

Private School Choice Program (PSCP)  
Online Parent Application  
2016-17 School Year

- The following slides show the screens within the online parent application.
- The term “parent” in this presentation includes the parent or guardian who completed the application.

# Login/Register Screens

Allows the parent to change their email address and/or password.



## Private School Choice Programs Application for 2016-2017

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### Step 1: Sign In

#### New to the Online Application for Private School Choice Programs (PSCP)? (All parents applying who live in the City of Milwaukee and parents new to any Choice program)

If this is your first time at this web site, you will need to register by providing your email address and a password of your choosing.

Register

#### Returning Users

Email Address:

Password:

[Forgot your password?](#)

Sign In

*Email Policy: The email address you provide will be used to send confirmations, communications regarding the completion of your application in this system, forgotten passwords, etc. It will be shared only with the schools you have applied to, and will not be shared with any other application either inside or outside the Department of Public Instruction.*

If the parent has **never** used the Online Application System to apply to the choice program, they must first “Register” to establish an email and password for the system.

If parent has used the Online Application System before to apply to the choice program, enter the email and password they previously set up and select “Sign In”



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#### Review Login Data

Please review your sign-in data. If all is correct, click on Continue to enter the application.

Email Address: **jay.smith@yahoo.com** ■ [Change Email Address](#)  
■ [Change Password](#)

Continue

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*



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After log in, they will be given an option to change email address and/or password. If they do not wish to change them, press "Continue"

# Family residence screens

The first step is to enter the resident address of the student applying and enter the local public school district where the student lives.

### Address and School District

There are 3 different programs in the Private School Choice Programs, each with different requirements and income limits. The program you may participate in is dependent upon where you live in Wisconsin.

Please enter the **address of the student(s)** that will be applying below, as well as the school district the address is located in. You must provide your street address. This address cannot be a P.O. box or mailing address if different than your street address.

#### Current Address

Street Address:

City:  State:  Zip:

- School District:
- Menasha Joint
  - Menominee Indian
  - Menomonee Falls
  - Menomonie Area
  - Mequon-Thiensville
  - Mercer
  - Merrill Area
  - Merton Community
  - Middleton-Cross Plains Area
  - Milton
  - Milwaukee
  - Mineral Point Unified
  - Minocqua J1
  - Mishicot
  - Mondovi
  - Monona Grove
  - Monroe
  - Montello
  - Monticello
  - Mosinee
  - Mount Horeb Area
  - Mukwonago
  - Muskego-Norway
  - Necedah Area
  - Neenah Joint
  - Neillsville
  - Nekoosa
  - Neosho J3
  - New Auburn
  - New Berlin

#### Selecting Your

- Your school district
- **BE AWARE**

#### How to determine

- Contact the school district
  - Look on your utility bill
  - Use the address lookup tool
1. Click on the "Address Lookup" link
  2. Click on the "Search" button
  3. On the results page, click on the school district name
  4. Scroll down to the "School District" column

where you are currently living, as entered above.

**are not the same as town, village, city or county boundaries.** If you are unsure of the school district, you can use the address lookup tool. This tool will determine what program you are eligible to participate in.

school district from the drop-down list. Many school districts have similar names and this has been a cause of many errors.

), then confirm with a phone call to the school district, or your home - the name of the school district will be listed there, or

ote Wisconsin, as follows:

[//myvote.wi.gov/Home.aspx](#)), then click on "Regular Voter". At the bottom margin, enter your address, then click "Search". Underneath the Municipal Clerk Contact Information box, click on "Office Holders and Voting Districts Based on the 2010 Census". The results will show a list of school districts. The 1st column will contain the school board members in the first column, and the 3rd column will contain the school district for your address.

Enter the family's address, including city, state and zip code.

GUESS.

Then, from the drop-down list, select the local public school district for that address. Then select "Continue."

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

Based on the school district entered in the prior screen, the system will determine the program for which the student is eligible to apply—Milwaukee (MPCP), Wisconsin (WPCP) or the Racine (RPCP). When the applicant selects “Add a school” it will then show only the schools participating in the program to which they may apply.



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### Choose Schools in the Milwaukee Parental Choice Program

Based on your school district, you may participate in the **Milwaukee Parental Choice Program (MPCP)**.

Please enter all schools that any of your children are applying to. You must have at least one. Later you will be able to identify which child is applying at each school.

- Click on the "Add Another School" button to add to the list.

If you have previously submitted this information, please do not delete a school unless you also want to delete the applications to it.

**No schools have been chosen yet - please click on Add a School below.**

Add a School

Back

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*



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A parent may select as many schools as they wish to apply to. Only schools that have registered to participate in the choice program are listed. Their contact information and the grade levels offered are also provided.

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### Select School(s)

Based on your school district, the program you may participate in is the **Milwaukee Parental Choice Program (MPCP)**.

