2021-22 School Year Residency Verification CBO Training

June 2021
Residency Requirements
Importance of residency verification

- Ensures DC residents have access to District public schools and seats paid for with District public funds.

- Ensures District public schools and seats funded by District funds are funded appropriately for the DC resident students they serve.

- Informs persons of the requirements and repercussions of enrolling an ineligible non-resident student.
In order to attend a District public school or a seat paid for using District funds, the enrolling person must both be a bona fide District resident and eligible to enroll the student or themselves as an adult student.

If both are not true, then the student is not eligible to be enrolled as a District resident.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
What is a bona fide resident?

A bona fide resident is someone who is *physically present in* the District.

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

Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

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, other primary caregiver (OPC), or adult student.

Only one parent, guardian, custodian is required to be a DC resident for the student to attend a District public school or fill a seat paid for using District public funds.

Exception – Minor students who are emancipated

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
Who is a parent?

Any parent, including an incarcerated parent, domestic partner, or step 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.

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Parent

Guardian

Custodian

Other Primary Caregiver (OPC)

Adult Student

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.
Residency Verification Forms
2021-22 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

Forms are available on the OSSE website here.
DC Residency Verification Form – 2021-22 School Year

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or 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.

- Do not complete before April 2, 2021.

**Step Two: Provide information about student and enrolling person.**

- Student First Name: Student Last Name: DOB:

  - Name of 2021-22 School Year School:
  - Enrolling person > First Name: Last Name:
  - I am:
    - student’s legal parent/guardian/custodian
    - student’s Other Primary Caregiver and completed the DPC Form
    - minor parent and completed the emancipation statement
  - Address of enrolling person:
    - City: State: ZIP: DC Residents: Yes No
  - Email: Phone:

**Step Three: Sign Certification of Residency Requirements.**

- I certify that I am the parent of the enrolling student, guardian, custodian, or Other Primary Caregiver and am submitting valid and proper residency documentation. Accordingly, I have identified myself as a non-resident and understand the requirement agreement and tuition payment needed for enrollment.

- I certify that I have read and understand a physical with the District, referred to as the “enrollment verification and assistance at a place of residence on the intent to enroll for an indefinite period of time, and am submitting valid and proper documentation to verify residency, as set forth in 5 DCMR 1.004. I have identified myself as a non-resident and will comply with the required tuition agreement and tuition payment.

- I certify the deceased of whether I was determined to meet residency requirements by a government or private source (such as, Medicaid, UNITE, or SNAP) or have received any government-source financial assistance program (such as, Medicaid, UNITE, or SNAP). I have received the required documentation and have verified all dates on the required documentation.

- I certify that enrollment of the student is under the name of the student. I also certify that the information provided is correct and complete.

- 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.

**DO NOT COMPLETE BEFORE APRIL 2, 2021**
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.
DO NOT COMPLETE BEFORE APRIL 2, 2021

DC Residency Verification (DCRV) Form

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
  - Campus names (as long as the CBO is correct)
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.

Now includes check box for in-person or remote.
Other Primary Caregiver Form

Completed by eligible other primary caregivers enrolling a student.

Other primary caregiver must sign and date.

School official confirms that parent, guardian, or custodian cannot provide care and support due to serious family hardship.

The school official must sign and date.

Now includes additional family hardship scenarios.
Other Primary Caregiver Form

States the methods for verifying other primary caregiver status.

Provides guidance on what it means to provide primary care and substantial support.

### 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.
- Immunizations or medical records issued within the last 12 months immediately preceding the school’s review of the 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 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 12 months immediately preceding the school’s review of residency documentation.

### Am I an Other Primary Caregiver?

5-A: DOCR 5 3099 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:</td>
</tr>
<tr>
<td></td>
<td>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>
Attestation of Other Primary Caregiver – 2021-22 School Year

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 due to serious family hardship. For the purpose of this form, a parent is “unable to provide care and support” to a child if one of the serious family hardship conditions described in the boxes below applies. 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>Place of Employment:</td>
<td></td>
</tr>
<tr>
<td>Employer Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Relationship to OPC/Student:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student First Name:</th>
<th>Student Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPC First Name:</td>
<td>OPC Last Name:</td>
</tr>
<tr>
<td>OPC Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
</tbody>
</table>

Step Three: Identify the reason for OPC status.

To the best of my knowledge, the child’s parent, court appointed custodian or guardian is unable to provide care and support to the child, because the parent, court-appointed custodian or guardian (check any that apply):

- [ ] He/She has an active military assignment
- [ ] He/She has been incarcerated
- [ ] He/She suffers from a serious illness
- [ ] He/She is deceased
- [ ] He/She is experiencing loss of hospitality
- [ ] He/She is unavailable due to deportation

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: __________________________ Date: __________________________

Printed Name: __________________________ Title: __________________________

Organization: __________________________ Contact Phone: __________________________

Email: __________________________
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.

