



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: Monday, February 1, 2021

DEADLINE: Thursday, April 15, 2021 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 Private School Choice Programs Application at <https://sms.dpi.wi.gov/ChoiceParent/> before the end of the application period.

Step 2: Submit Residency Documentation to the Regis Catholic Schools Central Office, Attention: Andy Gorniak, 2728 Mall Drive, Suite 200, before 4 p.m. on April 15, 2021.

RESIDENCY DOCUMENTS ACCEPTED:

1. Utility Bills - Water, Gas, Electric, Cable, Satellite or Landline Phone (Cell Phone bills are NOT acceptable)
2. Wage Statement or W2 year-end earnings statement (W2 year-end earnings statements are NOT acceptable for applications received after April)
3. Lease agreement (signed and dated) with a term that includes the date the parent/legal guardian applies to the school (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the student application. If a month-to-month lease is used, it must be dated within three-months prior to the start of the open application period in which you submit the online application to the school and the end of that open application period. Expired leases and rent receipts are NOT an acceptable residency document.
4. Governmental correspondence (e.g., property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2", FoodShare, United States Postal Service, or Housing Assistance letter). Printed statements from Access.gov can be used as residency support if the statement is during the required period.

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

All residency documentation must be dated within three-months (3) of when you submit your application online.

Residency document must match exactly with your online application.

Full name on application must exactly match the residency document you provide (no shortened/nicknames allowed).

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

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

Income verification information listed on next page.

Do you have an incoming kindergarten or transfer student who you want to apply for? If so, you must meet the 2021-22 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.

2021 Adjusted Gross Income limits are shown below.

Income is determined by your 2020 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 | \$28,478 | |
| 2 | \$37,928 | |
| 3 | \$47,784 | \$54,784 |
| 4 | \$57,640 | \$64,640 |
| 5 | \$67,496 | \$74,496 |
| 6 | \$77,352 | \$84,352 |

Family income includes the income of the child’s parent(s) or legal guardian(s) who reside in the same household as the student applicant. If the child’s parent(s)/legal guardian(s) have split custody of the student applicant, the parent/guardian with the majority of the custody must be the parent/guardian to apply. If there is a 50-50 split, only one parent/guardian can apply. Family size includes parent(s)/guardian(s) and their children by birth, marriage, or adoption who reside in the same household as the student applicant.

For each additional family member, add \$9,856.

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 2020 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 2020 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 to the RCS Central Office in order for income to be verified by the DOR. When using this method, please be certain you meet income eligibility for both 2019 and 2020, or your application could consequently be ineligible.

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**All application steps and documentation requirements must be completed before 4 p.m. on April 15, 2021, 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 Andy Gorniak, Enrollment and Tuition Coordinator, either by phone at (715) 830-2273, ext. 1400, or by email at [agorniak@RegisCatholicSchools.com](mailto:agorniak@RegisCatholicSchools.com).