

2020-21 School Year Residency Verification Training for CBOs

July 17, 2020

Agenda

- Office of Enrollment and Residency
- Residency Requirements
 - Residency eligibility
 - Residency verification forms
 - Residency Verification for Students in Subsidized Child Care
 - Supporting Residency Documentation (Non-subsidy Participants in the PKEEP)
 - Enrollment Guidance in Response to COVID19
 - Enrollment audit binder preparation
 - Residency records retention requirements
- 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 Community Based Organization of enrolling ineligible non-resident students.
- The required documents for Pre-K Enhancement and Expansion Program students that receive subsidy versus those that do not receive subsidy





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, CBOs, and schools on issues pertaining to establishing and verifying residency.
- Develops and disseminates the District of Columbia's official residency verification forms.
- Monitors LEAs/CBOs/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.





Importance of residency verification



Ensures DC residents have access to the Pre-K Enhancement and Expansion Program high-quality pre-K education services



Ensures CBOs are funded appropriately for the DC resident students they serve.



Informs persons of the requirements and repercussions of enrolling an ineligible non-resident student.





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

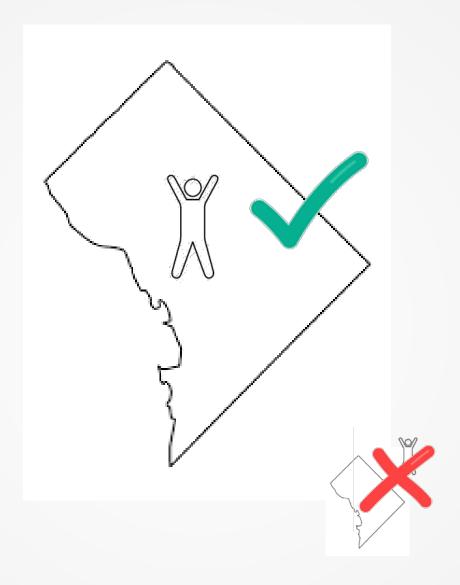
The enrolling person must be *eligible* to enroll the student.

Residency Requirements for Enrolling Person

In order to Pre-K Enhancement and Expansion Program (PKEEP), the enrolling person must both be a bona fide District resident and eligible to enroll the student.

If both are not true, then the student is not eligible to be enrolled through PKEEP.





What is a bona fide resident?

A bona fide resident is someone who is *physically* present <u>in</u> the District.

Exception - students experiencing homelessness, and DC students in foster care but housed in another state.

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

Exceptions – students receiving subsidized child care



Guardian

Custodian

Other Primary Caregiver (OPC)

Who is eligible to enroll a student?

Eligibility to enroll a student is limited to the parent, guardian, custodian, and other primary caregiver (OPC).

Only *one* parent, guardian, custodian is required to be a DC resident for the student to attend a District public school.



Guardian

Custodian

Other Primary
Caregiver (OPC)

Who is a parent?

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.



Guardian

Custodian

Other Primary Caregiver (OPC)

Who is a Guardian?

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 <u>not</u> sufficient evidence.



Guardian

Custodian

Other Primary
Caregiver (OPC)

Who is a Custodian?

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

The custodian must be a bona fide resident.



Guardian

Custodian

Other Primary Caregiver (OPC)

Who is an Other Primary Caregiver?

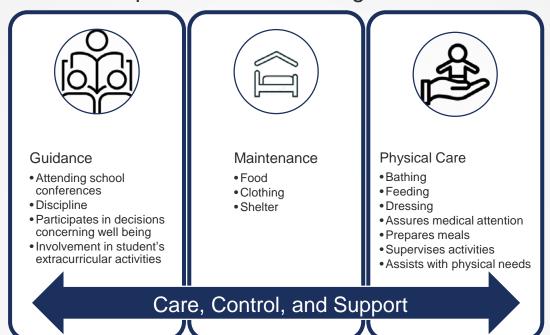
A person other than the parent, guardian, or custodian who provides care, control, and support because the student's parents, guardians, or custodian are unable to provide care, control and support due to a <u>serious family hardship.</u>

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

Power of attorney is <u>not</u> sufficient evidence.



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.

