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.
Residency Requirements

OSSE
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.
Residency Eligibility
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 in* 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

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
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.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
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.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
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 not sufficient evidence.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
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.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
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 **serious family hardship**.

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

Power of attorney is not sufficient evidence.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
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.

See 5-A DCMR § 5000 et seq. for more information on other primary caregiver.
Residency Verification Forms
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
DC Residency Verification Form – School year 2020-2021

Use this form to verify that you are a District resident and therefore your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

Step One: Choose the residency verification method that best applies to you.
Details of the available methods for verifying your DC residency are provided on page 2. Choose ONE after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school tuition-free: 1) the enrolling person must be the parent, legal guardian, or Other Primary Caregiver with proper documentation; 2) the enrolling person has established a physical presence in the District of Columbia, and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in laws and regulations.

Step Two: Provide information about student and enrolling person:

Student's First Name: __________ Last Name: __________
Name of Student's School: __________

Enrolling Person: First Name: __________ Last Name: __________

I am: ☐ student's legal guardian/parent/primary caregiver ☐ student’s other primary caregiver and completed the OPC Form
☐ adult student
☐ minor parent and completed the sworn statement

Address of enrolling person:
City: __________ State: __________ ZIP: __________ DC Residents: ☐ Yes ☐ No
Phone: __________

Step Three: Sign Certification of Residency Requirements.
☐ I certify that I am the parent of the student, guardian, or other primary caregiver and am submitting valid and proper residency documentation accordingly or have identified myself as a non-resident and understand the required before agreement and tuition payment required for enrollment.
☐ I certify that I have established and will maintain a physical presence in the District, defined as the “actual occupation and residence of a person with the intent to dwell for a continuous period of time”, and I am submitting valid and proper documentation to verify residency, as set forth in a local code, or, if I have identified myself as a non-resident, I will complete the required tuition agreement and tuition payment.
☐ I consent to the disclosure of residency information if needed in a government funded financial assistance program (Medicaid, TANF, SNAP) for the sole purpose of verifying student residency. If applying for a State financial assistance program, including but not limited to, the DC Department of Human Services (DHHS), the DC Housing Authority (DHCA), the DC Department of Health (DOH), I agree to the collection and use of this information.
☐ I understand that the enrolling person is required to meet the District of Columbia residency requirements for enrollment, including the sworn statement of physical presence and submission of valid and proper documentation verifying residency by completion of a tuition agreement and tuition payments.
☐ I understand that even if the documentation provided appears to be satisfactory, OSEP or school officials, with reasonable cause, may seek further information to verify the student's residency or the primary caretaker status of the adult enrolling the student.
☐ I affirm that I am a resident, or an approved non-resident, as indicated on page 2, and that I understand I am liable for payment of deferred tuition for the student, and that the student may be withdrawn.
☐ I understand that I provide false or inaccurate information, I can be referred to the Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the District’s false act law and by the District's code, § 2-1201, which provides that it is a public offense in connection with student residency verification shall be subject to payment of a fine not more than $10,000 or imprisonment for not more than 10 days, but not both a fine and imprisonment.
☐ I understand that all supporting documentation to this form will be retained by the school and made available to OSEP, OSSE, or DC officials, and other agencies including but not limited to, the Office of the Inspector General and the DC Office of the Attorney General, upon request.
☐ I agree that if the District of Columbia public school system does not have at its disposal to verify my residency, I consent to the disclosure of residency information to the appropriate local authorities for verification and/or investigation.

Enrolling Person SIGN HERE: ____________________________ DATE: ____________________________

Step Four: Bring this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY

The following methods will be used to verify District of Columbia residency: Choose ONE method.
☐ OSEP residency verified (e.g., tax forms)
☐ OSEP verified (e.g., tax forms)
☐ EOC verified (e.g., tax forms)
☐ Ward of DC
☐ OSEP verified (e.g., tax forms)
☐ OSEP verified (e.g., tax forms)
☐ OSEP verified (e.g., tax forms)
☐ Ward of DC
☐ OSEP verified (e.g., tax forms)
☐ OSEP verified (e.g., tax forms)
☐ OSEP verified (e.g., tax forms)
☐ Ward of DC

School Official Name (first): ____________________________ Signature: ____________________________ Date: ____________________________

DC Residency Verification (DCRV) Form

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.
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.
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.
## DC Residency Verification (DCRV) Form

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

<table>
<thead>
<tr>
<th>Method</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>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, Supplemental 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. 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 portal at otrdc.dc.gov. If successful, your verification will then be available for your school to confirm.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>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. <strong>ONE</strong> item is needed from this list to verify residency.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

### 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 waiting list. 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 spcresidency@dc.gov. Non-residents are not eligible for enrollment through the District’s Revitalization 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** — a person other than a parent or court-appointed custodian or guardian who is the primary provider of care of 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.

