



Checklist and Deadlines

D.C. Opportunity Scholarship Program 2017-18

Parents/guardians may be asked to submit additional documents or to clarify submitted information based on application/renewal responses. OSP will provide notification of the status of the application/renewal forms to each parent/guardian. **Electronic documents in PDF format through your family portal, paper documents or electronic documents submitted via fax and email in PDF format will be accepted.**

Checklist:

- Submit D.C. OSP Application Form for SY 2017-18**
- Submit proof of current Student Enrollment (ex. Report card, progress report, letter on letterhead etc.). The document you submit must include:**
 - Student(s) Name
 - School year 2016-17 or Date
 - Current grade level
 - Current School Name

- Child must be 5 years old or older by December 31st 2017**

- Submit proof of current D.C. Residency**

Documents must show **BOTH** the parent/guardian name **AND** current resident address. You may present one document from list A OR a combination of two documents from List B.

List A

One of the following documents

- All pages of 2015 D-40 (D.C. Individual Income Tax Return) – **page 2 must be signed**
- Letter from a housing shelter, include contact name, current physical address and phone number (**dated within the past 12 months**)
- Current SNAP, financial assistance from DC government (**dated within the past 3 months**)
- Current lease/rental agreement (**all pages, dated within past 12 months**)
- Paystub showing DC tax withheld (**dated within the past 45 days**)
- Cable, Gas, Water, or Electric bill (**dated within past 2 months, no indication of disconnect**)
- Documentation of Housing Assistance from DCHA (**dated within the past 12 months**)

List B

Two of the following documents

- D.C. Driver's License or non-driver ID (**unexpired**)
- D.C. motor vehicle registration (**unexpired**)
- D.C. Voter Registration Card

- Documentation of all income for you and ALL adults in your financial household**

You must provide official documentation with total annual amounts for 2015

- All pages of 2015 Individual Federal Income Tax Return (Form 1040) – **page 2 must be signed**
- Public assistance payments, welfare benefits (ex. TANF, GC)
- All schedules, W2 and/or 1099 forms
- Social Security Income, SSI disability, pensions, retirement, veterans' benefits – if applicable
- Current SNAP benefits (ex. ESA case profile pages)
- Child support or alimony payments – if applicable

Important Dates:

- June 30, 2017 Deadline for scholarship application submission (both renewal and new families)
- July 14, 2017 Deadline to submit application supplemental documentation for all applicants
- July 31, 2017 Deadline to submit school placement form (SPF) for all applicants
- August 11, 2017 Final awards announced for the 2017-18 school year

Submit your documents online through your parent portal at ospfamilyportal.force.com

YOUR APPLICATION IS NOT COMPLETE UNTIL YOU RECEIVE AN EMAIL OR LETTER FROM SERVING OUR CHILDREN.