

# Training 8-3: Income Requirements



Welcome to the Wisconsin Department of Public Instruction's (DPI) 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 provide an overview of the income eligibility requirements for the Choice program, the Department of Revenue (DOR) and DPI income determination methods, and allowable corrections for applications related to income.

## Income Eligibility

### Step 1

Look in OAS to see if income documentation is required



### Step 2

Obtain the required income documentation if required

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Choice requirements for income eligibility are based on whether a student is a “continuing” or a “new” student. The Online Application System (OAS) will identify if a student is continuing or new. The OAS will indicate the required income documentation, if applicable, in the application verification screen.

All students must apply every year for the Choice program.

Continuing students are not required to provide income documentation. New students must provide income documentation to the school during the same application period in which they apply.

All students must provide residency documentation to the school during the same application period in which they apply. Please see the Residency Requirements training for further information regarding residency documentation.

# Continuing & New Student Definitions

## • Continuing Students

- A student counted in any Choice program in the previous school year on the September and/or January count reports.
- A student on the waiting list in the previous school year after the 2<sup>nd</sup> Friday in January count date for the same program they are applying to. If an applicant on the waiting list was offered a seat and declined, the applicant is not considered on the waiting list.
- MPCP students counted on the 3<sup>rd</sup> Friday in September who reapply for the MPCP between October and January.

## • New Students

- Students that do not meet one of the above requirements to be a continuing student.



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A student is a continuing student if the student was counted in any Choice program in the previous school year or if the student was on the waiting list in the prior year after the 2<sup>nd</sup> Friday in January count date in the same Choice program. For example, an Milwaukee Parental Choice Program (MPCP) student on a MPCP waiting list would be a continuing student if he/she applied for the MPCP, but not if he/she applied for the Racine Parental Choice Program (RPCP).

If an applicant on the waiting list was offered a seat in the Choice program, but declined the seat, the applicant is not considered to be on the waiting list.

Additionally, MPCP students counted on the 3<sup>rd</sup> Friday in September who reapply to the MPCP between October and January would be continuing students.

A student is a new student if the student does not meet one of the requirements to be a continuing student.

Continuing students are not required to provide income documentation. New students must provide income documentation during the same application period in which they apply.

# Continuing & New Student Determination

- The continuing and new student determination is completed by comparing the student name and date of birth in the Online Parent Application to the prior year information in OAS.

Does the student name and date of birth entered by the parent in the Online Parent Application match the prior year OAS name and date of birth, and does that same student also meet the definition of a continuing student (see previous page)?

- Yes - student will be a continuing student
  - No - student will be a new student
- The student name and/or date of birth may be corrected.
  - If the student is a new student in OAS, income documentation is required. The application eligibility determination must be made based on how the student is showing up in OAS.



A student will be determined to be “continuing” or “new” in the Online Parent Application based on the student’s name and date of birth. The information on an application will be compared to prior school year OAS data. If the name or date of birth are different, the applicant will be identified as a “new” student and the income eligibility determination must be completed for the student. **The school must obtain the income documentation support if it is required per OAS.**

During the option application period, if the administrator finds that the parent entered the name or date of birth incorrectly in the Online Parent Application, the school should request that the parent log back into the Online Parent Application and make the correction.

After the open application period, if the administrator finds that the parent entered the name or date of birth incorrectly in the Online Parent Application, the school may email the DPI to request a student be updated in OAS. The email must include the student’s name and date of birth as currently in OAS, what it must be corrected to, and documentation that supports the correct student name and/or date of birth. The documentation should be an immunization record or a copy of the “Annotation of Birth Records/Facts” form. The “Annotation of Birth Records/Facts” form is completed by the school documenting that the school has seen the birth certificate and providing information shown on the document. A copy of this form is available on the Choice Student Applications webpage at <https://dpi.wi.gov/sms/choice-programs/student-applications>. Corrections can be made prior to October 1 for the RPCP and WPCP; after this date, corrections must be made through the enrollment audit. MPCP corrections can be made up to October 1 for all first semester applications and February 1 for all second semester applications; after these dates, corrections must be made through the enrollment audit.

This same process should be followed if the school determines the prior year name or date of birth in OAS are incorrect. The school can send an email to DPI with the information noted above.

Schools should also review the “Applications Verification and Corrections FAQ” at <https://dpi.wi.gov/sms/choice-programs/student-applications-processing> for information regarding corrections.

