

## Residency Documentation

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school.

Schools are required to obtain residency documentation as part of the application and transfer request process. All residency documentation provided as part of an application or transfer request must be verified within the twenty-one (21) day verification period after the SNSP application or transfer request form is received. If the originally provided residency documentation does not meet all of the requirements in Step 1, new documentation must be obtained that meets the requirements within the twenty-one (21) day verification period. If the new documentation is obtained outside of the twenty-one (21) day verification period, the student's SNSP application or transfer request form is considered "received" as of the date the new documentation is received.

Schools are also required to determine all continuing SNSP students' addresses as of the 3<sup>rd</sup> Friday in September and report the address and school district in the 3<sup>rd</sup> Friday in September count report. Continuing SNSP students are students who had SNSP application or transfer request forms that were accepted in a prior school year. If a continuing SNSP student will no longer be attending your school, email the student's name and date of birth to [sns@dpi.wi.gov](mailto:sns@dpi.wi.gov).

See the [Student Application & Transfer Request Processing webpage](#), [Program Bulletins webpage](#), and the [School Training webpage](#) for additional information on student eligibility, applications, and transfer request forms.

### **STEP 1 – OBTAIN RESIDENCY DOCUMENTATION**

Participating private schools must obtain the required residency documentation. The residency documentation cannot have any information, including dates, covered with white-out. The residency documentation must meet all of the requirements below.

#### **Required Date.**

*Applications & Transfer Requests:* All residency documentation must be dated within three (3) months prior to the date the application or transfer request form was received. The start date of a month to month lease

must also meet this requirement. If a lease agreement with a term is obtained, the date the application or transfer request form was received must fall within the term of the lease.

*Continuing Students:* All residency documentation must be dated between the third Friday in August (August 18, 2017 for the 2017-18 school year) and October 1<sup>st</sup>. 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.

**The documentation provided must be one of the following:** The list below is a complete list and includes all acceptable forms of 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. Lease agreement with a term that includes the required date. The lease agreement 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, the start date must be during the required dates. Rent receipts ARE NOT an allowed residency document.
5. 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,” or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement includes a date that show it meets the date requirement.
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 that is signed and dated by a representative of the organization indicating that the family lived at the location during the required dates.
7. Properly completed Alternative Residency Verification form (Form PI-SNSP-003) only for situations where: (a) the student is not living with one of his or her parent/guardian (parent); or (b) the parent(s) 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 above for the family. The Alternative Residency Verification form is available on the [SNSP Student Application webpage](#).

**Match the student’s address on the application or transfer request form (Application and Transfer Request Forms Only).** The address must be the student’s address at the time the student applied. If the address on the SNSP student application or transfer request form does not match the address on the provided residency documentation, and the residency documentation has the correct address, then the address on the SNSP student application or transfer request form must be corrected. In order to correct the address, the incorrect information must be struck through, the correct information written in, and the SNSP administrator or designee must initial the change. The application or transfer request form cannot have any white-out.

If the address on the residency documentation is not correct, new residency documentation with the correct address must be obtained. The following chart outlines which address elements are required to match.

Required if element below is listed on the School District Verification Document in Step 2	Match Required?
<b>Street Number</b>	Yes
<b>Street Direction</b> (North, South, etc.)	Yes (abbreviations are allowed)
<b>Street Name</b>	Yes
<b>Street Suffix</b> (Lane, Road, Avenue, etc.)	Yes (abbreviations are allowed)
<b>Unit/Apartment Number or Description</b> (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
<b>City</b>	Yes
<b>State</b>	Yes
<b>Zip Code</b>	No

**Match the name of one of the parents/ guardians (hereafter parent) listed on the application or transfer request form.** The first and last name of the parent on the residency documentation must match the application or transfer request form. The middle initial and suffix do not need to match. If the parent name on the application or transfer request form is incorrect, the SNSP student application or transfer request form must be corrected. In order to correct the parent name, the incorrect information must be struck through, the correct information written in, and the SNSP administrator or designee must initial the change.

*Legal Name Change:* If the parent has residency documentation with the current, legal name, it should be provided to the school. If the parent does not have residency documentation with the parent’s current, legal name, then the school should obtain additional documentation to verify the parent’s legal name. Examples of acceptable additional documentation include a birth certificate, marriage certificate, divorce decree, certificate of naturalization, certificate of citizenship, etc. Either a copy of the document or the information explained in Appendix A must be maintained in the student file. Appendix A explains the documentation that must be included in the student file for a birth certificate, marriage certificate, certificate of naturalization, or certificate of citizenship, since these documents cannot be copied.

*Name Misspellings:* If the parent has other residency documentation with the name correctly spelled, they should provide the other documentation to the school. If the parent does not have other documentation that correctly spells the parent’s name, then the parent can email or provide a signed letter to the school stating:

“My correct legal name is (correct name). The name on my residency documentation is (name on residency documentation). My name is incorrectly spelled on the documentation.”

