

# Universal EdChoice Scholarship

## Scholarship Levels

FPL	K-8th Scholarship Amount	9th-12th Scholarship Amount
0%- 450%	\$6,165	\$8,407
451%- 500%	\$5,200	\$7,050
501%- 550%	\$3,650	\$5,000
551%- 600%	\$2,600	\$3,550
601%- 650%	\$1,850	\$2,500
651%- 700%	\$1,300	\$1,750
701%- 750%	\$900	\$1,250
751%+	\$650	\$950

## Determining Household Size

*Definition of a household is the eligible student and the legal guardian of the eligible student, the spouse of the legal guardian or birth parent of any child under the age of eighteen, and children under the age of eighteen specified in section 3310.033 of the Revised Code, and children of the parent or legal guardian of the eligible student who are fulltime students aged twenty-two or less, disabled or blind adults or children related to the parent or legal guardian of the eligible student and relatives who are age sixty-five and who are claimed as a dependent for federal income tax purposes*

## 2023 Federal Poverty Levels (FPL)

Household Size	200%*	450%	500%	550%	600%	650%	700%	750%
2	\$39,440	\$88,740	\$98,600	\$108,460	\$118,320	\$128,180	\$138,040	\$147,900
3	\$49,720	\$111,870	\$124,300	\$136,730	\$149,160	\$161,590	\$174,020	\$186,450
4	\$60,000	\$135,000	\$150,000	\$165,000	\$180,000	\$195,000	\$210,000	\$225,000
5	\$70,280	\$158,130	\$175,700	\$193,270	\$210,840	\$228,410	\$245,980	\$263,550
6	\$80,560	\$181,260	\$201,400	\$221,540	\$241,680	\$261,820	\$281,960	\$302,100
7	\$90,840	\$204,390	\$227,100	\$249,810	\$272,520	\$295,230	\$317,940	\$340,650
8	\$101,120	\$227,520	\$252,800	\$278,080	\$303,360	\$328,640	\$353,920	\$379,200
each add'l	\$10,280	\$23,130	\$25,700	\$28,270	\$30,840	\$33,410	\$35,980	\$38,550

*Income levels are based on household adjusted gross income.*

## Questions?

Contact Mrs. King, 937-866-3021,  
aking@bishopleibold.org



# Steps to Apply

## **Complete the Scholarship Request Form**

Complete one (separate) application for each eligible student

## **Return the completed, signed request form to the school office**

Include the following with your application:

- Student's Birth Certificate
- Proof of Residence (I.E. Utility, gas, water, electric)

*Documentation must be in the parent/guardian's name.*

*Please visit the ODE website for other accepted forms of residency documentation.*

## **Create your OH ID Account\***

## **Set up your OH ID Profile\***

## **Complete Your Income Verification through the ODE App\***

\*Step-by step instructions have been included for your reference

## **Sign and submit approval to cash checks**

*This document allows us to accept your awarded scholarship*

### **EdChoice Office Hours at Bishop Leibold**

We will have additional office hours at our Our Lady of Good Hope Campus to help families apply. Stop by to talk about EdChoice or drop off paperwork. You can also call the office if you have any questions at 937-866-3021.

### **Extended Office Hours at OLGH**

July 17-August 4: Monday-Friday 9:00 AM - 3:00 PM

August 7 our office hours return to normal school schedule 7:45 AM - 3:45 PM

## FAQs

### **Why do I have to fill out the Scholarship Request Form?**

An application is required for each eligible student in order to receive the scholarship award.

### **Why do I have to complete income verification?**

Income verification is required to determine the scholarship amount awarded. It is only required the first year of application. Income verification will only be required in subsequent years if a family wishes to qualify for LIQ status and tuition balance write-off OR if a family's income has decreased and the family would qualify for a higher level of scholarship award.

### **Will my information be shared?**

Information submitted will be used only to determine the student award. Information is protected and will not be shared.

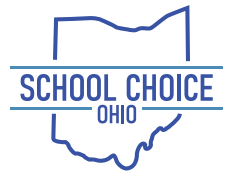
### **I have already completed income verification for the ACE program. Do I have to complete that step again?**

Yes. Parents must currently submit their income verification through both the Income-Verification app and the ACE app.

### **Is there a deadline to apply?**

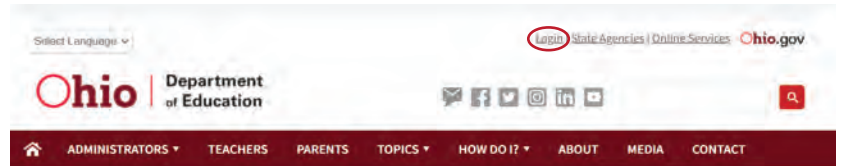
-To be sure that the full year of scholarship is paid by the state, your application must be received by the Ohio Department of Education by October 1, 2023. Applications received after October 1 will be awarded a pro-rated amount.