The following **117** schools are participating in the program and are currently accepting applications for the **February 2016** open application period.

If you do not see a school listed here, please contact the school directly. If you have questions, please [Contact Us](#).

Check every school that will have a student applying to it, then click the Save button at the bottom of the page:

<input type="checkbox"/> <b>A Promise of Hope Academy</b> Grades: K4-03 5226 West Hampton Avenue Milwaukee, WI 53218 (608) 267-3169	<input type="checkbox"/> <b>Hope Christian School: Caritas</b> Grades: KG-05 8920 West Brown Deer Road Milwaukee, WI 53224 (414) 555-1212	<input type="checkbox"/> <b>Saint John Kanty Grade School</b> Grades: K4-08 2840 S 10th St Milwaukee, WI 53215 (414) 483-8780
<input type="checkbox"/> <b>Academy of Excellence</b> Grades: K4-12 633 S 12th St Milwaukee, WI 53204 (608) 267-3169	<input type="checkbox"/> <b>Hope Christian School: Fortis</b> Grades: K4-08 3601 N Port Washington Ave Milwaukee, WI 53212 (414) 264-6284	<input type="checkbox"/> <b>Saint John's Evangelical Lutheran School - Milw</b> Grades: K4-08 4001 S 68th St Milwaukee, WI 53220 (414) 541-5881
<input type="checkbox"/> <b>Acelero Learning Milwaukee County</b> Grades: K4 7833 West Capitol Drive Milwaukee, WI 53222 (414) 555-1212	<input type="checkbox"/> <b>Hope Christian School: Prima</b> Grades: K4-08 2345 N 25th St Milwaukee, WI 53206 (414) 931-0350	<input type="checkbox"/> <b>Saint John's Lutheran Grade School-Glendale</b> Grades: K4-08 7877 N Port Washington Rd Glendale, WI 53217 (414) 555-1212
<input type="checkbox"/> <b>Atlas Preparatory Academy</b> Grades: K4-12 2911 S 32nd St Milwaukee, WI 53215 (414) 385-0771	<input type="checkbox"/> <b>Hope Christian School: Semper</b> Grades: K4-07 3040 W Capitol Dr Milwaukee, WI 53216 (414) 555-1212	<input type="checkbox"/> <b>Saint Josephat Parish School</b> Grades: K4-08 801 W Lincoln Ave Milwaukee, WI 53215 (414) 645-4378
<input type="checkbox"/> <b>Atonement Lutheran School</b> Grades: K4-08 4224 W Ruby Ave Milwaukee, WI 53209 (414) 871-1774	<input type="checkbox"/> <b>Immanuel Lutheran School - Brookfield</b> Grades: K4-08 13445 W Hampton Rd Brookfield, WI 53005 (262) 781-7140	<input type="checkbox"/> <b>Saint Joseph Academy - Milwaukee</b> Grades: K4-05 3027 S 16th St Milwaukee, WI 53215 (414) 645-5337

Use the right side "SCROLL" option to move down the page. Once they have selected all the schools they wish to apply to, they should select "SAVE" at the bottom of the list.



The system will then show a summary of the schools the parents have selected.  
If the list is complete, select “Yes, the list is complete.”

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### Choose Schools in the Milwaukee Parental Choice Program

Based on your school district, you may participate in the **Milwaukee Parental Choice Program (MPCP)**.

Please enter all schools that any of your children are applying to. You must have at least one. Later you will be able to identify which child is applying at each school.

- Click on the "Add Another School" button to add to the list.

If you have previously submitted this information, please do not delete a school unless you also want to delete the applications to it.

**3 schools have been chosen**

	School	City	Available Grades
<a href="#">Delete School</a>	Saint Joan Antida High School	Milwaukee	09,10,11,12
<a href="#">Delete School</a>	Saint John's Lutheran Grade School-Glendale	Glendale	K4,KG,01,02,03,04,05,06,07,08
<a href="#">Delete School</a>	Saint Joseph Academy - Milwaukee	Milwaukee	K4,KG,01,02,03,04,05

[Add Another School](#)

Have you entered all possible schools that you are applying to? If so, click the YES button below.

[Exit](#) [Back](#) [Yes, the list is complete](#)

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# Parent Screens

- 1) Provide parent names, and answer if the adult(s) listed resides at the address entered earlier.
- 2) Provide telephone contact information.



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Login/Register Status Location Schools Parents Students Income Submit

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Parent/Legal Guardian Names

Please use LEGAL names only - no nicknames. These names will need to exactly match the names on the residency and income documentation you provide the school(s) you are applying to.

All parents and legal guardians who are residing in the applicant(s) household must be included. A parent means a biological parent, a parent by adoption, or a step-parent that resides at the same address as the student applicant.

