D.C. Opportunity Scholarship Program

Application Checklist and Deadlines

2027-2028

Parents/guardians may be asked to submit additional documents or to clarify submitted information. OSP will provide application status notification via the OSP Parent Portal and email.

Screenshots, Paper or Electronic documents in PDF format submitted via Fax, Email or OSP Parent Portal will be accepted.

D.C. OSP Application Checklist:

- ☐ Complete D.C. OSP Application
  - Complete Online Application: https://servingourchildrendc.org/our-program/apply/ **or**
  - Complete the Application at the Serving Our Children (SOC) Office—1707 L Street NW Suite 300 Washington, DC 20036.
- ☐ Submit proof of current DC residency (refer to lists below)
- ☐ Submit proof of income for you and **ALL** adults 18 or over in your household (including SSI for children under 18, if applicable)
- ☐ Submit proof of Ward of DC, Special Guardianship Cases and/or Student Name Change Documents (If applicable)
- ☐ Submit proof of student enrollment for current school year (such as a report card or progress report; **OPTIONAL, but encouraged)**
- ☐ If you are unable to provide residency or income verification, please contact SOC staff to complete a Residency or Income Affidavit.

Residency| *Address on documents MUST be visible and match address on scholarship application*

List A

To verify D.C. residency, please submit **ONE** of the following documents:

- Paystub showing DC tax withheld (**dated within the past 60 days**)
- Documentation of Housing Assistance from DCHA **(dated within the past 12 months)**
- Letter from a housing shelter, including contact name,current physical address and phone number **(dated within the past 12 months)**
- Current lease/rental agreement **(1st page and signature page, dated within the past 12 months)**
- Cable, Gas, Water, or Electric bill **(dated within past 60 days, no indication of disconnect)**

OR List B

(address on documents MUST match address on scholarship application) **TWO** of the following documents:

DC Driver's License or non-driver ID (unexpired) **AND**
DC motor vehicle registration card (unexpired) **OR** DC Voter Registration Card

Income| Documentation of all income for you and ALL adults over the age of 18 in your financial household

**You must provide official documentation with total annual amounts for 2025 or 2026 (all income years on documents must match.

- Signed pages of 2025 or 2026 Federal Income Tax Return (Form 1040) -Must be signed, include e-filing pin or tax preparer signature
- All Schedules, W2 and/or 1099 forms
- Current SNAP benefits
  - ***Upload your SNAP Benefits Letter or DC Heath Link Online Portal Snapshot with Benefit Start and End Dates***
  - **Submit with Drivers or Non-Drivers License**
- Public assistance payments, welfare benefits (ex. TANF)
- Social Security Income, SSI disability, pensions, retirement, veterans' benefits, including SSI for children under 18 – if applicable
  - **Must show amount received from January through December**
- Child support or alimony payments – if applicable
  - **Must show amount received from January through December**