

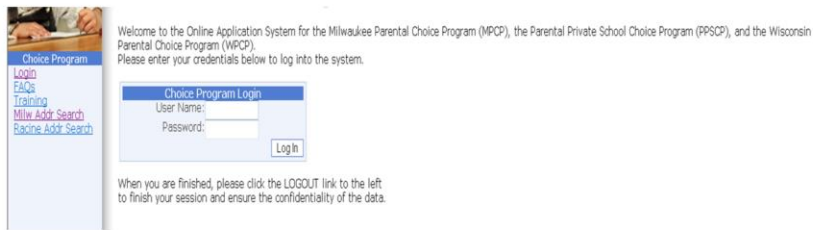
# Training 8-4: Application Verification & Submission Process



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Choice payment process, the pupil count reports, and the enrollment audits.

# Logging in to OAS

A screenshot of the OAS login page. On the left is a vertical menu with links: 'Choice Program', 'Login', 'FAQs', 'Training', 'Milw Ador Search', and 'Racine Ador Search'. The main content area has a welcome message: 'Welcome to the Online Application System for the Milwaukee Parental Choice Program (MPCP), the Parental Private School Choice Program (PPSCP), and the Wisconsin Parental Choice Program (WPCP). Please enter your credentials below to log into the system.' Below this is a 'Choice Program Login' box with 'User Name:' and 'Password:' fields, and a 'Log In' button. At the bottom, a note says: 'When you are finished, please click the LOGOUT link to the left to finish your session and ensure the confidentiality of the data.'

- Log in using your username and password issued by the DPI

The application verifications are completed in OAS. Users must log in to OAS, which is available at <https://dpi.wi.gov/parental-education-options/choice-programs/oas>, using their username and password issued by the DPI.

# Home Page-Application Summary

## Private School Choice Programs

### Application Summary

School Year: 2018-2019

School Name: ABC School

Address: 123 4th Street

Milwaukee, WI

School Phone: (414) 876-1234

Administrator: John Smith, (414) 888-4321

Admin Email: johnsmith@gmail.com

Program: MPCP - Milwaukee Parental Choice Program

Student Name:

Parent Name:

Enroll Pd: All Periods

Filter:

☐ Not Yet

☐ Verified

☐ Submitted

☐ Ineligible per DOR

☐ Ineligible in Semester 1

☐ Ineligible in Semester 2

☐ Ineligible in Both Semesters

☐ Duplicate App

☐ Expired after 60 Days

☐ Parent No Show

☐ Continuing

☐ New-DPI Method

☐ New-DOR Method

☐ New-Foster

☐ Multiple Apps \*

Grades: [Check All](#) | [Uncheck All](#) ☒ K4 ☒ KG ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☒ 08

Applications retrieved

App	Grade	Multi App *	Student	Date of Birth	Status	Date App Received	Enroll Pd	Parent	P	S	I	Cont	Wait	Inc
316721	04		Allen, James	02/25/2005	Ineligible in Both Semesters	12/05/2018	Dec	James, Mary	N	N	N	Y	N	
316720	K4+		James, Mary M	01/12/2012	Not Yet Verified	12/12/2018	Dec	James, Mary	N	N	N	N	N	DPI
316637	02		Junior, Corban	03/20/2009	Submitted	9/05/2018	Sep	Oluwadare, John	N	N	N	N	N	DPI
316635	02		Junior, John	03/20/2008	Verified	9/10/2018	Sep	Oluwadare, John	N	N	N	N	N	DPI
316636	02		Olu, Isabella	04/06/2009	Verified	9/06/2018	Sep	Oluwadare, John	N	N	N	N	N	DPI

\* Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR

The first screen when you log in will be the Application Summary screen. The Application Summary in OAS will list all applications that have been submitted to the school through the Online Parent Application, separately, for each Choice program. The Online Parent Application must be completed by the parent or a legal guardian. We will use the term “parent” throughout this training to refer to either the parent or legal guardian.

The school has the ability to filter the applications by the enrollment period, grade, student name, parent name and status of the application.

The school may also filter for continuing students and the income method used by checking continuing, New-DPI Method, New-DOR Method, or New-Foster.

Once the parent has submitted their application and the school has received the required documentation from the parent, the Choice administrator or Choice designee should verify the application in OAS. In order to begin verifying an application, click on a student’s name.

# Application Verification Screen

## Private School Choice Programs

### New Students Application - Verify Income and Residency

Family Information is listed

All student applicants included on the same application are also listed

School Name: ABC School  
School Year: 2021-2022  
Program: Milwaukee

**Parent/Guardian Summary**  
Jason Jones 987 Johnson Street  
Sarah Jones Milwaukee, WI 53202  
Status: Married (608) 852-1111  
Family size: 5 test123@gmail.net

**Student Summary**  
John Jones 04 09/15/2011 (cont)  
Joshua Jones KG 01/31/2016 (new)  
Sara Jones 02 11/28/2012 (new)

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

Students with the same status are listed together—all new students

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](#).

#### Residency Verification:

**Note:** Residency documents must be dated between Thursday, October 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.

#### Documentation Verification

- ☐ I have verified that all students are eligible for MPCP based upon the information provided during the open application period that the application was received.  
☐ This family is not eligible for the MPCP based upon the information provided.  
☐ The parents did not show up by the end of the open application period to provide documentation.

