



- DCTAG
- Application Walk Through

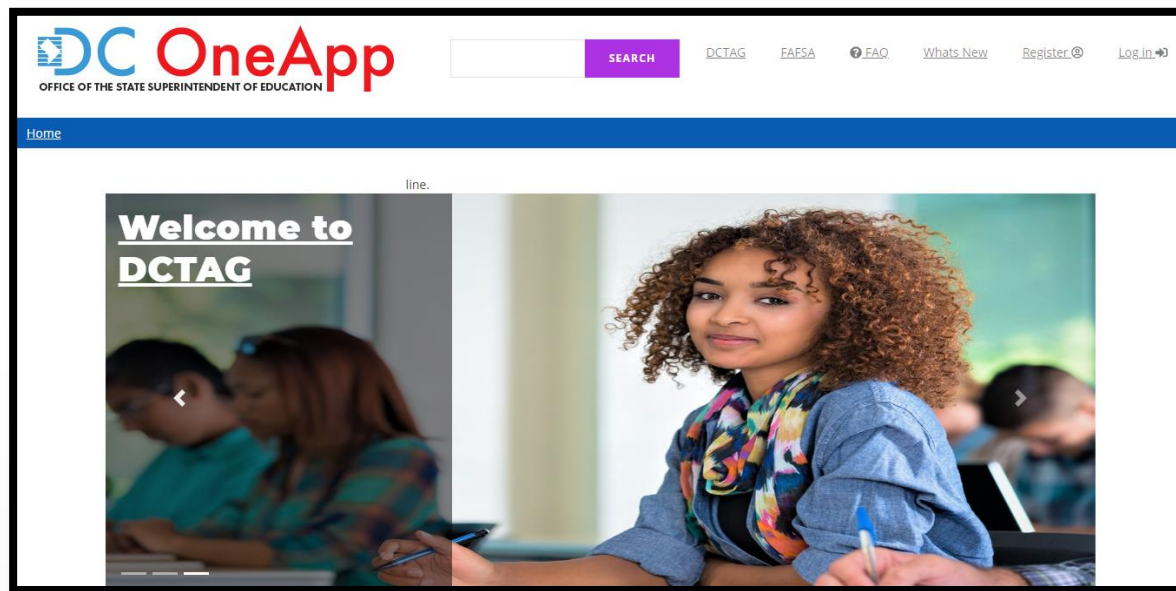
*** All data used are for demonstration purposes only.**



How to Register

DCTAG Home Page

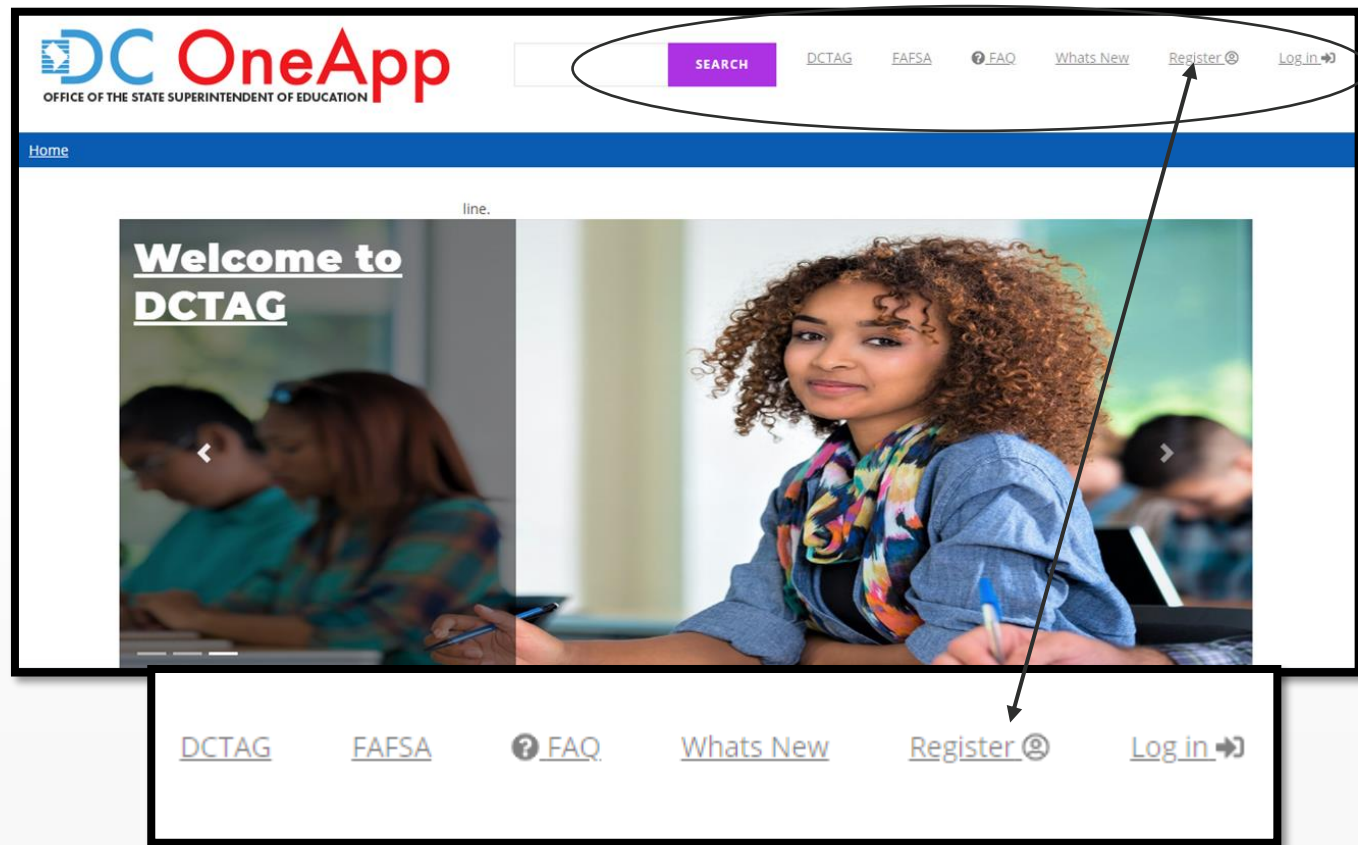
Website - dconeapp.dc.gov/



Registration Page

(First-Time Student/Applicant)

You can complete a registration by clicking on the “Register” button.



Registration Page - 1 of 3

All fields marked with a “*” are required

I have previously received a Bachelor's Degree? *

☒ No

☐ Yes

Warning: If you have a Bachelor's Degree you are not eligible for the DCTAG Program.

EMAIL *

melanie5@gmail.com

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Attention

Please make sure you entered your own Email Address to be registered.

Please do NOT enter your school email address


FIRST NAME *

LAST NAME *

SUFFIX (NAME)

- None - 

DOB *

mm/dd/yyyy 

Date of birth (mm/dd/yyyy)

GENDER *

- Select a value - 

RACE AND ETHNICITY *

- Select a value - 

SOCIAL SECURITY NUMBER *

CONFIRM SOCIAL SECURITY NUMBER *

This is the Confirm Social Security Number. The value must match the Social Security Number field.

