Resident Educator Funding Request

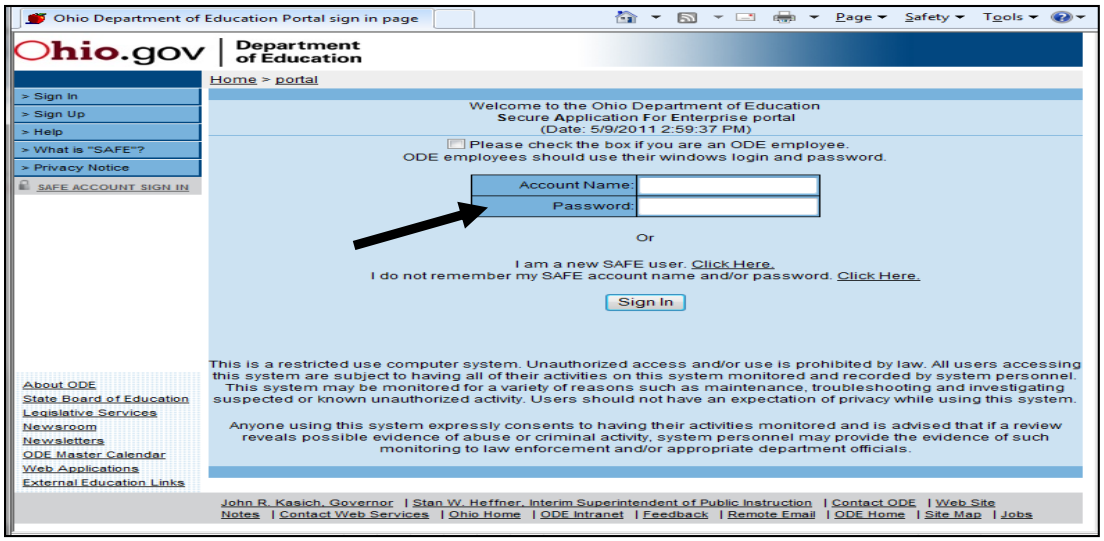
Treasurer Review and Route of Funding Request

TECHNOLOGY REQUIREMENTS: **Internet Explorer** 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.

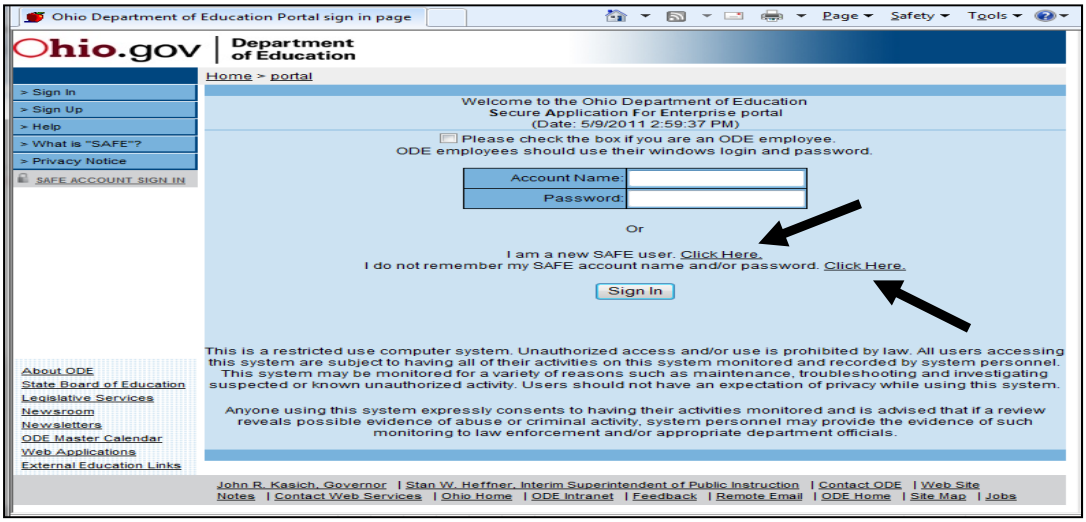
PERSONNEL STEPS: (1) The program coordinator must "Initiate a new funding request." **(2) The school/district treasurer must review and route the funding request**, and (3) The school/district superintendent must review and route the funding request.

New this year!!! When a request is submitted by the RE Coordinator, you will receive an email notifying you that a funding request is available for your review.

