



RESIDENCY VERIFICATION GUIDELINES

LIST OF ACCEPTABLE RESIDENCY DOCUMENTS

All documents must be in its original format and UNEXPIRED

- Parents/guardians are required to verify DC residency each year, upon enrollment of the student.
- Parents/guardians may present one document from List A or two documents from List B in order to verify DC residency.
- Parents/guardians must provide original documents to school officials, and documents must be in the name of the enrolling parent/guardian. **School officials are required by DC law to photocopy residency documents for audit purposes.**
- Parents/guardians must also complete the DC Residency Verification form each year, upon enrollment. This document must be signed by the same enrolling parent/guardian whose name appears on the residency documents.

List A	List B
<u>One</u> of the following indicating name and address of enrolling parent/guardian.	<u>Two</u> of the following indicating name and address of the enrolling parent/guardian. The name and address must be the same on <u>both</u> documents.
A pay stub, issued within 45 days prior to school's review of residency documentation, showing DC address <u>and</u> DC tax withholding	Unexpired DC motor vehicle registration
Supplemental Security Income annual benefits notification	
Verification letter and Military Housing orders; or DEERS Statement	Unexpired DC motor vehicle operator's permit or official non-driver identification
An embassy letter indicating embassy sponsored housing in DC with embassy seal affixed	
Unexpired official documentation of financial assistance from the DC Government including TANF, Medicaid, SCHIP, SSI, housing assistance or other DC Government Programs	Unexpired lease with separate proof of payment within 2 months preceding school's review of residency documents. If lease expired, a letter showing continuance of lease is acceptable with separate proof of payment
A copy of D-40 form certified by the DC office of Tax & Revenue form	
Proof that the child is a ward of the District of Columbia, in the form of a Court Order or notification from the DC Child and Family Services Agency	Utility bill (only gas, electric and water bills are acceptable) with a separate paid receipt showing payment of that bill dated within 60 days (2 months) of school's review of residency documentation

For questions and guidance, please contact the Enrollment Team at enroll@tcgdc.org or at 202-774-5442.



FORM 1 - DC RESIDENCY VERIFICATION FORM

Part A. Parent/Guardian/Caregiver or Adult Student Confirmation

I am the parent/guardian other primary caregiver adult student who is re-enrolling* is enrolling _____ in school.
 (Adult Student/Student Full Name)

I, the parent/guardian/caregiver or adult student, affirm that I reside at the following address:

_____ Street _____ City, State _____ Zip Code

**Re-Enrolling can only be selected if all four items in Part B are applicable.*

Part B. Statement of Consent (this section is for enrolling persons who verify District residency using an intra-agency agreement).

Enrolling person must initial all four statements and identify which intra-agency data sharing process is used for residency verification.

- | | |
|---|---|
| <input type="checkbox"/> I hereby affirm that the enrolling school/LEA verified my residency during the previous school year;
<input type="checkbox"/> I hereby affirm that I continue to live in the District as I did in the previous school year;
<input type="checkbox"/> I hereby consent to random verification of my residency status during this school year; | <input type="checkbox"/> I hereby appoint OSSE as the representative authorized to verify student's residency through an interagency data-sharing process with either: (select one below)
<input type="checkbox"/> Department of Human Services to verify participation in any District of Columbia financial assistance or public benefits program; or
<input type="checkbox"/> Office of Tax and Revenue (OTR) to verify taxpayer status.** |
|---|---|

***Enrolling person must log in to separate residency validation system through OTR. Enrolling school will provide guidance documents.*

Part C. Parent/Guardian/Caregiver or Adult Student Sworn Statement of DC Residency

I understand that enrollment of the above named student in District of Columbia public schools, public charter schools, or other schools providing educational services funded by the District of Columbia is based on my representation of bona fide DC residency, including this sworn statement of physical presence and my presentation of residency verification documentation. If this sworn statement is false, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school. Additionally, I understand that, under D.C. Code §38-312, any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment. I hereby waive my rights to confidentiality of information relative to my residence and understand that the District of Columbia will use whatever legal means it has at its disposal to verify my residence. I also agree to notify the school of any change of residence for myself or the student within three (3) school days of such change.

_____ (Printed Name of Parent/Guardian/Caregiver or Adult Student) _____ (Phone Number)

_____ (Signature of Parent/Guardian/Caregiver or Adult Student) _____ (Date)

Part D. School Official Confirmation

The following item(s) selected below are used and/or presented as proof of District of Columbia residency. See reverse for detailed descriptions.

