Ohio | Department of Education

HOW TO PROCESS ODE SCHOLARSHIP CHECKS

*Please distribute this information to your financial or fiscal staff.*

1. When your school receives checks from the Ohio Department of Education, please store them in a secure location.

2. Make arrangements with parents/guardians to endorse the back of each check, as soon as possible. Parents that neglect to sign checks, after reasonable attempts, should be informed that they will be responsible for paying the tuition. Reference the contractual agreement parents have signed on the request/renewal forms.

3. In instances where schools have difficulty obtaining endorsements for checks, follow these suggested steps:

    a. Notify the parent/guardian via telephone, email or letter.
    b. Enforce your school's policy regarding nonpayment of tuition. Scholarship students are not to be treated any differently than nonscholarship students (i.e. bill the parent, financial suspension, withhold records, etc.)
    c. Contact the program after 30-45 days from the check's issuance date.
    d. Program staff will try to assist with obtaining endorsements to prevent loss of funds.

4. Checks have a 90 day expiration period and must be deposited prior to that time. If a check is deposited after 90 days of the issuance date, it will be voided for stale date and returned from the bank to your school.

5. If a check is issued for a student who attended during this school year, however has withdrawn, prior to issuing the payment:

    a. Withdraw the student in the online application system. The withdrawal date must be the last date of attendance.
    b. Deposit the check as usual. DO NOT RETURN THE CHECK to the program.

    The system will calculate attendance and reconcile the student's record. Nominators may view the school's balance due to the State by viewing the Finance menu in the online application system. Keep in mind that not all refund dollar amounts are final until the end of the school year.

6. Return all payments for any student who did not attend your school at any time during the school year within the 90 expiration period, with a written explanation.

7. If a replacement check is needed, first review the Guidelines from our web site and do the following:

    a. Make a copy of the front and back of each check.
    b. Write the student's name on each check.
    c. Keep this for school records.
    d. Download and complete the Replacement Check Request Form found on our website.
    e. Mail checks and request form to:
        Ohio Department of Education
        Attention: Bev Russell
        25 S. Front St, Mail Stop 309
        Columbus, Ohio 43215

Should you have any questions please e-mail Bev Russell at: Bev.Russell@ode.state.oh.us.