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



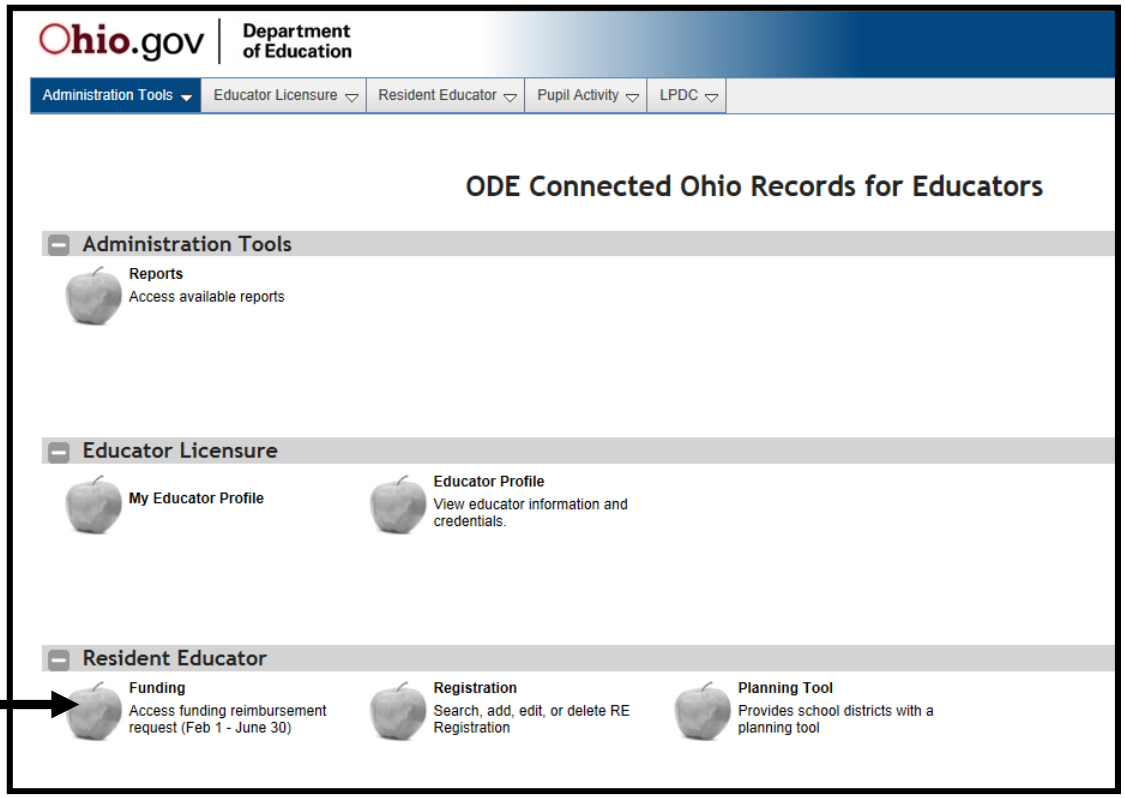
If you do not have a SAFE account or if you do not remember your account name and/or password, click on <u>the links below the login fields</u> to *create* a SAFE account or to *request* account information.



