

Training 8-2: Residency Requirements



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.

Program Residency Requirements

- ▶ 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.
 - ▶ Schools must complete residency verification every year for ALL applicants.

Students who reside in the City of Milwaukee, must apply to the Milwaukee Parental Choice Program or MPCP.

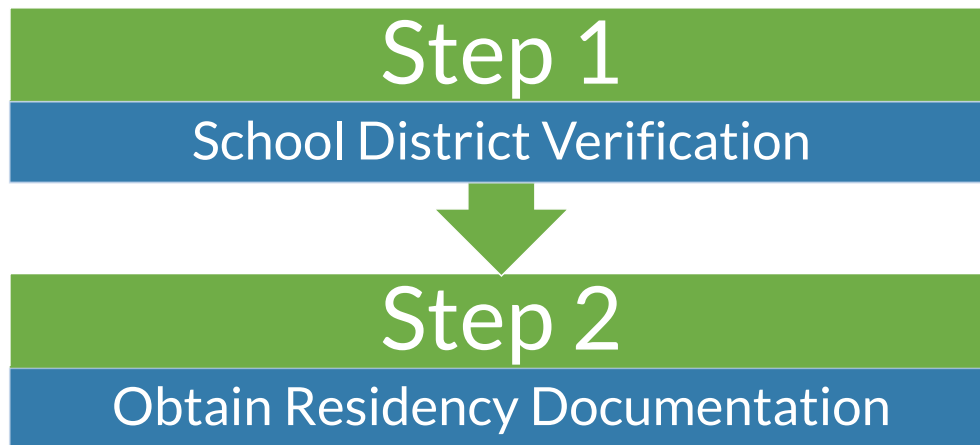
Students who reside in the Racine Unified School District, must apply to the Racine Parental Choice Program or RPCP.

Students who reside in Wisconsin, but do not reside in either the City of Milwaukee or the Racine Unified school district, must apply to the Wisconsin Parental Choice Program or WPCP.

The parent or guardian who applies will be required to provide documentation showing that he or she currently resides at the address on the application. For purposes of this training, parent will refer to either the parent or guardian of the student.

All applicants must provide proof of residency each year as part of their annual application for the Choice program and the schools must verify residency every year for all applicants.

Residency Verification



Once a Choice student application is received by the school in the Online Application System or OAS, the school needs to verify the application in OAS. The residency verification process is a two-step process. In the first step, the school will determine the school district for the address on the application and confirm that the applicant lives in the required school district. The school district the parent selected on the application will be identified on the OAS Application Verification screen. In the second step, the school will need to obtain residency documentation from the parent.

Step 1- School District Verification

- Determine what school district the address is in using one of the following:
 - My Milwaukee Home
 - Public school district website
 - Property tax bill
 - My Vote Wisconsin
 - County/City Clerk or County/City Assessor websites
 - Statewide parcel service

In Step 1 of the residency verification process, the Choice Administrator will need to determine what school district the address is in. Verification of the school district must be completed using one of the following methods:

- My Milwaukee Home (if the address is in Milwaukee)
- Public school district website
- The school may obtain a copy of the property tax bill showing the district for the applicant.
- My Vote Wisconsin
- County/City Clerk or County/City Assessor websites
- Statewide parcel service

The following slides discuss how some of these residency verification websites work. Information about the application requirements and process can be found on the Choice School Application Processing webpage. Resources about the Choice School Application Processing can be found at: <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications-processing>.

City of Milwaukee Address – My Milwaukee Home

Search Address

WELCOME to MyMilwaukeeHome's fresh mobile-friendly look!

ENTER the property address.

Then **SCROLL** down to the section you need and

TAP or **CLICK** the header to expand or close the section.

<input type="text" value="123A"/>	<input type="text" value="Dir"/>	<input type="text" value="Unit"/>	<input type="button" value="Submit Address"/>
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5

The school may use My Milwaukee Home to verify the student's school district for MPCP applications. The website will require the school to enter the student's house number, select a direction (e.g., North, West, South, East, etc.) and select a street name. After entering the address, the school will need to click on the "Submit Address" button.

My Milwaukee Home (MPCP cont.)

Search Address

WELCOME to MyMilwaukeeHome's fresh mobile-friendly look!

ENTER the property address.

Then **SCROLL** down to the section you need and

TAP or **CLICK** the header to expand or close the section.

