

**PRIVATE SCHOOL CHOICE PROGRAMS  
STUDENT APPLICATION CHECKLIST  
2018-19 SCHOOL YEAR**

The Private School Choice Programs (Choice) includes the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and the Wisconsin Parental Choice Program (WPCP). Please see the residency documentation bulletin for information on the required residency documentation, the income documentation bulletin for information on the required income documentation, and the Application Verification and Corrections FAQ for information on how to correct the Online Application System (OAS). To be considered complete, all applications require income documentation (as applicable) and residency documentation. See further information on the application process in the Application Process bulletin. These documents are available at <http://dpi.wi.gov/sms/choice-programs/student-applications-processing>.

Schools are required to retain a copy of the letter accepting or denying the application, and all supporting documentation received, even if the application is not accepted. Do not destroy the application documentation received by the school.

**Residency Information:**

1. \_\_\_\_\_ **School District Determination:** Determine what school district the address is in by completing one of the permitted school district verifications in the Residency Documentation Bulletin. Maintain a print screen of the school district verification for your auditor's review.
2. \_\_\_\_\_ **Address in Required District for MPCP:** Based on the school district identified in 1, determine that the address is in the City of Milwaukee (Milwaukee Public School District). If not, the application is ineligible.
3. \_\_\_\_\_ **Address in Required District for RPCP:** Based on the school district identified in Step 1, determine that the address is in the Racine Unified School District. If not, the application is ineligible.
4. \_\_\_\_\_ **WPCP School District Verification:** Complete the following:
  - 4a. \_\_\_\_\_ Based on the school district identified in 1, determine that the address is in Wisconsin but not in the Racine Unified School District or City of Milwaukee (Milwaukee Public School District). If not, the application is ineligible.
  - 4b. \_\_\_\_\_ Verify that the school district identified in 1 matches the school district on the OAS Application Verification screen. If not, this must be corrected as described in the Residency Documentation Bulletin and Application Verification and Corrections FAQ.
5. \_\_\_\_\_ **Required Residency Documentation:** Determine that the parent/guardian has submitted a copy of **ONE** of the following to support that the student(s) lives at the address on the OAS Application Verification screen. Please note, this is a complete list of acceptable forms of residency documentation. **The residency documentation provided must meet the requirements in 6, 7, and 8 below.**

- 5a. \_\_\_\_\_ Wage statement or W-2 tax form. (Note: W-2 tax forms are not acceptable for applications received after April.)
- 5b. \_\_\_\_\_ Water, sewer, gas, electric, cable, satellite or landline phone bill.
- 5c. \_\_\_\_\_ 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 address on the application for service at that address.
- 5d. \_\_\_\_\_ Lease agreement with a term that includes the date the parent applies to the school (must be complete and legible). Expired leases are not acceptable. Month-to-month leases may be used if they have a start date between the required dates explained in 8.
- 5e. \_\_\_\_\_ Governmental correspondence. Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2,” Food Share, Housing Assistance, or United States Postal Service letter. Printed statements from Access.gov can be used as residency support if the statement includes the name of the parent/guardian and a date that meets the requirement explained in 8.
- 5f. \_\_\_\_\_ If homeless, a letter on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated by a representative of the organization.
- 5g. \_\_\_\_\_ Properly completed Alternative Residency Verification form (Form PI-PCP-51) only for situations where 1) the student is not living with his or her parent or guardian or 2) the parent/guardian does not have one of the residency documents in 5a-5f and someone else is able to provide one of the residency documents listed in 5a-5e for the family.
6. \_\_\_\_\_ Matching Parent/Guardian Name: Determine that the first and last name of the parent/guardian on the residency documentation in 5 exactly matches the name of one of the parents/guardians on the OAS Application Verification screen. The parent/guardian name must be the legal name of the parent/guardian. See 9 for information on allowed corrections if it does not match.
7. \_\_\_\_\_ Matching Address: Determine that the address on the residency documentation in 5 exactly matches the address on the OAS Application Verification screen AND the address on the school district verification document in 1. The street number, street name, city, and state must be included on the residency documentation and in the OAS Application Verification screen. Additionally, the street suffix (ave, dr, etc), and street direction (N, S, E, W) must be included on the residency documentation and in OAS if it is on the school district verification document. See 9 for information on allowed corrections if it does not match.
8. \_\_\_\_\_ Required Date: Determine that the residency documentation in 5 includes a date between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received. The allowed dates are identified in the OAS Application Verification screen. If a lease agreement with a term is obtained, the date the application is received must fall within the term of the lease. The start date of a month to month lease must be dated within three (3) months prior to the start of the open application period in which the application is received.

