Ohio | Department of Education

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 http://education.ohio.gov/edchoice 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 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 edchoice@education.ohio.gov