



## RESIDENCY VERIFICATION GUIDELINES

Only residents of the District of Columbia are eligible to receive a free public education in the District. Consequently, all students enrolled at a public school or public charter school in the District are required to provide proof of their residency in the District or pay tuition. These guidelines are intended to provide school staff, parents, and others with clear directions for implementation of the residency verification rules.

### Procedures for the Establishment of Residency

- Schools are required to maintain a completed DC Residency Verification Form for each student, which requires a school official to complete Part A and Part B (where student is enrolled by an “other primary caregiver”) and the person enrolling the student to complete Part C. In addition to the DC Residency Verification Form, schools must retain a clear copy of all supporting documentation used to fill out the Form, including residency verification documentation and “other primary caregiver” documentation when applicable. During the student enrollment audit, schools will be required to provide copies of these documents and Forms.<sup>1</sup>
- The person enrolling a student must show original documents as proof of DC residency. The school official completing the DC Residency Verification Form must review the original documents to confirm authenticity, ensure that the name on the documents matches the name of the person who signs Part C of the Residency Verification Form, and ensure that the documents meet the requirements set out in the DC Residency Verification Form (such as issuance date and type of document).
- The residency status of each student initially enrolling in a District of Columbia Public School or public charter school shall be established by October 5 (or the next school day where October 5 falls on a Saturday or Sunday), or within ten (10) days of the time of initial enrollment, whichever occurs later within the school year for which the student is being enrolled. Residency status shall be re-established annually thereafter. The annual verification shall take place no sooner than April 1 of each year. Residency status shall be established through the use of satisfactory documentation as provided in requirement (1) or (2) below, or through the use of documentation that proves a student’s status as homeless.<sup>2</sup>

### Documentation of Status as Other Primary Caregiver

An “other primary caregiver” is a person other than a parent or court-appointed custodian/ 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. A parent or a court appointed custodian/ guardian will be considered unable to provide care and support for the child if at least one of the reason(s) listed in the box below describes his/ her circumstances:

- |   |  |
|---|--|
| <input type="checkbox"/> has abandoned the child                                  | <input type="checkbox"/> has an active military assignment |
| <input type="checkbox"/> is incarcerated  | <input type="checkbox"/> is deceased                       |
| <input type="checkbox"/> does not live with the child due to neglect and/or abuse | <input type="checkbox"/> suffers from a serious illness    |

Additionally, a parent or a court appointed custodian/guardian may be considered unable to provide care and support for the child if another satisfactory reason, other than those listed in the box above, applies.

<sup>1</sup> A student whose file lacks a DC Residency Verification Form with supporting documentation is assumed to be a non-resident student and therefore must have a copy of a signed tuition payment plan, or evidence that tuition has been paid in full, for the relevant school year in his/her file for review by the auditor and by OSSE upon request. Tuition payment plans must require full tuition payment to be made before the last quarter of the school year.

<sup>2</sup> A school’s McKinney-Vento homeless student liaison should insure that the appropriate form(s) is included in each homeless students’ residency file.



An 'other primary caregiver' must provide proof that he/ she is s the child's primary caregiver by submitting one of the following items as part of the residency verification process:<sup>3</sup>

1. Records from the previous school year indicating that the child is in the care of the caregiver, including:
  - a. Downloads from the STAR database;
  - b. Signed report cards; or
  - c. Other school records.
2. Immunization or medical records indicating that the child is in the care of the caregiver.
3. Proof that the caregiver receives public or medical benefits on behalf of the child, with an issue date within 12 months immediately preceding consideration of residency, including:
  - a. Supplemental Security Income annual benefits notification; or
  - b. TANF verification of income notice or recertification approval letter.
4. A signed statement, sworn under penalty of perjury<sup>4</sup>, that he or she is the primary caregiver for the student. The standard form can be obtained from the local school.
  - a. If a DCPS or charter school official suspects that the statement is false, he or she should enroll the student but refer the case to OSSE for investigation.
5. A written attestation from a legal, medical or social service professional<sup>5</sup> attesting to the caregiver's status relevant to the minor child, with an issue date within the past 12 months.