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

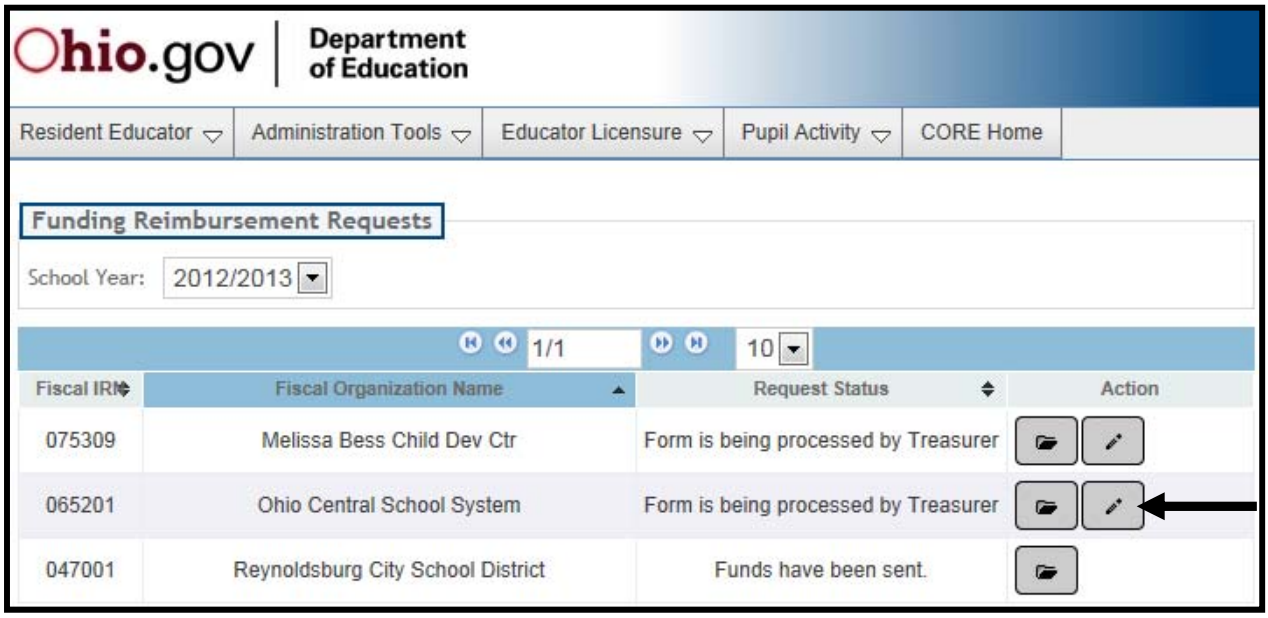
Click ODE.CORE

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

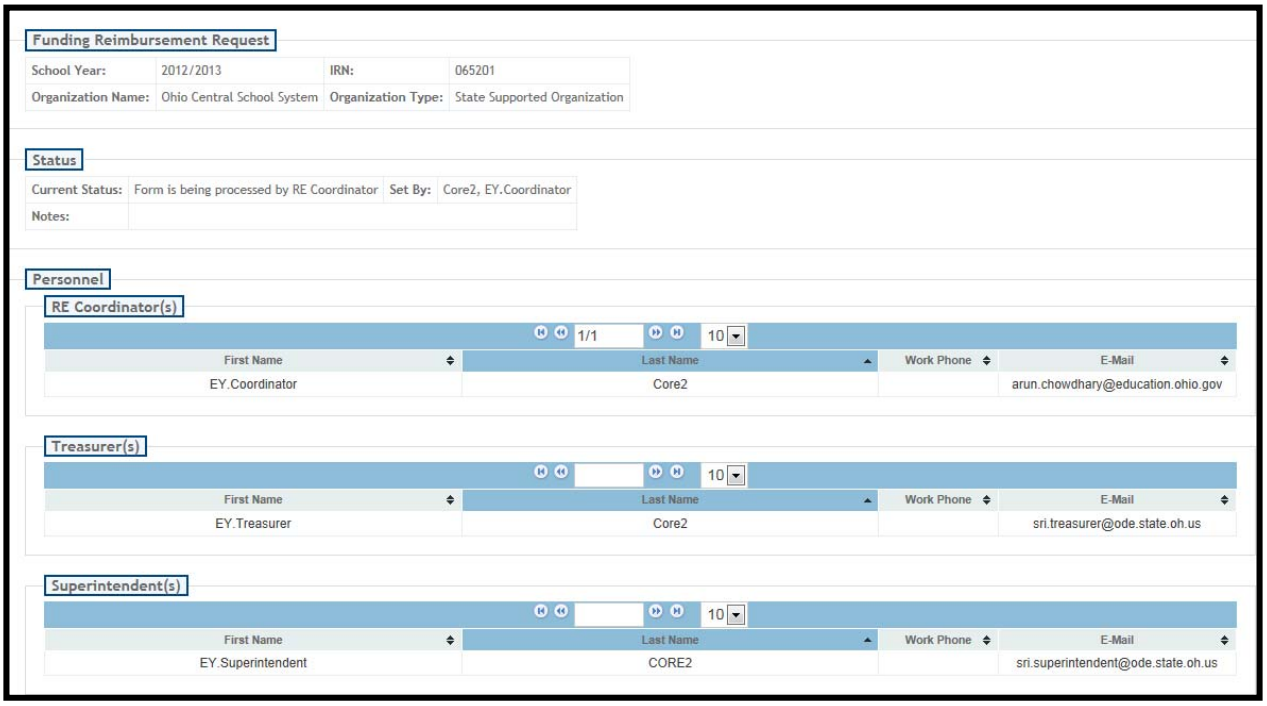


The Funding Reimbursement Request screen will be displayed.
If it is within the Funding time window, you will be able to see this screen. A list of funding requests for this school year will be displayed. You may also view prior year requests by selecting a School Year from the dropdown. You will see the status of existing funding requests on this screen.

