# Private School Choice Program (PSCP)
# Online Parent Application
# 2020-21 School Year

- The following slides show the screens within the Online Parent Application.
- The term “parent” in this presentation includes the parent or guardian who completes the application.



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# Login/Register Screens

Allows the parent to change their email address and/or password.



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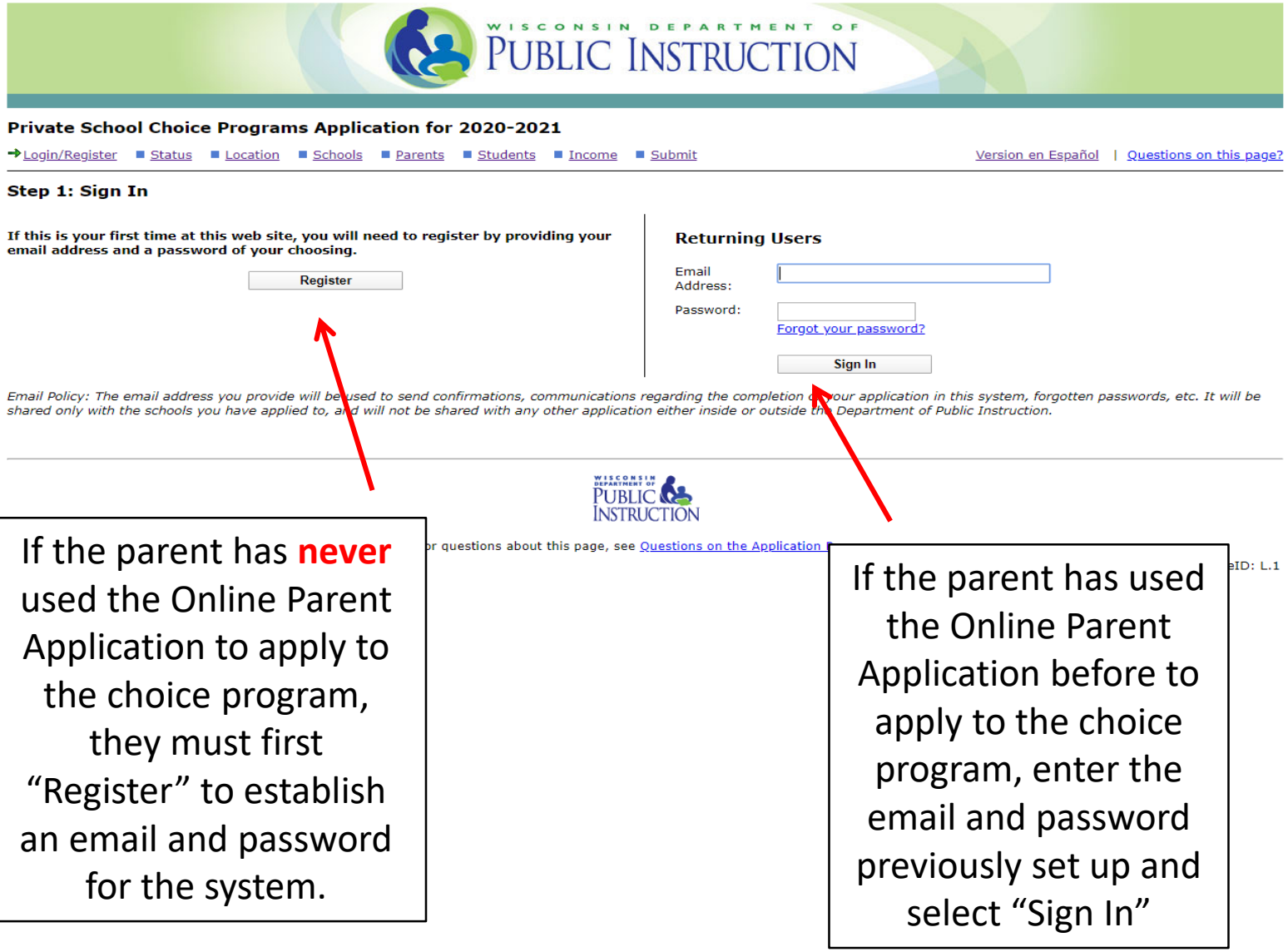


If the parent has **never** used the Online Parent Application to apply to the choice program, they must first "Register" to establish an email and password for the system.

If the parent has used the Online Parent Application before to apply to the choice program, enter the email and password previously set up and select "Sign In"



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- New parents will have to verify their email address the first time they login.



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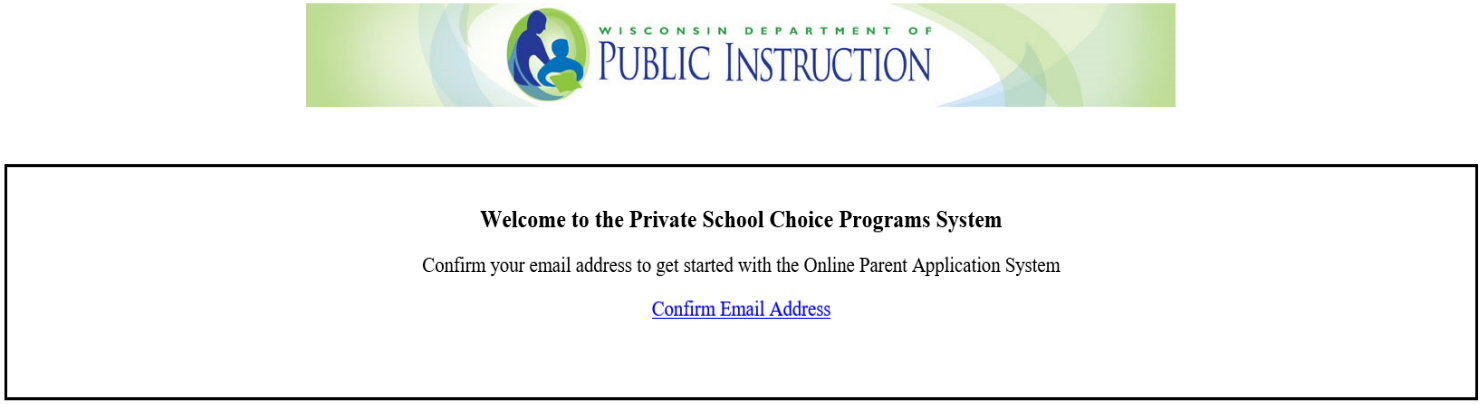

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**Welcome to the Private School Choice Programs System**

Confirm your email address to get started with the Online Parent Application System

Confirm Email Address

The email [redacted] was used to register for the Private School Choice Programs Online Application.

Click the above Confirm Email Address link or paste the following link in your Internet browser
https://uaapps4.dpi.wi.gov/ChoiceParent/VerificationComplete.aspx?h=f6340dc8278111e147cc10f2c349be04e3abc323&i=ryne.franz@dpi.wi.gov
to complete the process to verify this email address.

**Help and Support**

If you have questions about the Private School Choice Programs, please contact the school(s) you would like to apply to. A list of the schools participating in the program and their contact information is available at http://dpi.wi.gov/choice under "School Lists and Contact Information" and then choose the list that corresponds to your program.

If you have technical questions regarding using the online parent application, please Contact Us.

- An email will be sent to the registered email address. Click “Confirm Email Address” to continue with the application.



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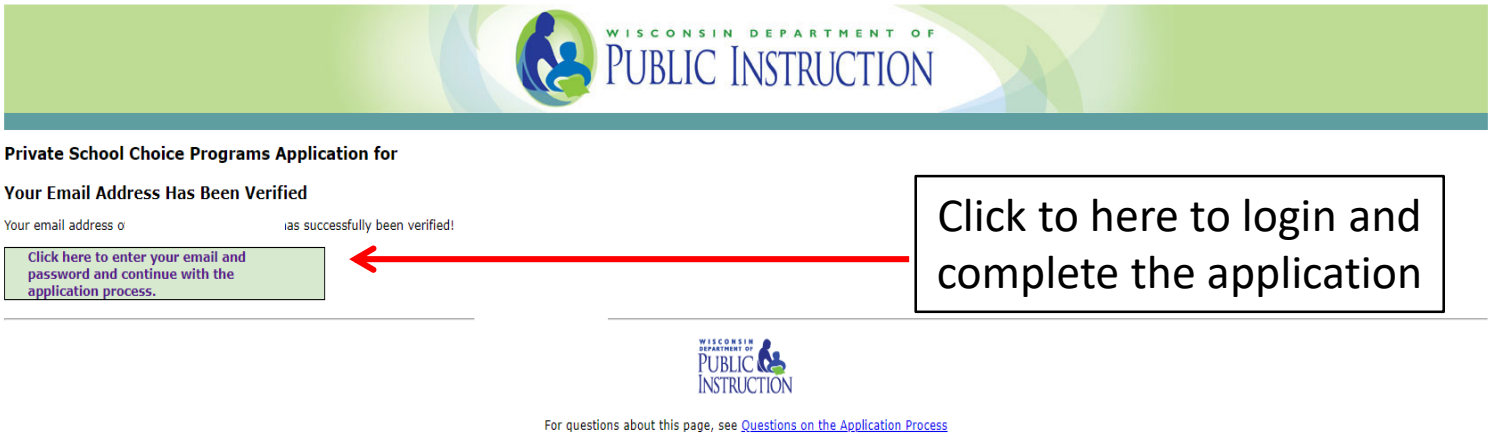


- After clicking “Confirm Email Address” this screen will appear in a new window.



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After logging in, the parent will be given an option to change their email address and/or password. If they do not wish to change them, press "Continue"



