



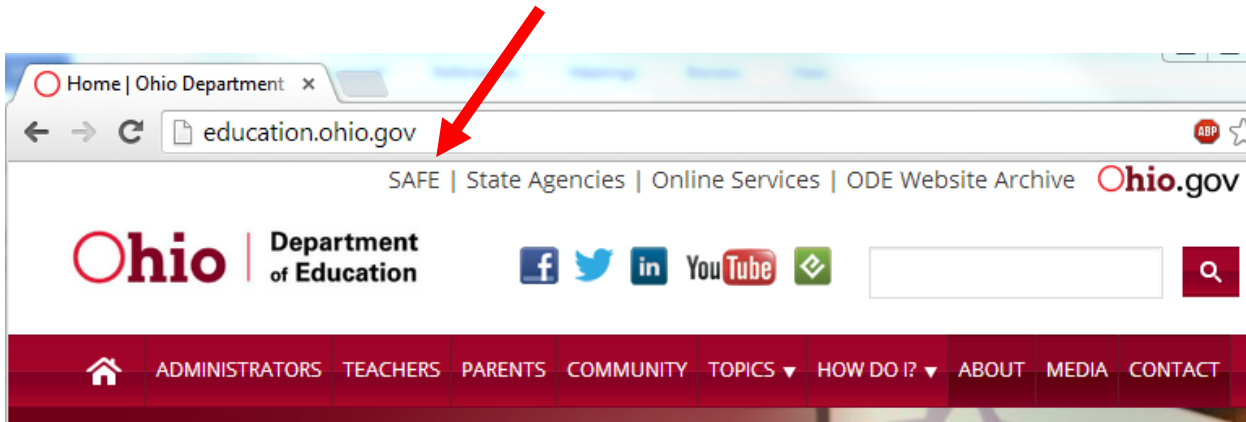
Ohio

Educational Service Center (ESC) Contract Navigation Directions FY2020

Accessing ESC Contract module

Logging on through the SAFE account

Users can access the web-based **ESC Contract** module through the Ohio Department of Education's secure Web portal known as **SAFE** (Secure Application for Enterprise). Click on the **SAFE** link located at the top of the Department's home page. [Note: You must have a SAFE account to sign in.]



1. After clicking the **SAFE** sign-in link, you should be on a page with the box in the image below.

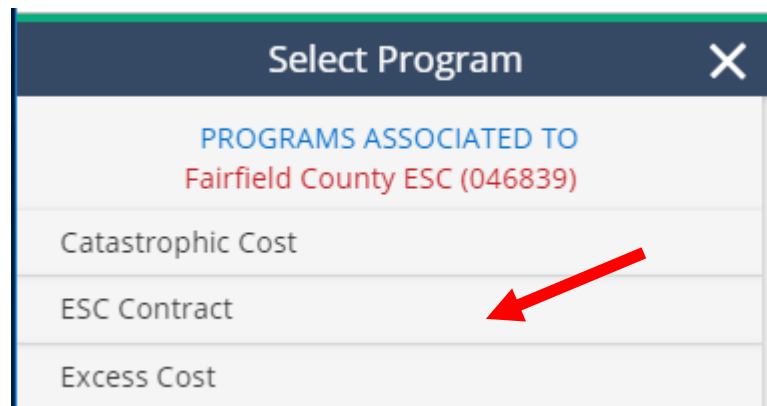
A screenshot of the 'SIGN IN WITH YOUR SAFE ACCOUNT' login page. The page has a blue header with the title 'SIGN IN WITH YOUR SAFE ACCOUNT'. Below the header is a checkbox labeled 'Check if you are an ODE employee?'. Underneath is a section for 'USER NAME' with a text input field that has a red border. Below that is a section for 'PASSWORD' with a text input field. At the bottom left is a blue 'SIGN IN' button, and at the bottom right is a red link that says 'FORGOT USER NAME OR PASSWORD?'. At the very bottom, there are two columns: the left one says 'Don't have a SAFE account?' with a blue 'SIGN UP' button and a link for 'Safe Sign up help'; the right one says 'Started sign up process?' with a blue 'CHECK SIGN UP STATUS' button.

2. Enter your username and password, and then click the **Sign In** button.

3. Select the **School Finance** link.

Learning Management System	Learning Management System
ODE.CORE	Online Licensure System
OEDS	OEDS Application
SAFE Coordinator	SAFE Coordinator
School Finance	School Finance (Catastrophic Cost, Excess Cost, WorkKeys Reimbursement, ESC Contract)
SDC Admin	SDC Admin
STARS V2.0	STARS Professional Development and Technical Assistance System

4. You will land on your Dashboard. You can select **ESC Contract** from the menu or you can use the ESC Contract Status widget.



5. The Department preloaded the ORC 3313.843 **\$6.50 per pupil amount** for your ESC and district as existed in FY19. You will see these contracts at the search section at the bottom of your screen.

For any district that had a higher than \$6.50 **negotiated per pupil amount** the negotiated amount was loaded if the contract has gone through all levels of approval. The ESC and a district should go through all levels of the approval process in order for the negotiated amount to be used for payments to the ESC in the new fiscal year.

6. In the Application Period drop down select ESC Contract FY 2020 and click



SEARCH

Application Period: ESC Contract FY 2020

ESC Name: Fairfield County ESC

District Name: [Empty]

ESC IRN: 046839

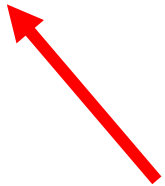
District IRN: [Empty]

RESET

SEARCH

Status: Started, Correction Needed, ESC Treasurer Approved, ESC Superintendent Approved, School Treasurer Approved, School Superintendent Approved

Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.



Returned 8 results.

Export To CSV

SHOW 10 ENTRIES

SEARCH: [Empty]

APPLICATION PERIOD	STATUS	ESC IRN	ESC NAME	DISTRICT IRN	DISTRICT NAME	PER PUPIL CURRENT AMOUNT	PER PUPIL REQUESTED AMOUNT	CONTRACT CURRENT AMOUNT	CONTRACT REQUESTED AMOUNT
ESC Contract FY 2020	Started	046839	Fairfield County ESC	046847	Amanda-Clearcreek Local	\$9.00	\$9.00	\$0.00	\$0.00



7. Select a district and click



8. Edit the per pupil requested amount (if needed) and contract requested amount and click



Edit Contract Details

Summary Details

Fiscal Year: ESC Contract FY 2020

ESC: Fairfield County ESC (046839)

District: Amanda-Clearcreek Local (046847)

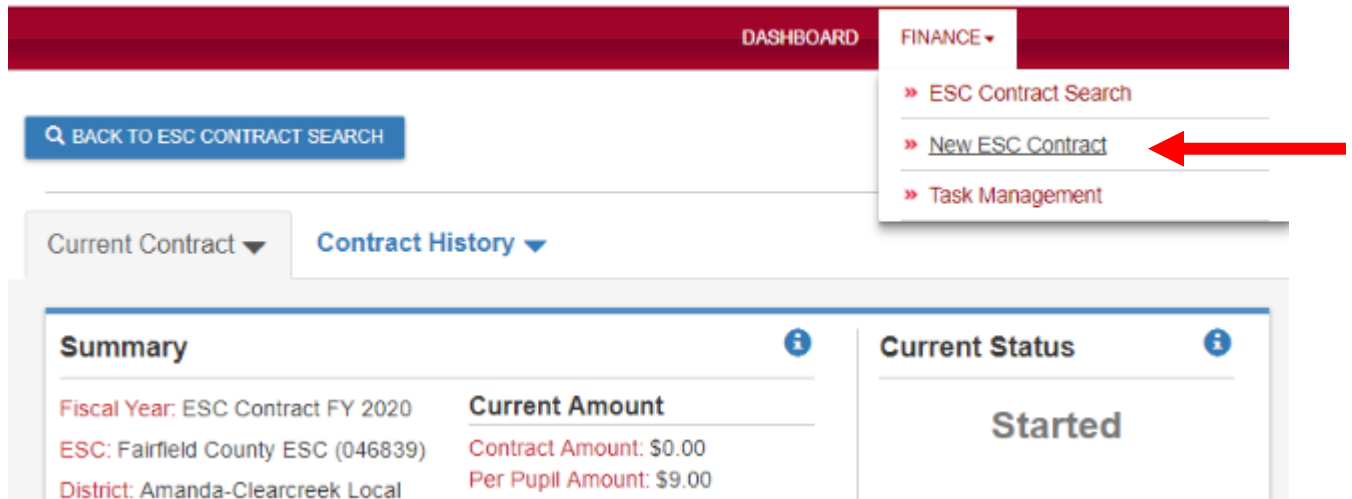
Per Pupil Requested Amount: 9

Contract Requested Amount: 100000

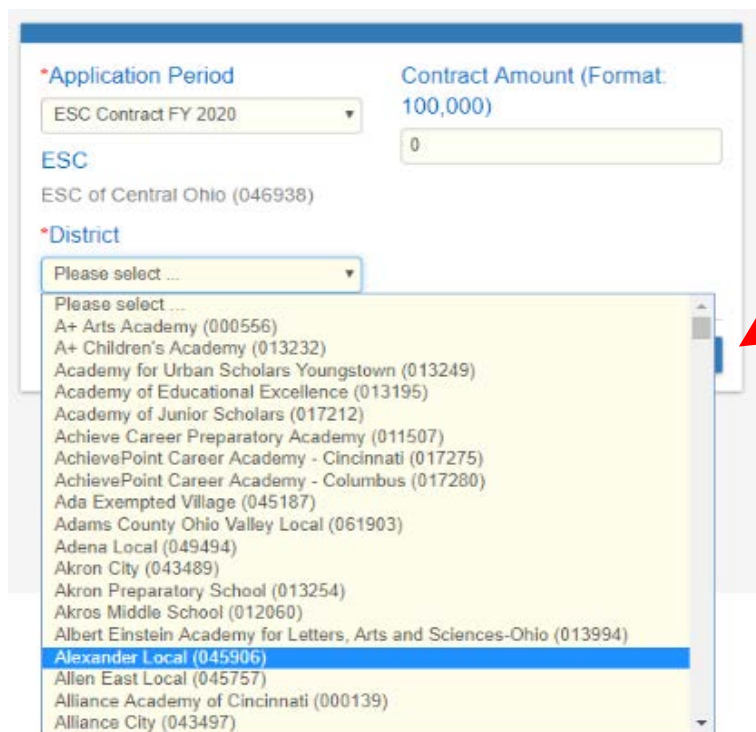
CANCEL

SAVE

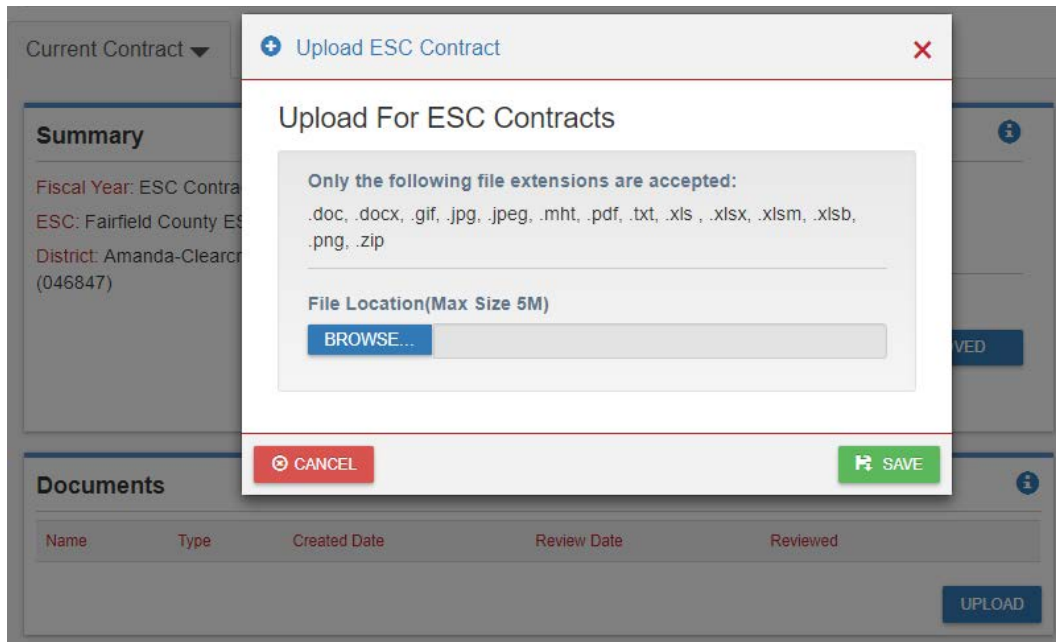
9. If your ESC is going to provide services to districts, community schools or JVSDs that are **NOT** aligned to your ESC, select **New ESC Contract** from the **Finance** drop down.



10. Select a district from the drop-down list, specify an agreement amount and click on **Create** to report a contract in the system.



11. Upload the contract for services document in the **Documents** section.



12. Click on **ESC TREASURER APPROVED** to finish the agreement.

For the contract to be finalized and payment to flow, the following authorized representatives must approve in this order:

- ESC Treasurer**
- ESC Superintendent**
- District Treasurer**
- District Superintendent**

13. You've finished reporting your contract to ODE. The Department will deduct from state foundation payments to the traditional school district and pay to the ESC on a semi-monthly basis throughout the fiscal year. JVSD and Community school deductions will occur on a monthly basis starting in September.

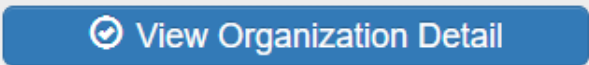
OEDS Instructions if Changing a Primary Service Agreement

IMPORTANT: The changes in OEDS must be entered by April 10, 2019.

If your district changed a primary service agreement with your Educational Service Center (ESC) under Ohio Revised Code [3313.843](#), you will have to enter this request in OEDS. District Treasurer, Superintendent and OEDS Coordinator have the authority to make that request.


1. Log into your **SAFE** account.

2. Go to **OEDS**.

3. Click on 

4. Go to **Relationship** tab.



5. Click 



RELATIONSHIP
Beavercreek City (047241)

OVERVIEW GENERAL LOCATION PERSONNEL **RELATIONSHIP**

← BACK TO OVERVIEW Filter By Org Type ADD NEW PARENT RELATIONSHIP Show All Relationships

Organization Parent Relationship Information					
ASSOCIATED ORGANIZATION	ORGANIZATION RELATIONSHIP TYPE	BEGIN DATE	END DATE	STATUS	EDIT (OR REMOVE) RELATIONS
BEAVERCREEK CITY (047241)	CNS REPORTING ORGANIZATION	4/26/2003	12/31/2500	CURRENT	 
GREENE COUNTY ESC (047233)	DISTRICT/ESC AGREEMENT	5/25/2017	12/31/2500	CURRENT	 

6. Select **District/ESC Agreement** in the drop down.

7. Type in name or IRN in the search box or just click on the search icon.

8. Select the ESC of your choice.

9. Enter 7/1/2019 in the **Begin Date** box.

10. Click



The change will go to ODE for approval.

+ Please Add Organization Relationship ×

Organization Relationship Type
 ✓

Enter a part of the organization name or IRN that will be associated to this organization
 🔍

Select the organization you would like to use to form the relationship
 ✓

Begin Date

⊖ CANCEL **➡ SUBMIT FOR APPROVAL**

The ESC’s Treasurer, Superintendent and OEDS coordinator can also to request the District/ESC change by adding a new child relationship.

Organization Child Relationship Information

Expand All **➕ ADD NEW CHILD RELATIONSHIP** Show All Relationships ▾

Hierarchy Organization

CNS Reporting Organization

Sponsoring Organization

District/ESC Agreement

ORGANIZATION	ORGANIZATION TYPE	BEGIN DATE	END DATE	STATUS
BEXLEY CITY (043620)	PUBLIC DISTRICT	5/25/2017	6/30/2020	CURRENT
BIG WALNUT LOCAL (046748)	PUBLIC DISTRICT	5/25/2017	12/31/2500	CURRENT

If you have questions or need additional information, contact Prabir Sarkar at (614) 728-7849 or prabir.sarkar@education.ohio.gov or Elena Sanders at (614) 752-1561 or elena.sanders@education.ohio.gov