
   e. Any other relevant criteria that reveals an intent to establish a particular jurisdiction as the person’s domicile.\(^{14}\)

3. The supporting documents are required to be submitted as one package as part of the DCTAG application process (see Section 4-B). The most recent checklist of documents is located in Appendix D.

\(^{14}\) 29 DCMR § 7003.
4. The presence of certain C-Flags\textsuperscript{15} on an applicant’s Student Aid Report can require additional documentation. In such cases where a C-flag is present DCTAG advisor rejects the document and includes a note that the student must upload additional documentation to demonstrate the issue is resolved.

5. For C-flags related to citizenship students are expected to One of the following – only if student is NOT a US citizen by birth:
   a. Permanent Residence Card or Alien Registration Receipt Form I-151/551
   b. Certificate of Citizenship or Naturalization
   c. I-94 Arrival Departure Record or computer generated I-94A

6. In any situation where a student has more than a three-year break in enrollment at any institution, and is applying for a second or subsequent application for DCTAG assistance, the student would submit the domicile documentation to evidence a period of five years.

7. In special circumstances (including when students’ parents are incarcerated) that prevent the submittal of standard required supporting documents (which must be noted in the application), applicants can submit a Notarized Statement to explain the circumstances. In this case, applicants may be required to submit additional documentation.\textsuperscript{16}

4-D: Eligibility Determination and Notification

1. If upon receipt of complete documentation, Advisors review documents to make eligibility determination and move’s student’s status to one of the Eligible or Ineligible statuses.
   o Temporary Staff (referred to as Junior Advisors in front of applicants) and other Advisors under training (as determined by the Program Directors) are able to review files and make a preliminary determination that the student meets all Eligibility Requirements. Upon making that determination staff moves student’s status to “Eligible Pending Supervisor Review (EPSR)” or one of the other Supervisor Review Statuses.

2. Each day, Program Director or Advisors review all student application and documentation for students set to EPSR or IPSR:
   o If eligible, status in DC OneApp is moved to “Eligible” or one of the other Eligible Statuses
   o If ineligible, status moved to “Ineligible.”
   o Disbursement Analysts cannot approve student eligibility.

3. Each week, Program Director will use online randomization software to select ten percent of the week’s applications to audit.

4. In cases where a student’s application and documentation do not directly meet the eligibility requirements, the Advisor notifies the Director who may use professional judgement\textsuperscript{17} to determine eligibility.

4-E: Eligibility Notification

1. Award letters are sent via email through the DC OneApp application to each student, and their designated parent/legal guardian contact, who meets all the requirements of the program.

\textsuperscript{15} A C Flag on a SAR/ISIR is an indication that something on this student’s record must be resolved or verified before aid can be awarded. An indication of what must be resolved can be found either among the FAA Flag results or in the specific comments on the student’s SAR/ISIR.

\textsuperscript{16} 29 DCMR § 7003.4.

- Each student is responsible for sending a copy of their Award Letter to their approved Institution of Higher Education (IHE).
- The DCTAG program also informs institutions listed on the student’s application if the student is determined to be eligible.\(^\text{18}\)

2. Ineligible students, and their designated parent/legal guardian contact, are sent notification via email through the DC OneApp.

**4-F: Student Transfer**

A student may change their institution of enrollment after they are deemed eligible for DCTAG. Notifying the DCTAG program of this change includes the following steps:

1. The student is required to complete the College Transfer function in the DC OneApp application to notify the DCTAG program when they enroll in an institution that is different than the one indicated in their DC OneApp application for the current or upcoming school year.
   - If a student does not complete the College Transfer function, the DC OneApp application generates their award in the list of the original institution, the institution will indicate that the student is not enrolled, and the student will not receive an award.

2. The student may complete the College Transfer function up to five times per year in the DC OneApp application. (This may be due to actual college enrollment changes, or due to planned enrollment that did not occur.)

3. If the student requires more than five College Transfers attempts in the DC OneApp application per year, then their DCTAG Advisor may change the student’s institution of enrollment manually in the DC OneApp application.

4. College Transfer is available for “active” school years. There may be up to two “active” school years for a student to select in the College Transfer on in the DC OneApp application. In this case “active” means:
   - The school year with a current award being paid, or
   - The upcoming school year with a current DC OneApp application.

5. College Transfer must be completed by a student who was deemed eligible for the current award year, but did not attend any institution in the fall semester, and who enrolls in a different institution in the spring semester than was indicated in their DC One App application.

6. The student will be notified by the DC OneApp application in cases where the College Transfer will not be allowed by the DC OneApp application. These cases include:
   - The student has reached their annual or total maximum award amount, or
   - The receiving institution is not eligible for DCTAG, or
   - The receiving institution is not participating in DCTAG.

7. If the receiving institution is not participating in DCTAG, then the student is directed by the DC OneApp application to email the DCTAG Disbursement Analyst and request that the student’s receiving institution be notified about the opportunity to participate in DCTAG as well as provided with any required documents.

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\(^\text{18}\) 29 DCMR § 7004.2.
a. Once a student notifies the DCTAG Disbursement Analyst, the Analyst will provide documentation to the institution and support the institution’s participation when possible.

b. Once an institution has completed the required documentation, and has been approved by OCFO, the DCTAG Disbursement Analyst will notify the student and the institution of the student’s award.