If a student is new in OAS and the student’s name and/or date of birth is not corrected by the time the verification must be completed, the school must have the income documentation or the application is ineligible.

# Income Eligibility Definitions

- Parent: Parent means a biological parent, a parent by adoption or a step-parent that resides in the same household as the student applicant.
  - Legal guardians may also complete the application. We will use the term “parent” in the slides to refer to either parents or legal guardians.
- Family Size: A family is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents, student applicant, and other children who share at least one parent by birth, adoption or by a parent’s current marriage.
- Income included: Family income includes the federal adjusted gross income of the parents included in the family size.

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This slide includes some definitions related to income eligibility.

Parent means a biological parent, a parent by adoption or a step-parent that resides in the same household as the student applicant. Legal guardians may also complete the application. We will use the term “parent” in the slides to refer to either parents or legal guardians.

Family Size is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents, student applicant, and other children who share at least one parent by birth, adoption or by a parent’s current marriage.

Income included is family income that includes the federal adjusted gross income of the parents included in the family size.

## Income Eligibility

- To determine income eligibility, parents of new students will be prompted to enter the following information into the Online Parent Application:
  - The name of all parents living in the household.
  - If two names are provided, the parents must indicate if they are married.
  - The names of family members residing in the household.

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Parents of “new” students will be prompted by the Online Parent Application to enter the name of all parents living in the household. If two parents names are provided, the parents will need to indicate whether or not they are married to each other. The parents will also need to provide the names of all family members that are residing in the household.

# Income Eligibility Determination

There are two methods for determining income eligibility. The parent must choose one when completing the online application.

## Department of Revenue (DOR) Method

- Social Security numbers or tax identification numbers must be provided in the Online Parent Application or to the school.
- Income eligibility determination is based on income for the previous year or two years before the current school year.
- DOR's determination is final: If a student is determined ineligible by DOR, the student is not eligible to participate in the Choice program for the entire school year.

## Department of Public Instruction (DPI) Method

- Parent must specify the amount of income received in the previous year in the Online Parent Application and income documentation must be provided to the school; or,
- If no income is received, the parent must explain how basic needs were met in the previous year and must provide evidence of support received from any government assistance programs in the previous year.

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The school is required to verify that a “new” student meets the income requirements for the Choice program. There are two methods for determining income eligibility: the DOR method and the DPI method. The parents must choose which income eligibility method they want to use. The parents will select one of the methods when completing the Online Parent Application.

If parents select the DOR method, they will need to enter their social security numbers or tax identification numbers into the Online Parent Application or provide the school with their social security numbers. The income eligibility determination will be based on income for the previous year or two years before the current school year.

A student cannot be found ineligible by the DOR method and then decide to use the DPI method. Once ineligible per DOR, the student is not eligible to participate in the Choice program for the entire school year at any school.

If parents select the DPI method, they will need to specify the amount of income received in the previous year and provide income documentation to the school. The income eligibility determination will be based on previous year income. If the parents indicate that they do not have income, they will need to explain how basic needs were met in the previous year and must provide evidence of support received for government assistance programs in the previous year.

## DOR Method - Income Eligibility

- If parents choose the DOR method to determine income eligibility, the parents must do one of the following:
  - Enter their social security numbers or taxpayer IDs into the Online Parent Application and complete the steps required to determine income eligibility in the Online Parent Application, or
  - Provide their social security numbers or taxpayer IDs to the school, during the open application period in which the application was received, for the school to complete the steps required to determine income eligibility in the OAS.
- The DOR will determine income eligibility based on either the income for the previous year or two years before the current school year. The system will not indicate which year's information is being checked.
- The DOR includes the total adjusted gross income on the parent's tax return, even if one of the individuals is not listed on the application. A parent who filed a joint return in the past two years no longer living with the other individual should consider using the DPI method.
- Submission of social security numbers or taxpayer numbers by the parents is voluntary, not mandatory. If the parents do not wish to provide their social security numbers, they must choose the DPI method to determine their income eligibility.

If the student must prove income eligibility and the parents choose the DOR method to determine income eligibility, the parents must enter their social security numbers or taxpayer IDs into the Online Parent Application and complete the steps required to determine income eligibility or provide their social security numbers or taxpayer IDs to the school for the school to determine income eligibility. Parents that provide their social security numbers or taxpayer IDs to the school must provide the information during the open application period in which the application was received.