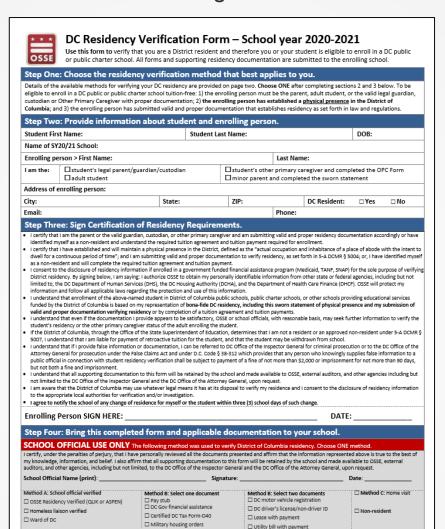


2020-21 School Year Residency Verification Forms

- 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



Page 1



version 03 01 20

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DC Residency Verification (DCRV) Form

(page 1)

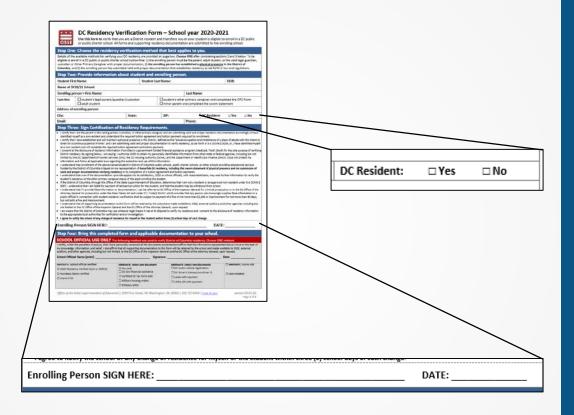
Required of ALL students enrolling through the PKEEP for the 2020-21 school year.

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.





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.



OSSE or public charter so	rool. All forms and supporting re	sidency documentation are s		Makeung scho	
Stop One: Choose the res	idency verification metho	ed that best applies to	you.		
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Step Two: Provide inform	ation about student and	enrolling person.			
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Step Four: Bring this completed form and applicable documentation to your school.

☐ Embassy letter

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

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.



OSSE							
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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, my knowledge, information, and belief. I also affirm auditors, and other agencies, including but not limit School Official Name (print): Print	that all supporting documentation to this for ted, to the DC Office of the Inspector General	rm will be retained by the school and made av and the DC Office of the Attorney General, up	ailable to OSSE, external
	Signature.	0091000000	
Method A: School official verified	Method B: Select one document	Method B: Select two documents	☐ Method C: Home visit
☐ OSSE Residency Verified (QLIK or ASPEN)	☐ Pay stub	DC motor vehicle registration	
☐ Homeless liaison verified	☐ DC Gov financial assistance	☐ DC driver's license/non-driver ID	☐ Non-resident
	☐ Certified DC Tax Form-D40	Lease with payment	L Norresident
☐ Ward of DC	☐ Military housing orders		
	□ Embassy letter	Utility bill with payment	

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.



Page 2

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

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 <u>ossedctax.com</u> 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.

ONE item is needed from this list to verify residency.

- A valid pay stub issued within forty-five (45) days of the school's review of this form. Must contain withholding of only PC 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.
- Unexpired official documentation of financial assistance from the Government of the District of Columbia, 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.
- Certified copy of Form D40 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.
- Current military housing orders or statement on military letterhead, must be official correspondence and cite the specific DC address of residence.
- Embassy letter 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.

TWO items are needed from this list to verify residency.

- DC motor vehicle operator's permit or official government issued non-driver identification that is valid and upexpired
- DC motor vehicle registration that is valid and unexpired.
- Lease or rental agreement that is valid and unexpired with a separate proof of payment of rent, such as receipt of payment, money order, or copy of cashed check. 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.

 Utility bill (only gas, electric, and water bills are acceptable) with a separate paid receipt showing payment of the bill, such as receipt of payment printout, money order, or copy of cashed check.

The utility bill must be for a period within the two (2) months immediately preceding the school's review of this

The separate proof of poyment 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.

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 osser, esidency@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.