<input type="text"/>	S ▾	<input type="text"/>	Submit Address
Unit			

My Property Information ▾

My Property:	<input type="text"/>
Tax Key:	<input type="text"/>
Property Owner Of Assessment Record:	<input type="text"/>
Current Assessment:	View City Assessor's details
Year Built:	1922

NOTE: Assessments change annually in April. Please see [City Assessor's details](#) for specific date.

Indicates in City of
Milwaukee

If the student's address is included in My Milwaukee Home, then the address is in the City of Milwaukee. The application must be for the MPCP. If it is not, the parents may correct the school district in the parent application if it is still during the same open application period, otherwise the application is ineligible. The school must print this screen and save it in the student's Choice file for auditing purposes.

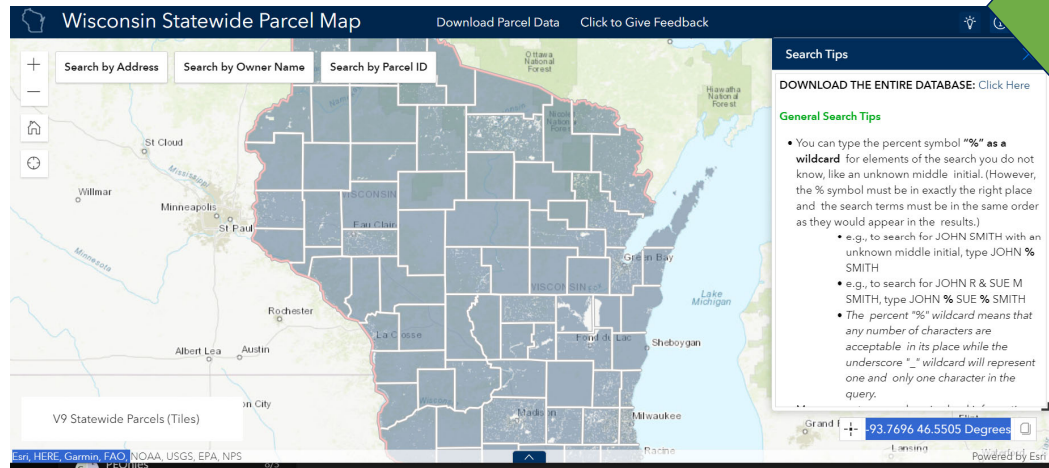
District Interactive Boundary Maps

- Many public school districts have interactive boundary maps. If a public school district has an online interactive map website that displays the parent's address and has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district, these sites can be used by a school to verify the school district.
- The school must print this screen and save it in the student's Choice file for auditing purposes.

7

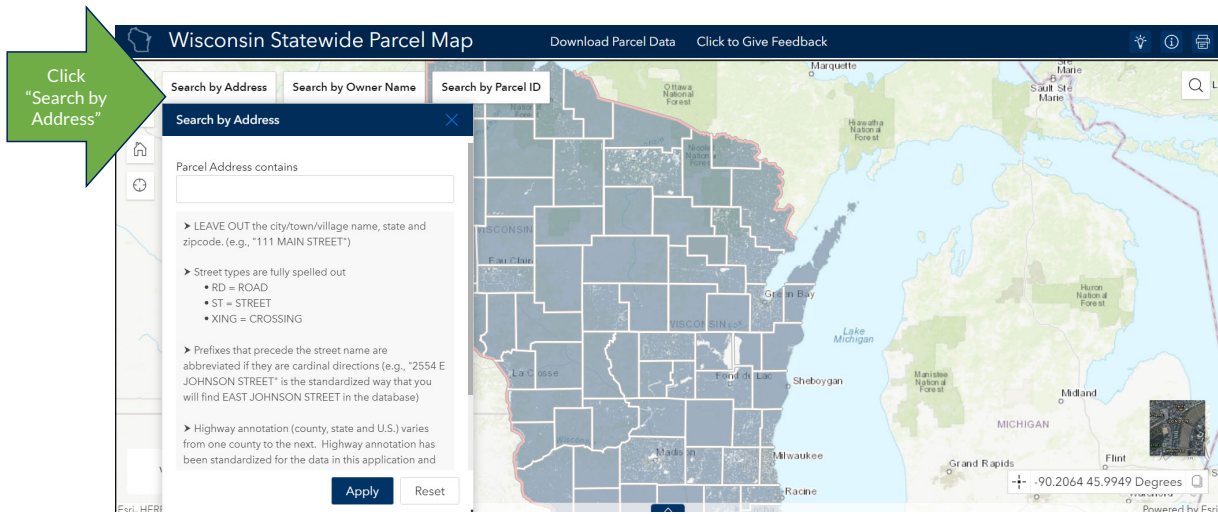
Many public school districts have interactive boundary maps. If a public school district has an online interactive map website that displays the parent's address and has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district, these sites can be used by a school to verify the school district. The school must print this screen and save it in the student's Choice file for auditing purposes.