The DOR will determine income eligibility based on income for the previous year or two years before the current school year. For example, if the parent was applying for the 2020-21 school year, DOR might use the 2019 or 2018 income tax returns to determine eligibility. The DOR will first check for income tax information from the prior year. If the prior year income tax information is not available, the DOR will automatically check for income information from two years ago. The system will not identify which year's information the DOR is using.

The DOR includes the total adjusted gross income on the parent's tax return, even if one of the individuals on the tax return is not listed on the application. The parent should consider using the DPI method if he/she filed a joint tax return in the past two years but no longer lives with his/her spouse/ex-spouse (i.e. due to a divorce, separation, or a spouse's death). This is because the DOR method would use the joint return with both parents' income. With the DPI method, if the parents no longer live together, the parent would only need to provide support for his/her income.

Submission of the social security number is voluntary. If parents do not wish to provide their social security numbers, the parents must choose the DPI method to determine their income eligibility in the Online Parent Application.

## DOR Method - Records Check & Determination Process

- The DOR method for income eligibility is a two step process:
  1. DOR records check
  2. DOR determination
- Parents do one the following in the Online Parent Application if they choose the DOR method:
  - Complete steps 1 and 2 to determine income eligibility; or,
  - Complete step 1 and then select for the school to complete process; or
  - Complete step 1 and then switch from the DOR to the DPI method.

The Online Parent Application provides parents information regarding the DOR method and asks parents a series of questions to help parents determine if they would like to use the DOR method. Depending on the responses to the questions, parents may receive the message “you should consider switching to the DPI income determination method”.

Schools may see sample screens of the DOR method, including the information regarding the DOR method provided to parents and the series of questions parents are asked, in the “Online Parent Application Print Screens” at <https://dpi.wi.gov/sms/choice-programs/student-applications>.

The DOR method to determine income eligibility is a two step process: the DOR records check and the DOR determination.

Parents who choose the DOR method may complete both steps of the two step process in the Online Parent Application, complete step 1 in the Online Parent Application and then select for the school to complete the process, or complete step 1 and then switch from the DOR to the DPI method in the Online Parent Application.

- Parents that complete both steps in the Online Parent Application will be determined to be income eligible or ineligible. This determination is final.
- Parents that complete step 1 and then select for the school to complete the DOR process will need to provide the school with their social security number(s) or tax identification numbers prior to the end of the application period in which they apply. Schools should then complete the DOR verification process in OAS prior to the end of that application period.
- Parents that complete step 1 and then switch from the DOR to the DPI method will need to answer income related questions in the Online Parent Application and provide the required documentation to the school before the end of that open application period.

The following pages provide more information on the DOR records check and DOR determination steps.

## DOR Method - Records Check

- **DOR does not have records:** The parent must use the DPI method in the Online Parent Application and provide the required documentation to the school before the end of that open application period.
- **DOR has records:** The system will ask if the user would like to continue with the DOR verification process. Once the user clicks “yes” to continue with DOR, the selection cannot be changed.

If a parent indicates in the Online Parent Application for the school to run the DOR method verification, the school should run the records check prior to the end of the application period.

The DOR will determine income eligibility based on income for the previous year or two years before the current school year. The DOR will first check for income tax information (i.e. records) from the prior year. If the prior year income tax information is not available, the DOR will automatically check for income information from two years ago. The system will not identify which year’s information the DOR is using.

If results for the DOR check show that the DOR does not have records, the parent must use the DPI method in the Online Parent Application. The parent must update the income method to DPI, answer the income related questions, and provide the required documentation to the school before the end of that open application period.

If the results for the DOR check show that the DOR has records, the system will ask if the user would like to continue with the DOR verification process. Checking for records does not mean the user has to use the DOR method. At this point, the parent could still, in the Online Parent Application, change the income determination method to the DPI method. However, once the user clicks “yes” to continue with DOR, the selection cannot be changed.

If the parent indicated in the Online Parent Application that the parent wants the school to complete the DOR verification, the school should complete the DOR check prior to the end of the open application period. If the results show DOR does not have records, the parent then has the opportunity to select the DPI method. If DOR does not have records and the income determination method is not changed to the DPI method, the application will be ineligible. The school may complete the DOR records check after the end of the application period; however, if DOR does not have records, the application must be determined ineligible.