First Parent/Legal Guardian

Second Parent/Legal Guardian

Contact Numbers

First name: Middle Initial: Last Name: Suffix:

First name: Middle Initial: Last Name: Suffix:

Home Phone: Work phone: Cell phone:

Does the above person reside at 1717 Main Street Milwaukee, WI?

Does the above person reside at 1717 Main Street Milwaukee, WI?

Is the above person also one of the students applying? (age 18 or older)

Is the above person also one of the students applying? (age 18 or older)

Apply standard capitalization to names (or leave unchecked to use names exactly as shown above)

Back Continue

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



# Student Screens

- 1) Identify student(s) who is/are applying to the Choice program.
- 2) Provide the required information for the student(s).



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### Student Information

Please enter the **legal name** of the student below - **no nicknames** please.

First Name: <input type="text"/>	Middle Initial: <input type="text"/>	Gender: <input type="radio"/> Male <input type="radio"/> Female
Last Name: <input type="text"/>	Suffix: <input type="text"/>	Date of Birth: <input type="text"/> mm/dd/yyyy
<input checked="" type="checkbox"/> Apply standard capitalization to names (or leave unchecked to use names exactly as shown above)		Grade for 2016-17: <input type="text"/>
		Is this student in foster or kinship care? <input type="radio"/> Yes <input checked="" type="radio"/> No

### Ethnicity (optional)

Check One:  Hispanic or Latino  
 Not Hispanic or Latino

### Race (optional)

Check all that apply:  American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or other Pacific Islander  
 White

Cancel

Continue

Exit

*You are NOT finished with the application yet. If you EXIT,  
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- 1) Enter the name of the student applying to the choice program.
- 2) Select student gender.
- 3) Enter student birth date in the format indicated.
- 4) Select the grade the student will be entering.
- 5) Identify if the student is in foster or kinship care.
- 6) Enter Ethnicity/Race (Optional) and then select "Continue."

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### Schools that *Emily Smith* is Applying To

Please check the box in front of each school this student is applying to.

Saint Joan Antida High School - Grade 05 not available  
1341 N Cass St  
Milwaukee, WI 53202

Saint John's Lutheran Grade School-Glendale - Grade 05  
7877 N Port Washington Rd  
Glendale, WI 53217

Saint Joseph Academy - Milwaukee - Grade 05  
3027 S 16th St  
Milwaukee, WI 53215

School not listed? [Click here](#)

Cancel

Continue

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- The parent must select the schools they would like each child to apply to.
- If applying to WPCP schools, a preference must be assigned for each school.



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### Prior Year Attendance of *Emily Smith*

Where did the student attend school in the **2015-16** school year?

Public school in a Wisconsin school district:

District Name:

School Name:

- Home-based education (i.e. homeschooled)
- Private school in Wisconsin:
- School in another state
- Not enrolled in school during the entire school year

Cancel

Continue

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- A parent will have to select the prior year attendance for the student, and then select “Continue”



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All Children Applying to the Milwaukee Parental Choice Program This Year

Please enter all children that are applying to the Milwaukee Parental Choice Program who reside at 1717 Main Street in Milwaukee, and for whom Jay Smith is the parent or legal guardian. Click on the "Add" button to add to the list.

If you have previously submitted this information, please do not delete the child unless you also want to delete the application.

Note: all names should be the legal name of the child - no nicknames, please.

	Name	Date of Birth	Grade Applying To	Schools Applying To	Prior Year Attendance	Student Status	In Foster/Kinship Care
<a href="#">Delete</a>	<a href="#">Edit</a> Emily Smith	03/01/2002	05	Saint John's Lutheran Grade School-Glendale Saint Joseph Academy - Milwaukee	Milwaukee / Burbank Elementary	New	No

If any of the information above is incorrect:

- Click on the **Edit** link to change the name, date of birth, grade, gender, race, or attendance information about the child.
- Click on the **Delete** link to completely remove the child's application to the Private School Choice Programs.

Add Another Child

Have you entered all children that are applying to the Private School Choice Programs? If so, click the YES button below.

Back Yes, the list is complete

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

- To add another student application, select "Add Another Child"  
If no other children are applying for a voucher, select "Yes, the list is complete"



# Income Verification Screens

1) Identifies if a family is required to provide income documentation.

If Required to Provide Income Documentation:

2) If more than one adult is listed on the application, the marriage status must be answered.

3) Identify if there are other family members that should be listed.

4) Identify if they would like to use the DOR or the DPI method to determine income.

5) If the DPI method is used, the parent must:

a) Indicate if a 2015 1040 was filed.

b) If no 2015 1040 was filed, the parent must indicate what income and/or government assistance they received in 2015.

c) If the parent filed a 1040 or had income, they must provide information on how much income they received and, in some cases, additional information on the income.

d) If none of the parents had income, an explanation of how basic needs (food, clothing, and shelter) were provided is required.