☐ Verification not complete. The parents have not yet provided all required residency and/or income documentation. The school must return at a later time to complete the verification. Application status will remain 'Not Yet Verified'. Schools must complete the verification by the date in the [Application Process Bulletin](#) or the application(s) will be ineligible.

Save

[Back to Application Summary](#)

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The application screen will provide the family information. All students on the application will be listed in the student summary. Students with the same status are verified on the same page. In this example, all of the new students are showing. The school will need to separately go into the continuing student application to verify the application.

If the application included any foster or kinship care students, the verification would need to be completed separately for any foster or kinship care students.

The verification screen will include an income verification section if the verification is for new students. It will include a residency verification section and a general documentation verification section for all students.

# Completing DPI Income Verifications

## Private School Choice Programs

### New Students Application - Verify Income and Residency

School Name: ABC School  
School Year: 2021-2022  
Program: Milwaukee

**Parent/Guardian Summary**  
Jason Jones 987 Johnson Street  
Sarah Jones Milwaukee, WI 53202  
Status: Married (608) 852-1111  
Family size: 5 test123@gmail.net

**Student Summary**  
John Jones 04 09/15/2011 (cont)  
Joshua Jones KG 01/31/2016 (new)  
Sara Jones 02 11/28/2012 (new)

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](#).

Examine the income documentation and ensure that it matches what is listed on the screen. Check the **income verification box** to confirm you have obtained the appropriate documentation.

This slide shows an example verification screen in the OAS. The verification screen will first identify what income related support must be provided if the application is for a new student. The parent must provide all of the documentation on the screen. If the documentation type on the verification screen matches what is provided, the parent name(s) match, and the amount of income per the documentation matches, the Choice administrator or Choice designee should check the income verification box. If the amount does not match but the application is still eligible based on the income limit for the family, the box can also be checked. See the DPI Income Requirements Training for additional information on this option. The Income Documentation Bulletin is another resource schools may reference for additional information if the parent name(s), amount(s), or documentation does not match the verification screen in OAS.

Checking this box also confirms that the school has all income documentation on file at the school.

Please be aware that if the parents only have cash income, the income verification box must be checked even though no income documentation support needs to be provided to the school for the application.

## Completing DOR Income Verification – Parent ran the DOR Determination in the Online Parent Application

- **DOR determines family is income eligible:**
  - New student applications for the family will have a status of “Not Yet Verified” on the Application Summary screen in OAS. The OAS verification screen for the new student applications will indicate the DOR determined the family to be income eligible in the income section. While no further action is required regarding income, the school must complete the residency and general sections on the OAS verification screen.
- **DOR determines family is not income eligible:**
  - Parents may submit DOR ineligible student applications in the Online Parent Application if the parent thinks the DOR income determination is incorrect. The new student applications for the family will have a status of “Ineligible per DOR” on the Application Summary screen in OAS. See the “Completing DOR Verification - Parents who are DOR Ineligible request school re-run DOR determination” slide for next steps.
  - If parents do not submit DOR ineligible new student applications in the Online Parent Application, the applications will not be in OAS.
  - Families that have both continuing and new students may choose in the Online Parent Application to submit both the continuing students and the new DOR ineligible students or just the continuing students.

Parents who run the DOR income eligibility determination in the Online Parent Application will receive a message in the Online Parent Application that the new student applications are either income eligible or ineligible.

- ***New Student Applications determined eligible by DOR:***
  - These applications will have a status of “Not Yet Verified” on the Application Summary screen in OAS after the parent completes and submits the applications in the Online Parent Application. No further action is needed by the school regarding income for these applications. The school will need to complete the verification process for the applications, including the residency and general sections on the OAS verification screen.
- ***New Student Applications determined ineligible by DOR:***
  - Parents may choose to submit the new student DOR ineligible applications in the Online Parent Application if the parent thinks the DOR income determination is incorrect. The confirmation screen in the Online Parent Application and the confirmation email the parent receives will indicate that the new students were determined ineligible by the DOR. The confirmation email will also inform the parent (1) to provide information to the school about why they think the DOR income determination is incorrect and (2) that the school may request copies of the first two pages of their prior year and/or two prior year’s Federal IRS 1040(s). These new student applications will have a status of “Ineligible per DOR” on the Application Summary screen in OAS. Please see the “Completing DOR Verification - Parents who are DOR Ineligible request school re-run DOR determination” slide in this training for additional information.
  - If parents choose not submit the new student DOR ineligible applications in the Online Parent Application, the applications will not be in OAS.
  - For families that have both continuing and new students, the parent may choose in the Online Parent Application to submit both the continuing students and the new DOR ineligible students or just the continuing students.

## Completing DOR Income Verification – Parents select in the Online Parent Application for the school to run the DOR Determination

Schools will see this OAS verification screen if parents select in the Online Parent Application for the school to run the DOR determination.

### Private School Choice Programs

#### New Students Application - Verify Income and Residency

School Name:	Parent/Guardian Summary	Student Summary
ABCD School (MPCP)	John Jones 123 Test Street Ave	Jeff Smith 03 03/04/2015 (new)
School Year: 2020-2021	Family size: 3 Milwaukee, WI 53202	Sue Smith 06 05/26/2011 (new)
Program: Milwaukee	(608) 652-1111	test@test.net

This verification step applies to the following new students for the December/January enrollment period on the application submitted by the parent/guardian in the online parent application on 12/20/2020:

App	First Name	Middle Name	Last Name	Suffix	Grade	Date of Birth	
778846	Jeff		Smith		03	03/04/2015	New Student
778847	Sue		Smith		06	05/26/2011	New Student

When the parent/guardian filled out the online application, they indicated that they would like to use the Wisconsin Department of Revenue (DOR) method for determining income eligibility. Please enter the Social Security or Taxpayer ID numbers below, and click the 'Check for Records' button to have the DOR do a preliminary check if they have records for income eligibility.

