

## **Cleveland Scholarship Program**

## **How to Complete the Income Verification Process**

Income verification is the second half of the application/renewal process which you have initiated at a participating nonpublic school of your choice. The purpose of this process is to ensure that our program has obtained all the necessary information to determine your income status.

- 1. Obtain the Income Verification Form on our website at <a href="http://education.ohio.gov/clevelandscholarship">http://education.ohio.gov/clevelandscholarship</a> or the nonpublic school where you have applied for or renewed a scholarship.
  - Select the link labeled "For Parents" in the Quick Links section.
  - Next scroll down the page for *Documents*.
- 2. Complete the parent/guardian information on page 1, filling in all lines. This should be the same information you've provided on the scholarship application/renewal form.
- 3. List household members (i.e. spouse, children) on page 1 and provide the information requested.
- 4. Write your sources of income on page 2 and provide copies of acceptable, supporting documentation.
- 5. Sign at the bottom of page 2.
- 6. Attach all necessary income documentation. A list of acceptable documentation is provided on page 2. **DO NOT** send original your documents. Make copies (ex. W-2, check stubs, etc.) to send to our office.
- 7. Mail the Income Verification form and supporting income documentation to the Cleveland Scholarship Program address as indicated on the form by the deadline, **APRIL 18, 2014**.
- 8. Submit only one (1) form per family. (Ex. A family with 3 students in the program only needs to send the form one time per school year.)
- 9. Keep a copy for your records.

Please email our program if you have questions at <u>Cleveland.Scholarship@ode.state.oh.us</u>.