8. Awards will be adjusted to reflect maximum year and amount associated with receiving institution.

4-G: Appeal of Ineligibility Determination

If an applicant is determined to be ineligible for the DCTAG program, the individual can appeal the ineligibility determination. Below is the process for appeals: ¹⁹

1. The applicant may submit a notice of appeal of the ineligibility determination via email to program director and any additional documents, including records and information that the applicant wishes to have considered, to the DCTAG program.

2. The notice of appeal, and any additional documents, records and information that the applicant wishes to have considered, must be emailed within 30 calendar days of the date of the applicant received the ineligibility letter.

3. After considering the notice of appeal and any additional documents, records and information submitted by the applicant, the Assistant Superintendent for Postsecondary and Career Education, on behalf of the Mayor, shall determine whether, in the individual’s reasonable judgment, to affirm or reverse the determination that the applicant is not eligible for the tuition assistance.

4. The DCTAG program shall inform the applicant in writing of the determination made. This determination is final and shall not be subject to further administrative review.

5. After review, a copy of the appeal, any additional documentation submitted, and a copy of the final determination shall added to the applicant’s file in the DC OneApp application, which will be maintained in perpetuity. Hard copies will stored in a secure, locked file room.

¹⁹ 29 DCMR § 7005.
Section 5: Awards

Note: The steps in this section should be completed in order.

5-A: Staff with Responsibilities

The following staff positions and external stakeholders are involved in the Awards process:

1. DCTAG Advisor
2. IHE Point of Contact (referred to as IHE)
3. Disbursement Analyst
4. OSSE Accountant
5. OSSE Accounting Officer
6. DC Treasury Point of Contact
7. Program Director
8. Office of the Chief Financial Officer (OCFO) Point of Contact
9. OCFO Office of Finance and Treasury Point of Contact
10. DCTAG Program Director

5-B: Institution Invoices

1. Students forward their Eligibility Letter to the IHE as notification of participation.
2. IHEs must sign a Program Participation Agreement (PPA) for Public and Private Non-Profit Institutions of Higher Education, a Master Supplier Form, and submit a W-9 certifying that the tax ID number provided is correct. Automated Clearinghouse (ACH) documentation may also be submitted, if the institution requests an Electronic Funds Transfer (EFT). IHEs must comply with the program’s rules and regulations, including invoice submission deadlines.
3. IHE signs into DC OneApp using its respective username and password. All new IHEs must create a username and password.
4. IHE submits invoice to DCTAG for payment directly through DC OneApp. Invoice is received electronically and, per 29 DCMR 7010.2(b), IHEs are required to provide the following information each eligible student enrolled at the institution:
   a. social security number (SSN),
   b. name,
   c. permanent address,
   d. enrollment status,
   e. amount of tuition specific aid (grant money, scholarship, tuition or fee waivers, or tuition remission) the student received,
   f. amount of tuition and fees charged the student for the payment period,
   g. amount of tuition and fees that would be charged to an in-State student (if a public institution) for that payment period; and
   h. award amount that should be paid to the institution on behalf of the student for that payment period.
5. The information provided in the invoice and Enrollment Verification Chart (student’s name, last four digits of the social security number, enrollment status, GPA, in-state/out-of-state costs, and tuition requested) may help the IHE meet information requirements.
6. On a daily basis, the Disbursement Analyst reviews all invoice requests. Disbursement Analyst either approves or rejects each invoice in DC OneApp based on a review of every student’s file versus the invoice. If there are irregularities between the student’s file and the invoice, Disbursement Analyst works with the IHE to resolve.
7. For the fall semester, Disbursement Analyst begins review of invoices when funds are available.
8. Using DC OneApp, the Disbursement Analyst approves or rejects the invoice for disbursement. An email is generated by the DC OneApp and sent to the IHE and Disbursement Analyst.

5-C: Institution Payments

1. Disbursement Analyst approves the files, nightly after 6 p.m. the DC OneApp automatically submits a voucher batch to the District’s System of Accounting and Reporting (SOAR) for payment.
2. Accountant reviews SOAR batch file:
   a. Addresses items with failed edit checks (tax ID and Mail Code errors).
   b. Confirms corrections with Disbursement Analyst via email.
3. Disbursement Analyst updates or confirms the corrections with Accountant via email.
4. Accountant makes any updates from this email in SOAR.
5. Treasury issues check or Automated Clearing House (ACH) directly to IHE (not student).
6. SOAR electronically updates DC OneApp with payment information relating to each processed voucher, which can be accessed by OSSE, IHE staff, and the student.
7. Monthly, OSSE Accountant:
   a. Sends to Treasury a listing of all DCTAG vouchers paid.
      i. Treasury reviews and determines which checks have cleared.
      ii. Treasury does a transfer of amounts cleared from the DCTAG fund to the General Fund.
   b. Sends to Disbursement Analyst a report of monthly payments processed for reconciliation to payments submitted for processing in DC OneApp.
8. Monthly Reconciliation Meeting with stakeholders from both the program and Office of the Chief Financial Officer (OCFO), with an agenda that includes reconciliation of DC OneApp Invoices Paid to SOAR Payments Sent.
9. DCTAG Program Director completes weekly oversight of Invoice Pending queue in the DC OneApp application to ensure all invoices have been pulled for payment.
10. Segregation of Duties Control – Disbursement Analyst cannot approve both eligibility and invoices.

