

Instructions for completing the application for Ed Choice Expansion

PARENT PORTION--ONLINE--to be completed by the parent or guardian

- **Complete the Income Verification Form(A)--use How to Complete the Income Verification Process page (B) as a guide**
- **Collect your income information**
- **Using the instruction packet (C), register on the parent portal of ODE, and then upload your information**

*****If you do not have online access, please come to the school to use our workroom computer. If you do have to do this, please bring the above information completed, along with your state ID.**

PARENT PORTION--paperwork to be completed and/or collected by the parent and brought to school to be uploaded by the principal

- **Application page (D) for each student**
- **Birth certificate for each student**
- **Bill that shows proof of residence--please refer to Acceptable Forms of Address page (E) for details**

Please remember, that ALL families are eligible for at least a portion of the scholarship. Call/email Mrs. T if you have any questions at all!

A

SCHOLARSHIP PROGRAM 2023-2024 INCOME VERIFICATION FORM

Income Verification is one step in the scholarship application process. Your child must also be enrolled at a participating school. The Income Verification Process is important for some families to determine if they meet low-income requirements of the scholarship program. If you are an applicant of the Scholarship and you qualify for low-income status, you will not have to pay tuition above the amount of the scholarship. If you are a new applicant of the EdChoice-Expansion Scholarship, you must complete the income process to receive a scholarship award. **It is recommended that you use the secure online [Income Verification System](#) to complete this process**, or you may complete this form and mail it and copies of income documents to the address on page three (3) of this form. The scholarship office is not able to return original documents to you; please send only copies. If you have more than one child applying for a scholarship, only one income verification form is needed. Helpful tools can be found on the scholarship website at [EdChoice Scholarship](#) or [Cleveland Scholarship](#).

PRIMARY PARENT/GUARDIAN	NAME: _____ (First) (Middle) (Last)	MARTIAL STATUS REQUIRED
	DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	LAST FOUR DIGITS OF SSN: _____
	PHYSICAL ADDRESS: _____	
	CITY: _____ OHIO ZIP CODE: _____	RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO
	PHONE NUMBER: _____ EMAIL ADDRESS: _____	
	NAME OF PRIVATE SCHOOL WHERE YOUR CHILD IS ENROLLED: _____	

LIST ALL MEMBERS OF YOUR HOUSEHOLD including scholarship student. Make a copy of this page if more space is needed.

#2	NAME: _____ (First) (Middle) (Last)	DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	LAST FOUR DIGITS OF SSN: _____
RELATIONSHIP TO YOU: _____		SCHOLARSHIP STATUS (CHECK ONE): NEW: <input type="checkbox"/> RENEWAL: <input type="checkbox"/> N/A: <input type="checkbox"/>	
		RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO	
#3	NAME: _____ (First) (Middle) (Last)	DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	LAST FOUR DIGITS OF SSN: _____
RELATIONSHIP TO YOU: _____		SCHOLARSHIP STATUS (CHECK ONE): NEW: <input type="checkbox"/> RENEWAL: <input type="checkbox"/> N/A: <input type="checkbox"/>	
		RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO	
#4	NAME: _____ (First) (Middle) (Last)	DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	LAST FOUR DIGITS OF SSN: _____
RELATIONSHIP TO YOU: _____		SCHOLARSHIP STATUS (CHECK ONE): NEW: <input type="checkbox"/> RENEWAL: <input type="checkbox"/> N/A: <input type="checkbox"/>	
		RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO	
#5	NAME: _____ (First) (Middle) (Last)	DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	LAST FOUR DIGITS OF SSN: _____
RELATIONSHIP TO YOU: _____		SCHOLARSHIP STATUS (CHECK ONE): NEW: <input type="checkbox"/> RENEWAL: <input type="checkbox"/> N/A: <input type="checkbox"/>	
		RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO	

SCHOLARSHIP PROGRAM 2023-2024 INCOME VERIFICATION FORM

Traditional EdChoice and Cleveland Scholarship applicants qualify for low-income status if income is at or below 200% of the Federal Poverty Guidelines. **Note that first-time applicants for EdChoice-Expansion are eligible for scholarships if income is at or below 250% of poverty.** However, only scholarship families with a household gross income of 200% or lower qualify for low-income status. This means that the private school cannot charge these families for any tuition that is not covered by the scholarship. Scholarship families with a household gross income of 201% or higher are responsible for paying any tuition difference not covered by the scholarship. This chart will help you determine if you may qualify.