Statewide Parcel Map



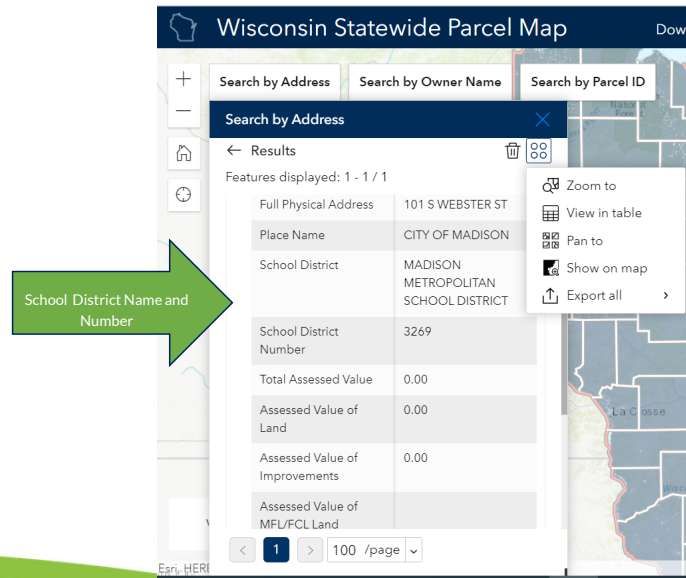
The Statewide Parcel Map may be used to verify the address of any Choice student in Wisconsin. The first time you use this webpage, read through the search tips by clicking the lightbulb icon.

Statewide Parcel Map (cont.)



Click Search By Address and follow the instructions for entering the students address. Do not include city/town/village name, state, or zip code. Click Apply. Once you enter the address the parcel ID(s) will show. Click on the arrow next to the parcel ID to view the parcel.

Statewide Parcel Map (cont.)



10

The four circles in the right-hand corner of the box will show the address on the map.

If the public school district name is identified on the Statewide Parcel Map, then the school may print the full parcel information to verify the district is correct.

If the school district number only is identified, the school should cross reference the school district name on the School District Domain Directory and write the school district name on the printout.

If the school district number and/or name are not displayed, then the school will need to use an alternative verification option.

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.

11

Once the school has determined what school district the address on the application is in, confirm that the application is for the correct program. If the application is not for the correct program based on the criteria listed on this slide, the parents may correct the school district in the parent application if it is still during the same open application period; otherwise the application is ineligible.

For example, if the student's residence is in Wauwatosa but the student applied to the MPCP, during the open application period, the parent could go into the online parent application and correct their application to apply to the WPCP.

WPCP School District Incorrect

- If the school district on the OAS Application Verification screen for a WPCP application is incorrect and the correct school district is in Wisconsin but not in the City of Milwaukee or RUSD, the school district can be corrected as follows:
 - Prior to April 20th: The parent must log back into the application, correct the school district, and resubmit the application.
 - After April 20th: The school must email privateschoolchoice@dpi.wi.gov as soon as possible and identify the required change. This email must include the student's name, student's date of birth, and the correct school district.

12

For the WPCP it is important the correct school district is identified. If the school district on the OAS Application Verification screen for a WPCP application is incorrect and the correct school district is in Wisconsin but not in the City of Milwaukee or RUSD, the school should correct the school district.

For WPCP applications, if this is determined prior to the 3rd Thursday in April, the parent must log back into the application, correct the school district, and resubmit the application. If this is identified after 3rd Thursday in April, the school must email privateschoolchoice@dpi.wi.gov as soon as possible and identify the required change. This email must include the student's name, student's date of birth, and the correct school district.

Step 2: Obtain Required Residency Documentation

- The school must obtain a copy of one of the acceptable residency documents in the name of the parent or legal guardian listed on the application.
- The residency documentation must:
 - 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 and;
 - Be submitted to the school within the same open application period that the application is received.

