



**Special Needs Scholarship Program (SNSP)
Residency Documentation Guidance for Parents**

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 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 contains the name of one of the parents on the application or transfer request. DPI’s guidance is that the residency document provided by the parent be one of the residency documents listed in the “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 must provide a residency document that includes the student’s address as of the 3rd Friday in September and contains the name of one of the parents. DPI’s guidance is that the residency document provided by the parent be one of the residency documents listed in the “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 3rd Friday in September.

Residency Documents: DPI’s guidance is that one of the following residency documents should be provided.

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.** The date that should be used to determine if the bill meets the date requirements is the bill date or the last meter reading date on the bill. DPI’s guidance is that the bill should be for services where the student resides. A gas bill may include a natural gas or propane gas bill. If the bill includes both a mailing address and a service address, DPI recommends that the addresses match, unless the mailing address is a PO Box or email address.

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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. **Signed and dated lease agreement.** The lease agreement must be complete and legible. The lease term in the lease agreement must meet the date requirements described above. Therefore, expired leases are not acceptable. Generally, the parent should try to provide one of the residency documents on this list other than a month-to-month lease. However, if a month-to-month lease is used, the start date must meet the requirements described above. DPI does not recommend using a rent receipt as a 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 (USPS) letter, or Housing Assistance letter. A USPS change of address letter could be used if the student’s address is the new address. 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.
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 may provide a letter on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals that is signed and dated by a representative of the organization indicating that the family lived at the location during the required time period.
7. Properly completed [Alternative Residency Verification form \(Form PI-SNSP-0005\)](#) 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 that has not expired for the residency documentation.
 - 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.