

Auditor In Depth Training: Choice Applications

The handouts are available at:

<https://dpi.wi.gov/parental-education-options/choice-programs/auditor-trainings>

School Finance Auditors
August 2023



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General Eligibility & Application Acceptance

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How a Parent Applies

Step 1: Complete the online parent application.



Step 2: Go to the school and submit income documentation, if applicable, and residency documentation.

All steps must be completed during the open application period in which a parent applies.

The data from the online parent application is what populates the online application system ("OAS") that the schools and auditors use.

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Open Application Periods

- Schools must choose what program(s) and the open application period(s) they would like to accept applications in the Intent to Participate form due January 10th.
- For MPCP and RPCP, the school may select one or more open application periods.
- For WPCP, there is only one open application period.

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Open Application Periods

| MPCP | RPCP | WPCP |
|--|--|---|
| 1 st weekday in February – Feb 20 | 1 st weekday in February – Feb 20 | 1st weekday in February - 3rd Thursday in April |
| March 1-20 | March 1-20 | |
| April 1-20 | April 1-20 | |
| May 1-20 | May 1-20 | |
| June 1-20 | June 1-20 | |
| July 1-20 | July 1-20 | |
| August 1-20 | August 1-20 | |
| September 1-14 | September 1-14 | |
| October 1-20 | If the last day of a MPCP or RPCP open application period falls on a Sunday, the end date is extended to Monday. | |
| November 1-20 | | |
| December 1- January 7 | | |

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Open Application Periods – MPCP & RPCP

- Applications accepted from February through September are eligible to receive payment for the 3rd Friday in September and 2nd Friday in January (if no break in enrollment).
- MPCP Only - Applications accepted from October through January are eligible to receive payment for the 2nd Friday in January.

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Student Eligibility

- A school may only use the criteria contained within the online parent application to determine whether a student is eligible for the Choice program.
- Those criteria include:
 - Age eligibility
 - Residency
 - Income for new students
 - Prior year attendance (RPCP and WPCP only)

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General Ineligibility Reasons

- The student is listed as the parent but is not eligible to apply themselves.

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September Application Testing Sample Sizes

| MPCP APPLICATION EXAMINATION | | |
|------------------------------|--|---|
| 1 | Total number of MPCP family applications | 0 |
| 2 | Number of family applications where income and/or residency documentation was examined | |
| 3 | Number of family applications with instances of income and/or residency related errors (even if corrected) | |
| 4 | MPCP Required Sample Increments | 0 |
| 5 | MPCP Minimum Sample Required | |

- The auditor must test the greater of 125 family applications or 15% of the family applications for each program.
- For each exception found, an additional sample must be tested.
- The auditor must test the applications until no more exceptions are found or all family applications have been examined.

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January Application Testing

- As part of the January Enrollment Audit, the auditor reviews all applications that were first counted on the 2nd Friday in January that weren't previously tested.

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Match the programs to the open application periods

- | | |
|--------------------------------------|---|
| 1. Milwaukee Parental Choice Program | a. 1st weekday in February - 3rd Thursday in April |
| 2. Wisconsin Parental Choice Program | b. 1 st -20 th from February to August and 1 st -14 th for September |
| 3. Racine Parental Choice Program | c. 1 st -20 th from February to August, 1 st -14 th for September, 1 st - 20 th for Oct & Nov, and Dec 1 st -Jan 7th |

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Knowledge Check

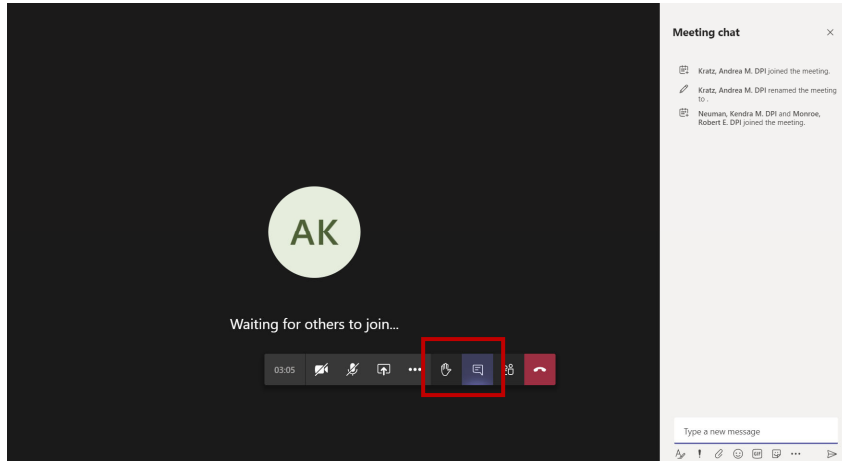
A school has 1,000 MPCP family applications. Two errors are found in the initial sample selection. How many additional family applications does the auditor need to test?

- 150 plus the original sample selection
- 300 plus the original sample selection
- 125 plus the original sample selection
- 250 plus the original sample selection

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Questions?



1) Raise your hand.
When called on, we will unmute you so you can ask the question.

OR

2) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

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Residency Verification

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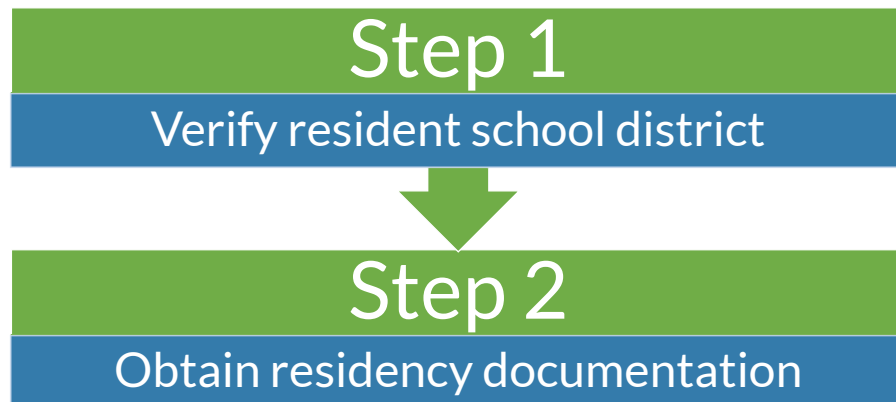
Residency Requirements

- ▶ MPCP: Resident of the city of Milwaukee.
- ▶ RPCP: Resident of the Racine Unified School District.
- ▶ WPCP: Each applicant's home address must be located in the school district listed on the Choice application and the applicant's home address must be in Wisconsin but **not** located within the boundaries of the city of Milwaukee or the Racine Unified School District.
- ▶ Schools must complete residency verification every year for ALL applicants.