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# Student Residence Screens

1. Select the student's geographic area in Wisconsin
2. Enter the address and school district where the student lives.



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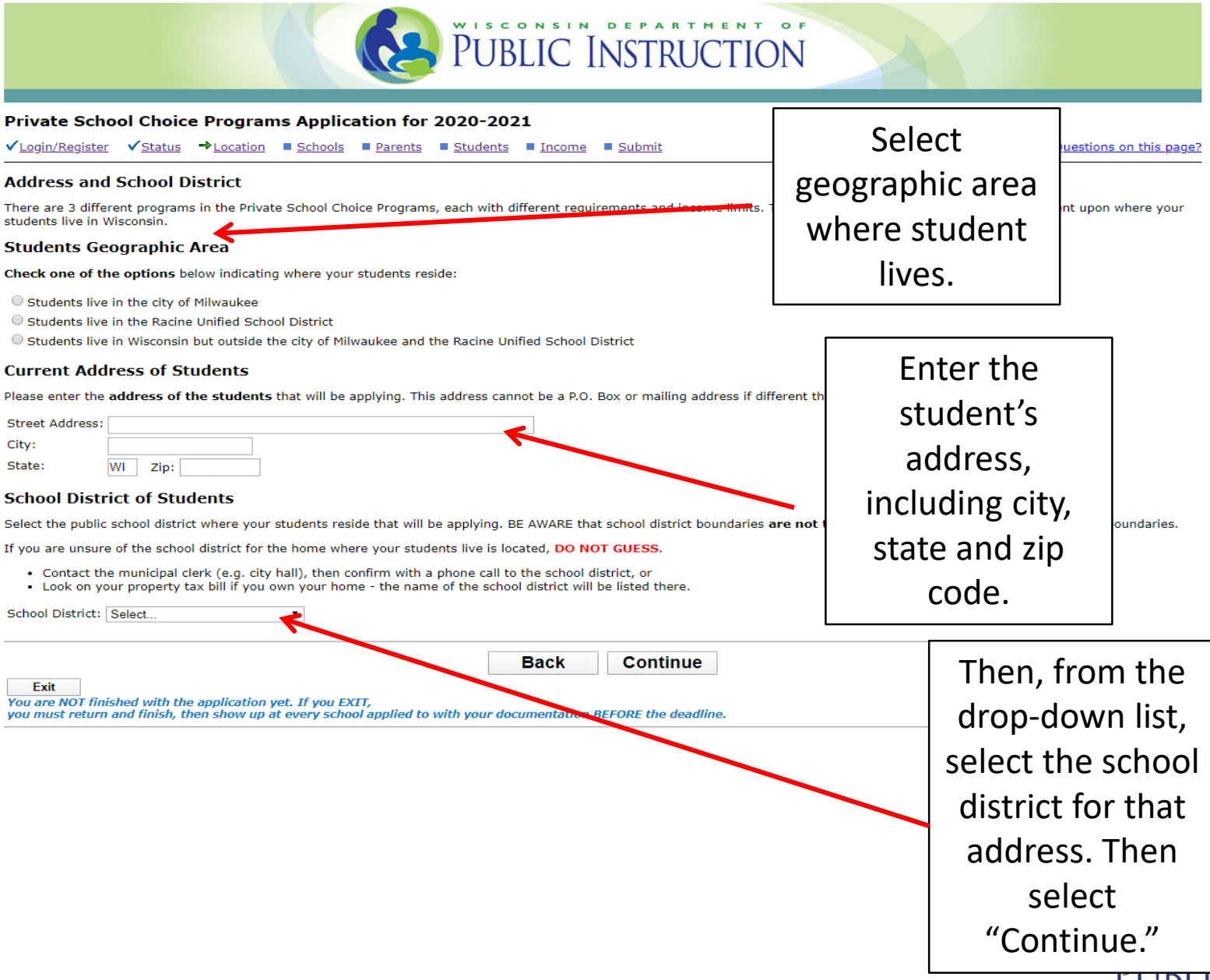
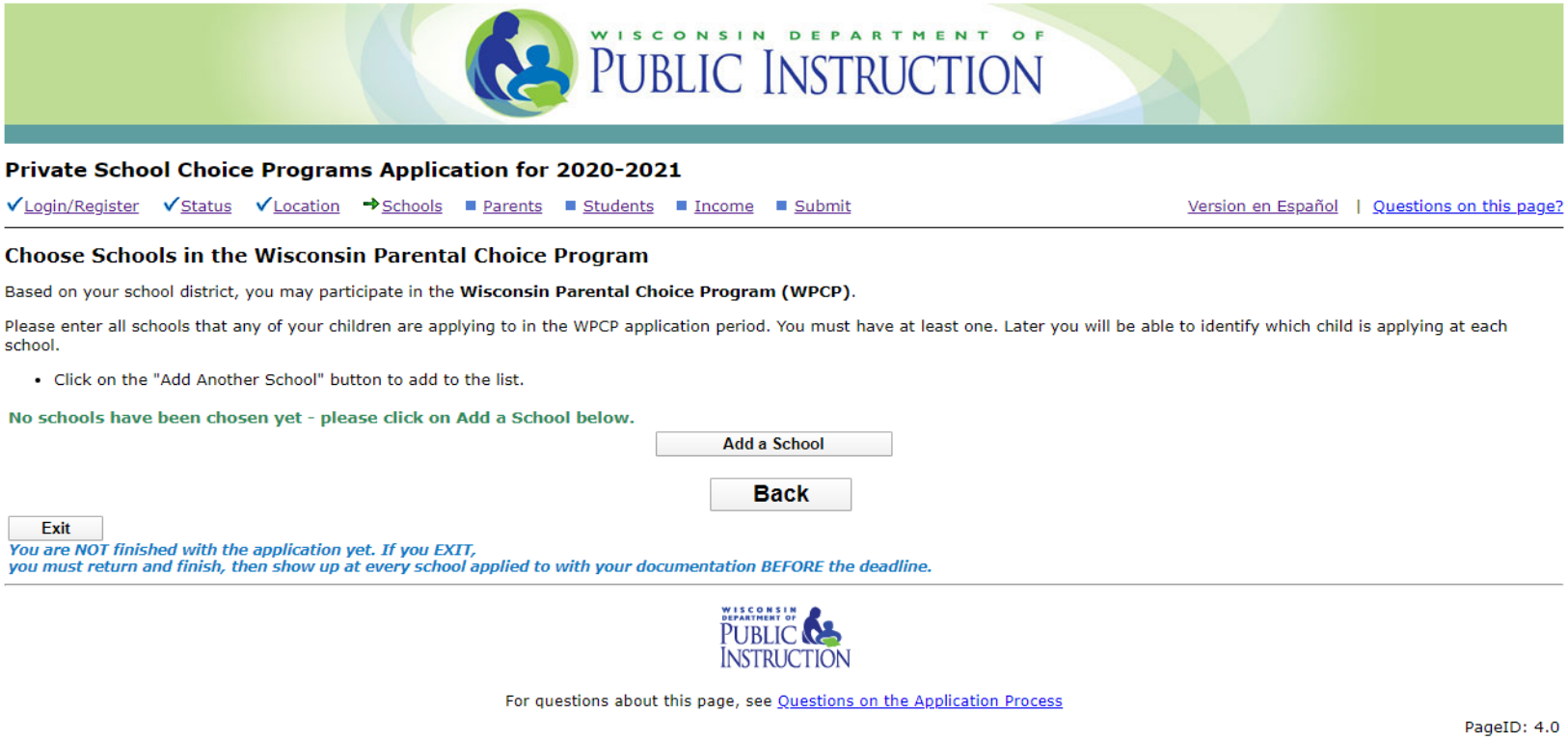



Select geographic area where student lives.

Enter the student's address, including city, state and zip code.

Then, from the drop-down list, select the school district for that address. Then select "Continue."

Based on the school district entered in the prior screen, the system will determine the program for which the student is eligible to apply—Milwaukee (MPCP), Wisconsin (WPCP) or the Racine (RPCP). When the parent selects “Add a school” it will show the schools participating in the program to which they may apply.



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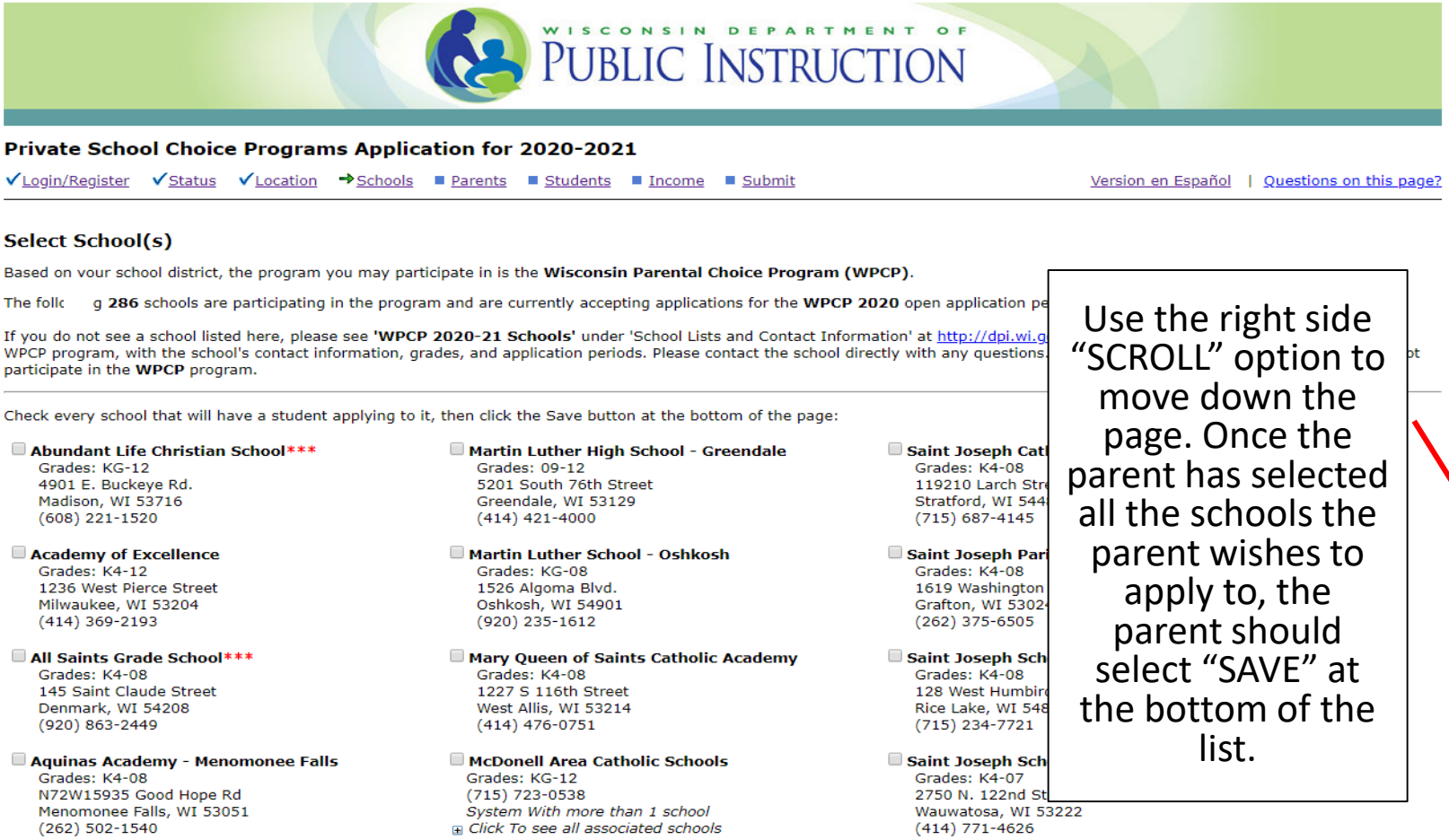
A parent may select as many schools as they wish to apply to. Only schools that have registered to participate in the choice program are listed. Their contact information and the grade levels offered are also provided.



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**Private School Choice Programs Application for 2020-2021**

✓Login/Register ✓Status ✓Location →Schools ■ Parents ■ Students ■ Income ■ Submit

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**Select School(s)**

Based on vour school district, the program you may participate in is the **Wisconsin Parental Choice Program (WPCP)**.

The follc g **286** schools are participating in the program and are currently accepting applications for the **WPCP 2020** open application pe

If you do not see a school listed here, please see **'WPCP 2020-21 Schools'** under 'School Lists and Contact Information' at http://dpi.wi.g WPCP program, with the school's contact information, grades, and application periods. Please contact the school directly with any questions. participate in the **WPCP** program.