Registration Page - 2 of 3

All fields marked with a “*” are required

HIGH SCHOOL/GED *	HIGH SCHOOL/GED GRADUATION MONTH AND YEAR *
<input type="text"/>	<input type="text"/>
<small>Please select from Drop down</small>	
HIGH SCHOOL GPA *	WHEN DID/DO YOU BEGIN YOUR FIRST YEAR IN COLLEGE? *
<input type="text" value="- Select a value -"/>	<input type="text"/>
Address *	
STREET ADDRESS *	
<input type="text"/>	
APARTMENT/SUITE	
<input type="text"/>	
CITY *	
<input type="text"/>	
STATE *	
<input type="text" value="- Select -"/>	
ZIP CODE *	
<input type="text"/>	

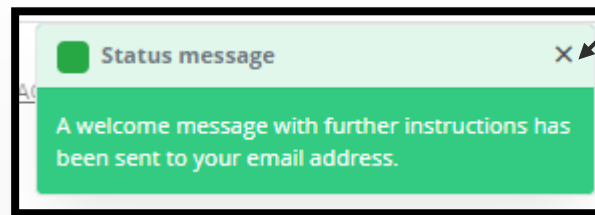
Registration Page - 3 of 3

All fields marked with a “*” are required

DC QUADRANT	DC WARD
<div>- None -</div>	<div>- None -</div>
The geographical quadrants in Washington, D.C.	The Wards in the Washington, D.C.
PHONE TYPE *	DIRECT PHONE NUMBER *
<div>- Select a value -</div>	<div></div>
	Please enter your mobile number.
<input type="checkbox"/> I am a student (an applicant). You should be an student (or future student at college) to register here.	
▼ CAPTCHA	
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.	
MATH QUESTION *	
<div>13 + 6 =</div>	
Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.	
<div>CREATE NEW ACCOUNT</div>	

After successfully completing the registration, you will receive this confirmation message.

Then, an email will be sent to your provided address.



Registration email to create password

Click on the link to create a password.

Test Curtis-Test,

Thank you for registering at DC One App. You may now log in by clicking this link or copying and pasting it into your browser:

<http://dconeapp3.staging.osse.dc.gov/user/reset/89709/1610565957/Y68TtwOpBb4mT95g0ZqdrGAWUW9jk5CgTiak8f2M9fg>

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <http://dconeapp3.staging.osse.dc.gov/user> in the future using:

username/email address: melanie6@gmail.com

password: Your password you create

-- DC One App team

Create password page

HOME / RESET PASSWORD

PASSWORD *

Password strength:

CONFIRM PASSWORD *

Passwords match:

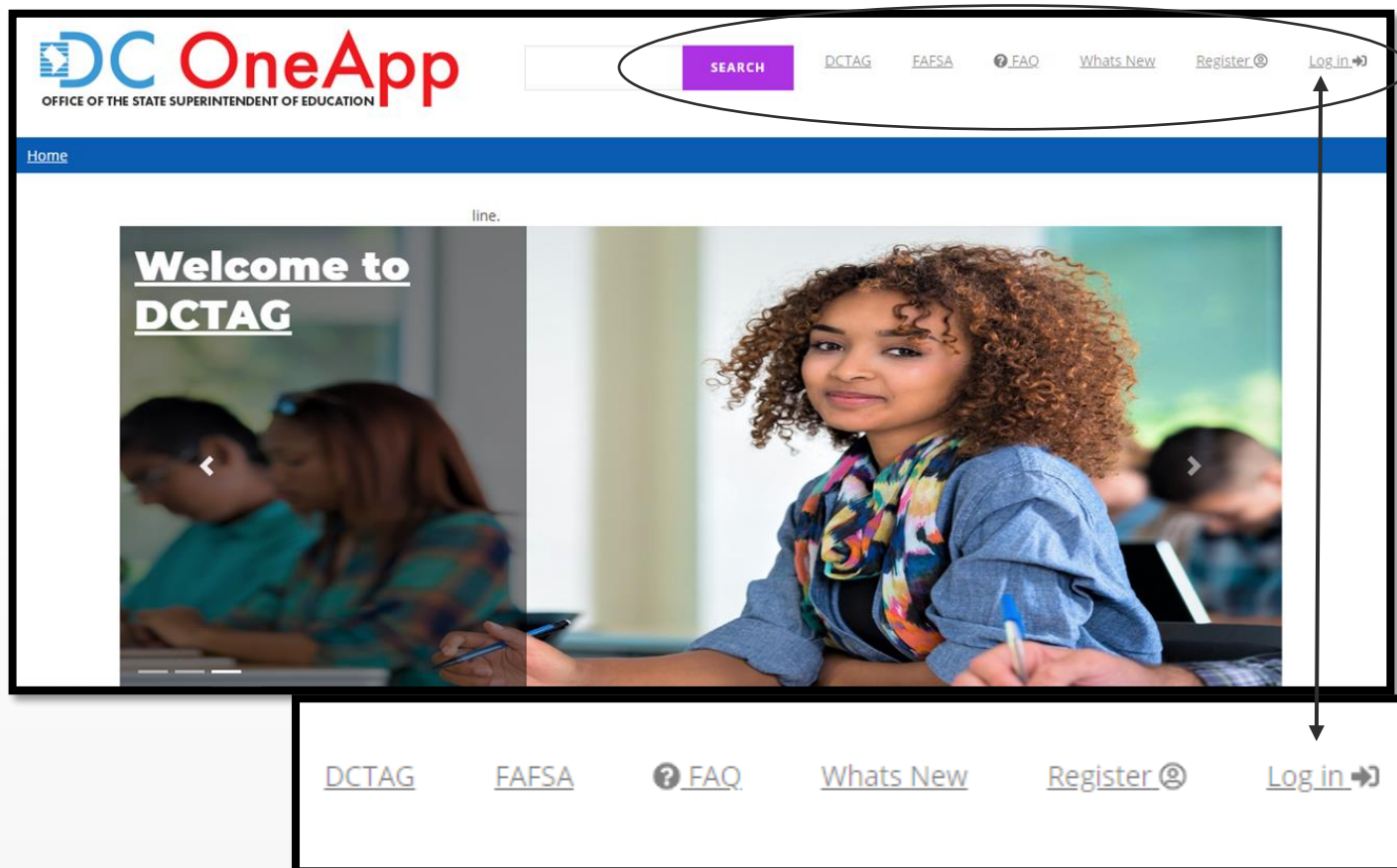
SAVE AND LOG IN AS TEST CURTIS-TEST



How to Log in

Log In (Returning Student/Applicant)

You can log in to the application by clicking on the “Log in” button.



When you log in

This page has three components

The screenshot shows the DC OneApp login page. Three components are highlighted with arrows and labels:

- Student Tabs:** Points to the 'HOME' tab in the top navigation bar.
- Blue Line Menu:** Points to the blue navigation bar containing links like Home, Application, D40 Authorization, Upload Documents, Correspondence, Payment History, College / University Transfer, and Provided Documents.
- Permanent Top Menu:** Points to the top navigation bar containing links like DCTAG, FAESA, FAQ, Contact, Whats New, Dashboard, Register @, and Log out.

The page content includes the DC OneApp logo, a search bar, and a section for 'Member for' with a timer showing '1 day 22 hours'.