Correcting errors on forms

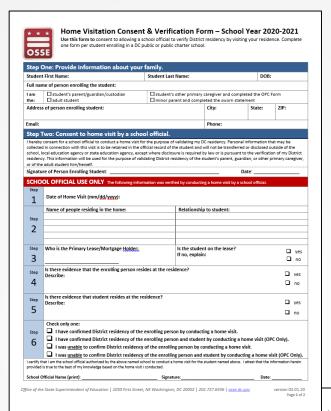
Complete a New form if:

- 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
 - School name misspellings





Page 2

Page 1



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 inf	ormation about your	Other Pr	imary Caregiv	er status.	
Student First Name:			Student Last Na	me:	
OPC First Name:			OPC Last Name:	l .	
OPC Address:					
City		State	ZIP:		ZIP:
Relationship to enrolling stu	ident:		Date student sta	arted residing with	OPC:
Verify Other Primary Caregiver status (check any that apply):					
☐ I provide care or control for the enrolling student ☐ Enrolling student resides with me, the other p☐ I provide substantial support for the enrolling student			he other primary caregiver		
Step Three: Provide in	nformation about the	parent/	legal guardian		
Full Name of Parent/Legal G	uardian:				
Address of Parent/Legal Gua	ardian:				
City:	State	Z	P	Phone:	
care and support because of Residency Requirements" or	on of Other Primary d attest that I am the Other a serious family hardship. I the DC Residency Verificat	Primary Car further acce	□ he/she has aba Status. egiver and the parept that all provision	it live with the child du ndoned the child ent, custodian, or go ons set forth in "Step	ue to neglect and/or abuse uardian is unable to supply such o Three: Certification of
Other Primary Caregive	er SIGN HERE:			Da	te:
SCHOOL OFFICIAL USI	E ONLY Complete the area i	elow to conf	irm school verificatio	on of other primary ca	regiver status.
I reviewed the other primary ca	regiver status as specified abo	ve and the OF	C meets all three (3)	criteria and that the p	parent or legal guardian is unable to of the following documents to verify
☐ Sworn Statement					federal government or the
☐ Records from the previous so ☐ Immunization or medical rec			Sovernment of the D ttestation for Other		
true to the best of my knowledg made available to OSSE, externa	ge, information, and belief. I als al auditors, and other agencies	so affirm that	all supporting docur	mentation to this form	he information represented above is will be retained by the school and ctor General and the DC Office of the
Attorney General, upon request School Official Name (print):	L				

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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.

- . 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.

Methods

- 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?

Support	When the OPC is exercising <i>primary</i> responsibility to provide the child with financial resources for the child's livelihood.
Guidance	When the OPC participates in the responsibility for the child's development on a daily basis Attending school conferences Disciplining the child Participating in decisions concerning the child's well-being Involvement in the child's extracurricular activities
Maintenance	When the OPC is providing necessities: Food Clothing Shelter
Physical care	When the OPC is providing continuous care for the child by performing tasks required in the child's daily life. Bathing Feeding Dressing Assuring medical attention will be received by the child Preparing meals Supervising the child's activities Assisting with other physical care needs

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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 Nar	ne:	
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 reside residency as set forth in 5-A DCMR § 5004.2 are attached. I am the parent of a minor parent and the minor parent at establishing DC residency as set forth in 5-A DCMR § 5004.	nd child reside with m 2 are attached.	e at the addre	ss provided above. Documents
Sign and complete the sworn statement.			
I solemnly affirm under the penalties of perjury that the content and belief. I further accept that all provisions set forth in "Step T			
Verification Form are incorporated and merged herein.			uirements" on the DC Residency

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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. Fo 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 as required by District of Columbia as required by District of Columbia as reduced to the control of the control of