5-D: Institution Refunds

1. IHE submits refund information via the DC OneApp application.
2. IHE then submits the refund check to DCTAG office (made out to DC Treasurer and on school check stock). In conjunction with this, IHE updates specific information, including student’s name, SSN, explanation of refund, and related academic periods, in the DC OneApp application (submitted via DC OneApp refund form).
3. DCTAG Disbursement Analyst records receipt of refund check into DC OneApp application, which updates the student’s annual and lifetime totals.
4. OSSE Operations forwards the refund check to the OCFO Budget Analyst
5. The Budget Analyst inputs attributes to SOAR:
   a. Once entered, form is forwarded to the Accountant for processing.
6. Using Treasury’s remote deposit system, the Accountant:
   a. Deposits the refund check into the DCTAG account.
   b. Enters information into SOAR.
7. The Office of Finance and Treasury (OFT) monitors and reconciles all accounts using its internal processes.
8. After each month-end close in SOAR, the Accountant sends a report of processed refunds and cancellations to the Disbursement Analyst for monthly reconciliation to refunds and cancellations recorded in DC OneApp.
9. Monthly Reconciliation Meeting with stakeholders from both the Program and the OCFO, with an agenda that includes reviewing the Refunding Cancellation Report generated by the Budget Team to review all refunds.
Section 6: Budget and Forecasting

Note: The steps in this section should be completed in order.

6-A: Staff with Responsibilities

The following staff positions and external stakeholders are involved in the Budget and Forecasting process:

1. OCFO Budget Analyst
2. PCE Fiscal Lead
3. Congressional Leadership
4. Federal Office of Budget and Planning
5. Program Director
6. OCFO Accounting Officer
7. DC Office of Budget and Planning
8. Associate Chief Financial Officer (ACFO)
9. OSSE PCE Policy & Planning Team

6-B: Appropriation and Budgeting

1. Budget for DCTAG is done one year in advance. Ninety-three percent is assigned to DCTAG and to seven percent is assigned for administrative expenses (DC Code §38-2705(a)). DCTAG is funded by an annual federal appropriation that does not lapse at the end of the fiscal year.
   a. OSSE may carry over any unexpended portion of a fiscal year’s administrative set-aside and expend it on administrative expenses in subsequent fiscal years.
2. DCTAG through the PCE Fiscal Analyst provides a budget formulation worksheet spending plan to Budget Analyst as part of the budget formulation process.
3. Budget Analyst loads the budget into the Budget Formulation Application (BFA) which support the creation of the proposed budget for the upcoming fiscal year.
4. Congressional leaders provide the Office of Budget and Planning (OBP) with a proposed DCTAG award amount. When appropriate, reductions are communicated to OBP.
5. OBP loads the DCTAG award amount into BFA (interfaced to SOAR).
6. Budget Analyst reviews the award against the budget amount and adjusts for any differences.
7. Budget Analyst informs DCTAG, via email, that the current fiscal year appropriation has been loaded into SOAR along with a SOAR report.
8. Any changes to spend plan compared to budget formulation, require that the PCE Fiscal Analyst sends the Budget Analyst a signed reprogramming request form, and the spending plan for the division via Excel with all line items identified by account number.
9. DCTAG Program Director loads the award into DC OneApp application.
10. Monthly Reconciliation Meeting with stakeholders from both the Program and OCFO, agenda includes budget analyses of tuition expenses, personnel expenses, and administrative expenses. Also includes a formal Forecasting Plan (see 6-F, below).

6-C: Carry-forward Reserve Fund

1. Budget Office uses a checklist to ensure that all Federal Grants and Local Appropriations with Carryover Authority are reconciled and updated in SOAR.
2. Carryover amount is determined by the balance at year-end in SOAR after close out is ready for the Comprehensive Annual Financial Report (CAFR) is completed. (Appropriation less cash expenditures and accrued expenditures).
3. Carryover balance is communicated by the Budget Analyst to the DCTAG Program Director via email.
4. DCTAG Program Director acknowledges and confirms receipt of the carryover balance via email.
5. DCTAG Program Director with guidance from PCE Fiscal Lead creates a carryover spending plan including any unspent administrative budget.
6. PCE Fiscal Lead sends this spend plan to the Budget Analyst and the Budget Analyst uses the spend plan in the request for budget authority.
7. Budget Analyst requests budget authority via memorandum that is approved by the Associate Chief Financial Officer (ACFO).
8. Carryover memo is sent to the Office of the Budget and Planning (OBP).
9. OBP reviews and approves the carryover amount and loads it into SOAR.
10. OBP confirms to the Budget Analyst via email that the carryover budget is loaded.
11. Budget Analyst confirms to DCTAG Program Director that the carryover budget is loaded.
12. DCTAG uses a First-In, First-Out accounting method, so carryover funds are expended before the next year’s appropriated funds.

