Ohio | Department of Education

Reconciliation Process

Please distribute this information to your schools financial or fiscal staff

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- The online EdChoice system maintains information on all scholarship payments, including payment balances on individual students and the school's overall balance due (if applicable).

- When a student transfers or withdraws from a participating private school during the school year, a scholarship overpayment could be generated, depending on the length of time the student attended the school. When this happens, the school will owe a specific amount of the scholarship payment back to the Ohio Department of Education (ODE), this is referred as the Reconciliation Process.

- To determine if your school owes any scholarship money back to ODE, log onto the online EdChoice system and click the blue Payment Reconciliation button on the left side of the screen. If any money is due, the name of the specific student will be listed, along with the amount owed to ODE.

- Each year in May, EdChoice sends out a reconciliation invoice requesting payment due back for any students listed under the Payment Reconciliation button for your school. Schools that do not receive an invoice do not owe any scholarship payments back to ODE.

- Mail your reconciliation payment to the address listed on the reconciliation memo by the due date listed.

- Once the preceding process has been completed, your fiscal reconciliation process is complete.

- Schools that do not submit payment by the due date will be reported to the Ohio Attorney General's office. In addition, failure to submit payment by the due date could affect future funding from all state agencies for your students and future participation of your school in the EdChoice program.

Should you have any questions, please contact Bev Russell at 877-644-6338 or e-mail to:
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