EdChoice Income Verification Helpful Tips

- **Applying for an EdChoice Expansion Scholarship it is a two-part process:**
  1. First, enroll in a participating private school. Submit the completed application and any other required documents to the school in which your child is enrolled. ***Students' applications will not be reviewed until the Department of Education has received both the application and all income verification documents.***
  2. The second step is to complete the income verification process. Establish an OH|ID account and complete the income verification process. Find additional information in the Income Verification Quick Guide. **(NOTE:** Your child's private school can update you on the progress of your application. If you've created an OH|ID account, you may check the status of your application through the OH|ID Portal).

- **Use your child's name as it appears on their birth certificate:** Using a nickname or a shortened version of your child's legal name may delay review of the application.

- The person completing the Income Verification application is identified as "Head of Household" within the income system.

- **In the income verification system "Never Married" is the default setting.** Marital status can be adjusted by clicking the three blue dots next to your name. (Marital status is used only for informational purposes if you are using Adjusted Gross Income.)

- **Social Security Number (SSN 4):** The income verification system does not read the number zero. Numbers such as 7590 will read as 759 and 0769 will read as 769 in our system. You do not need to make any corrections to your SSN.

- **Adding Dependents:** Enter a comment on the household member line noting the dependent's name, date of birth and last 4 SSN. Upon review, the Department will add them to the application. A 1040 is required to be submitted to verify and add dependents.

- **Income Verification**
  - *Adjusted Gross Income*
    - **We recommend using AGI to determine eligibility.**
    - **You must upload the first page of the 2022 federal income tax form 1040 to use AGI. Your AGIis found on line 11 of the tax return.**
    - If you are using AGI, select Wages/Salary tab
  - *Using W-2 or paystubs*
    - Do not enter anything in the numbers field other than the numbers and a period.
    - Spousal Income must be included regardless of whether you share a child or not.
    - Significant Other's income must be included if you live together and have a child together.
  - **Income documents must be uploaded in the Household Income Section.** The system will not allow you to submit the income verification without uploading supporting documentation.

- Students can participate in one scholarship program. If a student is eligible for more than one program, parents must decide which program in which their child will participate.

- **REMEMBER: You must click the SUBMIT button within your Income Verification application for the Department to receive the application.** If additional documents or corrections are needed to determine eligibility, the application will be placed in *Correction Needed* status. Comments identifying what needs to be done to review the application are included in the notice. **Once your corrections have been made, you must click the RESUBMIT button.**

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

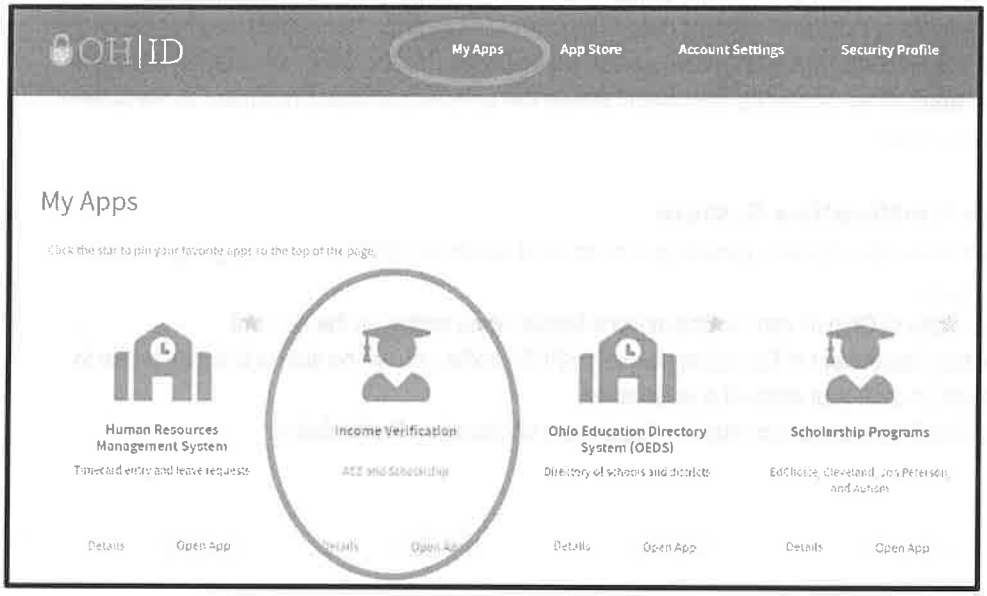
1. To access the online Income Verification System, parents/guardians must create an OH|ID account by going to this link, https://safe.ode.state.oh.us/portal.
    a. You **must** use your State of Ohio ID card or Ohio driver's license when setting up the account.
    b. If you have an existing Department 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