John Jones [ ]

[Check for Records]

Note: After the end of this application period, there will be more options available here to complete the process (e.g. No Show, Not Eligible).

[Back to Application Summary](#)

- Enter SSN/Tax ID and click "Check for Records" button.
- If records found, indicate "Yes" or "No" for proceeding with DOR Determination.
- If records not found, parent must switch to DPI method in Online Parent Application and re-submit application.
- If found ineligible by DOR, may not switch to DPI method.

### Records Found

#### Results of Preliminary DOR Check:

DOR does have records.

Explanation: DOR has checked their records using the names and SSN/Taxpayer IDs provided above, and they do have records for an income eligibility determination. However, this is **not a guarantee** that the family will be found eligible - only that DOR has records to make a determination. The family may still be found ineligible. Please indicate your choice below.

Do you want to proceed with using the DOR method for income eligibility? Once a DOR determination is made, parents may not switch to the DPI determination method.

☐ Yes  
☐ No

[Continue]

School answers Yes. Student determined DOR eligible.

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

School answers Yes. Student determined DOR ineligible.

**DOR has determined that this family is not income-eligible for the MPCP program.**

### No Records Found

#### Results of Preliminary DOR Check:

DOR does not have records. Please check that the names and SSNs/Taxpayer IDs match exactly what was filed on their tax returns. If they are accurate, the parent/legal guardian must return to the online application and complete the DPI Income Determination Method before the end of the open application period.

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Parents who indicate in the Online Parent Application they want the school to complete the DOR verification will need to provide the school with their social security number(s) (SSN) or tax identification numbers (Tax IDs) prior to the end of the application period in which they apply. Schools should then complete the DOR verification process in OAS prior to the end of that application period. Schools may complete the DOR Income Determination after the end of the application period; however, if the DOR does not have records for the parent, the application must be determined ineligible.

These new student applications will have a status of "Not Yet Verified" on the Application Summary screen in OAS after the parent completes and submits the applications in the Online Parent Application. See the picture on this slide for a sample OAS verification screen for these new student applications.

Please remember that checking for records does not mean the school has to use the DOR method. At this point, the parent could still, in the Online Parent Application during the open application period, change the income determination method to the DPI method\*. However, if the DOR finds records and the school clicks "yes" to continue with DOR eligibility determination, the selection cannot be changed and the parent may not switch to the DPI method.

The information below outlines how the records check and DOR determination works during the open application period and after the open application period ends.

**During the application period: The school enters the SSN/Tax IDs, clicks the "Check for Records" button, and the results for the DOR records check indicate the DOR has records.** The school is asked if they want to proceed with using the DOR method for income eligibility and may run the DOR income eligibility determination in OAS by checking the "Yes" bubble. However, this is not a guarantee that the family will be found eligible - only that the DOR has records to make a determination. The family may still be found ineligible. Once a DOR determination is made, parents may not switch to the DPI determination method.

- **School clicks "Yes" and the family is determined income eligible by the DOR:** The Residency and Documentation sections of the verification screen will display and the school should complete the verification process for the application.

- ***School clicks “Yes” and the family is determined income ineligible by the DOR:*** The application will have a status of “Ineligible per DOR”. The parent may not switch to the DPI method. Schools may re-run the DOR determination, if the school and the parent think the determination is incorrect. See the following slide for additional information.
- ***School clicks “No”:*** The parent may switch to the DPI method in the Online Parent Application\* during the school’s open application period(s) if the school selects no and does not run the DOR eligibility determination in OAS.

**During the application period: The school enters the SSN/Tax IDs, clicks the “Check for Records” button, and the results for the DOR records check indicate the DOR does not have records.** The school should check that the names and SSNs/Taxpayer IDs match exactly what was filed on the parent’s tax returns. If they were not correct, the school should run the records check again using the correct SSNs/Taxpayer IDs. If the DOR cannot find records for the family, the parents must use the DPI method in the Online Parent Application\*. If the DOR does not have records and the parent does not re-submit the application during the application period using the DPI method\*, the school must complete the verification of the application in OAS as “This family is not eligible for the program based upon the information provided.” This option will display on the OAS verification screen the day following the end of the open application period.

**During the application period: Parents do not provide their SSNs/Tax IDs to the school during the open application.** The school must complete the verification of the application in OAS as “The parents/guardians did not show up by the end of the open application period to provide documentation.” or “This family is not eligible for the MPCP based upon the information provided.”. These options will display on the OAS verification screen the day following the end of the open application period.

**After the application period: The school enters the SSN/Tax IDs, clicks the “Check for Records” button, and the results for the DOR records check indicate the DOR has records.** The school is asked if they want to proceed with using the DOR method for income eligibility and may run the DOR income eligibility determination in OAS by checking the “Yes” bubble. However, this is not a guarantee that the family will be found eligible - only that the DOR has records to make a determination. The family may still be found ineligible. Once a DOR determination is made, parents may not switch to the DPI determination method.

