

Residency Documentation

This bulletin applies to the Private School Choice Programs (Choice) which includes the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP). Please see the income documentation bulletin for information about the income requirements and the OAS Application Corrections bulletin for information on correcting OAS application data. These bulletins are available at <http://dpi.wi.gov/sms/choice-programs/student-applications-processing>.

Schools are required to retain all residency documentation for applications submitted to the school. It is recommended that schools use the Student Application checklist available at <http://dpi.wi.gov/sms/choice-programs/student-applications-processing> to ensure that each student file includes all required documentation.

The determination of which program a pupil is eligible for is based on where the family lives at the time of application:

1. Pupils who reside in the City of Milwaukee (Milwaukee Public School District) may participate in the MPCP.
2. Pupils who reside in the Racine Unified School District may participate in the RPCP.
3. Pupils who reside in a Wisconsin school district but are outside the City of Milwaukee and the Racine Unified School District may participate in the WPCP.

The school is required to determine that all accepted applicants meet the residency requirements. The following are the residency documentation requirements:

Step 1. School District Determination: Determine what school district the address is in by completing one of the following. Maintain a copy of the screen print for your auditor's review.

All programs may use the Wisconsin voters database as follows:

- Go to <https://myvote.wi.gov/>.
- Click on "Regular Voter."
- Click on "Address Search."
- Type in the address on the application and click on "Search."
- Click on "Office Holders and Voting Districts Based on the 2010 Census Redistricting."

- Scroll down until you see the school board members.

MPCP may alternatively obtain a “Map It” screen print from http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2_prod.jsp . Addresses that are included in Map It are in the City of Milwaukee.

RPCP may alternatively obtain a screen print from the RUSD transportation website at <http://205.213.125.57/livewq/webquery/>. Addresses that are in the RUSD transportation website are in the Racine Unified School District.

Step 2. Confirm Address is in Required School District:

1. Applicants Applying to MPCP: Based on the school district identified in Step 1, determine that the address is in the City of Milwaukee (Milwaukee Public School District). If not, the application is ineligible.
2. Applicants Applying to 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.
3. Applicants Applying to WPCP: Complete the following:
 - a. Based on the school district identified in Step 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.
 - b. Verify that the school district identified in Step 1 matches the school district on the application.

Step 3. Proof of Residence Documentation: Retain a copy of one of the “proof of residence” documents listed below. The list below is a complete list and includes the only acceptable forms of residency documentation. Residency documentation must include a date to show that it is current. Residency documentation must also have the name of one of the parents/guardians. The exception is that residency documentation may be provided using the Alternative Residency form in certain situations, see 6 below. The student’s address, **at the time of application**, must be the address listed on the student application AND it must match the address on one of the following:

1. Wage statement or W-2 tax form dated within 3 months of when the application is received. (Note: W-2 tax forms are not acceptable for applications received after April.)
2. Water, gas, electric, cable, satellite, or landline phone bill dated within 3 months of when the application is received. Cell phone bills are not acceptable.
3. 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. Generally, schools should try to obtain one of the allowed residency documents other than month-to-month leases. However, if a month-to-month lease is used, it must be dated within three months of when the application is received. Rent receipts ARE NOT an allowed residency document.
4. Governmental correspondence dated within 3 months of when the application is received. Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2,” Food Share, or Housing Assistance letter with the address listed and the name of the parent/guardian. Printed statements from Access.gov can be used as

residency support if the statement includes a date that is within 3 months of when the application is received and the name of the parent/guardian.

5. 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 should 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 signed and dated (within 3 months of when the application is received) by a representative of the organization.
6. Properly completed Alternative Residency Verification form (Form PI-PCP-51) only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents above for the family. This form is available at <http://dpi.wi.gov/sms/choice-programs/student-applications>.

Corrections to Residency Documentation

The school must receive residency documentation in the same open application period in which the application is received. 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. The additional residency documentation must be received before the application is accepted and meet the following requirements:

- The correct address, including the street address, city, zip, and state;
- The name of a parent/guardian on the application (if a parent/guardian on the application is not able to provide one of the residency documents in 1-5 above, the application is not correctable); and
- A date that meets one of the following:
 - If a document other than a lease is provided, the residency documentation must be dated within 3 months of when the application was received. The date may not be later than the last day of the open application period in which the application was received.
 - If a lease with a term is provided, the lease term must include the date application received.
 - If a month to month lease is provided, it must be dated within 3 months of when the application was received. The date may not be later than the last day of the open application period in which the application was received.

Make sure to retain the originally provided documentation and write "Original" on it with the date it was received. Then, write "Correct" on the accurate documentation and the date it was received.

Please note that if the school identifies the application is ineligible based on the documentation received during the open application period and the school is not able to obtain the alternative documentation the school must find the application ineligible. As a result, the school must receive the alternative documentation by the following dates in order to find the application eligible:

- MPCP or RPCP application: Within 60 days of the end of the open application period in which the application was received or prior to random selection, whichever occurs first.

- WPCP application: By May 1

See the OAS Application Corrections bulletin for information on how to correct the application if the school identifies that the documentation is correct and the OAS application information is incorrect.

WPCP Address Verification for Incoming Choice Pupils

Schools participating in the WPCP must confirm that all incoming Choice pupils still reside at the address on their application as of the 3rd Friday in September. Incoming Choice Pupils are those who first begin participating in a Choice program under Wis. Stat. 118.60 in 2015-16 or thereafter. This procedure is not required for MPCP or RPCP students.

You can obtain the address provided on the application for all of your students by using the “Export to Excel” function in the OAS. The Export to Excel will also identify which pupils are Incoming Choice pupils. The Export to Excel function is available under the “Applications” section on the left navigation bar in OAS.

Address Confirmation: The department recommends that you confirm the addresses are still current through one of the following procedures:

- 1) Compare busing records indicating the pickup location for students to the address listed in OAS.
- 2) Email or call the parent to confirm their current address. The email address and phone number for all parents are available in the Export.

Requirements if an Incoming Choice Pupil Moved: If an incoming Choice pupil has moved, you will need to complete the following:

- 1) Obtain, from the parent/guardian, one of the allowed residency documents listed in Step 3 dated between the third Friday in August (August 19, 2016 for the 2016-17 school year) and October 1st that indicates the new address. The most common residency documents for a family that recently moved are a new lease agreement, a confirmation of address change from the United States Postal Service, or a letter from the utility company establishing service at the new address. This documentation must have one of the parent/guardians’ names and the new address.
- 2) The school must determine the school district in which the new address is located through the voter database. The steps to complete this verification are explained in Step 1. Once this verification is complete, make a copy for your records.

September Count Report: The 3rd Friday in September count report will include a re-verification of the address for all incoming Choice pupils. In the count report the school will need to indicate whether the address has changed for each incoming Choice pupil. If the address has changed, the school will need to:

- 1) Input the new address,
- 2) Input the school district for the new address, and
- 3) Verify that you have received residency documentation with the new address on it.

Please note that no student who has already been given a seat will lose it at the school they are attending due to moving to a district that is at the pupil participation limit.

The auditor will review the new residency documentation for any incoming Choice pupil that moved when completing the September Enrollment Audit.