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#### Need for Income-Related Data

Since you have students that are either **new applicants** to the Choice program, or were **not on the waiting list** for a participating Choice school last year, **you will need to provide income related information** to determine if you are income-eligible for the Choice program.

Please click on the Continue button below to get started.

Back

Continue

Exit

You sent your data to DPI on 1/22/2016 1:17:47 PM.  
Unless you make changes, you do not need to do anything else.

- If all pupils on the application were continuing or on the waiting list in the choice program, this screen will indicate no proof of income is required.



Private School Choice Programs Application for 2016-2017

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Family Members

We need to collect some information about the members of your family and marriage status. Enrollment in the Milwaukee Parental Choice Program (MPCP) is based on income eligibility, and the level of income used in the determination is dependent upon the size of the family.

The list has been pre-populated with parent/guardians and the students that are applying. Please be sure to add any other children below who reside at 1717 Main Street, Milwaukee, who share at least one parent with the student applicant by birth, adoption, or by a parent's current marriage by selecting the Add Another Family Member button.

Marriage Status: Are Jay Smith and Raina Smith married to each other?  Yes  No

3 People Currently Listed as Family Members

Add Another Family Member

Family Member Name	
Jay Smith	Parent/Legal Guardian
Raina Smith	Parent/Legal Guardian
Emily Smith	Applying for voucher

Back

Continue

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

- This screen allows a parent to add other family members.
  - A family is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents/guardians, student applicant, and other children who share at least one parent by birth, adoption or by a parent’s current marriage.
- If there are no other family members residing at the same address, select “Continue.”

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### Income Determination Method

Department of Revenue (DOR)

Which method do you want to use to determine income eligibility?  Department of Public Instruction (DPI)

#### • Department of Revenue (DOR) Process

- Parents provide their social security numbers or tax ID numbers to the school.
- The school will electronically submit the SSN or tax ID numbers to DOR to determine income eligibility for the program.
- You will not enter any income information into the online application.
- If DOR records exist, you will not bring income documentation to the school.
- See question 8 in the [Income FAQs](#) for information on when you will and will not be able to use this method.

#### • Department of Public Instruction (DPI) Process

- You enter your family's 2015 income information into the online application.
- You provide supporting documentation (such as your tax return) to the school.
- The school will verify that you are income eligible for the program.
- [Click here for more information.](#)

Back

Continue

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- This screen allows a parent to select if they would like to use DOR or DPI method for verifying family income.

# DOR Method



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## Wisconsin Department of Revenue (DOR) Income Verification

Please see the [Income FAQ](#) for information on how the DOR determines income eligibility.

You have indicated that you would like DOR to verify your income eligibility for the Choice program. Please confirm the following:

1. Ensure the names you have entered in this application are the exact same names that appear on the tax returns you filed with the DOR.  
You have entered:  
**Jay Smith**  
**Raina Smith**
2. I understand that DOR will determine whether or not I am income eligible for the program based on either my **2015 or 2014 Wisconsin tax return**.
3. I understand that the DOR will include **ALL INCOME on my Wisconsin tax return**, whether or not all individuals on the tax return are on this application.
4. **I also understand that if DOR determines that I am INELIGIBLE for the program, I will be INELIGIBLE for the Choice program for the FULL 2016-17 SCHOOL YEAR.**

I have read the above items and would like the DOR to determine if I am income eligible for the Choice program.

If you decide you do not want the DOR to determine your income eligibility for the Choice program, please click on the Back button below and select the DPI method to determine income eligibility on the previous page. You will then be prompted to enter income related information to determine your income eligibility through the DPI alternative method.