Permanent Top Menu

[DCTAG](#)

[FAFSA](#)

[? FAQ](#)

[Contact](#)

[Whats New](#)

[Dashboard](#)

[Register @](#)

[Log out ➡](#)

DCTAG:	This will take you to the DCTAG website.
FAFSA:	This will take you to the FAFSA website.
FAQ:	This will take you to our Frequently Asked Questions
Contact:	This will provide you with the list of DCTAG counselors
What's New:	Important DCTAG information
Dashboard:	This will take you back to the student dashboard
Register:	Click this to register if you are a first time student
Log out:	To exit the system

Blue Line Menu

[Home](#) [Application](#) [D40 Authorization](#) [Upload Documents](#) [Correspondence](#) [Payment History](#) [College / University Transfer](#) [Provided Documents](#)

Home:	This will take you to the front page of the application
Application:	Click here to complete an application
D40 Authorization:	Click here to complete the D40 authorization
Upload Documents:	Click here to upload your supporting documents
Correspondence:	Click here to view your DCTAG correspondence (letters)
Payment History:	Click here to view your payment history
College/University Transfer:	Click here to change your DCTAG college/university
Provided Documents:	Click here to view the documents you provided

Student Tabs

HOME

VIEW PROFILE

EDIT PROFILE

STUDENT DASHBOARD

View Profile:

Click here to view profile

Edit Profile:

Click here to edit your profile

Student Dashboard:

Click here to view applications (by year).
You can also review the status of your application



Creating a new application

Create a new application

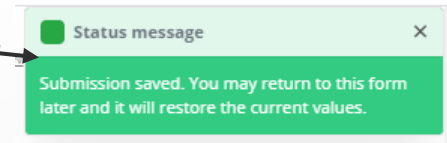
In order to complete the application please complete the seven steps as follow:



While going through the seven steps you can:

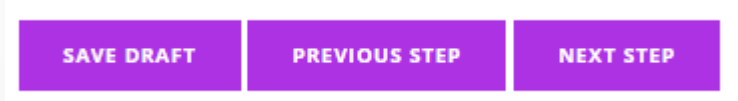
- click on save draft button to save the data if you need to exit the application

(you will receive this message when clicking save draft)



- click on previous step to return previous page

- click on next step button to advance to the next page



Create a new application

Personal Information 1 of 2

1

2

3

4

5

6

7

Personal Information

Student Dependency Questions

Parent/Guardian Registration

Affirmations

Source of Income

Preview

Complete

PROGRAM YEAR *

DCTAG 2021-2022

EXPECTED COLLEGE/UNIVERSITY PLANNING TO ATTEND *

Please select from dropdown

COLLEGE CLASSIFICATION/YEAR *

- Select -

COLLEGE GPA *

- Select -

FIRST NAME

Test

LAST NAME

Curtis-Test

SUFFIX

SOCIAL SECURITY NUMBER (LAST 4)

4545

DATE OF BIRTH

11-11-2002

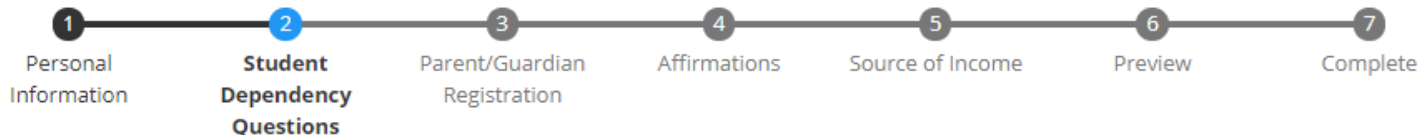
GENDER

Female

Personal Information 2 of 2

STREET ADDRESS		QUADRANT	APARTMENT/SUITE
1050 First Street		NE	
CITY	STATE	ZIP CODE	WARD
Washington	DC	20001	6
HIGH SCHOOL/GED	HIGH SCHOOL/GED GRADUATION MONTH AND YEAR		HIGH SCHOOL GPA
Fairmont Heights High - MD	02-2021		1.99 or lower
EMAIL		WHEN DID/DOES THE APPLICANT BEGIN THEIR FIRST YEAR IN COLLEGE?	
melanie6@gmail.com		06-2021	
RACE AND ETHNICITY	PHONE TYPE	PHONE NUMBER	
Black or African American	Home Number	+1(202) 222-2222	
SAVE DRAFT		NEXT STEP	

Student Dependency Questions 1 of 3



All questions below are for the Applicant (Student)

As of today, are you married? *

- ☐ Yes
- ☐ No

Do you have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021? *

- ☐ Yes
- ☐ No

Is the applicant a ward of the court as determined by DC Child and Family Services (CFSA)? ⓘ *

- ☐ Yes
- ☐ No

As of today, are BOTH of your parents deceased? *

- ☐ Yes
- ☐ No

Student Dependency Questions 2 of 3

Does someone other than your parent have legal guardianship of you, as determined by the courts?



☐ Yes

☐ No

As of today, are you homeless? *

☐ Yes

☒ No

SAVE DRAFT

PREVIOUS STEP

NEXT STEP

Student Dependency Questions 3 of 3

(Homeless menu will only display if you select homeless)

Homeless questions

As determined by the courts, are you an emancipated minor? ⓘ *

- ☐ Yes
- ☐ No

At any time on or after July 1, 2020, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? ⓘ *

- ☐ Yes
- ☐ No

At any time on or after July 1, 2020, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? ⓘ *

- ☐ Yes
- ☐ No

At any time on or after July 1, 2020, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? *

- ☐ Yes
- ☐ No

SAVE DRAFT

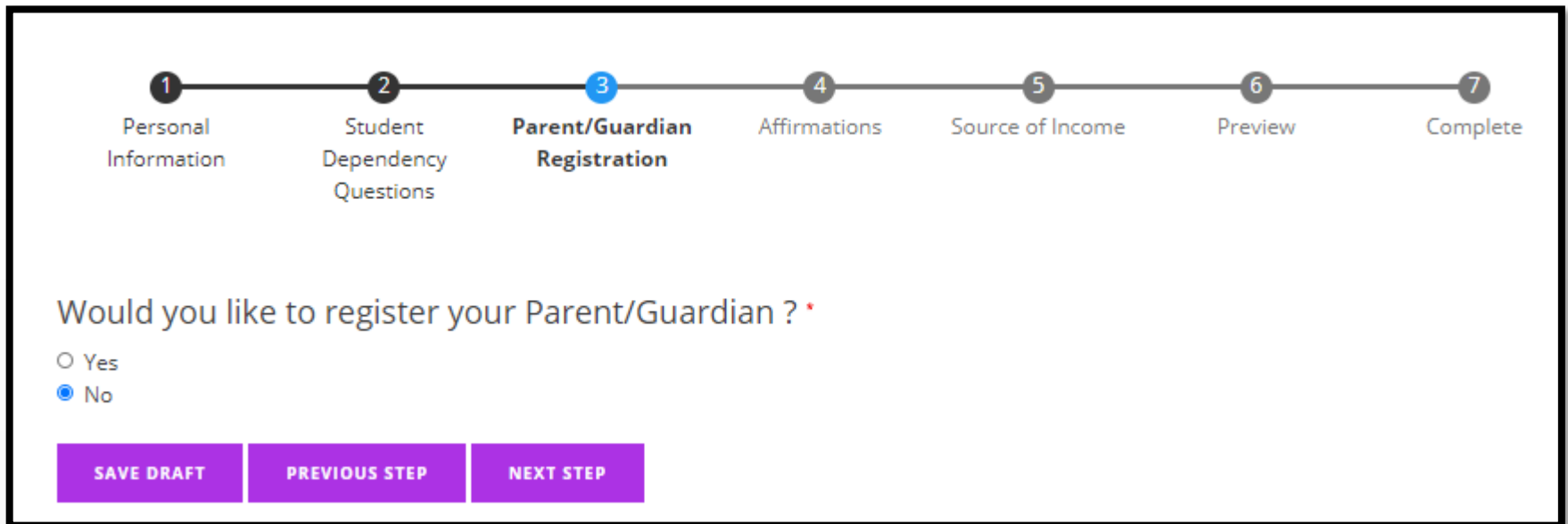
PREVIOUS STEP

NEXT STEP

Parent/Legal Guardian Registration

Based on the dependency answers provided the system will determine if you are independent or a dependent student.