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Residency Verification



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Step 1- Verify Resident School District

- The school will verify the school district using one of the options listed below:
 - MapIt or Milwaukee Elections Commission (for MPCP)
 - RUSD transportation website (for RPCP)
 - Property tax bill
 - My Vote Wisconsin
 - County/City Clerk or County/City Assessor websites
 - Public school district website
 - Statewide parcel service
- The address on the school district verification document is the address that needs to be in the OAS and on the residency documentation.

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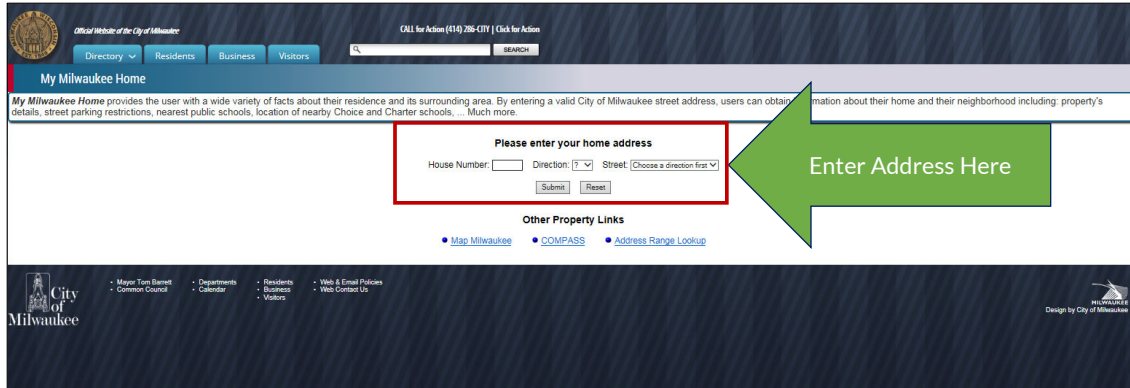
Step 1-Verify Resident School District (cont.)

- If an applicant that applied in the previous year does not move, the school can make a copy of the prior year school district verification for the current year application rather than completing a new school district verification as long as the school district verification document in the prior year used one of the permitted options.
- The school must have a copy of the email from DPI approving alternative district verification documentation in situations where it doesn't fit into one of the previous categories.

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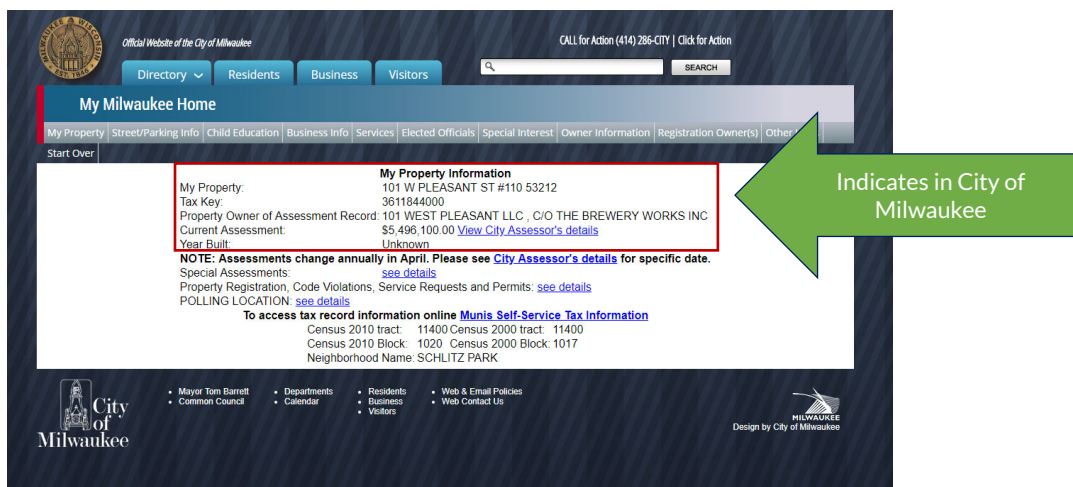
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Milwaukee Address – MapIt (MPCP)



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Milwaukee Address – MapIt (MPCP cont.)



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Confirm Address is in Required School District

Confirm the address is correct for the program the student has applied to:

- MPCP: Resident of the city of Milwaukee.
- RPCP: Resident of the Racine Unified School District.
- WPCP: Each applicant's home must be located in the school district listed on the Choice application and the applicant's home must be in Wisconsin but **not** located within the boundaries of the city of Milwaukee or the Racine Unified School District.

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WPCP School District Incorrect

- If the school district on the DPI Pupil Information Report or OAS Application Verification screen for a WPCP application is incorrect based on the school district verification document and the correct school district is in Wisconsin but not in the City of Milwaukee or RUSD, the school district correction needs to be identified on the Enrollment Audit.

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Knowledge Check

Which of the following options could a school use to verify an address in Dane County (there may be more than one answer)?

- a. Dane County assessor website (AccessDane)
- b. Property tax bill for the address that lists the school district but is not in the parent's name
- c. Zillow.com
- d. Greatschools.org

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Step 2: Obtain Required Documentation

1. Water, sewer, gas, electric, cable, satellite, or landline phone bill.
2. Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application.
3. Wage statement or a W-2 year-end earnings statement from the previous year.
4. Lease agreement whose lease term meets the required dates explained later.
5. Recent government correspondence.
6. Homeless individuals should provide a letter from a shelter or from a private or public organization providing services to the homeless individual.
7. Alternative residency form and all required documentation.
8. Safe at Home card if the family participates in the Wisconsin Safe at Home Program.
9. If the parent/guardian does not have any of the documents above, a document approved in an email by the DPI. Before requesting approval from the DPI, schools must first work with parents to obtain a document from the list above that meets the requirements. The school must be able to provide the email from DPI approving the alternative document to the auditor.