Back

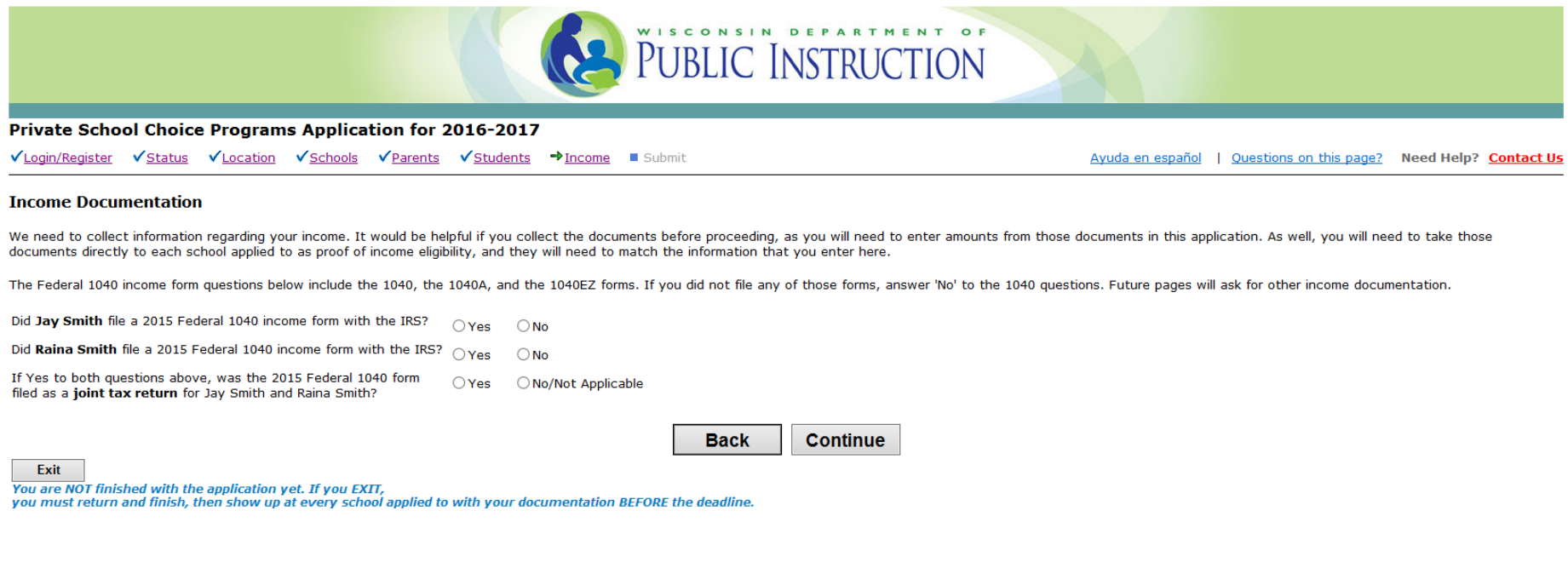
Continue

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- To use the DOR method, parent must select the box indicating they understand how the DOR process works, and then select “Continue”

# DPI Method-1040 Filed Question



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### Income Documentation

We need to collect information regarding your income. It would be helpful if you collect the documents before proceeding, as you will need to enter amounts from those documents in this application. As well, you will need to take those documents directly to each school applied to as proof of income eligibility, and they will need to match the information that you enter here.

The Federal 1040 income form questions below include the 1040, the 1040A, and the 1040EZ forms. If you did not file any of those forms, answer 'No' to the 1040 questions. Future pages will ask for other income documentation.

Did **Jay Smith** file a 2015 Federal 1040 income form with the IRS?  Yes  No

Did **Raina Smith** file a 2015 Federal 1040 income form with the IRS?  Yes  No

If Yes to both questions above, was the 2015 Federal 1040 form filed as a **joint tax return** for Jay Smith and Raina Smith?  Yes  No/Not Applicable

[Exit](#) [Back](#) [Continue](#)

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- If they do not use DOR, they will go to the above screen (DPI method).

# DPI Method-No 1040 Filed

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### Enter Income Sources

You stated that **Jay Smith** did not file a Federal 1040 for 2015. Please check all sources of their income in 2015:

- Compensation reported on a W2 Wage and Tax Statement
- Compensation reported on final, December 2015 earning statement
- Income reported on a 1099 tax form other than Social Security benefits
- Social Security benefits
- Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
- Other income not listed above  
(other income does not include the government sources of assistance listed below)

FoodShare

Housing Assistance

Supplemental Security Income (SSI)

Wisconsin Works (W2)

Other assistance (example: child support payments)

No Income / None of the above

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

You stated that **Raina Smith** did not file a Federal 1040 for 2015. Please check all sources of their income in 2015:

- Compensation reported on a W2 Wage and Tax Statement
- Compensation reported on final, December 2015 earning statement
- Income reported on a 1099 tax form other than Social Security benefits
- Social Security benefits
- Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
- Other income not listed above  
(other income does not include the government sources of assistance listed below)

FoodShare

Housing Assistance

Supplemental Security Income (SSI)