Check every school that will have a student applying to it, then click the Save button at the bottom of the page:

**Abundant Life Christian School*****
Grades: KG-12
4901 E. Buckeye Rd.
Madison, WI 53716
(608) 221-1520

**Academy of Excellence**
Grades: K4-12
1236 West Pierce Street
Milwaukee, WI 53204
(414) 369-2193

**All Saints Grade School*****
Grades: K4-08
145 Saint Claude Street
Denmark, WI 54208
(920) 863-2449

**Aquinas Academy - Menomonee Falls**
Grades: K4-08
N72W15935 Good Hope Rd
Menomonee Falls, WI 53051
(262) 502-1540

**Martin Luther High School - Greendale**
Grades: 09-12
5201 South 76th Street
Greendale, WI 53129
(414) 421-4000

**Martin Luther School - Oshkosh**
Grades: KG-08
1526 Algoma Blvd.
Oshkosh, WI 54901
(920) 235-1612

**Mary Queen of Saints Catholic Academy**
Grades: K4-08
1227 S 116th Street
West Allis, WI 53214
(414) 476-0751

**McDonell Area Catholic Schools**
Grades: KG-12
(715) 723-0538
*System With more than 1 school*
*Click To see all associated schools*

**Saint Joseph Cat**
Grades: K4-08
119210 Larch Str
Stratford, WI 544
(715) 687-4145

**Saint Joseph Pari**
Grades: K4-08
1619 Washington
Grafton, WI 5302
(262) 375-6505

**Saint Joseph Sch**
Grades: K4-08
128 West Humbir
Rice Lake, WI 548
(715) 234-7721

**Saint Joseph Sch**
Grades: K4-07
2750 N. 122nd St
Wauwatosa, WI 53222
(414) 771-4626

Use the right side "SCROLL" option to move down the page. Once the parent has selected all the schools the parent wishes to apply to, the parent should select "SAVE" at the bottom of the list.



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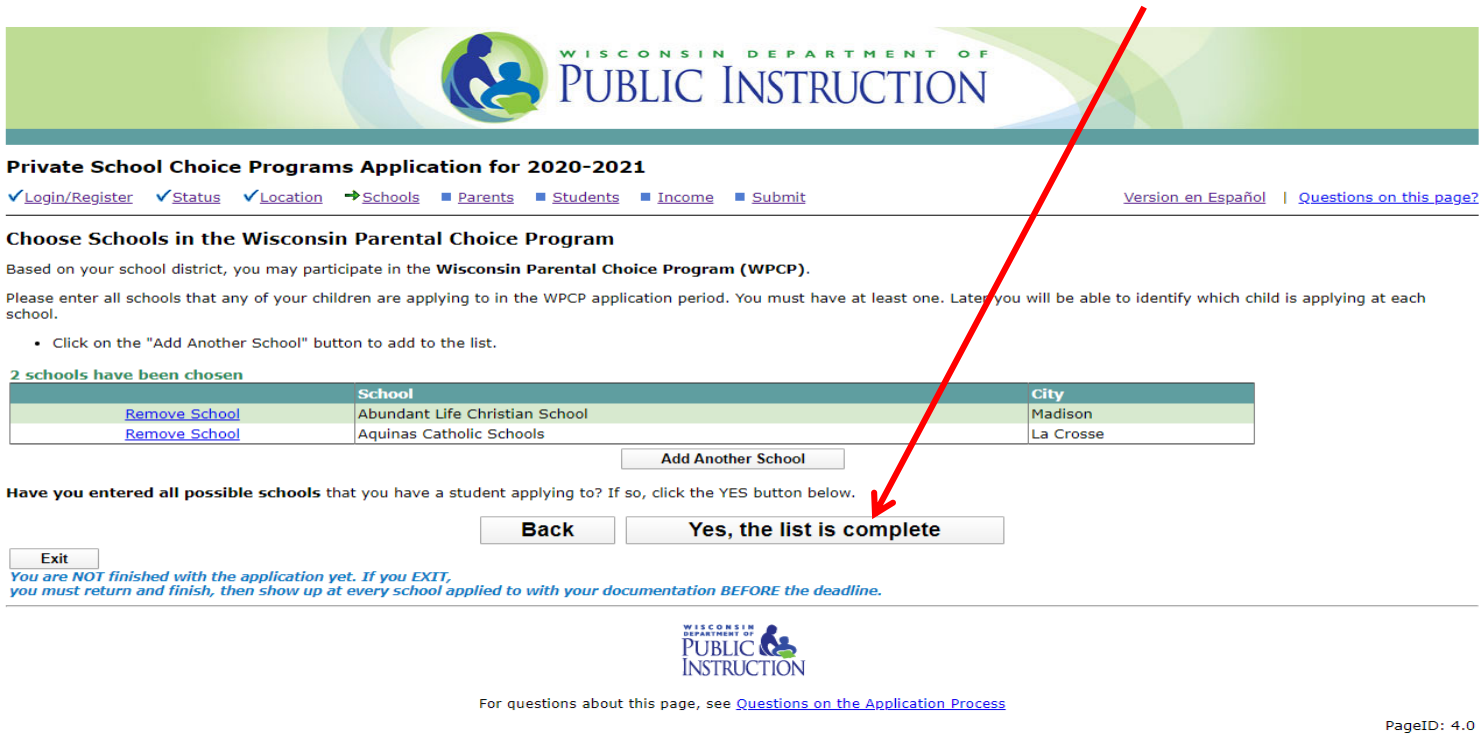
The system will show a summary of the schools the parent has selected. If the list is complete, select “Yes, the list is complete.”



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# Parent Screens

1) Provide parent names, and answer if the adult(s) listed resides at the address entered earlier.
2) Provide telephone contact information.



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# Student Screens

1) Identify students who are applying to the choice program.
2) Provide the required information for the students.



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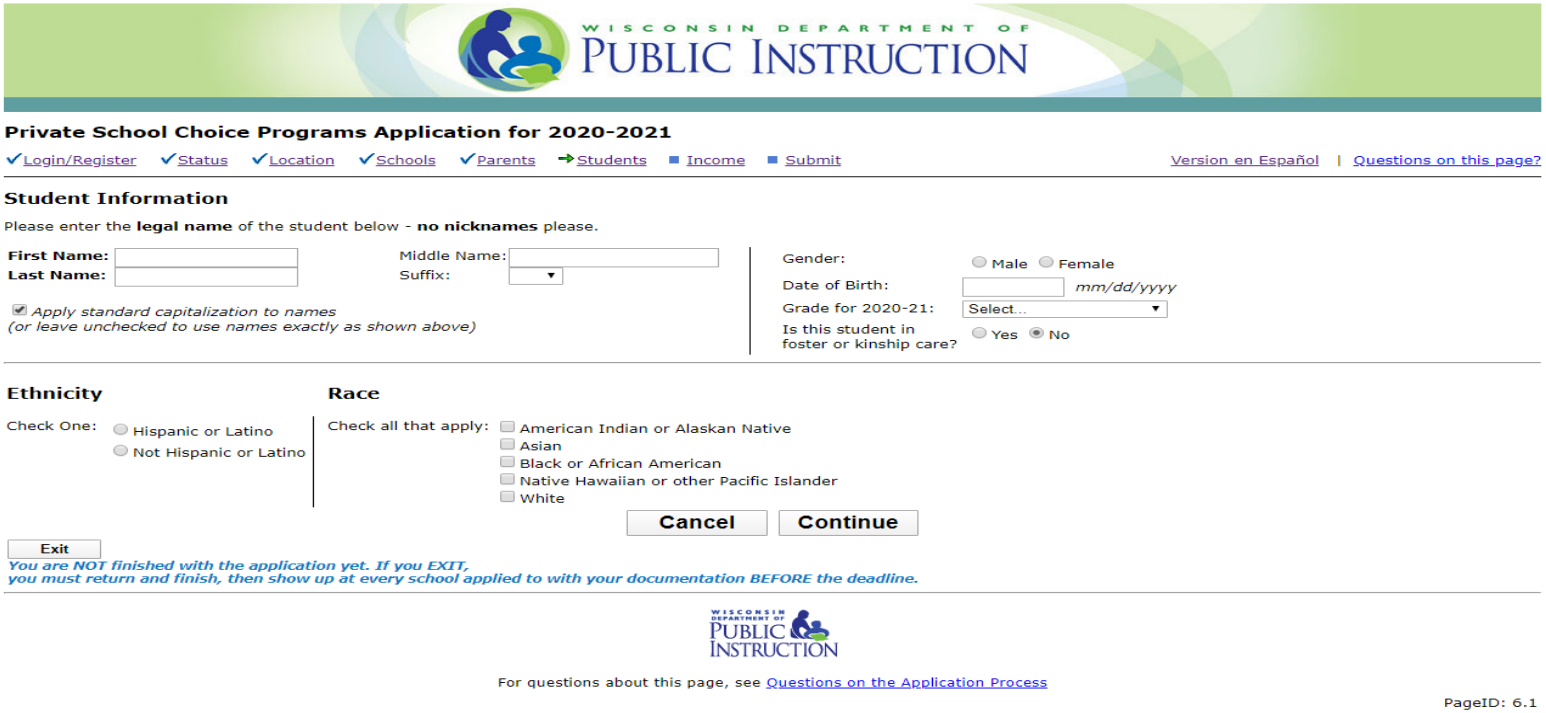


1) Enter the name of the student applying to the choice program.
2) Select student gender.
3) Enter student birth date in the format indicated.
4) Select the grade the student will be entering.
5) Identify if the student is in foster or kinship care.
6) Enter Ethnicity/Race and then select “Continue.”



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- The parent must select the schools they would like each child to apply to.
- If applying to multiple WPCP schools, a preference must be assigned for each school.



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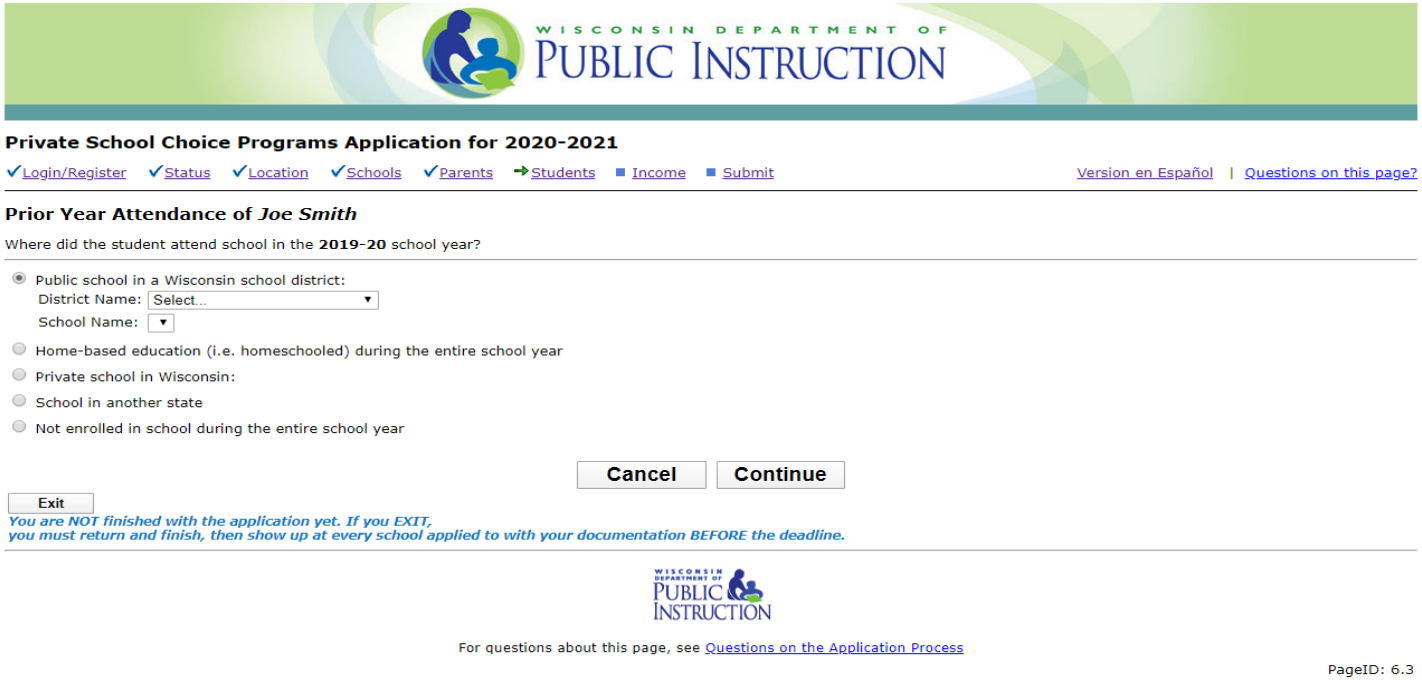