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Step 1: Obtain Required Documentation (cont.)

- As a reminder, some common examples of documentation that **do not fall within the acceptable documents** listed in #1-8 in the list of Allowed Residency Documents include:
 - Report card;
 - Bank statement;
 - Letter from landlord;
 - Any envelope;
 - Rent or lease receipt;
 - Expired leases;
 - Cell phone bill; or
 - Tax return.

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Residency Documentation Required Date

- Be dated 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.
- Lease agreement whose lease term includes the date the parent is applying.
- If a month-to-month lease is used, it must be dated within 3 months of when they are applying.
- The documentation must be submitted to the school within the same open application period that the application is received. The date application received is on the DPI Pupil Information Report.

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Alternative Residency Form

- Allows pupils to apply where:
 - The parent does not have an acceptable form of residency documentation in his/her own name.
 - The parent does not live with the student.
- The form is available at: <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications>

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Alternative Residency Form (cont.)

- All information on the form must be provided.
- One of the living situations must apply to use the form.

| I. GENERAL INFORMATION | |
|--|--|
| Include all students applying to the program on the application below. Note: A separate application and residency form must be completed for students that reside at different addresses or have different parents or legal guardians. | |
| Student Applicant Name(s) <i>First, MI, Last</i> | Student Applicant Name(s) <i>First, MI, Last</i> |
| 1 _____ | 5 _____ |
| 2 _____ | 6 _____ |
| 3 _____ | 7 _____ |
| 4 _____ | 8 _____ |
| II. EXPLANATION OF LIVING SITUATION | |
| In order to use the Alternative Residency form, one of the following situations must apply. If neither of the situations below apply, this form may not be used. Select which reason is applicable: | |
| <input type="checkbox"/> | The parent/legal guardian does not have one of the allowed residency documents showing that they live at the address on the application. |
| <input type="checkbox"/> | The pupil does not live with his or her parent or legal guardian. |

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Alternative Residency Form (cont.)

- Both the parent and the household occupant providing the residency documentation must:
 - Provide documentation; and
 - Sign and date the form.

| III. REQUIRED ATTACHMENTS | | | | | |
|---|-------------------------|---------------------------------------|-------------------------|---|--|
| <p>A household occupant that lives with the pupil must provide one of the following that includes the address on the Choice Program application (this person must also complete section V). Unless otherwise noted, the document must be dated between three (3) months prior to the start of the open application period in which the parent or legal guardian submits the online application to the school and the end of that open application period. <i>Check which document is being provided.</i></p> <p><input type="checkbox"/> Wage statement (i.e. pay check stub) or Form W2 Wage and Tax Statement.</p> <p><input type="checkbox"/> Water, sewer, gas, electric, cable, satellite, or landline phone bill.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Lease agreement with a term that includes the date the parent or legal guardian applies to the school (must be complete and legible). Month-to-month leases with a start date between three (3) months prior to the start of the open application period in which the parent or legal guardian submits the online application to the school and the end of that open application period.</p> <p><input type="checkbox"/> Governmental correspondence.</p> <p style="text-align: center;">—AND—</p> <p>The parent or legal guardian on the application must provide one of the following documents. <i>Check which document is being provided.</i></p> <p><input type="checkbox"/> A driver's license, state ID, school ID, passport, or a government-issued photo ID. <i>Expired IDs may be used for this support.</i></p> <p><input type="checkbox"/> One of the allowed residency documents (listed above) with an address other than an address on the application.</p> | | | | | |
| IV. PARENT OR LEGAL GUARDIAN SIGNATURE | | | | | |
| <p>I HEREBY CERTIFY, as the parent or legal guardian, that the explanation of the living situation is accurate. I further certify that the student(s) applying to the Choice Program currently reside(s) with the household occupant signing this form.</p> <p>Printed Name of Parent or Legal Guardian Signing Below</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Signature of Parent or Legal Guardian</td> <td style="width: 30%;">Date Signed Mo./Day/Yr.</td> </tr> <tr> <td>></td> <td></td> </tr> </table> | | Signature of Parent or Legal Guardian | Date Signed Mo./Day/Yr. | > | |
| Signature of Parent or Legal Guardian | Date Signed Mo./Day/Yr. | | | | |
| > | | | | | |
| V. HOUSEHOLD OCCUPANT SIGNATURE | | | | | |
| <p>The following must be completed by the household occupant who provided one of the allowed residency documents in Section III.</p> <p>I HEREBY CERTIFY that the above-named student(s) applying for the Choice Program reside(s) with me. I further CERTIFY that the explanation provided of the living situation is accurate.</p> <p>Printed Name of the Household Occupant Signing Below</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Signature of Household Occupant</td> <td style="width: 30%;">Date Signed Mo./Day/Yr.</td> </tr> <tr> <td>></td> <td></td> </tr> </table> | | Signature of Household Occupant | Date Signed Mo./Day/Yr. | > | |
| Signature of Household Occupant | Date Signed Mo./Day/Yr. | | | | |
| > | | | | | |

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Alternative Residency Form (cont.)

- May **not** be used :
 - To submit a driver's license as the only proof of residency.
 - As a supplement when the parent is refusing to provide a residency document.
 - Circumvent the residency requirement when the parent has documentation that shows a different address.

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Address Matches

- The address on the school district verification document must match:
 - The residency documentation and
 - The address on the DPI Pupil Information Report or OAS Application Verification screen if the student is not in the DPI Pupil Information Report.
- Differences in the street direction or street suffix that are due to period placement, or the names being abbreviated versus not abbreviated do not require changes.

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Address Match (cont)

| | Match Required? |
|--|----------------------------------|
| Street Number | Yes |
| Street Direction (North, South, etc.) | Yes (abbreviations are allowed) |
| Street Name | Yes* |
| Street Suffix (Lane, Road, Avenue, etc.) | Yes (abbreviations are allowed)* |
| Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.) | No |
| City | Yes (abbreviations are allowed)* |
| State (must be on the residency documentation) | Yes (Wisconsin or abbreviation) |
| Zip Code | No |

*If the street name, street suffix, or city is misspelled on the residency documentation, the documentation may be accepted if the parent emails or provides a signed letter to the school stating the correct address (which must match the school district verification document and OAS) and that the street name, street suffix, and/or city is misspelled on the documentation. **Schools must keep the email or signed letter from the parent for their auditor's review.** OAS must have the correct address information.