13

In Step 2 of the residency verification process, the school will need to obtain one of the acceptable residency document from the parent showing the address where the student resides at the time of application. The document must also include the name of one of the parents or guardians on the application.

The residency documentation must 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. It must also be submitted to the school within the same open application period that the application is received. The OAS Application Verification screen will identify the date range the residency documentation must be within.

Acceptable Residency Documentation

1. Wage statement or a W2 year-end earnings statement from the previous year.
2. Current water, sewer, gas, electric, cable, satellite, or landline phone bill.
3. Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application.
4. Lease agreement whose lease term includes the date the parent is applying. If a month-to-month lease is used, the start date must meet the date requirement.
5. Recent government correspondence.
6. Homeless individuals should provide a letter from a shelter or from a private or public organization providing services to the homeless individual.
7. Alternative residency form and all required documentation.
8. Safe at Home card if the family participates in the Wisconsin Safe at Home Program.
9. If the parent/guardian does not have any of the documents above, a document approved in an email by the DPI. Before requesting approval from the DPI, schools must first work with parents to obtain a document from the list above that meets the requirements.

Please see detailed information in the notes below.

14

For Step 2 of the residency verification process, the following list including all acceptable forms of residency documents:

1. Wage statement (i.e. paycheck stub) or 2023 Form W2 Wage and Tax Statement. Note: 2023 Form W2 Wage and Tax Statements are not acceptable for applications received after April 2024.
2. Water, sewer, gas, electric, cable, satellite, or landline phone bill. Cell phone bills are not acceptable. Schools should use the bill date or the last meter reading date on a utility bill to determine that the bill meets the date requirements describe in the previous section. The bill must be for services at the address on the application. If the bill includes both a mailing address and a service address, the addresses must match, unless the mailing address is a PO Box or email address.
3. Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to the address on the application for service at that address.
4. Signed and dated lease agreement with a term that includes the date the application was received. The lease agreement must be complete and legible. Expired leases are not acceptable. Generally, schools should try to obtain one of the allowed residency documents other than month-to-month leases. However, if a month-to-month lease is used, the start date

must be during the required dates. Rent receipts ARE NOT an allowed residency document.

5. Governmental correspondence. Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2” Cash Benefits, Temporary Assistance for Needy Families “TANF,” Food Share “Food Stamps,” United States Postal Service, or Housing Assistance letter. An additional example is a license plate renewal postcard from the Wisconsin Department of Transportation. Printed statements from Access.gov can be used as residency support if the statement includes a date that shows it meets the date requirement and the parent name. Documents sent from a third party provider for a government agency, such as a loan service provider for governmental loans, are not considered governmental correspondence.
6. Homeless individuals may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should 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 during the required dates.
7. Properly completed Alternative Residency Verification Form (Form PI-PCP-51) only for situations where: (a) the student is not living with one of his or her parent(s)/guardian(s) (parent); or (b) the parent(s) does not have one of the residency documents in 1-6 or 8 and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family. The form must be fully completed, including being signed by the household occupant and the parent/guardian. Additionally, the required documentation from the household occupant and parent/guardian must be provided during the open application period the application is received.
8. Safe at Home card. If the family participates in the Safe at Home program through the Wisconsin Department of Justice, the school must obtain the Safe at Home card (card) from the parent and complete the following:
 - Verify that the parent/guardian first and last name on the card match the OAS Application Verification screen.
 - Determine that the card is not expired. If the card is expired, the family must get an updated card or they must update and submit the application without using the Safe at Home option.
 - Verify that the address on the card matches what is in the OAS Application Verification screen. The unit number on the card does not have to be listed on the OAS Application Verification screen. If the family has a card that is not expired and the address on the OAS Application Verification screen does not match the card, the address in OAS must be corrected as explained in the Application Verification and Corrections FAQ.
 - The school does not need to obtain a school district verification document for the address.

- The school may check the boxes on the OAS Application Verification screen that the family resides at the address on the card and that the address is located in the listed school district.
1. If the parent/guardian does not have any of the documents above, a document approved in an email by the DPI. Before requesting approval from the DPI, schools must first work with parents/guardians to obtain a document from the list above that meets the requirements. As part of this process, the school should review Appendix D – Helpful Tips for Identifying Residency Documentation in the Residency Bulletin for help identifying a document from the list above. If the parent/guardian cannot provide any document from the list above, the school may email privateschoolchoice@dpi.wi.gov **all** of the following for review:
 - The student's application ID number; and
 - A statement that "The school has worked with the parent/guardian to verify that they do not have any of the other standard residency documents listed in the Residency Documentation Bulletin." ; and
 - An attachment of a document the parent/guardian has that is not from the list above but otherwise meets the residency documentation requirements.