- A parent will have to select the prior year attendance for the student, and then select “Continue”



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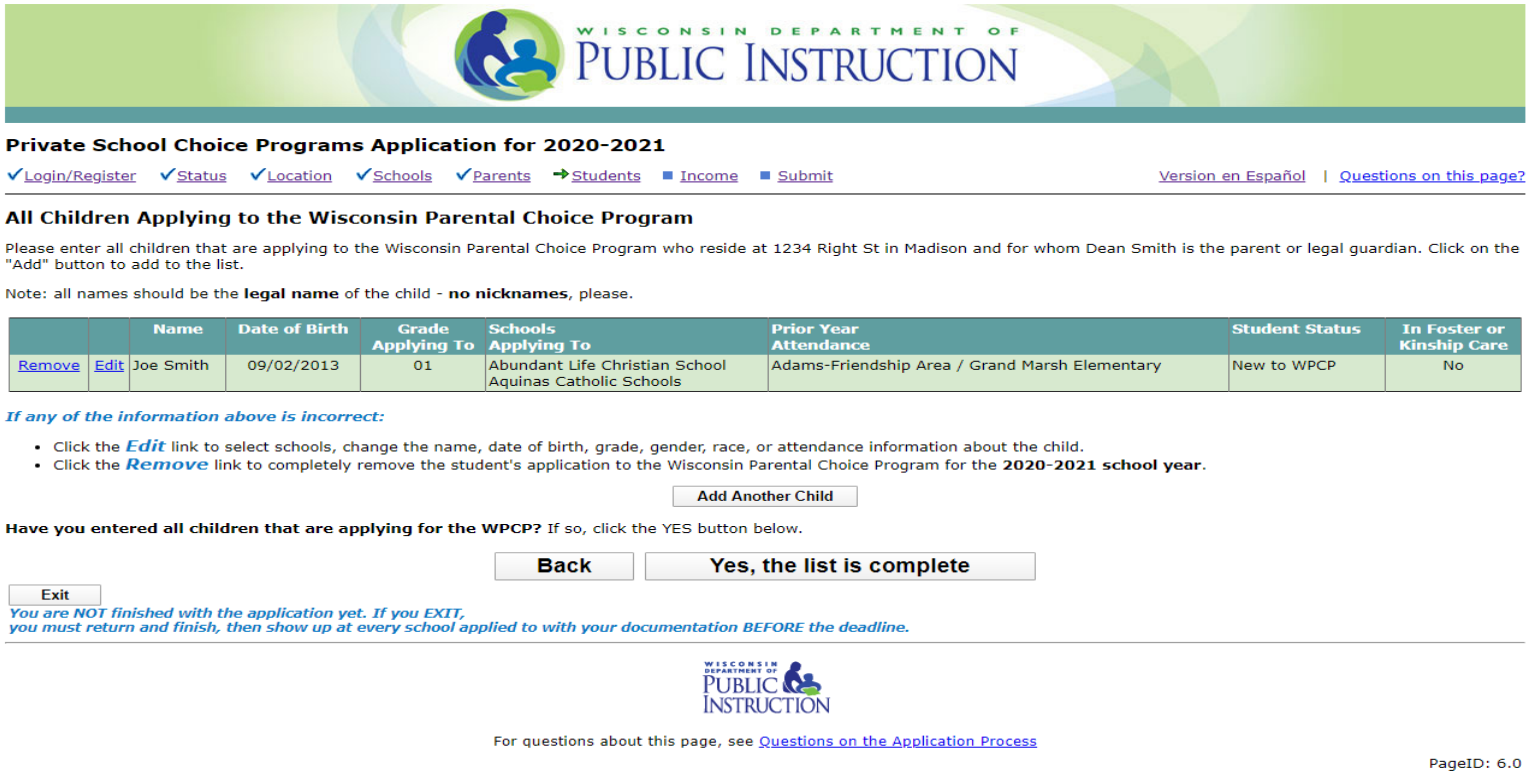

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**Private School Choice Programs Application for 2020-2021**

✓Login/Register ✓Status ✓Location ✓Schools ✓Parents →Students ■ Income ■ Submit  Version en Español | Questions on this page?

**All Children Applying to the Wisconsin Parental Choice Program**

Please enter all children that are applying to the Wisconsin Parental Choice Program who reside at 1234 Right St in Madison and for whom Dean Smith is the parent or legal guardian. Click on the "Add" button to add to the list.

Note: all names should be the **legal name** of the child - **no nicknames**, please.

| | | Name | Date of Birth | Grade Applying To | Schools Applying To | Prior Year Attendance | Student Status | In Foster or Kinship Care |
|---|---|---|---|---|---|---|---|---|
| Remove | Edit | Joe Smith | 09/02/2013 | 01 | Abundant Life Christian School<br>Aquinas Catholic Schools | Adams-Friendship Area / Grand Marsh Elementary | New to WPCP | No |

*If any of the information above is incorrect:*

- Click the ***Edit*** link to select schools, change the name, date of birth, grade, gender, race, or attendance information about the child.
- Click the ***Remove*** link to completely remove the student's application to the Wisconsin Parental Choice Program for the **2020-2021 school year**.

Add Another Child

**Have you entered all children that are applying for the WPCP?** If so, click the YES button below.

Back  Yes, the list is complete

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

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For questions about this page, see Questions on the Application Process

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- To add another student application, select “Add Another Child”
  If no other children are applying select “Yes, the list is complete”



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# Income Verification Screens

1) Identifies if a family is required to provide income documentation.

If Required to Provide Income Documentation:

2) If more than one adult is listed on the application, the marriage status must be answered.
3) Identify if there are other family members that should be listed.
4) Identify if they would like to use the DOR or the DPI method to determine income.
5) If the DPI method is used, the parent must:
    a) Indicate if a 2019 1040 was filed.
    b) If no 2019 1040 was filed, the parent must indicate what income and/or government assistance they received in 2019.
    c) If the parent filed a 1040 or had income, they must provide information on how much income they received and, in some cases, additional information on the income.
    d) If none of the parents had income, an explanation of how basic needs (food, clothing, and shelter) were provided is required.



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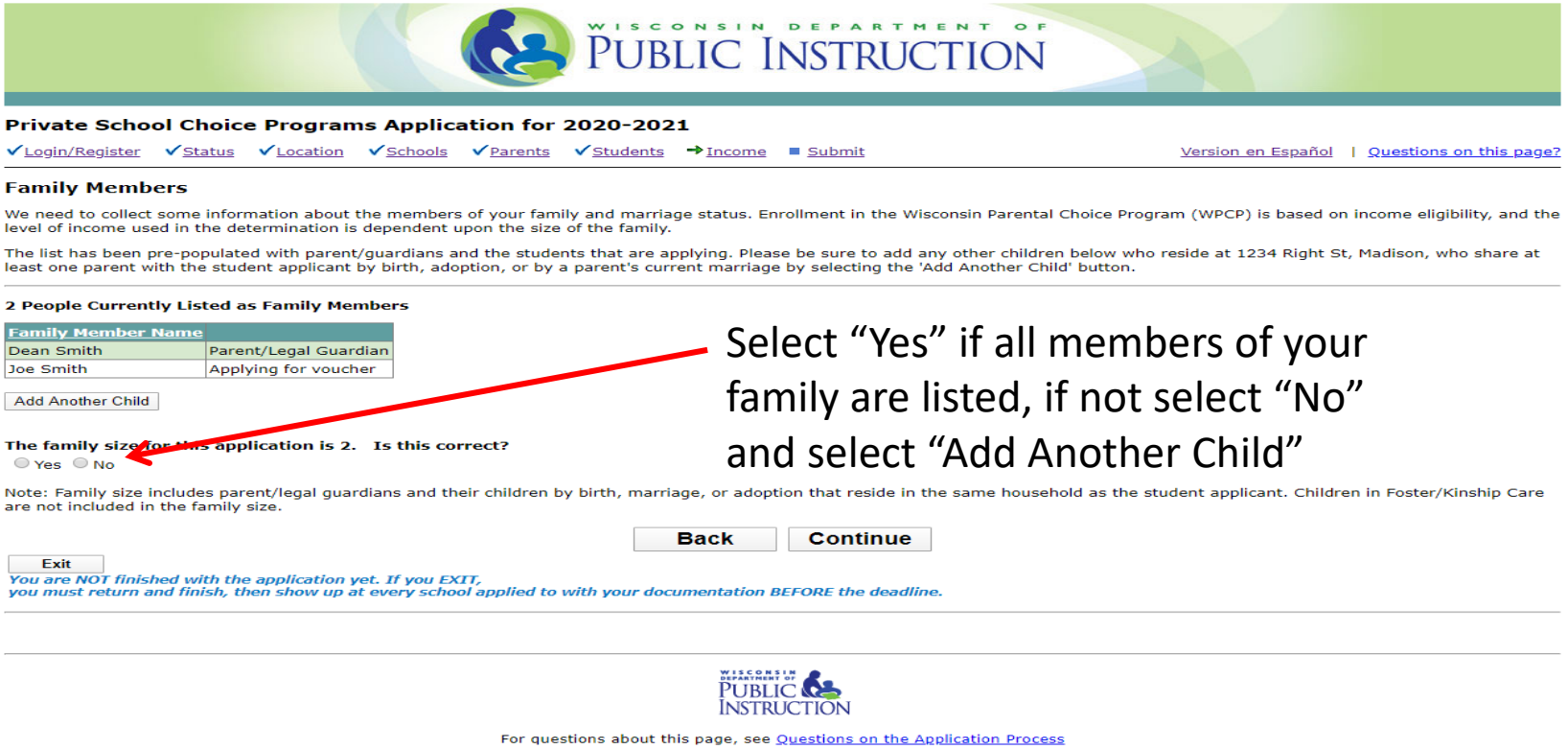
- If all pupils on the application were continuing or on the waiting list in the choice program, this screen will indicate no proof of income is required.




- This screen allows a parent to add other family members.
  - *A family is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents/guardians, student applicant, and other children who share at least one parent by birth, adoption or by a parent's current marriage.*

- If there are no other family members residing at the same address, select "Yes" and then select "Continue"

- This screen allows a parent to select if they would like to use DOR or DPI method for verifying family income.



