



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## What to Expect for the 2021-22 School Year Enrollment Audit

Preparation for the 2021-22 school year enrollment audit has begun. This letter serves as a reminder for community-based organizations (CBOs) of key items to prepare and monitor to successfully complete the enrollment audit. This is only a summary; complete guidance can be found in the Enrollment Audit and Child Count Handbook and the trainings available in the Enrollment Audit and Child Count Application (EACCA). Links to CBO-specific handbooks can be found at the end of this document.

### Points of Contact (POCs)

OSSE uses CBO Enrollment Audit POCs to grant access to the EACCA and to select recipients for notifications sent by the Office of Enrollment and Residency (OER). **All enrollment audit communications will be sent to the CBO Enrollment Audit POCs.** Be sure your POCs are up to date so your CBO can receive the critical access and information needed to complete a successful enrollment audit.

For updates to POCs, email [pkeep.osse@dc.gov](mailto:pkeep.osse@dc.gov) and Antonio Cannon, [Antonio.Cannon@dc.gov](mailto:Antonio.Cannon@dc.gov).

If an CBO encounters issues, they are not able to troubleshoot themselves, they should contact [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov) for policy issues and submit an OSSE Support Tool (OST) ticket for data and system integration issues. Additionally, the Statewide Enrollment Audit Manager Diamond Bynum can be emailed at [Diamond.Bynum@dc.gov](mailto:Diamond.Bynum@dc.gov).

### Planning

New for the 2021-22 school year enrollment audit, CBOs are required to submit an e-file of residency documentation for remote initial documentation review.

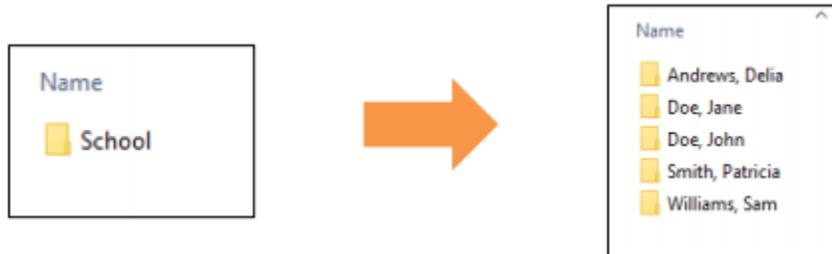
The e-file shall be submitted via BOX, through the EACCA by the “e-file deadline” defined in CBOs “Audit Workflow Dates”. Audit Workflow Dates can be found at the bottom of the CBO Dashboard page in the EACCA.

Upload e-file Documentation

The enrollment audit BOX folder is accessible now through the EACCA. Schools can organize and upload documents ahead of their e-file deadlines. Access the BOX folder by clicking on the “Upload e-file Documentation” button or by logging in directly through [BOX](#). If you login

directly through BOX, you must navigate to the folder named **“Enrollment Audit e-file from (CBOCode-CBOName) to OSSE.”**

Submitted files shall follow the format below and the school must provide documentation for all students in the EACCA.



### Initial Documentation Review and Issue Resolution Phases

The Enrollment Audit Initial Documentation Review and Issue Resolution Phases will begin on Oct. 18 and continue until Dec. 3.

#### Initial Documentation Review Scheduling

Initial Documentation Review schedules have been uploaded into the EACCA. Please review dates listed in the Audit Workflow table as initial dates have changed from the opening of the EACCA. Detailed e-file deadlines, initial documentation review dates, and all other audit workflow dates can be found in this table. For questions about dates in the Audit Workflow table, contact [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov).

| CBO Name | File Deadline | CBO Box Access Received | Initial Documentation Review Start Date | Initial Documentation Review End Date | Issue Resolution Start Date | Issue Resolution End Date | Auditor Issue Resolution Start Date | Auditor Issue Resolution End Date |
|----------|---------------|-------------------------|---|---------------------------------------|-----------------------------|---------------------------|-------------------------------------|-----------------------------------|
|----------|---------------|-------------------------|---|---------------------------------------|-----------------------------|---------------------------|-------------------------------------|-----------------------------------|

#### Initial Documentation Review Day

While all e-files are due on defined e-file due dates, each school participating in the e-file option will be assigned a “initial documentation review start date.” This date is when the auditors will begin remote review of documentation and recording of determinations. It is also the start date for all subsequent follow-up requirements by the CBO.

#### Initial Documentation Review Closure

At the conclusion of the remote document review, the CBO Enrollment Audit POC will be able to view the completion of the initial documentation review in the EACCA. The report in the EACCA summarizes the number of student residency documents reviewed, the sample size and if a full scope audit was completed.

## Initial Documentation Review determinations and Issue Resolution

Auditors will review documentation within the guidance OSSE provides during the initial documentation review and issue resolution phases. Auditors have been instructed to reach out to OSSE in the event they encounter circumstances that do not fall within their guidance. After the initial documentation review is completed by the auditor, auditors have two business days to post the results in the EACCA. Once the auditor's determination is received, schools have five business days to provide a response. School-specific dates can be found in the Audit Workflow table in the EACCA.

CBOs shall respond to auditors and OSSE as promptly as possible during this period to ensure timeliness of data reconciliation through OST tickets, email, and the EACCA.

## Duplicative Enrollment

Duplicative enrollment resolution will follow the process outlined in the [Duplicative Enrollment Resolution Policy](#) for the 2021-22 school year. As a reminder, **students are not permitted to simultaneously enroll in a PKEEP program and a DCPS or public charter school**, regardless of the school's operating status. To avoid potential loss of funding if a student is found, during the enrollment audit, to be enrolled in both a PKEEP program and a DCPS or public charter school, PKEEP programs shall inform parents that students cannot simultaneously be enrolled in PKEEP and a DCPS or public charter school.

## Final Appeals

If an CBO does not respond to an auditor's decision during issue resolution, the auditor's decision is final and the opportunity for a final appeal is forfeited. If a CBO does respond to an auditor's decision during issue resolution, but is not successful in resolving, a final appeal can be submitted. Final appeals will be scheduled remotely and will be with an auditor and an OSSE official.

## Unverified Residents

Remaining unresolved residency errors will result in an unverified resident status for the enrolled student. CBOs do not receive funding for unverified residents and are responsible for completing residency verification if the student remains enrolled at the CBO.

## Additional Resources

| Title   | Location  |
|---|---|
| Enrollment Audit and Child Count Handbook         | <a href="https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/SY21_22_EACC_CBO_Handbook_08192021_FINAL.pdf">osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/SY21_22_EACC_CBO_Handbook_08192021_FINAL.pdf</a> |
| Enrollment Audit and Child Count policy questions | <a href="mailto:osse.enrollmentaudit@dc.gov">osse.enrollmentaudit@dc.gov</a><br>Please use the subject line "CBO: (Issue)"  |

|   |   |
|---|---|
| <b>Office of Enrollment and Residency Handbook</b>                | <a href="https://osse.dc.gov/publication/office-and-enrollment-and-residency-handbook">osse.dc.gov/publication/office-and-enrollment-and-residency-handbook</a>                     |
| <b>COVID-19 Guidance and Resources for the Enrollment Process</b> | <a href="https://osse.dc.gov/page/guidance-and-resources-covid-19-related-closures-and-recovery">osse.dc.gov/page/guidance-and-resources-covid-19-related-closures-and-recovery</a> |