

# Residency Verification

Department of Student Services, Alternative  
Programs & Equity

School Board Meeting

May 24, 2018



*Every Student Succeeds*

# Essential Questions

- What is residency verification and why is it important?
- What efforts has ACPS taken to address residency concerns?
- How will ACPS improve registration documentation to support residency verification?
- What are the next steps with residency verification?



# What is Residency Verification?

Working with families and schools to ensure that ACPS students reside in the City of Alexandria or meet other requirements such as:

- ❖ Homelessness/Foster Care
- ❖ Non-resident employee student transfers
- ❖ Shared housing (Form A/B)
- ❖ Kinship Care



As a part of this process, ACPS staff assists families who have been deemed non-residents of the City of Alexandria with identification and registration in the school division in which they currently reside.

# Why is Residency Verification Important?

- Non-residency impacts a student's ability to access instruction. This may include:
  - ❖ Truancy
  - ❖ Tardiness
  - ❖ Physical Wellbeing (i.e., fatigue, increased stress level)
- Residency verification also encourages fiscal responsibility by ensuring that students utilizing ACPS resources are residents of the City of Alexandria.
- Complies with the Admissions Requirement of Virginia Code (22.1-5, 22.1-3, 22.1-264).



# What Efforts Has ACPS Taken to Address Residency Concerns?

- Hired full-time Residency Verification Specialist (RVS) in SY 2016-17.
- Reviewed ACPS policies and Virginia Code related to residency and school admission.
- Completed an internal review of residency verification documentation at each school and gathered stakeholder feedback. (Annually)
- Provided education and support to school registrars at monthly meetings, on-site and remotely. (Ongoing)

# What Efforts Has ACPS Taken to Address Residency Concerns?

- Aligned residency verification strategies with the MTSS model.
- Developed sample letters for school staff to use in cases of returned mail, request for further residency documentation, and withdrawal to provide consistency across schools.
- Established review process for all EL registrations through the Office of English Learner Services that do not initially meet School Board Policy JEC requirements.
- Created a Northern Virginia Truancy Residency Intervention Meeting (TRIM) with 10 area school systems. (Ongoing)



# How Does Residency Verification Fit Within the MTSS Model?

## **Tier 3: Residency Review**

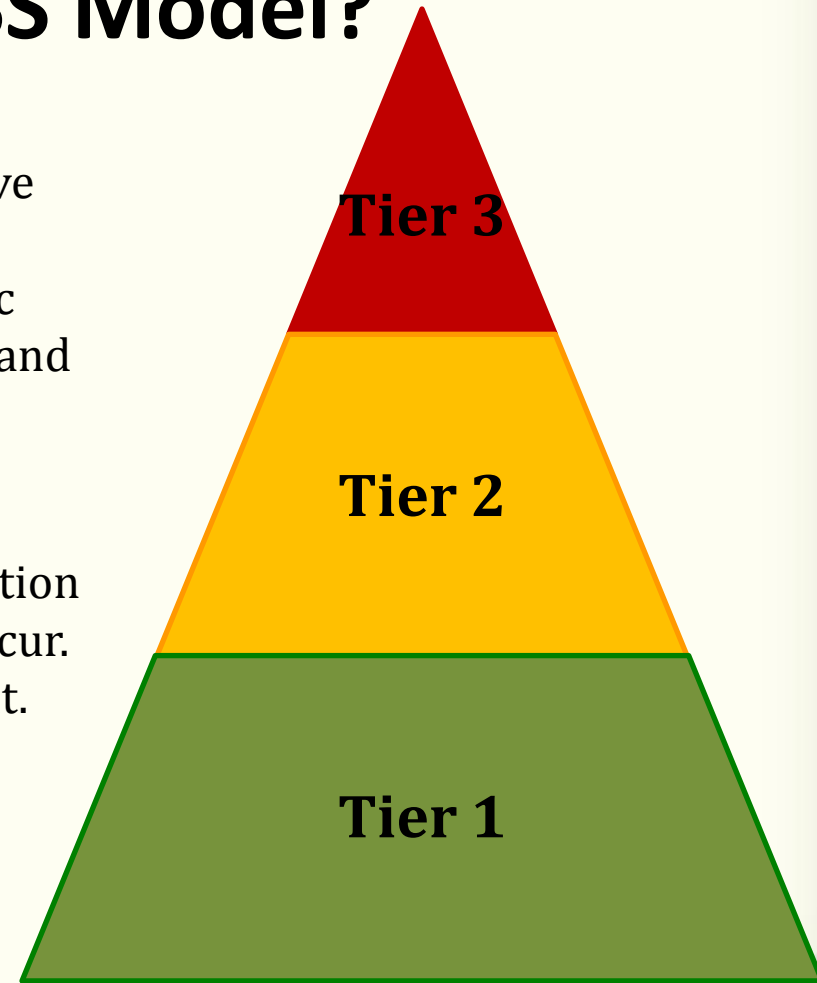
The RVS begins a formal review and seeks to resolve residency concerns. This process may include additional home visits, school record review, public records review, and conversations with the family and school.

