

EdChoice 2024-2025 Parent Packet to Apply for or Renew Scholarship

***Please review thoroughly.**

****All parents are requested to apply for an EdChoice Expansion or Traditional Scholarship, unless applying for Jon Peterson. If you choose not to, please expect to pay full school tuition of \$6500.**

Step 1: Complete request form and return it to school, then wait to hear that it has been submitted. We are sending one home for each student. You may also receive one from the state in the mail. We only need one form completed per student. See guidelines page 2-3.

Step 2: After the school tells you the application has been submitted, submit or update income verification if needed. See guidelines page 4-5.

Step 3: Watch for, and respond to school and state communication as soon as possible. See guidelines page 6.

Step 4: Troubleshooting and Resources. See page 7-8.

Which scholarship should I apply for or submit renewal for?

Apply for/ Renew Traditional If:

- A. Your child was on a Traditional Scholarship last year.
- B. You would be assigned to a designated public school (only a select number of schools in Akron).
- C. You do not live with your biological mother for any reason.
- D. You have a sibling on Traditional EdChoice.
- E. You were formerly on JPSN.

****Note that adoptive parents must submit proof, and, single dads must have custody agreement, death certificate or obituary, or be willing to sign "kinship" affidavit.**

Apply for Expansion If A-D above do not apply

****The majority of our parents need to apply for/renew EdChoice Expansion.***

If you are unsure, please email mrsshowalter@stfparishschool.org.

Who Should Apply? (Choose One)

*If parents are together and listed on birth certificate, both parents should be on the application.

*****If parents are separated, the custodial or residential parent applies. If shared custody without designation for school purposes, either parent can apply.***

Note: Stepparents and unmarried partners cannot be on application unless they have a custody/adoption agreement (however they should be on household income).

How do I complete the application?

1. Decide if you are completing the initial request form or renewing. If your child is new to the EdChoice scholarship or changing from Expansion to Traditional, you will complete a Request Form. If your child was on scholarship this school year, you will complete a Renewal Form.
1. Choose a primary parent who has made or will create an OHID account, will monitor scholarship status and respond to emails. ****Note: The primary parent (if one parent listed) must submit the income and have custody. If parents are separated or divorced, both parents can be listed on application but only one can submit household income.**
2. Use full legal names (Including middle) for children and parents to complete forms. They must match birth certificates.
3. Complete all parts of the New Request Form or the Renewal Form, including ONLY the last four digits of Social Security numbers, public school if ever attended, and actual signatures. ****Please note, the state is now requiring each parent to actually sign the scholarship application and will not accept digital or typed signatures.**
4. For Renewals Only: You always need complete new proof of address, however do not need new custody or birth certificate unless something has changed.

How do I submit the application and what documents are required along with it?

Submit the application directly to the school either by sending electronically to mrsshowalter@stfparishschool.org, or by sending all needed forms to Mrs. Showalter in the school office.

For all applications, you will need to submit a proof of address. A current, complete utility bill is best. If not available, see Acceptable Proof of Address Form for other options. P.O. Boxes are never acceptable. If you are submitting a new application, you will need to also turn in a copy of the birth certificate. In addition we will ask you at this time to complete the Acceptance Form and the Power of Attorney Form for FY25.

Never submit income verification information to the school.

Do I need to submit income verification, and if so, when?

1. Do not submit income verification if you are applying for or renewing a Traditional EdChoice Scholarship, unless you want to prove that you are under 200% of the Federal Poverty Level (FPL). If you are under 200% and prove it annually, tuition will be limited to scholarship amount.

2. Do not submit income verification if you are applying for or renewing an Expansion Scholarship, and already have children who were on scholarship for the 23-24 school year, unless the following applies: ****Your fpl was under 200% and you want to maintain that poverty level (only beneficial if school tuition is greater than full scholarship award)**

OR

*Your income has decreased and your fpl would go down if you resubmit, enough for you to potentially get a greater award.