6-D: Interest Carryover
1. DCTAG has a stand-alone bank account. Interest income is obtained from bank statement and recorded in SOAR monthly. Annually, interest is treated as Carryover.
2. Utilizing SOAR general ledger amounts for interest earned, the Budget Analyst requests budget authority via memorandum approved by the ACFO.
3. Carryover memo is sent to OBP.
4. OBP reviews and approves the carryover amount and loads it into SOAR.
5. OBP confirms to the Budget Analyst via email that the carryover budget is loaded.
6. Budget Analyst confirms to DCTAG Program Director that the carryover budget is loaded.

6-E: Forecasting Method

DCTAG forecasting is a process that assists OSSE Postsecondary and Career Education management in estimating the total expenditures and carry forward funding resulting from student participation and tuition payment increase scenarios. An interactive Excel spreadsheet is created that automatically calculates revenues and expenditures based on the number of students funded, tuition payments, and administration allocation. The forecasting will be completed by the PCE Policy & Planning Team and saved to the OSSE Postsecondary Shared Drive preceding the fiscal year. This forecasting is included in the District’s federal payment request. The forecasting process includes:

1. Obtaining the most recent fiscal year (FY) carry forward funding from the District’s Office of the Chief Financial Officer (OCFO) as recorded in SOAR.
2. Recording actual FY federal appropriations for the current and past FY.
3. Recording estimated and/or requested federal appropriations for future years.
4. Recording students, by academic year (AY), for current and past years.

Prior to FY 2013 (AY 2012/2013) the estimated number of students was increased based on the previous year’s percent of increase. However, FY 2014 (AY 2013/2014) experienced an unprecedented decrease in the number of students. As a result, the estimated number of students was arrived at using the maximum number of students that could be awarded based on various federal appropriation scenarios. Administrative allocations are traditionally recorded at 7.0% of the federal appropriation. Since FY 2013 (AY 2012/2013), estimated tuition payments have been calculated by applying a 3.5% increase to the last actual average tuition payment and continuing the 3.5% increase across years.
5. Recording estimated number of students for future years. For the upcoming year, this will be 85% of the students who applied to DCTAG and were deemed Eligible, or Eligible-Ineligible Institution.

6. Recording actual AY tuition payments and administrative allocations for current and past AY.

7. Recording estimated tuition payments based on the Average Cost per Student tuition increase as provided by the College Board.

8. Adjusting estimated tuition based on inflation.

9. Adjusting estimated tuition based on any policy changes.

10. Recording estimated administrative allocations for future AY.

6-F: Ratable Reductions

1. If the available funding from federal appropriation and the carry-forward reserve fund is not enough to fund all students, then a ratable reduction shall be applied to all student award amounts; the reduction will be applied at the lowest rate possible that would allow for all students to be funded.

2. At the beginning of the fiscal year (or at any point after the appropriation amount is finalized), the PCE Fiscal Lead will calculate the estimated amount of carryover by determining the amount of the previous year’s appropriation that was spent. This would be equal to the total amount paid in the previous year plus the seven percent administrative allocation, less the carryover from the second most recent year that was spent in the most recent year. This estimate of carryover is then added to the appropriation for the upcoming year to determine the total amount of funding available. This total available funding is then divided by the projected total amount to be awarded from the forecasting completed in 6-E. Awards shall be reduced by the percent result of this quotient.

3. The Disbursement Analyst will enter the ratable reduction into the DC OneApp Invoicing module.

4. The Program Director will approve the ratable reduction in the DC OneApp Invoicing module.

5. The Invoicing module will then automatically reduce all invoices by the amount determined by the ratable reduction.

6. The Disbursement Analyst will communicate this reduction to institutions.
Section 7: Funds Management

Note: The steps in this section should be completed in order.

7-A: Staff with Responsibilities

The following staff positions and external stakeholders are involved in the Funds Management process:

1. DCTAG Management Analyst
2. DCTAG Program Director
3. DCTAG Operations Director
4. OSSE Assistant Superintendent of Postsecondary and Career Education (PCE)
5. OSSE PCE Program Analyst
6. OSSE Budget Office
7. OSSE Operations Office
8. DC Office of Contracts and Procurement
9. OSSE Accounts Payable Department
10. OSSE Invoice Manager
11. DC Treasury
12. DC OCFO
13. DCTAG Disbursement Analyst
14. PCE Fiscal Analyst

7-B: Purchase Card

1. Management Analyst receives request for goods and services from Program Director, Operations Director, or Assistant Superintendent and enters amount into Expense Tracking spreadsheet (non-tuition, non-personnel).
2. Management Analyst prepares a Seamless Docs Purchase Card (P-Card) Form including a description of the good/service, amount, justification, funding attributes and supporting documentation. Management analyst electronically signs and dates the form and submits to the PCE Fiscal Analyst.
3. PCE Fiscal Lead reviews the P-Card Form and verifies funding attributes and continues to move through the system for additional approvals from:
   a. DCTAG Program Director
   b. PCE Assistant Superintendent
   c. OSSE P-Card Administrator
4. Once the P-Card form is approved, the Management Analyst processes the payment with PCE division P-Card. Limited Use based on $5,000 daily/$20,000 a month threshold and use rules.
5. Management Analyst conducts monthly reconciliation in PaymentNet which includes all purchases for that month, and the supporting documents for each purchase.
6. Operations approves and Accounting reviews to ensure transactions are being charged to the appropriate funding attributes
7. Segregation of Duties Control exists as Program Requests, Operations Approves, Accounting Reviews, and Treasury Releases.
7-C: Purchase Order