Independent applicant/students will see question below allowing you to register your parent if you are using their source of income.



The image shows a registration process flowchart with seven steps: 1. Personal Information, 2. Student Dependency Questions, 3. Parent/Guardian Registration, 4. Affirmations, 5. Source of Income, 6. Preview, and 7. Complete. Step 3 is highlighted with a blue circle. Below the flowchart is a form titled "Would you like to register your Parent/Guardian ? *". It has two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom of the form are three buttons: "SAVE DRAFT", "PREVIOUS STEP", and "NEXT STEP".

1 Personal Information

2 Student Dependency Questions

3 **Parent/Guardian Registration**

4 Affirmations

5 Source of Income

6 Preview

7 Complete

Would you like to register your Parent/Guardian ? *

☐ Yes

☒ No

SAVE DRAFT PREVIOUS STEP NEXT STEP

Parent/Legal Guardian Registration

Based on the dependency answers provided the system will determine if you are independent or a dependent student.

Dependent applicant/students will be required to register your parent.

Parent/Guardian Registration

PARENT/LEGAL GUARDIAN RELATIONSHIP TO THE APPLICANT *

- Select -

FIRST NAME *

LAST NAME *

PHONE TYPE *

- Select -

PHONE NUMBER *

DATE OF BIRTH *

01/15/2021

Please pick the date or enter in mm/dd/yyyy format.

SOCIAL SECURITY NUMBER *

CONFIRM SOCIAL SECURITY NUMBER *

E-MAIL ADDRESS *

CONFIRM EMAIL *

SAVE DRAFT

PREVIOUS STEP

NEXT STEP

Affirmations (Student & Guardian)

You are required to sign the affirmation by clicking the box(es)

1

2

3

4

5

6

7

Personal Information

Student Dependency Questions

Parent/Guardian Registration

Affirmations

Source of Income

Preview

Complete

Student Affirmation

STUDENT AFFIRMATION STATEMENT

All DC OneApp applicants and parents, guardians, the spouses or other persons that provide more than 50 percent of the applicant's financial support of dependent DC OneApp applicants must sign and date this Affirmation Statement.

I do hereby affirm the following:

I am domiciled in the District of Columbia and it is my intention to remain domiciled in the District of Columbia.

I have not received my first undergraduate baccalaureate degree.

I am not enrolled in a graduate or professional degree program.

I am not in default on any loans Title IV of the Higher Education Act of 1965, and I do not owe a refund for funds previously received under Title IV; or I have made satisfactory arrangements for repayment.

If I am a male 18-25 years of age, I have either registered with Selective Service or provided documentation that complies with the rules justifying my non-registration with Selective Service.

All information provided on this form and the attachments is accurate, complete and true to the best of my knowledge.

I understand that I have an affirmative responsibility to inform the DCTAG program of any changes to the information provided in this form and the attachments, including changes to my place of domicile, income, tax information, or Student Aid Report (SAR).

I understand that knowingly providing false information may disqualify my DC OneApp application from consideration and may make me subject to fines or imprisonment in accordance with Federal and District of Columbia laws.

LEGAL DISCLAIMER

GUARDIAN AFFIRMATION

PARENT/LEGAL GUARDIAN AFFIRMATION STATEMENT

I do hereby affirm that domicile of the DC OneApp applicant may be established through me because:

I am the dependent DC OneApp applicant's parent, guardian, spouse or other person that provides more than 50 percent of the applicant's financial support.

I am domiciled in the District of Columbia and it is my intention to remain domiciled in the District of Columbia.

I am a parent, legal guardian, spouse or other person that provides more than 50 percent of the DC OneApp dependent applicant's financial support and I have attached a certified copy of my DC tax return (D-40) with a Schedule S that reflects the applicant as my dependent for all qualifying years.

Or

I am a parent, guardian, spouse or other person that provides more than 50 percent of the dependent DC OneApp applicant's financial support and I am not required to file a DC tax return (D-40). I have attached official documentation reflecting my income such as: TANF, SNAP, food stamps, retirement/annuity, Social Security, Unemployment, Worker's Compensation Disability, or Veterans Administration.

☐ Parent, Legal Guardian, or person providing more than 50% of student's welfare Signature

PARENT/GUARDIAN E-SIGNATURE DATE *

01/15/2021

[SAVE DRAFT](#) [PREVIOUS STEP](#) [NEXT STEP](#)

☐ Applicant (student) e-Signature

APPLICANT (STUDENT) E-SIGNATURE DATE *

01/15/2021

Source of Income

Select the source of income from the dropdown list.

Confirm your selection by checking the box “Applicant (Student) I agree”

The screenshot shows a 7-step process bar at the top: 1 Personal Information, 2 Student Dependency Questions, 3 Parent/Guardian Registration, 4 Affirmations, 5 Source of Income (highlighted in blue), 6 Preview, and 7 Complete. Below the bar, the form title is 'SOURCE OF HOUSEHOLD INCOME *'. There is a dropdown menu with '- Select -' and a downward arrow. Below the dropdown is a checkbox labeled 'Applicant (Student) I agree'. At the bottom are three purple buttons: 'SAVE DRAFT', 'PREVIOUS STEP', and 'PREVIEW'. An arrow points from the dropdown menu in this screenshot to the expanded dropdown menu in the screenshot below.

The expanded dropdown menu lists the following options:

- Select -
- Certified District of Columbia Taxes (D-40 Certification)
- Homeless Verification Letter
- Ward of the court
- 12 month 1099 Social Security Income (SSI) or Social Security Disability Income (SSDI) (Jan through Dec of Previous Calendar Year)
- 12 month Child Support (Jan through Dec of Previous Calendar Year)
- 12 month Retirement/Annuity Document (Jan through Dec of Previous Calendar Year)
- 12 month Temporary Assistance for Needy Families (TANF/Food Stamps) (Jan through Dec of Previous Calendar Year)
- 12 month Unemployment Benefit (Jan through Dec of Previous Calendar Year)
- 12 month Workman Compensation Disability (Jan through Dec of Previous Calendar Year)

Source of Income - TANF/Food Stamps

If you select TANF/Food Stamps as your source of income you may be required to answer an additional question.

SOURCE OF HOUSEHOLD INCOME *

12 month Temporary Assistance for Needy Families (TANF/Food Stamps) (Jan through Dec of Previous Calendar Year)

TANF

12 MONTH TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF/FOOD STAMPS) (JAN THROUGH DEC OF PREVIOUS CALENDAR YEAR)

Individuals who receive Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP or "Food Stamps") can request for DCTAG to verify your receipt of TANF or SNAP benefits with the District's Department of Human Services. DCTAG uses this information solely for the purpose of District residency verification to determine DCTAG eligibility.