A funding request with the status "Form is being processed by Treasurer" means the request has been submitted by the RE Coordinator, or has been looked at and saved by you.
To review and edit a request, click on the pencil icon (edit).

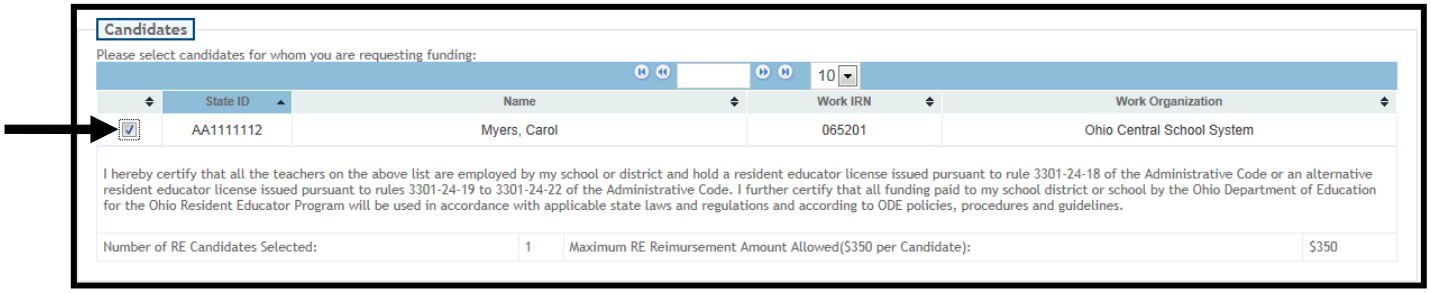


The Funding Request screen will open up. The top section lists the School Year, Name of the Organization, Type, IRN, Funding Request Status, and the RE Coordinator, Treasurer, and Superintendent.
You may not change any of this information at this point.



The second section will list any eligible candidates for funding. These are the candidates submitted by the RE Program Coordinator. **Click in the box before the candidate's State ID to select or unselect them to be included in this funding reimbursement request.** The "Maximum RE Reimbursement Amount Allowed" will be calculated as the number of candidates selected times the amount per candidate (currently $350).

Note: Only "Year 1" candidates are eligible for funding.



Candidates

Please select candidates for whom you are requesting funding:

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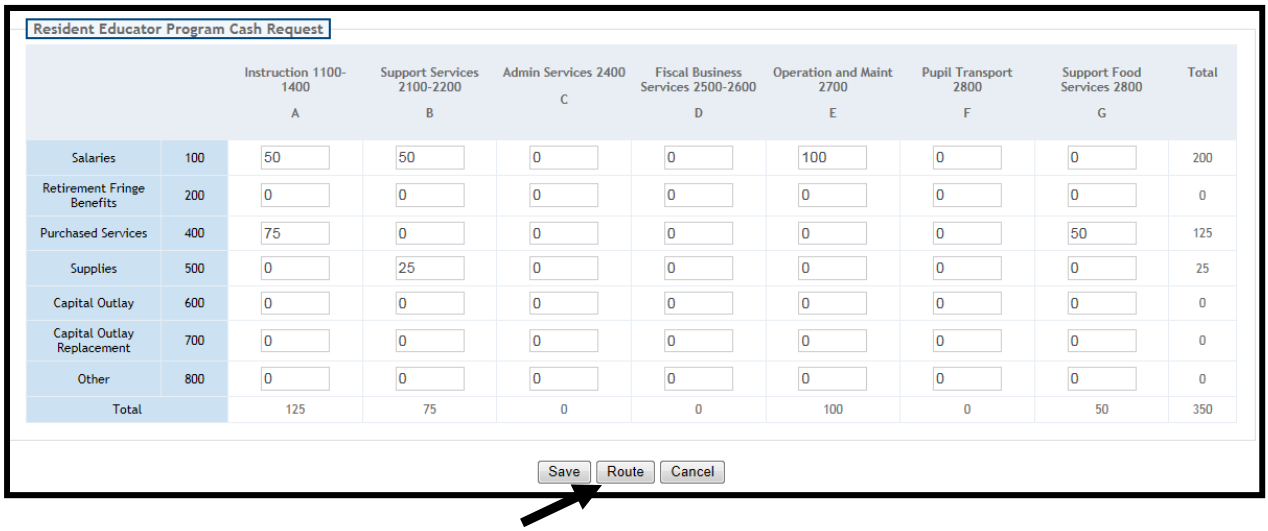
State ID	Name	Work IRN	Work Organization
AA1111112	Myers, Carol	065201	Ohio Central School System

