



Jill K. Underly, PhD, State Superintendent

**Special Needs Scholarship Program (SNSP)  
Allowed Residency Documents**

Parents/legal guardians (hereafter referred to as “parents”) are required under Wis. Stat. 115.7915 and Wis. Admin. Code PI 49 to provide residency documentation with any applications or transfer requests and annually after the first year the student participates in the SNSP.

**Application & Transfer Requests Residency Documentation:** Parents/legal guardians (parents) must provide a residency document that includes the student’s address as of the date the application or transfer request is received by the school and the name of one of the parents on the application or transfer request. The residency document should be one of the documents listed in the “Acceptable Residency Documents” section. All residency documentation submitted with an application or transfer request form must be dated between three (3) months prior to the date the application or transfer request was received and the date the application or transfer request was received, except for the Safe at Home card. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is provided, the date the application or transfer request was received must be during the term of the lease.

**Continuing Students Residency Documentation:** Parents/legal guardians (parents) must provide a residency document that includes the student’s address as of the 3<sup>rd</sup> Friday in September and the name of one of the parents. The residency document should be one of the documents listed in the “Acceptable Residency Documents” section. All residency documentation submitted to meet the annual requirement for continuing students must be dated between the third Friday in August and the last weekday in September except for the Safe at Home card. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is obtained, the term of the lease must include the 3<sup>rd</sup> Friday in September.

**Acceptable Residency Documents:** The residency document provided should be one of the documents listed below. Parents who do not believe they have any of the documents below with their name and address should contact the private school(s) for additional support and next steps.

1. **Wage statement (i.e. pay check stub) or Form W2 Wage and Tax Statement.** Note: Prior year Form W2 Wage and Tax Statements are only accepted for applications or transfer requests received between January and April of the following calendar year.
2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** Cell phone bills are NOT acceptable. The bill must be for services where the student resides and have a mailing address where the student resides. The date that is used to determine if the bill meets the date requirements is the bill date or the last meter reading date on the bill. 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.

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Wisconsin Department of Public Instruction  
Jill K. Underly, PhD, State Superintendent  
125 S. Webster Street, P.O. Box 7841  
Madison, WI 53707-7841

Parental Education Options  
Special Needs Scholarship Program  
1-888-245-2732 ext. 4  
snsp@dpi.wi.gov

<https://dpi.wi.gov/parental-education-options/special-needs-scholarship>

3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility,** regarding these utility services at the address where the student resides. This letter must have been sent to the address where the student resides. 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 where the student resides for service at that address.
4. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2” Cash Benefits, Food Share “Food Stamps,” United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement includes a date and the parent name as described above.
5. **Signed and dated lease agreement.** The lease agreement must be complete and legible. Lease agreements must meet the date requirements described above. Expired leases and rent receipts are NOT allowed residency documents.
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 signed and dated within the required time period by a representative of the organization. The letter must indicate the family lived at the address during the required time period.
7. Properly completed [Alternative Residency Verification form \(Form PI-SNSP-0005\)](#) only for situations where: (a) the student is not living with one of their parents; or (b) one of the parents does not have one of the residency documents in 1-6 or 8 and someone else living at the address where the student resides is able to provide one of the residency documents in 1-5 above for the family.
8. **Safe at Home card.** Families participating in the Safe at Home program through the Wisconsin Department of Justice may provide a Safe at Home card for the residency documentation until the card’s expiration date.
  - a. If the parent is completing an application or transfer request, the parent should complete the “Family Information” section as follows:
    - i. The home street address, city, state, and zip should be the address on the Safe at Home card.
    - ii. The “current resident school district” must be based on the address where the student actually resides.
  - b. If the student is a continuing student in the SNSP, the parent must provide confirmation to the school that the student still resides in the same school district. If a student who did not previously participate in the Safe at Home program joins the program, the parent should provide the Safe at Home card to the school.