9. \_\_\_\_\_ Received During Open Application Period & Allowed Corrections: If no residency documentation in 5a-5g was received during the open application period, the application is ineligible. If residency documentation in 5a-5f was received but did not comply with all of the requirements, it may be corrected. See the “Corrections to Residency Documentation” section of the Residency Documentation Bulletin for additional information on when the residency documentation may be correctable.

**Income Determination-New Student Application Only (Complete 10 or 11 as applicable):**

10. \_\_\_\_\_ Department of Public Instruction (DPI) Income Determination method used.

10a. \_\_\_\_\_ Kinship/Foster Care: If the pupil is in kinship care or foster care, support for the student participating in the program is provided. The requirements in 10b-10e of this checklist are not applicable.

10b. \_\_\_\_\_ Parent/Guardian has Income: The income determination is based on the adjusted gross income for all parent(s)/guardian(s) on the application. If a parent/guardian on the application received income, obtain the supporting documentation identified on the OAS Application Verification screen and complete the following:

- Determine that it is for 2017 income.
- Determine that the amount of income received per the supporting documentation matches the information in the OAS Application Verification screen. If the amounts do not match and it is before the end of the open application period in which the application was received, ask that the parent/guardian log back into the online parent application and correct the amount(s). If it is after the open application period in which the application was received, see the “Amounts Match” section of the Income Bulletin to determine if the application is eligible or not.
- If social security benefits were received, the support must be a 1099. Ensure that the support is for social security benefits and not supplemental security income (SSI). If the parent received SSI and not social security benefits, the parent must log back into OAS before the end of the open application period in which the application is received and change the income/benefits received to SSI. If not, the application must be determined ineligible.
- All supporting documentation (tax returns, 1099s, etc) includes the first and last name of the parent/guardian for the income type specified on the OAS Application Verification screen. If the parent/guardian name is incorrect, see the Application Verification and Corrections FAQ for information on how to make corrections.

10c. \_\_\_\_\_ Tax Return Support: If a copy of the 2017 tax return is provided:

- The return is the Federal income tax form 1040. Wisconsin tax returns are not sufficient.
- The first two pages of the return are provided.
- The return should be signed and dated, including by both taxpayers if a joint return. However, the application is still eligible even if the tax return is not signed by one or both taxpayers.

10d. \_\_\_\_\_ Parent/Guardian has No Income: If the parents/guardians did not file a tax return and the income of the parents/guardians is \$0, the parent/guardian is required to explain how basic needs were provided and indicate all government assistance received. Ensure the following:

- The explanation of basic needs (food, clothing and shelter) is sufficient to explain how basic needs were provided.
- If any government assistance is indicated in the explanation of basic needs, ensure that the program is also identified in the required documentation section of the OAS Application Verification screen.

- Obtain documentation showing 2017 participation in ALL government assistance programs listed on the OAS Application Verification screen. The evidence must be from the assistance provider, show the parent/guardian participated in 2017, and include the first and last name of the parent/guardian. If the parent/guardian name is incorrect, see the Application Verification and Corrections FAQ for information on how to make corrections.
- The document for supplemental security income (SSI) indicates the parent received SSI and not social security benefits. If the parent received social security benefits and not SSI, the parent must log back into OAS and change the income/benefits received to social security benefits. If not, the application must be determined ineligible.
- The explanation of basic needs does **not** indicate that the parent received any income (even if cash income). If there is any income identified, the parent must log back into the online parent application and include this income in the online parent application. If the parent has any income and it is after the open application period in which the application was received, the application is ineligible.