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City Name Misspelled or Street Suffix Missing

- If the identified error is that the DPI Pupil Information Report or OAS Application Verification screen was missing a street suffix or that the street suffix or the city name was misspelled on the applicable report or screen for the September Enrollment Audit, the auditor must do one of the following:
 - Review the street suffix and/or city name for all of the applicants in the DPI Pupil Information Report and OAS Application Verification screen to identify if there are any additional errors in the sample, or
 - Identify a sample error and extend the sample population.

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Activity - Individuals taking this to receive credit for completing the OAS Auditor Access Training must put the response for Column 5 and 6 into the chat for at least one of the rows below.

| Row | (1) Program | School District Verification Document (2) | Residency Documentation (3) | OAS (4) | Correction(s) Required? (5) | Required to Increase Sample Size? (6) |
|-----|-------------|---|--|--|-----------------------------|---------------------------------------|
| A | WPCP | 123 Main Street, Madison, WI 53212 | 123 Main St. Madison, WI 53200 | 123 Main street Maidson, WI 53200 | | |
| B | MPCP | 456 N 5 th St West Allis, WI 53214 | 456 N 5 th St Milwaukee, WI 53214 | 456 N 5 th St Milwaukee, WI 53214 | | |
| C | WPCP | 123 1 st St Fond Du Lac, WI 51234 | 123 First St Fon Du Lac, WI 51234 | 123 1 st St Fond Du Lac, WI 51234 | | |
| D | RPCP | 4568 Sherman St. Racine, WI 53142 | 4568 Sherman St., Unit B Racine, WI 53142 | 4568 Sherman, Apt A Racine, WI 53142 | | |
| E | MPCP | 1124 W Minster Ave Milwaukee, WI 53042 | 1123 West Minster Avenue Milwaukee, WI 53042 | 1123 W Minster Ave Milwaukee, WI 53042 | | |

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Parent Name Match-Residency & Income

| | Match Required? |
|----------------------------|-----------------|
| First Name | Yes |
| Middle Initial | No |
| Last Name | Yes |
| Suffix (III, Junior, etc.) | No |

- The parent name must be the parent's current legal name.
- The middle initial and suffix do not need to be reviewed. Changes to the middle initial and suffix are not made to OAS and should not be reported on the enrollment audit.

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Parent Name: Legal Name Change

- For cases where:
 - The parent's first or last name has legally changed,
 - OAS has the correct legal name, and
 - The parent's legal name is not reflected on the supporting residency or income documentation.
- The parent must provide additional documentation to verify their legal name (i.e. birth certificate, marriage certificate, divorce decree, certificate of naturalization, certificate of citizenship, etc.).

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Parent Name: Typo

- For cases where:
 - The parent's name is incorrectly written on the supporting residency or income documentation, and
 - OAS has the correct legal name.
- **Some examples of these cases include:**
 - Name misspelled (Jennifr vs Jennifer, Joseph vs Josaph, Theresa vs. Teresa)
 - Name abbreviated (Dan vs Daniel, Suzie vs Susan, Mike vs Michael)
 - Multiple last names (Maria Gonzalez vs Maria Gonzalez-Lopez)

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Parent Name: Typo (cont)

- If the residency or income documentation is in someone else's name, the application would not be correctable using this method.
- In order to correct a typo, the parent must email or provide a signed letter to the school stating:
 - "My correct legal name is {name in OAS}. The name on my {residency or income} documentation is {name on documentation}. My name is incorrectly spelled on the documentation and correct on the online parent application."

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Parent Name Differences

- The additional required documentation described in the legal name change and typo slides can be received after the open application period in which the application is received.
- The school must be able to provide this documentation to the auditor by the due date of the Enrollment Audit or the application must be determined ineligible.

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School Identified Address Error - Additional Residency Documentation

- If the school identifies that the residency documentation does not meet all of the requirements during its acceptance/denial process the school may obtain additional residency documentation if the original residency documentation received during the open application period included one of the parent's names on the application and an address.
- The school should not find the application eligible until the additional residency documentation is received. If the additional residency documentation is not received by the date that the eligibility must be determined, the application should be identified as ineligible by the school.

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Residency Documentation Correction Documentation

- The school should:
 - Retain the originally provided documentation and write “Original” on it with the date it was received.
 - Write “Correct” on the accurate documentation and the date it was received.

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Auditor Identified Address Error – Additional Residency Documentation

- If the school did not identify that the residency documentation did not meet the requirements and incorrectly accepted the student, the auditor may ask the school to obtain additional residency documentation if the original residency documentation received during the open application period included one of the parent’s names on the application and an address.
- The additional residency documentation must be received by December 15th (for applications received from Feb-Sept) or by the due date of the January Enrollment Audit (for applications received from Oct-Jan).

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Residency Documentation Corrections

The additional residency documentation must:

- Be an allowed residency document.
- Include the correct address.
- Include the name of a parent on the application.
 - If a parent on the application is not able to provide one of the allowed residency documents, the application is not correctable.
- **Use of the alternative residency form is not allowed for corrections.**

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Residency Documentation Corrections (cont.)

The additional residency documentation must include a date that either:

- Meets the typical date requirements based on the date the application was received as previously described, or
- Be an allowed residency document, other than a lease, that is dated between three (3) months prior to the start of the open application period in which the application was received and the due date of the enrollment audit if all of the following are true:
 - Only one of the address components is incorrect, and
 - The parent name on the revised documentation matches the original documentation provided.

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3rd Friday in September Count Report - WPCP Only Requirement

- WPCP includes pupils known as incoming pupils.
- Incoming pupils are students who first started participating in the WPCP or RPCP in the 2015-16 school year or thereafter.
- For incoming pupils participating in the WPCP, the school must complete the following if the student moved:
 - Obtain residency documentation for the pupil's address that meets the DPI's residency documentation requirements except that it is dated between the 3rd Friday in August and the due date of the 3rd Friday in September Pupil Count Report.
 - Determine the resident school district for the address provided on the residency documentation.

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WPCP Incoming Pupil Residency Documentation Testing

- The September DPI Pupil Information Report will include an "Address Change" column that will indicate "yes" if the pupil moved. If so, the auditor must complete the residency related procedures for the new residency documentation received.

