



WISCONSIN PARENTAL CHOICE PROGRAM

2022-2023

NEW STUDENT APPLICATION INSTRUCTIONS

WPCP online application period opens: Tuesday, February 1, 2022

Deadline: Thursday, April 21, 2022 4:00 p.m.

This guideline is for families who did **NOT** apply for the Choice program last year.

If your family meets the following three eligibility requirements, you may apply for the Choice program:

- **RESIDENCY:** *You must reside in the state of Wisconsin.*
- **STUDENT ELIGIBILITY:** *Students new to Aquinas Catholic Schools, coming from a public school or home school grades K4-12. Returning ACS students entering K4, K5 Grade 1 & Grade 9 only.*
- **INCOME ELIGIBILITY:** *See table below.*

Family Size	Single Parent 2021* Income	Married 2021* Income
2	\$38,324	XX
3	\$48,312	\$55,312
4	\$58,300	\$65,300
5	\$68,288	\$75,288
6	\$78,276	\$85,276
7	\$88,264	\$95,264

The stated limits would include income of parents or legal guardians residing in the same household as the student applicant. Family size includes parents or legal guardians and their children by birth, marriage, or adoption residing in the same household as the student applicant.

*2020 Income can be used to qualify if you apply for the WPCP prior to filing your 2021 taxes.

Step 1: Complete the WPCP online application at <https://sms.dpi.wi.gov/ChoiceParent/> before application period closes on April 21, 2022 at 4:00 p.m. Late applications will not be accepted for any reason.

Step 2: Furnish Residency and Income Documentation to the Aquinas Catholic Schools Finance Office. Legible documents can be delivered to our office at Aquinas Catholic Schools, 315 11th St. South, La Crosse, WI 54601. Please call 608-784-8585 to schedule an appointment to drop off documents. Documents can also be mailed to the address above, but must be **received in our office** before 4:00 p.m. on April 21, 2022. If scanning and emailing, please send to nancy.pederson@aquinasschools.org. Please contact us with any questions on acceptable documents. We are here to help you.

Late, incomplete or incorrect documentation will not be accepted for any reason.

This list shows the Residency Documents accepted by the state of Wisconsin. Residency documents must match the information exactly as entered in your online application. Full name (no shortened or nicknames allowed) & full street address.

RESIDENCY DOCUMENT MUST BE DATED WITHIN THREE MONTHS OF THE CHOICE APPLICATION PERIOD.

Documents required for income verification will be based on the method used during the online application process. You have the choice of how you would like your income verified during online enrollment.

Residency Documentation

1. Water, sewer, gas, electric, cable, satellite, or landline phone bill. Cell phone bills are NOT acceptable. The bill must be for services at the address on the application and have a mailing address that matches the address on the application.
2. Wage statement dated within 3 months.
3. 2021 W2 year-end earnings statement.
4. Governmental correspondence. Examples include correspondence or statements such as 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. Signed and dated 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. *Generally, the parent should try to provide one of the allowed residency documents other than a month-to-month lease. However, if a month-to-month lease is used, it must be dated between three (3) 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. Rent receipts are NOT an allowed residency document.*

Income Documentation

1. **Option 1** - DPI (Department of Instruction) Method **Recommended method.** The DPI method is based on 2021 income. You will need to enter the adjusted gross income from your tax return (1040, 1040A, 1040EZ) in your online application. The amount entered into the online application must match the income documentation. You will need to provide a copy of the first two pages of your 2021 Federal Tax return which must be signed and dated. Both taxpayers' signatures are required on joint returns.
2. **Option 2** - DOR (Department of Revenue) Method All parent(s)/guardian(s) listed on an application must provide their social security number 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 2020 & 2021 or your application could be ineligible.

Step 3: Complete & submit your Aquinas Catholic Schools Enrollment form.

If you have questions about the Wisconsin Parental Choice Program application process, we're here to help. Please contact Nancy Pederson, Enrollment Services Coordinator at nancy.pederson@aquinasschools.org or (608) 784-8585.