

EDCHOICE SCHOLARSHIP PROGRAM 2022-2023 REQUEST FORM

Student Data Must Match Birth Certificate

STUDENT INFORMATION

NAME: _____
 (First) (Middle) (Last)

DATE OF BIRTH _____ LAST FOUR DIGITS SS# _____ GENDER: FEMALE MALE

MOTHER'S MAIDEN LAST NAME _____ NATIVE LANGUAGE: _____ ETHNICITY: _____

CITY OF BIRTH _____ GRADE LEVEL FOR 2021-2022 _____ GRADE LEVEL FOR 2022-2023 _____

IS THE STUDENT AN INCOMING KINDERGARTENER? YES NO HAS THIS STUDENT EVER ATTENDED ANY OHIO PUBLIC SCHOOL? (Must Answer) YES NO IF YES, WHERE: (Answer Below)

IS THE STUDENT AN INCOMING HIGH SCHOOLER? YES NO

District: _____ Building: _____ Year: _____

Guardian Signing Scholarship Checks

I AM CHECK ONE Natural Parent Residential Parent Legal Guardian of student applying for scholarship funds (court documents or Affidavit of Eligibility required)

Adoptive Parent Student is at least eighteen years of age

PARENT/GUARDIAN

NAME: _____
 (First) (Middle) (Last)

DATE OF BIRTH: _____ LAST FOUR DIGITS SS#: _____

PHYSICAL ADDRESS: _____
 CITY _____ STATE _____ ZIP _____ COUNTY _____

PHONE _____ EMAIL _____

RELATIONSHIP TO STUDENT _____

SECONDARY PARENT/GUARDIAN

NAME: _____
 (First) (Middle) (Last)

DATE OF BIRTH: _____ LAST FOUR OF SS# _____

PHYSICAL ADDRESS: _____
 CITY _____ STATE _____ ZIP _____ COUNTY _____

PHONE _____ EMAIL _____

RELATIONSHIP TO STUDENT _____

ATTENTION EXPANSION APPLICANTS: Income verification **MUST** be completed for **ALL** EdChoice-Expansion Scholarship applicants.

INCOME

Check below to indicate your intent to complete the income verification process.

Yes I believe that I qualify for low income status. I will submit a completed Income Verification Form and supporting documents to the EdChoice Office listed on the form. 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.

No I am not interested in applying for low income status. I either: 1) do not qualify for low income status or 2) do not want my income verified by the program.

Return to the private school with **student's birth certificate** and **current utility bill** showing service and mailing addresses.

EDCHOICE SCHOLARSHIP PROGRAM 2022-2023 REQUEST FORM

Information below **MUST** be completed to determine eligibility. My student is **CURRENTLY** attending a (check ONLY one and enter the school name).

SCHOOL INFORMATION	<input type="checkbox"/> Public School: _____ <input type="checkbox"/> Charter/Community School: _____ <input type="checkbox"/> Private School: _____ <input type="checkbox"/> Home Schooled (Never Attended an Ohio School) <input type="checkbox"/> New to Ohio <input type="checkbox"/> Pre-School: _____ <input type="checkbox"/> Other: _____ Name of public school district you live in (e.g. Elyria City, Mansfield City, etc.): _____ Name of public school building the student would be assigned to for the 2022-2023 school year: _____
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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 3 months old) utility bill. The utility bill MUST SHOW MATCHING SERVICE AND MAILING ADDRESS in the name of the Parent/Guardian. Post office boxes and Cell Phone Bills have no Service Address and therefore are not accepted. <i>Acceptable Utilities</i> (must show matching service and mailing address): Electric, Gas, Water, Sewer, Cable/Internet. <i>Other Acceptable Documents:</i> Monthly mortgage statement and Lease/rental agreement (signed) and one (1) other official document with parent's name and address. Additional information can be found on the scholarship webpage.
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2022-2023 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: our family has moved to another city school district and our new neighborhood public school is not a designated EdChoice school, my child fails to take each state achievement test required for his/her grade/level, my child has more than twenty unexcused absences during the school year, or I fail to complete the renewal process. If my child has received an EdChoice Expansion scholarship I must maintain Ohio residency and verify my income annually.
- * 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: _____ (Name of Private School)
 to submit an application on my behalf for the Scholarship Program through the Ohio Department of Education electronic application system. **BY SIGNING BELOW, I AGREE TO ALL THE ABOVE STATEMENTS.**