Professional First Name:	Professional Las	st Name:	
Place of Employment:	'	Title:	
Employer Address:			
City:	State:		ZIP:
Relationship to OPC/Student:			
Student First Name:	Student Last Na	me:	
OPC First Name	OPC Last Name		
OPC Address:			
City:	State:		ZIP:
To the best of my knowledge the child's parent,	court appointed custodian or gua		e to provide care and support to th
To the best of my knowledge the child's parent, child, because the parent, court appointed custo he/she has an active military assignment he/she suffers from a serious illness	court appointed custodian or gua dian or guardian (check any that	apply): arcerated not live with the	child due to neglect and/or abuse
Step Three: Identify the reason for Of To the best of my knowledge the child's parent, child, because the parent, court appointed custo he/she has an active military assignment he/she suffers from a serious illness he/she is deceased Step Four: Sign and complete the atte	court appointed custodian or gua dian or guardian (check any that he/she is inca he/she does i he/she has at	apply): arcerated not live with the	child due to neglect and/or abuse
To the best of my knowledge the child's parent, child, because the parent, court appointed custo he/she has an active military assignment he/she suffers from a serious illness he/she is deceased	court appointed custodian or guadian or guardian (check any that he/she is inco he/she does he/she has at he/she has at	apply): ercerated not live with the pandoned the ci	t child due to neglect and/or abuse hild
To the best of my knowledge the child's parent, child, because the parent, court appointed custo he/she has an active military assignment he/she suffers from a serious illness he/she is deceased Step Four: Sign and complete the atternal serious and complete the serious attendance attendance and complete the serious attendance attendance and complete the serious attendance attenda	court appointed custodian or guadian or guardian (check any that he/she is inco he/she does in he/she has at estation of OPC status.	apply): arcerated not live with the bandoned the cl	child due to neglect and/or abuse nild best of my knowledge, information
To the best of my knowledge the child's parent, child, because the parent, court appointed custo he/she has an active military assignment he/she suffers from a serious illness he/she is deceased Step Four: Sign and complete the atte I solemnly affirm under the penalties of perjury thand belief. Signature of Attesting Professional:	court appointed custodian or guadian or guardian (check any that he/she is inco he/she does in he/she has at he/she has	apply): arcerated not live with the candoned the cl	best of my knowledge, information
To the best of my knowledge the child's parent, child, because the parent, court appointed custo he/she has an active military assignment he/she suffers from a serious illness he/she is deceased Step Four: Sign and complete the atternal is solemnly affirm under the penalties of perjury thand belief.	court appointed custodian or guadian or guardian (check any that he/she is inco he/she does in he/she has at he/she has	apply): arcerated not live with the bandoned the cl are true to the	child due to neglect and/or abuse hild best of my knowledge, information

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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	DCRVResidency supporting documentation
Other Primary Caregiver (OPC)	 DCRV Residency supporting documentation Other primary caregiver form Other primary caregiver supporting documentation
Minor parent residing w/ adult parent	 DCRV Residency supporting documentation (of adult parent) Sworn statement of residency



DCRV in electronic fillable format

A CBO 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.



Signature Requirements

Electronic signatures must meet the following requirements for the DCRV and additional residency forms:



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.

Physical signatures, or "wet signatures" on the DCRV or additional residency forms must be submitted *in person* to the CBO and cannot be submitted electronically, including through email, text, or other electronic means.





Residency Verification for Students in Subsidized Child Care

OSSE Verified Residency for Subsidy Children

 CBO shall identify any PKEEP students that is <u>also</u> a recipient/participant in the District's subsidized child care program in the Enrollment Audit Child Count Application.

Identification of subsidy students must be completed by October 8, and confirmed by the CBO through the First Certification on October 9.

- CBOs shall collect DC Residency Verification Forms (DCRV) for all students, including those receiving subsidy.
- After First Certification, OSSE will verify subsidy status for all identified students. If OSSE can not verify subsidy status, the CBO will be required to supply supporting residency documents during fieldwork.
- Students whose residency has been verified through the subsidized child care program are only required to have a DCRV form for review during the fieldwork auditor review phase.



OSSI or public charter school					
Step One: Choose the reside					
Details of the eveilable methods for verify				ore 2 and 2 to	ston, To be
eligible to enroll in a DC public or public of custodian or Other Primary Caregiver with Calverible, and 2] the enrolling paraon has	proper documentations 2) the enruti	ng person has established a	physical presence	in the Distric	Rof
Step Two: Provide informati	on about student and enn	olling person.			
Student First Name:	Student Last I	Name:		DCB:	
Name of SF20/21 School:					
Enrolling person >First Name:		Lant Men	ne.		
Lander Distudent's legal parent, Debut soutes		Datudent's other primary of Dimmor parent and comple			PCForm
Address of emolling person:					
Clty:	State:	ZIF:	DC Besident	□Yes	□Ne
tmelt:		Phone:			
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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):							
	Method A: School official verified	Method B: Select one document	Method B: Select two documents	☐ Method C: Home visit				
	OSSE Residency Verified (QLIK or ASPEN)	☐ Pay stub	☐ DC motor vehicle registration					
	☐ Homeless liaison verified	☐ DC Gov financial assistance	☐ DC driver's license/non-driver ID	☐ Non-resident				
	□ Ward of DC	☐ Certified DC Tax Form-D40	☐ Lease with payment					
	L Wald of DC	☐ Military housing orders	☐ Utility bill with payment					
ı		☐ Embassy letter						

