

Educational Service Center (ESC) Contract Navigation Directions FY2022

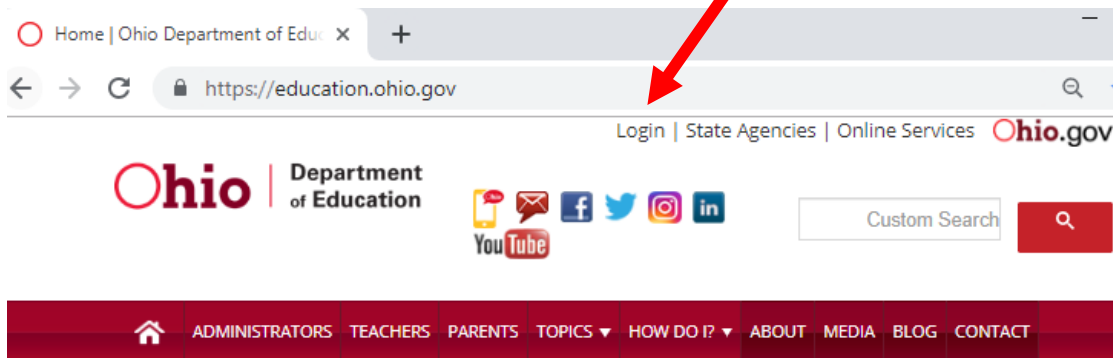


OFFICE OF BUDGET AND SCHOOL FUNDING

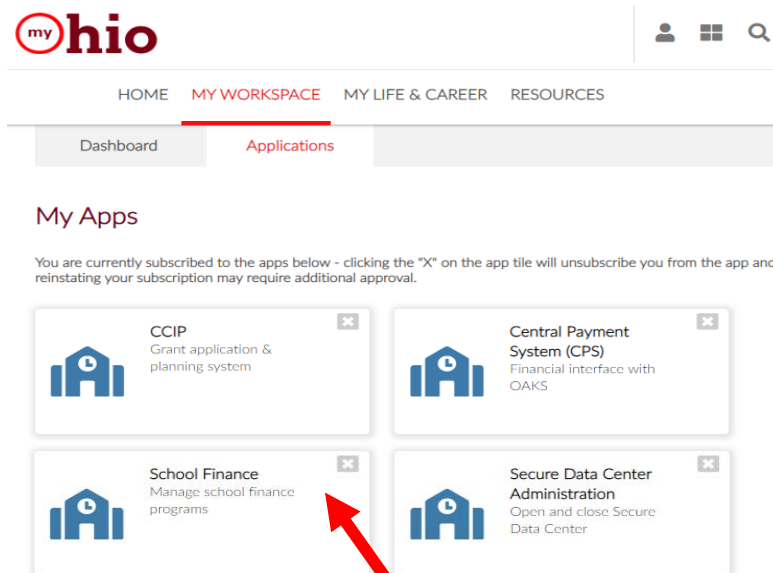
Accessing ESC Contract module

Users can access the online ESC Contract in School Finance system through the Department of Education [OHID](#) secure web portal. Click on the **Login** link located at the top of the Department's home page. [Note: You must have an OHID account to sign in.]

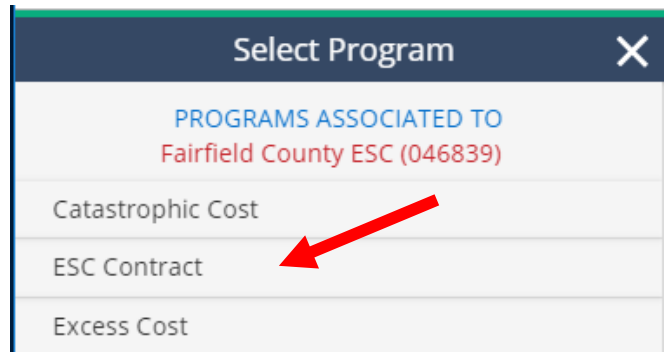
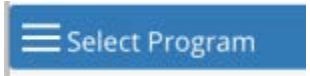
1. After clicking the **Login** sign-in link, you should be on a page with the box in the image below.



2. Follow the prompts to login into your **OHID** account.
3. Go to **MY WORKSPACE Applications** and select **School Finance**.



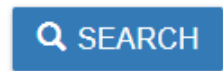
- You will land on your Dashboard. You can select **ESC Contract** from the menu or you can use the ESC Contract Status widget.



- The Department preloaded the ORC 3313.843 **\$6.50 per pupil amount** for your ESC and district as existed in FY21. You will see these contracts at the search section at the bottom of your screen.

