

Ed Choice Information

How to apply:

Step One

1. Once your child has been enrolled at Our Lady of Victory, complete the Ohio Department of Education's Scholarship Request form one per family. The application must be signed by hand in pen; electronic or typed signatures are not permissible.
2. Along with the application, you must submit copies of your child's birth certificate and a recent utility bill (electric, gas, sewer, or water) This bill must include both the service address and mailing address – and those addresses must match. Parents who are divorced or separated must submit their shared parenting plan as well.
3. The application and supporting documents can be emailed to ? or dropped off at the school office.

Step Two

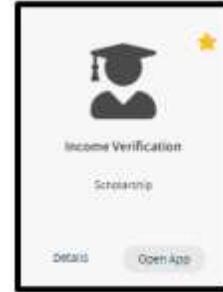
1. After completing step one, verify your family income using the Income Verification at <https://safe.ode.state.oh.us/portal>
2. Click on the button that states All Other Users
3. Create Account
4. Type in Email Address and then confirm Email Address
5. Once created, log into your OHID account to complete the Department of Education Profile Set Up.



6. In the setup process, select the role I am a parent signing up for Scholarship Income Verification program.
7. If you did not get the income verification option, or already have had a OHID account, you should run the Department of Education Application Request by clicking on Open App (see arrow)

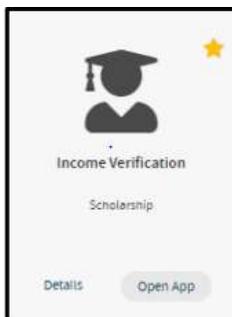


8. This is the income Verification tile that should be listed in the MY Apps Section of your OH ID account.



Entering Information into the income Verification System

1. Log into your OHID account. When accessing the system please use a desktop or laptop computer. The system will not work 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 on Open App on the application tile to launch the app.
5. Click [Go to Income Verification](#) to begin entering data for the income verification.
6. Enter Household members in the first section labeled Household Members. Make sure you enter the name of the child as it appears on their birth certificate. Dependents under the age of 18 may be entered into the Income Verification System as members of your household. If you have children up to 22 years old who are full-time students, or disabled dependents adults living with you, You may list these individuals names and dates of birth in the comment section next to the parent's name. Use page 1 of the tax return for income verification as your documentation (the dependent should be listed there). Under the household member (the head of the household) leave a comment that says you have an additional member. Add that additional person's and birthdate (and the last 4 digits of the SSN should be visible on the tax return). * In case of divorce or shared tuition responsibility, Income Verification should be completed by the court appointed residential parent for school.

Household Members

Name	PROGRAM(S)	DOB	SSN4	Relationship	Marital Status	Household Member	
[REDACTED]		[REDACTED]	8236	Head of Household	[REDACTED]	Yes	[0] [0] [0]
[REDACTED]		[REDACTED]	6699	Spouse	[REDACTED]	No	[0] [0] [0]
[REDACTED]	ECS-EXP	[REDACTED]	7993	Child	[REDACTED]	Yes	[0] [0] [0]
[REDACTED]	ECS-EXP	[REDACTED]	7834	Child	[REDACTED]	Yes	[0] [0] [0]

- 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]

- All the household Income section click the upload button for each row added. It is the first green button displaying a picture of a document to the right of each row of household income entered.
- A dialogue box will open on the left hand side of the screen. Click the Add Documents button.

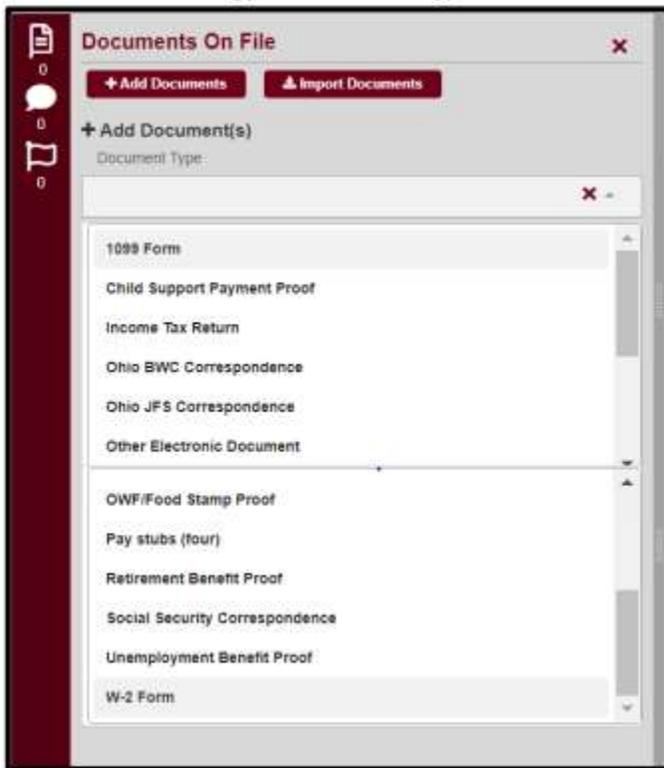


Documents On File [X]

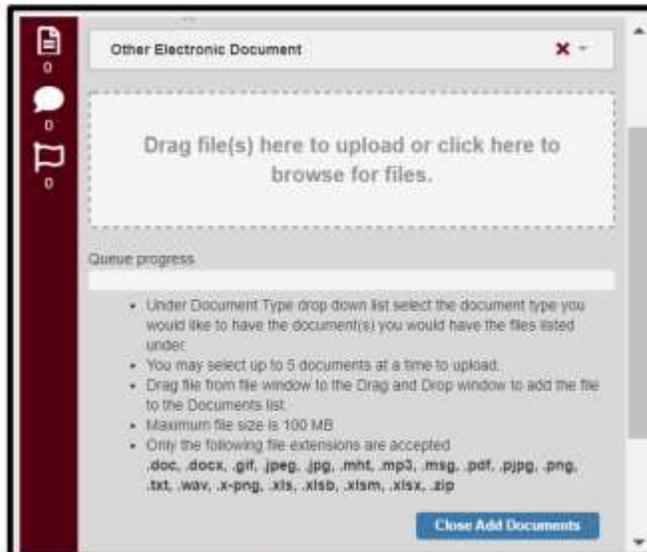
+ Add Documents Import Documents

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 on **Close Add Documents** Button at the bottom of the list to completed each upload.

13. Repeat Steps until all income documents are added for each row of income entered.

14. The 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 system automated messages notifying you of the following.
 - when income verification has been submitted
 - when income verification is under review
 - when income verification is either completed or needs correction.
 - If you receive notification that corrections are needed, you must log back into your OHID account to review the comments and flags, make the necessary corrections and/or provide the requested information and click **Resubmit** button for another review.
17. Monitor your email for updates in your income case after you submit it. The email notifications are confirmation of your submission and status of the review.
18. Parents can log into their own OHID accounts at any time to monitor status.

STEP 3

1. Once the scholarship has been awarded to you, you will need to return the award letter to the parish office and sign a one-time check deposit agreement form so the monthly scholarship checks can be deposited to your tuition account.

Important Information

What does the Scholarship cover?

The scholarship amount covers tuition only. Parents still need to pay the registration fees.

How does financial aid adjusted for students receiving an EdChoice Scholarship?

If financial aid award that was offered to the student and that student is not getting the full ed choice scholarship then we will still apply the financial aid. If you receive the full amount for Ed Choice, then no financial aid will be given.

Do I need to keep making Tuition payments once I have submitted the application?

Yes, if you are making monthly payments on your tuition for the 2023-2024 school year, continue to do so until the scholarship has been awarded. Once you receive the Ed Choice Scholarship, your account will be updated and options for any remaining balance or overpayments will be addressed.

Will Tuition payments I make before I am awarded a scholarship be reimbursed?

Yes, Our Lady of Victory will reimburse any payments made in excess of tuition value/scholarship based on your unique award. Reimbursement will be provided upon confirmation from the Ohio Department of Education & Workforce of your scholarship award. Families will still be responsible for any tuition balance outside of the ED Choice scholarship awarded. The award has no cash value.

What if my child received a Jon Peterson Scholarship?

Students are not eligible to receive both the Jon Peterson and EdChoice scholarship. Please contact the School Office to discuss your unique situation. Jon Peterson scholarship provide increased funding to the school for the needs off your child over EdChoice.

Deadline

The deadline to submit is **October 13th**. However, any scholarship application submitted after the school year starts will be prorated based on the remaining days of school and fill amount will not be given.

How will tuition at Our Lady of Victory School work for 2023-2024 School Year.

No family will pay more that the tuition rate established in February 2023

**Victory Tuition Schedule
Grades K-8
2023-2024 School Year**

	23-24 tuition	EdChoice Scholarship	Victory Parish Scholarship	Tuition balance due
0-450%	5,532	5,532	0	0
451-500%	5,532	5,200	0	0
501-550%	5,532	3,650	1,740	142
551-600%	5,532	2,600	1,740	1,192
601-650%	5,532	1,850	1,740	1,942
651-700%	5,532	1,300	1,740	2,492
701-750%	5,532	900	1,740	2,892
751% or higher	5,532	650	1,740	3,142

Notes

- **No multi child discounts**
- **Tuition Assistance is available to all students.**
- **If your child receives Jon Peterson scholarship, please call the school office to discuss alternative options.**
- **Victory Parish Scholarships will be awarded to recipients who meet requirements- Parents must apply.**