DCRV Form for Subsidy Students and the School Official

While reviewing form, school official should select OSSE Residency Verified under Method "A"

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





Supporting Residency Documentation

(Non-subsidy Participants in the PKEEP)

Valid Supporting Residency Documents for Non-subsidy

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

	The school receives and certifies valid supporting residency documents submitted by the enrolling person.			
	One item		Two Items	
Option 1	 Pay stub Unexpired official documentation of financial assistance Certified D40 Current military housing orders or statement Embassy letter 	Or	 DC license or ID DC vehicle registration Lease and separate proof of payment Utility bill and separate proof of payment 	
Option 2	The parent consents to a home visit conducted by a school official.			



GOVERNMENT OF THE DISTRICT OF COLUMBIA Child and Family Services Agency





(Date)		
To Whom It May Concern	:	
This letter is to inform you Security #: Agency. This has been hi District of Columbia. Her a committed Ward his/ he	that(Name of Child), Age:	, DOB:, Soci nild and Family Services of the Superior Court of use of his/her legal status is a United States citizen
The current address is		·
If you have any questions phone number) .	and/or concerns, please do not hesitate to contact me	at (Social Worker's
	und/or concerns, please do not hesitate to contact me	at (Social Worker's
phone number) .	und/or concerns, please do not hesitate to contact me	at (Social Worker's
phone number) Sincerely, (Social Worker's Name) Social Worker	und/or concerns, please do not hesitate to contact me	at (Social Worker's
phone number) . Sincerely, (Social Worker's Name) Social Worker	und/or concerns, please do not hesitate to contact me	at (Social Worker's

Ward of State Order

(Method A)

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

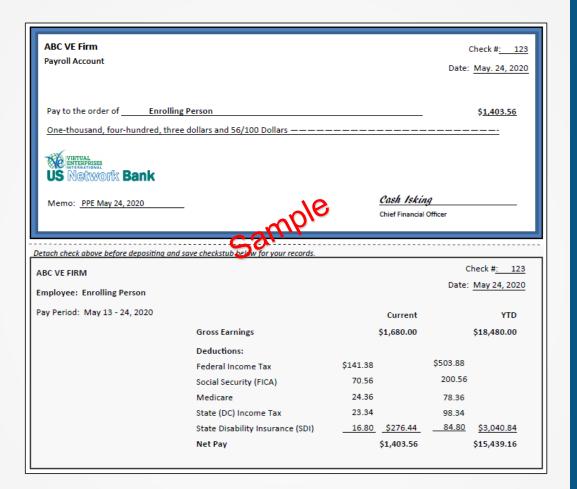
or

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.





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.



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



Account ID: 999999999

Suzy Creamcheese 54 District Street NW Washington, DC 55555

Date: April 1 2020

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	00	Name
Mother	50	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.

ELICIBILITY 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.

2016 D-40		
1. Filing Status 6.	Source MeF	Amended
Return Form D-49	Vendor ID 1558	Decassed
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Insome information		
s. Visgas, astarias, unemployment compensation and/or tips		
b. Business income (or loss)	C Government AX AND REVENUE (OTR)	
c. Capital gain (or loss) OFFICE OF 1	* * *	
s. Rental real estate, royalties, partnerships, etc	TOTAL PROPERTY OF THE PROPERTY	
Computation of DC Gross and Aduated Gross Income Customer	Service Administration	
3. Federal adjusted gross income	FEB - 8 2017 FEB/LOSS -	
Additions to DC Income	- EB - 6 5011	
	- A True CORY	
CERTI	FIED - A TRUE COPY	
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Subtractions from DC income CSA Em	Sloyee Initials	
7. Part year residents, enter income received during period of nonresidence	0	
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10. Income reported and taxed this year on a DC franchise or fictuciary return	ample	
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2. Other authractions from DC Schedule II. Calculation B. Line 16		
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Certified copy of form D40

(Method B – 1 required)

Issued by the Office of Tax and Revenue.

Must contain evidence of payment of DC taxes for the most recent tax year.

Must bear the DC Office of Tax and Revenue stamp.





