



Special Needs Scholarship Program Student Application Checklist – 2024-25 School Year

The following checklist is intended to assist SNSP administrators and designees as they are reviewing a student’s 2024-25 application. The requirements are based on Wis. Stat. 115.7915 and Wis. Admin Code PI 49. Further information on student eligibility and application processing is available on the [SNSP School Application & Transfer Request Processing webpage](#). SNSP administrators and designees are reminded that their signature at the bottom of the application, and submission of the application information to the Department of Public Instruction (DPI), attests that they have reviewed the application and determined the student is eligible for the SNSP.

Student Name:	
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Application Review (General Review & Student Information Section):

	1. The application is legible and complete. The application is completed in ink or typed. All signatures are completed in ink, signed with a Digital ID through Adobe, or using DocuSign. If DocuSign was used, the application file includes the DocuSign Certificate of Completion.
	2. SNSP School Applying to is identified at the top of the application. The school may use a school stamp or type in the school name.
	3. The school year applying for is identified next to the SNSP School Applying to. This must indicate the 2024-25 school year. The school year cannot be changed to 2024-25 if it is not the correct school year. If the form is not for the 2024-25 school year, the parent/guardian (hereafter “parent”) must complete and submit an application for the 2024-25 school year.
	4. The student’s first and last name are indicated. The middle initial, suffix, ethnicity, and race should be completed but are not required.
	5. Student’s date of birth is listed. For K4, K5 and 1st grade applicants, the student must have been born on or before: (a) September 1, 2020, for K4; (b) September 1, 2019, for K5; or (c) September 1, 2018, for 1st grade. Additionally, students may not be 21 as of the date they apply or September 1, whichever is later.
	6. Grade level for the student is listed as K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12. Please note that no grade, ungraded, or a blank box is not sufficient. The grade must be the anticipated grade for the 2024-25 school year.
	7. The grade on the application was identified as an available SNSP grade on the Intent to Participate or in a subsequent School Information Update form submitted in the SNSP Portal. If the grade is not an available SNSP grade, the school must notify the parent that the grade is not a SNSP available grade. If the school would like to add a grade, it must follow the SNSP Grades Available Changes section of the Student Application & Transfer Request Information Bulletin .

Application Review (IEP or Services Plan Requirement & Family Information Sections):

	8. Either IEP or services plan is checked, the date of the student’s last IEP or services plan evaluation or reevaluation is completed, and the LEA that developed the IEP is completed.
	9. The response to, “Since the IEP or services plan identified above was developed, did the student have a reevaluation that determined the student no longer had a disability?” is No. If it is “Yes”, the application is not eligible.
	10. The parents’ first and last name(s) are completed. The middle initial and suffix do not need to be completed.
	11. The entire address is listed including the street address (P.O. Box is prohibited), city, state, and zip code.
	12. The “Name of Local Education Agency (LEA) That Developed the IEP or Services Plan” listed in the IEP or Services Plan Requirement section of the application and the “Current Resident School District” are the full name spelled out. No abbreviations may be used.

Residency Information:

	<p>13. Residency Documentation: Determine that the parent has submitted a residency document that shows that the student lives at the address on the application at the time of application. DPI’s guidance is that schools obtain one of the documents listed in 13.a. – 13.h. below. If a different document is used, the document must contain the name of a parent on the application and an address that matches the application, and the school must ensure the documentation shows the applicant resides at the address on the application at the time of application. If a different document is used, the school should complete the review described in 13i.</p> <p>The residency documentation provided must meet the requirements in 14, 15, and 17 below.</p> <p>a. Wage statement (i.e. pay check stub) or a Form W2 Wage and Tax Statements. (Note: 2024 Form W2 Wage and Tax Statements are only accepted for applications received from Jan 2025-April 2025.)</p> <p>b. Water, sewer, gas, electric, cable, satellite, or landline phone bill. 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 described in 15. DPI’s guidance is that the bill should be for services at the address on the application. A gas bill may include a natural gas or propane gas bill.</p> <p>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. If the mailing address and service address do not match and it is not due to the mailing address being a PO Box or an email address, this is a potential indication that the individual may not reside at the service address. The school must have documentation that shows the parent lives at the address on the application.</p> <p>c. 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.</p>
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- d. **Signed and dated lease agreement** with a lease term that includes the required date. Therefore, expired leases are not acceptable. The lease agreement must be complete and legible. Generally, schools should try to obtain one of the residency documents in 13a – 13h other than month-to-month leases. However, if a month-to-month lease is used, the start date must be dated within three (3) months prior to the date the application is received.

