

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 2024



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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.

MPCP <i>Schools select periods</i>	RPCP <i>Schools select periods</i>	WPCP <i>One application period</i>
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		
November 1-20		
December 1- January 7		

If the last day of a MPCP or RPCP open application period falls on a Sunday, the end date is extended to Monday.

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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

2. Wisconsin Parental Choice Program

3. Racine Parental Choice Program

a. 1st weekday in February - 3rd Thursday in April

b. 1st-20th from February to August and 1st-14th for September

c. 1st-20th from February to August, 1st-14th for September, 1st - 20th for Oct & Nov, and Dec 1st-Jan 7th

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Knowledge Check

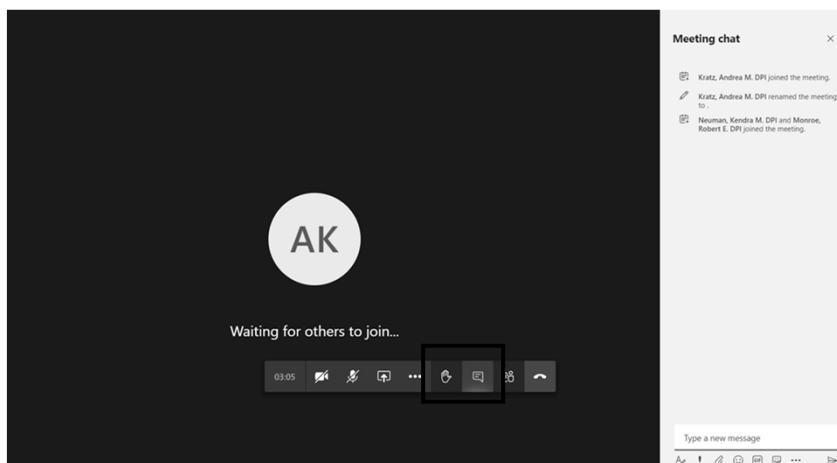
A school has 1,000 MPCP family applications. Two errors are found in in the initial sample selection. How many additional family applications does the auditor need to test?

- 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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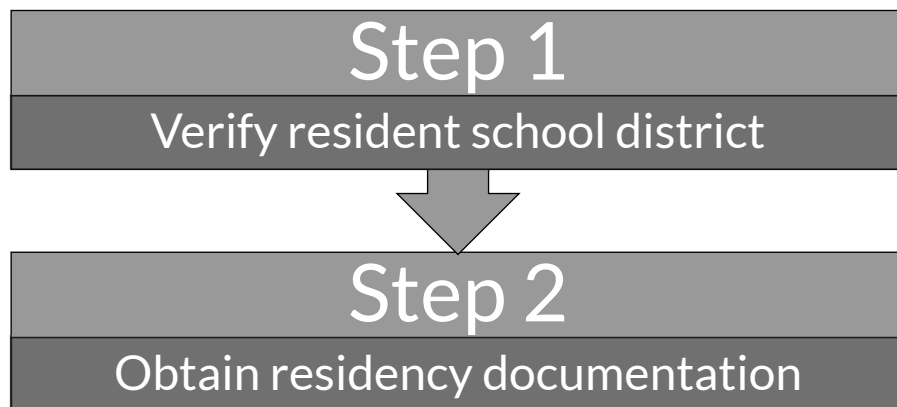
Residency Verification

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Residency Verification

Schools must complete residency verification every year for ALL applicants.



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Step 1: Verify Resident School District

- The address on the school district verification document is the address that needs to be in OAS and on the residency documentation.
- Verify that the resident school district is correct using one of the following methods. The document must have the address and identify the school district; if it does not, an alternative option must be used.
 - My Milwaukee Home or Milwaukee Elections Commission (for MPCP)
 - RUSD transportation website (for RPCP)
 - Public school district website
 - Property tax bill
 - My Vote Wisconsin
 - County/City Clerk or County/City Assessor websites
 - Statewide parcel service