Income status determines priority for awarding scholarships. It also determines if your family will be responsible for paying any tuition that is not covered by the scholarship.

Based on the number of people in your household, you may qualify for low-income status if your gross annual income is the amount listed on the chart or less.

Household size is determined by the following: the scholarship student, the birth mother, or the legal guardian of the scholarship student, the spouse (also includes birth father of any child in the household), all children under the age of 18 which the legal guardian or spouse also has legal custody.

2023 FEDERAL POVERTY GUIDELINES
Source: Office of the Asst Sec. for Planning & Eval/US Dept of HHS

NUMBER IN HOUSEHOLD	GROSS ANNUAL AMOUNT (200%)	GROSS ANNUAL AMOUNT (250%)
1	\$29,160	\$36,450
2	\$39,440	\$49,300
3	\$49,720	\$62,150
4	\$60,000	\$75,000
5	\$70,280	\$87,850
6	\$80,560	\$100,700
7	\$90,840	\$113,550
8	\$101,120	\$126,400
FOR EACH ADDITIONAL PERSON ADD:	\$10,2800	\$12,850

You must provide documentation for all sources of income in your home. The documents must represent current income. Do not send original documents, as they cannot be returned. Block the first 5 digits of all social security numbers in all documents leaving only the last 4 digits to be seen. See page 3 for acceptable income documents.

List each person that has earned or unearned income. If someone has more than one source of income, use multiple lines.

INCOME INFORMATION	First and Last Name	Name of Employer or Income Source	Gross Amount Before Taxes	How Often Received
	Example: John Smith Example: Jane Smith	Employment- Kroger Child Support	\$1200 \$475	Bi-Weekly Monthly

X _____
SIGNATURE OF PRIMARY PARENT/LEGAL GUARDIAN REQUIRED

DATE

How to Complete the Income Verification Process

1. Obtain the Income Verification Form on our website at: <http://education.ohio.gov/edchoice> or <http://education.ohio.gov/clevelandscholarship> or the nonpublic school where you have applied for or renewed a scholarship. (Complete pages 1 and 2 of this document)
2. Complete the parent/guardian information on page 1, filling in all lines. This should be the same information you have provided on the scholarship application/renewal form.
3. List household members (i.e. spouse, children) on page 1 and provide all the information requested.
4. Write your sources of income on page 2 and provide copies of acceptable, supporting documentation.
5. Sign at the bottom of page 2. Do not return page 3.
6. Based on your household, determine from the list below which one fits your status. For example: If your status is (a) of the choices below, you only have to submit the documents for that option, not all of them.
 - a) If you are currently employed, and have the same job you had all of last year, send either 4 current pay stubs for each job, your W-2 forms, your 2022 Federal Income Tax Return forms or your 2022 Federal Income Tax transcripts which may be obtained at : WWW.IRS.GOV or by mailing the 4506-T form to the IRS.
 - b) If you are currently employed but did not work your current job for all of last year, send 4 current pay stubs for each job.
 - c) If you are self-employed, send a copy of your 2022 Federal Income Tax Return forms, including all schedules or your 2022 Federal Income Tax transcript.
 - d) If you receive other income sources such as food stamps/OWF, child support, unemployment, Social Security, etc., then you must send copies of official documentation which show how much you receive from each source. Example: If you currently work and receive food stamps and child support, you must submit four current pay stubs, official documentation that shows how much you receive in food stamps, and official documentation that shows how much you receive in child support.
 - e) If you have no income or you do not have pay stubs or W-2's, provide your 2022 Federal tax transcript from the IRS. Go to WWW.IRS.GOV. Please mail the request form to the IRS and once you receive your transcript, please mail a copy of that form to our office with the Income Verification form.
 - f) If you are recently unemployed, please provide a separation letter from your previous employer stating your last day of employment and your last paycheck stub.

