

CHECKS RECEIVED

Please distribute this information to your financial or fiscal staff

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 and the provider.
2. Notify the parent/guardian as soon as possible that they need to stop by your location to endorse the check. Inform them that failure to do this in a timely manner could result in them being responsible for paying the tuition. Remind parents that the scholarship application they signed is a contractual obligation that requires them to sign scholarship checks, "I will sign all scholarship checks received by my providers for my student in a timely manner. I understand that if I fail to endorse the scholarship checks to the provider, I will be responsible for paying the student's tuition and fees."
3. Give parents 30 days to sign checks. After 30 days, you should enforce all established policies and procedures for nonpayment of tuition. Families who fail to sign their scholarship checks should be treated the same as any other family that has not paid tuition.
4. If all attempts to get the parent/guardian to endorse the scholarship checks fail, contact the scholarship office. Our office will place a Stop Payment on the check and reissue it. This will prevent checks from going void and not being able to be reissued. Voided checks must be reissued by the Office of Budget and Management (OBM). The scholarship office does not have access OBM's system; therefore, providers will have to wait even longer to receive reissued checks.
5. Once the check has been reissued, contact the parent/guardian to stop by your location to endorse it.

Should you have any questions please call 877-644-6338 and ask for Bev Russell or e-mail:
bev.russell@education.ohio.gov