Application Verification Process

1. Application Intake and Metadata Review

All applications are submitted electronically through Jotform. The platform captures system metadata associated with each submission, including:

- IP address
- Time zone
- Region and city (derived from IP data)

This metadata is visible within the application record and is automatically exported to the Integrated Application Tracker spreadsheet for review.

2. Initial Geographic Plausibility Screening

A designated Application Reviewer conducts a manual review of each submission. The reviewer compares the reported applicant address, IP-derived location information, and time zone.

Applications originating outside of CGCC's primary service region (Oregon, Washington) are reviewed for additional supporting indicators before being considered valid.

Applications submitted from IP addresses outside of the United States are flagged high risk due to a high incidence of fraudulent activity originating outside the U.S.

3. Institutional Email Verification

If an applicant provides a K–12 institutional email address from a recognized school district within CGCC's service region, this is considered a strong indicator of authenticity.

Institutional domains are verified against publicly listed school district websites when necessary.

4. Internal Consistency Review

If authenticity remains unclear, the reviewer evaluates the application for internal consistency, including:

- Address format and validity
- Alignment between stated residency and IP location
- Email structure and plausibility
- Duplicate submissions or pattern irregularities

Applications exhibiting inconsistencies may be flagged high risk and unprocessed.

5. Address Plausibility Verification Using Public Records

If questions remain after the above steps, staff may conduct a limited address verification using official public property records.

Staff are instructed to:

- Search only the submitted address (not the applicant's name)
- Utilize official county assessor/property databases or state-maintained parcel systems
- Confirm that the address exists as a valid residential property

Examples of approved sources include Oregon county assessor databases (via the Oregon Department of Revenue directory), Washington county assessor or treasurer property search systems, and official GIS parcel viewers.

The purpose of public-record searches is to assess address plausibility and residency consistency. When publicly available address directories or aggregate public-record tools are consulted, searches are limited to confirming whether the submitted address is associated with identifiable occupants. Staff do not use this information to evaluate character, background, or eligibility beyond application authenticity.

6. Determination and Documentation

Applications are categorized as:

- Low Risk - Proceed to Process
- Moderate Risk - Identification Required
- High Risk - Do Not Process

The reviewer documents the basis for the determination within the Integrated Application Tracker to ensure transparency and auditability.

7. Additional Verification for Moderate and High Risk Classifications

If an application is classified as **Moderate Risk**, the applicant is contacted directly by CGCC staff to request identity verification.

Applicants may be asked to provide:

- A government-issued photo ID
- Documentation confirming residency at the address listed on the application

The name and address on the submitted documentation must match the information provided in the application.

If an applicant does not have a government-issued ID reflecting the listed address, alternative documentation may be accepted. Examples may include:

- Utility bill
- Lease agreement
- Official school or government correspondence
- Other documentation demonstrating current residency

All documentation is reviewed solely for identity and address consistency.

8. Applicant Follow-Up Communication

All applicants receive an automated confirmation email upon submission of their application. This message instructs applicants to contact CGCC if they do not receive further communication within five (5) business days.

This process ensures that:

- Legitimate applicants whose submissions may have been delayed or flagged for review have a clear and equitable pathway to follow up.
- Applications classified as High Risk are not advanced unless the applicant initiates direct contact and provides sufficient documentation to resolve outstanding concerns.

This approach supports timely communication while maintaining appropriate safeguards in the application review process.