

DC OneApp - Glossary Of Terms

Certified D-40 (Certified District of Columbia tax return): A Certified D-40 bears a 'Certified True Copy' stamp placed on the D-40 by the District of Columbia's Office of Tax and Revenue (OTR). The 'Certified True Copy' stamp indicates that the D-40 was a valid tax return filed with OTR.

Eligible: Once a DC OneApp is successfully 'Submitted' and an OSSE supervisor reviews it and determines all criteria have been satisfied, the application's status is 'Eligible'. An 'Eligible' status allows the student to participate in their respective program(s) for receive the program(s) award(s).

EPSR (Eligible Pending Supervisory Review): 'EPSR' is a status that is designated to a DC OneApp once the application and required supporting documents have been reviewed by the assigned HEFS counselor and determined to be complete.

FAFSA (Free Application for Federal Student Aid): FAFSA is used to apply for federal student aid for colleges or career schools and for most state and institutional aid. The Office of the State Superintendent of Education (OSSE) uses the Student Aid Report to verify citizenship, Selective Service registration, social security number, student loan default status, and identity, etc.

Half Time: Most institutions measure half-time enrollment by hours per term. Normally, half-time is approximately six credit hours. Contact your college or university to confirm specific half-time enrollment qualifications.

Inactive: A DC OneApp becomes 'Inactive' when the application has been incomplete for sixty (60) days. An inactive status significantly reduces the chances of receiving funds.

Incomplete: A DC OneApp is considered 'Incomplete' when all required supporting documents have not been provided to the OSSE.

Ineligible: A DC OneApp is considered 'Ineligible' if a supervisor determines the application does not meet the respective program(s) eligibility criteria.

Office of Tax and Revenue (OTR) Authorization Form: The Office of the State Superintendent of Education (OSSE) and the Office of Tax and Revenue (OTR) formed a partnership that allows the OTR to verify the validity of a District of Columbia tax return (D-40). The OTR Authorization Form gives the OSSE authority to request that OTR verify if an applicant or their parent/legal guardian has filed a valid D-40 and Schedule S (if applicant is a dependent). This verification can only be accomplished with the approval of the applicant/parent/legal guardian. Please note: the OTR Authorization Form will be available in the DC OneApp on April 15th. The OTR Authorization Form is only used to verify the validity of a D-40 tax return; extensions will not be verified. The OTR Authorization Form is provided as a convenience to the applicant, but does not guarantee a speedy eligibility determination.

Proprietary Schools: Proprietary schools are generally private educational institutions that are for-profit. These institutions are not eligible to receive funding for DCTAG, DCLEAP, DCAS nor DCASP. Visit www.osse.dc.gov to obtain a list of schools that are eligible to receive funding.

SAP (Satisfactory Academic Progress): SAP is an academic standing based on grade point average (GPA) that meets a college or university's requirements.

SAR (Student Aid Report): The SAR is generated by the completion of the FAFSA report and reflects verification by the U.S. Department of Education of all information contained in the FAFSA application.

RFI (Request for Information): If a DC OneApp is determined to be 'Incomplete' a HEFS counselor will mail or e-mail a RFI. The applicant has sixty (60) days to fulfill the requirements before their DC OneApp is given a status of 'Inactive'.

LEAP to complete the OneApp, get TAGged for college

Study Abroad Program: An academic program located in another country. To be a District higher education grant eligible program it must have both an in-state and out-of-state tuition charge and a student must be considered as being enrolled at their current college or university.

Wait List - After Deadline: DC OneApps that are successfully submitted with all required supporting documents provided after the June 30th deadline will be given a status of 'Wait List - After Deadline'. These applications will not be removed from the 'Wait List' unless grant funding is available and until all students with an 'Eligible' status are awarded.

Web Not Submitted: DC OneApps that have been started online, but not completed and successfully 'Submitted' display the 'Web Not Submitted' status. A 'Web Not Submitted' DC OneApp has sixty (60) days to be completed and successfully 'Submitted' before it is assigned an 'Web Not Submitted - Inactive' status.

Web Not Submitted – Inactive: DC OneApps that have not been completed within sixty (60) days are assigned a 'Web Not Submitted – Inactive' status. Applicants cannot complete 'Web Not Submitted – Inactive' DC OneApps. Applicants must complete 'Web Not Submitted – Inactive' DC OneApps with their assigned HEFS counselor.