1. Management Analyst receives request for goods and services from Program Director, Operations Director, or Assistant Superintendent and enters amount into Expense Tracking spreadsheet (non-tuition, non-personnel).
2. Management Analyst emails price quote and SOW to Program Director and Assistant Superintendent for approval to enter requisition into PASS (Procurement Automated Support System).
3. Program Director and Assistant Superintendent review documents and grant approval to submit requisition into PASS.
4. Management Analyst creates a requisition via the PASS.
5. Management Analyst submits the request in PASS.
6. Management Analyst monitors the requisition (PCE Fiscal Analyst observes the approval flow) until it is approved by OSSE Operations, Budget, and Office of Contracts and Procurement (OCP).
7. The contracts and procurement process is initiated and, upon approval of the requisition, the requisition becomes a purchase order.
8. Vendor sends invoice to https://vendorportal.dc.gov. once the services are complete or goods received.
9. Receiver will log in to DC procurement system (PASS) by using user credentials.
10. Assuming invoice is submitted by Vendor or vendor portal (which is an electronic invoice), a voucher is generated in PASS. The Receiver will view the voucher along with documentation details provided by the Vendor.
11. Receiver must do the receiving for that specific Purchase Order, before approving the Voucher submitted by Vendor through the vendor portal.
12. Once the Receiver approves the voucher successfully, voucher will be routed to the next approver in the approval flow.
14. Accounts Payable processes the payment voucher via a three-way match verification.
15. Invoice Manager (on Accounts Payable team) approves and the system automatically sends information to Treasury for payment.
16. Treasury issues check or ACH.
17. Monthly Reconciliation Meeting with stakeholders from both the Program and the OCFO, agenda includes budget analyses of tuition expenses, personnel expenses, and administrative expenses.
18. Segregation of Duties Control exists as Program Requests, Accounting Approves, and Treasury Releases.

7-D: Direct Voucher

NOTE: Prior guidance required that Direct Vouchers apply to IHE payments only and cannot be used for administrative expenses. As the DCTAG program added activities at request of the 2018 GAO audit, the Program Director received guidance per Sept. 2007 DC OCFO Financial Administrative Issuance Financial Management and Control Order No. 07-004.A*. (rev. Sept. 6, 2018) direct voucher criteria 21 for tuition payments and direct voucher criteria 13 can be used to procure services such as speakers fees.

A number of controls exist in the Direct Voucher process, which is used District-wide, to include limited use rules, stringent review procedures and Office of Financial Operating Systems (OFOS) oversight.
1. In instances when the payment to an IHE does not process, the exception is investigated and the Direct Voucher payment request is initiated by the Disbursement Analyst.

2. Management Analyst prepares a Seamless Docs Direct Voucher Payment Form which includes:
   a. A detailed justification for why a direct voucher is needed to process the tuition payment.
      i. Direct Voucher Criteria No.
      ii. Amount
      iii. Vendor Name
      iv. Vendor Number and Mail Code
      v. Mailing address or ACH/wire transfer information
      vi. Funding attributes.
      vii. Supporting documentation.

3. Before submitting the Direct Voucher Form for OSSE agency approval, the management analyst electronically signs and dates the form. The Direct Voucher Form is then sent to the PCE Fiscal Lead. Fiscal Lead reviews the P-Card Form and verifies funding attributes.

4. Direct Voucher Form is sent to the following PCE and OSSE staff persons for approval:
   a. DCTAG Program Director
   b. PCE Assistant Superintendent
   c. OSSE Budget Director
   d. OCFO Budget Analyst
   e. Agency Fiscal Office (AFO)

5. If the Direct Voucher Form requires an attribute change or funding, Direct Voucher Form is sent to Budget Analyst for edits, review and sign-off.

6. Direct Voucher Form is sent to OSSE Accounts Payable for payment processing and approval.

7. Disbursement is processed by Treasury.
Section 8: Continuous Improvement Processes

8-A: Financial Audit
Every five (5) years, at the discretion of the Assistant Superintendent, the DCTAG program contracts with a private company to complete a financial audit of the DCTAG program. This audit should determine whether all funds have been spent properly and confirm carryover amounts.

8-B: Manual Review and Updates
1. Every five (5) to seven (7) years, beginning in 2015, OSSE shall complete a manual review for the DCTAG program.
2. This review should determine whether programmatic policies and procedures comply with DCTAG’s authorizing legislation and DC regulations, and should include identifying potential programmatic changes that could help achieve program goals.
3. The PCE Policy & Planning team is responsible for making changes to this manual.
4. Further, the manual shall be updated to reflect current practice on an annual basis.
5. The Program Director shall schedule a meeting each November with all DCTAG staff and the Policy and Planning team to provide information on any changes that happened during the year, and to confirm that staff are aware of these changes.
6. Staff will review the manual and provide any feedback.
7. The Program Director will schedule a follow-up meeting in January, which will also include Temporary Staff, to present the final manual for the program year.

