

Private School Choice Programs
Frequently Asked Questions - 2016-17 School Year
Application Verification

This Frequently Asked Questions document is intended to provide schools participating in the Private School Choice Program guidance on verifying applications for the Milwaukee Parental Choice Program, Racine Parental Choice Program, and Wisconsin Parental Choice Program.

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Abbreviations

PSCP = Private School Choice Program
 MPCP = Milwaukee Parental Choice Program
 RPCP = Racine Parental Choice Program
 WPCP = Wisconsin Parental Choice Program
 OAS = Online Application System

Please contact the Department of Public Instructions (DPI) with any questions at PrivateSchoolChoice@dpi.wi.gov or call toll free 1-888-245-2732 ext. 3.

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General Processing

1. When must the school verify the application?

Schools participating in the MPCP and RPCP must have all applications verified in the OAS within 60 days of the end of the application period, prior to completing a random drawing, if applicable, or prior to the next count date whichever is earlier. The school's random drawing must occur before the school's next open application period. MPCP and RPCP schools must also notify parents within **60 days** of receipt of an application of the acceptance or non-acceptance of the student.

Schools participating in the WPCP must have all parent applications verified by May 1.

Applications that are not verified in OAS within 60 days of the end of an application period will expire. These applications will be ineligible for a voucher. Parents of these students would need to re-apply in a future application period.

2. Why do applications that are verified by the school switch back to unverified status?

Applications switch from verified to unverified status when parents re-submit an application during an open application period (i.e. if a parent re-submits a February application again in February). Parents can make changes to applications (i.e. update income information, update addresses, etc.) through midnight of the last day of the application period. Schools must verify these applications again and review the documentation provided by the parent. Parents cannot make changes to an application after the open application period closes.

3. Why do applications no longer show up on the school's application summary list?

An application will no longer show up on the school's application summary list when a parent deletes the school from the application and re-submits the application during the **same** open application period.

For example:

1. A parent submits an application for their student to schools A, B and C in the February open application period.
2. The parent goes back into the application during the February open application period, deletes school C, and re-submits the application for schools A and B. Parents can delete a school during the same open application period, even if the school has verified the application.
3. The student's application will be on the application summary list for schools A and B. The student's application will no longer be on the application summary list for school C because the parent deleted school C from the application.

Schools should contact the parent if they have questions regarding the application. If the parent would like to apply to the school, the parent must re-submit the application.

Alternatively, if the parent goes back into the online parent application during a **future** open application period to apply to additional schools and deletes schools they applied to during a previous application period, no changes will be made to the application(s) from the previous application periods. Continuing the example above, the same parent goes back into the application during the March open application period and deletes schools A and B and adds school D. The parent re-submits the application. The February applications for schools A and B will remain on the application summary list at schools A and B. The student's March application will be on the application summary for School D.

4. How can schools find applications that need to be verified in OAS?

The Application Summary screen in OAS allows schools to filter the list of applications by school year, status, grade, student name, and enrollment period. Schools can find applications that need to be verified by picking “Parent App – Pending” in the Status drop down filter. Schools can also sort the applications in the Application Summary screen by clicking on the header of the titles.

Schools who participate in multiple programs must log in with different Choice Program Login credentials for the MPCP, RPCP and WPCP to see the applications for each program.

5. What do schools do when they receive a duplicate application for a student whom the school marked as verified in a previous application period?

This applies to the MPCP and RPCP only. Parents can submit another student application for a student if the school has an additional open application period.

Example:

1. The parent submits an application in February.
2. The school marks the February application as “I have verified that all students are eligible for (RPCP, MPCP) based upon the information provided during the open application period that the application was received.”
3. The parent submits another application in March for the same student.

MPCP and RPCP schools who receive an application for a student for whom they have received and verified an application during a previous open enrollment application period should mark the application as “This application is a duplicate of a previously verified student.” Schools must mark the most recent application as the duplicate application.

If the previous application submitted was not eligible, the first application should be marked as, “This family is not eligible for the MPCP/RPCP based upon the information provided.” The additional application should be reviewed to determine if it is eligible.

