EDCHOICE SCHOLARSHIP PROGRAM REQUEST FORM 2023-2024

STUDENT INFORMATION

This application is for a (select one): ☐ Traditional EdChoice Scholarship   ☐ EdChoice Expansion Scholarship (income based)

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?   HAS THE STUDENT EVER ATTENDED ANY OHIO PUBLIC SCHOOL?
          ☐ YES   ☐ NO   ☐ 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 <u>matching</u> service and mailing addresses.

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INCOME	***ATTENTION:** Income verification is required for New Expansion Scholarship applicants. Income verification is not required to apply for a Traditional EdChoice Scholarship. Families may qualify for low-income status if they choose to have their income verified for the Traditional EdChoice Scholarship. 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.

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 <u>matching</u> service and mailing addresses.

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Office of Nonpublic Educational Options Scholarship Programs
Acceptable Forms of Address Proof

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.
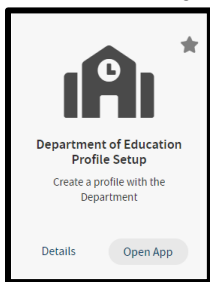
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Cleveland and EdChoice Scholarship Program
# Income Verification Portal Quick Guide

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.

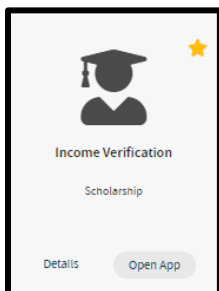## Accessing the Income Verification System

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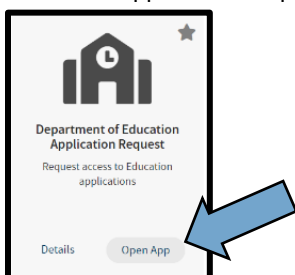
5. This is the Income Verification tile that should be listed in the My Apps section of your OH|ID account.

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.
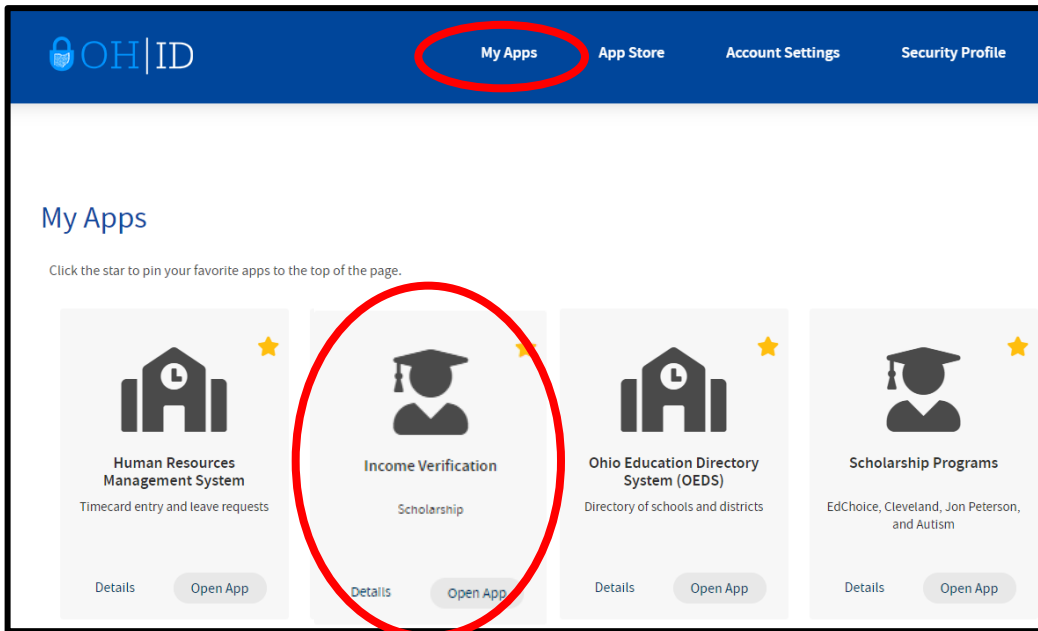
3. Next scroll through the application tiles to find the Income Verification tile.
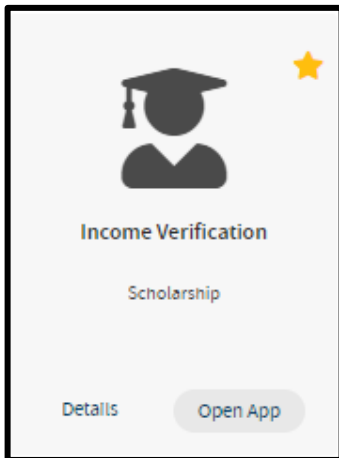
4. Click **Open App** on the application tile to launch the app.