I hereby certify that all the teachers on the above list are employed by my school or district and hold a resident educator license issued pursuant to rule 3301-24-18 of the Administrative Code or an alternative resident educator license issued pursuant to rules 3301-24-19 to 3301-24-22 of the Administrative Code. I further certify that all funding paid to my school district or school by the Ohio Department of Education for the Ohio Resident Educator Program will be used in accordance with applicable state laws and regulations and according to ODE policies, procedures and guidelines.

Number of RE Candidates Selected: 1 Maximum RE Reimursement Amount Allowed($350 per Candidate): $350

In the Cash Request section, the money is allocated into general ledger categories. Again, this is what was entered by the RE Coordinator who initiated the request. You may edit this information and change it as needed. 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.



Resident Educator Program Cash Request

		Instruction 1100-1400 A	Support Services 2100-2200 B	Admin Services 2400 C	Fiscal Business Services 2500-2600 D	Operation and Maint 2700 E	Pupil Transport 2800 F	Support Food Services 2800 G	Total
Salaries	100	50	50	0	0	100	0	0	200
Retirement Fringe Benefits	200	0	0	0	0	0	0	0	0
Purchased Services	400	75	0	0	0	0	0	50	125
Supplies	500	0	25	0	0	0	0	0	25
Capital Outlay	600	0	0	0	0	0	0	0	0
Capital Outlay Replacement	700	0	0	0	0	0	0	0	0
Other	800	0	0	0	0	0	0	0	0
Total		125	75	0	0	100	0	50	350

Save Route Cancel

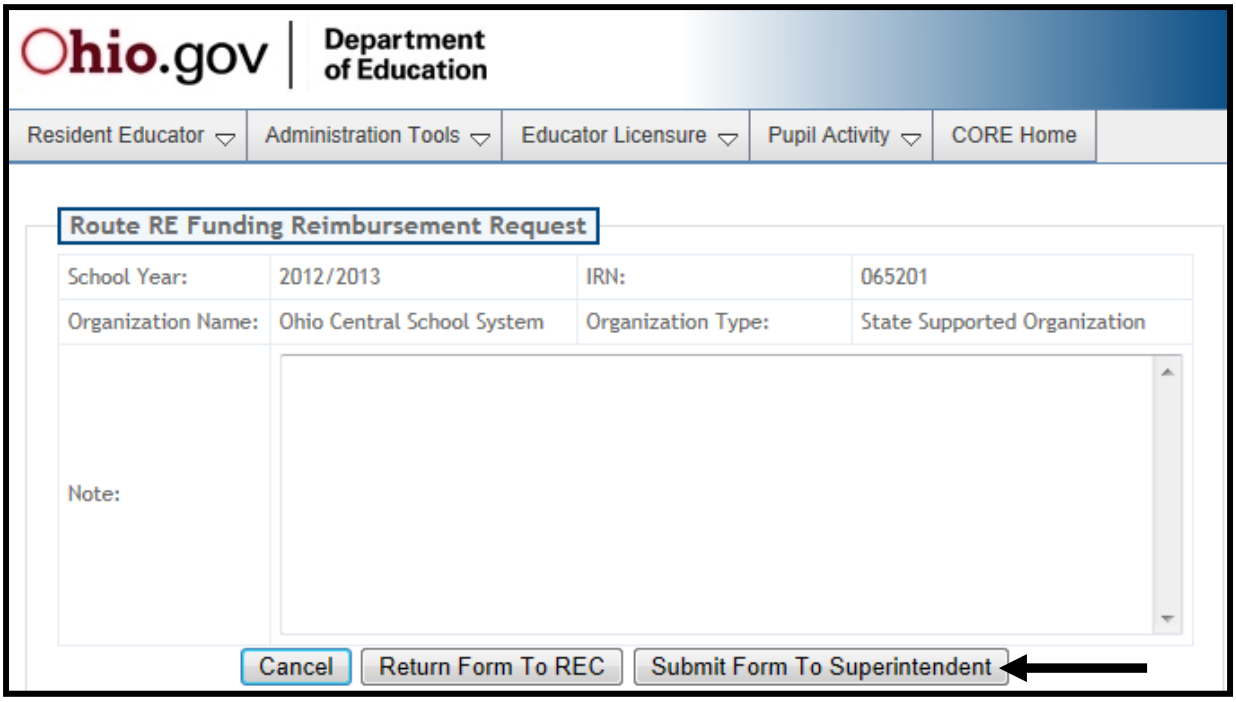
When you are done, you may either "Save" to continue this request later, "Cancel" out of the request, or "Route". When you click on "Route", your request will no longer be editable by you. The Superintendent will receive an email notifying him/her that a funding request has been submitted for review.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

