

## RESIDENCY SUPPORTING DOCUMENTATION KEY INDICATORS

Supporting documentation identified is referenced from [DCMR 5-A5001](#). LEA and school staff should use the identified key indicators to help determine if submitted documents are acceptable as proof of residency.

***One of the following items required as supporting documentation of proof of residency.***

SUPPORTING DOCUMENT	KEY INDICATORS	DATE OF REFERENCE
<b>PAYSTUB</b>	<ul style="list-style-type: none"> <li>• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV</li> <li>• Paystub should only identify one state tax deduction. State tax should identify 'DC' as the state tax</li> <li>• <b>No other state can be identified on the paystub.</b></li> <li>• Taxes deducted must have a dollar amount greater than zero (\$0.00)</li> </ul>	<ul style="list-style-type: none"> <li>• The date on the paystub must be within 45 days preceding school review date on the DCRV</li> </ul>
<b>DOCUMENT OF DC GOVERNMENT FINANCIAL ASSISTANCE</b>	<ul style="list-style-type: none"> <li>• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV</li> <li>• TANF</li> <li>• Supplemental Security Income</li> <li>• Housing Assistance Programs including HUD federal housing program</li> <li>• State Child Health Insurance Program</li> <li>• Medicaid</li> <li>• SNAP</li> <li>• Energy assistance programs</li> </ul> <p><b>NOTE: SSA(Retirement) IS NOT ACCEPTABLE PROOF OF FINANCIAL ASSISTANCE</b></p>	<ul style="list-style-type: none"> <li>• The date of financial assistance must be current and unexpired at the time of signature parent, guardian, other primary caregiver, or adult student</li> <li>• If there is no expiration date, the financial assistance must have been issued within a year at the time the parent, guardian, other primary caregiver, or adult student signed the DCRV</li> </ul>
<b>CERTIFIED COPY OF D40 FROM OFFICE OF TAX AND REVENUE</b>	<ul style="list-style-type: none"> <li>• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV</li> <li>• 2018 D40 or D40EZ</li> <li>• Certified by DC Office of Tax and Revenue (bearing stamp)</li> </ul>	<ul style="list-style-type: none"> <li>• Current or most recent tax year</li> </ul>
<b>MILITARY HOUSING ORDERS</b>	<ul style="list-style-type: none"> <li>• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV</li> <li>• DEERS Statement identifying a District home address</li> <li>• Housing Orders specify DC residency</li> </ul>	<ul style="list-style-type: none"> <li>• Current at the time of signature on the DCRV form by the enrolling parent, guardian, other primary caregiver.</li> </ul>
<b>EMBASSY LETTER</b>	<ul style="list-style-type: none"> <li>• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV</li> <li>• Official embassy seal</li> <li>• Identifies District address of embassy property or payment of DC property where embassy affiliated family resides</li> </ul>	<ul style="list-style-type: none"> <li>• The date of the embassy letter/documentation must be within 12 months at the time the parent, guardian, other primary caregiver, or adult student signed the DCRV</li> </ul>

## RESIDENCY SUPPORTING DOCUMENTATION KEY INDICATORS

Or ***Two*** items of the following items required as supporting documentation of proof of residency.

SUPPORTING DOCUMENT	KEY INDICATORS	DATE OF REFERENCE
<b>DC IDENTIFICATION</b>	<ul style="list-style-type: none"> <li>• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV</li> <li>• DC temporary ID is acceptable</li> <li>• <b>Out of state, government or work ID's are not acceptable for the purpose of proving DC residency</b></li> </ul>	<ul style="list-style-type: none"> <li>• The date of DC identification must be current and unexpired at the time the parent, guardian, other primary caregiver, or adult student signed the DCRV</li> <li>• Unexpired at time of presentation to school</li> </ul>
<b>DC MOTOR VEHICLE REGISTRATION</b>	<ul style="list-style-type: none"> <li>• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV <b>issued by the District of Columbia</b></li> <li>• <b>Out of state vehicle registrations are not acceptable for the purpose of proving DC residency.</b></li> </ul>	<ul style="list-style-type: none"> <li>• The date of DC motor vehicle registration must be current and unexpired at the time the parent, guardian, other primary caregiver, or adult student signed the DCRV</li> </ul>
<b>LEASE OF RENTAL AGREEMENT w/ proof of payment</b>	<ul style="list-style-type: none"> <li>• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV</li> <li>• <b>Only complete leases (all pages) can be accepted as proof under this category. Partial leases are not acceptable.</b></li> <li>• <b>The lease is signed by the enrolling parent, guardian, OPC or adult student, as well as landlord</b></li> <li>• Includes proof of payment including but not limited to, receipt of printout of payments; money order, cashed check;</li> <li>• <b>If lease expired, a letter showing continuance of lease is acceptable.</b></li> </ul>	<ul style="list-style-type: none"> <li>• The date on the signed lease agreement and proof payment must be within two months preceding school review date on the DCRV</li> </ul>
<b>UTILITY BILL w/ proof of payment</b>	<ul style="list-style-type: none"> <li>• Same name and address as enrolling parent, guardian, other primary caregiver, or adult student identified on DCRV</li> <li>• Acceptable utility bills only electric, gas, or water</li> <li>• Includes proof of payment including but not limited to, receipt of printout of payments; money order, cashed check;</li> <li>• Payment and/or credit <b>on a separate</b> utility bill is acceptable</li> <li>• A subsidy letter showing payment is acceptable as proof</li> </ul>	<ul style="list-style-type: none"> <li>• The date on the utility bill and proof payment must be within two months preceding school review date on the DCRV</li> </ul>

**If you are unable to verify residency with submitting documentation as indicated above, speak to your school official regarding a home visit.**

Note: Parent, guardians, other-caregivers must show proof of residency within 3 days of moving to a new residency throughout the school year, if applicable.