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

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

Name	PROGRAM(S)	DOB	SSN4	Relationship	Marital Status	Household Member			
⋮ ▮		▮	8236	Head of Household	▮	Yes	📄0	💬0	🚩0
⋮ ▮		▮	6699	Spouse		No	📄0	💬0	🚩0
⋮ ▮	ECS-EXP	▮	7993	Child		Yes	📄0	💬0	🚩0
⋮ ▮	ECS-EXP	▮	7834	Child		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.

Name	Income Source	Gross AMT	Income Frequency	Annualized AMT	Include In Household Income			
▮	Wages and Salaries	▮	Annually	▮	Yes	📄1	💬0	🚩0
▮	Child Support Received	▮	Bi-Weekly	▮	Yes	📄11	💬1	🚩0

8. At the **Household Income** section, click the upload button 📄0 💬0 🚩0 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 **+ Add Documents** button.
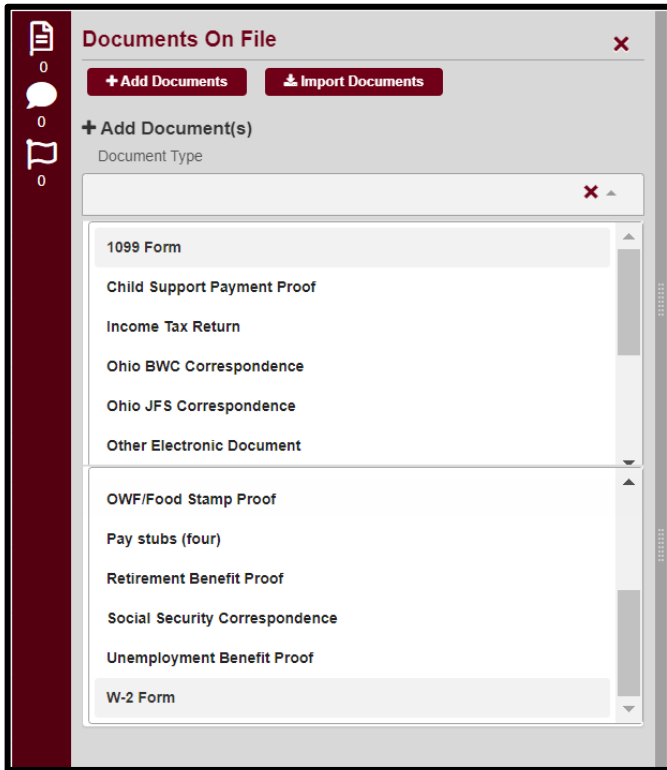

Documents On File   ✕

+ Add Documents   **⤓ Import Documents**

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

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

Documents On File ✕

+ Add Documents   **⬇ Import Documents**

+ Add Document(s)

Document Type

| | ✕ ▲ |

1099 Form

Child Support Payment Proof

Income Tax Return

Ohio BWC Correspondence

Ohio JFS Correspondence

Other Electronic Document

OWF/Food Stamp Proof

Pay stubs (four)

Retirement Benefit Proof

Social Security Correspondence

Unemployment Benefit Proof

W-2 Form

11. Upload documents saved on your computer.

Other Electronic Document   ✕ ▼

Drag file(s) here to upload or click here to
browse for files.

Queue progress

- Under Document Type drop down list select the document type you would like to have the document(s) you would have the files listed under.
- You may select up to 5 documents at a time to upload.
- Drag file from file window to the Drag and Drop window to add the file to the Documents list.
- Maximum file size is 100 MB
- Only the following file extensions are accepted
  .doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .pjpg, .png, .txt, .wav, .x-png, .xls, .xlsb, .xlsm, .xlsx, .zip

Close Add Documents

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.**

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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](#)

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