### REQUIREMENTS FOR PROVING RESIDENCY (1)

**One of the following items will suffice to establish District of Columbia residency:**

ITEM ACCEPTED FOR VERIFICATION OF DC RESIDENCY:	ITEM MUST SHOW:
1. A pay stub	<ol style="list-style-type: none"> <li>a. Issue date within the past 45 days;</li> <li>b. Name of person enrolling the student;</li> <li>c. Current DC home address; and</li> <li>d. Withholding of DC taxes for the current tax year.</li> </ol>
2. Proof of financial assistance from the DC Government, in the form of either a: <ol style="list-style-type: none"> <li>a. Temporary Assistance for Needy Families (TANF) verification of income notice or recertification approval letter;</li> <li>b. Medicaid approval letter or recertification letter;</li> <li>c. Housing assistance letter from a housing shelter, including contact name and phone number or a letter from the Housing Authority; or</li> <li>d. Proof of receipt of financial assistance from another DC Government program.</li> </ol>	<ol style="list-style-type: none"> <li>a. Issue date within the past 12 months;</li> <li>b. Name of person enrolling the student; and</li> <li>c. Current DC home address.</li> </ol>
3. Supplemental Security Income annual benefits notification	<ol style="list-style-type: none"> <li>a. Issue date within the past 12 months;</li> <li>b. Name of person enrolling the student; and</li> <li>c. Current DC home address.</li> </ol>
4. A copy of Form D40 certified by the DC Office of Tax and Revenue	<ol style="list-style-type: none"> <li>a. Name of caregiver enrolling student</li> <li>b. Evidence of payment of DC taxes for prior tax year</li> </ol>

<sup>3</sup> In addition to submitting one of the items in 1-5, the other primary caregiver must fulfill the requirements for proving residency.

<sup>4</sup> Refer to the Sworn Statement of Other Primary Caregiver Form issued by OSSE.

<sup>5</sup> Refer to the Attestation for Other Primary Caregiver Form issued by OSSE.



5. Military Housing Orders	a. Name of student and person enrolling the student; and b. Current DC home address.
6. Proof that a child is a ward of the District of Columbia, in the form of a Court Order.	a. Name of student.
7. An embassy letter	a. Issue date after April 1 of the current school year; b. Name of person enrolling the student; c. Official seal; and d. Statement indicating that the person enrolling the student and the student currently live on embassy property in DC, with the DC address.

For the purpose of verifying DC residency, the following items **cannot** be submitted as proof of payment of District of Columbia personal income tax: (1) a W-2 form, (2) a federal income tax return, or (3) a District income tax return (unless certified by the DC Office of Tax and Revenue).

For the purpose of verifying DC residency, the following items **cannot** be submitted as proof of financial assistance from the DC Government: (1) a TANF identification card, (2) a Medicaid identification card, (3) an identification card from a District employer (including DC Government), or (4) a letter from a District resident.

#### REQUIREMENTS FOR PROVING RESIDENCY (2)

In the absence of items listed in the previous chart, two (2) of the items listed below will suffice as proof of residency in the District of Columbia. The address and name on each submitted item must be the same.

Item Accepted for Verification of DC Residency:	Item Must Show:
1. Unexpired DC motor vehicle registration	a. Name of person enrolling the student; and b. Current DC home address.
2. Unexpired lease or rental agreement	a. Name of the person enrolling the student; b. Current DC home address; and c. Receipt of a payment or canceled check indicating payment of rent within the past two (2) months.
3. Unexpired DC motor vehicle operator's permit or other official non-driver identification	a. Name of person enrolling the student; and b. Current DC home address.
4. One utility bill (only gas, electric and water bills are acceptable)	a. Name of person enrolling the student; b. Current DC home address; and c. A separate receipt of payment or cancelled checks indicating payment for the utility bill within the past two (2) months.

For the purpose of verifying DC residency, the following items **cannot** be submitted in place of a DC motor vehicle registration or operator's permit: (1) a title to a vehicle, or (2) vehicle insurance.

For the purpose of verifying DC residency, the following items **cannot** be submitted in place of a utility bill: (1) a telephone bill, or (2) a cable bill.

*Unless a school receives guidance from OSSE stating otherwise, only the documents shown on the Residency Verification Form and in these guidelines are acceptable for proving District residency. While a parent or caregiver may provide other types of documents, this should not be accepted.*