## DOR Method - Determination

- **DOR finds student(s) ineligible:** The user will receive a message the student(s) has been found ineligible. The student(s) will not be able to participate in the Choice program for the entire school year at any Choice school.
- **DOR finds student(s) eligible:** The user will receive a message the student(s) has been found income eligible. The school will not have to complete anything further related to income for the student(s).

The DOR verification is completed for all new students included on the same application.

If the DOR determines the family is ineligible, the user will receive a message that the student is not income eligible. The DOR determination is final, and the student(s) will not be able to participate in the Choice program for the entire school year at any Choice school. Parents who complete the DOR determination in the Online Parent Application will receive the ineligible message in the Online Parent Application, and there will not be application(s) for the student(s) in OAS. Schools that complete the DOR determination for parents who provided their social security or taxpayer IDs to the schools will receive the ineligible message in OAS.

If the DOR finds the family to be eligible, the user will receive a message that the student is income eligible. If the parent completed the DOR verification in the Online Parent Application and the student(s) were determined income eligible, OAS will indicate the DOR verification was completed and the student(s) are income eligible. Schools that complete the DOR determination for parents who provided their social security or taxpayer IDs to the schools will also receive the income eligible message in OAS. The school will not have to do anything further related to income for applications that are determined eligible by DOR.

# DOR Method - Income Eligibility Reminders

- The determination is based on either the income for the previous year or two years before the current school year.
- Students determined ineligible by DOR will not be able to participate in the Choice program for the entire school year.
- Schools do not have to complete anything further related to income for the student(s) determined eligible by DOR.
- If the DOR does not have records, the parent must change to the DPI method.
- If the parent chooses for the school to complete the DOR verification process and does not provide social security numbers to the school, the parent must change to the DPI method.
- Parents who filed a joint return in the past two years no longer living with the other individual should consider using the DPI method.

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The DOR will determine income eligibility based on income for the previous year or two years before the current school year.

The DOR determination is final. Student(s) determined ineligible by DOR will not be able to participate in the Choice program for the entire school year at any Choice school.

The school will not have to do anything further related to income for applications that are determined eligible by DOR.

If the parent selects the DOR method and the DOR does not have records, the parent must change the income determination method to the DPI method in the Online Parent Application. Additionally, if the parent indicates in the Online Parent Application for the school to run the DOR method and then does not provide his/her social security number to the school, the parent must change the income determination method to the DPI method in the Online Parent Application. The parent must then enter the appropriate previous year income information as directed in the Online Parent Application and provide the required supporting documentation to the school. If the parent does not go into the Online Parent Application and change the income method to the DPI method and provide all the required documentation to the school during the same open application period that the application is received, the application is ineligible. The parent would be able to reapply to the school during a later open application period, if the school has one.

Parents who filed a joint tax return in the past two years but no longer live with their spouse/ex-spouse (i.e. due to a divorce, separation, or a spouse's death) should consider using the DPI method. This is because the DOR method would use the joint return with both parents' income even if the spouse/ex-spouse is not listed on the application in the Online Parent Application. With the DPI method, if the parents no longer live together, the parent would only need to provide support for his/her income.

## DPI Method - Income Eligibility

- The determination is based on the previous year income.
- The parent must specify the amount of income received and income documentation must be provided to the school or;
- If no income was received, the parent must explain how basic needs were met and must provide evidence of support received from any government assistance programs.
- Income documentation must be provided during the open application period in which the application was received or the application is ineligible.
- A parent who filed a joint return in the past two years no longer living with the other individual should consider using the DPI method.

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The DPI income eligibility method determination is based on the previous year income. For example, if the school year is 2020-21, the basis for the income would be the 2019 calendar year.

If the parent has income, then the parent must specify the amount of income received and provide the required income documentation to each school they apply to. If the parent specifies that no income was received, the parent must explain how basic needs were met and provide evidence of support received from any government assistance programs.

Income documentation must be provided during the open application period in which the application was received or the application is ineligible.

As indicated in the DOR method section, parents who filed a joint tax return in the past two years but no longer live with the other individual should consider using the DPI method.

## DPI Method - Parent Questions & Review

- Parents who choose the DPI method are asked a series of questions, enter income related information, and then complete a review step in the Online Parent Application.

Questions: Did parent(s) file a Federal 1040 with IRS?

- Yes – Parent(s) enter AGI and move to review step
- No – Parent(s) asked to identify all sources of income and government assistance and move to the review step

Review: Parents review information entered along with list of supporting documentation that must be provided to the school.