# Creating Your OH ID Account

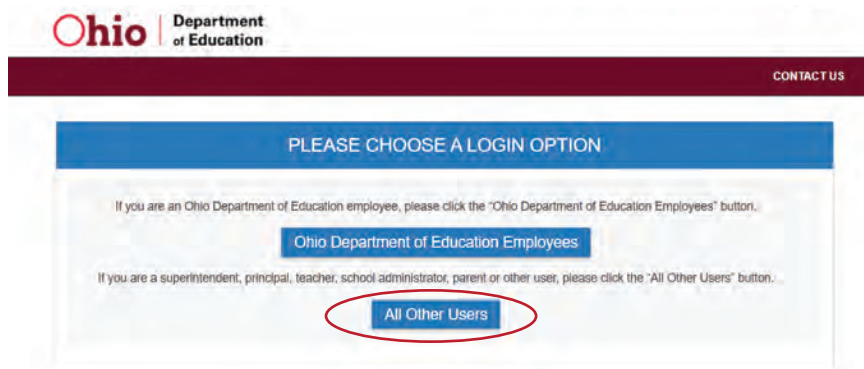


**1** Go to the Ohio Department of Education's website at [www.education.ohio.gov](http://www.education.ohio.gov)

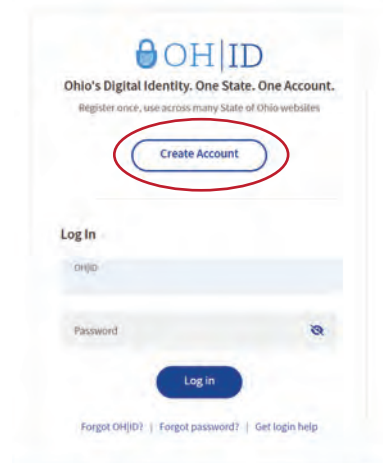
**2** In the top right-hand corner (to the left of the Ohio logo) select the words **"LOGIN"**



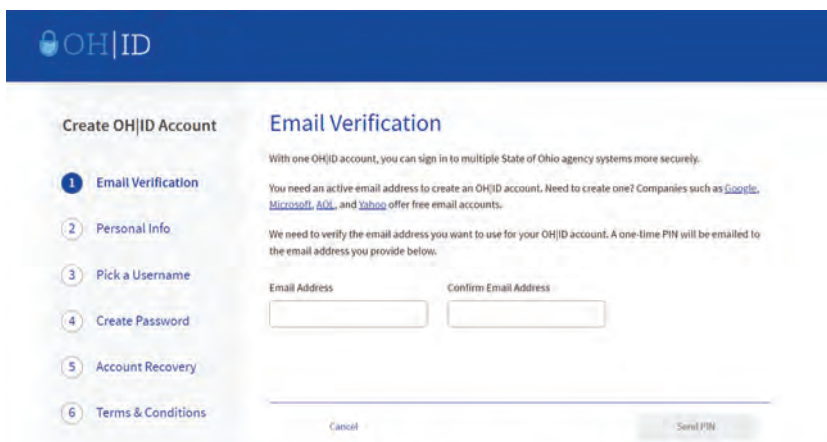
**3** Select **ALL OTHER USERS**



**4** Select **CREATE ACCOUNT**



**5** Follow the prompts to complete the steps to set up your profile.



**6**

Verify your new OH ID account by following the prompts provided on your confirmation email sent to the email address linked to your OH ID profile.

**You are now ready to set up your OH ID profile.**

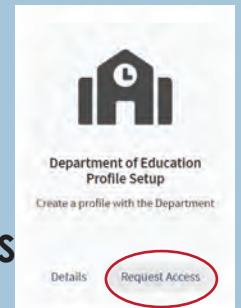
# Setting up your OH ID Profile

Once your account has been created and confirmed, login to your profile.

Go to the **“APP STORE”** tab.