If you would like to request for DCTAG to pull your TANF/SNAP benefits, please download this form:

[OSSE-DHS Release of Information 2021 PDF Document](#)

Once you have completed the form, please upload to the DCONEAPP portal by clicking on Upload Documents.

TANF STATEMENT FROM ESA

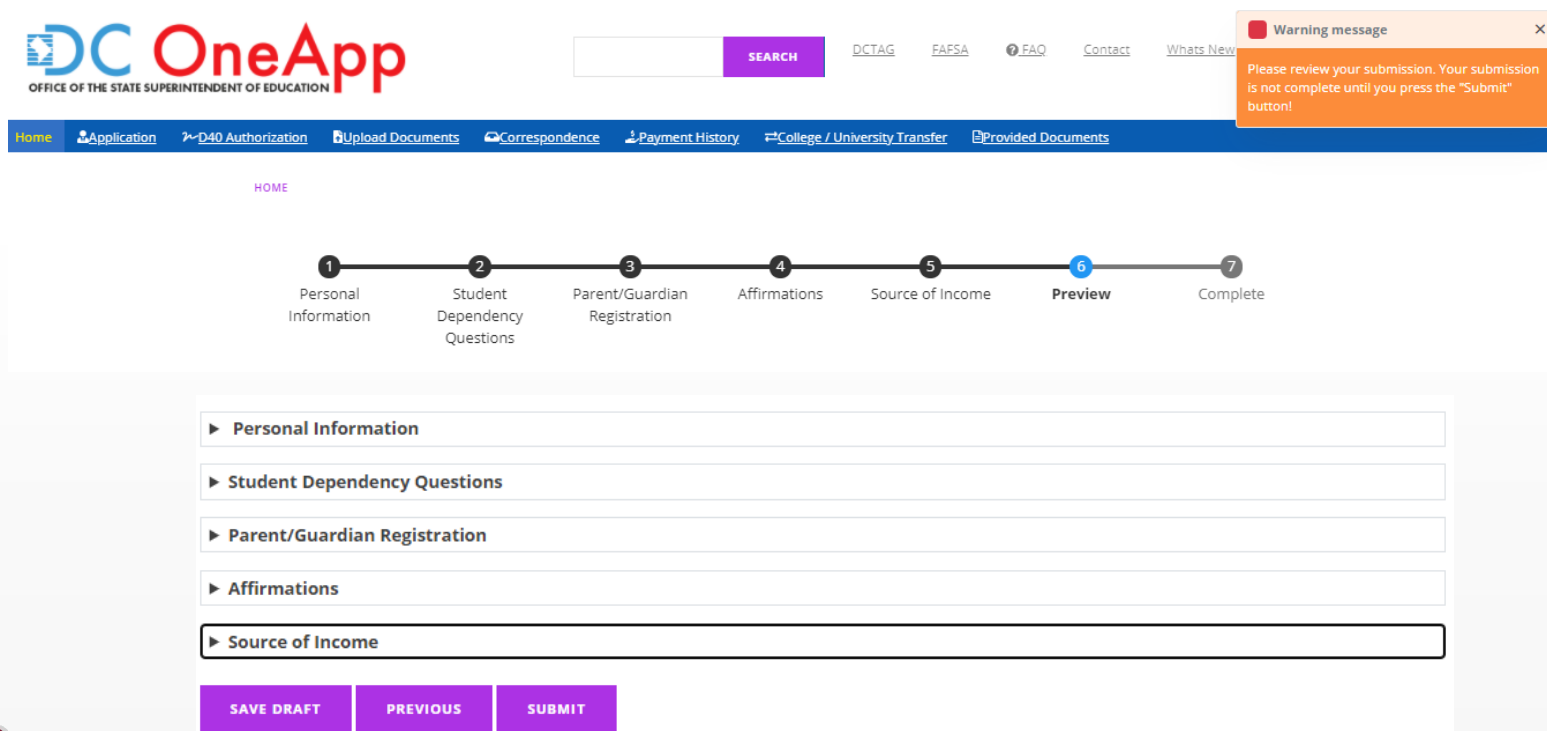
Request a 12-month (January-December) TANF statement from the Economic Security Administration (ESA) Service Centers. To locate your local ESA Service Center, please visit: <http://dhs.dc.gov/service/find-service-center-near-you>

☐ I Agree

Preview Page

This is the page to preview all of the information you entered.

Please review your submission. Your submission is not complete until you press the “Submit” button. This is the last step to make any corrections on your application.



The screenshot shows the DC OneApp interface. At the top left is the DC OneApp logo with the text "OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION". To the right is a search bar and links for DCTAG, FAFSA, FAQ, Contact, and What's New. A blue navigation bar contains links for Home, Application, D40 Authorization, Upload Documents, Correspondence, Payment History, College / University Transfer, and Provided Documents. A warning message box in the top right corner states: "Warning message: Please review your submission. Your submission is not complete until you press the 'Submit' button!". Below the navigation bar is a progress bar with seven steps: 1. Personal Information, 2. Student Dependency Questions, 3. Parent/Guardian Registration, 4. Affirmations, 5. Source of Income, 6. Preview (highlighted in blue), and 7. Complete. The main content area displays five expandable sections: Personal Information, Student Dependency Questions, Parent/Guardian Registration, Affirmations, and Source of Income. At the bottom are three buttons: SAVE DRAFT, PREVIOUS, and SUBMIT.

DC OneApp
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

SEARCH

DCTAG FAFSA FAQ Contact What's New

Home Application D40 Authorization Upload Documents Correspondence Payment History College / University Transfer Provided Documents

HOME

1 Personal Information 2 Student Dependency Questions 3 Parent/Guardian Registration 4 Affirmations 5 Source of Income 6 Preview 7 Complete

▶ Personal Information

▶ Student Dependency Questions

▶ Parent/Guardian Registration

▶ Affirmations

▶ Source of Income

SAVE DRAFT PREVIOUS SUBMIT

Warning message
Please review your submission. Your submission is not complete until you press the "Submit" button!

Checklist

Once you complete your application you will receive the checklist which displays the next steps and the required supporting documents needed.

[Home](#) [Application](#) [D40 Authorization](#) [Upload Documents](#) [Correspondence](#) [Payment History](#) [College / University Transfer](#) [Provided Documents](#)

HOME

Check List!

You may have completed the step(s) of the DC Tuition Assistance Grant (DCTAG) Application for the academic year 2021-2022.

If you have not uploaded the supporting documents. The **next step** is to submit your required documents.