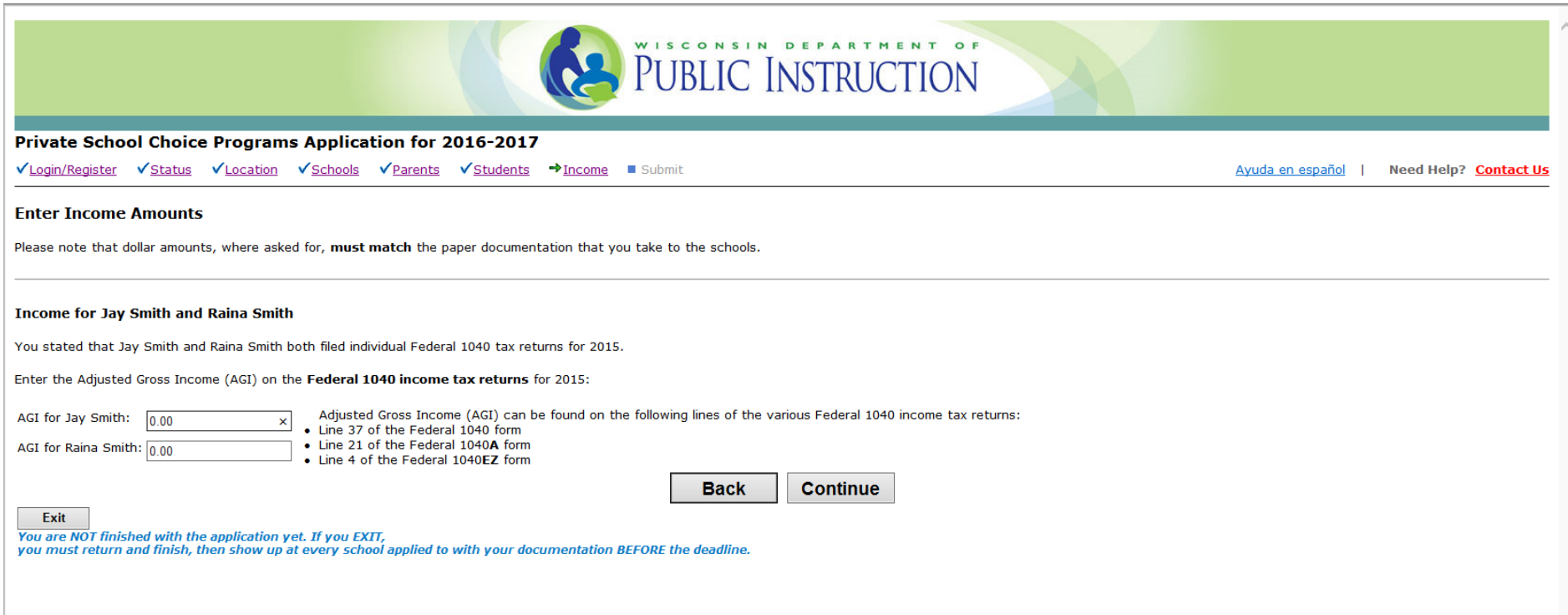
Wisconsin Works (W2)

Other assistance (example: child support payments)

No Income / None of the above

- If no 1040 is available, they must identify all sources of income and government assistance obtained in 2015.

# DPI Method- Entering Income Amounts



**Private School Choice Programs Application for 2016-2017**

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### Enter Income Amounts

Please note that dollar amounts, where asked for, **must match** the paper documentation that you take to the schools.

#### Income for Jay Smith and Raina Smith

You stated that Jay Smith and Raina Smith both filed individual Federal 1040 tax returns for 2015.

Enter the Adjusted Gross Income (AGI) on the **Federal 1040 income tax returns** for 2015:

AGI for Jay Smith:   Adjusted Gross Income (AGI) can be found on the following lines of the various Federal 1040 income tax returns:

- Line 37 of the Federal 1040 form
- Line 21 of the Federal 1040A form
- Line 4 of the Federal 1040EZ form

AGI for Raina Smith:

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- If the parents filed a 1040, they will see this screen, and should input the information accordingly.



# DPI Method- Entering Income Amounts



**Private School Choice Programs Application for 2016-2017**

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### Enter Income Sources

You stated that **Raina Smith** did not file a Federal 1040 for 2015.  
Please check all sources of their income in 2015:

- Compensation reported on a W2 Wage and Tax Statement
- Compensation reported on final, December 2015 earning statement
- Income reported on a 1099 tax form other than Social Security benefits
- Social Security benefits
- Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
- Other income not listed above  
(other income does not include the government sources of assistance listed below)
- FoodShare
- Housing Assistance
- Supplemental Security Income (SSI)
- Wisconsin Works (W2)
- Other assistance (example: child support payments)
- No Income / None of the above

[Exit](#) [Back](#) [Continue](#)

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- If one parent has a 1040 (or other income) and the other does not have income, the screen will look like the above.

# DPI Method-Review Income Information



## Private School Choice Programs Application for 2016-2017

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### Review Income Information

Jay Smith income:	45,000.00
Raina Smith income:	0.00
<b>Total Family Income:</b>	<b>45,000.00</b>
Marriage Benefit Adjustment:	-7,000.00
<b>Total Income for Choice Program Purposes:</b>	<b>38,000.00</b>

Family size: 3  
Maximum income: 60,810.00

Program Eligibility Status: **Eligible - may continue with the application**

Next up, one last review.

Items to take to the school for proof of income:

- A signed copy of Jay Smith's 2015 Federal 1040, adjusted gross income should be 45,000.00

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Continue

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- If the parents are married, a “Marriage Benefit Adjustment” of \$7,000 will show up that decreases “Total Family Income”. The “Total Income for Choice Program Purposes” will be the net amount.