- ***School clicks “Yes” and the family is determined income eligible by the DOR:*** The Residency and Documentation sections of the verification screen will display and the school should complete the verification process for the application.
- ***School clicks “Yes” and the family is determined income ineligible by the DOR:*** The application will have a status of “Ineligible per DOR”. The parent may not switch to the DPI method. Schools may re-run the DOR determination, if the school and the parent think the determination is incorrect. See the following slide for additional information.
- ***School clicks “No”:*** The parent may switch to the DPI method in the Online Parent Application\* during a future open application period for the school if the school selects no and does not run the DOR eligibility determination in OAS. If the school selects “No” and does not run the DOR determination, the school must complete the verification of the application in OAS as “This family is not eligible for the program based upon the information provided.” for the application.

**After the application period: The school enters SSN/Tax IDs, clicks the “Check for Records” button, and the results for the DOR check show the DOR does not have records.** The school should check that the names and SSNs/Tax IDs match exactly what was filed on the parent’s tax returns. If they were not correct, the school should run the records check again using the correct SSNs/Tax IDs. If the DOR does not have records, the school must complete the verification of the application in OAS as “This

family is not eligible for the program based upon the information provided.” Parents of these students may re-apply in a future application period, if available. If the school does not have any remaining open application periods for the applicable Choice program, the students will not be able to attend the school as Choice students.

\*The parent must return to the Online Parent Application, update the income method to the DPI method in application, answer the income related questions, re-submit the application, and provide the required documentation to the school before the end of that open application period.

## Completing DOR Income Verification - Parents with new students who are DOR Ineligible may request school re-run DOR determination

### Private School Choice Programs

#### New Students Application - Verify Income and Residency

School Name:	Parent/Guardian Summary	Student Summary
ABC School	John Smith 123 Johnson Street	Joshua Smith 06 08/31/2010 (new)
School Year: 2021-2022	Sarah Smith Milwaukee, WI 53204	
Program: Milwaukee	Status: Married (608) 852-1111	
	Family size: 3 sampleparent@test.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 01/25/2021:

App	First Name	Middle Name	Last Name	Suffix	Grade	Date of Birth	
780706	Joshua		Smith		06	08/31/2010	New Student

When the parent(s) filled out the online application, they indicated that they would like to use the Wisconsin Department of Revenue (DOR) method for determining income. That check has been completed.

**DOR has determined that this family is not income-eligible for the MPCP program.** Students determined ineligible by DOR may not change to the DPI Income Determination Method.

Schools may re-run the DOR determination, if the school and parent(s) think the determination is incorrect. (For example, a parent is determined DOR ineligible based on income from two prior years. The parent has now filed taxes for the prior year and is income eligible based on the prior year income.)

If you want to proceed with completing the DOR income determination method again for this student, enter the Social Security or Taxpayer ID numbers below and check for records.

John Smith   
Sarah Smith

Note: After the end of this application period, there will be more options available here to complete the process (e.g. No Show, Not Eligible).

DOR ineligible applications may be re-run in OAS by the school.

Schools may re-run the DOR determination for new student applications that have been found ineligible per DOR if the school and the parent think the DOR determination is incorrect. These could be applications that were determined ineligible by DOR in the Online Parent Application where the parent submitted the ineligible new student applications or where the parent indicated in the Online Parent Application that they wanted the school to complete the DOR verification. Students determined ineligible by the DOR may not switch to the DPI Income Determination Method.

The parent will need to work with the school and provide their SSN or Tax ID to the school to rerun the DOR Process, if applicable. Please see the Income Documentation Bulletin, which is available on the <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications-processing> webpage, for additional information.

The school will follow the same steps as on the previous slide in this training to re-run the DOR determination.

DOR ineligible applications may be re-run during the open application period, up until the final verification date for the program. Reminder, those dates are different for the MPCP and RPCP than the WPCP. See the Application Process Bulletin at the above link for additional information.

# Completing Residency Verifications

## 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 Bulletin](#) 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.

## • Complete the residency verification by determining that:

- The residency documentation provided is on the list of acceptable documents
- The address and parent name on the documentation match what is in OAS
- The documentation is dated between the dates listed
- The applicant's district of residence matches what is identified in OAS using one of the methods permitted by DPI

The Choice administrator or Choice designee will need to complete the residency verification for all applications. To complete the residency verification you will need to determine all of the following:

- The residency documentation provided in on the list of acceptable documents.
- The parents' names and address on the documentation provided match the parents' names and address in the OAS.
- The documentation is dated between the dates listed on the OAS screen.
- The school district identified has been verified using one of the methods permitted by DPI and the district based on the verification matches what is in the OAS.

Complete the check boxes on the OAS screen to attest that the Choice administrator or Choice designee has obtained the allowed residency documentation and that the address is located in the district noted in the OAS.

Additional information on the residency requirements is available in the Residency Requirements Training and in the Choice Residency Documentation Bulletin.

## Completing General Eligibility Verifications

### Documentation Verification

- ☐ I have verified that all students are eligible for MPCP based upon the information provided during the open application period that the application was received.
- ☐ This family is not eligible for the MPCP based upon the information provided.
- ☐ The parents did not show up by the end of the open application period to provide documentation.
- ☐ Verification not complete. The parents have not yet provided all required residency and/or income documentation. The school must return at a later time to complete the verification. Application status will remain 'Not Yet Verified'. Schools must complete the verification by the date in the [Application Process Bulletin](#) or the application(s) will be ineligible.