DO NOT send original documents. Make copies (ex. W-2, check stubs, etc.) to send to our office and block the first 5 digits of all social security numbers on all documents only leaving the last 4 digits to be seen. Submit only one (1) form per family. (Ex. A family with 3 students in the program only needs to send the form one time per school year.) Keep a copy for your records.

Income Verification may be mailed or submitted electronically. The Income Verification form with supporting income documents may be mailed to the **Ohio Department of Education, Scholarship Program Office 25 S. Front Street, Mail Stop 309, Columbus, Ohio 43215-4183.**

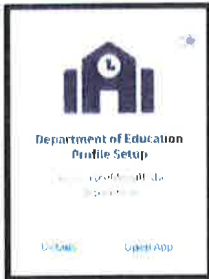
To submit online for processing, parents can [visit our website](#) for instructions to access the parent portal and guidance to submit electronically. Parents are responsible for submitting the Income Verification documents, not the private school. Contact Scholarship Program at 614-728-2743, or by email at edchoice@education.ohio.gov or cleveland.scholarship@education.ohio.gov, if you have any questions.

Cleveland and EdChoice Scholarship Program Income Verification Portal Quick Guide

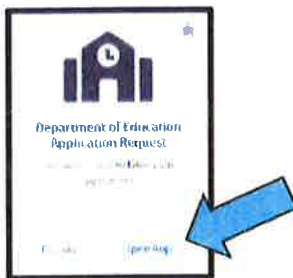
Parents/Guardians may use the Scholarship Program's Income Verification system to enter and submit their income information electronically to the program to verify their income status. Users must enter their household member information, income information and upload supporting income documents directly into the online system. This system may be used in place of the paper form used for this process. Having an online system helps eliminate mailing paper documents, offering a faster and more secure process. **Note:** When accessing the system, please use a desktop or laptop computer as the system is not easily accessible on a mobile device.

Accessing the Income Verification System

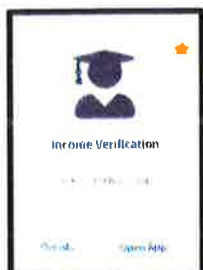
1. To access the online Income Verification System, parents/guardians must create an OH|ID account by going to this link, <https://safe.ode.state.oh.us/portal>.
 - a. You **must** use your State of Ohio ID card or Ohio driver's license when setting up the account.
 - b. If you have an existing Department of Education (formerly SAFE) profile, you will be able to link your profile to your new OH|ID account once your account is established.
2. Once created, log into your OH|ID account to complete the Department of Education Profile Setup.



3. In the setup process, select the role ***I am a parent signing up for Scholarship Income Verification program.***
4. If you did not get the income verification option, or already had an OH|ID account, you should run the Department of Education Application Request by clicking on Open App (see arrow).



