

**Community Christian School of Baraboo
Wisconsin Parental Choice Program
Application Guide, 2022-23**

General Instructions and Deadlines

Open enrollment is February 1 through April 15. Please fill out the application immediately, well before April 15, because that date (at 4pm) is the final deadline for the application and all required documentation (you need to submit proof of residency, and possibly also income, to the school).

Apply early--if there is an error in your application, it can most likely be corrected within the open enrollment period. But April 15th at 4pm is a firm cut-off--if there is one critical mistake in your application, or if you've failed to submit a single piece of required documentation, your application could be ineligible for the 2022-23 school year.

To apply, navigate to barabooccs.com/choice and click on the green "Apply Now" button to be redirected to the Wisconsin Department of Public Instruction's Online Application System (OAS). You will need:

- Email address--confirmations and notifications will be sent here.
- Income information--either your social security number, or income documentation (depending on your selection of income determination method).

Remember that after applying, you must submit to the school residency documentation, and possibly also income documentation. You can submit a hard copy in person or by mail, or you can email a scan of the documentation to the Administrator: administrator@barabooccs.com

The Administrator will verify your application (confirm as eligible) and email you confirmation. In the event there are more voucher applicants than voucher seats available per grade level, applicants will be subject to a DPI random selection for those voucher seats. The DPI will notify you of admission or non-admission to the program by email no earlier than June 1. Remember that after being awarded a voucher, you must accept the voucher by sending the school written confirmation of your acceptance within five days.

If you are a new family to CCS, please also complete the online enrollment for the school by April 15, which you can find on the school's website. If you are a returning family, please complete the online re-enrollment for the school by April 15, which will be emailed to families in February.

IF YOU NEED HELP, LET US KNOW--WE CAN WALK YOU THROUGH THE PROCESS.

Call the school: 608-448-2191
Or email Joanne Finn at jfinn@barabooccs.com

General Eligibility

Q: Who is eligible for the Wisconsin Parental Choice Program?

A: Students who are residents of Wisconsin, whose families have an Adjusted Gross Income (AGI) at or below 220% of the federal poverty level are eligible to receive a voucher to attend a private or religious school through the program (AGI is determined by the federal income tax return for the prior calendar year--2021 for the 2022-23 school year). If the student's parents/guardians that reside in the same household are married, their qualifying income threshold is increased \$7,000 when determining income eligibility for the program.

Qualifying Incomes for the statewide Parental Choice Program, 2022-23

Family size	Single income	Married income (+\$7,000)
1	\$28,336	\$35,336
2	\$38,324	\$45,324
3	\$48,312	\$55,312
4	\$58,300	\$65,300
5	\$68,288	\$75,288
6	\$78,276	\$85,276

*For each additional family member add \$9,988.

Family size: includes parents/guardians and their children by birth, marriage or adoption that reside in the same household as the student applicant.

Family income: includes the income of the student's parent(s) or legal guardian(s) that reside in the same household as the student applicant.

Note that eligibility is based on adjusted gross income - this means your gross income minus specific deductions, so even if your gross income exceeds the threshold, your adjusted gross income might qualify. This number is taken from line 7 of your form 1040 federal tax filing.

Q: Who may apply?

A: Any public school student in grades K4-12 who meets the income requirements.

A: Any student who in the previous school year was not enrolled in school.

A: Any non-voucher student currently attending a private or religious school may apply to the program only when entering K4, K5, first and ninth grade.

A: Students entering 4K, Kindergarten, and first grade must be respectively four, five, and six years old on or by September 1 of the school year they intend to enroll.

If you don't qualify this year:

The school offers a limited amount of scholarships for those in need--request an application from the office.

Income Determination Method

Within the online Choice application, there is an option of two different income determination methods: Department of Revenue (DOR) or Department of Public Instruction (DPI). There are important differences between them:

Department of Revenue (DOR) Income Determination Method

- Your social security number will be used to look up tax data from the Wisconsin Department of Revenue.
- The DOR method will search for records from the past two years. If data from 2021 is available, it will be used. If not, then data from 2020 (if available) will be used. Which year is being used will not be identified.
- Only choose this option if you are certain that your income (for either year) will qualify, because the DOR determination is final and there is no appeal. If found ineligible using this method, your application will not be eligible for 2022-23.
- The DOR income determination method uses the income for all of the individuals on the parents' tax return(s), even if all of the individuals on the tax return are not identified as a parent on the application. As a result, applicants should consider using the other DPI income determination method if they filed a joint return and no longer live with the other individual on their return.

If you think that your 2020 income will qualify, but not your 2021:

- Wait to file your 2021 taxes until after submitting your 2021-22 Choice application.
- In the online Choice application, choose the DOR income determination method.
- Remember to only choose this option if you are entirely certain that your 2020 income will qualify, because the DOR determination is final and there is no appeal.

Department of Public Instruction (DPI) Income Determination Method

- You must provide income documentation to the school (such as the first two pages of your 2021 tax filing), and the school will verify that you are income eligible.
- Only the previous year's (i.e. 2021) income can be used.
- The income amount on the documentation should match the amount entered into the online Choice application.

Acceptable income documentation includes:

- 1040, 1040EZ, or 1040A
 - Only the first two pages are required. If married filing jointly, it should be signed and dated by both parents.
- W-2 tax form or final wage earnings statement
- 1099 form

Unacceptable income documents:

- Wisconsin tax return
- E-file signature authorization form
- Reports from tax preparation software

Residency Documentation

Requirements for residency documentation:

- Must include the name and address of the parent listed on the application.
- Must be dated between three months prior to the start of the open application period, and the end of the open application period.
- Must be submitted to the school within the open application period.

Acceptable residency documentation includes:

- Wage statement or W2
- Current water, sewer, gas, electric, cable, satellite, or landline phone bill (not cell)
- Letter from water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application
- Lease agreement whose lease term includes the date the parent is applying. If a month-to-month lease is used, the state date must meet the date requirement (three months prior to the start of the open application period). Must be:
 - Complete and legible
 - Unexpired
 - Term includes the date the parent is applying
- Recent government correspondence
- Access.gov letter/printout

Unacceptable residency documents:

- Report card
- Bank statement
- Letter from landlord
- Any envelope
- Rent or lease receipt
- Expired leases
- Cell phone bill
- Tax return