This list is also provided in the Residency Bulletin on the Choice Bulletins webpage:
<https://dpi.wi.gov/parental-education-options/choice-programs/bulletins>.

Lease Agreements

- General Requirements
 - Lease agreement must be complete and legible
 - Expired leases are not acceptable
- Lease agreement whose lease term includes the date the parent is applying.
- If a month-to-month lease is used, the start date must be 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.

15

If a lease agreement is used as the supporting documentation for residency, it must meet the following criteria: The lease agreement must be complete and legible. Expired leases are not acceptable residency documentation. The term of the lease agreement must include the date the applicant is applying. For example, if the application was received on March 15 the lease term must include March 15.

If a month-to-month lease is used, the start date must be 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.

Residency Documentation

- The residency documentation must be one of the documents on the allowed list of acceptable proof of residency documents. If a parent does not have one of the standard residency documents listed in #1-8 in the list of Allowed Residency Documents section of this training (also see the Residency Documentation bulletin), the school may follow the instructions described in #9 of the Allowed Residency Documents section of this training (also see the Residency Documentation bulletin).
- For help identifying what document a parent may have from the standard residency documents listed in #1-8, see Appendix D – Helpful Tips for Identifying Residency Documentation.
- As a reminder, some common examples of documentation that **do not fall within the acceptable documents** listed in #1-8 in the list of Allowed Residency Documents section include: a report card, bank statement, a letter from a landlord indicating the individual still resides at the address, any envelope, a rent or lease receipt, an expired lease, a cell phone bill, a tax return, or a mortgage statement or interest form.

16

The residency documentation must be one of the documents on the allowed list of acceptable proof of residency documents. If a parent does not have one of the standard residency documents listed in #1-8 in the list of Allowed Residency Documents section of this training (also see the Residency Documentation bulletin), the school may follow the instructions described in #9 of the Allowed Residency Documents section of this training (also see the Residency Documentation bulletin).

For help identifying what document a parent may have from the standard residency documents listed in #1-8, see Appendix D – Helpful Tips for Identifying Residency Documentation.

As a reminder, some common examples of documentation that **do not fall within the acceptable documents** listed in #1-8 in the list of Acceptable Residency Documents section include:

- a report card,
- bank statement,
- a letter from a landlord indicating the individual still resides at the address,
- any envelope,
- a rent or lease receipt,
- an expired lease,
- a cell phone bill,

- a tax return, or
- a mortgage statement or interest form.

Alternative Residency Form

- Allows students to apply where:
 - The parent does not have an acceptable form of residency documentation in his/her own name.
 - The parent does not live with the student.

17

If a student does not live with his/her parent or if a parent does not have an acceptable form of residency in his/her own name, then the parent can use the Alternative Residency Form to provide a residency document in another household occupant's name.

The Alternative Residency Form is available on the Choice Student Application webpage: <https://dpi.wi.gov/parental-education-options/choice-programs/student-applications>.

Alternative Residency Form (cont.)

I. GENERAL INFORMATION	
Include all students applying to the program on the application below. Note: A separate application and residency form must be completed for students that reside at different addresses or have different parents or legal guardians.	
Student Applicant Name(s) First, MI, Last	Student Applicant Name(s) First, MI, Last
1	5
2	6
3	7
4	8

II. EXPLANATION OF LIVING SITUATION
In order to use the Alternative Residency form, one of the following situations must apply. If neither of the situations below apply, this form may not be used. Select which reason is applicable:
<input type="checkbox"/> The parent/legal guardian does not have one of the allowed residency documents showing that they live at the address on the application.
<input type="checkbox"/> The pupil does not live with his or her parent or legal guardian.