### Definitions of persons eligible to enroll a student

- **Non-Resident Student**
- **Parent**
- **Guardian**
- **Custodian**
- **Other Primary Caregiver**
- **Adult Student**

### Information about enrolling as a non-resident student

- **Parent**
- **Guardian**
- **Custodian**
- **Other Primary Caregiver**
- **Adult Student**

**Office of the State Superintendent of Education**

| 1650 First Street, NW Washington, DC 20005 | 202-727-6466 | osse.dc.gov | version 05.01.30 | Page 2 of 2 |
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
Home Visit Consent & Verification Form – School Year 2020-2021

Use this form to consent to allowing a school official to verify District residency by visiting your residence. Complete one form per student enrolled in a DC public or public charter school.

Step One: Provide Information about your family.

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>OSSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student First Name</td>
<td></td>
</tr>
<tr>
<td>Student middle name</td>
<td></td>
</tr>
</tbody>
</table>

Full name of person enrolling the student:

<table>
<thead>
<tr>
<th>I am:</th>
<th>Parent/guardian of student</th>
<th>Student’s other primary caregiver and completed the OSC Form</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adult, student</td>
<td>Student’s other primary caregiver and completed the OSC Form</td>
</tr>
</tbody>
</table>

Address of person enrolling student: City State ZIP

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
</table>

Step Two: Consent to home visit by a school official:

Home visits for a school official are conducted for the purpose of verifying your DC residency. Personal information that may be collected in connection with this visit is to be released in the official records of the student and will not be shared or disclosed outside of the school, the evaluation agency or the school education agency, except where disclosure is required by law or if consent is given for the purpose of verifying District residency. The school official will not obtain the records of the student from a hospital, clinic or any other source.

The school official must complete the form.

The school official must sign and date.

SCHOOL OFFICIAL USE ONLY: The following information was verified by confirming a home visit with a school official.

Date of Home Visit:

Who is the Primary Owner/Mortgage Holder?

Check all that apply:

- 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 (OSCE Only).
- I was unable to confirm District residency of the enrolling person by conducting a home visit.

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, 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.

**Student First Name:**  
**Student Last Name:**

**OPC First Name:**  
**OPC Last Name:**

**OPC Address:**  
**City:**  
**State:**  
**ZIP:**

**Relationship to enrolling student:**  
**Date student started 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 primary caregiver.

**Step Two: Provide information about your Other Primary Caregiver status.**

**Step Three: Provide information about the parent/legal guardian.**

**Full Name of Parent/Legal Guardian:**

**Address of Parent/Legal Guardian:**  
**City:**  
**State:**  
**ZIP:**  
**Phone:**

The parent or legal guardian is unable to provide primary care and substantial support because of the following serious family hardship (check any that apply):

- [ ] My child has an active military assignment.
- [ ] My child is incarcerated.
- [ ] My child suffers from a serious illness.
- [ ] My child has been abandoned.
- [ ] My child does not live with the child due to neglect and/or abuse.
- [ ] My child is deceased.

**Step Four: Confirmation of Other Primary Caregiver Status.**

By signing below, I swear and attest that I am the Other Primary Caregiver and the parent, custodian, or guardian is unable to supply such care and support because of a serious family hardship. I further accept that all provisions set forth in "Step Three: Certification of Residency Requirements" on the DC Residency Verification Form are incorporated and merged herein.

**Other Primary Caregiver SIGN HERE:**

**School Official Use Only:**

I reviewed the other primary caregiver status as specified above and the OPC meets all three (3) criteria and the parent or legal guardian is unable to provide primary care and substantial support. In addition, the above identified Other Primary Caregiver provided one of the following documents to verify OPC status:

- [ ] Unofficial record of military assignment
- [ ] Unofficial record of records from the previous school year
- [ ] Unofficial record of medical records
- [ ] Unofficial record of federal or local government official documentation
- [ ] Unofficial record of order from the District of Columbia
- [ ] Unofficial record of other primary caregiver

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 (DC) external auditors, state 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:**

version 03.01.20  
Page 1 of 2
Other primary caregiver must submit one of the documents identified below to verify the other primary caregiver status.

### Methods
- 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 residency documentation, indicating that the student is in the care of the caregiver.
- 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.CDR § 500.10 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?

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

<table>
<thead>
<tr>
<th>Student First Name</th>
<th>Student Last Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Person completing sworn statement</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

Relationship to enrolling student:

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
</table>

Identify basis for sworn statement:

- [ ] I am the parent of an adult student and the student resides with me at the address provided above. Documents establishing DC residency as set forth in 5-A DCMR § 5004.2 are attached.
- [ ] I am the parent of a minor parent and the minor parent and child reside with me at the address provided above. Documents establishing DC residency as set forth in 5-A DCMR § 5004.2 are attached.
- [ ] I am the Other Primary Caregiver of the student as attached in the Other Primary Caregiver Form. Documents establishing DC residency as set forth in 5-A DCMR § 5004.2 are attached.

