

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



Submit Documentation

- Complete D.C. OSP Application
- Submit one form of proof of current D.C. Residency (refer to list below)
- Submit proof of all income for you and **ALL** adults in your financial household (refer to list below)
- Submit documentation of current student enrollment
- Apply to a participating D.C. OSP private school (refer to participating school list)



Residency

<ul style="list-style-type: none"> •All pages of 2017 or 2018 D-40 (D.C. Individual Income Tax Return) – page 2 must be signed 	<ul style="list-style-type: none"> •Current lease/rental agreement (all pages, dated within past 12 months)
<ul style="list-style-type: none"> •Current SNAP, financial assistance from DC government (dated within the past 3 months that indicates you are currently receiving SNAP) 	<ul style="list-style-type: none"> •Cable, Gas, Water, or Electric bill (dated within past 2 months, no indication of disconnect)
<ul style="list-style-type: none"> •Paystub showing DC tax withheld (dated within the past 45 days) 	<ul style="list-style-type: none"> •Letter from a housing shelter, include contact name, current physical address and phone number (dated within the past 12 months)

*If you do not have one of the items listed above, please submit two of the following: an unexpired copy of your driver's license, vehicle registration, or voter registration card that reflects your current address.



Income

If you currently receive SNAP benefits:

Please submit documentation (ex. ESA case profile pages) **dated within the past 3 months that includes all of the following: Name, Address, and Amount Received**

If you do not currently receive SNAP benefits: Please submit the income sources you indicated on your application:

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| <ul style="list-style-type: none"> •All pages of 2017 or 2018 Individual Federal Income Tax Return (Form 1040) – page 2 must be signed and submitted with your W2, schedules, and/or 1099 forms •Did Not File Form if no income earned. (Find form in the Document Library) | <ul style="list-style-type: none"> • Child support or alimony payments that indicates all payments received from January through December of 2017 or 2018 •Social Security Income, SSI disability, pensions, retirement, veteran's benefits |
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Important Dates

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| <ul style="list-style-type: none"> • 11/14/2018 • 11/21/2018 • 12/7/2018 • 12/18/2018 | <ul style="list-style-type: none"> Deadline for new families to submit application for first lottery First Lottery Round Deadline for new families to submit application for second lottery Second Lottery Round |
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