If there are multiple students on an application and some students are not duplicates, the school should email privateschoolchoice@dpi.wi.gov with the following: all student’s legal names and student’s date of births.

This does not apply to WPCP. WPCP applications are completed during one application period from Feb 1 to April 20.

Student Name and Date of Birth

6. What if the student's name or date of birth in OAS is incorrect?

The student's first and last name in OAS must be the student's legal name and changed if incorrect.

The student's date of birth in OAS must be changed if incorrect.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
First Name	Yes
Middle Initial	No
Last Name	Yes
Suffix (III, Junior, etc.)	No
Date of Birth (DD-MM-YYYY)	Yes

Corrections are made as follows for the student's first name, last name and date of birth (corrections are not required for the student's middle initial or suffix):

How to correct during the application period:

- New student (i.e. the student did not participate in the program they are applying for in the previous semester and was not on the waiting list in the previous school year): The school should tell the parent to change the name or date of birth in the online parent application and re-submit the application.
- Continuing Student or Waiting List Student (i.e. the student participated in the program they are applying for in the previous semester or was on the waiting list in the previous school year).
 - i. Parent entered an incorrect name or date of birth in the online parent application and OAS is correct in the previous school year: The school should tell the parent to change the name or date of birth in the online parent application and re-submit the application.
 - ii. Parent entered the correct name and date of birth in the online parent application but OAS is incorrect in previous school year: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current name in OAS, student's current birth date in OAS, and proof of legal name or date of birth (i.e. immunization record or copy of the "Annotation of Birth Record/Facts" form <http://www.wrdaonline.org/VitalRecords/AnnotationAbstractedBirthFacts4.pdf>). DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. Once the change is made by the DPI, the online parent application will not require income verification. The school must tell the parent to sign back into the online parent application and submit the application.

How to correct after the application period is over: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current name in OAS, student's current birth date in OAS, and proof of legal name or date of birth (i.e. immunization record or copy of the "Annotation of Birth Record/Facts" form <http://www.wrdaonline.org/VitalRecords/AnnotationAbstractedBirthFacts4.pdf>). DPI will update OAS

so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. The school should not verify the application until this notification is received.

If the parent emails DPI: DPI will forward the email to the school, copying the parent, requesting the school work with the parent to confirm the information. The school will then email privateschoolchoice@dpi.wi.gov with a request to make a change if needed.

2015-16 application: If the information is also incorrect for the 2015-16 school year, the school must notify their auditor that the change is required. The auditor must then include the required correction in the January Enrollment Audit.

Student is New and Should Be Continuing

7. Why does the student show as a new student on the online parent application and the student is a continuing student or was on the waiting list in the previous school year?

One reason for this is that the parent has entered a different student first name, last name, or birth date than was used in the previous school year. See question 6 for next steps.

Another reason is that the student is not a continuing student or was not on a waiting list based on DPI's records. If the student is not a continuing student or was not on a waiting list based on DPI's records, the parent must complete a new student application.

Student Grade Level

8. What if the student's grade level is incorrect in OAS?

The student's grade level must be changed if incorrect.

For WPCP only, schools must notify DPI of any grade changes identified between April 21st and May 1st. WPCP grade changes after May 1st must be completed via the September 1 Enrollment report (due in OAS by September 1), the 3rd Friday in September Count report (due in OAS by October 1), or the 2nd Friday in January Count report (due in OAS by February 1).

MPCP, RPCP & WPCP - How to correct during the application period: The school should tell the parent to change the grade level in the application and re-submit the application.

MPCP & RCPCP - How to correct after the application period is over: The school can change the grade by making a request to DPI before July 31, or the school can change the grade through the enrollment/count reports.

- Before July 31: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, incorrect grade level and correct grade level for the school year they are applying. DPI will make the change in OAS and confirm back to the school when the change is completed.
- After July 31: grade changes should be made by the school via the September 1 Enrollment report (due in OAS by September 1), the 3rd Friday in September Count report (due in OAS by October 1), or the 2nd Friday in January Count report (due in OAS by February 1).

Parent emails DPI: DPI will forward the email to the school copying the parent requesting the school to work with the parent to confirm the information. The school will then email privateschoolchoice@dpi.wi.gov with a request to make a change if needed.