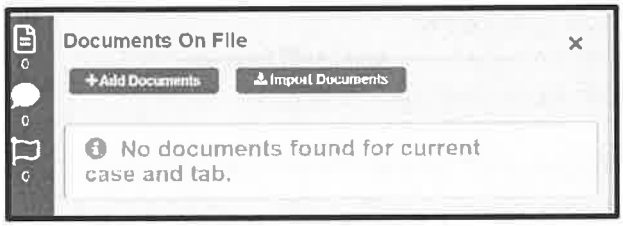
1. Log into your OH|ID account.
2. Select the **My Apps** link from the menu bar.



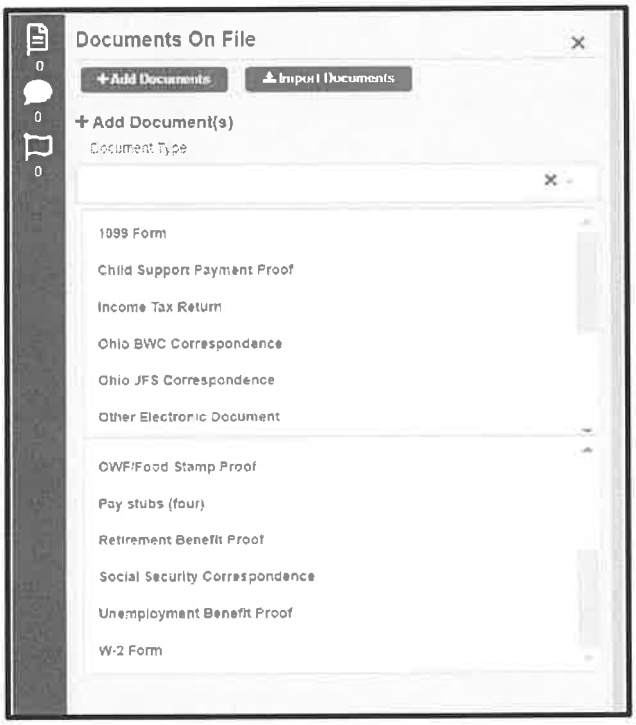
3. Next scroll through the application tiles to find the Income Verification tile.

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. After all household members and household income are entered, income documentation must be uploaded for all income types that have been entered.
7. 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.

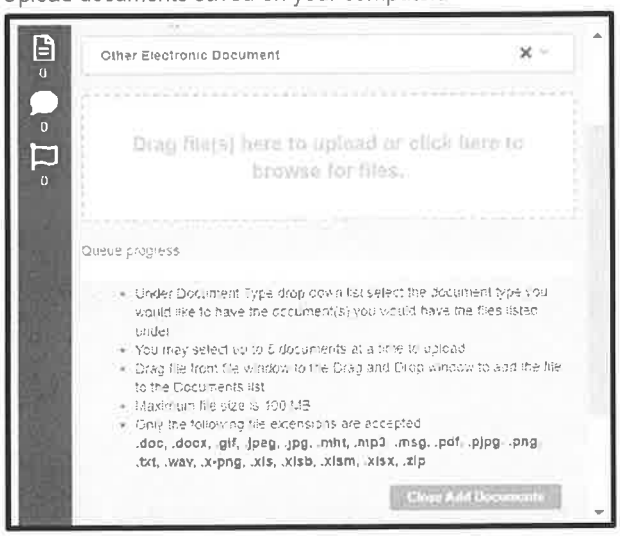
8. A dialogue box will open on the left-hand side of the screen. Click the **+ Add Documents** button.



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



10. Upload documents saved on your computer.



11. Click the Close Add Documents button at the bottom of the list to complete each upload.
12. Repeat steps until all income documents are added for each row of income entered.
13. This process is the same for **Household Deductions** which is the section just below **Household Income.**
14. Once all information has been entered, scroll to the top of the page and click the **Submit button.**

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