Click on Route.

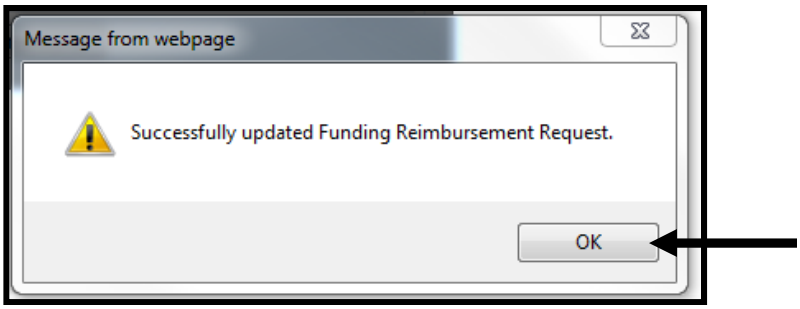
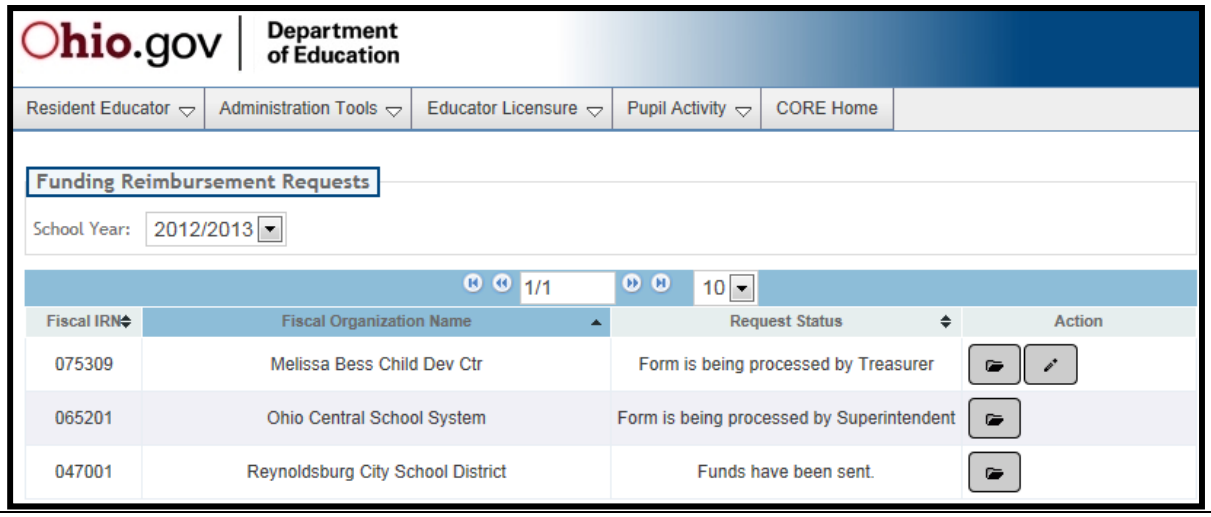
You will see the screen below.

If you want the RE Coordinator (REC) to make changes and resubmit the request, you may enter notes instructing the REC how to change the request, then **click on "Return Form to REC".** An email will be sent telling them you have routed back the request.

If you are ready to route to the Superintendent for approval, enter any notes which may be helpful when reviewing the request, then **Click on "Submit Form to Superintendent"**.



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.