Parent Name Incorrect in OAS

9. How can a parent's name that is misspelled or incorrect in OAS be corrected?

The parent's first and last name in OAS should be the parent's legal name and changed if incorrect.

Do the following items need to be changed in OAS if incorrect?

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

Corrections are made as follows for the parent's first name and last name (corrections are not required for the middle initial or suffix):

How to correct during the application period: Schools should tell the parent to change the name in the online parent application and re-submit the application.

How to correct after the application period is over: DPI will change the parent name based on an email request from schools. Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current parent name on the application, correct parent name, student's name, and student's date of birth. If the parent name is incorrect for multiple students, please include the student name and date of birth for each student.

If the parent emails DPI: DPI will forward the email to the school, copying the parent, requesting the school work with the parent to confirm the information. The school will then email privateschoolchoice@dpi.wi.gov with a request to make a change if needed.

Parent Address Incorrect in OAS

10. How can a parent's address that is misspelled or incorrect in OAS be corrected?

The parent address in OAS must be changed if the address is incorrect.

Do the following items need to be changed in OAS if incorrect?

	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 Unit/Apartment Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City	Yes
State	Yes (WI)
Zip Code	No

Corrections are made as follows for the street number, street direction, street name, street suffix, city and state (corrections are not required for the unit or apartment number, unit or apartment description, or zip code):

How to correct during the application period: Schools should tell the parent to change the address in the online parent application and re-submit the application.

How to correct after the application period is over: DPI will change the parent address based on an email request from schools. Schools will email privateschoolchoice@dpi.wi.gov and include the current address, correct address, student's name, and student's date of birth. If the parent address is incorrect for multiple students, please include the student name and date of birth for each student.

If the parent emails DPI: DPI will forward the email to the school, copying the parent, requesting the school work with the parent to confirm the information. The school will then email privateschoolchoice@dpi.wi.gov with a request to make a change if needed.

Parent Name Incorrect on the Residency or Income Documentation

11. What if the parent’s name on the residency or income documentation does not match the parent’s name in OAS?

The following table includes the parts of the parent’s name and the requirements for each part to match the residency or income documentation.

Does the school need to obtain different residency or income documentation if the following items are incorrect?

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

Schools can accept residency or income documentation and verify the student application if the parent’s first name and last name match OAS. If the parent’s middle name, middle initial or suffix on the residency or income documentation does not match OAS, no further documentation is required.

Schools can also accept residency or income documentation and verify the student application if the parent’s first or last name on the residency or income documentation does not match OAS and the following is completed:

For cases where:

- i. The parent’s name is incorrectly written on the supporting residency or income documentation; and
- ii. OAS has the correct legal name.

Some examples of these cases include:

- Hyphenated name (Sue Smith-Cole vs Sue Smith Cole)
- Name misspelled (i.e. Jennifr vs Jennifer, Joseph vs Josaph, Theresa vs. Teresa)
- Name abbreviated (Dan vs Daniel, Suzie vs Susan, Mike vs Michael)
- Multiple last names (Maria Gonzalez-Dominquez vs Maria Gonzalez)

The parent would email or provide a signed letter to the school stating “My correct legal name is (name in OAS). The name on my {residency or income} documentation is (name on residency documentation). My name is incorrectly spelled on the documentation and correct on the online parent application.”

Schools must keep a copy of the original residency documentation and/or income documentation, if applicable, and the email or signed letter from the parent for the auditor review. Schools must follow up with the parent to receive the additional documentation as soon as possible. The auditor will determine the application ineligible if the school is not able to provide the original and additional documentation to the auditor.

For cases where:

- i. The parent’s first or last name has changed; and
- ii. OAS has the correct legal name; and
- iii. The parent’s legal name is not reflected on the supporting residency or income 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.). If a birth certificate, marriage certificate, certificate of naturalization, or certificate of citizenship is provided for a name change the school should not make a copy of the document. Instead, the school should do one of the following and maintain the document in the student file:

- Birth certificate: Complete a copy of the “Annotation of Birth Record/Facts” form <http://www.wrdaonline.org/VitalRecords/AnnotationAbstractedBirthFacts4.pdf>.
- Marriage certificate: The school should draft a letter that includes the following: (1) the first and last name of both spouses; (2) the date of the marriage; (3) the government entity that issued the marriage license (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.
- Certificate of naturalization or certificate of citizenship: The school should draft a letter that includes the following: (1) the individual’s legal name; (2) the date the document was issued; (3) the government entity that issued the marriage license (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.

