

## **Special Needs Scholarship Program (SNSP) Acceptable Proof of Residency Documents**

Parents/legal guardians (parents) are required to provide residency documentation with any applications or transfer requests and annually after the first year the student participates in the SNSP.

**Application & Transfer Requests Residency Documentation:** One of the documents listed in the “Acceptable Residency Documents” section must be provided that includes the student’s address as of the date the application or transfer request is received by the school and the name of one of the parents on the application or transfer request. All residency documentation submitted with an application or transfer request form must be dated within three (3) months prior to the date the application or transfer request was received. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is provided, the date the application or transfer request was received must fall within the term of the lease.

**Continuing Students Residency Documentation:** One of the documents listed in the “Acceptable Residency Documents” section must be provided that includes the student’s address as of the 3<sup>rd</sup> Friday in September and the name of one of the parents. All residency documentation submitted to meet the annual requirement for continuing students must be dated between the third Friday in August and the last weekday in September. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is obtained, the term of the lease must include the 3<sup>rd</sup> Friday in September.

**Acceptable Residency Documents:** 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.**
2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** Cell phone bills are NOT acceptable.
3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility,** regarding these utility services at the address where the student resides. This letter must have been sent to the address where the student resides. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to the address where the student resides for service at that address.
4. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2” Cash Benefits, Temporary Assistance for Needy Families “TANF,” Food Share “Food Stamps,” United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement includes a date and the parent name as described above.
5. **Lease agreement.** The lease agreement must be complete and legible. Lease agreements must meet the date requirements described above. Expired leases and rent receipts are NOT allowed residency documents.
6. **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.
7. Properly completed [Alternative Residency Verification form \(Form PI-SNSP-0005\)](#) only for situations where: (a) the student is not living with one of his or her parents; or (b) one of the parents does not have one of the residency documents above and someone else living at the address where the student resides is able to provide one of the residency documents in 1 through 5 above for the family.