8-C: Reporting
Every year, the PCE Policy & Planning Team in partnership with the division of Data, Assessment, and Research (DAR), will create the Annual Data Report for use for external reporting, including to Congress. This report will include (1) the number of eligible students attending each eligible institution and the amount of the grant awards paid to those institutions on behalf of the eligible students; (2) the extent, if any, to which a ratable reduction was made in the amount of tuition and fee payments made on behalf of eligible students; and (3) the progress in obtaining recognized academic credentials of the cohort of eligible students for each year. OSSE may include other information within this report at its own discretion.

In addition to the data deck and graduation document, the PCE Policy & Planning Team will produce a narrative Annual Performance Report, which will report on annual progress towards the program’s strategic goals and objectives.

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21 In 2013 a financial audit was conducted. Significant manual revisions introduced the 5-year cycle for financial audits in 2020. Next anticipated audit based on that cycle is 2023.
22 DC Code § 38–2702(g).
Appendix A: Definitions

**Institution of higher education** has the meaning given the term in section 101 of the Higher Education Act of 1965 (20 U.S.C. § 1001 and 1002):

(a) Institution of higher education For purposes of this chapter, other than subchapter IV, the term “institution of higher education” means an educational institution in any State that—

(1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who meet the requirements of section 1091(d) of this title;

(2) is legally authorized within such State to provide a program of education beyond secondary education.

(3) provides an educational program for which the institution awards a bachelor’s degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary;

(4) is a public or other nonprofit institution; and

(5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary for the granting of preaccreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

(b) Additional institutions included For purposes of this chapter, other than subchapter IV, the term “institution of higher education” also includes—

(1) any school that provides not less than a 1-year program of training to prepare students for gainful employment in a recognized occupation and that meets the provision of paragraphs (1), (2), (4), and (5) of subsection (a); and

(2) a public or nonprofit private educational institution in any State that, in lieu of the requirement in subsection (a)(1), admits as regular students individuals—

(A) who are beyond the age of compulsory school attendance in the State in which the institution is located; or

(B) who will be dually or concurrently enrolled in the institution and a secondary school.

20 U.S.C. § 1002. Definition of institution of higher education for purposes of student assistance programs

(a) Definition of institution of higher education for purposes of student assistance programs

(1) Inclusion of additional institutions Subject to paragraphs (2) through (4) of this subsection, the term “institution of higher education” for purposes of subchapter IV includes, in addition to the institutions covered by the definition in section 1001 of this title—

(A) a proprietary institution of higher education (as defined in subsection (b) of this section);

(B) a postsecondary vocational institution (as defined in subsection (c) of this section); and

(C) only for the purposes of part D of subchapter IV, an institution outside the United States that is comparable to an institution of higher education as defined in section 1001 of this title and that has been approved by the Secretary for the purpose of part D of subchapter IV, consistent with the requirements of section 1087b(d) of this title.
Appendix B: Current Program Participation Agreement

As of July 2013, the Program Participation Agreement is as follows. The agency point of contact is updated as needed.

The file can be found in a [redacted] folder.

Completed PPAs with the signature of partner IHE’s presidents may be found in a [redacted] location.
PROGRAM PARTICIPATION AGREEMENT FOR PUBLIC AND
PRIVATE NON-PROFIT INSTITUTIONS OF HIGHER EDUCATION

District of Columbia Tuition Assistance Grant Program

Effective date of Approval:
The date on which this Agreement is signed on behalf of the Mayor of the District of
Columbia.

Name of Institution: ________________________________

Address: ________________________________

TIN# ________________________________ DUNS# ________________________________

Two Year Institution: Yes ______ No ______

OPE ID# ________________________________

The postsecondary institution of higher education (as defined in Section 101 of the
Higher Education Act of 1965 (20 U.S.C. 1001) listed above, referred to hereafter as the
“institution,” and the Mayor of the District of Columbia Government, referred to
hereafter as the “Mayor,” agree that the Institution shall be designated an eligible
institution, and as such agrees to participate in the grant program authorized by the
L. 106-98, 113 Stat. 1323, referred to hereafter as “the Act.” Further, the signing parties
agree that such participation is subject to the terms and conditions set forth in this
Agreement. As used in this Agreement, the term “Government” refers to the District of
Columbia Government and the term “Secretary” refers to the Secretary of the US
Department of Education.

SCOPE OF COVERAGE

This Agreement applies to all eligible public and private, non-profit institutions of higher
education as defined in the Act, pursuant to Section 3 (c)(C), and 29 DCMR Chapter
7006.2

GENERAL TERMS AND CONDITIONS

The Institution understands and agrees that it is subject to and will comply with the Act
and its implementing rules and regulations set forth in Title 29 DCMR, Chapter 70, DC
Tuition Assistance Grant Program (as amended) for so long as it is eligible to participate
in the student financial assistance programs under Title IV of the Higher Education Act
of 1965, as amended (20 U.S.C. 1070 et. seq). The recitation of any portion of the statute
or regulations in this Agreement does not limit the Institution’s obligation to comply with
other applicable statutes and regulations.

By entering into this Program Participation Agreement, the Institution agrees to:

rev 07/2013
(a) Comply with all statutory provisions of, or applicable to, the DCTAG program, all applicable regulatory provisions prescribed under the statutory authority, and all provisions of the PFA.

(b) Use any funds it receives under the DCTAG program and any interest or other earnings thereon, solely for the purpose specified in accordance with the DCTAG program.