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For parents that choose to use the DPI method to determine income eligibility, the Online Parent Application asks the parents a series of income related questions. Parents who have income enter the amounts of income received in the previous year into the Online Parent Application and provide income documentation to the school. If parents indicate that they do not have income, they will need to explain how basic needs such as food, clothing and shelter were met in the previous year and must provide evidence of support received for government assistance programs in the previous year.

After parents enter their income and/or government assistance into the Online Parent Application, parents review the information entered and are provided a list of the required supporting income documentation that must be provided to the school. Parents will also receive the list of required supporting income documentation that must be provided to the school in a confirmation email after the parent completes and submits the application in the Online Parent Application.

Schools may see sample screens of the DPI method in the “Online Parent Application Print Screens” at <https://dpi.wi.gov/sms/choice-programs/student-applications>.

## DPI Method-IRS Form 1040 Filed

- The first and second page of the 1040 must be provided. It should be signed, but the application is NOT ineligible if it is not signed.
- The following are examples of unacceptable supporting documents:
  - Wisconsin tax return
  - E-file signature authorization form
  - Schedules included with the return
  - Reports from tax preparation software

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The most common form of documentation that parents will select to support their income is the parent's Federal tax return. If a parent provides an IRS Form 1040, both the first and second page of the IRS Form 1040 must be provided to the school. The tax form should be signed, but the application is NOT ineligible if the 1040 is not signed.

Examples of documents that are **not acceptable** as supporting documentation if the parent indicated a 1040 was completed in the Online Parent Application include: a Wisconsin tax return, E-file signature authorization form, schedules included with the tax return or reports from tax preparation software.

## DPI Method-No IRS Form 1040 Filed

- If no 1040 has been filed, the parent must indicate all income received:

Income Type	School Required Support
W-2 tax form or final wage earnings statement	Obtain the form/statement indicated. The amount should match the amount entered into the Online Parent Application.
1099 form	
Cash income received	The school is not required to obtain documentation from the parent to support this.
Other Income	Review the description to determine what the parent indicated on the application. The parent must provide support for the income.

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If the parent has not filed an IRS Form 1040, then the table on the screen shows by income type what support the parent is required to provide to the school. If the parent identifies a W-2 tax form, final wage earning statement, or 1099 form, then the parent is required to provide the school with the form/statement indicated. The amount on the form provided should match the amount the parent entered into the Online Parent Application.

If the parent indicates that cash income was received, the school is not required to obtain documentation from the parent. The parent will have answered questions about this cash income in the Online Parent Application.

If other income is selected, the school should review the description to determine what the parent indicated on the application. The parent must provide support for the other income and the amount should match the amount the parent entered into the Online Parent Application.

## DPI Method-Income Amount Matches

- Ensure the amount of income received per the supporting documentation matches the information on the OAS verification screen.
  - **If matches**, the school may complete the income verification on the OAS verification screen.
  - **If does not match**, determine if the total income is still less than the maximum allowed income based on all incomes identified by the parent(s). Remember, if parents are married, their income must be reduced by \$7,000 before comparing their income to the maximum income to determine eligibility.
    - If the income is still below the maximum allowed income, the school may complete the income verification on the OAS verification screen.
    - If the income not below the maximum, the application is ineligible.

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The school needs to ensure that the amount of income received per the supporting documents the parent provides matches the information on the verification screen. If the amounts do not match, the school may determine if the total income is still less than the maximum allowed income. If the student is still eligible, based on the correct income amount, the school may still complete the income verification on the OAS verification screen for the application as income eligible.

If the income does not match and it is before the end of the open application period in which the application was received, the parent should correct the amount in the Online Parent Application so that the amount in the application is correct.

The income limits for each program are included in the Choice Student Application webpage at <https://dpi.wi.gov/sms/choice-programs/student-applications>.

## DPI Method-No Income

- Parents that did not file a 1040 or have any income will indicate what, if any, government assistance they received in the prior year in the Online Parent Application.
  - Proof of prior-year participation in government assistance programs that has the parents name must be provided to the school.
- Parents must also provide a written explanation of how basic needs (food, clothing, and shelter) were met in the prior year in the Online Parent Application.
  - The school must review these explanations to determine they are sufficient.
  - If the explanations indicate income was received, the application must be determined ineligible since income needs to be included in the application.

