Ohio | Department of Education

Cleveland Scholarship Program

How to Check the Cleveland Payment for an Individual Student

1. Log into your SAFE account and click on the Cleveland link

2. Click the *Admitted Students* button on the left menu. A list of students whose scholarships were accepted should now be showing (user may have to scroll down the screen to see student names).

3. Click the *Select* link next to the student's name.

4. Click the *Student Payment Detail* link.

5. Scroll down to the *Payment History* section. Any payments that have been generated for the student should be listed there, along with the payment amount, payment status, and payment reconciliation (if any is due).

   Note: Following are the codes used for each payment status:

   - **PEND APPR** - Pending approval by ODE Fiscal staff.
   - **PEND PAY** - Payment approved in Cleveland program and pending processing in other systems.
   - **PAID UNR** - Paid Unreconciled - Payment has been made from OAKS but check not received or check not cashed.
   - **PAID REC** - Paid Reconciled - Payment has been made from OAKS and check has been cashed.
   - **VOID** - Check returned to ODE or check not cashed within 90 days.
   - **STOPPED** - Payment stopped.
   - **CANCELLED** - Payment cancelled.

6. If there are no payments showing for the student or the record shows that the payment has not been approved, make sure that you have entered all of the attendance data for that student. Failure to enter attendance data causes payment delays. Notes in the *Message History* column referring to concurrent enrollment or SSID failure will be corrected by ODE.