- | | |
|--|--|
| <p>1. One of the following items:</p> <input type="checkbox"/> Pay stub within 45 days.
<input type="checkbox"/> Unexpired official documentation of DC Government financial assistance.
<input type="checkbox"/> Certified copy of DC Tax Form-D40.
<input type="checkbox"/> Military housing orders.
<input type="checkbox"/> Embassy letter. <p>2. Two of the following items with matching names and addresses:</p> <input type="checkbox"/> Unexpired DC motor vehicle registration.
<input type="checkbox"/> Unexpired DC driver's license or non-driver ID.
<input type="checkbox"/> Unexpired lease with separate proof of payment.
<input type="checkbox"/> Utility bill with separate proof of payment. | <p>3. No supporting documentation required. A signature is required by enrolling person in Part C.</p> <input type="checkbox"/> There is evidence that the student is homeless and the homeless liaison has provided homeless verification.
<input type="checkbox"/> Child is/was a ward of the District of Columbia. <p>4. Select if District residency was verified via intra-agency agreement.</p> <input type="checkbox"/> Office of Tax and Revenue verification.**
<input type="checkbox"/> DC financial assistance verification. <p>5. Use only if none of the previous options apply.</p> <input type="checkbox"/> The person enrolling the student or the adult student has consented to a home visit. |
|--|--|

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information, and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General, DC Office of the Attorney General, etc. upon request.

_____ School Official (Print) _____ School Official (Signature) _____ Date



Acceptable Supporting Documentation Checklist

1. (One item is needed from this list to verify residency. The address and name on each of the items must be the same.)

- Pay stub:** A valid paystub issued within forty-five (45) days of providing proof of residency. Must contain the name of person enrolling the student or the name of the adult student showing his/her current DC home address, and withholding of only DC personal income tax for the current tax year.
- Unexpired official documentation of financial assistance from the Government of the District of Columbia:** Issued to the person enrolling the student or the adult student and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs.
- Certified copy of Form D40:** Certified by the DC Office of Tax and Revenue, with the name of person enrolling the student or the name of the adult student as evidence of payment of DC taxes for the current or most recent tax year.
- Current Military housing orders:** Showing the name of the person enrolling the student or the name of the adult student, and the residing District address, including but not limited to a DEERS statement or other official communication on military letterhead.
- Embassy letter:** Issued within the past twelve (12) months showing the name of the person enrolling the student or the name of the adult student, indicating that the caregiver and the dependent student or the adult student currently live on embassy property in the District of Columbia or will reside on DC property confirmed by the embassy during the relevant school year, and an official embassy seal.

2. (Two items are needed from this list to verify residency. The address and name on each of the items must be the same.)

- Valid and unexpired **DC motor vehicle registration** showing the name of the person enrolling the student or the name of the adult student and his/her current District home address.
- Valid and unexpired **lease or rental agreement with a separate proof of payment of rent**, in the name of the person enrolling the student or the name of the adult student, for a period within two (2) months immediately preceding the school's review of residency documentation, for the current DC address at which the student actually resides.
- Valid and unexpired **DC motor vehicle operator's permit** or official government issued non-driver identification in the name of the person enrolling the student or the name of the adult student showing his/her current DC home address.
- Utility bill (only gas, electric, and water bills are acceptable) with a separate paid receipt showing payment of the bill**, from a period within the two (2) months immediately preceding the school's review of residency documentation, listing the name of the person enrolling the student or the name of the adult student and his/her current DC home address.

3. (No supporting documentation required. A signature is required by enrolling person in Part C.)

- Homeless:** There is evidence that the student is homeless and the school's homeless liaison has provided the appropriate homeless information.
- Ward of the District of Columbia:** Proof that child is a ward of the District of Columbia, in the form of a court order or official documentation from DC Child and Family Services Agency.

4. (enrolling families/students consent to electronic verification of residency.)

- Office of Tax and Revenue:** Re-enrolling families/students agree to verify residency using OTR residency verification process. Enrolling person must login to a separate residency validation system. Guidance documentation provided by the enrolling school.
- DC Financial Assistance:** Participation in the identified District financial assistance or public benefits program in which information is fed directly to OSSE through an intra-agency data sharing agreement. These programs include Medicaid, Supplementation Nutrition Assistance Program (SNAP), or Temporary Assistance for Needy Families (TANF).

Penalty for False Information:

Any person, including any District of Columbia public school 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, but not both fine and imprisonment, pursuant to the District of Columbia Nonresident Tuition Act, approved September 8, 1960 and amended by the District of Columbia Public Schools and Public Charter School Student Residency Fraud Prevention Amendment Act of 2012 (D.C. Code §38-312). The case of any such person may be referred by the Office of the State Superintendent of Education to the Office of the Attorney General.