5. This is the Income Verification tile that should be listed in the My Apps section of your OH|ID account.

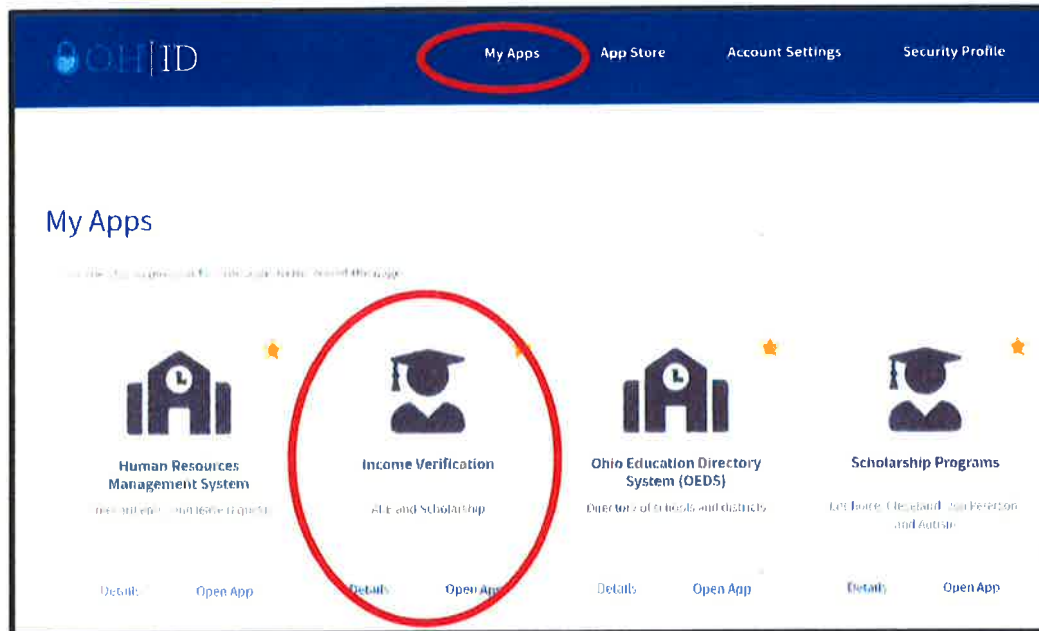




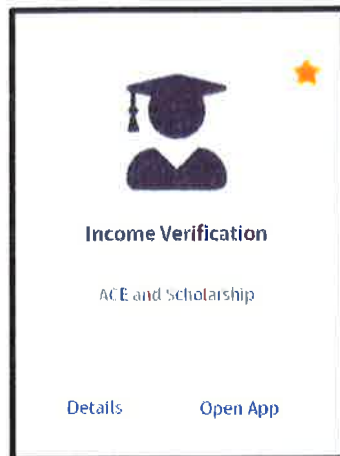
Entering information into the Income Verification System

1. Log into your OH|ID account. When accessing the system, please use a desktop or laptop computer. The system is not able to be used on a mobile device.

2. Select the **My Apps** link from the menu bar.



3. Next scroll through the application tiles to find the Income Verification tile.



4. Click **Open App** on the application tile to launch the app.

5. Next click **Go to Income Verification** to begin entering data for the Income Verification.

6. Enter household members in the first section labeled **Household Members**.


Household Members


Name	PROGRAM(S)	DOB	SSN4	Relationship	Marital Status	Household Member	
[REDACTED]		[REDACTED]	8236	Head of Household	[REDACTED]	Yes	[0] [0] [0]
[REDACTED]		[REDACTED]	6699	Spouse	[REDACTED]	No	[0] [0] [0]
[REDACTED]	ECS-EXP	[REDACTED]	7903	Child	[REDACTED]	Yes	[0] [0] [0]
[REDACTED]	ECS-EXP	[REDACTED]	7834	Child	[REDACTED]	Yes	[0] [0] [0]

7. After all household members are entered, income must be entered. Scroll to the second section labeled **Household Income** to enter the household income. Income documentation must be uploaded for all income types that have been entered.

Household Income

Name	Income Source	Gross AMT	Income Frequency	Annualized AMT	Include In Household Income	
[REDACTED]	Wages and Salaries	[REDACTED]	Annually	[REDACTED]	Yes	[1] [0] [0]
[REDACTED]	Child Support Received	[REDACTED]	Bi-Weekly	[REDACTED]	Yes	[11] [1] [0]

8. At the **Household Income** section, click the upload button  for each row added. It is the first green button displaying a picture of a document located to the right of each row of household income entered.

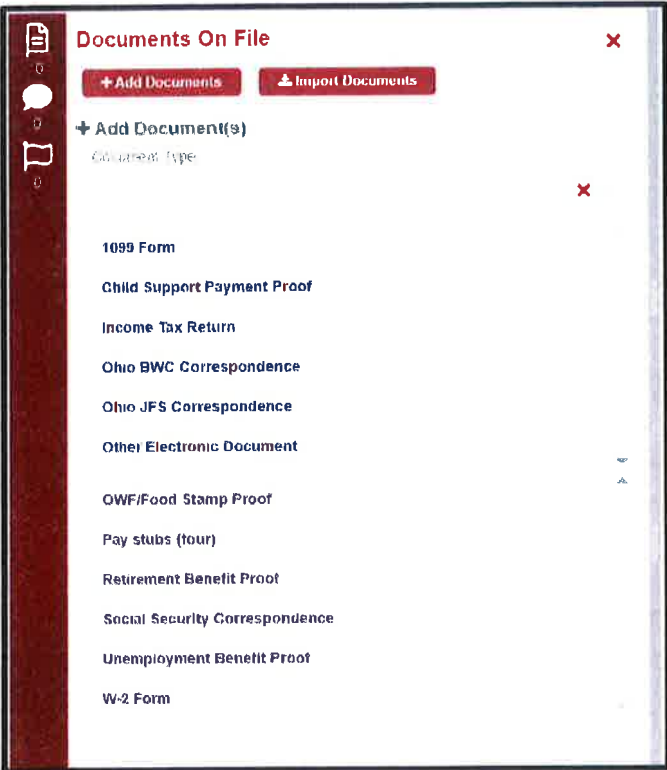
9. A dialogue box will open on the left-hand side of the screen. Click the  button.