Schools must keep a copy of the original residency documentation and/or income documentation, if applicable, and the additional documentation for the auditor review. Schools must follow up with the parent to receive the additional documentation as soon as possible. The auditor will determine the application ineligible if the school is not able to provide the original and additional documentation to the auditor.

If the residency or income documentation is in someone else’s name, the application would not be correctable using this method.

If the parent’s name is incorrect in OAS, schools should refer to the “Parent Name Incorrect in OAS” section of this document.

Parent Address Incorrect on the Residency Documentation

12. What if the parent's address on the residency documentation does not match the parent's correct address in OAS?

The following table includes the parts of an address and the requirements for each part to match the residency documentation.

Does the school need to obtain different residency documentation if the following items are incorrect?

	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 Unit/Apartment Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City	Yes*
State	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 number, 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 parent address information.

Some examples of spelling mistakes that could be accepted:

- Fond u Lac vs Fond du Lac
- W Mariner St vs W Mariners St

Schools can accept residency documentation and verify the student application if the street number, street direction, street name, street suffix, city and state match OAS. The unit or apartment number, unit or apartment description, or zip code on the residency documentation does not need to match OAS and no further documentation is required if these address parts do not match.

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 included one of the parent's names and an address. Please see page 3 of the Residency Documentation Bulletin <http://dpi.wi.gov/sites/default/files/imce/sms/Residency-Bulletin-16-17.pdf> for further information.

Income Verification

13. Can a parent appeal a Department of Revenue (DOR) determination of ineligibility?

No. The DOR determination is final.

The parent can apply to the PSCP in a future school year.

14. Can a parent apply again if they were determined ineligible by DOR?

No. Parents who were determined ineligible by DOR cannot apply again for the same school year.

The parents can apply to the PSCP in a future school year.

15. Can a parent switch to the DPI income determination method and apply again if they were determined ineligible by DOR?

No. Parents who were determined ineligible by DOR cannot apply again for the same school year.

These parents can apply to the PSCP in a future school year.

16. When can a parent switch the income determination method from DOR to DPI during an open application period?

A parent who meets one of the criteria below can switch the income determination method during an open application period:

- The parent has not had any school complete the DOR eligibility check; or
- DOR found no records for the parent when the school completed the “preliminary DOR check”.

In order to switch to the DPI method, the parent should change the income determination method to the DPI method in the online parent application and complete the subsequent income screens. The parent must then re-submit the application. The parent must submit the required supporting income documentation to the school before the end of the open application period.

17. What if DOR cannot find records for the parent when the school completes the preliminary DOR check?

During the application period: The school should tell the parent to switch to the DPI income determination method. See question 16 for further information.

After the application period is over: This application is not correctable and would be ineligible. The parent could apply in a future application period.

18. Can a parent switch the income determination method from DPI to DOR during an open application period?

Yes, if the application hasn't already been determined ineligible based on the DPI method. Parents should change the income determination method to the DOR method in the online parent application. The parent must then re-submit the application. The parent must provide the social security number to the school. Since the DOR may not have records available for the parent, schools are encouraged to complete the DOR method before the end of the open application period.

19. Can a parent or school switch the income determination method after the open application period ends?

No. The income determination method cannot be switched after the open application period.

20. What if the income forms or amounts provided by the parent do not match the information the parent entered in the online parent application for the DPI method?

The school should refer to the "Income Documentation Bulletin" located at this link <http://dpi.wi.gov/sms/choice-programs/bulletins>. Please see page 3 called DPI's Income Eligibility Determination Method.

School District Verification

21. Where can a schools find information about the methods for verifying a student’s resident school district and the frequently asked questions (FAQs)?

Schools should refer to the “Procedures and FAQ School District Verification” document located at this link <http://dpi.wi.gov/sms/choice-programs/student-applications-processing>.