



Checklist and Deadlines

D.C. Opportunity Scholarship Program 2018-19

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 2018-19**
- 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 2018-19
 - Current grade level
 - Current School Name

- Child must be 5 years old or older by September 30 2018**

- 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 2016 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 2016

- All pages of 2016 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:

- January 29, 2018 Deadline to submit application for first lottery
- February 9, 2018 First Lottery Round
- April 17, 2018 Deadline to submit application for second lottery
- April 27, 2018 Second Lottery Round

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.