Signature of Legal Guardian Signing the Tuition Check Date Signed

Return to the private school with **student's birth certificate** and **current utility bill** showing service and mailing addresses.

Cleveland and EdChoice 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 school with the application. Parents/Guardians must document residency by providing the school with a current (less than 3 months old) utility bill. The utility bill **MUST SHOW MATCHING SERVICE AND MAILING ADDRESS** in the name of the Parent/Guardian. Post office boxes and Cell Phone Bills have no Service Address and therefore are not accepted.

Acceptable Utilities (Must show matching Mailing and Service Address): Electric, Gas, Water, Sewer, Cable/Internet.

Other Acceptable Documents: Monthly mortgage statement and Lease/rental agreement (signed) and one (1) other official document (like a pay stub, bank statement, insurance statement, car payment statement, etc) with parent's name and address. Additional information can be found on the scholarship webpage.

If the student's parent/guardian has no utilities in his/her name, then the parent/guardian must provide the following:

1. 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.
2. A copy of a current utility bill in the name of that third party, AND
3. A copy of a piece of current business type mail in the name of the parent/guardian.
 - a. Business mail would be things such as pay stubs, car notes, car insurance, monthly bank statements, and official document from a government agency. It must be a business with which the parent/guardian is currently doing regular business.
 - b. NO credit card solicitations or service set-up work orders. NOTHING HAND WRITTEN.
4. Following is an example of how this alternative works: Ms. Smith's daughter has an EdChoice 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.
5. Another example of how this alternative works is the following: Mr. Johnson's son has an EdChoice scholarship. Mr. Johnson and his son live in an apartment. All of 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, and driver's licenses. Old and outdated (more than 3 months) address proof is also unacceptable.

Parents/guardians must remember to keep the school informed of any address changes that occur and to submit the required documentation to ensure continued program eligibility.

The Ohio Department of Education does not discriminate on the basis of race, religion, gender, nationality, age, disability, or ethnic background.

SCHOLARSHIP PROGRAM 2022-2023 INCOME VERIFICATION FORM

Income Verification is one step in the scholarship application process. Your child must also be enrolled at a participating school. The Income Verification Process is important for some families to determine if they meet low income requirements of the scholarship program. If you are a new applicant of the Scholarship and you qualify for low income status, you will not have to pay tuition above the amount of the scholarship. If you are a new or renewal applicant of the EdChoice Scholarship, you must complete the income process every year to receive a scholarship award.

Helpful tools can be found on the scholarship website at EdChoice.Education.Ohio.gov or CSTP.Education.Ohio.gov. If you have more than one child applying for a scholarship, only one income verification form is needed. The scholarship office is not able to return original documents to you; please send only copies. This form and copies of income documents must be mailed to the address ON PAGE TWO (2) OF THIS FORM.

#1

PRIMARY PARENT

NAME: _____
FIRST MIDDLE LAST **MARITAL STATUS REQUIRED**

DATE OF BIRTH: _____ GENDER: F M LAST FOUR DIGIT SS#: _____

ADDRESS: _____

CITY: _____ OHIO ZIP CODE: _____ RECEIVES INCOME: Y N

PHONE: _____ E-MAIL: _____

Name of Private school where your child is enrolled _____

LIST ALL MEMBERS OF YOUR HOUSEHOLD including scholarship students. Make a copy of this page if more space is needed.

#2

NAME: _____
FIRST MIDDLE LAST

DATE OF BIRTH: _____ GENDER: F M LAST FOUR DIGIT SS#: _____

RELATIONSHIP TO YOU: _____

SCHOLARSHIP STATUS (CHECK ONE): NEW: RENEWAL: NA: RECEIVES INCOME: Y N

#3

NAME: _____
FIRST MIDDLE LAST

DATE OF BIRTH: _____ GENDER: F M LAST FOUR DIGIT SS#: _____

RELATIONSHIP TO YOU: _____

SCHOLARSHIP STATUS (CHECK ONE): NEW: RENEWAL: NA: RECEIVES INCOME: Y N

#4

NAME: _____
FIRST MIDDLE LAST

DATE OF BIRTH: _____ GENDER: F M LAST FOUR DIGIT SS#: _____

RELATIONSHIP TO YOU: _____

SCHOLARSHIP STATUS (CHECK ONE): NEW: RENEWAL: NA: RECEIVES INCOME: Y N

#5

NAME: _____
FIRST MIDDLE LAST

DATE OF BIRTH: _____ GENDER: F M LAST FOUR DIGIT SS#: _____

RELATIONSHIP TO YOU: _____

SCHOLARSHIP STATUS (CHECK ONE): NEW: RENEWAL: NA: RECEIVES INCOME: Y N

**EdChoice & Cleveland Scholarship Program
2022-2023 Income Verification Form**

2022 FEDERAL POVERTY GUIDELINES
Source: Office of the Asst. Sec. for Planning & Eval/US Dept. of HHS.

Traditional EdChoice and Cleveland Scholarship applicants qualify for low income status if income is at or below 200% of the Federal Poverty Guidelines. **Note that first-time applicants for EdChoice-Expansion are eligible for scholarships if income is at or below 250% of poverty.** However, only scholarship families with a household gross income of 200% or lower qualify for low-income status. This means that the private school cannot charge these families for any tuition that is not covered by the scholarship. Scholarship families with a household gross income of 201% or higher are responsible for paying any tuition difference not covered by the scholarship. This chart will help you determine if you may qualify.

Income status determines priority for awarding scholarships. It also determines if your family will be responsible for paying any tuition that is not covered by the scholarship.

Based on the number of people in your household, you may qualify for low income status if your gross annual income is the amount listed on the chart or less.

Household size is determined by the following: the scholarship student, the birth mother or the legal guardian of the scholarship student, the spouse (also includes birth father of any child in the household), all children under the age of 18 which the legal guardian or spouse also has legal custody.

Number in Household	Gross Annual Amount (200%)	Gross Annual Amount (250%)
1	\$27,180	\$33,975
2	\$36,620	\$45,775
3	\$46,060	\$57,575
4	\$55,500	\$69,375
5	\$64,940	\$81,175
6	\$74,380	\$92,975
7	\$83,820	\$104,775
8	\$93,260	\$116,575
For each additional person add:	\$9,440	\$11,800

You must provide documentation for all sources of income in your home. The documents must represent their current income. Do not send original documents, as they cannot be returned. Block the first 5 digits of all social security numbers in all documents leaving only the last 4 digits to be seen. See page 3 for acceptable income documents.

List each person that has earned or unearned income. If someone has more than one source of income, use multiple lines.

INCOME INFORMATION

First and Last Name	Name of Employer or Income Source	Gross Amount Before Taxes	How Often Received
Example: John Smith	Employment - Kroger	\$1200	Bi-Weekly
Example: Jane Smith	Child Support	\$475	Monthly

X

SIGNATURE OF PRIMARY LEGAL GUARDIAN REQUIRED

DATE

Return this form and copies of all income documents to the address below OR use the online parent portal to submit electronically.
Ohio Department of Education, Scholarship Program Office
25 S. Front Street, Mail Stop 309 Columbus, Ohio 43215-4183

Faxes and emails
NOT accepted.

How to Complete the Income Verification Process

1. Obtain the Income Verification Form on our website at: <http://education.ohio.gov/edchoice> or <http://education.ohio.gov/clevelandscholarship> or the nonpublic school where you have applied for or renewed a scholarship. (Complete pages 1 and 2 of this document.)
2. Complete the parent/guardian information on page 1, filling in all lines. This should be the same information you have provided on the scholarship application/renewal form.
3. List household members (i.e. spouse, children) on page 1 and provide all the information requested.
4. Write your sources of income on page 2 and provide copies of acceptable, supporting documentation.
5. Sign at the bottom of page 2. Do not return page 3.
6. Based on your household, determine from the list below which one fits your status. For example: If your status is (a) of the choices below, you only have to submit the documents for that option, not all of them.
 - a) If you are currently employed, and have the same job you had all of last year, send either 4 current pay stubs for each job, your W-2 forms, your 2021 Federal Income Tax Return forms or your 2021 Federal Income Tax transcripts which may be obtained at either: WWW.IRS.GOV or by mailing the 4506-T form to the IRS.
 - b) If you are currently employed but did not work your current job for all of last year, send 4 current pay stubs for each job.
 - c) If you are self-employed, send a copy of your 2021 Federal Income Tax Return forms, including all schedules or your 2021 Federal Income Tax transcript.
 - d) If you receive other income sources such as food stamps/OWF, child support, unemployment, Social Security, etc., then you must send copies of official documentation which show how much you receive from each source. Example: If you currently work and receive food stamps and child support, you must submit four current pay stubs, official documentation that shows how much you receive in food stamps, and official documentation that shows how much you receive in child support.
 - e) If you have no income or you do not have pay stubs or W-2's, provide your 2021 Federal tax transcript from the IRS. Go to WWW.IRS.GOV. Please mail the request form to the IRS and once you receive your transcript, please mail a copy of that form to our office with the Income Verification form.
 - f) If you are recently unemployed, please provide a separation letter from your previous employer stating your last day of employment and your last paycheck stub.

DO NOT send original documents. Make copies (ex. W-2, check stubs, etc.) to send to our office and block the first 5 digits of all social security numbers on all documents only leaving the last 4 digits to be seen. Submit only one (1) form per family. (Ex. A family with 3 students in the program only needs to send the form one time per school year.) Keep a copy for your records.

Income Verification may be mailed or submitted electronically. The Income Verification form with supporting income documents may be mailed to the Ohio Department of Education, Scholarship Program Office 25 S. Front Street, Mail Stop 309, Columbus, Ohio 43215-4183.

To submit online for processing, parents can [visit our website](#) for instructions to access the parent portal and guidance to submit electronically. Parents are responsible for submitting the Income Verification documents, not the private school. Contact Scholarship Program at 614-728-2743, or by email at Edchoice@education.ohio.gov or Cleveland.Scholarship@education.ohio.gov, if you have any questions.

2022-2023 Federal Poverty Guidelines: Traditional EdChoice & Cleveland Scholarship Programs

Source: *Off. of the Asst. Secretary for Planning & Eval/US Dept of HHS.*

Number in Family/ Household	Gross Annual Amount (200%)
1	\$27,180
2	\$36,620
3	\$46,060
4	\$55,500
5	\$64,940
6	\$74,380
7	\$83,820
8	\$93,260
For each additional person add:	\$9,440

- Based on the number of people in your household, if your gross annual income is the amount listed on the chart above or less, then you might qualify for low income status.
- To determine if you qualify for low income status, you must have your income verified by the Scholarship Program staff.
- Income status determines priority for awarding scholarships. It also determines if your family will be responsible for paying any tuition that is not covered by the scholarship.
- Obtain the Income Verification Form from the scholarship website. Complete the form and mail it, along with copies of your income documents, to the address listed on the form.

This information is applicable to the traditional EdChoice Scholarship and Cleveland Scholarship programs.