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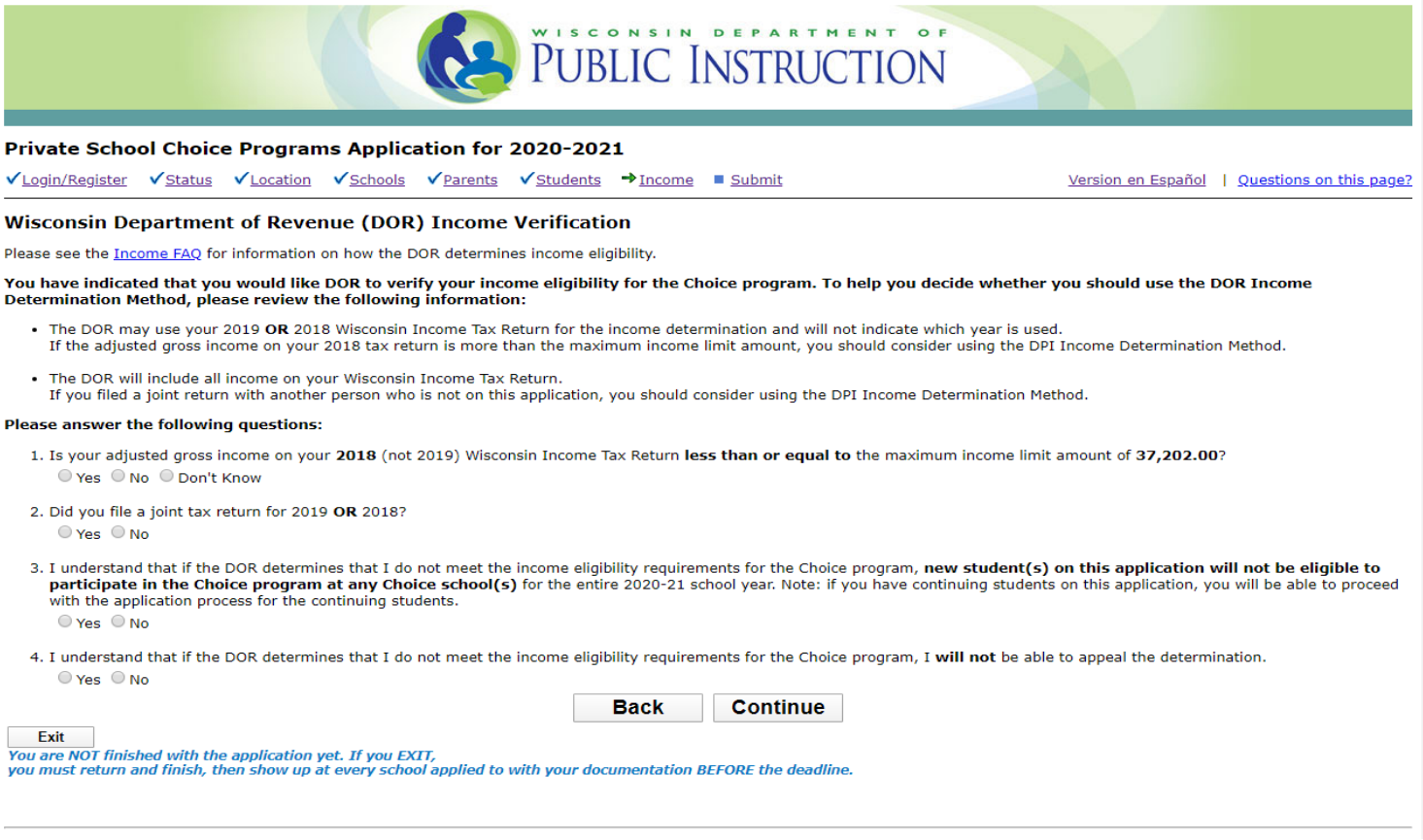
# DOR Method



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

**Private School Choice Programs Application for 2020-2021**

✓Login/Register ✓Status ✓Location ✓Schools ✓Parents ✓Students →Income ■ Submit  Version en Español | Questions on this page?

**Wisconsin Department of Revenue (DOR) Income Verification**

Please see the Income FAQ for information on how the DOR determines income eligibility.

**You have indicated that you would like DOR to verify your income eligibility for the Choice program. To help you decide whether you should use the DOR Income Determination Method, please review the following information:**

- The DOR may use your 2019 **OR** 2018 Wisconsin Income Tax Return for the income determination and will not indicate which year is used.
  If the adjusted gross income on your 2018 tax return is more than the maximum income limit amount, you should consider using the DPI Income Determination Method.
- The DOR will include all income on your Wisconsin Income Tax Return.
  If you filed a joint return with another person who is not on this application, you should consider using the DPI Income Determination Method.

**Please answer the following questions:**

1. Is your adjusted gross income on your **2018** (not 2019) Wisconsin Income Tax Return **less than or equal to** the maximum income limit amount of **37,202.00**?
   Yes No Don't Know
2. Did you file a joint tax return for 2019 **OR** 2018?
   Yes No
3. I understand that if the DOR determines that I do not meet the income eligibility requirements for the Choice program, **new student(s) on this application will not be eligible to participate in the Choice program at any Choice school(s)** for the entire 2020-21 school year. Note: if you have continuing students on this application, you will be able to proceed with the application process for the continuing students.
   Yes No
4. I understand that if the DOR determines that I do not meet the income eligibility requirements for the Choice program, I **will not** be able to appeal the determination.
   Yes No

Back Continue

Exit

*You are NOT finished with the application yet. If you EXIT,*
*you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

- To use the DOR method, parent must answer yes or no to questions related to tax returns.
- Note that the DOR method is final.  If found ineligible the student will not qualify for the 2020-21 school year.



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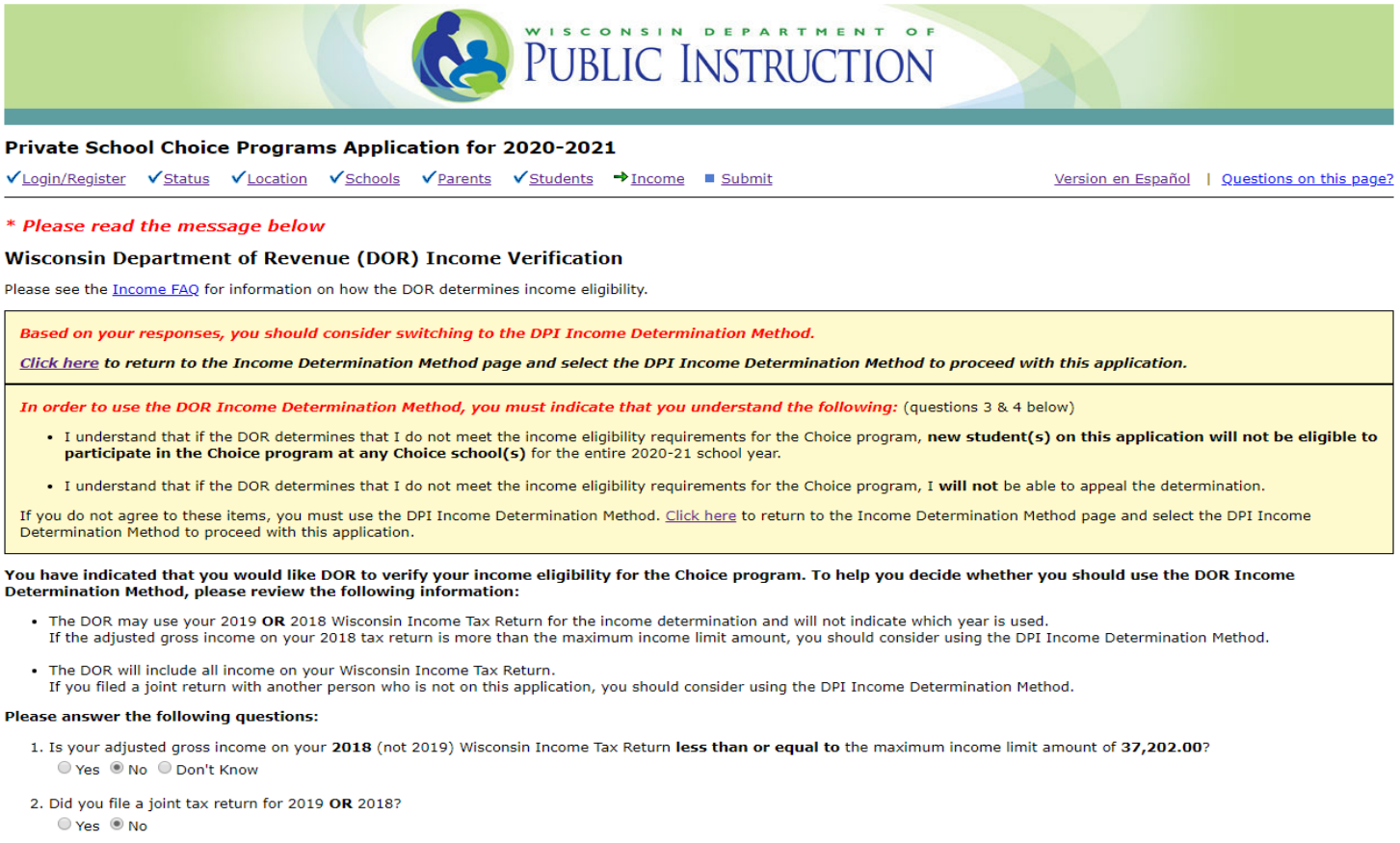
# DOR Method



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**Private School Choice Programs Application for 2020-2021**

✓Login/Register ✓Status ✓Location ✓Schools ✓Parents ✓Students ➔Income ■ Submit  Version en Español | Questions on this page?

** Please read the message below*

**Wisconsin Department of Revenue (DOR) Income Verification**

Please see the Income FAQ for information on how the DOR determines income eligibility.

***Based on your responses, you should consider switching to the DPI Income Determination Method.***

***Click here to return to the Income Determination Method page and select the DPI Income Determination Method to proceed with this application.***

***In order to use the DOR Income Determination Method, you must indicate that you understand the following:*** (questions 3 & 4 below)

- I understand that if the DOR determines that I do not meet the income eligibility requirements for the Choice program, **new student(s) on this application will not be eligible to participate in the Choice program at any Choice school(s)** for the entire 2020-21 school year.
- I understand that if the DOR determines that I do not meet the income eligibility requirements for the Choice program, I **will not** be able to appeal the determination.

If you do not agree to these items, you must use the DPI Income Determination Method. Click here to return to the Income Determination Method page and select the DPI Income Determination Method to proceed with this application.

**You have indicated that you would like DOR to verify your income eligibility for the Choice program. To help you decide whether you should use the DOR Income Determination Method, please review the following information:**

- The DOR may use your 2019 **OR** 2018 Wisconsin Income Tax Return for the income determination and will not indicate which year is used.
  If the adjusted gross income on your 2018 tax return is more than the maximum income limit amount, you should consider using the DPI Income Determination Method.
- The DOR will include all income on your Wisconsin Income Tax Return.
  If you filed a joint return with another person who is not on this application, you should consider using the DPI Income Determination Method.