*Additional Documentation for Legal Name Changes or Name Misspellings (Applications and Transfer Requests).* The additional documentation must be obtained within the twenty-one (21) day verification period. If the additional documentation is obtained outside of the twenty-one (21) day verification period, then the application or transfer request form is considered received when the documentation is obtained.

## STEP 2 – SCHOOL DISTRICT VERIFICATION

For applications and transfer requests, the school must determine if the applicant’s home is located in the school district listed on the SNSP application or transfer request form. If the school determines that the incorrect resident school district is listed on the application or transfer request form, then the name of the resident school district on the SNSP student application or transfer request form must be corrected. In order to correct the school district, the incorrect information must be struck through, the correct information written in, and the SNSP administrator or designee must initial the change.

For continuing students, the school must determine the resident school district for the student’s current address. If the address has not changed from the previous year, the prior year school district verification documentation may be used for the verification.

For students who reside in Milwaukee or Racine, see the specific school district verification guidance section below pertaining to the specific city/region. Schools should maintain a screen print or printout that includes the address and school district for their auditor review. Please also see the frequently asked questions in Appendix B for answers to commonly asked questions.

If a school is not able to determine a student’s resident school district using the methods provided below, then the school should contact the county clerk, city clerk, or public school district and request an email from them or a letter on their official letterhead stating the school district in which the address is located.

**Milwaukee:** If a SNSP student applicant or continuing student lives in Milwaukee, schools may use one of the following school district verification methods:

- Map It: [http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2\\_prod.jsp](http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2_prod.jsp) Addresses that are included in Map It are in the City of Milwaukee.
- Milwaukee Election Commission: <http://itmdapps.milwaukee.gov/electedreps/pollingElectedReps/checkAddress.jsp>. If the address is in the City of Milwaukee, a voting location and office holder report will be displayed.
- One of the general options listed below under “Wisconsin.”

**Racine:** If a SNSP student applicant or continuing student lives in Racine, schools may use one of the following school district verification methods:

- [RUSD transportation website](#). Addresses that are in the RUSD transportation website are in the RUSD.
- One of the general options listed below under “Wisconsin.”

**Wisconsin:** Schools may use any of the below methods to determine the school district in which an address is located.

- Copy of the property tax bill. Please note that certain individuals (such as those who rent) may not have a copy of the property tax bill.
- [My Vote Wisconsin](#) can be used for addresses where the school district is shown for school board elections. Click “What’s on my Ballot”. Enter address and click search. Scroll down to see if there is a school board election with the school district name.
- County Clerk or County Assessor web Sites:
  - [Wisconsin County Clerks Profiles](#). Click on your county on the map.

- [Wisconsin Land Information Parcel Initiative County Contacts](#). Click on your county under the Real Property Lister Link column.
- City Clerk or City Assessor web sites: Search to see if there is an online site for the city that contains property tax bills with the school district identified.
- [Statewide Parcel Map](#): See Appendix C for detailed instructions.
- [County Land Information](#): Click on your county under the GIS Website Link column.
- Public School District Online Interactive Boundary Map Websites: A public school district website can be used by schools to verify the school district if it has an online interactive map that displays the parent's address and has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district. Examples of these sites are:
  - [Kenosha Unified School District \(KUSD\) Boundary Interactive Map](#) Addresses that are displayed with a pinpoint on the map are within the district. The message "That location is outside the district boundaries." is displayed for addresses outside the district.
  - [Oshkosh Area School District Interactive Boundary Map](#) Addresses that are displayed with a pinpoint on the map located in one of the colored school district boundary areas are within the district. Click on the [Click Here for an interactive Google Map](#) located at the above link. Click  icon in the red box  and enter street address. If needed, zoom in on (or should it be "zoom in on") on the Map to see pinpoint and boundary areas. Addresses outside the school district will not be displayed within one of the Oshkosh Area School District boundary areas.
  - [West Allis-West Milwaukee School Attendance Area Site](#) See directions provided by school district at the link. Addresses displayed with a pinpoint on the map located in one of the colored school district boundary areas are within the district. Addresses outside the school district will not be displayed within one of the West Allis-West Milwaukee School District boundary areas.

## • Appendix A - Vital Record Verification

If a birth certificate, marriage certificate, certificate of naturalization, or certificate of citizenship is provided for a name change the school should not make a copy of the document. Instead, the school should do one of the following and maintain the document in the student file:

- 1) Birth certificate: Complete a copy of the “Annotation of Birth Record/Facts” form <http://www.wrdaonline.org/VitalRecords/AnnotationAbstractedBirthFacts4.pdf>.
- 2) Marriage certificate: The school should draft a letter that includes the following: (1) the first and last name of both spouses; (2) the date of the marriage; (3) the government entity that issued the marriage license (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.
- 3) Certificate of naturalization or certificate of citizenship: The school should draft a letter that includes the following: (1) the individual’s legal name; (2) the date the document was issued; (3) the government entity that issued the document (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.