Documents On File ✕

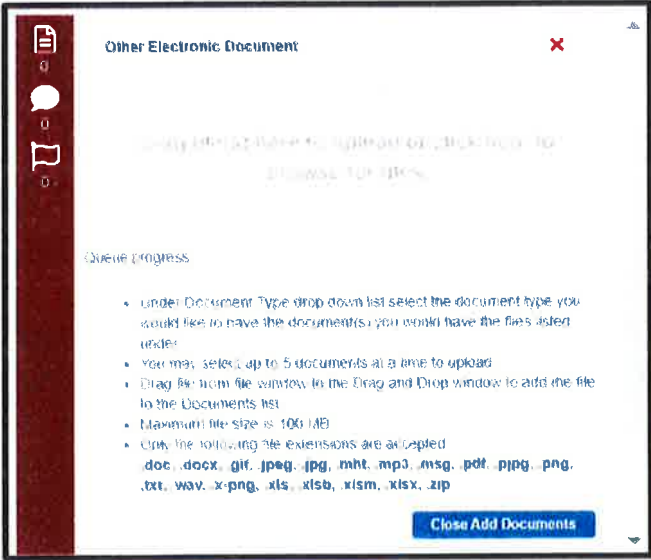
+ Add Documents 📄 Import Documents

! **No documents found for current case and tab.**

10. Select a **Document Type** based on the type of income that was entered.



11. Upload documents saved on your computer.



12. Click the **Close Add Documents** button at the bottom of the list to complete each upload.

13. Repeat steps until all income documents are added for each row of income entered.

14. This process is the same for **Household Deductions** which is the section just below **Household Income**.



15. Once you are done with all entries of household members and income, scroll to the top of the page to click the **Submit** button.
16. Once submitted, you will receive three (3 ct.) system automated messages notifying you of the following:
 1. when income verification has been submitted, then
 2. when income verification is under review, and
 3. when income verification is either completed or needs correction.
 - If you receive notification that corrections are needed, you must log back into your OH|ID account to review the comments and flags, make the necessary corrections and/or provide the requested information and click the **Resubmit** button for another review.
17. Monitor your email for updates on your income case after you have submitted it. The email notifications are confirmation of your submission and status of the review.
18. Parents can log into their own OH|ID accounts at any time to monitor the status.
19. If you forget your password or have difficulty accessing your OH|ID account, use the link on the sign-in page to contact the Help Desk for assistance.

Questions: Please contact the Office of Nonpublic Educational Options at (877) 644-6338 or visit the [website](#)

D

EDCHOICE SCHOLARSHIP PROGRAM 2023-2024 REQUEST FORM

STUDENT INFORMATION

Student data MUST match the Birth Certificate

NAME: _____ (First) _____ (Middle) _____ (Last)

DATE OF BIRTH: _____ LAST FOUR DIGITS OF SSN: _____ GENDER: FEMALE MALE

MOTHER'S MAIDEN LAST NAME: _____ NATIVE LANGUAGE: _____ ETHNICITY: _____

CITY OF BIRTH: _____ GRADE LEVEL FOR 2022-2023: _____ GRADE LEVEL FOR 2023-2024: _____

IS THE STUDENT AN INCOMING KINDERGARTENER? YES NO

HAS THE STUDENT EVER ATTENDED ANY OHIO PUBLIC SCHOOL? YES NO IF YES, WHERE?: (ANSWER BELOW)

