

# EdChoice 2025-2026 Parent Packet to Apply for or Renew Scholarship

*\*Please review carefully.*

**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 \$6800 per student.**

**Step 1:** Complete request or renewal form and return it to Mrs. Kim Showalter electronically or to the school office, then wait to hear that it has been submitted.

**Which scholarship should I apply or submit renewal for?**

**Apply for Traditional EdChoice If:**

- A. The student was on Traditional EdChoice last year for any reason listed below. (Complete Renewal).
- B. The student would be assigned to a designated public school for 25-26 (Akron only-see Designated School list). (Complete Request)
- C. The student does not live with his/her biological mother. (Complete Request and Affidavit of Eligibility for Traditional EdChoice)
- D. The student has a sibling on Traditional EdChoice. (Complete Request)
- E. The student was formerly on JPSN. (Complete Request)

Note that adoptive parents must submit proof of adoption, and single dads must have custody agreement, death certificate or obituary, or be willing to sign "kinship" affidavit to apply for Traditional EdChoice. However, parents may be able to get more scholarship funding than through EdChoice Expansion, unless fpl is below 450%.

**Apply for Expansion If A-E above do not apply**

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

If you are unsure, please email [mrsshowalter@stfparishschool.org](mailto:mrsshowalter@stfparishschool.org).

**Who Should Apply? (Choose One)**

*\*If parents are married, live together and are both listed on birth certificate, both parents should be on the renewal or request form. The parent listed as primary will be the main contact.*

*\*\*If parents are separated, the custodial or residential parent applies. Custody papers must be submitted if dad is applying.*

*\*\*If shared custody without designation for school purposes, either parent can apply and be listed as primary. The parent who applies must also submit income if required.*

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

## How do I complete the application?

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 only 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 (Application) or the Renewal Form, including ONLY the last four digits of Social Security numbers, Public school (if ever attended), and signatures. **\*\*Please note, the state is now requiring each parent to actually sign the scholarship application and will not accept digital or typed signatures.**

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

For all requests or renewals, you will also need to submit a proof of address. A current, complete utility bill is best. If not available, see Acceptable Proof of Address Forms (on the school website) for other options. P.O. Boxes are never acceptable.

If you are submitting a new request, you will need to also turn in a copy of the student's birth certificate.

**Submit the application/renewal form and other required documents directly to the school either by sending electronically to [mrsshawalter@stfparishschool.org](mailto:mrsshawalter@stfparishschool.org), or by sending all needed forms to Mrs. Showalter in the school office.**

**Never submit income verification information to the school.**

## **Step 2: Income Verification**

After you are notified that application has been submitted, begin to submit or update the income income verification **if needed**. ***The majority of parents renewing applications should skip this step!!***

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

**Submit or Resubmit Income Verification to the EdChoice Scholarship program if:**

- 1. You are applying for EdChoice Expansion for the first time for your family.**
- 2. Your fpl was under 200% in the current or previous year, and you want to maintain Qualified Low Income Status through the state. You can do this under both Expansion and Traditional requests and renewals. If you do this annually and continue to qualify, the school will only be able to charge you the scholarship amount for tuition and you will not be responsible for the remainder.**
- 3. You are renewing Expansion and your income has decreased. If you are confident that your income is enough to decrease your fpl, you could potentially get a greater award. Your award will not change if previous submitted income was and continues to be below 450% fpl or above 783% fpl.**

**\*\*Please note: If you resubmit income and your fpl increases, this will be used as the basis for your award, so be sure it will be to your advantage financially to resubmit.**

**\*Income Verification IS NOT required for Traditional EdChoice unless you want Qualified Low Income Status.**

## Step 2: Income Verification Continued...

### How do I submit Income Verification?

**\*If you need or want to submit income, the school must communicate with you first that they have submitted the scholarship application.**

1. 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.
2. 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 2023 until April 15, 2025, then 2024 tax information will be required.
3. Please make sure that you are submitting income for the 25-26 (FY26) school year, since both school years will be an option for several months.
4. 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 or not married will require both forms be uploaded if more than one adult in household.
5. 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.
6. If you have no income or are not required to file taxes, there is an affidavit that you can get notarized to submit to the state.
7. If you are unable to use these options, refer to the Income Verification Request Form. If using pay stubs, they must be current.
8. Only one income verification per household should be submitted, even if your children attend different schools.
9. Within this app, household information and income information both have places for comments by both parties and flags if attention is needed.

### **Step 3: Follow the Progress of your Application**

***\*Please watch for, and respond to school and state communication as soon as possible.***

#### **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 one scholarship has 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.**

### **Step 4:Troubleshooting**

#### **Common Problems to Avoid when Completing Paperwork or Income Verification:**

- ❖ Not using consistent full, legal names (including middle name) that match Birth Certificates.
- ❖ Forgetting to complete part of the form.
- ❖ Partially completing the income verification process, but not submitting or submitting the wrong documents.
- ❖ 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.
- ❖ Forgetting to check the status of your account or not responding to state notifications or emails.
- ❖ Primary parent and OHID account holder do not match.
- ❖ Income verification is submitted before the school submits the application.
- ❖ Creating multiple OHID accounts if having trouble with one.

## Resources and Accessing Help

### [Resources on our school website:](#)

Program Fact Sheets

Acceptable Proof of Address List

DesignatedSchool List-Akron

Excused Absence Policy

Affidavit of Eligibility for Traditional EdChoice

Affidavit for Families Not Required to Pay Taxes

Affidavit for Minimum Scholarship

Income Verification Helpful Tips

***Please follow the guidelines in this document. If you run into problems, seek out specific help as outlined below:***

***\*For Parents Struggling with OHID Account: 1-877-644-6338 or email [Profile.Help@education.ohio.gov](mailto: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 or corrections: [edchoice@education.ohio.gov](mailto:edchoice@education.ohio.gov) or 1-614-728-2743. Leave a message if needed.***

For general application questions, please email [mrsshowalter@stfparish school.org](mailto:mrsshowalter@stfparish.school.org)