

# **Wisconsin Parental Choice Program**

## **CURRENT CHOICE OR WAITING LIST STUDENT**

### **APPLICATION INSTRUCTIONS**

(If your student is currently in the Choice program or on the DPI waiting list.)

**APPLICATION OPENS: Friday, February 1, 2019 DEADLINE: Thursday, April 18, 2019 at 4:00 p.m.**

**CONTINUING OR WAITING LIST STUDENT APPLICATIONS:** If your child is currently a Choice student at RCS or is on the DPI waiting list, **you must reapply each year online and provide residency documentation to the RCS Central Office.** No income documentation is required.

**Step 1: Complete online application** at <https://apps4.dpi.wi.gov/ChoiceParent/> before the end of the application period.

**Step 2: Bring RESIDENCY Documentation to the Regis Catholic Schools Central Office, 2728 Mall Drive, Suite 200, before 4 p.m. on April 18, 2019.**

#### **RESIDENCY DOCUMENTS ACCEPTED:**

1. Utility Bill - Water, gas, electric, cable, satellite, or landline phone bill (dated within 3 months)
2. Current Wage Statement (dated within 3 months)
3. W2 2018 Year-End Earnings Statement
4. Lease agreement with a term that includes the date the parent applied to the school. Month to month leases must be dated within 3 months.
5. Governmental correspondence such as a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2", Food Share, or Housing Assistance letter (Dated within 3 months). Printed statements from Access.gov can be used.

**\*\*ONLY THE ABOVE LISTED DOCUMENTS ARE ACCEPTABLE. WE WILL NOT ACCEPT DOCUMENTS OUTSIDE OF THIS LIST. THANK YOU.\*\***

**Residency document must match exactly with your online application!**

**Full name on application must exactly match the residency document you provide.**

**Joint Applicants - We only require residency document to have ONE of the applicant names.**

**(No shortened/nicknames names allowed.)**

**Full street address including city, state, and zip must exactly match the online application.**

**Residency document must be dated within three months of when you submit your application online.**

**Do you have an incoming kindergarten or transfer student who you want to apply for? If so, you must meet the 2019-20 income requirements to apply for that student. If you don't meet the income requirements for the new student, you can still reapply for your current Choice students. PLEASE SEE INFORMATION ON NEXT PAGE.**

Families who have students in the Choice program or on the waiting list and want to add a new student to their application must meet the income limits set by the DPI to apply for that student.

2019 Adjusted Gross Income limits are shown below.

Income is determined by your 2018 Federal Tax Return Adjusted Gross Income - line 37 form 1040 or line 21 form 1040A.

| <u>Family Size</u> | <u>Single</u> | <u>Married</u> |
|--------------------|---------------|----------------|
| 1                  | \$26,708      |                |
| 2                  | \$36,212      |                |
| 3                  | \$45,716      | \$52,716       |
| 4                  | \$55,220      | \$62,220       |
| 5                  | \$64,724      | \$71,724       |
| 6                  | \$74,228      | \$81,228       |
| 7                  | \$83,732      | \$90,732       |
| 8                  | \$93,236      | \$100,236      |

For each additional family member, add \$9,504.

**INCOME VERIFICATION: DOCUMENTATION REQUIRED WILL BE BASED ON YOUR ONLINE APPLICATION.**

When you submit your online application, you have the choice of how you want RCS to verify your income. Please be sure the information you bring to RCS matches your online application.

**Option #1 – DPI (Department of Instruction) Method (Recommended):** The DPI income determination method is based on the 2018 income. You will need to enter the adjusted gross income on the return (1040, 1040A, or 1040EZ) in your online application. **PROVIDE RCS A COPY OF YOUR 2018 FEDERAL TAX RETURN 1040 (FIRST TWO PAGES ONLY). COPY MUST BE SIGNED AND DATED (BOTH TAXPAYERS SIGNATURES NEEDED WHEN FILING JOINTLY).** The amount entered into the online application must match the income documentation provided to RCS.

**Option #2 – DOR (Department of Revenue) Method:** All parent(s)/guardian(s) listed on the application must provide their social security number (SSN) or taxpayer ID number on the application in order for income to be verified by the DOR. When using this method, please be certain you meet income eligibility for both 2017 and 2018 or your application could be ineligible.

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**All application steps and documentation requirements must be completed before 4 p.m. on April 18, 2019 or your online application will be considered ineligible. Late, incomplete, or incorrect documentation will not be accepted at all.**

If you have questions about the Wisconsin Parental Choice Program application process, please contact Roberta Christensen, Enrollment & Tuition Coordinator, at [rchristensen@RegisCatholicSchools.com](mailto:rchristensen@RegisCatholicSchools.com) or 715-830-2273, ext. 1400.