An other primary caregiver as proof of other primary caregiver status.

Person completing sworn statement 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 (Completed by minor parent)</td>
</tr>
<tr>
<td></td>
<td>• Residency supporting documentation (of adult parent)</td>
</tr>
<tr>
<td></td>
<td>• Sworn statement of residency (completed by adult parent)</td>
</tr>
</tbody>
</table>
An 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.

OSSE does not review or approve residency verification form systems. The CBO is responsible for meeting all requirements.

Additional guidance is provided in the OER Handbook published in March 2021.
Electronic signatures

When completing the DCRV or the additional required forms, both a physical signature, or ‘wet ink’ signature, and electronic signature are acceptable. But the electronic signature must meet the following requirements:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital certificate</td>
<td>Cannot be a digitized image of a handwritten signature</td>
</tr>
<tr>
<td>Encryption used to authenticate</td>
<td>Cannot be a password or personal identification number</td>
</tr>
<tr>
<td>Evidence of the origin of the signature</td>
<td>Cannot be a mark or symbol indicating an intent to sign</td>
</tr>
<tr>
<td>Evidence of the record being sent</td>
<td>Cannot be a symbol (“/s/”) affixed to a digital document.</td>
</tr>
<tr>
<td>Evidence of receipt</td>
<td></td>
</tr>
<tr>
<td>A timestamp</td>
<td></td>
</tr>
<tr>
<td>Long-term storage of evidence</td>
<td></td>
</tr>
</tbody>
</table>

OSSE does not review or approve electronic signature systems. The CBO is responsible for meeting all requirements.

Additional guidance is provided in the OER Handbook published in March 2021.
Supporting Residency Documentation
Residency Verification Requirements

Subsidy Students

- Enrolling person must complete DCRV and additional residency forms
- CBO must accurately report subsidy students
- CBO is not required to collect supporting residency documentation
- Enrollment Audit auditors will review only DCRV and additional residency forms, not supporting residency documentation

Non-subsidy Student

- Enrolling person must complete DCRV and additional residency forms
- Enrolling person must submit supporting residency documentation
- Enrolling person must submit date of birth verification.
- Enrollment Audit auditors will review, DCRV, DOB verification, and supporting residency documentation
## Valid Supporting Residency Documents

There are two methods the enrolling person can verify DC residency, when required.

<table>
<thead>
<tr>
<th>Method A</th>
<th>The school confirms the residency indicator in the <strong>Qlik</strong> application. This application provides verified residency data through District public benefits programs as well as the Office of Tax and Revenue.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method B</td>
<td>The school receives and certifies valid supporting residency documents submitted by the enrolling person.</td>
</tr>
<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>Method C</td>
<td>The parent consents to a home visit conducted by a school official.</td>
</tr>
</tbody>
</table>

See 5-A DCMR § 5000 *et seq.* for more information on valid supporting residency documentation. Additional information can also be found in the [OER Handbook](https://example.com) published in March 2021.
COVID-19 Guidance for the 2021-22 School Year

Extension of Expiration Dates on DC DMV Documents

- DC driver licenses and ID cards that expired March 1, 2020 or after will no longer be valid as supporting residency documents for students enrolling as of Sept. 9, 2021.
- Vehicle registrations that expired March 1, 2020 or after are no longer valid as supporting residency documents for students that enrolled as of June 1, 2021.
- Both documents must be valid and unexpired as of the date of the school official's review.

Extension of Remote Home Visitation to Verify Residency

- Steps to conduct a remote home visit:
  - Enrolling person completes the Home Visitation Consent and Verification form
  - Use a live video application and in one continuous video the school official should see the following:
    - Outside of residence, including address number;
    - Inside of residence; and
    - Evidence that verifies the enrolling person resides at the address.
  - School official completes the Home Visitation Consent and Verification form

Additional policy guidance in response to coronavirus (COVID-19) can be found on the OSSE website HERE.
Valid Supporting Residency Documents

Method B
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.

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

Documentation should include agency letterhead or agency title

Same name and address as enrolling person on DCRV.

For additional guidance, a detailed guide on reviewing DC financial assistance documents is available on the OSSE website.
Unexpired official documentation of financial assistance from the Government of the District of Columbia

( Method B – 1 required)

OSSE has released a guide to support school officials when reviewing DC financial assistance documents.

The guide has specific examples of DC financial assistance documents and factors considered in determining validity.

The guide is available on the OSSE website here:

OER LEA Guide: Accepting DC Financial Benefit Documentation

For additional guidance, a detailed guide on reviewing DC financial assistance documents is available on the OSSE website.
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 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

is 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 her 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.

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

*Additional guidance is provided in the OER Handbook published in March 2021.
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.
Valid Supporting Residency Documents

Method C
# 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.