(c) Not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student’s eligibility for, and amount of, financial assistance.

(d) Establish and maintain such administrative and fiscal procedures and records for at least five years following termination of participation in this program as may be necessary to ensure proper and efficient administration of funds received from the Director under the DCTAG program, together with assurances that the institution shall provide to the Director or Director’s designee, upon request and in a timely manner, information relating to the administration of the funds.

(e) Submit any additional reports to the Director at such time and containing such information as the Director may reasonably require in carrying out the purposes of the DCTAG program.

(f) Submit reports to the Director on a term (quarter or semester) basis that will provide the names of all DCTAG grantees attending the institution; their intended major(s); grade point averages and classification (for example, freshman, sophomore, junior, senior). This also includes a verification of their financial eligibility to receive DCTAG funds and the actual amount received.

(g) Submit reports to the Director within ten (10) business days of an original request, or no later than (10) business days following the end of each academic year, information on the academic status, grade point averages, and/or degree conferred for all DCTAG grantees.

(h) Not impose any penalty, including, but not limited to, the assessment of late fees, the denial of access to classes, library, housing, other institutional facilities, the requirement that the student borrow additional funds, or have the student’s proceeds from other aid programs diminished because of an inability to meet financial obligations to the institution as a result of the delayed disbursement of the funds by the D.C. Treasurer. This also includes delays attributable to the institution.

rev 07/2013
(i) Comply with the institution's tuition refund policy if the student is entitled to a refund based on official or unofficial withdrawals from class or the institution and return the funds to the DCTAG program.

(j) Notify the Director of the total withdrawal of any DCTAG grantee. The payment invoice shall serve as the notice of the total withdrawal to the Director.

(k) Be liable for all funds improperly administered by the institution under the DCTAG program, this Chapter or the PPA, including any funds administered by its third-party services; and


(m) Submit financial invoices for the financial assistance awarded pursuant to DCTAG and any administrative costs awarded to each eligible student no later than February 1 following the Fall semester, and no later than August 1 following the Spring semester.

(n) Seek permission from OSSE to extend the deadlines in (m) above by providing a written request to OSSE for good cause to extend the deadline no later than 30 days before the deadline.

The PPA shall:

(a) Become effective on the date that the Director signs the agreement;

(b) Supersede any prior PPA between the Mayor and the institution;

(c) Automatically terminate if the institution is no longer certified as an eligible institution under Title IV of the Higher Education Act.

rev 07/2013
IN WITNESS WHEREOF

The parties hereto have caused this Agreement to be executed by their duly authorized representatives:

Print President’s Name: ________________________________

Date: ________________________________

Signature of Institution’s Chief Executive Officer: ________________________________

For the Mayor of the District of Columbia:

Kenneth McGhee, Director
Postsecondary and Career Education
Office of the State Superintendent of Education (OSSE)
Government of the District of Columbia

Date: ________________________________ Signature: ________________________________

rev 07/2013
Appendix C: Domicile Requirements per 29 DCMR § 7002

7002.1 The domicile of an applicant who is an unemancipated minor is the domicile of the minor’s parents or legal guardian.

7002.2 If the parents of an unemancipated minor are legally separated by court order or divorced, the domicile of the unemancipated minor may be any one of the following that places the minor’s domicile in the District of Columbia:

(a) The domicile of the parent with whom the minor resides more than 50% of the time;

(b) The domicile of the parent who claims the minor as a dependent for federal and District of Columbia income tax purposes;

(c) If neither parent claims the minor as a dependent for federal and District of Columbia income tax purposes, the domicile of the parent who provides substantial financial support; or

(d) If the parents have joint custody of the minor by court order, the domicile of the minor may be the domicile of either parent.

7002.3 If the parents have different domiciles, but have not been divorced or legally separated by court order, the unemancipated minor may claim the domicile of the parent, if any, who is domiciled in the District of Columbia.

7002.4 An applicant 18 years of age or older is presumed to have the domicile of the parent or legal guardian listing the applicant as a dependent in the State income tax return of the parent or legal guardian or providing substantial financial support to the applicant. The applicant may seek to rebut this presumption by showing, by a preponderance of the evidence, a domicile independent of such parent or legal guardian regardless of financial dependency.

7002.5 The domicile of an independent applicant or an emancipated minor is determined by considering whether the independent applicant or emancipated minor has established the District of Columbia as his or her domicile.

7002.6 The domicile of an applicant is the District of Columbia where the applicant is under the jurisdiction of the Superior Court of the District of Columbia pursuant to Chapter 23 of Title 16 of the District of Columbia Code or where a written statement of relinquishment of parental rights is filed in the Superior Court of the District of Columbia pursuant to D.C. Code, 2001 Ed. §4-1406.

7002.7 For situations other than those described above in this section, which involve unusual or special circumstances (e.g., an unemancipated minor has been abandoned by his or her parents and another person exercises parental responsibilities on behalf of the applicant), the Grant Program Office may determine on a case-by-case basis the person through whom domicile may be established based on the particular facts and any relevant legal requirements regarding the establishment of domicile.
### Appendix D: Current Supporting Documents Checklist

As of November 2021, the Supporting Documents Checklist is as follows:

The file can be found at [an additional version is available in 6 languages](#).