IS THE STUDENT AN INCOMING HIGH SCHOOLER? YES NO

DISTRICT: _____ BUILDING: _____ YEAR: _____

PARENT/GUARDIAN SIGNING SCHOLARSHIP CHECKS

I AM THE (CHECK ONE) Natural Parent Residential Parent Adoptive Parent Student who is at least eighteen years of age

Legal Guardian of student applying for scholarship funds (court documents or Affidavit of Eligibility required)

PRIMARY PARENT/GUARDIAN

NAME: _____ (First) _____ (Middle) _____ (Last)

DATE OF BIRTH: _____ LAST FOUR DIGITS OF SSN: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

RELATIONSHIP TO STUDENT: _____

SECONDARY PARENT/GUARDIAN

NAME: _____ (First) _____ (Middle) _____ (Last)

DATE OF BIRTH: _____ LAST FOUR DIGITS OF SSN: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

RELATIONSHIP TO STUDENT: _____

SCHOOL INFORMATION

Information MUST be completed to determine eligibility.

My student is currently (Check only one box):

Attending a public school Attending a charter/community school

Attending a private school Homeschooled (Never attended an Ohio school)

New to Ohio Attending Pre-school

Other: _____

Name of School the student is currently attending: _____

Name of public school district you live in: _____

Name of public school building the student would be assigned to for the 2023-2024 school year: _____

Return to the private school with **student's birth certificate** AND a **current utility bill** showing matching service and mailing addresses.

EDCHOICE SCHOLARSHIP PROGRAM 2023-2024 REQUEST FORM

*****ATTENTION:** Income verification is required for:

- 1.) New Expansion Scholarship applicants who are eligible based on the household income criteria, and
- 2.) All Scholarship applicants who want to be considered for low-income status.

INCOME

*****Check below to indicate your intent to complete the income verification process.*****

- Yes**, I believe that I qualify for low-income status. To complete the Income Verification process, parents may submit online using the [secure Income Verification system](#) or [click here](#) to complete and mail the paper form. Emailing documents is **NOT** permitted.
- No**, I am not interested in applying for low-income status. I either: 1) do not qualify for low-income status; or 2) do not want my income verified by the program.

ADDRESS VERIFICATION

*****Proof of residency is required of all first year and renewal applicants and must be submitted to the school with the application.*****

Parents/Guardians must document residency by providing the school with a current (less than 90 days old) utility bill. The utility (electric, gas, water, sewer, cable/internet) bill **MUST SHOW MATCHING SERVICE AND MAILING ADDRESS** in the name of the parent/guardian. Post office boxes (except in rural areas where residents only have a PO Box) and cell phone bills have no service address and therefore are not accepted.

Other Acceptable Documents: A monthly mortgage statement (less than 90 days old) **OR** lease/rental agreement (signed by lessee and lessor) **AND** a piece of current business mail (examples: pay stub, bank statement, insurance statement, car payment statement, etc) with parent/guardian's name and address.

Additional information can be found on the [scholarship webpage](#).

2023-2024 EDCHOICE PARENT AGREEMENT

I _____ AGREE TO THE FOLLOWING:

(Parent Name)

- The information provided in this application is true and correct.
- I have supplied the chartered nonpublic school with a certified copy of the student's birth certificate, copies of all custody/guardianship documentation for the student, and proof of my address.
- I have submitted only one EdChoice application for this student.
- The scholarship amount shall only be applied to the tuition of the enrolling school, and I may be required to pay other fees and costs as prescribed by the policies of the school.
- I will sign all scholarship checks received by the private school for my student in a timely manner. I understand that if I fail to endorse the scholarship checks to the school, I will be responsible for paying the student's tuition.
- If I transfer my scholarship to another participating chartered nonpublic school, I will notify the school of my intent to withdraw and I will return to the original school to sign any remaining checks.
- I will apply for any and all financial aid or tuition discounts and adjustments made regularly available to the students attending the school in which the student is accepted for enrollment.
- I will abide by the Ohio Department of Education (ODE) dispute resolution process outlined in Ohio Administrative Code Section 3301-11-14.
- If I am not a low-income parent or did not complete the income verification process, I will be responsible for paying any difference between the scholarship amount and the tuition of the chartered nonpublic school.
- I must inform ODE and the chartered nonpublic school of any change in the student's residential address or custody status.
- I will not be able to renew my child's scholarship if: 1) my family moves to another public school district unless my child would be assigned to an EdChoice designated public school in the new district (applicable only to students who were initially awarded a scholarship based on an EdChoice designated building); 2) my child does not complete all required assessments; 3) my child has more than 20 unexcused absences for the school year; or 4) I fail to complete the renewal process. If my child received an EdChoice Expansion scholarship, I must maintain Ohio residency.
- I have received and understand the policy handbook of the chartered nonpublic school and will abide by its provisions.
- I understand that if my child's scholarship has been awarded in error, it will be terminated immediately, and I would then be responsible for paying the tuition if I decide to keep my child at the private school.