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**Home Visitation Consent & Verification Form – 2021-22 School Year**

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

**Step One: Provide information about your family.**

- **Student First Name:**
- **Student Last Name:**
- **DOB:**

**Enrolling Person:**

- [ ] student’s parent/guardian/custodian
- [ ] student’s Other Primary Caregiver and completed the OPC form
- [ ] adult student

**Address of enrolling person:**

**City:**

**State:**

**ZIP:**

**Email:**

**Phone:**

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

The family must consent to the home visit for the purpose of validating my DC residency. Personal information that may be collected in connection with this visit is to be retained in the official record of the student and will not be transferred or disclosed outside of the school. Residency, education agency or state education agency, except where disclosure is required by law or is pursuant to the verification of my District residency. This information will be used for the purpose of validating District residency of the student’s parent, guardian, or other primary caregiver, or of the adult student, respectively.

**Signature of Person Enrolling Student:**

**Date:**

---

**SCHOOL OFFICIAL USE ONLY**

The following information was verified by conducting a home visit by a school official.

<table>
<thead>
<tr>
<th>Step</th>
<th>Date of Home Visit (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Name of people residing in the home:</th>
<th>Relationship to student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Who is the Primary Leasing/Mortgage Holder?</th>
<th>Is the student on the lease?</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Is there evidence that the enrolling person resides at the residence?**

**Describe:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>If enrolling person is an Other Primary Caregiver, is there evidence that the student resides at the residence?</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Step</th>
<th>Check only one:</th>
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<tbody>
<tr>
<td>6</td>
<td>I have confirmed District residency of the enrolling person by conducting a home visit.</td>
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**I certify that the school official authorized by the above-named school to conduct a home visit for the student named above. I attest that the information provided is true to the best of my knowledge based on the home visit conducted.**

**School Official Name (print):**

**Signature:**

**Date:**

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version 08.01.21  Page 1 of 2
What is bona fide residency?

A bona fide resident is someone who is *physically present* in the District.

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

Exceptions – students experiencing homelessness, and DC students in foster care but housed in another state.

See 5-A DCMR § 5000 et seq. for more information on residency regulations.
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.
Collection format of supporting residency documentation

Supporting residency documents that require the enrolling person to submit a document to the CBO may be collected in person or through electronic submission.

Documents collected by the CBO through an electronic submission may contain personally identifiable information (PII). It is the CBOs responsibility to ensure the privacy and protection of student information in compliance with all applicable federal and local laws. In addition, electronic submissions shall meet the following requirements:

- The documents shall be legible;
- The documents shall be exportable;
- The documents shall be provided in the required format for OSSE’s annual enrollment audit;
- The documents shall be maintained in accordance with all records retention policies;
- The documents shall easily available to comply with the five-day requirement to submit for investigation purposes; and
- The documents shall not be altered, redacted, or expanded on in any way.

Additional guidance is provided in the OER Handbook published in March 2021.
Enrollment Audit – E-file Preparation
Preparing files for the Enrollment Audit

For the 2021-22 school year enrollment audit, OSSE will be collecting residency documentation *electronically* for auditor review.

In response to feedback received from LEAs during the SY20-21 enrollment audit, OSSE is making the following adjustments and providing the following supports:

• Document upload deadline that aligns with the auditor document review date
• Clearer upload instructions and technical assistance for using BOX

The following slides go over the format for arranging and submitting your residency documentation so you can prepare your processes now.

OSSE will conduct a larger training on the Enrollment Audit in July/August and provide a detailed handbook.
OSSE reviews the collected residency verification forms and residency documents remotely. Each school must organize the residency verification forms and supporting documentation as follows:

The CBO may decide how to order and label the residency documents within the student folder.

The CBO may request an alternative file structure. Requests for alternative structures should be made by August. Email osse.enrollmentaudit@dc.gov.
How to submit your e-file documents for the audit

The CBO will have several weeks to upload their files to a designated BOX folder. The folder will be specific to the school and for the 2021-22 school year. Each CBO will be assigned a specific deadline for upload.

The CBO uploads the electronic documents to their designated school enrollment audit folder in BOX.

The CBO has till their upload deadline to remove, add, and change uploaded documents in BOX.
## Contact

<table>
<thead>
<tr>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Parrott, Director</td>
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<tr>
<td>◦ CBO Enrollment Audit</td>
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<td>◦ Duplicative Enrollments</td>
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<tr>
<td>◦ Records Retention Monitoring</td>
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<td>◦ Non-resident tuition</td>
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<tr>
<td>Ahmad Hamed, Investigator</td>
<td><a href="mailto:Ahmad.Hamed@dc.gov">Ahmad.Hamed@dc.gov</a></td>
</tr>
</tbody>
</table>

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
Office of Enrollment and Residency Handbook: [https://osse.dc.gov/node/1525206](https://osse.dc.gov/node/1525206)