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Auditor Reports Used for Testing Residency Information

| | | | | | | WPCP Only Fields | |
|--------------|-----------|-------|-------|------------|------------|-----------------------|----------------|
| Address | City | State | Zip | Parent | Parent #2 | District Name | Address Change |
| 123 Main St. | Green Bay | WI | 54229 | Smith, Tim | Smith, Sue | Green Bay Area Public | No |

- The DPI Pupil Information Report and Waiting List Report identify the information in OAS as of the date the report is generated.
- This is the information that needs to be used for completing the residency testing for students on those reports.

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OAS Application Verification Screen

- If a pupil needs to be added to the count or waiting list, use the OAS Application Verification screen to obtain the required information for testing.

Private School Choice Programs

New Students Application - Verify Income and Residency

| | | |
|-------------------------|----------------------------------|----------------------------------|
| School Name: ABC School | Parent/Guardian Summary | Student Summary |
| School Year: 2021-2022 | Jason Jones 987 Johnson Street | John Jones 04 09/15/2011 (cont) |
| Program: Milwaukee | Sarah Jones Milwaukee, WI 53202 | Joshua Jones KG 01/31/2016 (new) |
| | Status: Married (008) 852-1111 | Sara Jones 02 11/28/2012 (new) |
| | Family size: 5 test123@gmail.net | |

Residency Verification:

Note: Residency documents must be dated between **Sunday, November 1, 2020** and **Monday, February 22, 2021**. The Residency Documentation Bulletin may be found on the [DPI Bulletins](#) page.

I have obtained one of the allowed residency support documents listed in the Residency Documentation Bulletin that includes at least one of the parent name(s) on the application and I attest that the family resides at 987 Johnson Street in Milwaukee, WI. All residency documentation verifying residency eligibility is on file at the school. The document must be on the allowed list in the Residency Documentation Bulletin (no exceptions). If the parent name(s) or address do not match, follow the steps in the Residency Documentation Bulletin.

I attest that the address is located in the Milwaukee school district based on a DPI permitted school district verification document listed in the Residency Documentation Bulletin and the documentation is on file at the school.

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Quiz - Are the below items permitted residency documents?

- Individuals completing this for the OAS Auditor Access Training should put the numbers for the items that can be used as residency documentation (are Yes) from the table below.

| Document | Yes | No |
|-----------------------------|-----|----|
| 1. Cell phone bill | | |
| 2. Cable bill | | |
| 3. Rent receipt | | |
| 4. Gas bill | | |
| 5. Bank statement | | |
| 6. Insurance bill | | |
| 7. Property tax bill | | |
| 8. Change of Address Letter | | |

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Quiz - Are the below items permitted residency documents? (cont)

| Document | Yes | No |
|--|-----|----|
| 9. Supplemental Security Income Statement | | |
| 10. Mortgage statement | | |
| 11. W-2 | | |
| 12. Access.gov statement | | |
| 13. Driver's license | | |
| 14. Expired lease when the parent still lives at the address | | |
| 15. Letter/bill from a 3 rd party loan service provider for a loan with the Department of Education | | |

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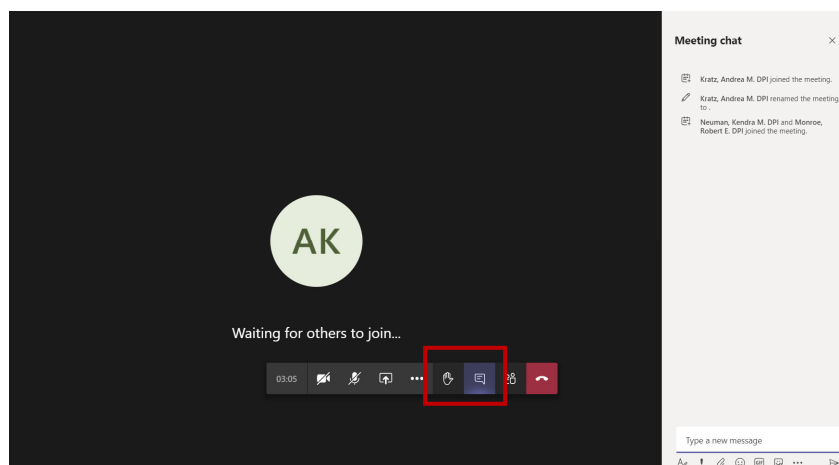
Uncorrectable Residency Ineligibility Reasons

- MPCP participants: The address is outside the City of Milwaukee. WPCP: The address is in the City of Milwaukee/Racine Unified School District or not in Wisconsin. RPCP participants: The address is outside of the RUSD area.
- The residency documentation was obtained outside of the open application period that the application was received.
- The parent name on the application does not match the residency documentation and an Alternative Residency form was not completed.
- The Alternative Residency form was used but was not properly completed and/or the supporting documentation required by the Alternative Residency form was not provided.

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Questions?



1) Raise your hand.
When called on, we will unmute you so you can ask the question.

OR

2) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

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Income Eligibility for New Students

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Income Requirements

- New students to the program must meet the income eligibility requirements.
- The family income for students applying to the MPCP or RPCP must be at or below 300% of the federal poverty level.
- The family income for students applying to the WPCP must be at or below 220% of the federal poverty level.
- The income used to determine eligibility for the program is reduced by \$7,000 if the parents on the application are married.

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Definition of Continuing Students

- A student counted in any Choice program in the previous school year.
- A student on the waiting list in the previous school year after the 2nd Friday in January count date. The student must be on the waiting list for the same program they are applying to. If an applicant on the waiting list was offered a seat and declined, they are not considered on the waiting list.
- MPCP students counted on the 3rd Friday in September who reapply for the MPCP between October and January.

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Continuing Student Determination

- The continuing student determination is completed using the name and date of birth in the online parent application compared to the prior year information in OAS.
- If the name or date of birth is not the same, the pupil will be identified as a new student.
- The application eligibility determination must be determined based on how the student is showing up in OAS. If the pupil is showing up as a new student in OAS, the school was required to obtain income documentation.

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True or False

- If the school knows a student is a continuing student but there is a new student application in OAS, the school can indicate the new student application is eligible, even if the school doesn't have income documentation.