#### District of Columbia Office of the State Superintendent of Education

**DEADLINE** Aug. 19, 2022 at 3 p.m. (EST)

**DCTAG Required Supporting Documents Checklist**

Please upload one document from Column A, one from Column B and your 2022-23 Student Aid Report (SAR)

(For DCTAG eligibility, all supporting documents must be correctly uploaded at the same time)

### Column A

_Domicile Verification_

- 2021 Certified D-40 Tax Return from the DC Office of Tax & Revenue
- 2021 Certified D-40 Tax Extension with 2020 Certified D-40 Tax Return from the DC Office of Tax & Revenue
- 2021 Filed/Processed D-40 Tax Return (signed & dated by the parent/legal guardian)
- 2021 Filed/Processed D-40 Tax Extension (FR-127) with 2021 Filed/Processed D-40 Tax Return (signed & dated by the parent/legal guardian)
- 2021 Electronic D-40 Tax Return Authorization (via dzoneapp.dc.gov and selecting the 'D-40 Authorization' tab)
- 12-month (Jan-Dec 2021) Child Support Statement
- 12-month (Jan-Dec 2021) Social Security Disability Income (SSDI) or Social Security Income (SSI)
- 12-month (Jan-Dec 2021) TANF/SNAP/Food Stamp Statement or TANF/SNAP Authorization Request Form
- 12-month (Jan-Dec 2021) Unemployment Benefits or Workers’ Compensation Disability
- Unaccompanied Homeless Youth Documentation of Independent Student Status (dated for 2022)
- Ward of the Court Letter (dated for 2022)

### Column B

_Proof of Residency - no older than 45 days and must have Parent/Legal Guardian 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 cell phone bills permitted
- Utility Letter from landlord or an rental office letterhead, stating utilities are included in rent

**Don't forget to upload your 2022-23 Student Aid Report (SAR)**

For SAR go to [www.fafsa.gov](http://www.fafsa.gov), Select the "Log In" button. Select "View or Print your SAR" from the "My FAFSA" page.

### Reminders

Applicants who were not enrolled in a college/university during the most recent academic year; new applicants who previously attended college, or returning applicants who missed a year (or more) of DCTAG eligibility may be required to submit prior years domicile verification.

Submission of the above documentation does not ensure eligibility for DCTAG and OSSE may require additional documentation to verify eligibility.

Questions about required supporting documents, or for applicants that may have an extenuating situation, please contact your DCTAG advisor via dzoneapp.dc.gov or at (202) 727-3824.
Appendix E: COVID-19 Response

- In person services were suspended between March 13, 2020 to present (as of 11/5/2021).
  - All DCTAG application materials were submitted online through the DC OneApp.
- During the 2020-21 Award Cycle the Application Deadline was pushed back a total of three times:\(^{23}\)
  - On May 29, 2020 to July 23, 2020
  - On June 30, 2020 to September 7, 2020
  - On August 7, 2020 to November 13, 2020
- DCTAG waived the requirement for certified D-40 for establishment of domicile for the 2020-21 and 2021-22 award cycles\(^{24}\).
- For the 2021-22 award cycle the application deadline was set for September 17, 2021.

\(^{23}\) Public notices and guidance issued related to submission deadline extensions and domicile documentation requirement changes are available on the DCTAG Community page.

\(^{24}\) Original guidance only extended this waiver for the 2020-21 award cycle, this waiver was extended for the 2021-22. Official guidance available on the DCTAG Community page.
Appendix F: Use of HEA

DCTAG is a federally funded higher education financial aid program. DCTAG has its own authorization and is not authorized under The Higher Education Act of 1965 (HEA) (Pub.L. 89–329). As the HEA governs the vast majority of federal financial aid it serves as a source of best practice and safe harbor for the DCTAG program. When the opportunity presents itself the DCTAG program aligns practices to HEA and related regulations except where it conflicts with DCTAG authorizing legislation.

The DCTAG Program uses FAFSA to verify some student eligibility requirements:

- Status as a citizen or applicable non-citizenship status.
- Selective Service registration.
- Student Loan default status.

The DCTAG Program also follows HEA definitions of the following terms and statuses:

All of these are requirements for eligibility for other forms of financial aid authorized under HEA.

DCTAG requires students to be:

- Have graduated from a secondary school or received the recognized equivalent of a secondary school diploma (e.g. GED) or have been accepted for enrollment as a freshman at an eligible institution.
- Not owe money back on a grant previously received under Title IV of the Higher Education Act, or has made satisfactory arrangements to repay such grants, and is not in default on any loan made or guaranteed under this title or has made satisfactory arrangements to repay such loans.
- Be enrolled or accepted for enrollment, on at least a half-time basis, in a degree, certificate, or other program leading to a recognized educational credential at an eligible institution.
- Have not completed the individual’s first undergraduate baccalaureate course of study.
- Have maintained satisfactory progress in the course of study the individual is pursuing, if enrolled at an eligible institution.

25 DCTAG was The DC Tuition Assistance Program (DCTAG) was created by Congress in 1999 by the District of Columbia College Access Act, PL 106-98 and amended by DC College Access Improvement Act 2002 and DC College Access Improvement Act 2007.
29 Student Aid Government Webpage. https://studentaid.gov/manage-loans/default