## **Tier 2: Residency Questions Persist**

School administration requests additional information from the family. Consultation with the RVS may occur. The School Social Worker may conduct a home visit.

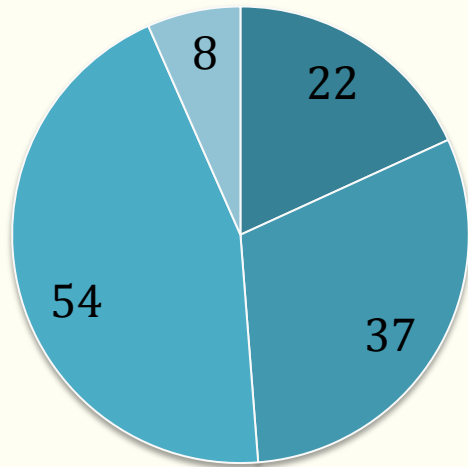
## **Tier 1: Residency Questions Arise**

Building principals, registrars and social workers work with families to verify residency through appropriate documentation.



# What are the Outcomes of Residency Verification?

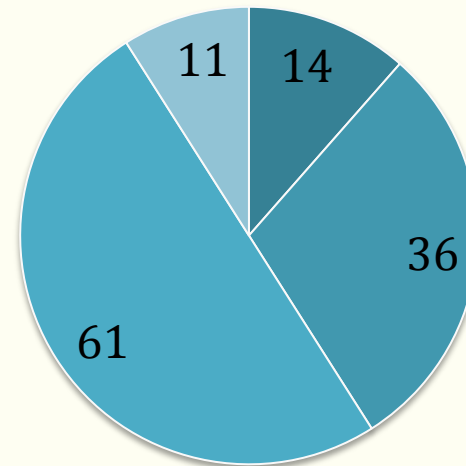
## SY 2016-17



- Inconclusive Findings: 22
- Verified Resident: 37
- Non-Resident: 54
- Homeless/Foster Care: 8
- Total Cases: 121

## SY 2017-18

(as of 5/15/18)