## **Appendix B – School District Verification Frequently Asked Questions**

**1. What should schools do if they cannot find the resident school district for an address using the methods provided?**

If a school is not able to determine a student's resident school district using the methods provided in Step 2, then the school should contact the county clerk, city clerk, or school district and request an email from them or a letter on their official letterhead stating the school district in which the address is located.

**2. What if the verification method only shows the public school district number and not the public school district name?**

If only the public school district number is identified, cross reference the public school district name on the [School District Domain Directory](#) and write the public school district name on the printout.

**3. What parts of the parent's address must match the address on the school district verification document?**

The parts of the address that must match are the same as those that must match for the residency documentation. See the table in Step 1 for the parts of the address that must match.

**4. Does the address on the residency document, school district verification documentation and student application or transfer request form need to match?**

Yes, except for the unit or apartment number and zip code.

**5. What if the apartment number, unit, lot number, etc. is not available from the documentation sources to verify which public school district an address is located in?**

For some properties (i.e. trailer parks, apartment buildings, etc.), the apartment number, unit number or trailer park lot number may not be available from the verification methods. It is not required that the apartment number, unit number or trailer park lot number be on the school district verification document.

**6. What if the parcel contains multiple properties and a different address comes up when you enter the student's address?**

For parcels that contain multiple properties (i.e. duplex, townhome complex, trailer parks, etc.), the address may have multiple street numbers in one parcel or have a main address with sub addresses. Schools should look at the county and city assessor websites to try and connect the main parcel address to the student's address. Some sites call these sub parcels or child parcels. Schools should keep documentation showing the main parcel address with the public school district and the documentation connecting the sub or child parcel to the main parcel.

**7. Does the parent's/guardian's name have to match the owner's name on the document used to verify the school district?**

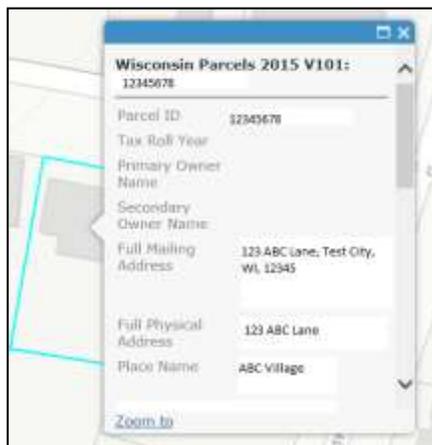
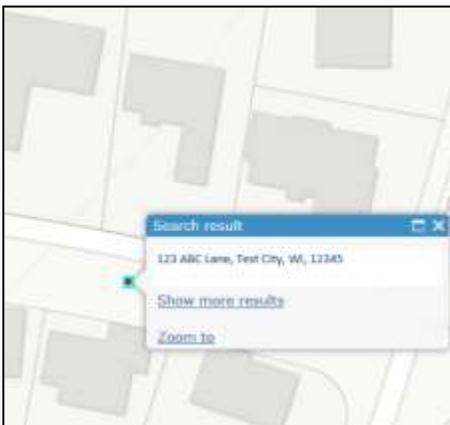
The name on the school district verification document does not need to match the parent/guardian name. The purpose of the school district verification is to verify the school district in which an address is located. Because some individuals do not own their residence, their name may not be on the document used to verify the school district.

## Appendix C – Statewide Parcel Map Directions

The Statewide Parcel Map Initiative is a multi-year collaborative effort of the Department of Administration, State Cartographer's Office, and local governments.

Directions:

- Go to: [Statewide Parcel Map](#)
- Click .
- Before completing verifications, read the Search Tips, including the information on using the wildcard search options of % and \_ under the General Search Tips.
- Click  to set the default search area to Wisconsin.
- Enter the address in the  bar. Start typing the street number, direction and street name. The address options will display below the box. Click on the address you are search for.
- The parcel map will display with a dot near the address (left picture below).
- Click on the **gray parcel close to the dot** to find the parcel for the specific address. The middle picture below will then be displayed.
- Click  (maximize) in the **middle box** below to display the full screen view. Print the full Parcel information for your records if the school district name or school district number are identified. If the school district number only is identified, cross reference the school district name on the [School District Domain Directory](#) and write the school district name on the printout. If neither the school district name nor number are not displayed, the school must use an alternative school district verification option in Step 2.



Wisconsin Parcels 2015 V101: 12345678	
Parcel ID	12345678
Tax Roll Year	
Primary Owner Name	
Secondary Owner Name	
Full Mailing Address	123 ABC Lane, Test City, WI 12345
Full Physical Address	123 ABC Lane
Place Name	ABC Village
School District	ABC School District
School District Number	12345
Improved Structure	YES
Total Assessed Value	
Assessed Value of Land	25,000
Assessed Value of Improvements	100,000
Estimated Fair Market Value	
Net Property Tax	
Gross Property Tax	
Class of Property	G1
Auxiliary Class of Property	
Deeded Acres	0.21
County Name	DANE
Load Date	06/08/2015
Parcel Source FIPS	025
Parcel Source	DANE COUNTY