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If the parents did not file an IRS form 1040 or have any income, the parent needs to indicate if they received any government assistance in the prior year in the Online Parent Application. The parent must provide proof of prior-year participation in government assistance programs to the school. The government assistance documentation must have the parents name on the documentation and be for the type of government assistance identified by the parent in the Online Parent Application.

The parents must also provide an explanation in the Online Parent Application of how basic needs such as food, clothing and shelter were met in the prior year. The school must review these explanations to determine if the explanation is sufficient. If the explanations indicate that income was received and it is before the end of the open application period, the parent can go back into the Online Parent Application and update it for the correct information. The parent would then need to provide the appropriate support. If the parent does not correct this during the open application period, then the application must be determined ineligible since income should have been included in the application.

## DPI Method - Government Assistance Types

- Government assistance types include:
  - Supplemental Security Income (SSI)
  - Wisconsin Works (W2)
  - Food share (food stamps)
  - Housing assistance income
  - Other government provided assistance

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If the application has no income, there are various types of government assistance that may be identified including Supplemental Security Income (SSI), Wisconsin Works (W2), Food Share (food stamps), Housing Assistance Income, and various other government provided assistance.

It is important for the school to obtain the correct documentation as there can be confusion on the names of the various programs. For example, Supplemental Security Income (SSI) is often confused with Social Security Benefits (SSB). SSI is a program that is strictly need-based, according to income and assets, and has nothing to do with work history, but strictly with financial need. This is classified as government assistance for the DPI income method. Social Security Benefits or SSB are considered income for the DPI income method.

The parent must be able to provide documentation for the government assistance received showing the parent received it in the prior year.

<https://access.wisconsin.gov/>

- Service of the WI Dept. of Health Services
- Can be used to obtain evidence of parents participation in assistance programs.
- If not already registered, parent will need:
  - Social Security number or PIN number
  - Date of Birth
  - Case information
- Statements can be used as residency support.

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There is an online service of the Wisconsin Department of Health Services that can be used to obtain evidence of parents participation in assistance programs for income documentation purposes. If the parent is not already registered, they can register using a social security number or PIN, date of birth and case information.

As a reminder, the documentation must show they received the assistance in the prior year.

Statements can also be used as the required residency documentation if it meets the residency requirements.

## Kinship/Foster Care

- Kinship/foster parent must indicate in the Online Parent Application that the student is in kinship/foster care.
- Kinship/foster parent must provide the school with support that the student is in kinship care/foster care.
- The DPI income method must be used.
- Student is considered a family size of 1 and is income eligible.

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For students in Kinship/Foster Care, the person with the authority to make educational decisions for the student should complete the application.

If the parent specifies the student is in kinship or foster care in the Online Parent Application, the kinship/foster parent must provide the school with support that the student is in kinship or foster care. The DPI method must be selected for income in the Online Parent Application. The family size is considered one and the application is income eligible for the program.

## DPI Income Documentation Corrections Requirements

- If a correction to the DPI income documentation is allowed:
  - The required documentation must be provided by the time the eligibility determination must be made or the application must be marked ineligible.
  - The school must complete the correction procedures prior to the time that 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 15<sup>th</sup> for applications received from February-September
  - The due date of the January Enrollment Audit for applications received from October-January

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If the application is correctable, but the required documentation is not provided by the time the eligibility determination must be made, the application must be marked ineligible by the school.

If the school has an additional open application period, the student can reapply to the school.

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 and June 30 for schools only participating in the MPCP. If a school participates in the MPCP and the RPCP or Wisconsin Parental Choice Program (WPCP), the Enrollment Audit for all programs is due on May 1. WPCP

The correction options are provided in case a school does not identify an error until after the open application period. Schools should try to ensure that an application is eligible by the end of the open application period.

## Corrections – Parent’s Name

- If the parent’s name is on the income documentation but is misspelled or is a different legal name, the application can be corrected as discussed in the Legal name change or parent name typo slides in the residency documentation training section.
- If the parent’s name is incorrect on the supporting income documentation and the correct name is in OAS, 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 income documentation is (name on documentation). My name is incorrectly spelled on the documentation and correct on the Online Parent Application.”

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There are situations where there are allowable corrections related to income. If the parent’s name is misspelled or a different legal name on the income documentation, the application may be correctable. For a legal 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.

Similar to the residency changes, if the parent’s name is incorrect on the supporting income documentation and the correct name is in OAS, 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 income documentation is (name on documentation). My name is incorrectly spelled on the documentation and correct on the Online Parent Application.”