# DPI Method-Government Assistance

- If the family only identifies government assistance, an explanation of how basic needs were supplied is required. The following are the government assistance categories:
  - FoodShare**
  - Housing Assistance**
  - Supplemental Security Income (SSI)**
  - Wisconsin Works (W2)**
  - Other assistance (example: child support payments)

# DPI Method-Basic Needs Explanation



## Private School Choice Programs Application for 2016-2017

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### No Family Income

You indicated that there were no other sources of income in 2015 that are considered income for Choice Program purposes.

**Please complete ALL of the boxes below** explaining the source of money for food, clothing, and shelter. If food, clothing, or shelter were provided by a person or organization, explain what each person/organization provided. The explanation must include any government assistance programs that were used. These government assistance programs must also have been selected on the previous page.

Briefly describe how **food** was provided in 2015:

Briefly describe how **clothing** was provided in 2015:

Briefly describe how **shelter** was provided in 2015:

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[Continue](#)

[Exit](#)

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- If no income is identified, an explanation of how basic needs were supplied is required.

# DPI Method-Review without Income

The screenshot shows the 'Review Income Information' screen for the Wisconsin Department of Public Instruction's Private School Choice Programs Application for 2016-2017. The page header includes the DPI logo and navigation links. The main content area displays income information for Jay Smith and Raina Smith, with a total family income of 0.00 and a total income for choice program purposes of -7,000.00. A green box indicates the next step: 'Next up, one last review.' Below this, a list of items to bring to the school for proof of income is provided. At the bottom, there are 'Exit', 'Back', and 'Continue' buttons, along with a warning message about the application deadline.

**Private School Choice Programs Application for 2016-2017**

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### Review Income Information

Jay Smith income:	0.00
Raina Smith income:	0.00
<hr/> Total Family Income:	0.00
Marriage Benefit Adjustment:	-7,000.00
<hr/> Total Income for Choice Program Purposes:	-7,000.00

Family size: 3  
Maximum income: 60,810.00

Program Eligibility Status: **Eligible - may continue with the application**

Next up, one last review.

Items to take to the school for proof of income:

- A copy of documents that show Jay Smith participated in the Wisconsin Works (W2) program in 2015
- A copy of documents that show Raina Smith participated in the FoodShare program in 2015

[Exit](#) [Back](#) [Continue](#)

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- The “Review Income Information” screen will look like the above if no income is identified. It will indicate the family must bring support for any government assistance they identified.

# Submission Screens

- 1) Includes a review screen with application data entered.
- 2) The parent submits the application to the school.

# Review Screen-Page 1



## Private School Choice Programs Application for 2016-2017

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### Final Review

#### Almost Complete - Review Your Information Before Submission

If everything is correct, you must click the "Yes, all information is correct" button at the **bottom of the page** to move on to the final step.

### Parents / Legal Guardians

Parent/Legal Guardian: Smith, Jay  
Smith, Raina  
Street Address: 1717 Main Street  
Milwaukee, WI 53202  
Phone: (999) 999-5555 (home)  
Email: jay.smith@yahoo.com  
School District: Milwaukee

### Income Summary

You chose to have income eligibility determined using the Wisconsin Department of Public Instruction (DPI) method.

You indicated that Jay Smith and Raina Smith are married to each other.

The family size used in determining income eligibility is 3.  
Included in the family are *Emily Smith, Jay Smith, Raina Smith*.

You entered the following as sources of income:

- Jay Smith reported the following:
  - Received assistance from Wisconsin Works (W2)
- Raina Smith reported the following:
  - Received assistance from FoodShare

Clothing provided by: **Donations**  
Food provided by: **Living with grandparents**  
Shelter provided by: **Living with grandparents**

# Review Screen-Page 2

## Applications for Smith, Emily

Student Name: Smith, Emily  
DOB / Gender: 03/01/2006, Female  
Age on 9/1/2016: 10 years old  
Grade for 2016-2017: 5th Grade  
Ethnicity/Race:  
Foster/Kinship Care: No  
Program Status: New  
Prior Year Attendance: Burbank Elementary (Milwaukee)

### Applying To:

School: Saint John's Lutheran Grade School-Glendale  
Location: 7877 N Port Washington Rd, Glendale, WI 53217

School: Saint Joseph Academy - Milwaukee  
Location: 3027 S 16th St, Milwaukee, WI 53215

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*Click the Back button below if you need to return to correct any data.*

Back

Yes, all information is correct

Exit

*You have changed the data since you last sent it to DPI on 1/22/2016 1:17:47 PM.  
If you exit now, you will need to return, go through all pages,  
then click the Send Updates To DPI button at the end.*



Questions about this page should be directed to [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov)

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## Private School Choice Programs Application for 2016-2017

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### Submit All Applications

One last step and you will have completed the Private School Choice Programs on-line portion of the application process.

