Office of Enrollment and Residency (OER) LEA Guide: Accepting DC Financial Benefit Documentation

It is the responsibility of each school and local education agency (LEA) to collect valid documentation to verify residency of students at the time of enrollment. There are several document types and methods enrolling persons can use to complete residency verification. For more information on the residency verification process, methods, and documents, please review the OER Handbook on the OSSE website.

The purpose of this document is to provide LEAs and schools with additional guidance on reviewing DC financial assistance documents. Valid DC financial assistance documents can come from several different DC Government agencies making it uniquely difficult for review and acceptance by enrolling school officials. Current guidance, as outlined in the OER Handbook (version March 2021) is as follows:

**Regulatory Requirement:** Current official documentation of financial assistance received by the student or person seeking to enroll the student from the DC Government including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income (SSI), housing assistance, or other governmental programs.

**Additional Interpretative Guidance:** The document must be Issued to the enrolling person within the past 12 months and be current (not expired) at the time of the school official’s review of residency documentation and date of school official signature on the DC Residency Verification (DCRV) form. The document must have the same name and address of the enrolling person as identified on the DCRV. Documentation can also include a snapshot received from the enrolling person or the payment of benefits. While some documents may not include a signature of the official, the agency’s title or letterhead should be present on the document. Some documents are considered recertification letters, and these should not be considered if the period for recertification has passed. For example, if the family is enrolling for the 2020-21 school year, a letter recertifying for 2019 would not be valid.

Federal financial assistance programs, except SSI, do not qualify as valid supporting documentation unless facilitated by a DC Government agency such as the Department of Human Services (DHS) or DC Housing Authority (DCHA).

The following are specific examples of DC financial assistance documents and factors considered in determining validity. For the purposes of this guide, all documents are assumed to apply to the correct school year at the time of enrollment.

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1 Pursuant to 5A DCMR § 5002.5, even if documentation is completed using the following guidance below, 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.
Examples of Acceptable Documentation

**TANF (Email)**
This email is acceptable because:
- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- A snapshot of current financial benefits that are being received at the time of enrollment; and
- It is issued by a DC Government agency, the Department of Human Services (DHS).
- It also includes the agency official’s contact information.

![TANF (Email) example](image)

**SSI Letter**
This letter is acceptable because:
- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- The document is on Social Security Administration (SSA) letterhead.

![SSI Letter example](image)
MedStar Letter
This letter is acceptable because:

- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- MedStar is the organization assigned to distribute Medicaid benefits and is facilitated by a DC Government agency, the Department of Health Care Finance (DHCF).

Medicaid Snapshot
This snapshot is acceptable because:

- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- The snapshot identifies a Medicaid coverage plan and the DC Government logo is present on the document.
Low Income Home Energy Assistance Program (LIHEAP) Benefits
This document is acceptable because:

- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- It provides proof of benefits offered by a DC Government agency, Department of Energy and Environment (DOEE).
DHS Housing Bill
This document is acceptable because:
- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides a summary of charges, payments of rent and implies the receipt of DC financial assistance; and
- It is issued by a DC Government agency (DHS).

DHS Case Manager Verification Letter
This letter is acceptable because:
- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- It is issued by a DC Government agency (DHS).
**DC Medicaid Plan Selection Letter**
This letter is acceptable because:
- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- It is issued by a DC Government agency, DC Housing Authority (DCHA).

**DCHA Check**
This check is acceptable because:
- It is issued to the same name and address of the enrolling person as identified on the DCRV;
- It provides current financial benefits that are being received at the time of enrollment; and
- It is issued by a DC Government agency, DC Housing Authority (DCHA).
Unemployment Insurance Benefits

OSSE has identified Unemployment Insurance (UI) benefits distributed by the DC government as a valid supporting residency document for persons enrolling in a DC public school or public charter school. Because UI benefits are based on the location of employment and not where the recipient physically resides, use of UI benefits for residency verification must meet the following requirements to demonstrate DC residency:

- The enrolling person must submit a Monetary Determination Letter issued by the District of Columbia Department of Employment Services;
- The Monetary Determination Letter must have the name and address of the enrolling person as listed on the District of Columbia Residency Verification Form (DCRV);
- The enrolling person must submit a paystub dated within 60 days preceding the Mail Date on the Monetary Determination Letter;
- The Monetary Determination Letter must list the enrolling person as eligible for benefits;
- The benefit receipt must be current at the time of review;
- The paystub must contain the same name and address of the enrolling person as listed on the DCRV;
- The paystub must show a withholding amount greater than zero of DC personal income tax for both the current tax year and the current pay period;
- The paystub must identify DC as the only state tax deduction – no other state identified on the paystub.
Examples of Unacceptable Documentation

SNAP Work Requirements Letter
This letter is unacceptable because:
• It is stating eligibility requirements and does not provide proof of financial benefits being received by the enrolling person.

P-EBT
This letter is unacceptable because:
• This financial benefit is temporary and not current.
Home Purchase Assistance Program (HPAP) Eligibility Notification Letter

This two-page packet is unacceptable because:

- It is an approval to participate and does not provide proof of financial benefits being received by the enrolling person.

NOTIFICATION OF ELIGIBILITY (NOE) FOR THE HOME PURCHASE ASSISTANCE PROGRAM (“HPAP”)

The HPAP Program is funded by the D.C. Department of Housing and Community Development
District of Columbia Housing Finance Agency (“DCHFA”)
Single Family Programs
11 Florida Avenue, NW
Washington, DC 20001
Phone: (202) 777-1600; Email: SingleFamilyPrograms@dchfa.org

Date: August 21, 2019

Borrower:
Address: Washington, DC 20020

We are pleased to notify you of your eligibility for a second trust loan under the District of Columbia’s Home Purchase Assistance Program.

Please note that the maximum first trust loan amount cannot exceed $305,189 for this program.

1. Your DC Home Purchase Assistance Program Second Trust Loan:

   We have determined your eligibility based upon the following information provided on your application:
   Total Annual Household Income: $75,600.00
   Household Size: 2
   If there are any changes in income, debts or household size, please contact our office immediately. Failure to communicate changes in your status will affect your eligibility.

Based upon the guidelines of the program, your second trust loan amount may not exceed $44,000.00. The maximum loan amount includes $4,000.00 for closing cost assistance.

The exact amount of your second trust loan will be determined after you have been approved for a first trust mortgage and you have contracted on a property. The HPAP loan will provide financing of the gap between the first trust mortgage you qualify for and the price of the property up to the maximum HPAP assistance indicated above.

The provision of your second trust loan is contingent upon the availability of funds from the government of the District of Columbia.

2. Selecting Your Home:

   This Notice of Eligibility DOES NOT IMPLY any mortgage loan approval or commitment to lend. Please work with your first trust lender on qualifying for a first trust mortgage loan amount and your home price affordability. The home purchase price you can afford will reflect the combination of the first trust loan and the HPAP second trust loan amounts.

   Remember the HPAP program limits the maximum first trust loan amount to $305,189.

3. Your Contribution to the Down Payment:

   Under the HPAP program guidelines, the minimum you must contribute of your own funds as a down payment (including Earned Money Deposit) on your home is:

   4. Acknowledgement and Agreement of Terms:

      Please sign, date and return this form acknowledging your agreement with these terms within 5 days of receipt of this letter.

6. Expiration of Your Eligibility:

   Your eligibility for the HPAP second trust loan expires on ___. You will be required to submit a new application if you have not completed the process by this date.

6. Required Homeownership Training Certification:

   Immediately upon receipt of this notification you must contact either Community Based Organization (“CBO”) where you applied for HPAP, or any of the other three Homeownership CBOs listed at www.dhdc.dc.gov/page/homeownershiptraining to receive instructions on taking the homeownership training that is required for this program. Upon your successful completion of the homeownership training, you will receive your training certificate. Please retain a copy of your certificate to DCHFA.

7. What You Must Do to Complete the Home Buying Process:

   Within the first 12 Months or not later than ___. You must:
   1. Complete pre-purchase homeownership training (see above).
   2. Select your home and execute a sales contract.