Please upload these documents listed below at [Upload Documents!](#):

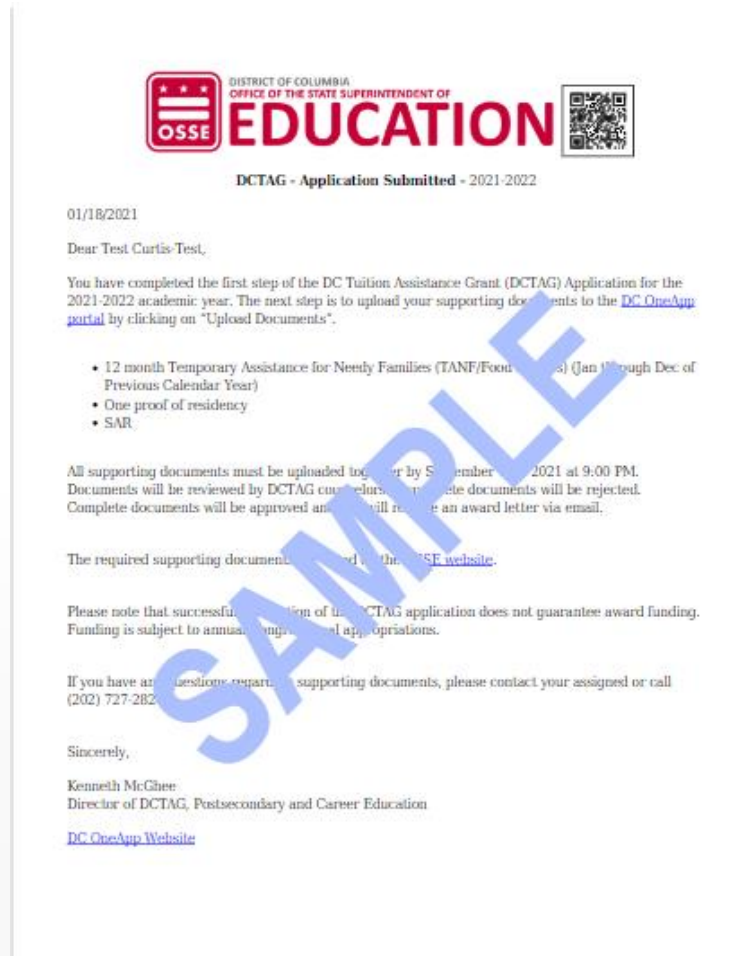
Supporting Documents	Domicile Year(s)
<ul style="list-style-type: none">12 month Temporary Assistance for Needy Families (TANF/Food Stamps) (Jan through Dec of Previous Calendar Year)One proof of residencySAR	2020

All supporting documents must be uploaded together by September 17th 2021 at 9:00 PM. Documents will be reviewed by DCTAG counselors. Incomplete documents will be rejected. Completed documents will be approved and you will receive an award letter via email.

If you selected D40 Certification as your source of income, you may complete the D40 Authorization at [D40 Authorization!](#).

Submitted Application Correspondence

Sample of the confirmation letter you will receive.



D-40 Authorization **(Dependent)**

D-40 Authorization Process

(Dependent)

If you are a **dependent student** and you are using your parent's/guardian's D-40, please follow this process.

First Question: If you answer **no**, you will receive the message below.
If your parent/legal guardian has not filed their taxes yet, you will not be able to complete the D-40 authorization.

You will be able to return to this page once your parent/guardian has filed taxes.

Home Application **D-40 Authorization** Upload Documents Correspondence Payment History College / University Transfer Provided Documents

HOME / APPLICANT APPLICATION

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)

Please consider that the current **Tax Year is 2020**

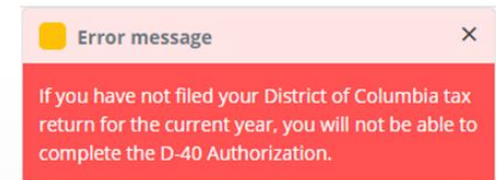
The applicant (student) must be claimed on the Parent/Guardian taxes in order to complete the D40 Authorization.

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Parent / Legal Guardian? *

☐ Yes
☐ No

☐ Applicant (Student) I Agree

SUBMIT



D-40 Authorization Process

(Dependent)

Second Question: If you answer **yes**, you will receive the message below. If your parent/legal guardian will be filing an extension you will not be able to complete the D-40 authorization.

You will need to upload a copy of your parent/legal guardian's certified or filed/processed copy of the D-40 tax return.

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)

*Please consider that the current **Tax Year is 2020***

The applicant (student) must be claimed on the Parent/Guardian taxes in order to complete the D40 Authorization.

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Parent / Legal Guardian? *

- ☒ Yes
☐ No

Will an extension be filed for Parent / Legal Guardian? *

- ☒ Yes
☐ No

☒ Applicant (Student) I Agree

SUBMIT

Error message



If you are filing an extension for the current tax year, you will not be able to complete the D-40 Authorization.

D-40 Authorization Process

(Dependent)

Third Question: If you answer **no**, you will receive the message below.
If your parent/legal guardian has not received their refund or has not paid the amount owed yet, you will not be able to complete the D-40 authorization.

You will be able to return to this page once your parent/legal guardian has received their refund or paid the amount owed.

OR

You can upload a copy of your parent/legal guardian certified or filed/processed copy of your D-40 tax return.

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)

*Please consider that the current **Tax Year is 2020***

The applicant (student) must be claimed on the Parent/Guardian taxes in order to complete the D40 Authorization.

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Parent / Legal Guardian? *

- ☒ Yes
☐ No

Will an extension be filed for Parent / Legal Guardian? *


- ☐ Yes
☒ No

Has a tax refund been received or tax amount due been paid for Parent / Legal Guardian? *

- ☐ Yes
☒ No

☒ Applicant (Student) I Agree

SUBMIT

 Error message ×

If you have not received your refund or paid the amount due, you will not be able to complete the D-40 authorization.

D-40 Authorization Process

(Dependent)

If you answer **no**, you will receive the message below.

You have to answer yes to this question in order for us to proceed with the authorization.

CERTIFIED DISTRICT of COLUMBIA TAXES (ELECTRONIC D-40 or D-40 EZ CERTIFICATION)

D40 AUTHORIZATION

The Office of the State Superintendent of Education (OSSE) Postsecondary and Career Education (PCE) is authorized to transmit the below District of Columbia (DC) D-40 or D-40 EZ tax information to the Office of Tax of Revenue (OTR) within the Office of the Chief Financial Officer (OCFO). If the submission is validated*, PCE has the ability to process the application without an actual copy(ies) of the certified D-40 or D-40EZ. The automated process may eliminate a visit to OTR to attain a copy(ies) of the tax forms filed.

Authorize Parent /Legal Guardian Retrieval *

- ☐ Yes
☒ No

☒ Applicant (Student) I Agree

SUBMIT



Error message



You need to authorize D40 Tax Information Retrieval in order to digitally verify your D40 Certification!

D-40 Authorization Process

(Dependent)

You will have to enter your refund amount in box 1 or the total amount due in box 2.

Click both check boxes and submit.

D40 AUTHORIZATION

The Office of the State Superintendent of Education (OSSE) Postsecondary and Career Education (PCE) is authorized to transmit the below District of Columbia (DC) D-40 or D-40 EZ tax information to the Office of Tax of Revenue (OTR) within the Office of the Chief Financial Officer (OCFO). If the submission is validated*, PCE has the ability to process the application without an actual copy(ies) of the certified D-40 or D-40EZ. The automated process may eliminate a visit to OTR to attain a copy(ies) of the tax forms filed.

