

**Parents/Guardians, follow ONE of the methods (A-D) to verify your DC residency.**

<p>Method <b>A</b></p>	<p><b>Verify with a school official.</b> If you are homeless, a ward of the District, and/or a participant of a District public benefits program, such as Medicaid, Supplementation Nutrition Assistance Program, or Temporary Assistance for Needy Families – your school may already have your information. Check with your school official or the school’s homeless liaison.</p>	
<p>Method <b>B</b></p>	<p><b>Verify through the Office of Tax and Revenue’s website.</b> Re-enrolling families/students are often able to verify residency using OTR residency verification process. The person enrolling the student or the adult student must have paid taxes in DC during the previous fiscal year and have the student’s social security number. Login to the system at <a href="https://ossedctax.com">ossedctax.com</a>. Your information will then be sent directly to your school.</p>	
<p>Method <b>C</b></p>	<p><b>Verify by submitting supporting documentation.</b> Provide hard copies. The address and name on each of the items must be the same as on the completed form.</p> <p><b>ONE item is needed from this list to verify residency.</b></p> <ul style="list-style-type: none"> <li>• A valid <b>pay stub</b> issued within forty-five (45) days of providing proof of residency. Must contain the name of person enrolling the student or the name of the adult student showing his/her current DC home address and withholding of only DC personal income tax for the current tax year and no other states listed.</li> <li>• <b>Unexpired official documentation of financial assistance from the Government of the District of Columbia</b>, issued to the person enrolling the student or the adult student and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs.</li> <li>• <b>Certified copy of Form D40</b> by the DC Office of Tax and Revenue, with the name of person enrolling the student or the name of the adult student as evidence of payment of DC taxes for the current or most recent tax year.</li> <li>• <b>Current military housing orders or statement on military letterhead, both of which shall include</b> the name of the person enrolling the student or the name of the adult student, and the residing District address.</li> <li>• <b>Embassy letter</b> issued within the past twelve (12) months. Must contain the name of the person enrolling the student or the adult student and an official embassy seal. Must indicate that the caregiver and the dependent student or the adult student currently live on embassy property in DC or will reside on DC property during the relevant school year.</li> </ul>	<p><b>TWO items are needed from this list to verify residency.</b></p> <ul style="list-style-type: none"> <li>• Valid and unexpired <b>DC motor vehicle registration</b> showing the name of the person enrolling the student or the name of the adult student and his/her current District home address.</li> <li>• Valid and unexpired <b>lease or rental agreement with a separate proof of payment of rent</b>, in the name of the person enrolling the student or the name of the adult student, for a period within two (2) months immediately preceding of the submission of this form, for the current DC address at which the person enrolling the student actually resides.</li> <li>• Valid and unexpired <b>DC motor vehicle operator’s permit</b> or official government issued non-driver identification in the name of the person enrolling the student or the name of the adult student showing his/her current DC home address.</li> <li>• <b>Utility bill (only gas, electric, and water bills are acceptable) with a separate paid receipt showing payment of the bill</b>, from a period within the two (2) months immediately preceding the submission of this form, listing the name of the person enrolling the student or the name of the adult student and his/her current DC home address.</li> </ul>
<p>Method <b>D</b></p>	<p><b>Verify through an alternative method.</b> If you are unable to verify through one of the above methods, speak with your school official about a home visit.</p>	