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Income Eligibility Definitions

- Parent: Parent means a biological parent, a parent by adoption or a step-parent that resides in the same household as the student applicant.
 - Legal guardians may also complete the application. We will use the term "parent" in the slides to refer to either parents or legal guardians.
- Family Size: A family is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents/guardians, student applicant, and other children who share at least one parent by birth, adoption or by a parent's current marriage.
- Income included: Family income includes the federal adjusted gross income of the parents included in the family size.

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Income Eligibility

- To determine income eligibility, parents of new students will be prompted to enter the following information into the online parent application:
 - The name of all parents living in the household.
 - If two names are provided, the parents must indicate if they are married.
 - The number of family members residing in the household and family member names.

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Income Eligibility Determination

There are two methods for determining income eligibility. The parent must choose one when completing the online application.

Department of Revenue (DOR) Method

- Social Security numbers or tax identification numbers must be provided in the Online Parent Application or to the school.
- Income eligibility determination is based on income for the previous year or two years before the current school year.
- Students who are determined Ineligible per DOR may not switch to the DPI Income Determination Method.

Department of Public Instruction (DPI) Method

- Parent must specify the amount of income received in the previous year in the Online Parent Application and income documentation must be provided to the school; or,
- If no income is received, the parent must explain how basic needs were met in the previous year and must provide evidence of support received from any government assistance programs in the previous year.

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DOR Method Testing Procedures

- If DOR was used to determine income eligibility, no income related procedures are required.
- Identify if DOR was used through one of the following options:
 - “DOR” is identified in the “Income Method” column of the DPI Pupil Information Report or Waiting List Report.
 - The OAS Application Verification Screen indicates the following (the program identification will be based on the particular application).

DOR has determined that this family is income-eligible for the MPCP program!

- If the auditor identifies the parent name in OAS is wrong for an application that used the DOR method, the application must be determined ineligible unless the parent/guardian had their name legally changed or if the name was a minor misspelling in OAS.

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Income Eligibility-DPI Method

- If no SSN or taxpayer numbers are provided or DOR does not have records, parents must use the DPI method by entering the appropriate prior year income information and providing applicable documentation to the school as directed in the online parent application.
 - If the parent selects the DOR method and does not change the income method to DPI in the online parent application and provide the required documentation, the application is ineligible.
- All documentation must be submitted to the school during the open application period in which the application is received except for the corrections which will be discussed later.

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DPI Method-1040 Completed

- The first and second page of the 1040 must be provided. It should be signed, but the application is still eligible if it is not signed.
- The following are examples of **unacceptable** supporting documents:
 - Wisconsin tax return
 - E-file signature authorization form
 - Schedules included with the return
 - Reports from tax preparation software

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DPI Method-No IRS Form 1040 Filed

- If no 1040 has been filed, the parent must indicate all income received:

| Income Type | School Required Support |
|---|---|
| W-2 tax form or final wage earnings statement | Obtain the form/statement indicated. The amount should match the amount entered into the Online Parent Application. |
| 1099 form | |
| Cash income received | The school is not required to obtain documentation from the parent to support this. |
| Other Income | Review the description to determine what the parent indicated on the application. The parent must provide support for the income. |

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DPI Pupil Information Report: Income

| Married? | Family Size | Total Income | Maximum Income | Income Method | Income Review Type | Parent 1 Income | Parent 2 Income | Other/Cash Description |
|----------|-------------|--------------|----------------|---------------|--------------------|----------------------|-----------------|------------------------|
| Yes | 6 | 37732 | 77352 | DPI | Income | 1099,wage s,other | wages | Alimony |

- If the “Income Method” states DPI and the “Income Review Type” identifies “Income”, the DPI income related procedures must be completed.

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DPI Pupil Information Report: Income Codes

| Married? | Family Size | Total Income | Maximum Income | Income Method | Income Review Type | Parent 1 Income | Parent 2 Income | Other/Cash Description |
|----------|-------------|--------------|----------------|---------------|--------------------|----------------------|-----------------|------------------------|
| Yes | 6 | 37732 | 77352 | DPI | Income | 1099,wage s,other | wages | Alimony |

- Joint 1040 - The parents on the application filed a joint 1040.
- Indiv 1040 - The parents on the application filed a 1040 but it was not a joint 1040 or there is only one parent.
- 1099 - Income reported on a 1099 tax form other than Social Security benefits.
- Cash - Cash income not reported on a W2 Wage & Tax Statement or a 1099 tax form.
- Earnings - Job related compensation reported on a final December earnings statement (ie pay stub).
- Wages - Job related compensation reported on a W2 Wage & Tax Statement.
- Ss - Social Security benefits.
- Other/Cash Description - Other Income. See explanation of the income in the Other/Cash Description column.

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DPI Pupil Information Report

| Married? | Family Size | Total Income | Maximum Income | Income Method | Income Review Type | Parent 1 Income | Parent 2 Income | Other/Cash Description |
|----------|-------------|--------------|----------------|---------------|--------------------|----------------------|-----------------|------------------------|
| Yes | 6 | 37732 | 77352 | DPI | Income | 1099,wage s,other | wages | Alimony |

- Determine that all supporting income documentation (tax returns, 1099s ,etc.) includes the name of the identified parent(s).
- Ensure the school obtained the support identified and that it is for the correct year.

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DPI Pupil Information Report (cont.)

| Married? | Family Size | Total Income | Maximum Income | Income Method | Income Review Type | Parent 1 Income | Parent 2 Income | Other/Cash Description |
|----------|-------------|--------------|----------------|---------------|--------------------|----------------------|-----------------|------------------------|
| Yes | 6 | 37732 | 77352 | DPI | Income | 1099,wage s,other | wages | Alimony |

- If “other” is listed, review the description of other income in the “Other/Cash Description” column to determine what the parent indicated on the application. The school should have support for this. Note parents are required to identify income that is included in their adjusted gross income (AGI).

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DPI Pupil Information Report (cont.)

| Married? | Family Size | Total Income | Maximum Income | Income Method | Income Review Type | Parent 1 Income | Parent 2 Income | Other/Cash Description |
|----------|-------------|--------------|----------------|---------------|--------------------|------------------|-----------------|------------------------|
| Yes | 6 | 37732 | 77352 | DPI | Income | 1099,wages,other | wages | Alimony |

- Ensure the amount of income received per the supporting documentation matches the information in the report (listed as total income above).
- If it does not, determine if the total income is still less than the maximum allowed income based on all incomes identified by the parent(s)/guardian(s).
- Remember, if parents are married, their income must be reduced by \$7,000 before comparing their income to the maximum income to determine eligibility.