Authorize Parent /Legal Guardian Retrieval *

- ☒ Yes
☐ No

D-40 Information for Parent/Legal Guardian

NET REFUND - LINE #41 ON ORIGINAL D-40 TAX FORM .EXACT AMOUNT INCLUDING CENTS. EXAMPLE 123.45

0

TOTAL AMOUNT DUE - LINE #35 ON ORIGINAL D-40 TAX FORM. EXACT AMOUNT INCLUDING CENTS. EXAMPLE 123.45

0

☐ Parent /Legal Guardian I Agree *

☒ Applicant (Student) I Agree

SUBMIT

D-40 Authorization Confirmation Page

(Dependent)

Once you submit the D-40 authorization you will receive this confirmation which displays the next steps and the required supporting documents needed.

[Home](#) [Application](#) [D-40 Authorization](#) [Upload Documents](#) [Correspondence](#) [Payment History](#) [College / University Transfer](#) [Provided Documents](#)

HOME

Thank you for your D-40 Authorization!

You have completed the second step of the DC Tuition Assistance Grant (DCTAG) Application for the academic year 2021-2022.

The **next step** is to submit your required documents. Please upload these documents listed below at [Upload Documents](#):

Supporting Documents	Domicile Year(s)
<ul style="list-style-type: none">Certified Guardian D-40 Tax Return (Parent/Guardian)One proof of residencySAR	2017, 2018, 2019, 2020

You do not have to provide the domicile(s) for these tax years in the below if already verified (SUCCESS)!

Tax Year	Is Guardian?	Income Level	Taxpayer Address	D40 Verification
2020	Yes	\$ 0.00	United States	RECORD NOT FOUND

Note:

- If the D-40 is verified you will receive a successful email within 24 hours.
- If the D-40 is not verified your application will show a pending status.

Status message X

Thank you for re-submitting your D-40.

- If the D-40 is verified you will receive a successful email within 24 hours.
- If the D-40 is not verified your application will show a pending status.

D-40 Authorization **(Independent)**

D-40 Authorization Process

(Independent)

If you are an **independent student** and will be filing your own taxes, please follow this process.

First Question: If you answer **no**, you will receive the message below.
If you have not filed your taxes yet, you will not be able to complete the D-40 authorization.

You will be able to return to this page once your parent has filed their taxes.

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D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)

*Please consider that the current **Tax Year is 2020***

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Applicant (Student) if filing?

☐ Yes

☒ No

☐ Applicant (Student) I Agree

SUBMIT

Error message X

If you have not filed your District of Columbia tax return for the current year, you will not be able to complete the D-40 Authorization.

D-40 Authorization Process

(Independent)

Second Question: If you answer **yes**, you will receive the message below. If you will be filing an extension you will not be able to complete the D-40 authorization.

You will need to upload a copy of your certified or filed/processed copy of your D-40 tax return.

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)

*Please consider that the current **Tax Year is 2020***

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Applicant (Student) if filing?

- ☒ Yes
- ☐ No

Will an extension be filed for Applicant (Student)? *

- ☒ Yes
- ☐ No

☐ Applicant (Student) I Agree

SUBMIT

Error message



If you are filing an extension for the current tax year, you will not be able to complete the D-40 Authorization.

D-40 Authorization Process

(Independent)

Third Question: If you answer **no**, you will receive the message below.

If you have not received your refund or have not paid the amount owed yet, you will not be able to complete the D-40 authorization.

You will be able to return to this page once you have received your refund or paid the amount owed.

OR

You can upload a copy of your certified or filed/processed copy of your D-40 tax return.

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)

*Please consider that the current **Tax Year is 2020***

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Applicant (Student) if filing?

- ☒ Yes
☐ No

Will an extension be filed for Applicant (Student)? *

- ☐ Yes
☒ No

Has a tax refund been received or tax amount due been paid for Applicant (Student)? *

- ☐ Yes
☒ No

☐ Applicant (Student) I Agree

SUBMIT

Error message

If you have not received your refund or paid the amount due, you will not be able to complete the D-40 authorization.

D-40 Authorization Process

(Independent)

If you answer **no**, you will receive the message below.

You have to answer yes to this question in order for us to proceed with the authorization.

CERTIFIED DISTRICT of COLUMBIA TAXES (ELECTRONIC D-40 or D-40 EZ CERTIFICATION)

D40 AUTHORIZATION

The Office of the State Superintendent of Education (OSSE) Postsecondary and Career Education (PCE) is authorized to transmit the below District of Columbia (DC) D-40 or D-40 EZ tax information to the Office of Tax of Revenue (OTR) within the Office of the Chief Financial Officer (OCFO). If the submission is validated*, PCE has the ability to process the application without an actual copy(ies) of the certified D-40 or D-40EZ. The automated process may eliminate a visit to OTR to attain a copy(ies) of the tax forms filed.

Authorize Applicant (Student) Retrieval *

- ☐ Yes
- ☐ No

☐ Applicant (Student) I Agree

SUBMIT



Error message



You need to authorize D40 Tax Information Retrieval in order to digitally verify your D40 Certification!



D-40 Authorization Process

(Independent)

You will have to enter your refund amount in box 1 or the total amount due in box 2.

Click both check boxes and submit.

D40 AUTHORIZATION

The Office of the State Superintendent of Education (OSSE) Postsecondary and Career Education (PCE) is authorized to transmit the below District of Columbia (DC) D-40 or D-40 EZ tax information to the Office of Tax of Revenue (OTR) within the Office of the Chief Financial Officer (OCFO). If the submission is validated*, PCE has the ability to process the application without an actual copy(ies) of the certified D-40 or D-40EZ. The automated process may eliminate a visit to OTR to attain a copy(ies) of the tax forms filed.

Authorize Applicant (Student) Retrieval *

- ☒ Yes
☐ No

D-40 Information for Student or Independent student (if applicable)

NET REFUND - LINE #41 ON ORIGINAL D-40 TAX FORM. EXACT AMOUNT INCLUDING CENTS. EXAMPLE 123.45

0.00

TOTAL AMOUNT DUE - LINE #35 ON ORIGINAL D-40 TAX FORM. EXACT AMOUNT INCLUDING CENTS. EXAMPLE 123.45

0

☐ Applicant (Student) I Agree

SUBMIT

D-40 Authorization Confirmation Page

(Independent)

Once you submit the D-40 authorization you will receive this confirmation which displays the next steps and the required supporting documents needed.

[HOME](#)

Thank you for your D-40 Authorization!

You have completed the second step of the DC Tuition Assistance Grant (DCTAG) Application for the academic year 2021-2022.

The **next step** is to submit your required documents. Please upload these documents listed below at [Upload Documents!](#)

Supporting Documents				Domicile Year(s)
<ul style="list-style-type: none">Certified D-40 Tax Return (Student)One proof of residencySAR				2020
You do not have to provide the domicile(s) for these tax years in the below if already verified (SUCCESS)!				
Tax Year	Is Guardian?	Income Level	Taxpayer Address	D40 Verification
2020	No	\$ 0.00	United States	RECORD NOT FOUND
Note: <ul style="list-style-type: none">If the D-40 is verified you will receive a successful email within 24 hours.If the D-40 is not verified your application will show a pending status.				

Status message X

Thank you for re-submitting your D-40.

- If the D-40 is verified you will receive a successful email within 24 hours.
- If the D-40 is not verified your application will show a pending status.

Upload Documents

Upload Documents

This page lists the required supporting documents that need to be uploaded.

You will be able to upload your supporting document here.

Upload Documents

Please upload these documents listed below.