I designate _____ to submit an application on my behalf for the Scholarship Program
(Name of Private School)

through the Ohio Department of Education's electronic application system. BY SIGNING BELOW, I AGREE TO THE ABOVE STATEMENTS.

Signature of Parent/Legal Guardian signing the tuition check

Date Signed

Return to the private school with **student's birth certificate AND a current utility bill** showing matching service and mailing addresses.

Office of Nonpublic Educational Options Scholarship Programs

Acceptable Forms of Address Proof

E

Proof of residency is required of all first year and renewal applicants and must be submitted to the provider with the application. Parents/Guardians must document residency by providing the provider with **one (1)** of the following three (3) options. **All documentation must be dated within the 90 days.**

Acceptable Documentation:

Choose only one (1)

1. A current (less than 90 days old) utility bill. The utility (electric, gas, water, sewer, cable/internet) bill **MUST SHOW MATCHING SERVICE AND MAILING ADDRESS** in the name of the parent/guardian. Post office boxes (except in rural areas where residents only have a PO Box) and cell phone bill have no service address and therefore are not accepted.
2. A monthly mortgage statement (less than 90 days old) **OR** lease/rental agreement (signed by lessee and lessor) **AND** a piece of current business mail (examples: pay stub, bank statement, insurance statement, car payment statement, etc) with parent/guardian's name and address.
3. If the student's parent/guardian has no utilities in his/her name, then the parent/guardian must provide **all three (3)** of the following:
 - a. A **signed and notarized statement** from the person (i.e., third party) with whom the parent/guardian and the student live or from whom they rent that confirms that they reside at the address. This letter must be from the third party, not the parent/guardian **AND**
 - b. A **copy of a current utility bill** in the name of that third party, **AND**
 - c. A **copy of a piece of current business type mail** in the name of the parent/guardian.
 - Business mail would be items such as pay stubs, car notes, car insurance, monthly bank statements, or official documents from a government agency. It must be a business with which the parent/guardian is currently doing regular business.
 - NO credit card solicitations or service set-up work orders. NOTHING HANDWRITTEN.

Third party Proof of Residency Examples:

Example 1: Ms. Smith's daughter has a scholarship. She and her daughter reside with her uncle, Mr. Brown. Mr. Brown will need to write or type a statement, and have it notarized, which should include him signing the statement in front of a notary. He will also need to provide a copy of a current utility bill in his name, since he owns or rents the property. Ms. Smith must provide a copy of last month's bank statement. Compiled together, this alternative will suffice as proof of residence for the student regarding the current school year. She must do this annually. If she should move and obtain utilities in her name, then this alternative method is no longer her option, and she must comply with the required utility bill requirement instead.

Example 2: Mr. Johnson's son has a scholarship. Mr. Johnson and his son live in an apartment. All the utilities are included in the price of the rent, so Mr. Johnson does not receive any utility bills in his name. Mr. Johnson will need to obtain a notarized letter from the rental office confirming that he and his son live in the apartment. Mr. Johnson will also need to provide another form of address proof, such as a current pay stub or bank statement.

Unacceptable proof of address includes cell phone bills, tax forms, junk mail, driver's licenses, and any document more than 90 days old.

Parents/guardians **must** keep the provider informed of any address changes that occur and submit the required documentation to ensure continued program eligibility.