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

 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

 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

CDB DV

I authorize the release of the above information

S. Creamcheese

DR DN

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 <u>Creamcheese</u>, as well as their spouse, Frank <u>Creamcheese</u>, 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)

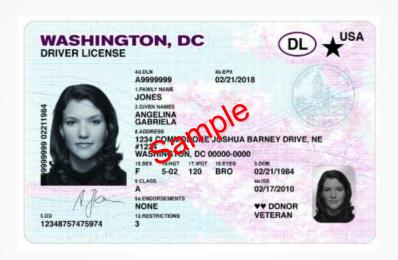
Issued within the past 12 months.

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.





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 Too





DC motor vehicle registration

(Method B – 2 required)

Must be issued by the DC government (no Virgina registrations).

Must be valid and unexpired.



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 cer (including both the house and the land) located at 123 Main Stre Landlord leases the Premises to Tenant and Tenant leases the Pre terms and conditions set forth herein.
- 3. MONTHLY RENT: The rent to be paid by Tenant to Landlord Agreement is \$2000 per month and shall be due on the 1st de shall pay a \$50.00 late fee for any rent not received by Landlord 4 month. Tenant shall pay any returned check fees. All delinquent from Tenant shall accrue interest at the rate of 15% per year until deemed additional rents. Rent for the first month (or, if applicable shall be paid to Landlord at the time this Agreement is executed. shall be prorated. Tenant shall not deduct or offset against rent ur applicable law.
- UTILITIES: To the extent permitted by applicable utility service transfer all utility accounts into Tenant's name promptly upon taken.

RESIDENTIAL RENTAL AGREEMENT

TENANT'S INITIALS___

- 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

This is a vin inclegal document. Tenant acknowledges reading all of this agreement carefran, and ab aining advice of counsel, if desired, before signing.

Landlor

RESIDENTIAL RENTAL AGREEMENT

Osca	r Sears	Date: 2/20/2019
Address:	555 Nowhere Ave	
Phone:	(555) 555-5555	
Tenant:		
Suzy	Creamcheese	Date: <u>2/20/2019</u>
Phone:	(555) 555-5555	

TENANT'S INITIALS



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.

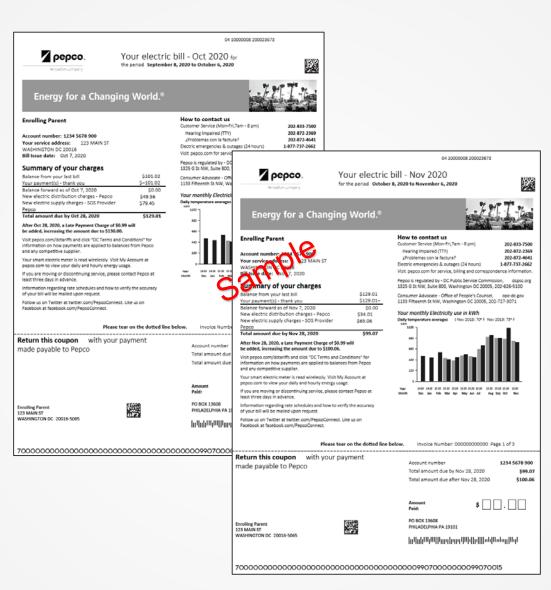
Proof of payment requirements:

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





Utility bill with separate proof of payment

(Method B – 2 required)

Utility bill requirements:

May only be a gas, electric, or water bill

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

Proof of payment requirements:

Must be a separate paid receipt on the utility bill provided such as receipt of payment printout, money order, copy of cashed check, credited amount, or subsidy payment letter for utility.