Save

[Back to Application Summary](#)

- Complete the final verification by confirming that the student(s) are eligible or are not eligible to participate in the Choice program.
- Click “Save” then click “Back to Application Summary” to begin the verification process for the next application.

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The next section of the verification screen is labeled “Documentation Verification.” This is where the Choice administrator or Choice designee can identify whether an application is eligible or ineligible.

If all of the required residency and income documentation has been provided and verified by the Choice administrator or Choice designee, then the first radio button can be checked. If the family is not eligible, then the radio button stating that the family is not eligible should be checked. If the parents did not show up to provide documentation, then the third button should be selected. This option will not be available until after the end of the open application period in which the application is received.

If the parents have not yet provided all of the required residency and/or income documentation, then the final radio button should be selected. This can be used to track which students have not yet provided the required documentation. If this button is selected the application is not completed, and the school must return at a later time to complete the verification. The status of the application will remain “Not Yet Verified” until the school returns and selects another button for the final verification.

Once the appropriate radio button is selected, click the Save button and then the Back to Application Summary link to begin the verification process for the next application.

Additional information on when schools must complete the verification of applications is available in the Choice Applications Process Bulletin.

## General OAS Corrections Requirements

- Before the end of the open application period, have the parent log back into the application and make the correction.
- After the open application period, send an email to [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov) that includes:
  - 1) The student's current name in OAS.
  - 2) The information that must be corrected (include the correct name, address, etc).
  - 3) If the change is to the student name or date of birth, include documentation in the email that supports the correct student name and/or date of birth. Examples of support include an immunization record or a copy of the "Annotation of Birth Record/Facts" form.

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During the verification process the school may identify that information on the application must be corrected.

If it is still during the same open application period that the application was received, the school should request that the parent log back into the Online Parent Application and make the correction.

If this is discovered after the open application period, the school can send an email to DPI using the email on the slide. The email should explain that information for a student needs to be updated in OAS. Include the student's name as currently in OAS. Then provide the information that needs to be corrected such as the student's first or last name or address. If the change is for a student name or date of birth, include documentation in the email that supports the correct student name and/or date of birth. Examples of supporting documentation for name or date of birth include an immunization record or a copy of the "Annotation of Birth Records/Facts" form. See the Student Application Processing webpage for additional information on making verification corrections found at <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications-processing>.

## General OAS Corrections

- The following changes are not made by DPI:
  - Middle initials or suffixes (II, Jr, etc)
  - Abbreviation or punctuation changes (St vs Street or Avenue vs Ave.)
  - Capitalization or spacing
  - Any income related information (amount of income, types of income or government assistance, basic needs explanations, etc)

The school does not need to review the middle initials or suffixes for the students or parents. As a result, the DPI does not make corrections for these items.

Additionally, any differences in abbreviations, punctuation, capitalization or spacing between supporting residency documentation and the application in OAS do not need to be corrected in OAS. The school does not need to get any new documentation as a result of these differences. For example, if OAS has Street spelled out and the documentation has St, OAS does not need to be corrected.

Finally, any updates to income information must be made by the parent during the open application period in which the application was received. Changes to income related information are not made by the DPI. This includes changes to the amount or types of income or government assistance or the explanation of how basic needs were provided for parents who did not receive any income.

## General OAS Corrections (cont)

- Requests to change WPCP applications must be made by the first weekday in May.
- Requests to change MPCP or RPCP applications must be made by:
  - July 31<sup>st</sup> for grade changes
  - Last weekday in September for other changes to applications received from February-September
  - Last weekday in January for changes to applications received from October-January
- Any changes to OAS not made by the dates above must be reported to the auditor and made as part of the Enrollment Audits.

Requests for DPI to make changes to applications in OAS must be made by the first weekday in May for WPCP. This is extremely important because DPI will complete the WPCP random selection using the information in OAS as of the first weekday in May.

Grade changes for MPCP or RPCP applications must be made by July 31. Any other change requests need to be made by the last weekday in September for MPCP or RPCP applications received from February to September. Other change requests need to be made by the last weekday in January for MPCP applications received from October to January.

**Any changes after the dates detailed above must be reported to the auditor and made as part of the Enrollment Audits.**

## Application Statuses

App	Grade	Multi App *	Student	Date of Birth	Status	Date App Received	Enroll Pd	Parent	P	S	J	Cont	Wait	Inc
316721	04		Allen, James	02/25/2005	Not Yet Verified	12/05/2018	Dec	James, Mary	N	N	N	Y	N	DPI
316720	K4+		James, Mary M	01/12/2012	Parent No Show	12/12/2018	Dec	Que, Suzie	N	N	N	N	N	
316637	02		Junior, Corban	03/20/2009	Verified	9/05/2018	Sep	Oluwadare, John	N	N	N	N	N	DPI
316635	02		Junior, John	03/20/2008	Verified	9/10/2018	Sep	Oluwadare, John	N	N	N	N	N	DPI
316636	02		Olu, Isabella	04/06/2009	Ineligible per DOR	9/06/2018	Sep	Burns, Montgomery	N	N	N	N	N	DOR

- **Not Yet Verified:** A parent has submitted an application to your school that is ready to be verified.
- **Parent No Show:** This option will show if the school identifies in the application verification screen that the parent did not show up by the end of the open application period with the required documentation.
- **Verified:** The parent has provided the required documentation to the school and the application has been verified by the school.
- **Ineligible per DOR:** DOR determined the application was ineligible.

