PRIVATE SCHOOL CHOICE PROGRAMS
STUDENT APPLICATION CHECKLIST
2017-18 SCHOOL YEAR

The Private School Choice Programs (Choice) includes the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and the Wisconsin Parental Choice Program (WPCP). Please see the residency documentation bulletin for information on the required residency documentation, the income documentation bulletin for information on the required income documentation, and the Application Verification FAQ for information on how to correct the Online Application System (OAS). To be considered complete, all applications require income documentation (as applicable) and residency documentation. See further information on the application process and rules in the documents "Open Application Periods-General Rules" and "Open Application Periods-Process." The bulletins and information on the open application periods are available at http://dpi.wi.gov/sms/choice-programs/student-applications-processing.

Schools are required to retain a copy of the letter accepting or denying the application, and all supporting documentation received, even if the application is not accepted. Do not destroy the application documentation received by the school.

Residency Information:

1. _____   School District Determination: Determine what school district the address is in by completing one of the permitted school district verifications in the Residency Documentation Bulletin. Maintain a print screen of the school district verification for your auditor's review.

2. _____   Address in Required District for MPCP: Based on the school district identified in 1, determine that the address is in the City of Milwaukee (Milwaukee Public School District). If not, the application is ineligible.

3. _____   Address in Required District for RPCP: Based on the school district identified in Step 1, determine that the address is in the Racine Unified School District. If not, the application is ineligible.

4. _____   WPCP School District Verification: Complete the following:

    4a._____   Based on the school district identified in 1, determine that the address is in Wisconsin but not in the Racine Unified School District or City of Milwaukee (Milwaukee Public School District). If not, the application is ineligible

    4b._____   Verify that the school district identified in 1 matches the school district on the OAS Application Verification screen. If not, this must be corrected as described in the Residency Documentation Bulletin.

5. _____   Required Residency Documentation: Determine that the parent/guardian has submitted a copy of **ONE** of the following to support that the student(s) lives at the address on the OAS Application Verification screen. Please note, this is a complete list of acceptable forms of residency documentation. **The residency documentation provided must meet the requirements in 6, 7, and 8 below.**

5a._____ Wage statement or W-2 tax form. (Note: W-2 tax forms are not acceptable for applications received after April.)

5b._____ Water, sewer, gas, electric, cable, satellite or landline phone bill.

5c._____ Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to address on the application for service at that address.

5d._____ Lease agreement with a term that includes the date the parent applies to the school (must be complete and legible). Expired leases are not acceptable. Month-to-month leases with a start date between the required dates explained in 7.

5e._____ Governmental correspondence. Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2," Food Share, Housing Assistance, or United States Postal Service letter. Printed statements from Access.gov can be used as residency support if the statement includes the name of the parent/guardian and a date that meets the requirement explained in 7.

5f._____ If homeless, a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated by a representative of the organization.

5g._____ Properly completed Alternative Residency Verification form (Form PI-PCP-51) only for situations where 1) the student is not living with his or her parent or legal guardian or 2) the parent/guardian does not have one of the residency documents in 5a-5f and someone else is able to provide one of the residency documents listed in 5a-5e for the family.

6. _____ Matching Parent/Guardian Name: Determine that the first and last name of the parent/guardian on the residency documentation in 5 exactly matches the name of one of the parents/guardians on the OAS Application Verification screen. The parent/guardian name must be the legal name of the parent/guardian. See 9 for information on allowed corrections if it does not match.

7. _____ Matching Address: Determine that the address on the residency documentation in 5 exactly matches the address on the OAS Application Verification screen AND the address on the school district verification print screen in 1. The street number, street name, city, and state must be included on the residency documentation and in the OAS Application Verification screen. Additionally, the street suffix (ave, dr, etc), and street direction (N, S, E, W) must be included on the residency documentation and in OAS if it is on the school district verification print screen in 1. See 9 for information on allowed corrections if it does not match.

8. _____ Required Date: Determine that the residency documentation in 5 includes a date between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received. The allowed dates are identified in the OAS Application Verification screen. If a lease agreement with a term is obtained, the date the application is received must fall within the term of the lease. The start date of a month to month lease must be dated within three (3) months prior to the start of the open application period in which the application is received.

9. _____   Received During Open Application Period & Allowed Corrections: If no residency documentation in 5a-5g was received during the open application period, the application is ineligible. If residency documentation in 5a-5f was received but did not comply with all of the requirements, it may be corrected. See the "Corrections to Residency Documentation" section of the Residency Documentation Bulletin for additional information on when the residency documentation may be correctable.

Income Determination-New Student Application Only (Complete 10 or 11 as applicable):

10. _____   Department of Public Instruction (DPI) Family Income Eligibility determination method used.

10a. _____   Kinship/Foster Care: If the pupil is in kinship care or foster care, support for the student participating in the program is provided. The requirements in 9b-9d of this checklist are not applicable.