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

Stop.	One: Provide information about you	er family				
	t First Name:	Student Last Name:		DOB:		
	me of person enrolling the student:	Student Last Name.		000.		
am	student's parent/guardian/custodian	Disturbent's Other Primar	v Caregiver and co	omnieted the OPC	Form	
l am						
Addres	s of person enrolling student:		City:	State:	ZIP:	
mail:			Phone:			
tep	Two: Consent to home visit by a sch	ool official.				
chool, esiden r of the	d in connection with this visit is to be retained in the local education agency or state education agency, ex cy. This information will be used for the purpose of v adult student him/herself. ure of Person Enrolling Student:	cept where disclosure is required	by law or is pursua student's parent, g	ant to the verificati	on of my District	
SCHO	OL OFFICIAL USE ONLY The following info	ormation was verified by on uct	ing a home visit by	a school offici <u>al.</u>		
Step 1	Date of Home Visit (mm/dd/xyxy):	swh,				
	Name of people residing in the home Relationship to student:					
Step						
2						
Step	Who is the Primary Lease/Mortgage Holder:	Is the stude	ent on the lease? in:		ves	
3		11 110, 61,010			☐ no	
Step	Is there evidence that the enrolling person re	esides at the residence?			□ ves	
4	Describe:				☐ no	
Т.					10	
Step	Is there evidence that student resides at the Describe:	residence?			□ ves	
5	Describer				□ no	
					u no	
	Check only one:		alaa a baasa : 4-5-			
Step	☐ I have confirmed District residency of the enrolling person by conducting a home visit. ☐ I have confirmed District residency of the enrolling person and student by conducting a home visit (OPC Only).					
6	☐ I was <u>unable</u> to confirm District residen					
	☐ I was <u>unable</u> to confirm District residen				isit (OPC Only).	
	hat I am the school official authorized by the above named is true to the best of my knowledge based on the home vis		e student named abo	we. I attest that the in	nformation herein	
		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.



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 or 202-788-2131

Participant or Authorized Representative Signature Required



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



Special Circumstances and the DCRV

Write in the approved circumstance or the document will be rejected by the auditor.

Approved circumstances for CBOs:

ACP



Collection format of supporting residency documentation

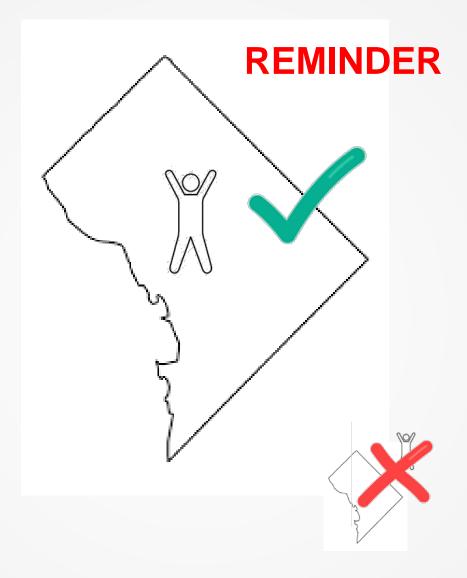
Supporting residency documents are eligible for electronic submission or in-person submission by the enrolling person to the CBO.

Electronic submission of supporting residency documents include email or document upload function. The CBO shall keep an electronic copy of the documents for the purposes of record retention.

In-person submission of supporting residency documents must include original documents in hard copy format. Once reviewed, the CBO shall make a photocopy of the documents for the purposes of record retention.

Documents, collected through either format, that are not legible will be rejected by the auditor.





What is bona fide residency?

A bona fide resident is someone who is *physically* present <u>in</u> the District.

Exception - students experiencing homelessness, and DC students in foster care but housed in another state.

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

Exceptions – students receiving subsidized child care



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.





Enrollment Guidance in response to COVID-19

Enrollment flexibilities in response to COVID19

- Expanded the use of electronic document submission, allowing enrolling persons and LEAs/CBOs to social distance
- Made parallel adjustments to DC DMV document expiration dates so that enrolling persons can use expired documents that they are currently unable to update
- Added Unemployment Insurance benefits as a valid supporting document to aid enrolling persons that are no longer able to use a paystub due to unemployment
- Released remote home visit guidance to support LEAs/CBOs enrolling students with no available residency documentation
- Allowed for the use of a lease proof of payment explanation letter so that persons paying a different rent amount than what is stipulated on the lease

See 2020-21 School Year Enrollment Process Guidance parts I, II, III, and IV on the OSSE Website.





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:



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



Typically there are 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



3 YEARS

Residency documents must be maintained at the CBO for a period of no less than 3 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

- 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.
- Incomplete or invalid residency forms and documentation will result in a loss of funding for the student(s).
- Both families and school officials can be held accountable for knowingly supplying false information.
- Residency records need to be kept for at least 3 years.







Aaron Parrott, Director of Enrollment and Residency

Christina Crayton, Early Childhood Policy Officer

Christina.Crayton@dc.gov

Diamond Bynum, Statewide Enrollment Audit Manager

Diamond.Bynum@dc.gov

For questions about or related to the enrollment audit, contact If parents have questions about non-resident tuition, contact

Osse.enrollmentaudit@dc.gov Osse.residency@dc.gov

