

Cleveland and EdChoice Scholarship Programs How to Complete the Income Verification Process

1. Obtain the Income Verification Form on our website at: <http://education.ohio.gov/edchoice> <http://education.ohio.gov/clevelandscholarship> or the nonpublic school where you have applied for or renewed a scholarship.
 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 of the form. **DO NOT** send original documents. Make copies (ex. W-2, check stubs, etc.) to send to our office. **Please block the first 5 digits of all Social Security numbers on all documents, leaving only the last 4 digits to be seen.**
 7. Mail the Income Verification form and supporting income documentation to the Scholarship Program address as indicated on the form by the deadline.
 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.
- The private school **"is NOT responsible"** for the Income Verification documents, the parent is.

Contact the Scholarship Program at 877-644-6338, or by email at:

edchoice@education.ohio.gov
cleveland.scholarship@education.ohio.gov

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