
FISCAL GUIDANCE - Scholarship Programs

Please distribute this information to your financial or fiscal staff

The staff at your school/provider will need access to the student application system to review, reconcile payments your school/provider receives from the scholarship program/ODE, this person will need a SAFE account and the role of EdChoice Nominator assigned to them.

1. Keep scholarship checks in a safe and secure location once you receive them by mail. They must be endorsed by both the parent/guardian that is listed on the students application as the primary, and the school/provider, this is required by law.
2. Contact each parent/guardian to notify them they have the next 30 days to come in and endorse/sign the back of the warrant. After 30 days, you should enforce all established policies and procedures for nonpayment of tuition for all students, the policy should be no different for scholarship students. Send them an invoice informing them they will be responsible for paying the tuition, if they do not sign the warrant. The Request and Renewal Forms state this, and the parent agrees by signing the forms.
3. If you have completed all of the above, without success, after 60 days, call the scholarship program staff letting them know you have been unsuccessful in obtaining the signature. In the last 30 days before the 90 day expiration date, we will place a stop payment on the check and have it reissued ONE (1) time. If you are unsuccessful obtaining the signature on the check, future payments for this student will be placed on HOLD and possible termination of the scholarship.
4. We monitor the system for unreconciled checks regularly. If we find checks that are unreconciled that will expire shortly, we will email this information to the principal of your school. If we do not have a response from the principal, we will place a stop payment on the check and wait for the principal to request that it be reissued.

Should you have any questions please contact the respective scholarship office.