Find the **DEPARTMENT OF EDUCATION PROFILE SETUP** icon and **REQUEST ACCESS**

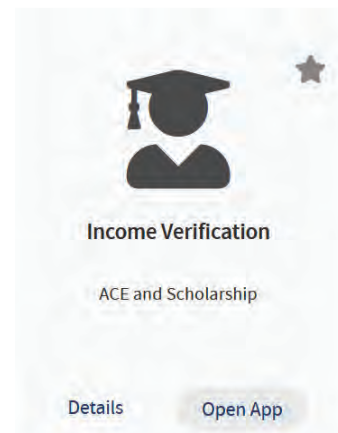
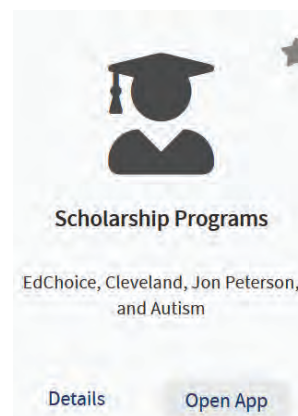


- 1 Once granted access, open the app from your “MY APPS” dashboard and provide the requested information.
- 2 From description options, select **“I am a parent requesting the Scholarship Program”** and **“I am a parent requesting the Scholarship Income Verification Program”**. Provide all of the required information.  
*Do not click on the “upload document” button unless you have an out of state driver’s license.*
  - Do not enter any information in the ZIP4 box
  - Your contact telephone number requires dashes
- 3 You will receive two emails: The first email confirms the creation of your profile. The second email will ask for confirmation of your email address as well as the last four digits of your social security number. *Be sure to check your spam folder for the second email.*
- 4 Once your profile setup is complete, refresh your page and return to the Home Page. *If your screen has timed out you may need to login again.*

5

Once you are logged in again, go to the App Store and find the **“SCHOLARSHIP PROGRAM”** app and the **“SCHOLARSHIP INCOME VERIFICATION”** app.

- Request access to both apps.
- Refresh your screen.
- Go to **MY APPS** dashboard.
- Open App.



1335 Dublin Road, Suite 50-A  
Columbus, Ohio 43215  
614-223-1555  
info@scoho.org  
[www.SCOhio.org](http://www.SCOhio.org)

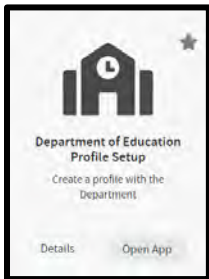


## Cleveland and EdChoice Scholarship Program Income Verification Portal Quick Guide

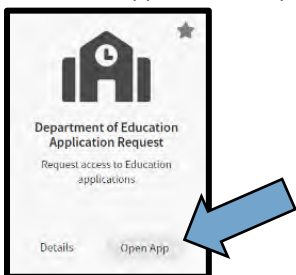
Parents/Guardians may use the Scholarship Program's Income Verification system to enter and submit their income information electronically to the program to verify their income status. Users must enter their household member information, income information and upload supporting income documents directly 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

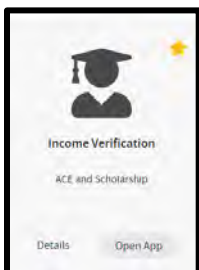
1. To access the online Income Verification System, parents/guardians must create an OH|ID account by going to this link, <https://safe.ode.state.oh.us/portal>.
  - a. You **must** use your State of Ohio ID card or Ohio driver's license when setting up the account.
  - b. If you have an existing Department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