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DPI Method-No Income

- If the parents did not file a 1040 or have any income, they will need to indicate what, if any, government assistance they received in the prior year.
 - Proof of prior year participation in government assistance programs must be provided to the school.
- Parents must also provide a written explanation of how basic needs (food, clothing, and shelter) were met in the prior year.
 - The school must review these explanations to determine they are sufficient.
 - If the explanations indicate income was received, the application would not be eligible since income needs to be included in the application.

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DPI Pupil Information Report: Government Assistance

| Married? | Family Size | Total Income | Maximum Income | Income Method | Income Review Type | Parent 1 Income | Parent 2 Income | Parent 1 Gov Assistance | Parent 2 Gov Assistance | Clothing | Food | Shelter |
|----------|-------------|--------------|----------------|---------------|--------------------|-----------------|-----------------|--------------------------------|-------------------------|-------------|------------|---------|
| | 6 | 0 | 77352 | DPI | No Income | none | | foodstamps, housing, otherprog | | Family help | foodstamps | rent |

- If the “Income Method” states DPI and the “Income Review Type” identifies “No Income”, the procedures for pupils with no income must be completed.

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DPI Pupil Information Report: Government Assistance Types & Codes

| Married? | Family Size | Total Income | Maximum Income | Income Method | Income Review Type | Parent 1 Income | Parent 2 Income | Parent 1 Gov Assistance | Parent 2 Gov Assistance | Clothing | Food | Shelter |
|----------|-------------|--------------|----------------|---------------|--------------------|-----------------|-----------------|--------------------------------|-------------------------|-------------|------------|---------|
| | 6 | 0 | 77352 | DPI | No Income | none | | foodstamps, housing, otherprog | | Family help | foodstamps | rent |

- Foodstamps - FoodShare / Food Stamps
- Housing - Housing Assistance Income
- Otherprog - Other government assistance (ex: welfare benefits). Review the documentation to ensure it would not be included in the adjusted gross income (AGI) on the tax return.
- SSI - Supplemental Security Income
- Wisworks - Wisconsin Works (W2)

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DPI Pupil Information Report

| Married? | Family Size | Total Income | Maximum Income | Income Method | Income Review Type | Parent 1 Income | Parent 2 Income | Parent 1 Gov Assistance | Parent 2 Gov Assistance | Clothing | Food | Shelter |
|----------|-------------|--------------|----------------|---------------|--------------------|-----------------|-----------------|--------------------------------|-------------------------|-------------|------------|---------|
| | 6 | 0 | 77352 | DPI | No Income | none | | foodstamps, housing, otherprog | | Family help | foodstamps | rent |

- Determine that support for any assistance programs the family participated in was received by the school showing participation in the previous year.
- Ensure that all supporting income documentation (governmental support statements, etc) includes the name of a parent on the application.
- If “None” is indicated for both parents and no assistance programs were identified, ensure that the explanation of how food, clothing and shelter were provided is sufficient.

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SSI & Social Security Benefits

- Supplemental Security Income (SSI) is often confused with Social Security Benefits (SSB).
 - SSI is classified as government assistance. A parent does not receive a 1099 tax form for SSI.
 - A parent receives a 1099 tax form for SSB, including Social Security Disability Insurance (SSDI). SSB is considered income when completing the DPI Income Determination method where a tax return for the prior year has not been filed.

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Kinship/Foster Care

| Married? | Family Size | Total Income | Maximum Income | Income Method | Income Review Type | Parent 1 Income | Parent 2 Income | Parent 1 Gov Assistance | Parent 2 Gov Assistance |
|----------|-------------|--------------|----------------|---------------|--------------------|-----------------|-----------------|-------------------------|-------------------------|
| | | | | | Foster/Kinship | | | | |

- If a child is in kinship/foster care, the DPI Method must be used.
- The kinship/foster parent must indicate in the application that the student is in kinship/foster care.
- Student is considered a family size of 1 and is income eligible for the program.
- These students will be identified with “Foster/Kinship” in the Income Review Type column.

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Kinship/Foster Care (cont.)

- The kinship/foster parent must provide the school with support that the pupil is in kinship care/foster care.
 - If the school identifies that they received the wrong documentation, the school may obtain the required documentation after the open application period. The application should not be determined eligible unless the school has the kinship/foster care documentation.
 - If the auditor identifies the school does not have the proper documentation, the school must obtain the proper documentation by the correction due date in the correction requirements slide.

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OAS Application Verification Screen

Private School Choice Programs

New Students Application - Verify Income and Residency

| School Name: | Parent/Guardian Summary | Student Summary |
|------------------------|----------------------------------|----------------------------------|
| ABC School | Jason Jones 987 Johnson Street | John Jones 04 09/15/2011 (cont) |
| School Year: 2021-2022 | Sarah Jones Milwaukee, WI 53202 | Joshua Jones KG 01/31/2016 (new) |
| Program: Milwaukee | Status: Married (608) 852-1111 | Sara Jones 02 11/28/2012 (new) |
| | Family size: 5 test123@gmail.net | |

This verification step applies to the following new students for the February enrollment period on the application submitted by the parent/guardian (hereafter "parent") in the online parent application on 01/22/2021:

| App | First Name | Middle Name | Last Name | Suffix | Grade | Date of Birth | |
|--------|------------|-------------|-----------|--------|-------|---------------|-------------|
| 780672 | Joshua | | Jones | | KG | 01/31/2016 | New Student |
| 780673 | Sara | | Jones | | 02 | 11/28/2012 | New Student |

The parents must provide you the following documentation. Please review the list of required documentation below and compare the parent name(s) and amount(s), if listed below, to the actual documents.

1. A signed copy of Jason Jones's 2020 1040, adjusted gross income should be 25,589.00
2. A copy of all Sarah Jones's 2020 W2 Wage and Tax Statements, box 1 should total 20,150.00

Income Verification:

I have reviewed the above and attest that the income documentation listed above has been provided to the school. The parent name(s) and the amounts on the documentation match the name(s) and income amount(s) reported above. All income documentation verifying income eligibility is on file at the school. If the parent name(s) or amount(s) do not match, follow the steps in the [Income Documentation Bulletin](#).