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The Application Summary screen will identify the status for each application. Applications that are not verified will have a status of “Not Yet Verified.” Applications where the school identifies that the parent did not provide the required documentation by the end of the open application period will have an application status of “Parent No Show.” Applications that the school has verified in the OAS will have a status of “Verified.” Applications that were found ineligible through the DOR process will have a status of “Ineligible per DOR.”

Ineligible per DOR means that the parent chose to use the DOR income determination method and the DOR determined the parent did not meet the income requirements. If a parent used the DOR method and was found ineligible, the parent may not switch to the DPI Income Determination Method. See the “Completing DOR Income Verification” slides in this training presentation for additional information.

## Application Statuses (cont)

App	Grade	Multi App *	Student	Date of Birth	Status	Date App Received	Enroll Pd	Parent	P	S	J	Cont	Wait	Inc
315826	08		Camacho, Tony M	12/04/2001	Ineligible in Semester 1	2/15/2018	Feb	Camacho, Rachel A	N	N	N	N	N	DPI
315833	01		Jones, Beth	05/24/2010	Ineligible in Semester 2	3/02/2018	Mar	Shaw, Regina	N	N	N	Y	N	
315827	03		Jones, Beth	05/24/2010	Ineligible in Both Semesters	2/05/2018	Feb	Camacho, Rachel A	N	N	N	Y	N	

- **Ineligible in Semester 1:** The student was found ineligible for semester 1, but may be eligible for semester 2.
- **Ineligible in Semester 2:** The student was found ineligible for semester 2, but may be eligible for semester 1.
- **Ineligible in Both Semesters:** The student was found ineligible for the full school year.

There are several statuses in the OAS indicating that a student is ineligible.

Ineligible in Semester 1 indicates that the application was ineligible in Semester 1 but may be eligible for the second semester.

Ineligible in Semester 2 indicates that the application was ineligible in Semester 2 but may be eligible for the first semester. For example, if a WPCP student was counted on the 3<sup>rd</sup> Friday in September and subsequently withdrew from the program, the student would be marked as Ineligible in Semester 2. This student would still be eligible for the 3<sup>rd</sup> Friday in September.

The DPI changes the status for students to Ineligible in Semester 1 and Ineligible in Semester 2, if required.

Ineligible in both semesters means the student was not eligible to participate in the Choice program for the full year. If the school has a future open application period, the student may be eligible to reapply for the program, depending on the reason they were determined ineligible.

## Duplicate Students

- Reasons why duplicate applications may be received by the school include:
  - Two different parents may submit an application for the same student or the parent applies for the same student using multiple email addresses.
  - A parent may submit an application for a 5-year-old kindergarten student for two different kindergarten programs.
  - A parent may submit an application in two different open application periods for a student (MPCP and RPCP only).
- These pupils will be identified as potential duplicate pupils in the Application Summary screen if the student name and date of birth are the same.

There are several reasons why multiple applications may be received by a school for the same student. The first reason is that two different parents submitted an application for the same student, or the parent applies for the same student using multiple email addresses. Please see the Application Process Overview training for information on who may submit an application for a student.

The second reason is that a parent may submit an application for a 5-year-old kindergarten student for two different kindergarten programs. An example of when this might happen is when the school has Choice seats available in both a half-time kindergarten program and a full-time kindergarten program. A parent could select both programs when applying to the school. If the student is applying to the WPCP, the school should verify both applications as eligible, if they are. If the student is applying for the MPCP or RPCP, the school should only submit an application for the program the student will be participating in. If both applications are submitted, both will be included in the count reports.

The last reason is only applicable for MPCP or RPCP students because they have more than one open application period available. For these programs, a parent can submit an application for a student in each open application period that the school has. If the parent submits a new application in a different open application period, it will be included on a separate line in the Application Summary with the new open application period identified in the “Enroll Pd” column.

## Duplicate Students (cont)

### Application Summary

School Year:   
 School Name: ABC School  
 Address: 123 4th Street  
 Milwaukee, WI  
 School Phone: (414) 876-1234  
 Administrator: John Smith, (414) 888-4321  
 Admin Email: [johnsmith@gmail.com](mailto:johnsmith@gmail.com)  
 Program: MPCP - Milwaukee Parental Choice Program

Student Name:   
 Parent Name:   
 Search

Enroll Pd:   
 Filter:  
☐ Not Yet Verified  
☐ Submitted  
☐ Ineligible per DOR  
☐ Ineligible in Semester 1  
☐ Ineligible in Semester 2  
☐ Ineligible in Both Semesters

☐ Duplicate App  
☐ Expired after 60 Days  
☐ Parent No Show  
☐ Continuing  
☐ New-DPI Method  
☐ New-DOR Method  
☐ New-Teacher  
☒ Multiple Apps \*

Grades: [Check All](#) | [Uncheck All](#) ☒ K4 ☒ KG ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☒ 08 ☒ 09 ☒ 10 ☒ 11 ☒ 12

8 applications retrieved

App	Grade	Multi App *	Student	Date of Birth	Status	Date App Received	Enroll Pd	Parent	P	S	I	Cont	Wait	Inc
316718	02	*	Doo, Scooby	08/01/2009	Verified	11/15/2018	Nov	Doo, Shaggy	N	N	N	N	N	DPI
316719	02	*	Doo, Scooby	08/01/2009	Verified	12/14/2018	Dec	Doo, Scrappy	N	N	N	N	N	DPI

- Applications with the same name and date of birth will be identified with an \* in the “Multi App” column if they are in “Not Yet Verified,” “Verified,” or “Submitted” status.
- The school can view only the applications with an asterisk by using the Multiple Apps filter.

