

## RESIDENCY VERIFICATION GUIDELINES

Only residents of the District of Columbia are eligible to receive a free public education in the District. Consequently, all caregivers of public school students in the District are required to provide proof of their residency in the District or pay tuition. The current Residency Verification Rules governing the process of residency verification are designed to ensure that only those students who are District residents attend public schools in the District without paying 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

- Caregivers enrolling a student must show *original documents* as proof of District residency.
- Schools are required to retain copies of all support documentation used to establish District residency for the duration of the school year, or a signed opt out form. All residency verification support documentation must be made available to the Office of the State Superintendent of Education, 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.
- 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 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 the current school year and no later than October 5 each year. Residency status shall be established through the use of satisfactory documentation as provided in requirement (1) or (2) below.

### 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. For the purposes of the Residency Verification Guidelines, 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 to his/ her circumstances.

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

An other primary caregiver must **provide proof that he/she is the child’s primary caregiver by submitting one of the following items** prior to proving residency:<sup>1</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*.

<sup>1</sup> After submitting one of the items in 1-5, the other primary caregiver may fulfill the requirements for proving residency.  
Office of the State Superintendent of Education School Year: \_\_\_\_\_

4. A **signed statement, sworn under penalty of perjury<sup>2</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 school official suspects that the statement is false, he or she should enroll the student but refer the case to the DCPS Office of Student Residency.
  - b. If a charter school official suspects that the statement is false, he or she should enroll the student but refer the case to the school's chartering authority.
5. A written **attestation from a legal, medical or social service professional<sup>3</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)

<b>One of the following items will suffice to establish District of Columbia residency:</b>	
<b>Item Accepted for Verification of DC Residency:</b>	<b>Item Must Show:</b>
1. A <b>pay stub</b>	<ol style="list-style-type: none"> <li>a. Issue date within the past 45 days;</li> <li>b. Name of caregiver 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 <b>financial assistance from the DC Government</b> , 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 caregiver enrolling the student; and</li> <li>c. Current DC home address.</li> </ol>
3. <b>Supplemental Security Income annual benefits notification</b>	<ol style="list-style-type: none"> <li>a. Issue date within the past 12 months;</li> <li>b. Name of caregiver enrolling the student; and</li> <li>c. Current DC home address.</li> </ol>
4. A <b>tax information authorization waiver form</b> certified by the DC Office of Tax and Revenue	<ol style="list-style-type: none"> <li>a. Name of caregiver enrolling the student;</li> <li>b. Evidence of payment of DC taxes for the previous tax year; and</li> <li>c. Current DC home address.</li> </ol>
5. <b>Verification Letter <u>and</u> Military Housing Orders; or DEERS Statement*</b>	<ol style="list-style-type: none"> <li>a. Name of student and caregiver enrolling the student; and</li> <li>b. Current DC home address.</li> </ol>
6. Proof that a child is a <b>ward of the District of Columbia</b> , in the form of a <b>Court Order</b> .	<ol style="list-style-type: none"> <li>a. Name of student.</li> </ol>
7. An <b>embassy letter</b>	<ol style="list-style-type: none"> <li>a. Issue date after April 1 of the current school year;</li> <li>b. Name of caregiver enrolling the student;</li> <li>c. Official seal; and</li> <li>d. Statement indicating that the caregiver enrolling the student and the student currently live on embassy property in DC, with the DC address.</li> </ol>

<sup>2</sup> Refer to the Sworn Statement of Other Primary Caregiver Form.

<sup>3</sup> Refer to the Attestation for Other Primary Caregiver Form.

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.

\*DEERS Statements are obtained at the base MPF administrative office. If the DEERS statement shows the dependents but does not show the current address, it can be combined with a residency verification letter from the Housing Management Branch.

### REQUIREMENTS FOR PROVING RESIDENCY (2)

<b>In the absence of items listed on the other side of the page, 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.</b>	
<b>Item Accepted for Verification of DC Residency:</b>	<b>Item Must Show:</b>
1. Unexpired <b>DC motor vehicle registration</b>	a. Name of caregiver enrolling the student; and b. Current DC home address.
2. Unexpired <b>lease or rental agreement</b>	a. Name of the student and caregiver 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 <b>DC motor vehicle operator’s permit</b> or other official non-driver identification	a. Name of caregiver enrolling the student; and b. Current DC home address.
4. <b>One utility bill</b> (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.

#### **Exceptional Circumstances**

Exceptional circumstances exist when documentation to establish or verify residency or status of “other primary caregiver” is not available. Each local education agency is required to establish policies and procedures on how to resolve exceptional circumstances and must submit their policies and procedures to OSSE for approval no later than April 1 of each school year, or within 30 days after any material revision to a previously approved policy and procedure. The exceptional circumstances policy and procedure shall be designed to demonstrate due diligence in residency verification, but must not hinder the process.