- If a student needs to be added to the count or waiting list, use the OAS Application Verification to determine the required income related documentation.

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Review Question

The parents did not have any income in the 2023-24 application. Which of the following is acceptable documentation for government assistance?

Individuals completing this for OAS Auditor Access training must identify what numbers below have acceptable residency documentation in the chat.

| Required Support | Parent Provided Support | Acceptable? |
|---------------------------------------|---|-------------|
| 1. FoodShare | Foodshare statement dated January 2023 stating they are currently enrolled. | |
| 2. Supplemental security income (SSI) | 1099 showing they received Social Security Benefits in 2022. | |
| 3. Housing Assistance Income | 2022 statement showing participation. | |

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Review Question

The parents did not have any income. Which of the following explanation of basic needs are sufficient?
Individuals completing this for OAS Auditor Access training must identify which basic needs descriptions below are sufficient in the chat.

| Required Support | Parent Provided Explanation | Acceptable? |
|----------------------------------|-------------------------------------|-------------|
| Basic Needs Explanations: | | |
| Food | I use money from working on a farm. | |
| Clothing | Get from donations at church. | |
| Shelter | I pay for it. | |

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Income Corrections

- If the parent's name is on the income documentation but is misspelled or is a different legal name, the application can be corrected as we discussed earlier (see the parent name: legal name change or parent name: typo slides).

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Corrections When Income is Included on the Application

- The school may correct an application if the auditor identifies that the income documentation provided by the parent **during the open application period in which the application** was received is not:
 - For the correct year or
 - The required document for the type of income included on the application.
- The school must obtain a prior year tax transcript for each parent on the application showing that the family is income eligible for the program based on the prior year income.

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Corrections When Application Indicates Parent Participated in Government Assistance & Had No Income

- The school may correct an application if the auditor identifies that the government assistance programs documentation provided by the parent **during the open application period in which the application was received** is not:
 - For the correct year or
 - Is not the required document for the type of government assistance included on the application.

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Corrections When an Application Indicates Parent Participated in Government Assistance & Had No Income (cont.)

- To correct the application, the school must complete **one** of the following:
 1. Obtain prior year tax transcript(s) showing the parent(s) did not receive any income in the prior year.
 2. Obtain both of the following:
 - a. A prior year tax transcript for each parent on the application showing a verification of non-filing, and
 - b. Correct documentation showing that the parent(s) received all of the government assistance in the prior year that is identified on the application.

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Correction Requirements (Income & Residency)

- If the school identified an error where a correction is allowed, it was able to correct the application as previously described if it received the required documentation prior to the time that the school was required to determine if the application was eligible.
- All corrections identified by the auditor must be corrected by the following dates:
 - December 15th for applications received from February-September
 - The due date of the January Enrollment Audit for applications received from October-January

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Income Related Ineligibility Reasons

- The DOR determination was not appropriately completed or the DOR determined the application was not income eligible.
- The income is above the allowable amount.
- The support for the prior year income was not provided.
- The support for assistance received in the prior year was not provided.

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Income Related Ineligibility Reasons (cont.)

- The application did not include a sufficient explanation of how basic needs were supplied or the basic needs explanation indicates income was received that has not been included in the income eligibility determination.
- The supporting income documentation or assistance received documentation was obtained outside of the open application period that the application was received.
- The name on the supporting income documentation or assistance received documentation does not match the parent(s) name on the application.

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True or False

1. If an application only has cash income and the school does not have any support for the cash income, the application is eligible.
2. If the school did not get any income documentation for an application during the open application period in which the application was received, the school can obtain a tax transcript after the open application period and accept the application.

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Knowledge Check

A parent indicates they have income on a 2023-24 school year application and that they filed IRS form 1040. During the Enrollment Audit, the auditor identifies that the 1040 the parent provided during the open application period is for the 2021 year. Which of the following is correct?

- a. The auditor must determine the application ineligible.
- b. If the school obtains a copy of the 2022 1040 tax return and provides it to the auditor by the due date of the Enrollment Audit, the application is eligible.
- c. If the school gets a 2022 tax transcript that shows the parent is income eligible by the due date of the Enrollment Audit, the application is eligible.

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Available Resources

Parent Application Page

- See the parent application page: <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications>
 - Print screens of the online parent application
 - Frequently asked questions for parents
 - Income limits

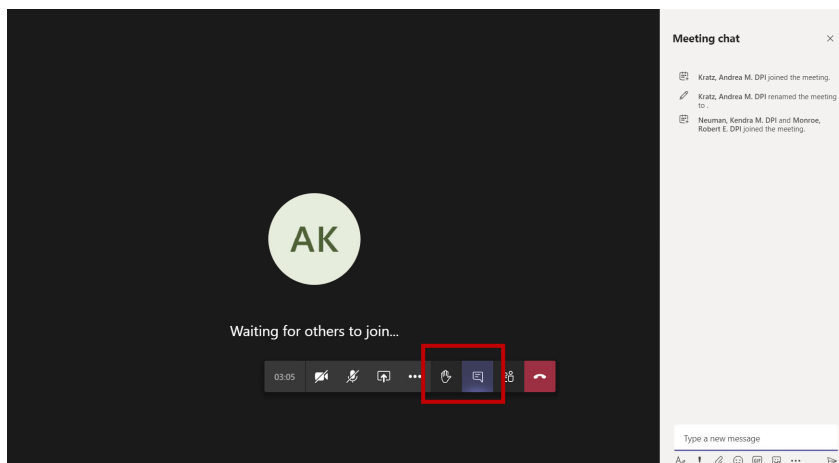
Bulletins & On Demand Trainings

- See the school application processing page: <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications-processing>
 - Income & Residency Documentation Bulletins
 - Student Application Checklist
 - Application Verification and Corrections FAQ
 - Application Process Bulletin
 - Annotation of birth certificate and IRS tax return transcripts
- Various on demand trainings are available: <https://dpi.wi.gov/parental-education-options/choice-programs/on-demand-training>

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Questions?



1) Raise your hand.
When called on, we will unmute you so you can ask the question.

OR

2) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

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