

Special Needs Scholarship Program

2016-17 Acceptable Proof of Residency Documents

Special Needs Scholarship Program (SNSP) applicants must provide one of the documents below that includes the **name of one of the parents/legal guardians on the application and the address on the application.**

Residency documentation must include a date to show that it is current. All residency documentation must be dated within three (3) months prior to the date the application is received. 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 date application is received.

The list below includes all acceptable forms of residency documentation. Only the items on this list may be used as residency documentation.

1. **Wage statement or W2 year-end earnings statement.** (Note: 2016 W-2 end-of-year earnings statements are acceptable for applications received from January 2017-April 2017. 2015 W-2 end-of-year earnings statements would not be acceptable.)
2. **Water, gas, electric, cable, satellite, or landline phone bill.** These bills must be dated within three months prior to the date the application is received. Cell phone bills are NOT acceptable.
3. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2", FoodShare, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support. The governmental correspondence must be dated within three months prior to the date the application is received.
4. **Lease agreement with a term that includes the date the parent applies to the school** (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the student application. Expired leases are NOT acceptable. Generally, the parent should try to provide one of the allowed residency documents other than a month-to-month lease. 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.
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 the

required time period by a representative of the organization. The letter must be dated within three months prior to the date the application is received.

6. Properly completed **Alternative Residency Verification form** (Form SNSP-004) 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/ legal 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. The Alternative Residency Verification form is available at <http://dpi.wi.gov/sms/special-needs-scholarship/student-applications>. The Alternative Residency form and the residency documentation required by the form must be dated within three months prior to the date the application is received.