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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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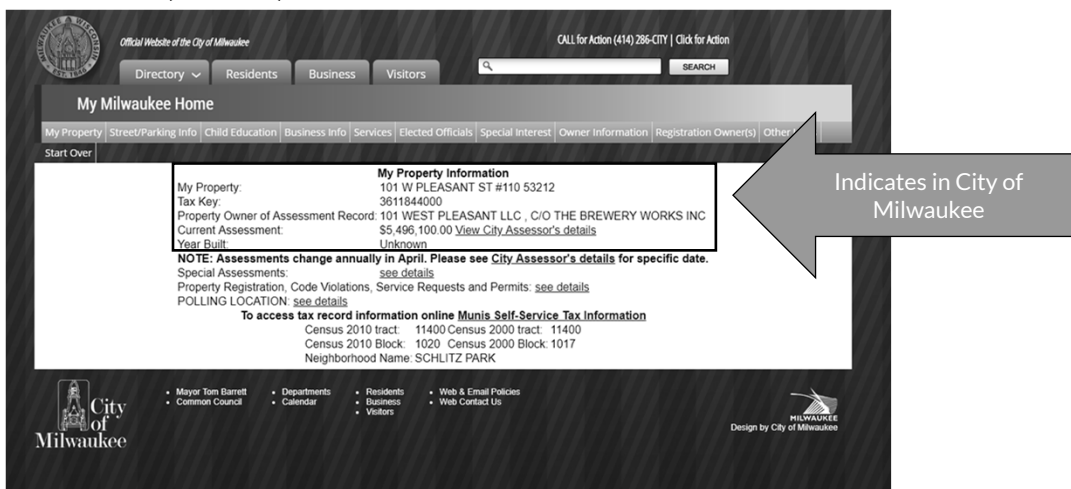
Milwaukee Address – My Milwaukee Home (MPCP)



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Milwaukee Address – My Milwaukee Home 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.
- 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
- e. Google maps

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Step 2: Obtain Required Documentation

- Wage statement or a W-2 year-end earnings statement.
- Water, sewer, gas, electric, cable, satellite, or landline phone bill.
- Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application.
- Lease agreement whose lease term meets the required dates explained later.

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Step 2: Obtain Required Documentation (cont)

- Government correspondence.
- A homeless family may provide 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 that is signed and dated by a representative of the organization indicating that the family lived at the location.
- Safe at Home card if the family participates in the Wisconsin Safe at Home Program.

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Step 2: Obtain Required Documentation (cont)

- If the school uses a document that is not identified in the prior slides, the document must:
 - Contain the name of a parent on the application.
 - Have an address that matches the address where the student resided at the time the student applied and the school district verification document. This address must also be in OAS.

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Matching Address Components

- The law requires that the address on the residency documentation match the address where the student resides and the school district verification documentation.
- DPI's guidance related to which elements of the address should match is below.

If element below is listed on the School District Verification Document in Step 1	Address Components Should Match?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are ok)
Street Name	Yes
Street Suffix (Lane, Road, Avenue, etc.)	Yes (abbreviations are ok)
Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City AND State -OR- Zip Code	Yes (abbreviations are ok for city and state)

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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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Parent Name Match

- The residency documentation must contain the parent name on the application. DPI's guidance is that the first and last name of the parent on the residency documentation match the name of one of the parents on the application.
- DPI does not make changes to OAS for differences in the middle initial/name and suffix or for punctuation, spacing, or capitalization differences.

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Parent Name: Legal Name Change

- The parent's first and last name on the application should be the parent's legal first and last name.
- A parent should provide additional documentation to verify their legal name when all of the following apply:
 - The parent's name has legally changed;
 - The parent's legal name is not on the supporting residency documentation; and
 - The parent does not have other residency documentation with their current, legal name.

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Other Parent Name Differences

- If the name on the residency documentation is not the legal name of the parent due to a misspelling, nickname, or multiple last names, the school or auditor may determine a letter or email may be needed stating what the correct legal name for the parent is and that the name on the residency documentation is the parent's misspelled or abbreviated name. Alternatively, the school may choose to get new residency documentation with the parent's legal name. An example of language that could be used in a letter or email is:
 - "My correct legal name is (correct name). The name on my residency documentation is (name on residency documentation). My name is incorrectly spelled on the documentation."
- If the residency documentation is in someone else's name, the application would not be correctable using this method.

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Alternative Residency Form

- DPI's guidance is that the Alternative Residency Form should be used when:
 - The parent does not have a form of residency documentation in their own name.
 - The parent does not live with the student.
- The Alternative Residency Form is available at <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications>

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Alternative Residency Form (cont)

- The form should be fully completed, including being signed by the household occupant and the parent.
- The documentation from the household occupant and parent must be provided with the form.

