



Helpful Hints: Residency Verification

The purpose of this document is to provide guidance for Supported Organizations to confirm that their scholars meet the residency requirement to receive reimbursement funding from Prosperity Denver Fund (PDF).

What is the residency requirement?

To be eligible for reimbursement from PDF, scholars must have resided in the City and County of Denver for six (6) months continuously in the academic year prior to the first day of their postsecondary class or, if under the age of 26, have graduated from a high school in Denver.

What residency information do supported organizations have to report?

You must submit residency information to PDF only once for each scholar, for the first academic year for which you are requesting reimbursement.

You must provide at least one of the following:

1. High school graduation information, including dates attended (for scholars under the age of 26)
2. Six months of residential address information, including dates resided at the address(es) (for scholars between 26 and 30 years of age)

Important: If under the age of 26, a student must have graduated from a high school in Denver or lived in Denver for six months prior to their first scheduled postsecondary class day; and if between 26 and 30 years of age, a student must have lived in Denver for six months prior to their first scheduled postsecondary class day.

How do I verify an address is within the City and County of Denver?

Scholars must have resided in the City and County of Denver to be eligible for reimbursement. It is important to note that an address with Denver as the city does not necessarily mean they also live in the county.

The Denver Assessor's Office has an online map tool where you can verify if an address is within the city and county limits: <https://www.denvergov.org/Maps/map/property>

Through the link above, simply type the scholar's street address into the search box at the top of the page, then click "Search".

- If the address is within the City and County of Denver, the search will return with a property record.
- If the address is not within the City and County of Denver, the search will return with “No parcels found at this location” or “No map available for this property”.

Additional Resource

PDF has an additional resource available for supported organizations for residency data collection: **Denver Residency Affidavit**. The affidavit is an optional resource and is not required to be used by supported organizations.

The purpose of the affidavit is to assist supported organizations with collecting Denver address information from their scholars, particularly if this is not a typical piece of information collected. PDF will not collect the affidavit from supported organizations but Supported Organizations may use the information provided by scholars to complete their scholarship reimbursement template.

The Denver Residency Affidavit can be found [here](#).