**Please answer the following questions:**

1. Is your adjusted gross income on your **2018** (not 2019) Wisconsin Income Tax Return **less than or equal to** the maximum income limit amount of **37,202.00**?
   ○ Yes ◉ No ○ Don't Know
2. Did you file a joint tax return for 2019 **OR** 2018?
   ○ Yes ◉ No

- To use the DOR method, parent must also select the box indicating they understand how the DOR process works, and then select “Continue”
- Depending on the parent’s responses, a parent may receive the message “you should consider switching to the DPI income determination method”



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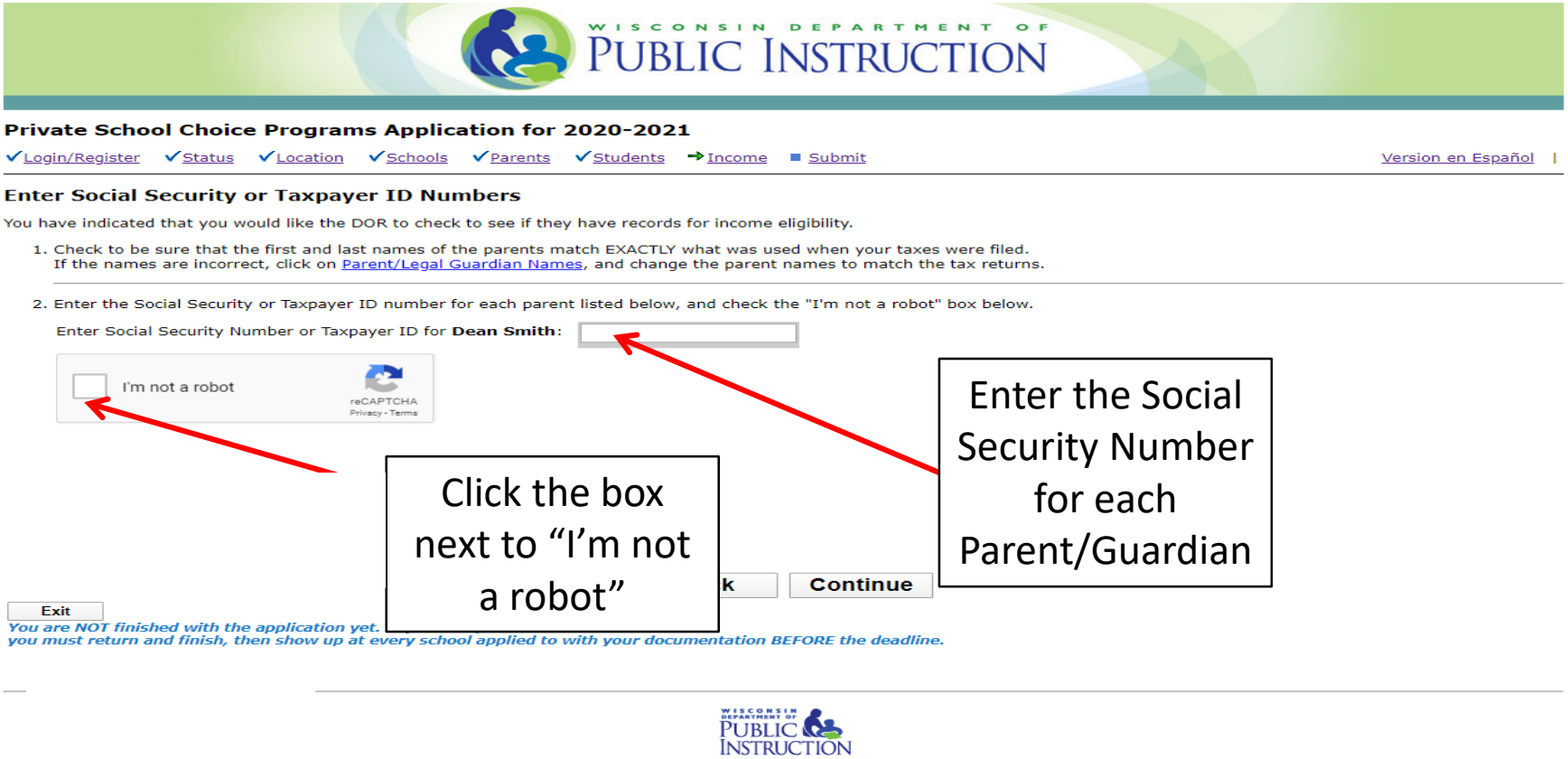
# DOR Method




- If the parent decides to use the DOR method, the following information must be completed.



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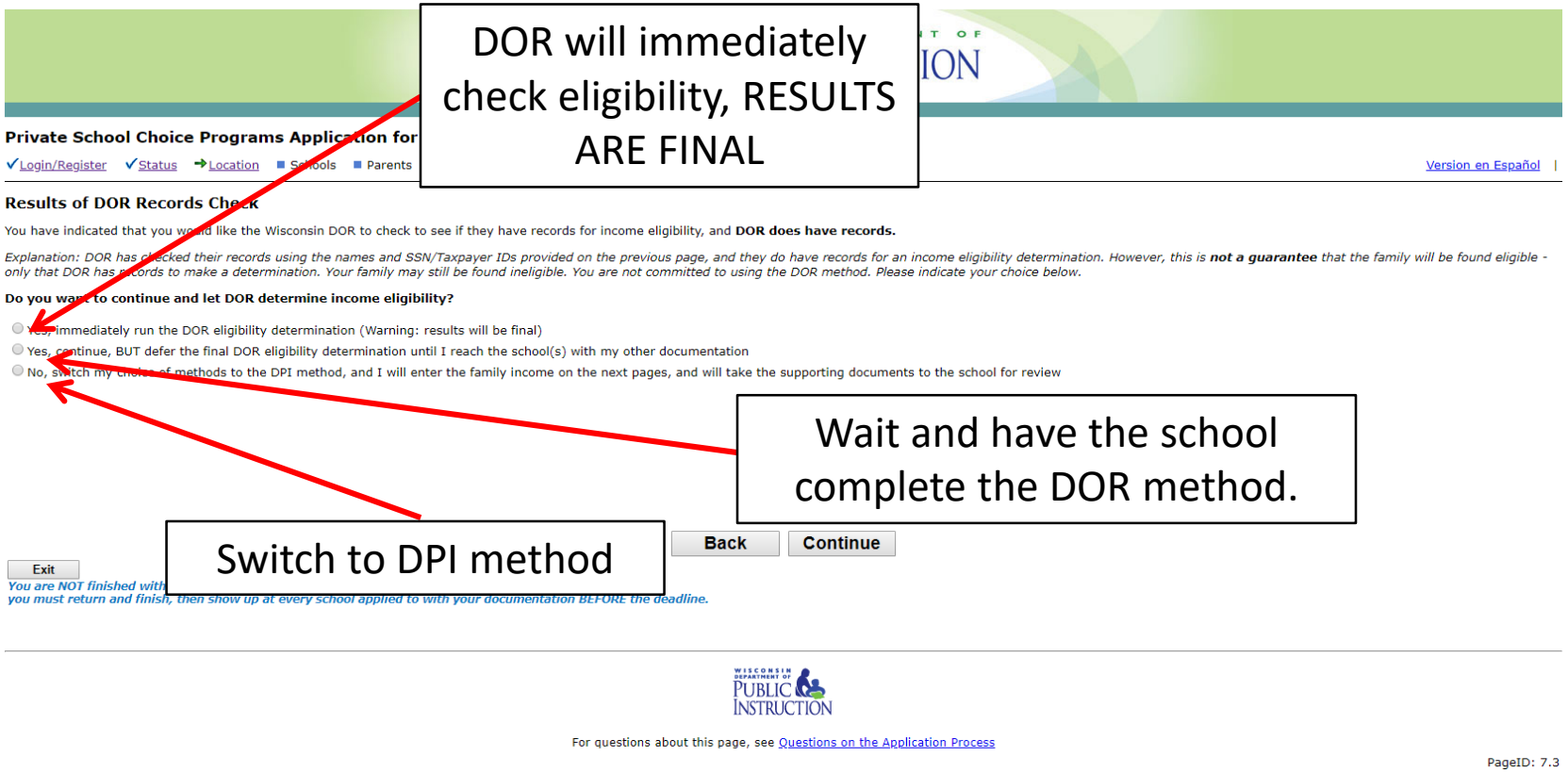
# DOR Method




- If DOR has records, the parent will be asked to select one of the following choices:
  1. Run the DOR method
  2. Wait and have school run DOR method
  3. Switch to the DPI method



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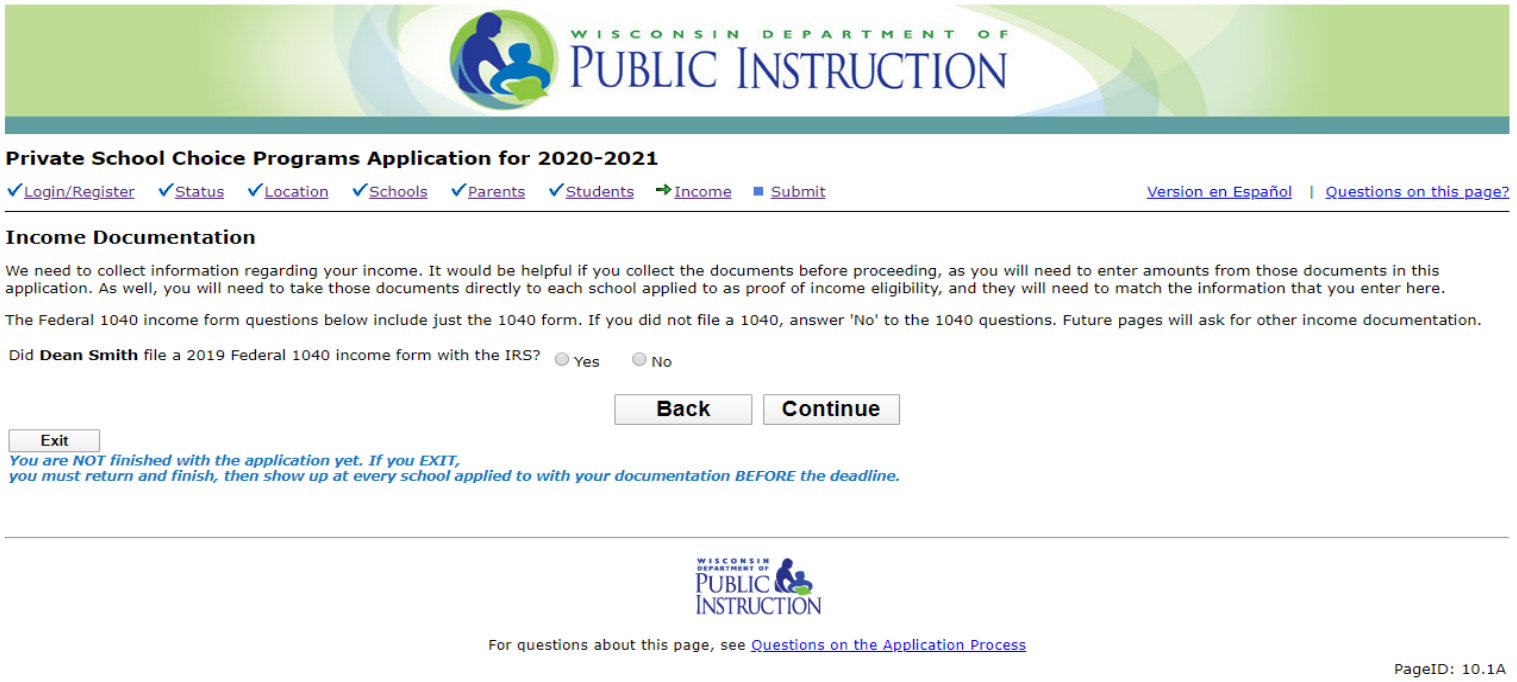
# DPI Method-1040 Filed Question




- If the parent does not use DOR, they will go to the above screen (DPI method).



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# DPI Method-No 1040 Filed

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**Private School Choice Programs Application for 2020-2021**

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**Enter Income Sources**

You stated that **Dean Smith** did not file a Federal 1040 for 2019.