10b. _____   Parent/Guardian has Income: The income determination is based on the applicant's adjusted gross income. If a parent/guardian on the application received income, obtain the supporting documentation identified on the OAS verification screen and complete the following:
  □ Determine that it is for 2016 income.
  □ Determine that the amount of income received per the supporting documentation matches the information in the OAS. If the amounts do not match and it is before the end of the open application period in which the application was received, ask that the parent/guardian log back into the online parent application and correct the amount(s). If it is after the open application period in which the application was received, determine if the application is income eligible with the correct amount of income. If so, the school may accept the supporting documentation (no correction to OAS is required). If not, the application must be determined ineligible.
  □ If social security benefits were received, the support must be a 1099. Ensure that the support is for social security benefits and not supplemental security income (SSI). If the parent received SSI and not social security benefits, the parent must log back into OAS before the end of the open application period in which the application is received and change the income/benefits received to SSI. If not, the application must be determined ineligible.
  □ All supporting documentation (tax returns, 1099s, etc) includes the first and last name of the parent/guardian for the income type specified on the OAS Application Verification screen. If the parent/guardian name is incorrect, see the Application Verification FAQ for information on how to make corrections.
  □ All supporting documentation was received during the open application period in which the application was received.

10c. _____   Tax Return Support: If a copy of the 2016 tax return is provided:

  □ The return is signed and dated, including by both taxpayers if a joint return.
  □ The return is the Federal income tax form 1040. Wisconsin tax returns are not sufficient.
  □ The first two pages of the return are provided.

10d. _____   Parent/Guardian has No Income: If the income of the parents/guardians is $0, the parent/guardian is required to explain how basic needs were provided and indicate all government assistance received. Ensure the following:
  □ The explanation of basic needs (food, clothing and shelter) is sufficient to explain how basic needs were provided.
  □ If any government assistance is indicated in the explanation of basic needs, the program is also checked in the government assistance provided section.

- ☐ Documentation showing the parent/guardian participated in ALL government assistance programs selected is provided. The evidence must show the parent/guardian participated in 2016 and include the first and last name of the parent/guardian. If the parent/guardian name is incorrect, see the Application Verification FAQ for information on how to make corrections.
- ☐ The document for supplemental security income (SSI) indicates the parent received SSI and not social security benefits. If the parent received social security benefits and not SSI, the parent must log back into OAS and change the income/benefits received to social security benefits. If not, the application must be determined ineligible.
- ☐ The explanation of basic needs does **not** indicate that the parent received any income (even if cash income). If there is any income identified, the parent must log back into the online parent application and include this income in the online parent application. If the parent has any income and it is after the open application period in which the application was received, the application is ineligible.
- ☐ All government assistance documentation was received during the open application period in which the application was received.

11. _____ <u>DOR Income Determination method</u> used.

    11a. _____ Social Security Number(s) or Taxpayer ID Number(s) is/are provided for all parents/guardians.

    11b. _____ Enter the social security number(s) or Taxpayer ID Number(s) in the OAS to determine if the parent/guardian is income eligible for the program. If the DOR is unable to determine if the parents/guardians are income eligible and it is before the end of the open application period, the parent/guardian must log back into the online parent application, use the DPI income determination method, and resubmit the application. If it is after the end of the open application period, the application must be determined ineligible.

General Review:

12. _____ <u>Student Names and Dates of Birth Correct</u>: The student's first and last name must be the legal name of the student. Review the student's name and date of birth based on other information available to the school (if available). If the application is incorrect see the Application Verification FAQ for information on how to correct OAS.

Verifications:

13. _____ <u>Corrections to Application in OAS:</u> If any corrections are required to the application information in OAS, they must be made before completing the verification. See the Application Verification FAQ for information on how to make corrections.

14. _____ <u>Verification:</u> Complete the verification for the application in OAS. WPCP verifications must be completed by May 1. MPCP & RPCP verifications must be completed the earlier of: a) within 60 days of when the school receives the application, b) prior to the next application period, c) prior to completing a random drawing, if applicable, or d) prior to the next count date.
If the application is not verified in OAS within 60 days of the end of the open application period in which the application was received, the application will automatically be determined ineligible in OAS.

Other Requirements for MPCP and RPCP:

15. _____ <u>Random selection</u>, if needed, must occur within one week of the close of the open application period and prior to the count date, if applicable.

16. _____ <u>Letter of Acceptance or Denial:</u> Applicants must be notified, in writing, within 60 days of submission of their application, whether they are accepted or not accepted in the MPCP or RPCP at the school. Schools are required to retain a copy of the letter of acceptance or denial and all supporting documentation received even if the application is not accepted. Do not destroy the application documentation received by the school.

17. _____ <u>Submit accepted applications in OAS</u>: This cannot be completed until after the open application period in which the application is received. Only submitted applications will be available in the count reports.