Potential duplicate applications will be identified with an asterisk in the “Multi App” column in OAS. The applications identified will include any where there are two or more applications in “Not Yet Verified,” “Verified”, or “Submitted” status. The school can use the filters to view only the applications with an asterisk by checking the box next to “Multiple Apps \*” in the top right corner.

## Duplicate Students (cont)

- The school should review the applications with an asterisk in the Multi column and ensure that only one application is verified and submitted for each student.
- The exception is that applicants who applied for more than 5-year-old kindergarten program should be found as eligible for both programs if they are.

The school should review the list of students to determine if any of the students are duplicates. It is possible that the applications may not be for the same student so the school will need to review each of these to determine if any are for the same student. If two of them are for the same student, the school should only verify and submit one of the applications. The only exception to this is if a student applied to two different five-year-old kindergarten programs. If the student is eligible, both applications should be verified.

# Verification Duplicate Identification

## Documentation Verification

- ☐ I have verified that all students are eligible for MPCP based upon the information provided during the open application period that the application was received.
- ☐ This family is not eligible for the MPCP based upon the information provided.
- ☐ The parents did not show up by the end of the open application period to provide documentation.
- ☒ This application is a duplicate of a previously verified student.
- ☐ Verification not complete. The parents have not yet provided all required residency and/or income documentation. The school must return at a later time to complete the verification. Application status: \*This application is a duplicate of a previously verified student; it complete the verification by the date in the [Application Process Bulletin](#) or the application(s) will be ineligible.

Save

[Back to Application Summary](#)

- The school should select the, “This application is a duplicate of a previously verified student” option in the application verification screen for the later application if the first application was eligible.

If the school received two applications for the same student, the verification screen for the later application will have an additional option in the verification screen. The additional option will indicate “This application is a duplicate of a previously verified student.” This should be selected if the first application was eligible.

## DOR Ineligible-Duplicate Application

- An asterisk will also be included in the Multi column if the student has a pending application and was previously determined ineligible by DOR.
- In this case, the new application must be marked ineligible since a DOR ineligibility determination results in the application being ineligible for the full school year.

An asterisk will also show in the “Multi App” column if the student has an application in “Not Yet Verified”, “Verified,” or “Submitted” status and a different application with the same student name and date of birth was determined ineligible per DOR. If the applications are for the same student, the other application must be marked as ineligible. The DOR determination is final and the student(s) will not be able to participate in the Choice program for the entire school year at any Choice school.

## Online Parent Application Changes

- If a parent removes your school from the Online Parent Application in the SAME open application period, the application at your school will be removed from your Application Summary.
- If a parent RESUBMITS an application in the SAME open application period, any applications in the “Verified” status will change back to “Not Yet Verified”. Each school must determine if anything changed and reverify the application.

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If a parent goes into the Online Parent Application in the same open application period and deletes your school from their selection, that application will be removed from your Application Summary.

If a parent goes into the Online Parent Application and resubmits an application in the same open application period, the status on the application will revert to “Not Yet Verified”. The school must determine if anything changed and repeat the verification of the application in OAS.

## **WPCP Eligibility & Verification Deadlines**

All application eligibility determinations and verifications must be completed by the first weekday in May.

All WPCP application eligibility determinations and verifications must be completed by the first weekday in May. This is extremely important as the DPI will complete the random selection based on the verified applications in OAS as of the first weekday in May.

## MPCP & RPCP Eligibility & Verification Deadlines

- The school must determine if all applications are eligible the **earlier** of the following:
  - Prior to the next open application period
  - Within 60 days of the end of the open of the open application period in which the application is received
  - Prior to the next count date
  - Prior to completing the random drawing (if applicable)
- The school must complete the verification in OAS within 60 days of the end of the open application period in which the application is received. After this date, the application status will change to “Expired after 60 days.”

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This slide lists the eligibility and verification deadlines for MPCP and RPCP. The school must determine if applications are eligible the earliest of the following:

1. Prior to the next open application period
2. Within 60 days of the end of the open of the open application period in which the application is received
3. Prior to the next count date (count dates are 3<sup>rd</sup> Friday in September and 2<sup>nd</sup> Friday in January)
4. Prior to completing the random drawing (if applicable for your school)

The OAS will automatically identify any applications that have not been verified with 60 days after the end of the open application period in which the application is received with “Expired after 60 days.” For example, an application submitted during the February open application period would need to be verified within 60 days of February 20<sup>th</sup> since February 20<sup>th</sup> is the last day of the February open application period. If the school doesn’t verify the application within 60 days of the end of the open application period, the application will be determined ineligible and the parent would need to resubmit a new application in a future open application period, if the school has any.

## Submitting Applications

- **MPCP and RPCP schools:**
  - Must submit eligible applications to DPI after the open application period ends. Only applications that have been verified may be submitted.
  - Should not submit applications for students that are on a school's waiting list. These applications should remain in "Verified" status until the student is offered a seat.
- For **WPCP schools**, the DPI will submit eligible applications that are selected in the random drawing.
- Only submitted applications will be available to be included in the count report.



