

Wisconsin Parental Choice Program

NEW STUDENT APPLICATION INSTRUCTIONS

(If you did not apply for the Choice program last year.)

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

NEW APPLICATIONS: (You did not apply for the Choice program last year.) If your family meets the income requirements below, you may apply for the Choice program. NOTE: If your child is already attending Regis Catholic Schools during the 2018-19 school year and is NOT already in the Choice program now, the student must be entering Kindergarten, 1st, or 9th Grade in order to apply. *Note: Incoming transfer students in any grade are eligible to apply.*

2019-2020 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.

Step 1: Complete online application at <https://apps4.dpi.wi.gov/ChoiceParent/> before the end of the application period (April 20, 2018 at 4:00 p.m.).

Step 2: Bring Residency and Income 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.

****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 documents 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.

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

When you submit your online application during Step 1, 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 for any reason.**

**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.**