III. REQUIRED ATTACHMENTS
A household occupant that lives with the pupil must provide one of the following that includes the address on the Choice Program application (this person must also complete section V). Unless otherwise noted, the document must be dated between three (3) months prior to the start of the open application period in which the parent or legal guardian submits the online application to the school and the end of that open application period. <i>Check which document is being provided.</i>
<input type="checkbox"/> Wage statement or W2 end-of-year earnings statement.
<input type="checkbox"/> Water, sewer, gas, electric, cable, satellite, or landline phone bill.
<input type="checkbox"/> Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application. This letter must have been sent to the address on the application.
<input type="checkbox"/> Lease agreement with a term that includes the date the parent or legal guardian applies to the school (must be complete and legible). Month-to-month leases with a start date between three (3) months prior to the start of the open application period in which the parent or legal guardian submits the online application to the school and the end of that open application period.
<input type="checkbox"/> Governmental correspondence.
—AND—
The parent or legal guardian on the application must provide one of the following documents. <i>Check which document is being provided.</i>
<input type="checkbox"/> A driver's license, state ID, school ID, passport, or a government-issued photo ID. <i>Expired IDs may be used for this support.</i>
<input type="checkbox"/> One of the allowed residency documents (listed above) with an address other than an address on the application.

- All information on the form must be provided.

When completing the Alternative Residency Form, all sections of the form must be filled in. Each student name must be included in the general information section of the form. The parent must indicate the reason why he/she is using the Alternative Residency Form and sign and date the form. The parent must provide identification, as explained on the form, or an allowed residency document with a different address on it.

A household occupant that lives with the student must provide one of the allowed residency documents that meets all of the requirements, except for having the parent's name on it.

Alternative Residency Form (cont.)

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

IV. PARENT OR LEGAL GUARDIAN SIGNATURE	
I HEREBY CERTIFY, as the parent or legal guardian, that the explanation of the living situation is accurate. I further certify that the student(s) applying to the Choice Program currently reside(s) with the household occupant signing this form.	
Printed Name of Parent or Legal Guardian Signing Below	
Signature of Parent or Legal Guardian >	Date Signed Mo./Day/Yr.

V. HOUSEHOLD OCCUPANT SIGNATURE	
The following must be completed by the household occupant who provided one of the allowed residency documents in Section III.	
I HERBY CERTIFY that the above named student applying for the Choice Program resides with me. I further CERTIFY that the explanation provided of the living situation is accurate.	
Printed Name of the Household Occupant Signing Below	
Signature of Household Occupant >	Date Signed Mo./Day/Yr.

When completing the Alternative Residency Form, both the parent and the household occupant providing the residency documentation must provide required documentation as previously discussed, and both must sign and date the form.

Alternative Residency Form (cont.)

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

20

The Alternative Residency form may not be used to:

- Submit a driver's license for the parent on the application as the only proof of residency, even if the address matches the application.
- Provide residency documentation in situations where the parent has the documentation but is refusing to provide it.
- Satisfy the residency requirement if the parent has documentation that shows a different address and the remaining requirements in the form are not completed.

Address Match

- The school district verification print screen must match:
 - The address on the residency documentation and
 - The OAS Application Verification screen.
- The street number, street name, city, and state must be included on all 3.
- The street suffix (ave, dr, etc), and street direction (N, S, E, W) must be included on the residency documentation and in OAS if it is on the school district verification print screen.

21

The school must determine that the address on the school district verification print screen obtained in Step 1 exactly matches the address on the residency documentation AND the address on the OAS Application Verification screen.

The street number, street name, city, and state must be included on the residency documentation and in the OAS Application Verification screen. Additionally, the street suffix and street direction must be included on the residency documentation and in OAS if it is on the school district verification print screen. Examples of street suffixes include avenue, drive, and street. The street directions are North, South, East and West. If the street suffix or street direction are NOT on the school district verification print screen, they should not be on the residency documentation or in the OAS Application Verification screen.

Address Components

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

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

22

Let's walk through the components of an address and discuss the criteria for the address components matching the school district verification. Listed on the left of the slide are the components of the address.

The components of an address that much match are as follows:

1. The street number must match.
2. The street direction much match and abbreviations are allowed. So for example North spelled out, N alone or N. would all be acceptable.
3. The street name must match.
4. The street suffix must match and abbreviations are allowed. So for example Street spelled out, St alone or St. would all be acceptable.
5. City must match and abbreviations are allowed. So for example Wisc. Rapids and Wisconsin Rapids would both be acceptable.
6. State must match and be Wisconsin or an abbreviation of Wisconsin

Address components that do not need to match are Unit/Apartment number or zip code.

For items starred (Street name, Street Suffix and City), if these items are misspelled on the residency documentation, the documentation may be accepted if:

1. The correct address is in OAS, and
2. The parent emails or provides the school a signed letter stating that the street name, street suffix and/or city is misspelled on the document.

The school must keep the email or signed letter from the parent for the auditor to review.