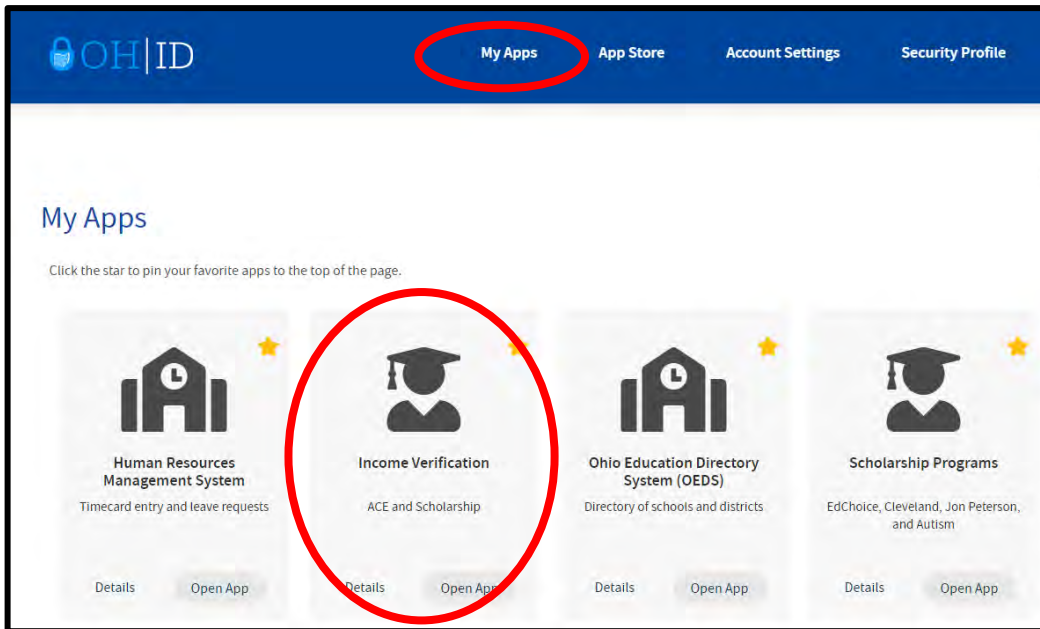




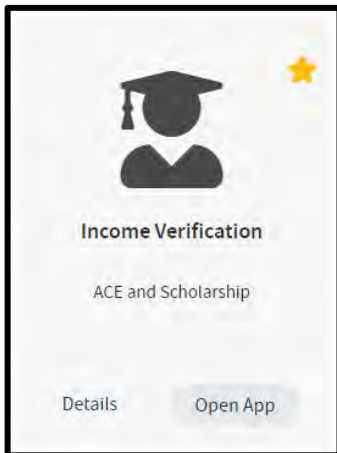
## Entering information into the Income Verification System

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
[REDACTED]		[REDACTED]	6699	Spouse	[REDACTED]	No
[REDACTED]	ECS-EXP	[REDACTED]	7993	Child	[REDACTED]	Yes
[REDACTED]	ECS-EXP	[REDACTED]	7834	Child	[REDACTED]	Yes

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.

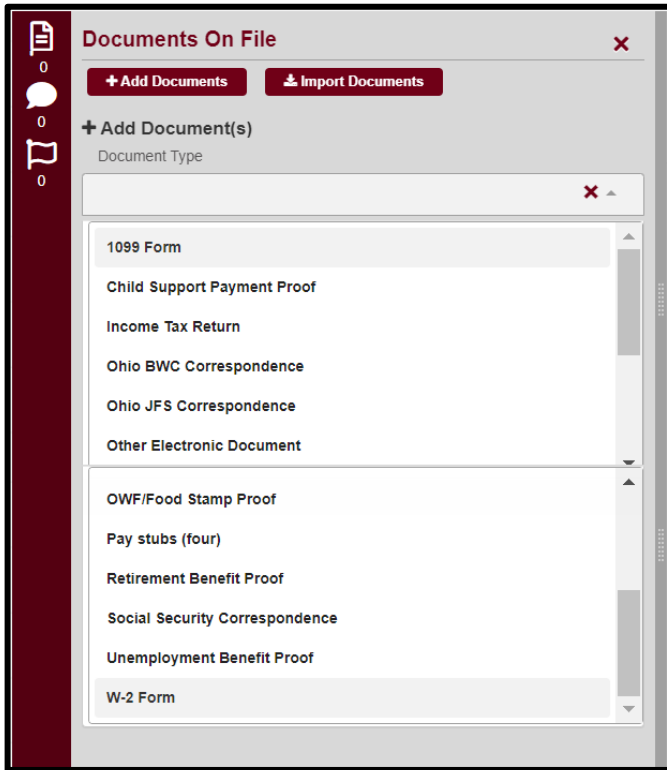
9. A dialogue box will open on the left-hand side of the screen. Click the  button.

**Documents On File** [X]

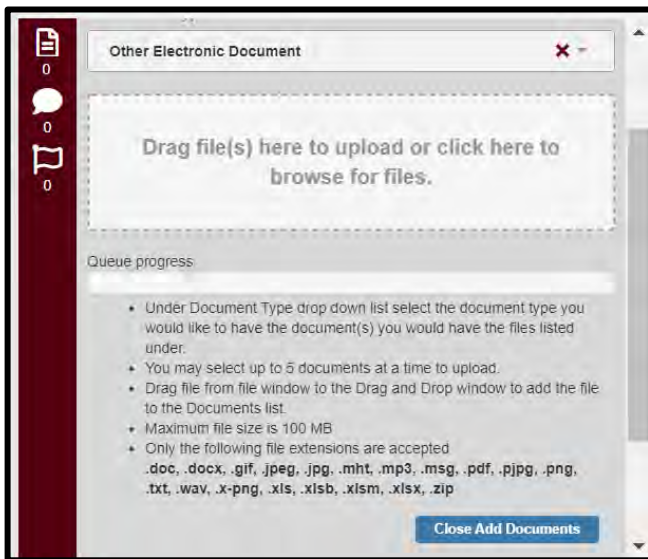
[+ Add Documents](#) [Import Documents](#)

**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  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](#)