

RESIDENCY VERIFICATION GUIDELINES

Only residents of the District of Columbia are eligible to receive a free public education in the District. Consequently, all public school students in the District are required to provide proof of their residency in the District or pay tuition. The current Residency Verification Rules governing the process of residency verification are designed to ensure that only those students who are District residents attend public schools in the District without paying tuition (Title 5 DCMR Chapter 50). These Guidelines are intended to provide school staff, parents and others with clear directions for implementation of the Residency Verification Rules.

Procedures for the Establishment of Residency

- Schools are not required to photocopy residency proofs; however, if the Residency Form is called into question during the audit of the student enrollment count, schools may be required to obtain and provide photocopies.
- Persons enrolling a student must show *original documents* as proof of residency.
- Annual verification of residency must take place after May 1, and prior to October 5 each year, or within ten (10) days of the time of initial enrollment, whichever occurs later within the school year for which the student is being enrolled. Students who enroll prior to May 1 must establish residency following May 1 and prior to October 5. Residency must be established at each school in which a child enrolls.

Documentation of Status as Other Primary Caregiver

An “other primary caregiver” is a person other than a parent or court-appointed custodian/ guardian who is the primary provider of care and support to a child who resides with him or her, and whose parent, custodian, or guardian is unable to supply such care and support. For the purposes of the Residency Verification Guidelines, a parent or a court appointed custodian/ guardian will be considered unable to provide care and support for the child if at least one of the reason(s) listed in the box below describes to his/ her circumstances.

- | | | |
|--|--|---|
| <input type="checkbox"/> has abandoned the child | <input type="checkbox"/> is incarcerated | <input type="checkbox"/> does not live with the child due to neglect and/or abuse |
| <input type="checkbox"/> has an active military assignment | <input type="checkbox"/> is deceased | <input type="checkbox"/> suffers from a serious illness |
| <input type="checkbox"/> Other (please specify) _____ | | |

An other primary caregiver must **provide proof that he/she is the child’s primary caregiver by submitting one of the following items** prior to proving residency:¹

1. **Records from the previous school year** indicating that the child is in the care of the caregiver, including:
 - a. Downloads from the STAR database;
 - b. Signed report cards; or
 - c. Other school records.
2. **Immunization or medical records** indicating that the child is in the care of the caregiver.
3. Proof that the caregiver receives **public or medical** benefits on behalf of the child, with an issue date within 12 months immediately preceding consideration of residency, including:
 - a. Supplemental Security Income *annual benefits notification*; or
 - b. TANF *verification of income notice or recertification approval letter*.
4. A **signed statement, sworn under penalty of perjury**², that he or she is the primary caregiver for the student. The standard form can be obtained from the local school.
 - a. If a DCPS school official suspects that the statement is false, he or she should enroll the student but refer the case to the DCPS Office of Student Residency.
 - b. If a charter school official suspects that the statement is false, he or she should enroll the student but refer the case to the school’s chartering authority.
5. A written **attestation from a legal, medical or social service professional**³ attesting to the caregiver’s status relevant to the minor child, with an issue date within the past 12 months.

¹ After submitting one of the items in 1-5, the other primary caregiver may fulfill the requirements for proving residency.

² Refer to the Sworn Statement of Other Primary Caregiver Form.

³ Refer to the Attestation for Other Primary Caregiver Form.

REQUIREMENTS FOR PROVING RESIDENCY (1)

<u>One of the following items</u> will suffice to establish District of Columbia residency:	
Item Accepted for Verification of DC Residency:	Item Must Show:
1. A pay stub	<ul style="list-style-type: none"> a. Issue date within the past 45 days; b. Name of person enrolling the student; c. Current DC home address; and d. Withholding of DC taxes for the current tax year.
2. Proof of financial assistance from the DC Government , in the form of either a: <ul style="list-style-type: none"> a. Temporary Assistance for Needy Families (TANF) verification of income notice or recertification approval letter; b. Medicaid approval letter or recertification letter; c. Housing assistance letter from a housing shelter, including contact name and phone number or a letter from the Housing Authority; or d. Proof of receipt of financial assistance from another DC Government program. 	<ul style="list-style-type: none"> a. Issue date within the past 12 months; b. Name of person enrolling the student; and c. Current DC home address.
3. Supplemental Security Income annual benefits notification	<ul style="list-style-type: none"> a. Issue date within the past 12 months; b. Name of person enrolling the student; and c. Current DC home address.
4. A tax information authorization waiver form certified by the DC Office of Tax and Revenue	<ul style="list-style-type: none"> a. Name of person enrolling the student; b. Evidence of payment of DC taxes for the previous tax year; and c. Current DC home address.
5. Verification Letter <u>and</u> Military Housing Orders; or DEERS Statement*	<ul style="list-style-type: none"> a. Name of student and person enrolling the student; and b. Current DC home address.
6. Proof that a child is a ward of the District of Columbia , in the form of a Court Order .	<ul style="list-style-type: none"> a. Name of student.
7. An embassy letter	<ul style="list-style-type: none"> a. Issue date after May 1 of the current year; b. Name of person enrolling the student; c. Official seal; and d. Statement indicating that the person enrolling the student and the student currently live on embassy property in DC, with the DC address.

For the purpose of verifying DC residency, the following items ***cannot*** be submitted as proof of payment of District of Columbia personal income tax: (1) a W-2 form, (2) a federal income tax return, or (3) a District income tax return (unless certified by the DC Office of Tax and Revenue).

For the purpose of verifying DC residency, the following items ***cannot*** be submitted as proof of financial assistance from the DC Government: (1) a TANF identification card, (2) a Medicaid identification card, (3) an identification card from a District employer (including DC Government), or (4) a letter from a District resident.

*DEERS Statements are obtained at the base MPF administrative office. If the DEERS statement shows the dependents but does not show the current address, it can be combined with a residency verification letter from the Housing Management Branch.

REQUIREMENTS FOR PROVING RESIDENCY (2)

In the absence of items listed on the other side of the page, two (2) of the items listed below will suffice as proof of residency in the District of Columbia. The address and name on each submitted item must be the same.

<u>Item Accepted for Verification of DC Residency:</u>	Item Must Show:
1. Unexpired DC motor vehicle registration	a. Name of person enrolling the student; and b. Current DC home address.
2. Unexpired lease or rental agreement	a. Name of the person enrolling the student; b. Current DC home address; and c. Receipt of a payment or canceled check indicating payment of rent within the past two (2) months.
3. Unexpired DC motor vehicle operator's permit or other official non-driver identification	a. Name of person enrolling the student; and b. Current DC home address.
4. One utility bill (only gas, electric and water bills are acceptable)	a. Name of person enrolling the student; b. Current DC home address; and c. A separate receipt of payment or cancelled checks indicating payment for the utility bill within the past two (2) months.

For the purpose of verifying DC residency, the following items **cannot** be submitted in place of a DC motor vehicle registration or operator's permit: (1) a title to a vehicle, or (2) vehicle insurance.

For the purpose of verifying DC residency, the following items **cannot** be submitted in place of a utility bill: (1) a telephone bill, or (2) a cable bill.

Only the documents shown on the Residency Verification Form and in these guidelines are acceptable for proving District residency. While a parent or caregiver may provide other types of documents, they should not be accepted.