****Note: Your award will not change if during the 23-24 school year it was and continues to be less than 450% fpl or greater than 783% fpl.**

If you have a student under EdChoice at our school currently and want to know your fpl, please email mrshowalter@stfparishschool.org.

3. If you are completing a new application for EdChoice Expansion, and did not have children on scholarship this year, you MUST submit income verification.

How do I submit Income Verification?

- 1. If you need or want to submit income, the school must communicate with you first that they have submitted the scholarship application.**
- 2. The state prefers that you submit income verification through their online system. It is more secure and faster. You need to be able to access this system anyhow for additional information from the state if needed. There is a mail in option.**
- 3. The primary parent must create the OHID account if not already done, and then request access to the Income Verification App. Once this is complete, they will enter household members and household income information, and upload the documents needed for proof. The highly preferred method for the state is to submit only page 1 of your Federal 1040 which should reflect your AGI and dependents. Using your AGI is typically most advantageous also for families. Families may continue to use their 1040 tax form from 2022 until April 15, 2024, then 2023 tax information will be required.**
- 4. Please make sure that you are submitting income for the 24-25 (FY25) school year, since both school years will be an option for several months.**
- 5. Household income refers only to adults who live in your house, even if both do not have custody of children. Married filing jointly will require only one form uploaded. Married filing separately will require both forms uploaded if more than one adult in household.**
- 6. Children over 18 or other family members can now be listed under household members if you count them as dependents on taxes. In this instance, your tax form must be your proof reflecting that.**
- 7. If you have no income or are not required to file taxes, there is an affidavit that you can get notarized, or you can get a tax transcript from the IRS.**
- 8. If unable to use these options, refer to the Income Verification Request Form. If using pay stubs, they must be current.**
- 9. Only one income verification per household should be submitted, even if your children attend different schools.**
- 10. Within this app, household information and income information have places for comments by both parties and flags if attention is needed.**

Please note: Income Verification for the ACE scholarship is not the same as Income Verification for EdChoice.

What communication should I expect from the school?

Please watch for communications from Mrs. Dougherty sent to all parents, as well as individual emails from Mrs. Showalter. These will occur when there is information to disperse to all parents, when the application status changes or additional information/corrections are needed. Mrs. Showalter will also send an email when your scholarship has been awarded.

What communication should I expect from the state?

The state will send you emails when your income has been submitted, when your income has been reviewed, or if there is a correction needed. If you receive information about a correction needed, you can find specific information in the comments within your Income Verification App. Please make sure you can always get into your OHID account and Income Verification App. In addition, if your child switches scholarships for any reason or is awarded both Traditional and Expansion, you may get a letter saying that scholarships have been terminated or you are no longer eligible. The current scholarship should not be impacted. **If you are not getting any communications from the state, please go into your OHID account and verify that the correct email address is there.**

Common Problems to Avoid when Completing Paperwork or Income Verification:

1. Not using consistent full, legal names (including middle name) that match Birth Certificates.
2. Forgetting to complete part of the form.
3. Partially completing the income verification process, but not submitting or submitting the wrong documents.
4. Not submitting complete utility bills for proof of address with both a service address and mailing address, or submitting some other documents but not all that are required.
5. Forgetting to check the status of your account or not responding to state notifications or emails.
6. The primary parent and OHID account holder do not match.
7. Income verification is submitted before the school submits the application.
8. Creating multiple OHID accounts if having trouble with one.

Troubleshooting and Accessing Help

***Please follow the guidelines in this document. We also will be adding a list of EdChoice resources to our website very soon. Please review these if you need further information/additional forms, etc. If you still need help after reviewing the information included here and on the website, seek out specific help as outlined below.**

For Parents Struggling with OHID Account: 1-877-644-6338 or email Profile.Help@education.ohio.gov. Leave a message if needed.

For Parents with OHID Account but unable to get into the online income verification: <https://education.ohio.gov/Miscellaneous/Department-of-Education-OH-ID-Portal-Help>

For Parents who need help with income submission or corrections: edchoice@education.ohio.gov or 1-614-728-2743. Leave a message if needed.

For general application questions, please email mrsshowalter@stfparishschool.org