Sign and complete the sworn statement:

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information and belief. I further affirm that all provisions set forth in “Step Three: Certification of Residency Requirements” on the DC Residency Verification Form are incorporated and merged herein.

Signature of person completing sworn statement: __________________________ Date: ____________

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 to 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 law and regulations.

Step Two: Provide information as the professional attesting to status as an OPC.

<table>
<thead>
<tr>
<th>Professional First Name</th>
<th>Professional Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place of Employment</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Relationship to OPC/Student:

<table>
<thead>
<tr>
<th>Student First Name</th>
<th>Student Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPC First Name</th>
<th>OPC Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPC Address</th>
<th>City</th>
<th>State</th>
<th>ZIP:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step Three: Identify the reason for OPC status.

[ ] he/she has an active military assignment
[ ] he/she suffers from a serious illness
[ ] he/she is incarcerated
[ ] he/she does not live with the child due to neglect and/or abuse
[ ] he/she has abandoned the child

Step Four: Sign and complete the attestation of OPC status.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information and belief.

Signature of Attesting Professional: __________________________ Data: ____________

Printed Name: __________________________ Title: __________________________

Organization: __________________________ Contact Phone: __________________________

Email: __________________________________________

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

<table>
<thead>
<tr>
<th>Enrolling Person</th>
<th>Residency Forms Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent, Guardian, Custodian</td>
<td>• DCRV</td>
</tr>
<tr>
<td></td>
<td>• Residency supporting documentation</td>
</tr>
<tr>
<td>Other Primary Caregiver (OPC)</td>
<td>• DCRV</td>
</tr>
<tr>
<td></td>
<td>• Residency supporting documentation</td>
</tr>
<tr>
<td></td>
<td>• Other primary caregiver form</td>
</tr>
<tr>
<td></td>
<td>• Other primary caregiver supporting documentation</td>
</tr>
<tr>
<td>Minor parent residing w/ adult parent</td>
<td>• DCRV</td>
</tr>
<tr>
<td></td>
<td>• Residency supporting documentation (of adult parent)</td>
</tr>
<tr>
<td></td>
<td>• Sworn statement of residency</td>
</tr>
</tbody>
</table>
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.

Additional guidance is provided in the OER Handbook published in March 2020.
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
- A password or personal identification number
- A mark or symbol indicating an intent to sign
- 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.

Additional guidance is provided in the OER Handbook published in March 2020.
Residency Verification for Students in Subsidized Child Care
OSSE Verified Residency for Subsidy Children

- CBO shall identify any PKEEP students that is also 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.
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.

<table>
<thead>
<tr>
<th>Option 1</th>
<th>The school receives and certifies valid supporting residency documents submitted by the enrolling person.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>One item</strong></td>
</tr>
<tr>
<td></td>
<td>• Pay stub</td>
</tr>
<tr>
<td></td>
<td>• Unexpired official documentation of financial assistance</td>
</tr>
<tr>
<td></td>
<td>• Certified D40</td>
</tr>
<tr>
<td></td>
<td>• Current military housing orders or statement</td>
</tr>
<tr>
<td></td>
<td>• Embassy letter</td>
</tr>
<tr>
<td></td>
<td><strong>Two Items</strong></td>
</tr>
<tr>
<td></td>
<td>• DC license or ID</td>
</tr>
<tr>
<td></td>
<td>• DC vehicle registration</td>
</tr>
<tr>
<td></td>
<td>• Lease and separate proof of payment</td>
</tr>
<tr>
<td></td>
<td>• Utility bill and separate proof of payment</td>
</tr>
<tr>
<td></td>
<td><strong>Or</strong></td>
</tr>
</tbody>
</table>

| Option 2 | The parent consents to a home visit conducted by a school official.                                               |

See 5-A DCMR § 5000 et seq. for more information on valid supporting residency documentation.
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.

Same name and address as enrolling person on DCRV.
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.

Same name and address as enrolling person on DCRV.
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.

Same name and address as enrolling person on DCRV.
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 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.
Same name and address as enrolling person on DCRV.

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 Creamcheese, as well as their spouse, Frank Creamcheese, 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.

[Signature]

Embassy Official
Human Resources
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 Tool
DC motor vehicle registration

(Method B – 2 required)

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

Must be valid and unexpired.

Same name and address as enrolling person on DCRV.
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
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

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
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.

Additional guidance is provided in the OER Handbook published in March 2020.
What is bona fide residency?

A bona fide resident is someone who is *physically present in* 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

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
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.
Enrollment Audit – Binder Preparation
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
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.
Contact

Aaron Parrott, Director of Enrollment and Residency  
Aaron.Parrott@dc.gov

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 Osse.enrollmentaudit@dc.gov
If parents have questions about non-resident tuition, contact Osse.residency@dc.gov