

#5	NAME: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (First) (Middle) (Last) </div>		
	DATE OF BIRTH: _____	GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	LAST FOUR DIGITS OF SSN: _____
	RELATIONSHIP TO YOU: _____		
	SCHOLARSHIP STATUS (CHECK ONE): NEW: <input type="checkbox"/> RENEWAL: <input type="checkbox"/> N/A: <input type="checkbox"/>		RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO

You must provide documentation for all sources of income in your home. The documents must represent 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.

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

X _____
SIGNATURE OF PRIMARY PARENT/LEGAL GUARDIAN REQUIRED

DATE

The chart below may help you determine if you qualify. Renewing EdChoice Expansion families will not need to complete the income verification process each year, unless they would like to have their household income recalculated for their award amount.

NUMBER IN HOUSEHOLD	ADJUSTED GROSS ANNUAL AMOUNT (200%)
1	\$29,160
2	\$39,440
3	\$49,720
4	\$60,000
5	\$70,280
6	\$80,560
7	\$90,840
8	\$101,120
FOR EACH ADDITIONAL PERSON ADD:	\$10,280

Adjusted Gross Income (AGI – line 11) will be used to calculate household income if the parent/guardian provides page one of their current 1040 federal income tax return.

Household size is determined by the following:

- The eligible student and their legal guardian;
- The spouse of the legal guardian or birth parent of any child under the age of eighteen;
- Children under the age of eighteen who live with the legal guardian;
- 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;
- Relatives who are age sixty-five and who are claimed as a dependent for federal income tax purposes.

1. Obtain the Income Verification Form on [the Department’s website](#) 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 3-4.

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 2022 Federal Income Tax Return forms or your 2022 Federal Income Tax transcripts which may be obtained at : 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 2022 Federal Income Tax Return forms, including all schedules or your 2022 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 2022 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 and Workforce, Office of Nonpublic Educational Options 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 the Office of Nonpublic Educational Options at 614-728-2743, or by email at edchoice@education.ohio.gov or cleveland.scholarship@education.ohio.gov, if you have any questions.