The DPI will submit eligible WPCP applications selected in the random drawings that DPI conducts.

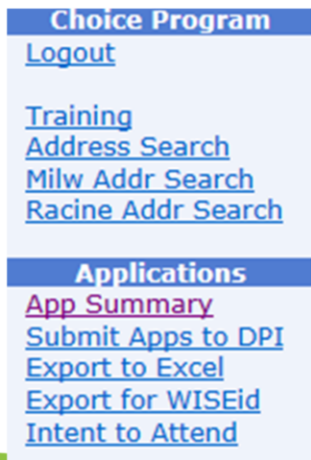
For the MPCP and RPCP, the school must submit the eligible applications to DPI after the open application period ends. An application must have been verified in OAS before the application can be submitted.

The school should not submit the applications for students that are on the school's waiting list. The waiting list applications should remain in "Verified" status until the student is offered a seat.

Only submitted applications will be available to be included in the count report and therefore eligible for payment.

The next slides will go through the OAS process to submit an application.

## Submitting Applications for the MPCP and RPCP



To submit applications, click  
“Submit Apps to DPI” on the  
left navigation bar.

The school needs to log into the OAS. From the navigation bar on the left of the screen, select Submit Apps to DPI.

## Submitting Applications for the MPCP and RPCP (cont)

### Submit Applications to DPI

School Year:  Grade:  Student Name:   
 School Name:  Enroll Period:  Parent Name:   
 Address:  Multiple Apps:     
 Milwaukee, WI 53214  
 Administrator: Mary King (555) 555- 1234

Rows per Page:

App ID	Grade	Multi App	Student	Date App Received	Enroll Pd	Submit to DPI	Parent
316718	02		Doo, Scooby	11/29/2018	Nov	<input type="checkbox"/>	Doo, Shaggy
316598	04	*	Koranda, Donna D	08/22/2018	Aug	<input type="checkbox"/>	Koranda, Molly J
316597	01	*	Koranda, Julie	08/22/2018	Aug	<input type="checkbox"/>	Koranda, Molly J

- Only the applications that have a status of “Verified” will be listed and can be submitted to the DPI.
- If an application is not listed on this page, check the status of the application on the “App Summary” page in OAS.
- Select the applications the school would like to submit and click “Save”.

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The system will bring up the listing of applications that have a status of “Verified”. Check the submit to DPI box for the applications the school would like to submit. There is a button to Select All and then you can uncheck any applications that the school does not want to submit.

If a MPCP or RPCP student application that the school intends to submit is not listed on this page in OAS, the application does not have a status of “Verified”, and the school should return to the “App Summary” and check the status of the application. If the status of the application on the “App Summary” page is “Not Yet Verified”, the school must complete the verification process for the application. If the status of the application is “Submitted”, the school has already submitted the application. As indicated on a previous slide in this presentation, the school should not submit the applications for students that are on the school’s waiting list. The waiting list applications should remain in “Verified” status until the student is offered a seat. See the Application Process Bulletin, which is available on the <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications-processing> webpage for additional information on the verification and submission of applications.

Use the filter and search options to identify applications that have not been submitted by the school in OAS. You may filter by grade, enrollment period, applications that may have multiple applications submitted, parent name and student name. You may also indicated how many rows of students per page you would like to display on the screen.

A note on applications that have asterisk in the multiple app column. The school should confirm the student does not already have a submitted application. Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR. Each student should only have one submitted application. Additionally, if you find that a student has an application that was determined ineligible by DOR, any subsequent applications for the student must be marked as ineligible (i.e. the school should mark the application as “The family is not eligible for the MPCP/RPCP/WPCP based on the information provided” on the verification screen).

## Submitting Applications for the MPCP and RPCP (cont)

App ID	Grade	Multi App *	Student	Date App Received	Enroll Pd	Submit to DPI	Parent
316718	02		Doo, Scooby	11/29/2018	Nov	Too early to submit	Doo, Shaggy

- The school will not be able to submit applications until after the end of the open application period in which they are received. Before this time the “Too early to submit” message will be included.

If the school tries to submit applications before the end of the open application period in which the application was received, the system will display a message that says “Too early to submit.”

## Application Enrollment Audit Review

- The auditor will review the applications as part of the Enrollment Audits.
- Certain items identified by the auditor are correctable.
- Any corrections must be made by:
  - December 15 for applications received from February-September
  - The due date of the January Enrollment Audit for applications received from October-January

Your auditor will conduct two Enrollment Audits, one for the 3<sup>rd</sup> Friday in September and one for the 2<sup>nd</sup> Friday in January. The auditor will review the applications including supporting documentation as part of these audits.

All corrections identified by the auditor must be made by the due dates for the Enrollment Audits. For applications received from February – September, the due date is December 15. For applications received from October – January, the due date is the first weekday in May for schools participating in the RPCP or WPCP and the last weekday in June for schools only participating in the MPCP. If a school participates in the MPCP and the RPCP or WPCP, the Enrollment Audit for all programs is due by the first weekday in May.

## Questions

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

Email: [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov)

Phone: 1-888-245-2732 ext. 3



If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov), or call the toll-free number at 1-888-245-2732, extension 3 with questions.