

Resident Educator Funding Request

Program Coordinator: Initiate a Funding Request

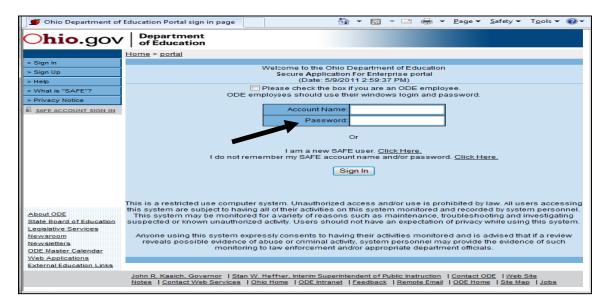
TECHNOLOGY REQUIREMENTS: <u>Internet Explorer</u> is the recommended web browser for use with the Connected Ohio Records for Educator (CORE) system. If you do not have access to Internet Explorer, contact your school/district information technology specialist to help you access Internet Explorer.

PERSONNEL STEPS: (1) The program coordinator must "Initiate new funding request." (2) The school/district treasurer must review and route the funding request, and (3) The school/district superintendent must review and route the funding request.

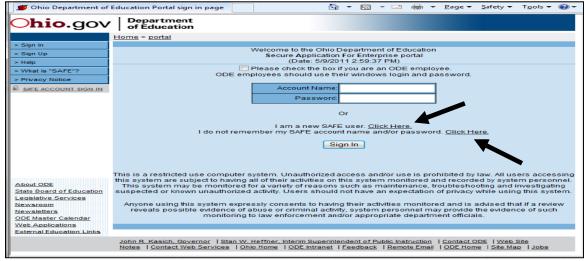


The time window for submitting Funding Reimbursement requests is currently Feb 1 through June 30. You will not be able to access the Funding module outside of this time window.

Log into your SAFE account from this link: https://safe.ode.state.oh.us/portal/

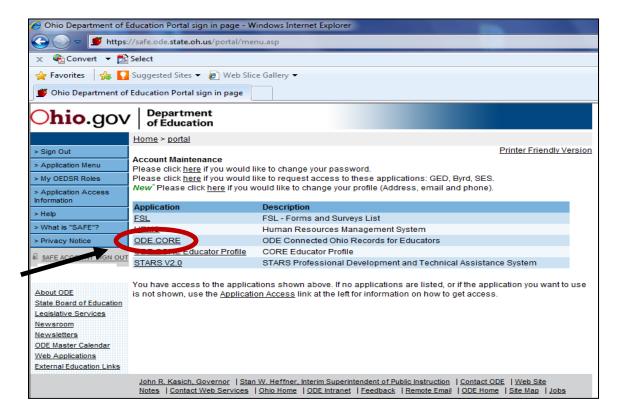


If you do not have a SAFE account or if you do not remember your account name and/or password, click on the links below the login fields to create a SAFE account or to request account information.



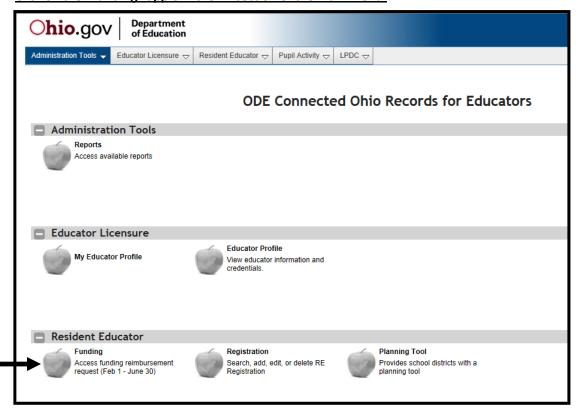
^{*}If account information function does not work, please contact: Safe.Admin@ode.state.oh.us.

Click on the ODE.CORE link.



NOTE: If an ODE.CORE link is not presented, contact your school/district OEDS Organization Administrator to provide you with "Coordinator-Resident Educator" access.

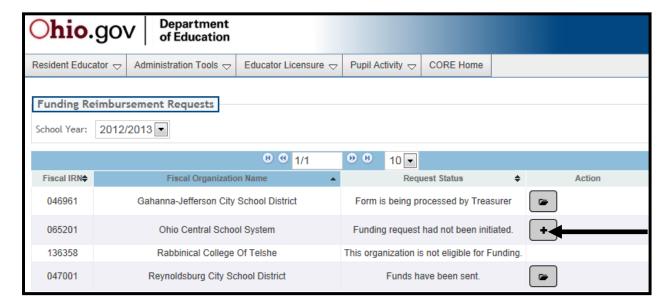
Click on the "Funding" apple in the RE section of the main menu.



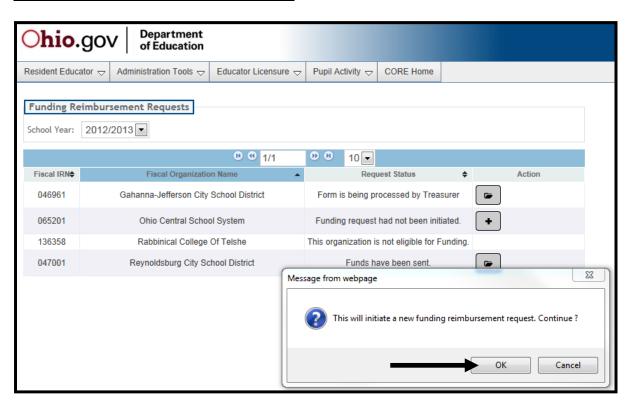
The Funding Reimbursement Request screen will be displayed.