DPI does not recommend utilizing rent receipts as a residency document to determine if a student resides at the address on the application as of the date application received. Rent receipts are not recommended because rent receipts often can be handwritten documents and may not contain the required elements such as parent name, date, and/or an address that matches the application or school district verification document.

- e. **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), or Housing Assistance letter. A USPS change of address letter could be used if the address on the application 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 explained in 15 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.
- f. **Letter from Service Organization for Homeless Individuals.** 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 the family lived at the location during the required dates explained in 15.
- g. **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) the parent(s) does not have one of the residency documents listed in 13a-13f or 13h and someone else living at the address on the application is able to provide one of the residency documents listed in 13a-13e for the family. The form should be fully completed, including being signed by the household occupant and the parent. Additionally, the documentation from the household occupant and parent must be provided with the form. The Alternative Residency Verification form is available on the [School Application & Transfer Request Processing webpage](#).
- h. **Safe at Home card.** If a family is participating in the Safe at Home program through the Wisconsin Department of Justice, the school may obtain the Safe at Home card (card) from the parent and complete the items found under number 8 of the “Residency Documents” section in the Residency Documentation Bulletin.
- i. **Other.** If the school uses a document that is not identified above, the school must ensure the residency document contains the name of a parent on the application and an address that matches the application and the school district verification document. Additionally,

	the school must ensure the documentation obtained shows the student resides at the address on the application. As a reminder, residency documentation is reviewed by the school's external auditor as part of the Enrollment Audits to ensure it contains the parent name and matches the address on the application and the school district verification document. If it is later determined a student did not reside at the address on the application, the application may be determined ineligible for the SNSP.
	14. <u>Residency Documentation Contains Parent Name:</u> The residency documentation must contain the parent name on the application. The DPI's guidance is that the first and last name on the residency documentation should match one of the parents on the application. See the Parent Name Match section of the Residency Documentation Bulletin for additional guidance.
	15. <u>Required Date:</u> The residency documentation, except for the Safe at Home card, is dated between three (3) months prior to the date the application was received and the date the application was received. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is obtained, the date the application is received must fall within the term of the lease.
	16. <u>School District Determination:</u> Determine what school district the address is in using one of the permitted school district verifications in the Residency Documentation Bulletin. Please note only the options listed in the Bulletin may be used. Maintain a print screen of the school district verification for your auditor's review. Note: If the family is participating in the Safe at Home program, Steps 16-18 are not required. See 13h for information on the Safe at Home program requirements.
	17. <u>Matching Address:</u> The law requires that the address on the application and school district verification documentation match the address on the residency documentation. See the Matching Address Components section of the Residency Documentation Bulletin for DPI's guidance on this topic.
	18. <u>Current Resident School District on Form:</u> Determine that the current resident school district listed in the Family Information section of the application matches the school district on the school district verification document obtained in 16.

Parent or Guardian Certification:

	19. Parent initialed that the parent received the explanation of rights of students with disabilities under special education law and under the SNSP.
	20. Parent initialed that the parent received a profile of the school's special education program.
	21. The parent who signed the application matches one of the parents' names in the Family Information Section of the application.
	22. The date the parent signed the application must be no later than 21 days after the date the form is received. The date signed must be completed even if the form is signed using DocuSign or a Digital ID through Adobe. The parent signature and/or signature date may not be added after the school sends the LEA the IEP/services plan verification email or the email to the resident school district.

For School Use Only Section-Prior to sending LEA Emails:

	<p>23. The date the application was received is indicated. An application is considered to be “received” when the school obtains all of the following: (a) the student’s SNSP application; and (b) the required residency documentation. The date application received may not be added after the school sends the LEA the IEP/services plan verification email or the email to the resident school district. Further, 2024-25 applications may only be received from July 1, 2024 to June 30, 2025 so the date received must be during this date range.</p>
	<p>24. The application cannot have any white-out on it. All corrections must be made with a “strike through line” and initialed by the SNSP administrator or designee. The school must have written documentation to support the change. The SNSP administrator/designee or parent may not make the following changes to an application after the school sends the LEA the IEP/services plan verification email or the email to the resident school district:</p> <ul style="list-style-type: none">• Adding the parent signature and/or date signed to the application or Alternative Residency form.• Adding the date the application was received.• Any changes that result in the application being ineligible due to residency or status of the IEP or services plan.
	<p>25. The SNSP administrator or designee has checked whether or not the student is eligible pending the LEA verification that the IEP or services plan requirement is met. This determination must be made within 21 days of the date the application is received.</p>
	<p>26. Determine the number of scholarships the school has available in the grade on the form. This is identified on the Scholarships and Grades Available page in the SNSP Portal. Ensure the school has a scholarship available for the student by comparing the number of scholarships available to the total continuing and accepted new SNSP students at the school. If there is no available scholarship for the student, the school must place the student on the SNSP waiting list. The SNSP Available Scholarship Changes section of the Student Application & Transfer Request Information Bulletin explains when scholarships may be added and the process to add them. The school should not send the LEA verification email for the student if the student is placed on the SNSP waiting list.</p>

For School Use Only Section- LEA Emails:

If the student is determined eligible in 25 and the school determines there is a scholarship available for the student in 26, complete this section for the student. If the application is not eligible or there is not a scholarship available for this student, proceed to the Application Acceptance section of the checklist.

	<p>27. The school must send an email to the LEA that developed the IEP/services plan (listed in the IEP or Services Plan Requirement section of the application) requesting verification that the student has an IEP or services plan that was either: (1) being implemented at the time the student applied or (2) developed no earlier than September 15, 2021 AND the student was not subsequently determined to no longer have a disability. See Appendix A of the Student Application & Transfer Request Information Bulletin or the separate document with the email on the School Application and Transfer Request Processing webpage for the email that should be used. The school must insert the names in the greeting and signature and insert the information in the middle block of the email prior to sending the email.</p>
	<p>28. Determine if the LEA identified in the “Name of Local Education Agency (LEA) That Developed the IEP or Services Plan” listed in the IEP or Services Plan Requirement section of the application is different that the “Current Resident School District” listed in the Family Information section of the application. If so, email the current resident school district that,</p>

	pending the IEP/services plan verification, the pupil will receive a SNSP scholarship. See Appendix B of the Student Application & Transfer Request Information Bulletin or the separate email on the School Application and Transfer Request Processing webpage for the email that should be used. The school must insert the names in the greeting and signature and insert the information in the middle block of the email prior to sending the email.
	29. The school must check the box indicating the LEA's response to whether the student had an IEP/services plan that met the program requirements. If the pupil is eligible, the email must include a copy of the IEP/services plan to meet the IEP/services plan verification requirement.
	30. The school must confirm that the parent correctly identified the pupil had an IEP or services plan in the IEP or Services Plan Requirement section of the application based on the response received from the LEA. If the incorrect box is checked, it must be corrected using the strike through method described above.
	31. The SNSP administrator or designee has signed and printed their name. The date the SNSP administrator or designee signed the application must be completed even if the form is signed using Adobe or DocuSign.

Application Acceptance:

	<p>32. Applicants must be notified in writing whether they are accepted or not accepted into the SNSP. If the student is ineligible, the letter must specify the reason why the student is ineligible. If the student is placed on the waiting list, the letter must specify the student's place on the waiting list.</p> <ul style="list-style-type: none"> • If the student is ineligible or there is not enough space available, a letter of denial must be sent within 21 days from the date the application was received. • If the student is eligible pending the IEP/services plan verification, a letter of acceptance or denial must be sent within 7 days of the school receiving the IEP/services plan verification from the LEA.
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Services to Be Provided Agreement:

	<p>33. Complete a document with the parent identifying the agreed upon services the school will provide to the student. A template to create the agreement of services is available here: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing. This agreement must be signed and dated by the parent and a representative of the school. The school will not be eligible for SNSP payments for the student until the school and parent have agreed to the services the school will provide for the student.</p>
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Application Form Submission:

	<p>34. If the LEA verifies the student had an IEP or services plan in effect at the time the student applied, the school must submit the application to the DPI by the next upcoming submission deadline using the SNSP Portal. The submission deadlines are the 2nd Friday in August, the last weekday in August, the 3rd Friday in September, and the 2nd Friday in January. If possible, the applications should not be submitted until the school has determined if the applicant accepted or declined the scholarship.</p>
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