Please check all sources of their income in 2019:

- ☐ Compensation reported on a W2 Wage and Tax Statement
- ☐ Compensation reported on final, December 2019 earnings statement
- ☐ Income reported on a 1099 tax form other than Social Security benefits
- ☐ Social Security benefits reported on a 1099 tax form
- ☐ Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
- ☐ Other income not listed above

(other income does not include the government sources of assistance listed below)

- ☐ FoodShare
- ☐ Housing Assistance
- ☐ Supplemental Security Income (SSI)
- ☐ Wisconsin Works (W2)
- ☐ Other government assistance

- ☐ No Income / None of the above

Back Continue

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

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- If no 1040 is available, the parent must identify all sources of income and government assistance obtained in 2019.



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# DPI Method- Entering Income Amounts

- If the parents filed a 1040, they will see this screen, and should input the information accordingly.



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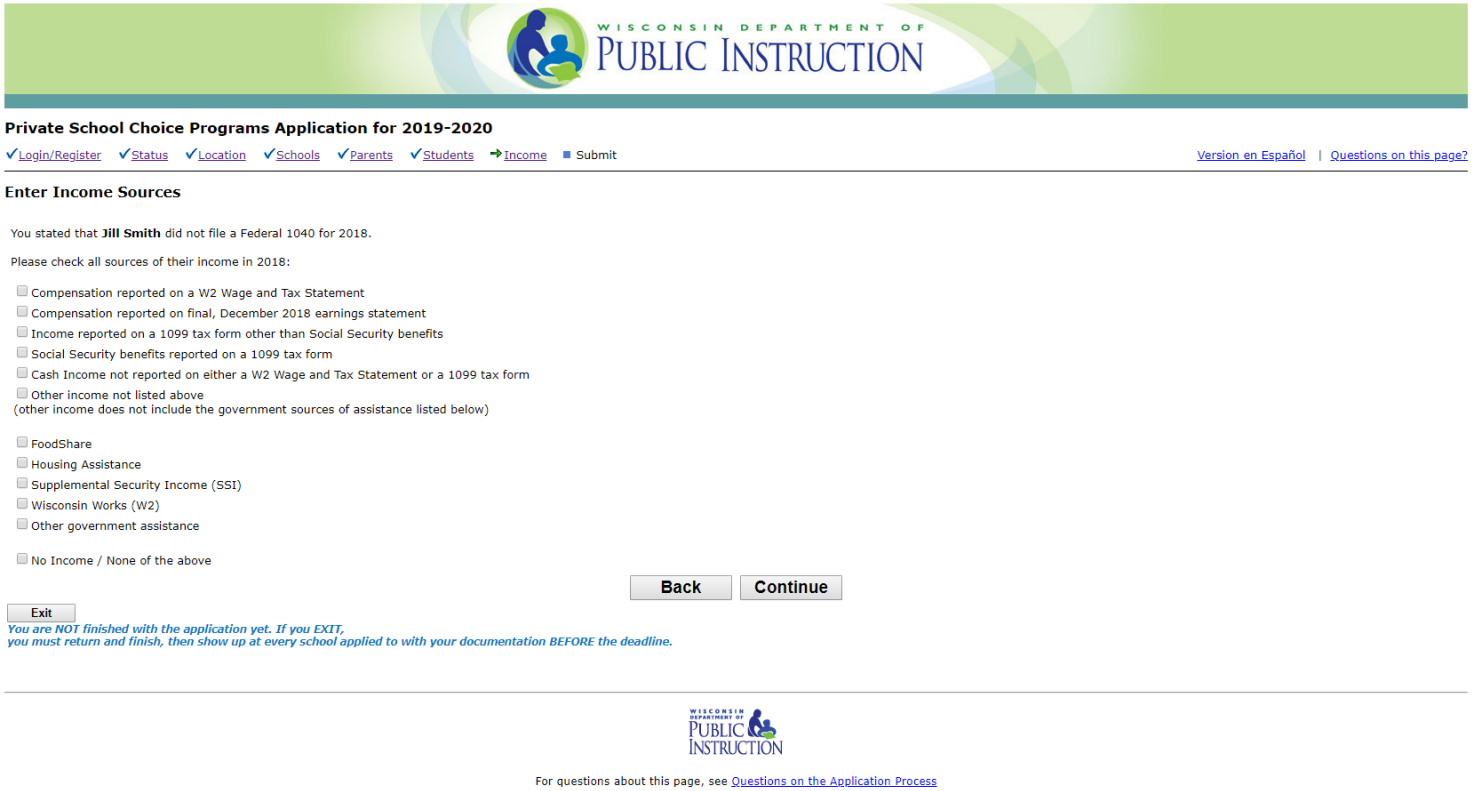
# DPI Method- Entering Income Amounts




- If one parent has a 1040 (or other income) and the other parent does not have income, the screen will look like the above.



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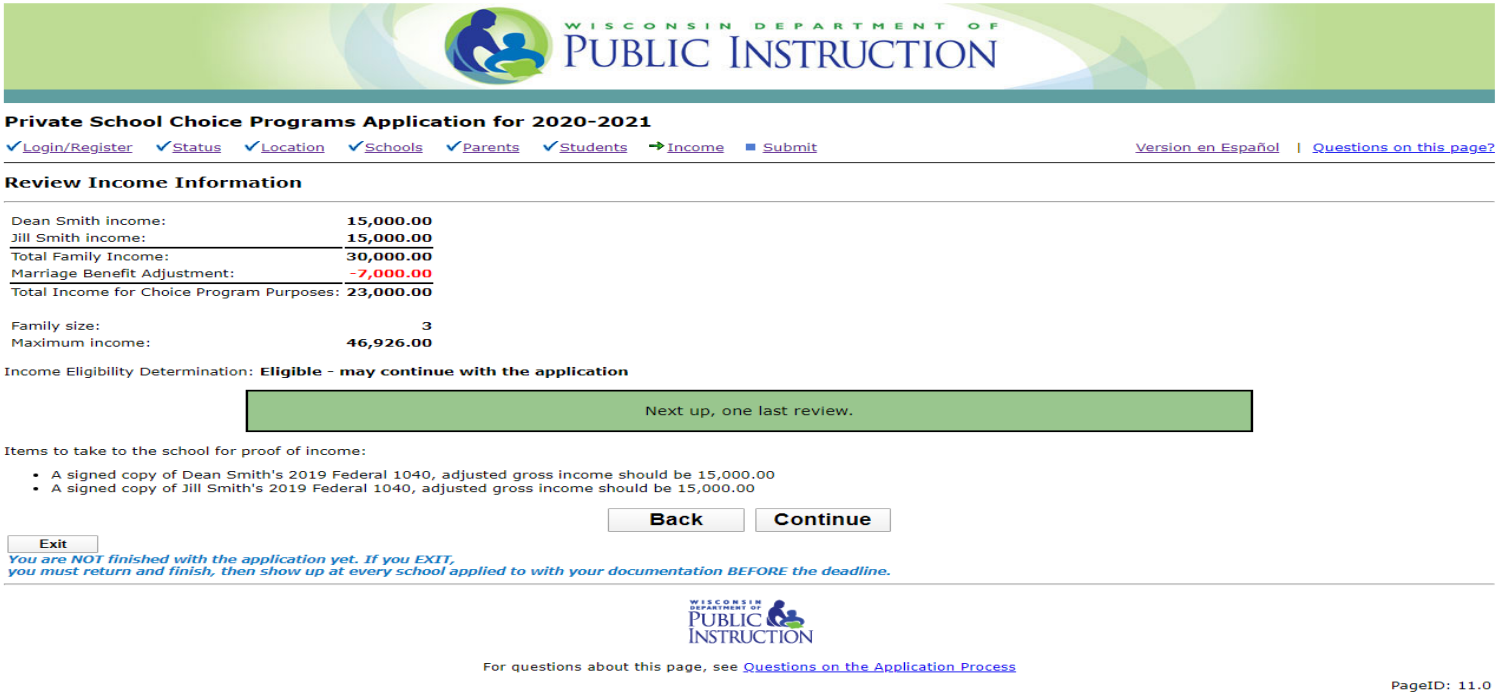
# DPI Method-Review Income Information



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**Private School Choice Programs Application for 2020-2021**

✓Login/Register ✓Status ✓Location ✓Schools ✓Parents ✓Students → Income ■ Submit  Version en Español | Questions on this page?

**Review Income Information**

| | |
|---|---|
| Dean Smith income: | 15,000.00 |
| Jill Smith income: | 15,000.00 |
| Total Family Income: | 30,000.00 |
| Marriage Benefit Adjustment: | -7,000.00 |
| Total Income for Choice Program Purposes: | 23,000.00 |
| Family size: | 3 |
| Maximum income: | 46,926.00 |

Income Eligibility Determination: **Eligible - may continue with the application**

Next up, one last review.

Items to take to the school for proof of income:

- A signed copy of Dean Smith's 2019 Federal 1040, adjusted gross income should be 15,000.00
- A signed copy of Jill Smith's 2019 Federal 1040, adjusted gross income should be 15,000.00

Back Continue

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

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For questions about this page, see Questions on the Application Process

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- If the parents are married, a “Marriage Benefit Adjustment” of $7,000 will show up that decreases “Total Family Income”. The “Total Income for Choice Program Purposes” will be the net amount.



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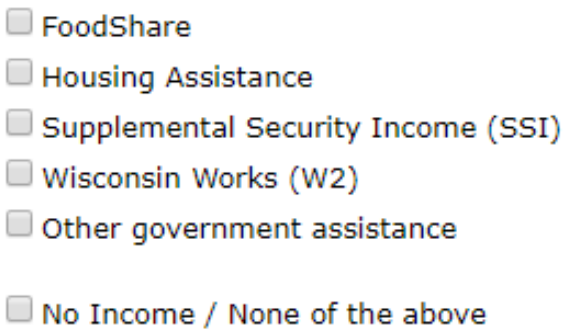
# DPI Method-Government Assistance

- If the family only identifies government assistance, an explanation of how basic needs were supplied in 2019 is required. The following are the government assistance categories:



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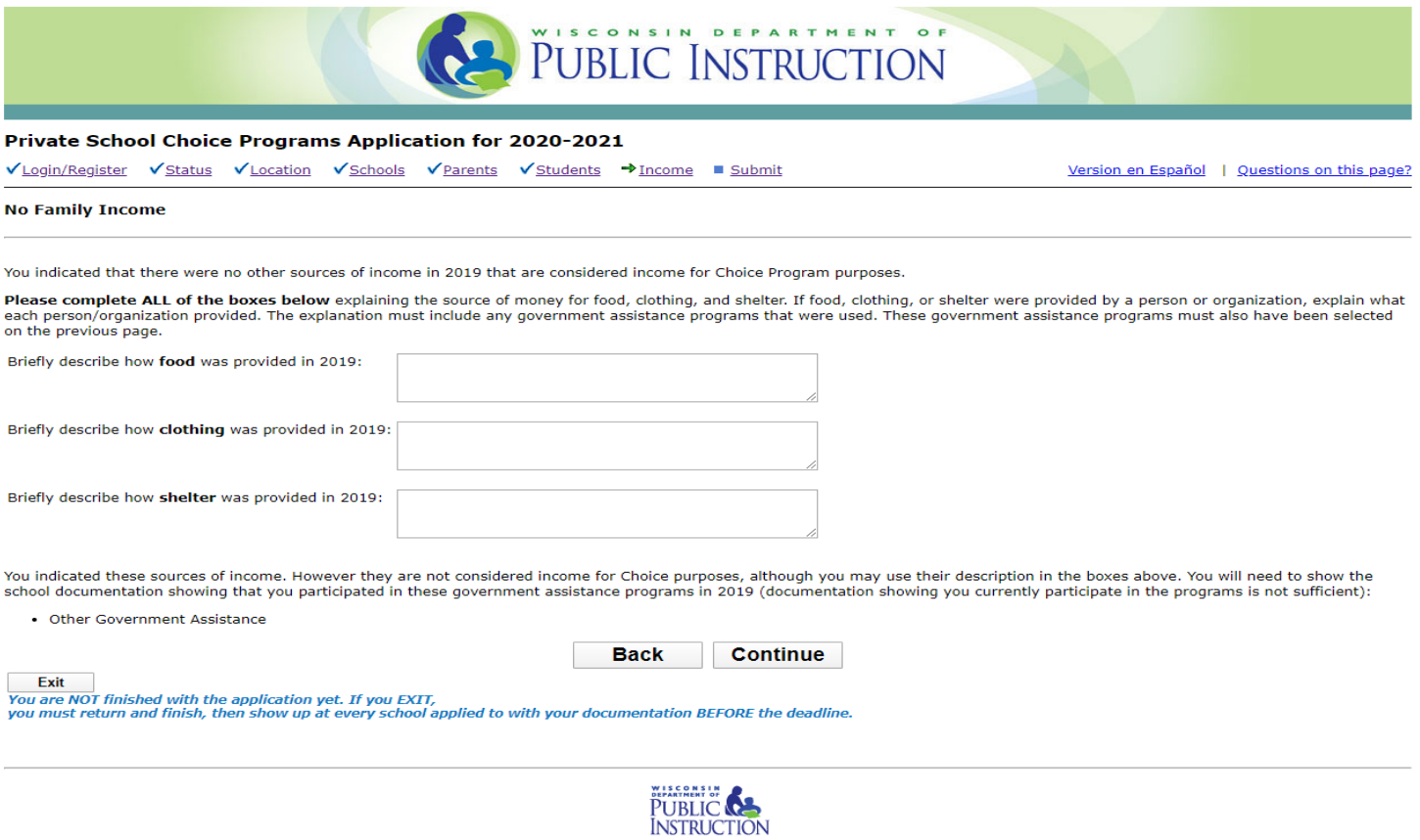
# DPI Method-Basic Needs Explanation



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**Private School Choice Programs Application for 2020-2021**

✓Login/Register ✓Status ✓Location ✓Schools ✓Parents ✓Students → Income ■ Submit  Version en Español | Questions on this page?

**No Family Income**

You indicated that there were no other sources of income in 2019 that are considered income for Choice Program purposes.

**Please complete ALL of the boxes below** explaining the source of money for food, clothing, and shelter. If food, clothing, or shelter were provided by a person or organization, explain what each person/organization provided. The explanation must include any government assistance programs that were used. These government assistance programs must also have been selected on the previous page.

Briefly describe how **food** was provided in 2019:

Briefly describe how **clothing** was provided in 2019:

Briefly describe how **shelter** was provided in 2019:

You indicated these sources of income. However they are not considered income for Choice purposes, although you may use their description in the boxes above. You will need to show the school documentation showing that you participated in these government assistance programs in 2019 (documentation showing you currently participate in the programs is not sufficient):

- Other Government Assistance

Back Continue

Exit

*You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

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- If no income is identified, an explanation of how basic needs were supplied in 2019 is required.



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# Submission Screens

1) Includes a review screen with application data entered.

2) The parent submits the application to the school.



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# Review Screen-Page 1

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**Final Review**

**Almost Complete - Review Your Information Before Submission**

If everything is correct, you must click the "Yes, all information is correct" button at the **bottom of the page** to move on to the final step.

**Parents / Legal Guardians**

| | |
|---|---|
| Parent/Legal Guardian: | Smith, Dean<br>Smith, Jill |
| Street Address: | 1234 Right St<br>Madison, WI 53532 |
| Phone: | (608) 223-4521 (home) |
| Email: | 2020test5@test.test |
| School District: | Bangor |

**Income Summary**

You chose to have income eligibility determined using the DPI Income Determination Method.

You indicated that Dean Smith and Jill Smith are married to each other.

The family size used in determining income eligibility is **3**.
Included in the family are *Joe Smith, Dean Smith, Jill Smith*.

You entered the following as sources of income:

- Dean Smith reported the following:
  - No income
- Jill Smith reported the following:
  - No income

Clothing pr
Food provic
Shelter provided by: ***asdf***



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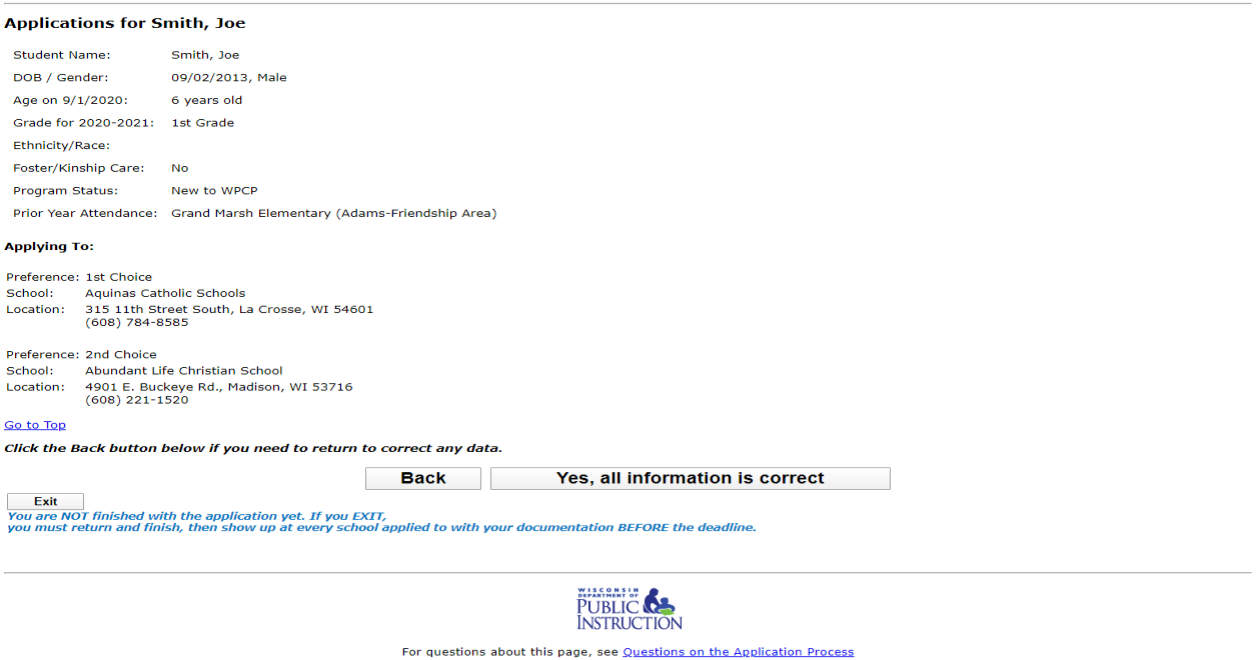
# Review Screen-Page 2



**Applications for Smith, Joe**

| | |
|---|---|
| Student Name: | Smith, Joe |
| DOB / Gender: | 09/02/2013, Male |
| Age on 9/1/2020: | 6 years old |
| Grade for 2020-2021: | 1st Grade |
| Ethnicity/Race: | |
| Foster/Kinship Care: | No |
| Program Status: | New to WPCP |
| Prior Year Attendance: | Grand Marsh Elementary (Adams-Friendship Area) |

**Applying To:**

Preference: 1st Choice
School: Aquinas Catholic Schools
Location: 315 11th Street South, La Crosse, WI 54601
(608) 784-8585

Preference: 2nd Choice
School: Abundant Life Christian School
Location: 4901 E. Buckeye Rd., Madison, WI 53716
(608) 221-1520

Go to Top

***Click the Back button below if you need to return to correct any data.***

Back | Yes, all information is correct

Exit

*You are NOT finished with the application yet. If you EXIT,*
*you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

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For questions about this page, see Questions on the Application Process



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Parent must check the box before hitting the “Submit Applications” button.



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# Confirmation Screen

1) Confirmation that the school(s) received the application.

2) Indicates what document(s) the parent must provide to the school(s).



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# Confirmation Screen-Page 1

**Private School Choice Programs Application for 2020-2021**

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**What To Do Next**

1. Print this page.
2. An application for the following student has been submitted by parent **Billy Bones**: *(confirmation number: 168379)*
   - **King James** applied for grade 03 at Aquinas Catholic Schools and Assumption Catholic Schools and McDonell Area Catholic Schools and Saint John's Evangelical Lutheran School - Jefferson

| School Applied To and Contact Information | Dates That You Must Bring Documentation to the School | Residency Documentation Must be Dated Between the Following Dates |
|---|---|---|
| **Aquinas Catholic Schools**<br>315 11th Street South<br>La Crosse, WI 54601<br>(608) 784-8585 | February 05, 2020 - April 16, 2020 | October 03, 2019 - April 16, 2020 |
| **Assumption Catholic Schools**<br>445 Chestnut Street<br>Wisconsin Rapids, WI 54494<br>(715) 422-0900 | February 05, 2020 - April 16, 2020 | October 03, 2019 - April 16, 2020 |
| **McDonell Area Catholic Schools**<br>1316 Bel Air Blvd<br>Chippewa Falls, WI 54729<br>(715) 723-0538 | February 05, 2020 - April 16, 2020 | October 03, 2019 - April 16, 2020 |
| **Saint John's Evangelical Lutheran School - Jefferson**<br>232 East Church St<br>Jefferson, WI 53549<br>(920) 674-2922 | February 05, 2020 - April 16, 2020 | October 03, 2019 - April 16, 2020 |

**NOTE:** If the documentation listed below is not provided to any schools you are applying to during the dates specified above, the applications for any school(s) that you did not provide documentation to will be ineligible.

3. In order to complete the application process, you must bring the following document(s) to each school by the last date shown above. **If the documentation listed below is not provided or provided after the last date shown above, the application is not eligible.**

   **Required Income Documentation (ALL of the following):**

   No income-related documentation will be required



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# Confirmation Screen-Page 2

3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application**. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to address on the application for service at that address.
4. **Governmental correspondence**. Examples include a 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.
5. **Lease agreement with a term that includes the date the parent 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. Expired leases are NOT acceptable. If a month-to-month lease is used, the beginning month must be between the dates in the 3rd column above labeled "Residency Documentation Must be Dated Between the Following Dates". Rent receipts are NOT an allowed residency document.
6. **Homeless individuals** may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated within the required time period by a representative of the organization.
7. Properly completed **Alternative Residency Verification form** (Form PI-PCP-51) only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/ legal guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family. The Alternative Residency Verification form is available at http://dpi.wi.gov/choice under 'Residency Information'.

Please do not also send in a paper application to the school offices - your application has already been entered.

4. If you need to make a change:
   - Use your email address and password to return to this application process.
   - You **MUST** go through all pages and resubmit your application for the schools to get an updated copy of your data.
   - Any corrections must be completed and submitted before the end of last day of the enrollment period.
5. We suggest you then **close this browser window** for security purposes.

Back | Close this Window

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For questions about this page, see Questions on the Application Process



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# Questions?

If you have questions about the Private School Choice Programs, please contact the schools you would like to apply to. A list of the schools participating in the program and their contact information is available at http://dpi.wi.gov/sms/choice-programs/student-applications under "School Lists and Contact Information" and then choose the list that corresponds to your program.

If you have technical questions regarding using the online parent application, please email PrivateSchoolChoice@dpi.wi.gov.