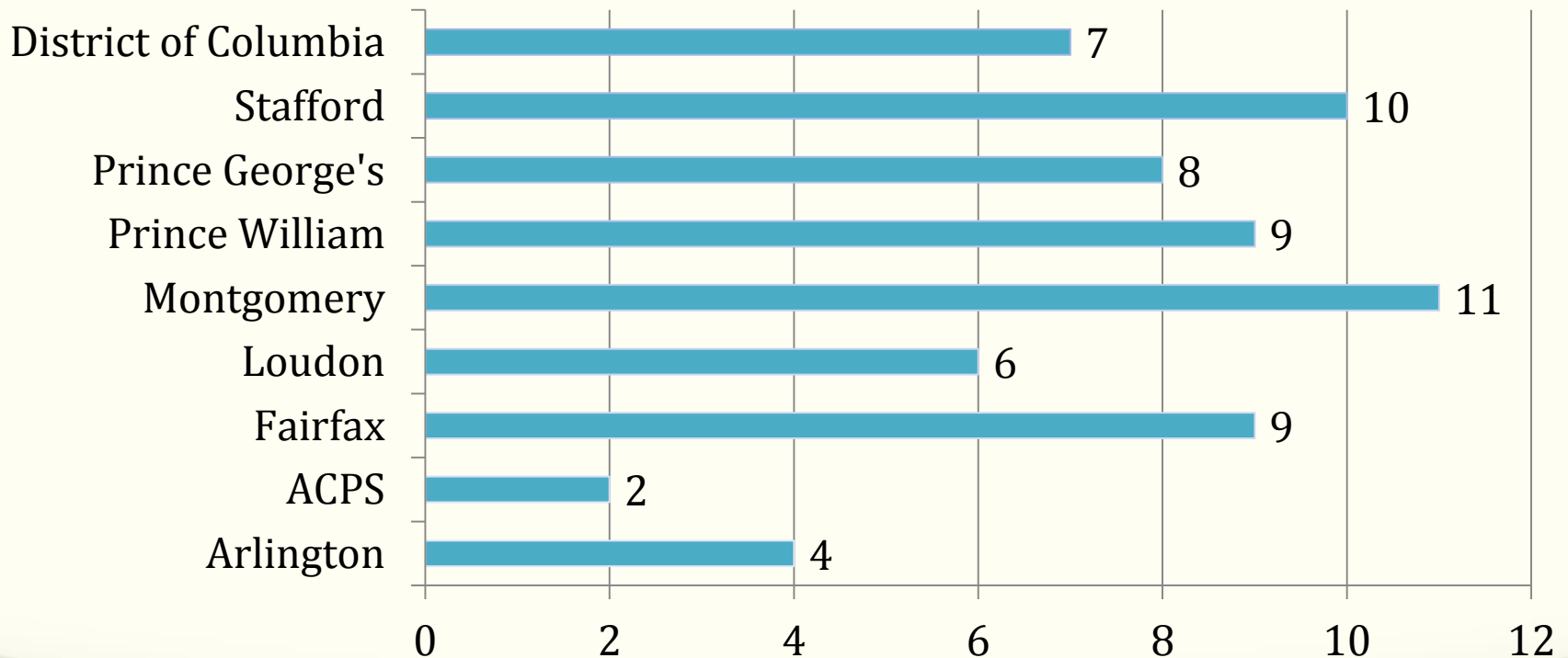


- Pending Review: 14
- Verified Resident: 36
- Non-Resident: 61
- Homeless/Foster Care: 11
- Total Cases: 122



# How Does ACPS Currently Compare to Surrounding School Divisions?

Document Options to Support Residency  
Beyond Lease/Mortgage /Deed



# What Documentation is Required for Enrollment?



## Current

- ❖ Require mortgage statement, lease or rent receipt
- ❖ Require a 2<sup>nd</sup> verification to include an utility bill or property tax (vehicle)
- ❖ Shared housing requires residency verification from the City of Alexandria resident providing living space via Form A/B

## Proposed

- ❖ Require mortgage, lease or **deed with copy of real estate tax**
- ❖ **No longer accept rent receipt**
- ❖ Expand the 2<sup>nd</sup> residency verification to include **seven additional options**
- ❖ Shared housing requires residency verification from the City of Alexandria resident providing living space **and parent/guardian** via Form A/B

# Proposed List of Residency Documentation



## Category A - one (1) document:

- Lease agreement
- Deed (with copy of property tax)
- Mortgage contract

## Category C:

- Lack of Housing
- DSS/Foster Care Services

## Category B - two (2) supporting documents:

- Utility bill (water, gas, electric, cable, and/or landline phone)
- Current personal Alexandria City property tax bill/receipt
- Mailed letter from a government agency (TANIF, HUD, ARHA, IRS, etc.)
- Current pay stub (noting Alexandria address & Virginia tax withholding)
- Latest federal/state income tax return
- 2 consecutive bank statements
- Current homeowner or renter's insurance policy

Home visits are conducted as needed if additional verification is required.

# What are the Next Steps with Residency Verification?



- Provide/require completion of a Residency Verification Checklist for all new registrations which outlines residency requirements.
- Provide a Kinship Care Affidavit to increase consistency across schools aligned with School Board Policy JEC.
- Continue training and supporting principals, registrars, social workers and EL staff with residency verification, kinship care, etc.
- Continue collaboration with surrounding localities on residency verification and co-facilitation of TRIM.

# What is the Impact of Focused Efforts on Residency Verification?



Increased document options for families to verify residency.



Quality Control



Ensuring access to education for City of Alexandria residents.



**Residency Verification**

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