Supporting Documents

PLEASE PROVIDE YOUR SUPPORTING DOCUMENTS IN THE FOLLOWING CATEGORIES

- Certified Guardian D-40 Tax Return (Parent/Guardian)
- One proof of residency
- SAR

Domicile Year(s)

PLEASE INCLUDE DOMICILE DOCUMENTS FOR THE FOLLOWING YEARS

2017, 2018, 2019, 2020

Please contact your counselor if you have any question!

Upload Documents Here

You have 8 out of 10 attempts left to submit documents

Please consider that the current **Tax Year is 2020**

Upload Documents

The documents that you upload can only be in PDF format. (No image or word documents)

Once all required documents are uploaded on this page click the submit button

Upload Documents Here

You have 8 out of 10 attempts left to submit documents
Please consider that the current **Tax Year is 2020**

Show row weights

Domicile Document *

Domicile Document Type *

Comment

Choose File No file chosen

- Select -

One file only.
10 MB limit.
Allowed types: pdf.

Please select the type of your document being uploaded.

You may add description to your document, here.

Please include year in your comment.

ADD DOMICILE DOCUMENT

Show row weights

Proof of Residency Document *

Proof of Residency Document Type *

Comment

Choose File No file chosen

- Select -

One file only.
10 MB limit.
Allowed types: pdf.

Please select the type of your document being uploaded.

You may add description to your document, here.

ADD PROOF OF RESIDENCY DOCUMENT

Student Aid Report *

Choose File No file chosen

One file only.
10 MB limit.
Allowed types: pdf.

Upload Document Confirmation Page

Once you upload your required supporting documents successfully, you will receive the confirmation below, which displays the next steps.

The documents will be reviewed by counselor, and you will receive the result by email within 72 business hours!

Status message ×

Documents uploaded successfully

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Thank you for providing the supporting documents!

You have completed the last step of the DC Tuition Assistance Grant (DCTAG) Application for the academic year 2021-2022.

The documents will be reviewed by counselor, and you will receive the result by email within 72 business hours!

You do not have to provide the domicile(s) for these tax years in the below if already verified (SUCCESS)!

Tax Year	Is Guardian?	Income Level	Taxpayer Address	D40 Verification
2020	Yes	\$ 0.00	United States	RECORD NOT FOUND

Upload Documents Confirmation

Sample of the confirmation letter you will receive.



DCTAG - Documents Submitted - 2021-2022

01/18/2021

Dear Melanie Curtis-Test,

Thank you for providing the supporting documents!

You have completed the last step of the DC Tuition Assistance Grant (DTAG) Application for the academic year 2021-2022.

The next step is counselor evaluation. The documents will be reviewed by counselor, and you will receive the result by email within 72 business hours.

You may also review the uploaded documents "Proof of document".

If you have any questions regarding supporting documents, please contact your assigned or call (202) 727-2824.

Sincerely,

Melanie Fleming
DCTAG Counselor

[DC OneApp Website](#)

1050 First Street, Fifth Floor NE, DC-20002 Ph-202-727-2824. TTY-711. osse.dc.gov

Correspondence

Correspondence

View your DCTAG correspondence (letters)

This page allows you to view your correspondence for all years that you have been in the program by selecting the years.

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Student Application Correspondences

SUBJECT

Filter by Contains


ACADEMIC YEAR

- Any -



Select Application Academic Year

APPLY

Academic Year	Subject	Attachment	Created
2021-2022	DCTAG - Application Submitted	 16109946701812320557.pdf	Mon, 01/18/2021 - 13:31

Payment History

Payment History

[Click here to view your payment history](#)

This page allows you to view your payment history for all years that you have been paid in the program.

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Student Payment History

Maximum Available Lifetime award*

Total Lifetime Award Used*

Lifetime Refund Amount Received*

Lifetime Award Amount Remaining*

Annual Award Amount*

* Calculations are based on current institution type and the max available lifetime award.

Additional History

College/University Transfer

College/University Transfer

To change your DCTAG college/university

You can only change your college/university under the following conditions:

- You must be made eligible for DCTAG
- If transferring during the academic year verify that you have been paid for the previous semester(s). Check payment history for your full funding history.

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College/University Transfer

You have 5 out of 5 attempts left to Transfer College

COLLEGE/UNIVERSITY TRANSFER TO *

APPLICATION YEAR *

- Select -

ACADEMIC TERM *

- Select -

TRANSFER STATUS

☐ I Confirm to make this change and transfer college

☐ If transferring during the academic year verify that you have been paid for the previous semester(s). Check payment history for your full funding history.

SUBMIT

College/University Transfer

(confirmation letter)



DCTAG AWARD LETTER - 2021-2022

Bowie State University - MD

01/12/2021

Dear Melanie Curtis-Test:

Congratulations for being approved to receive a DC Tuition Assistance Grant (DCTAG) Award for the 2021-2022 academic year! In order to have your DCTAG Award processed, you and your institution of higher education must take the following steps:

1. You should submit this DCTAG Award Letter to the financial aid office at your institution of higher education.
2. Your institution should invoice the DC Office of the State Superintendent of Education (OSSE) through the DCTAG portal for your tuition charges.

Your award will go directly to your institution. To understand how your institution will receive the award, please visit the OSSE website.

The award provides up to \$10,000, per academic year, (up to \$5,000 per semester or up to \$3,334 per quarter) toward the difference between in-state and out-of-state tuition, at public colleges and universities in the United States and its territories. The award provides up to \$2,500, per academic year, (up to \$1,250 per semester or up to \$833 per quarter) at private colleges and universities in the D.C. metropolitan area and private Historically Black Colleges and Universities (HBCUs) in the United States, and its territories. The amount of your DCTAG award is contingent upon annual Congressional appropriations. Awards cannot exceed either the annual or cumulative.

Please note the following DCTAG award requirements:

1. DCTAG is for undergraduate study only (you cannot have earned a bachelor's degree).
2. You must be enrolled at least half-time at an eligible college/university in an eligible program.
3. You must meet your institution's "Satisfactory Academic Progress" (SAP) standards.

Minibursas are not covered by this award. In addition, some Study-Abroad Programs are not eligible for DCTAG funding. Contact OSSE if you have questions at (202) 727-2824. I wish you a successful academic year.

We wish you a successful academic year.
Sincerely,

Kenneth McGhee
Director of DCTAG, Postsecondary and Career Education

College Transfer

1050 First Street, Fifth Floor NE, DC-20002 Ph-202-727-2824. TTY-711.osse.dc.gov

Provided Documents

Provided Documents

To view the documents you provided

This page allows you to view the documents you submitted. You can also review the status of your application on this page.

This page allows you to view your provided documents for all years that you have been in the program by selecting the years.

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Student Uploaded Documents

ACADEMIC YEAR

- Any -

APPLY

Select Application Academic Year

Academic Year	Category	Document Type	Filename	Received Date	Application Status
2021-2022	Domicile	Certified D-40 Tax Return	2019 D-40 3.pdf	Mon, 01/18/2021 - 13:00	Incomplete - Pending Documents Review
2021-2022	Proof of Residency	Bank or Mortgage Statement	2019 D-40 11.pdf	Mon, 01/18/2021 - 13:02	Incomplete - Pending Documents Review
2021-2022	SAR	SAR	2019 D-40 8.pdf	Mon, 01/18/2021 - 13:00	Incomplete - Pending Documents Review