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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.
- If the school does not receive any residency documentation from the parent with an address and the parent name during the open application period in which the application is received, the application must be determined ineligible.

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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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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, complete 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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Residency Documentation Corrections

The additional residency documentation must:

- Include an address that matches the application information and school district verification document.
- Include the name of a parent on the application.
- Meet the typical date requirements based on the date the application was received as previously described.

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Residency Verification

- Things to remember:
 - Names must match.
 - Addresses must match.
 - Residency documentation must include a date and meet the date requirement.
- The Residency Documentation Bulletin, which discusses the required residency documentation and residency verification process, is available on the Choice Bulletins webpage.

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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 Based on DPI's Guidance? (5)	Increase Sample Size? (6)
A	WPCP	123 Main Street, Madison, WI 53212	123 Main St. Madison, WI 53212	123 Main street Maidson, WI 53212		
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	RPCP	4568 Sherman St. Racine, WI 53142	4568 Sherman St., Unit B Racine, WI 53142	4568 Sherman, Apt A Racine, WI 53142		
D	MPCP	1124 W Minster Ave Milwaukee, WI 53041	1123 West Minster Avenue Milwaukee, WI 53041	1123 W Minster Ave Milwaukee, WI 53042		

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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:		Parent/Guardian Summary	Student Summary
School Year: 2024-2025		Mother Jones 1234 Main St	Jack Jones 04 03/01/2014 (new) Edit
Program: Milwaukee		Father Jones Milwaukee, WI 53206	Jacob Jones 10 04/09/2010 (cont) Edit
		Status: Married (608) 555-5555	Jennifer Jones 01 09/02/2017 (new) Edit
		Family size: 5 testing@test.test	

This verification step applies to the following new students for the June enrollment period on the application submitted by the parent/guardian (hereafter "parent") in the online parent application on 06/26/2024:

App	First Name	Middle Name	Last Name	Suffix	Grade	Date of Birth	
1184203	Jack		Jones		04	03/01/2014	New Student
1184202	Jennifer		Jones		01	09/02/2017	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 the 2023 joint 1040 income tax return filed by Mother Jones and Father Jones, adjusted gross income should be 55,000.00

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](#).

Residency Verification:

Note: Residency documents must be dated between **Friday, March 1, 2024** and **Sunday, June 30, 2024**.

I attest that I have obtained a residency document that shows that the applicant or applicants reside at the address on the application at the time of application. DPI's guidance is that this residency document be one of the residency documents listed in the Residency Documents section of the [Residency Documentation Bulletin](#). If a school uses a different document as a residency document, the document must contain the name of a parent on the application and an address that matches the application; and the school must ensure the documentation shows the applicant resides at the address on the application at the time of application.

I further attest that the residency document I obtained includes at least one of the parent name(s) on the application and an address of 1234 Main St in Milwaukee, WI. All residency documentation verifying residency eligibility is on file at the school. See the Matching Address Components and Parent Name Match sections in the [Residency Documentation Bulletin](#) for additional guidance on the address and parent name match.

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](#). I understand I should retain a copy of the DPI permitted school district verification document showing this school district for the address on the application for my auditor's review as part of the Enrollment Audit.

Quiz

- Would DPI's guidance be that schools use the below items for Choice residency documents? Individuals completing this training for OAS Access should note the items that **can** be used as residency documentation based on DPI's guidance (ie the answer is Yes).

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		

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

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.

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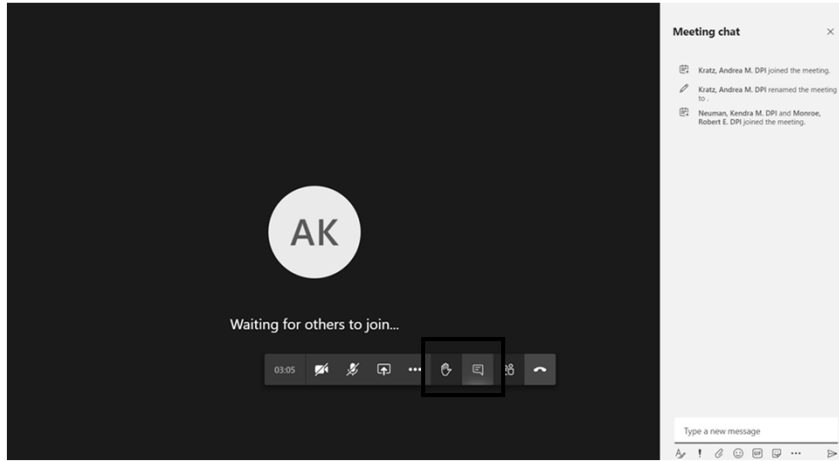
Residency Ineligibility Reasons That May Be Correctable