   After executing a sales contract you must:
   1. Have the home you are purchasing inspected by a Licensed Home Inspector (https://www.hdc.dc.gov/page/homeownershiptraining) and provide a copy of the inspection report to DCHFA for review and acceptance. If required, the seller/buyer must correct any defects identified and the home must be reinspected;
   2. Obtain a termite inspection report and submit a copy to DCHFA for review and approval prior to all property of the exception of condominium units located on the 4th floor or above);
   3. Obtain a fire commitment (approved) for a first trust mortgage;
   4. Work with your first trust lender to select a title company to perform settlement, and ensure lender submits complete package of information to DCHFA, including homeowners insurance and title documentation as instructed by DCHFA.

   If you have any questions concerning HPAP loan processing, please contact DCHFA, Single Family Programs, at (202) 777-1600 or SingleFamilyPrograms@dchfa.org. Once your HPAP loan has been approved, please instruct your settlement company to contact the closing department at (202) 777-1600 or SingleFamilyPrograms@dchfa.org.

   Sincerely,

   Acknowledged By:

   HPAP Loan Processor

   Date

   Borrower

   Date

   Borrower

   Date
Department of Human Services Homeless Prevention Program (DHSHP) Agreement

This document is unacceptable because:

- This specific document is an approval for rental assistance for a residence in another jurisdiction; and
- The enrolling person would no longer be a DC resident.
- This document would be acceptable if it was for a DC residence.

May 14, 2020

Department of Human Services Homeless Prevention Program (DHSHP)
Rental Assistance Diversion Agreement

This agreement is between Ms. [redacted] and [redacted] (customer: HMIS # [redacted], telephone number [redacted]). The family has been temporarily diverted to Ms. [redacted] aunt [redacted], and also sometimes visiting with Ms. [redacted] grandfather Ms. [redacted], in the same building. Ms. [redacted] has identified a new unit which she plans to rent. Ms. [redacted] was recently approved for a unit with located at [redacted]Ms. [redacted] has submitted a copy of her approval Letter. The landlord, [redacted] has requested May’s pro rate Rent and June’s Rent in the amount of $2,593.55 and security deposit of $3,350.00. Ms. [redacted] was referred to ERAP, and she was approved for $1800.00 worth of assistance on 5/14/2020. Customer is seeking rental assistance for her move in expenses.

Agreement:

As part of the Department of Human Services Homeless Prevention Program plan for customer, [redacted], all parties agree to the following:

1. DHSHP agrees to provide $3,500.00 on behalf of customer toward her move in expenses.
2. The rental payment will be made payable to [redacted].
3. The check will be made out and mailed to [redacted].
4. Customer will be responsible for the remaining balance amount of $643.55. This payment shall be made by May 15, 2020. Customer will provide CM with proof of payment.
5. Customer will be responsible for the full monthly rent in the amount of $1675.00 beginning July 1, 2020.
6. Customer understands that this will be a onetime assistance.

Plan:

1. Customer will continue her online classes with [redacted] as she is expected to graduate in July/2020.
2. Customer Mr. [redacted] will continue to report to his job with [redacted] to maintain his employment.
3. Customer will open up a secure credit line with her financial institution to build up her credit score.
4. Customer will modify her budget to maintain monthly expenses.

DHSHP will provide this assistance as a onetime offering. By signing this agreement, all parties acknowledge and accept the terms of this diversion plan.

Date 5/14/2020
Department on Disability Services (DDS) Letter
This letter is unacceptable because:
- It does not provide proof of financial benefits provided by a DC Government agency or being received by the enrolling person.

DC Link Verification Request
This letter is unacceptable because:
- It is confirming the receipt of documents and does not provide proof of financial benefits being received by the enrolling person.
Department of Employment Services (DOES)

This two-page document is unacceptable because:

- It does not meet the specific requirements for Unemployment Insurance Benefits documents, as outlined in the OER Handbook:
  - The enrolling person must present their Monetary Determination Letter
  - The enrolling person must present a paystub dated 60 days preceding the mail date on the Monetary Determination Letter
  - The paystub must show DC withholding amount greater than zero for both the current tax year and
U.S. Department of Housing and Urban Development (HUD)

This three-page packet is unacceptable because:

- This financial assistance is not distributed or facilitated through a DC Government agency.
This letter is unacceptable because:

- It does not provide proof of financial benefits being received by the enrolling person.
- Essential information in the document is cut-off and current receipt of benefits cannot be confirmed.