Parent Name Match

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

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

23

The parent name must be the parent's current legal name. The parent's first and last name on the student application must match the first and last name on the residency documentation. If two parents are listed on the application, only one of the parent's names needs to be on the residency documentation. The middle initial and suffix for the parent, if any, do not need to match.

Parent Name: Legal Name Change

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

24

In situations where the parent's first or last name has legally changed and their correct name is reflected in the OAS, but the parent does not have residency documentation that reflects the name change, the parent must provide additional documentation to verify their legal name. The documentation can include a birth certificate, marriage certificate, divorce decree, certificate of naturalization or a certificate of citizenship.

Parent Name: Typo

- For cases where:
 - The parent's name is incorrect on the supporting residency documentation; and
 - OAS has the correct legal name.
- The parent must email or provide a signed letter to the school stating "My correct legal name is (name in OAS). The name on my residency documentation is (name on documentation). My name is incorrectly spelled on the documentation and correct on the online parent application."
- **If the residency documentation is in someone else's name, the application would not be correctable using this method.**

25

If the parent's name is incorrect on the supporting residency documentation and has the correct name in OAS, the parent must email or provide a signed letter to the school stating "My correct legal name is (insert name in OAS). The name on my residency documentation is (insert name on documentation). My name is incorrectly spelled on the documentation and correct on the online parent application."

If the name on the residency documentation provided is in someone else's name, the application is not eligible.

Parent Name Differences

- The required documentation described in the legal name change and typo slides CAN be received after the open application period in which the application is received.
- The school must be able to provide this documentation to the auditor as part of the Enrollment Audit or the application will be determined ineligible.

26

If there is a legal name change or a typo, the required documentation as described on the previous two slides can be received after the open application period in which the application is received. This documentation must be available for the auditor to review as part the Enrollment Audit. If the information is not provided, the application will be determined ineligible.

School Identified Address Error- Additional 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 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.
- No changes may be made to the Alternative Residency Verification form and no additional documentation may be received after the open application period if an Alternative Residency Verification form was received during the open application period.

27

If the school receives residency documentation during the open application period that includes one of the parent's names on the application and an address and then during the school's acceptance/denial process determines that the document does not meet all of the requirements, the school may obtain additional residency documentation.

The school should not find the application eligible until the correct documentation is received. If the parent fails to provide the additional residency documentation by the date that eligibility must be determined, the school should mark the application as ineligible.

No changes may be made to the Alternative Residency Verification form and no additional documentation may be received after the open application period if an Alternative Residency Verification form was received during the open application period.

Residency Documentation Correction

The additional residency documentation must include the following:

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

28

The additional residency documentation that is provided to correct the application must have the correct address information and the name of one of the parents on the application.

An Alternative Residency form cannot be used as a correction to the residency documentation.

Further, if an Alternative Residency form was provided but was incomplete, the application cannot be corrected and the application must be found ineligible.

Generally, the school should review applications as the applications are received to determine that the required documentation was provided. The corrections options provide the school an opportunity to correct the application if an issue is missed during the open application period in which the application is received.

Residency Documentation Correction (cont.)

The additional residency documentation must be from the listing of acceptable documents and include a date that meets one of the following:

- If a document other than a lease is provided, the residency documentation must 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.
- If a lease with a term is provided, the lease term must include the date application received.
- If a month-to-month lease is provided, the start date must be 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.

29

In addition, residency documentation provided for corrections must meet the same date requirements for the residency documentation that were described earlier. The documentation must be from the list of acceptable residency documents.

The date for documents other than leases, must be 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.

If a lease with a term is provided, the lease term must include the date the application was received.

A month-to-month lease must have a start date between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received.

Residency Documentation Correction Support

- 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.

30

The school should maintain both the original documentation provided and the corrected documentation provided. Write “Original” and the date received on the original documentation provided. Write “Correct” on the correct documentation and the date the corrected document was received.

Correction Requirements (Residency)

- If the school identified an error where a correction is allowed, the school must complete the required correction procedures before the school is required to determine if the application is 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

31

For school identified errors that are correctable, the school must complete the required correction procedures before the school is required to determine if the application is eligible.

All corrections by the auditor must be completed 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 May 1 for schools participating in the RPCP or WPCP and June 30 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 on May 1.

Questions

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

Email: privateschoolchoice@dpi.wi.gov

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



32

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, or call the toll-free number at 1-888-245-2732, extension 3.