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

See additional information in the training for Residency Requirements on how parent name corrections may be made.

## Corrections - Income Included on Application

- The school may correct an application if the income documentation provided by the parent **during the open application period in which the application** was received is not:
  - For the correct year or
  - The required document for the type of income included on the application.
- The school must obtain a prior year tax transcript for each parent on the application showing that the family is income eligible for the program based on the prior year income by the time the eligibility determination must be completed.

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In certain situations, the school may be able to correct an application if it is determined that the income documentation that was provided by the parent during the open application period in which the application was received was not for the correct year or the required document for the type of income included on the application.

The school must ask the parent to obtain a prior year tax transcript. The tax transcript provided must include each parent on the application. The information on the tax transcript must be used by the school to determine if the family is income eligible for the program. The school must obtain the tax transcript and determine if the parent is eligible based on it.

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.

## Corrections – No Income on Application & Parent Participates in Government Assistance

- The school may correct an application if the government assistance programs documentation provided by the parent **during the open application period in which the application was received** is not:
  - For the correct year or
  - Is not the required document for the type of government assistance included on the application.
- The school must complete one of the following by the time the eligibility determination must be completed:
  - Obtain a prior year tax transcript showing the parent did not receive any income in the prior year; or,
  - Obtain both of the following:
    - a. A prior year tax transcript for each parent on the application showing a verification of non-filing.
    - b. Correct documentation showing that the parent received all of the government assistance in the prior year that is identified on the application.

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In certain situations, the school may be able to correct an application if it is determined that the government assistance programs documentation that was provided by the parent during the open application period in which the application was received was not for the correct year or the required document for the type of government assistance included on the application.

The school must ask the parent to obtain a prior year tax transcript. The tax transcript provided must include each parent on the application. To obtain a tax transcript, please go to the IRS website and follow the instructions. The parent can get the transcript either online or by mail. The parent must provide a copy of the transcript or have it provided directly to the school. A link to the IRS website is available at <https://dpi.wi.gov/sms/choice-programs/student-applications-processing>.

The school must complete one of the following by the time the eligibility determination must be completed:

1. Obtain a prior year tax transcript that shows that the parents filed and did not receive any income during the prior year.
2. Obtain a prior year tax transcript showing a verification of non-filing. In addition, the parent must provide to the school the correct documentation showing that the parent received all of the government assistance in the prior year that is identified on the application.

This needs to be completed by the time the eligibility determination must be completed by the school.

## Corrections - Kinship/Foster Care

- Kinship/foster parent must provide the school with support that the student is in kinship care/foster care.
  - School should not determine application eligible unless has kinship foster care documentation.
  - If after the open application period the school determines that they received the wrong documentation during the open application period, the school may obtain the required documentation from the kinship/foster parent.
  - If the auditor identifies the school does not have the proper documentation, the school must obtain the proper documentation by the correction due date.

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The kinship/foster care parent must provide evidence the student is in kinship/foster care. If documentation is not provided, the application should be determined ineligible. If after the open application period, the school determines that they received the wrong documentation during the open application period, the school may obtain the required documentation from the kinship/foster parent. If during the Enrollment Audit, the auditor identifies that the school did not receive the proper documentation, the school may obtain the proper documentation by the correction due date which corresponds to the due dates for the Enrollment Audits.

## DPI Method - Income Eligibility Reminders

- The determination is based on the previous year income.
- A parent who filed a joint return in the past two years no longer living with the other individual should consider using the DPI method.
- Income documentation must be provided during the open application period in which the application was received or the application is ineligible.
- Schools may complete the income verification if the income documentation amounts do not match OAS if the student is eligible based on the correct income amount.
- If the application is correctable, but the required documentation is not provided by the time the eligibility determination must be made, the application is ineligible.

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The DPI income eligibility method determination is based on the previous year income. For example, if the school year is 2020-21, the basis for the income would be the 2019 calendar year.

As indicated in the DOR method section, parents who filed a joint tax return in the past two years but no longer live with the other individual should consider using the DPI method.

Income documentation must be provided during the open application period in which the application was received or the application is ineligible.

If the amounts on the income documentation do not match the amounts on the OAS verification screen, the school may determine if the total income is still less than the maximum allowed income. If the student is still eligible, based on the correct income amount, the school may still complete the income verification on the OAS verification screen for the application as income eligible.

If the application is correctable, but the required documentation is not provided by the time the eligibility determination must be made, the application is ineligible.