

Attachment D - Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident Under 24 P.S. §13-1302

Pursuant to Act 35 of 2001 (24 P.S. §13-1302(a)(2)), school districts may request information from the resident to substantiate the assertions made in the sworn statement of the resident, provided that the district has adopted a policy regarding this additional substantiating information and that the policy conforms with this Basic Education Circular. However, school districts and charter schools should be flexible in this regard and should consider what is reasonable in light of the family's situation.

A school district or charter school may require that more than one form of residency confirmation be provided. However, school districts and charter schools should be flexible in verifying residency, and should consider what information is reasonable in light of the family's situation.

Examples of documentation that can support the factors in §1302 include:

Signer is a Resident of the District Any one of the following constitutes acceptable documentation: a deed, a lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, or Department of Transportation identification card, Copy of State/Federal program enrollment, (examples include, but not limited to, TANF or CHIP).

Signer is Supporting the Child Gratis

- Copy of completed county form or court order transferring child support payments to resident, if applicable, or
- Copy of completed State form notifying Department of Human Services of child's new residence, if applicable,
- Copy of lease/rental agreement identifying the child as a tenant, if applicable, or
- sworn statement by the resident.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive support, child support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or **on account of the child shall not be deemed to be personal compensation or gain.**

Signer will Assume All Personal Obligations for the Child Relative to School Requirements

- Sworn statement by resident shall be satisfactory evidence thereof.

Signer Intends to so Keep and Support the Child Continuously and Not Merely Through the School Term

- Sworn statement by resident shall be satisfactory evidence thereof.

Action or information that may be requested:

1. Home visit(s) (in person or via a virtual meeting)
2. Receipts for food, clothes, after school activities, or medical bills for the child
3. If applicable, documentation to demonstrate the resident has claimed the child as a dependent.

Action or information that may not be requested or required:

1. No contact with the biological or adoptive parents. A school district or charter school cannot determine the child cannot have contact with their biological or adoptive parent(s)
2. Documentation to demonstrate that the child has been claimed as a dependent by the resident
3. The reason why the child is no longer living with their biological or adoptive parent(s).