10e. \_\_\_\_\_ Received During Open Application Period & Allowed Corrections: If no income related documentation was received during the open application period, the application is ineligible. If income related documentation was received during the open application period that the application was received from at least one of the parents on the application but it was not the allowed support or was for the incorrect year, the school may be able to correct the application in limited circumstances. See the Income Documentation Bulletin for additional information on when the application may be correctable. An explanation of how applications with missing income documentation may be corrected is in the “Corrections if Income Documentation is Missing” section and an explanation of how applications with missing government assistance documentation may be corrected is in the “Corrections if Government Assistance Documentation is Missing” section.

11. \_\_\_\_\_ DOR Income Determination method used.

11a. \_\_\_\_\_ DOR Income Determination Already Completed: Determine if the DOR found the student eligible or ineligible for the program. If the student was determined ineligible for the program, the school must send a letter of denial to the parent/guardian.

11b. \_\_\_\_\_ DOR Income Determination **Not** Already Completed: Enter the social security number(s) or Taxpayer ID Number(s) in the OAS if they are not already entered and complete the “preliminary DOR check”.

- If the DOR is unable to find records for the parents/guardians and it is before the end of the open application period, the parent/guardian must log back into the online parent application, use the DPI Income Determination method, and resubmit the application. If it is after the end of the open application period, the application must be determined ineligible.
- If records are available, complete the DOR income determination in OAS.

### General Review:

12. \_\_\_\_\_ Student Names and Dates of Birth Correct: The student’s first and last name must be the legal name of the student. Review the student’s name and date of birth based on other information available to the school (if available). If the application is incorrect see the Application Verification and Corrections FAQ for information on how to correct OAS.

**Verifications:**

13. \_\_\_\_\_ Corrections to Application in OAS: If any corrections are required to the application information in OAS, they must be made before completing the verification. See the Application Verification and Corrections FAQ for information on how to make corrections.
14. \_\_\_\_\_ Verification: Complete the verification for the application in OAS. WPCP verifications must be completed by May 1. MPCP & RPCP verifications must be completed prior to the next application period, prior to completing a random drawing, if required, within 60 days of the end of an application period during which an application is received by the school, or prior to the next count date, whichever occurs first.
- If the application is not verified in OAS within 60 days of the end of the open application period in which the application was received, the application will automatically be determined ineligible in OAS.

**Other Requirements for MPCP and RPCP:**

*See Appendix A in the Application Process Bulletin for further information on these requirements.*

15. \_\_\_\_\_ Random selection, if needed, must occur within one week of the close of the open application period and prior to the next count date, if applicable.
16. \_\_\_\_\_ Letter of Acceptance or Denial: Applicants must be notified, in writing, whether they are accepted or not accepted in the MPCP or RPCP at the school no later than 60 days after the end of the open application period that the application is received. If an applicant is determined ineligible, the letter must identify the reasons the application is ineligible. If an applicant is placed on a MPCP or RPCP waiting list, the letter must identify the applicant's place on the waiting list. Schools are required to retain a copy of the letter of acceptance or denial and all supporting documentation received even if the application is not accepted. Do not destroy the application documentation received by the school.
17. \_\_\_\_\_ Submit accepted applications in OAS: This cannot be completed until after the open application period in which the application is received. Only submitted applications will be available in the count reports.

**Other Requirements for WPCP:**

*See Appendix A in the Application Process Bulletin for further information on this requirement.*

18. \_\_\_\_\_ Letter of Denial: A WPCP applicant who is determined ineligible must be notified, in writing, that the application was determined ineligible and the reasons why the application was determined ineligible. The school must provide this notification no later than June 1, 2018. Schools are required to retain a copy of the letter of denial and all supporting documentation received. Do not destroy the application documentation received by the school. WPCP applicants that are identified as eligible in OAS will receive an email from the DPI after DPI completes the random drawing.