If it is within the Funding time window, you will see a + sign next to the organizations for which you can submit funding requests. You may also view prior year requests by selecting a School Year from the dropdown. You will see the status of existing funding requests on this screen.

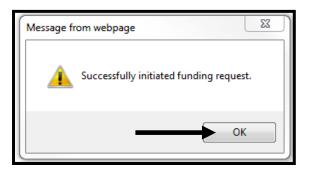
Click on the + sign to initiate your new request.



Click on "OK" to continue initiating your request.

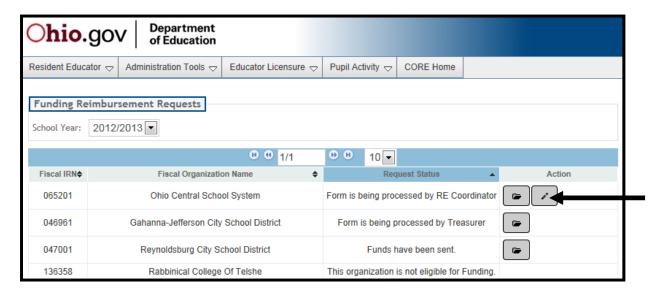


Click on "OK" to close the message screen and return to the Request List.

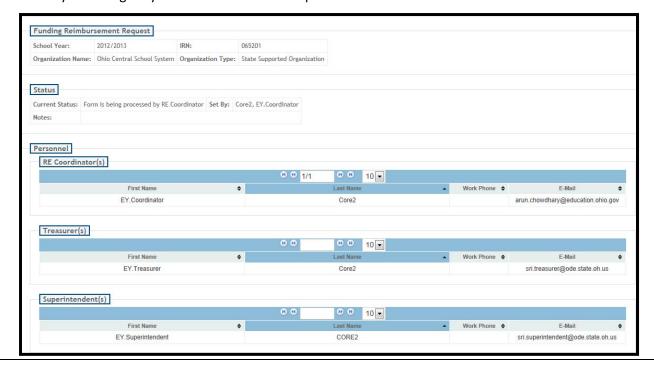


The status of your request is now "Form is being processed by RE Coordinator".

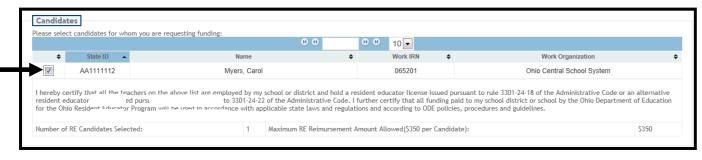
Click on the pencil icon to edit your Funding Request.

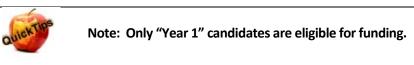


The Funding Request screen will open up. The top section lists the School Year, Name of the Organization, Type, IRN, Funding Request Status, and the RE Coordinator, Treasurer, and Superintendent. You may not change any of this information at this point.

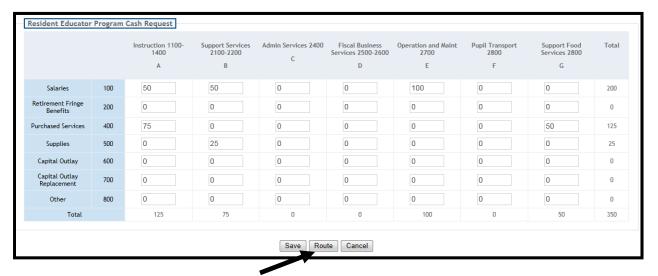


The second section will list any eligible candidates for funding. <u>Click in the box before the candidate's State ID to select them to be included in this funding reimbursement request.</u> The "Maximum RE Reimbursement Amount Allowed" will be calculated as the number of candidates selected times the amount per candidate (currently \$350).





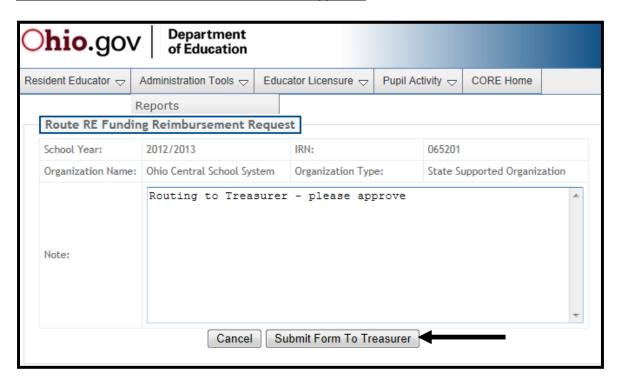
In the Cash Request section, allocate the money to be reimbursed into general ledger categories. The Total Amount will be calculated for you. The Total Amount must not exceed the "Maximum RE Reimbursement Amount Allowed", or you will receive an error when routing the request.



At this point, you may either "Save" to continue this request later, "Cancel" out of the request, or "Route". When you click on "Route", your request will no longer be editable by you. The Treasurer will receive an email notifying him/her that a funding request has been submitted for review. The Treasurer will either approve as is, make changes, or return it to the program coordinator.

If you are ready to route the request to the treasurer at this time, **click on Route**.

You will see the screen below. You may include comments in the "Note" box. Click on "Submit Form to Treasurer" to send on for approval.



You will see the following screen if your submission is successful. Click OK.



Return to the Request screen and note the status of your request. You may return to this screen at any time to confirm where your request is in the approval process.