- The address is a PO Box.
- The school did not have a residency document that: a) contains the parent name on the application and b) has an address that matches the application and school district verification document.
- The residency documentation provided was: a) a residency document, other than a lease, but was not current, b) was a lease that did not include any terms or had terms that did not include the date application received, or c) was a month-to-month lease that began earlier than three months before the date application received.
- The address on the application does not match the residency documentation.
- The residency documentation does not contain the parent/guardian name on the application and a completed Alternative Residency form or similar document 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!

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DOR Method Testing Procedures

- If the auditor identifies the parent's legal name is incorrect in OAS and the DOR Income Determination was used, DPI's guidance is that additional documentation should be obtained because the parent name(s) in OAS were used to complete the income determination. This additional documentation should also be obtained when the DPI Income Determination method is used & the name on the supporting documentation doesn't match OAS.
 - Legal Name Change: If the parent's name legally changed, DPI's guidance is that the parent must provide one of the documents showing the name legally changed.
 - Name Misspelled: If the parent's first or last name is misspelled in OAS, the parent may provide a written statement indicating the following: "My correct legal name is (correct legal name). The name in the Online Parent Application (or income documentation) is (identify incorrect spelling). My name is incorrectly spelled in the Online Parent Application (or income documentation)." The letter is not required if the difference is only due to capitalization, spacing, or punctuation. This method can be used for minor spelling differences and if there are multiple last names and one of the last names matches the documentation.
- If the auditor identifies the DOR Income Determination was not completed for the student's parent(s)/the supporting income documentation is not for the student's parent(s), the application must be determined ineligible.

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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,wage s,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: 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 (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 2024-25 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 2024 stating they are currently enrolled.	
2. Supplemental security income (SSI)	1099 showing they received Social Security Benefits in 2023.	
3. Housing Assistance Income	2023 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:		
1. Food	I use money from working on a farm.	
2. Clothing	Get from donations at church.	
3. Shelter	I pay for it.	

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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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Uncorrectable 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 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.

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Income Related Ineligibility Reasons That May be Correctable

- The support for the prior year income was not provided.
- The support for assistance received in the prior year was not provided.
- 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 2024-25 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 2022 year. Which of the following is correct?

- a. The auditor must determine the application ineligible.
- b. If the school obtains a copy of the 2023 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 2023 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

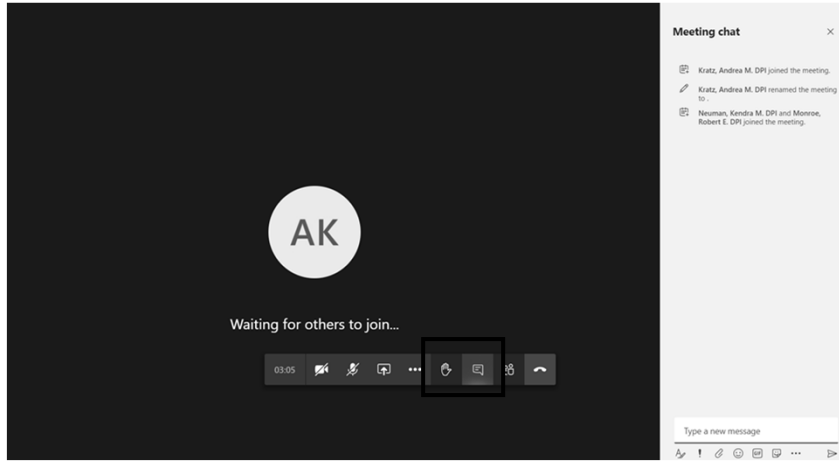
Bulletins & On Demand Trainings

- 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.