Remember, prior to the end of the open application period, you must still go to the school(s) you applied to and provide the required supporting documentation. The school(s) to which you applied will verify that you meet the residency requirements. Additionally they will also verify that you meet the income requirements, if applicable.

### Electronic Signature for:

- Emily Smith

By checking this box, I agree that all of the information in this application is true and correct. I understand that any of the information on this application or related to this application, including any income or residency documentation provided, may be subject to further review and verification by school and/or state officials. I further agree that I am the parent or legal guardian of the children listed above or I am the student age 18 or older.

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Submit Applications

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*



Questions about this page should be directed to [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov)

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Parent must check the box before hitting the "Submit Applications" button.

# Confirmation Screen

- 1) Confirmation that the school(s) received the application.
- 2) Indicates what document(s) the parent must provide to the school(s).

# Confirmation Screen-Page 1

## Private School Choice Programs Application for 2016-2017

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### Congratulations!

Your applications have been successfully submitted!

### What To Do Next

1. [Print this page.](#)
2. An application for the following student has been submitted: (*confirmation number: 86381*)
  - o **Emily Smith** applied for grade 05 at Saint John's Lutheran Grade School-Glendale and Saint Joseph Academy - Milwaukee

School Applied To and Contact Information	Dates That You Must Bring Documentation to the School	Residency Documentation Must be Dated Between the Following Dates
<b>Saint John's Lutheran Grade School-Glendale</b> 7877 N Port Washington Rd Glendale, WI 53217 (414) 555-1212	January 22, 2016 - February 22, 2016	October 22, 2015 - February 22, 2016
<b>Saint Joseph Academy - Milwaukee</b> 3027 S 16th St Milwaukee, WI 53215 (414) 645-5337	January 22, 2016 - February 22, 2016	October 22, 2015 - February 22, 2016

**NOTE:** If the documentation listed below is not provided to any schools you are applying to during the dates specified above, the applications for any school(s) that you did not provide documentation to will be ineligible. If the school has another period that they are accepting applications for the 2016-17 school year, you may log back into this application and reapply to the school(s).

3. In order to complete the application process, you must bring the following document(s) to each school by the last date as shown above. **If the documentation listed below is not provided or provided after the last date as shown above, the application is not eligible.**

#### Required Income Documentation (ALL of the following):

1. A copy of documents that show Jay Smith participated in the Wisconsin Works (W2) program in 2015
2. A copy of documents that show Raina Smith participated in the FoodShare program in 2015

#### Required Residency Documentation (ONE of the following):

One of the documents below must be provided that includes the **name of one of the parents/legal guardians on the application and the address on the application.** 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, gas, electric, cable, satellite, or landline phone bill.** Cell phone bills are NOT acceptable.

# Confirmation Screen-Page 2

**NOTE:** If the documentation listed below is not provided to any schools you are applying to during the dates specified above, the applications for any school(s) that you did not provide documentation to will be ineligible. If the school has another period that they are accepting applications for the 2016-17 school year, you may log back into this application and reapply to the school(s).

3. In order to complete the application process, you must bring the following document(s) to each school by the last date as shown above. **If the documentation listed below is not provided or provided after the last date as shown above, the application is not eligible.**

**Required Income Documentation (ALL of the following):**

1. A copy of documents that show Jay Smith participated in the Wisconsin Works (W2) program in 2015
2. A copy of documents that show Raina Smith participated in the FoodShare program in 2015

**Required Residency Documentation (ONE of the following):**

One of the documents below must be provided that includes the **name of one of the parents/legal guardians on the application and the address on the application**. 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, gas, electric, cable, satellite, or landline phone bill.** Cell phone bills are NOT acceptable.
3. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2", FoodShare, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement is during the required period.
4. **Lease agreement with a term that includes the date the parent applies to the school** (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the student application. Expired leases are NOT acceptable. If a month-to-month lease is used, the beginning month must be between the dates in the 3rd column above labeled "Residency Documentation Must be Dated Between the Following Dates". Rent receipts are NOT an allowed residency document.
5. **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.
6. Properly completed **Alternative Residency Verification form** (Form PI-PCP-51) only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/ legal guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents above for the family. Click <http://dpi.wi.gov/sites/default/files/imce/forms/doc/fpcp-51.doc> for the Alternative Residency Verification form.

Please do not also send in a paper application to the school offices - your application has already been entered.

4. If you need to make a change:
- o Use your email address and password to return to this application process.
  - o You **MUST** go through all pages and resubmit your application for the schools to get an updated copy of your data.
  - o Any corrections must be completed and submitted before the end of last day of the enrollment period.
5. We suggest you then **close this browser window** for security purposes.

Back

Close this Window

# Questions?

- Email [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov)