

# Educational Service Center (ESC) Contract Navigation Directions FY2021

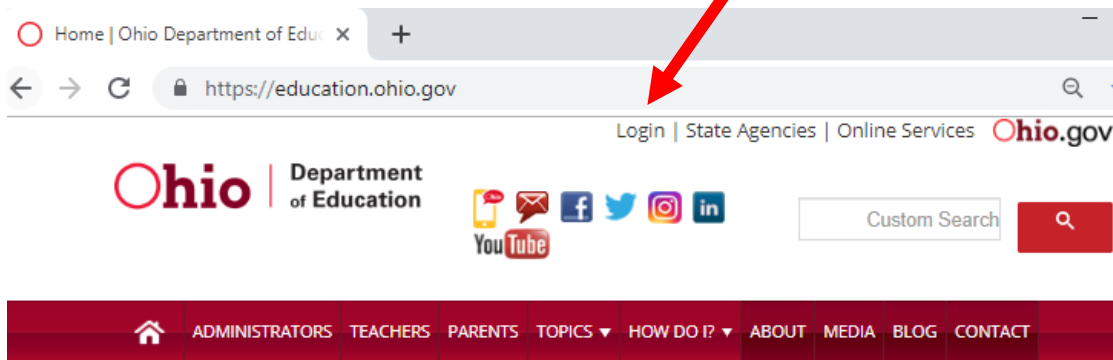


**OFFICE OF BUDGET AND SCHOOL FUNDING**

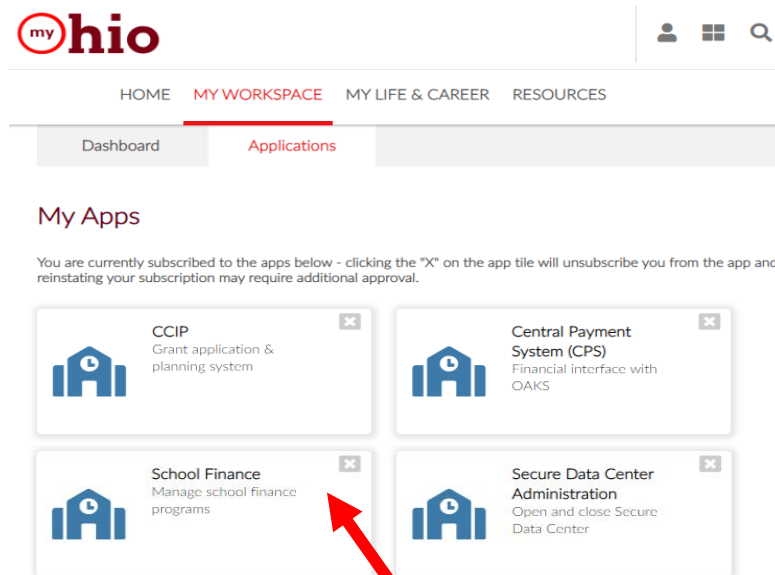
# Accessing ESC Contract module

Users can access the online ESC Contract in School Finance system through the Department of Education [OHID](#) secure web portal. Click on the **Login** link located at the top of the Department's home page. [Note: You must have an OHID account to sign in.]

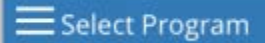
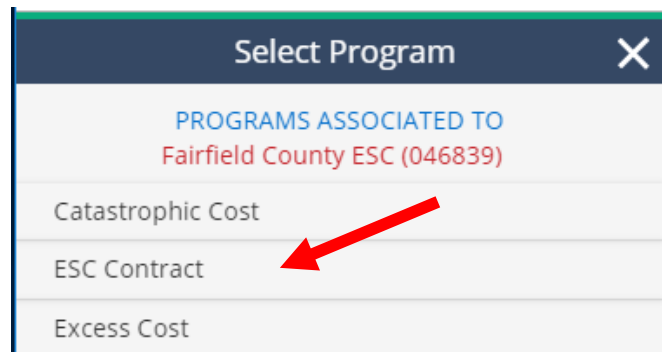
1. After clicking the **Login** sign-in link, you should be on a page with the box in the image below.



2. Follow the prompts to login into your **OHID** account.
3. Go to **MY WORKSPACE Applications** and select **School Finance**.



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

Select Program

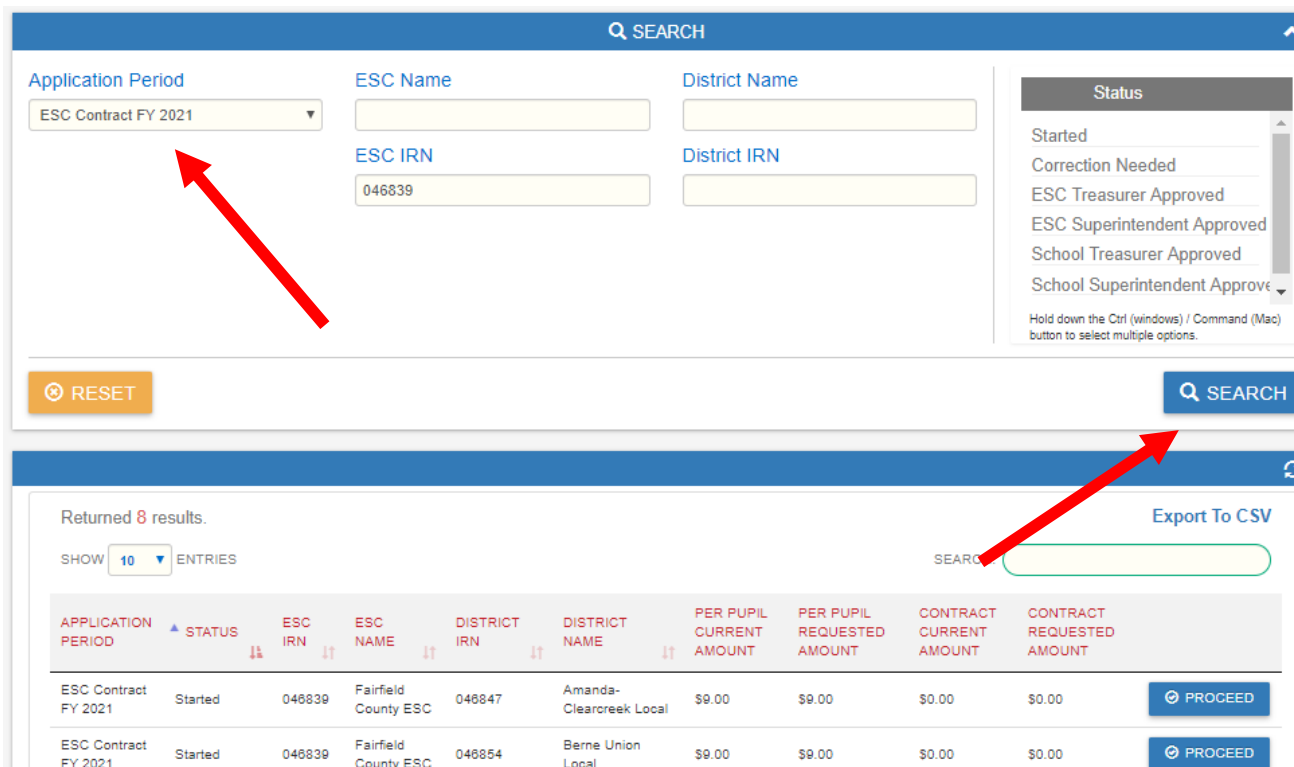
PROGRAMS ASSOCIATED TO  
Fairfield County ESC (046839)

- Catastrophic Cost
- ESC Contract
- Excess Cost

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 2021 and click

Q SEARCH

Application Period: ESC Contract FY 2021

ESC Name: [ ]

District Name: [ ]

ESC IRN: 046839

District IRN: [ ]

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

RESET

SEARCH

Returned 8 results.

SHOW 10 ENTRIES

Export To CSV

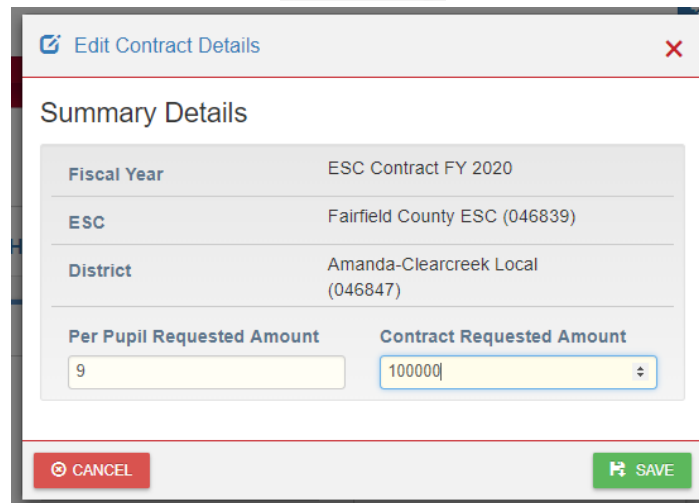
APPLICATION PERIOD	STATUS	ESC IRN	ESC NAME	DISTRICT IRN	DISTRICT NAME	PER PUPIL CURRENT AMOUNT	PER PUPIL REQUESTED AMOUNT	CONTRACT CURRENT AMOUNT	CONTRACT REQUESTED AMOUNT	
ESC Contract FY 2021	Started	046839	Fairfield County ESC	046847	Amanda-Clearcreek Local	\$9.00	\$9.00	\$0.00	\$0.00	PROCEED
ESC Contract FY 2021	Started	046839	Fairfield County ESC	046854	Berne Union Local	\$9.00	\$9.00	\$0.00	\$0.00	PROCEED

7. Select a district and click

PROCEED

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

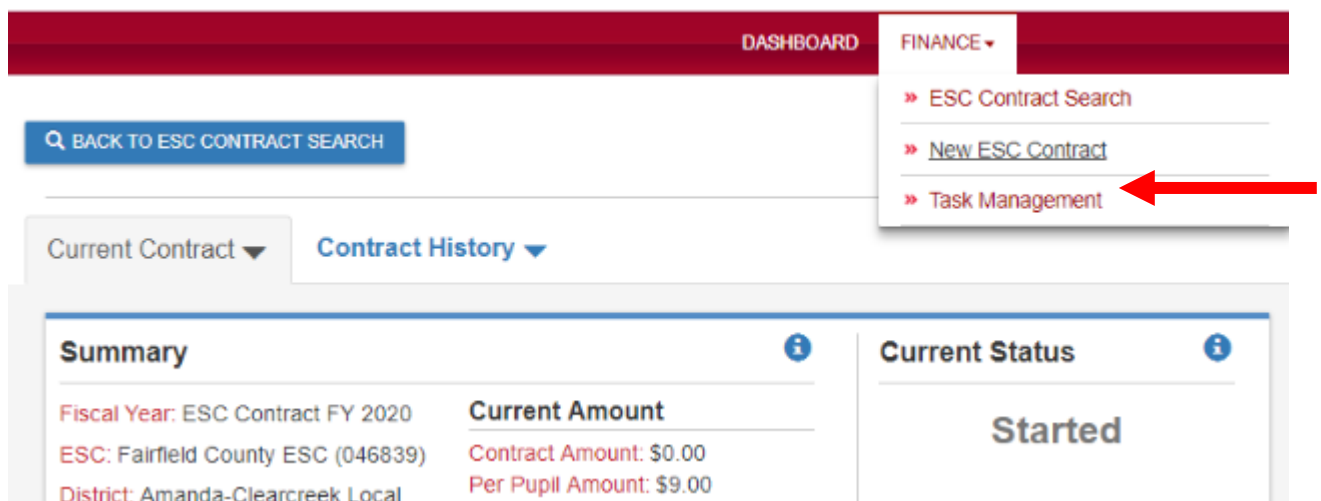
SAVE



Summary Details	
Fiscal Year	ESC Contract FY 2020
ESC	Fairfield County ESC (046839)
District	Amanda-Clearcreek Local (046847)
Per Pupil Requested Amount	Contract Requested Amount
9	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.



DASHBOARD FINANCE

BACK TO ESC CONTRACT SEARCH

Current Contract Contract History

Summary

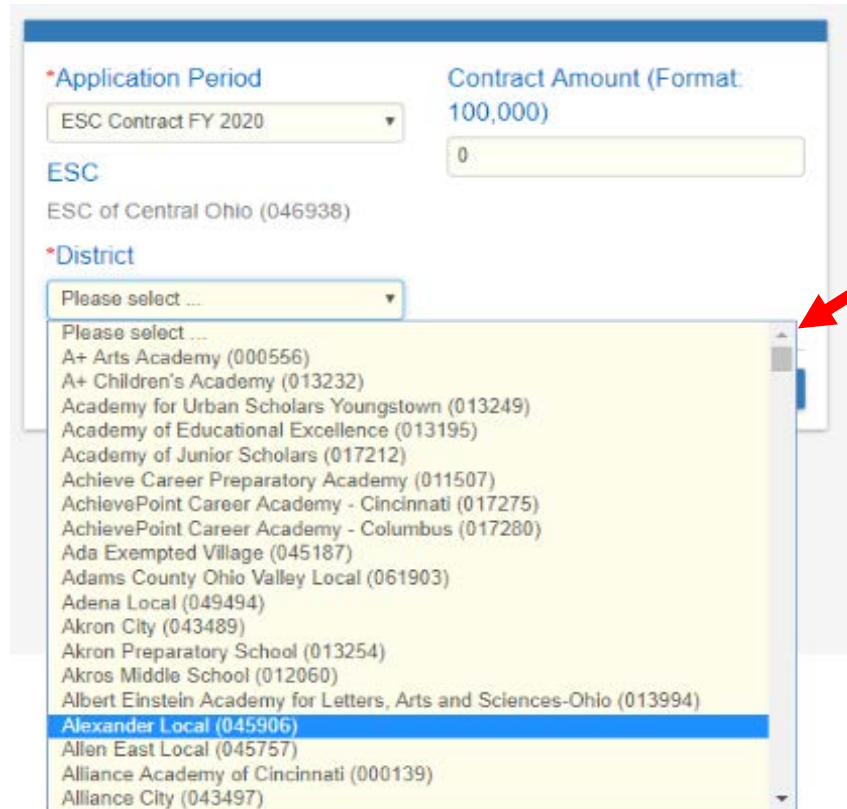
Fiscal Year: ESC Contract FY 2020	Current Amount
ESC: Fairfield County ESC (046839)	Contract Amount: \$0.00
District: Amanda-Clearcreek Local	Per Pupil Amount: \$9.00

Current Status

Started

ESC Contract Search  
New ESC Contract  
Task Management

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



The screenshot displays a web form for creating an ESC contract. At the top, there is a section for "Application Period" with a dropdown menu set to "ESC Contract FY 2020". To the right, the "Contract Amount (Format: 100,000)" is shown with a text input field containing "0". Below this, the text "ESC" and "ESC of Central Ohio (046938)" are displayed. The "District" section features a dropdown menu with the placeholder text "Please select ...". This menu is open, showing a list of districts. A red arrow points to the right side of the dropdown menu, indicating the scroll bar. The districts listed include: A+ Arts Academy (000556), A+ Children's Academy (013232), Academy for Urban Scholars Youngstown (013249), Academy of Educational Excellence (013195), Academy of Junior Scholars (017212), Achieve Career Preparatory Academy (011507), AchievePoint Career Academy - Cincinnati (017275), AchievePoint Career Academy - Columbus (017280), Ada Exempted Village (045187), Adams County Ohio Valley Local (061903), Adena Local (049494), Akron City (043489), Akron Preparatory School (013254), Akros Middle School (012060), Albert Einstein Academy for Letters, Arts and Sciences-Ohio (013994), Alexander Local (045906) (highlighted in blue), Allen East Local (045757), Alliance Academy of Cincinnati (000139), and Alliance City (043497).

District	Contract Amount
ESC Contract FY 2020	0

ESC

ESC of Central Ohio (046938)

\*District

Please select ...

- Please select ...
- A+ Arts Academy (000556)
- A+ Children's Academy (013232)
- Academy for Urban Scholars Youngstown (013249)
- Academy of Educational Excellence (013195)
- Academy of Junior Scholars (017212)
- Achieve Career Preparatory Academy (011507)
- AchievePoint Career Academy - Cincinnati (017275)
- AchievePoint Career Academy - Columbus (017280)
- Ada Exempted Village (045187)
- Adams County Ohio Valley Local (061903)
- Adena Local (049494)
- Akron City (043489)
- Akron Preparatory School (013254)
- Akros Middle School (012060)
- Albert Einstein Academy for Letters, Arts and Sciences-Ohio (013994)
- Alexander Local (045906)
- Allen East Local (045757)
- Alliance Academy of Cincinnati (000139)
- Alliance City (043497)

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

Current Contract ▼

**Summary**

Fiscal Year: ESC Contra

ESC: Fairfield County ES

District: Amanda-Clearc

(046847)

**Documents**

Name	Type	Created Date	Review Date	Reviewed

UPLOAD

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.