For any district that had a higher than **\$6.50 negotiated per pupil amount** the negotiated amount was loaded if the contract has gone through all levels of approval. The ESC and a district should go through all levels of the approval process in order for the negotiated amount to be used for payments to the ESC in the new fiscal year.

- In the Application Period drop down select ESC Contract FY 2022 and click



7. Select a district and click



8. Edit the per pupil requested amount (if needed) and contract requested amount and click



[Edit Contract Details](#) ✕

Summary Details

Fiscal Year	ESC Contract FY 2020
ESC	Fairfield County ESC (046839)
District	Amanda-Clearcreek Local (046847)
Per Pupil Requested Amount	Contract Requested Amount
<input type="text" value="9"/>	<input type="text" value="100000"/>

⊞ CANCEL ➤ SAVE

9. If your ESC is going to provide services to districts, community schools or JVSDs that are **NOT** aligned to your ESC, select **New ESC Contract** from the **Finance** drop down.

DASHBOARD FINANCE ▾

- » ESC Contract Search
- » **New ESC Contract**
- » Task Management

BACK TO ESC CONTRACT SEARCH

Current Contract ▾ Contract History ▾

Summary

Fiscal Year: ESC Contract FY 2020	Current Amount
ESC: Fairfield County ESC (046839)	Contract Amount: \$0.00
District: Amanda-Clearcreek Local	Per Pupil Amount: \$9.00

Current Status

Started

10. Select a district from the drop-down list, specify an agreement amount and click on **Create** to report a contract in the system.

*Application Period
ESC Contract FY 2020

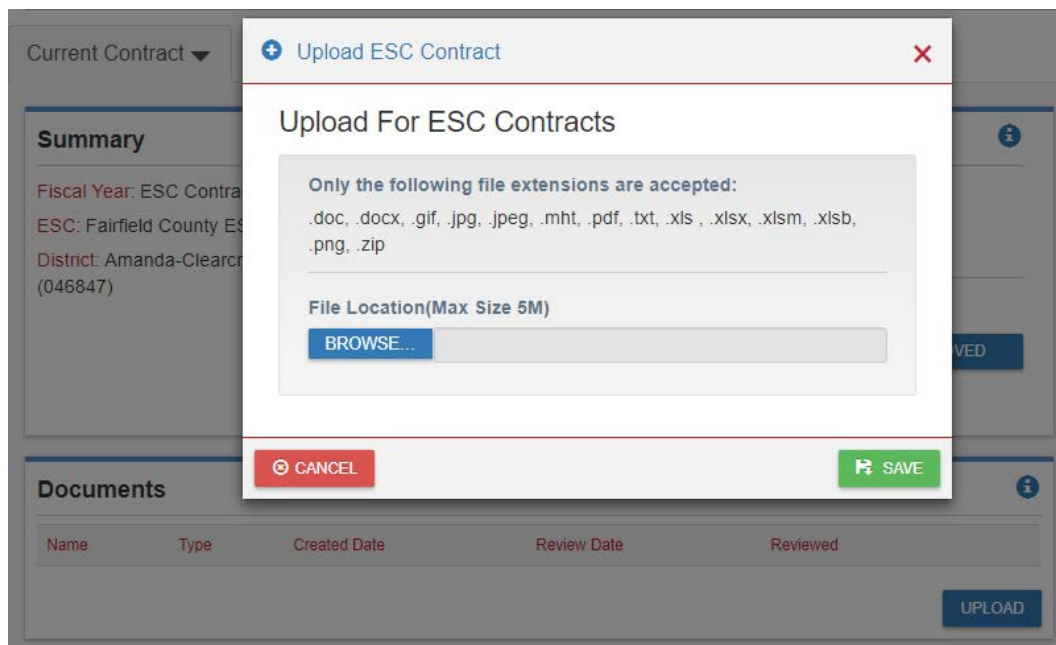
Contract Amount (Format: 100,000)
0

ESC
ESC of Central Ohio (046938)

*District
Please select ...

- Please select ...
- A+ Arts Academy (000556)
- A+ Children's Academy (013232)
- Academy for Urban Scholars Youngstown (013249)
- Academy of Educational Excellence (013195)
- Academy of Junior Scholars (017212)
- Achieve Career Preparatory Academy (011507)
- AchievePoint Career Academy - Cincinnati (017275)
- AchievePoint Career Academy - Columbus (017280)
- Ada Exempted Village (045187)
- Adams County Ohio Valley Local (061903)
- Adena Local (049494)
- Akron City (043489)
- Akron Preparatory School (013254)
- Akros Middle School (012060)
- Albert Einstein Academy for Letters, Arts and Sciences-Ohio (013994)
- Alexander Local (045906)**
- Allen East Local (045757)
- Alliance Academy of Cincinnati (000139)
- Alliance City (043497)

11. Upload the contract for services document in the **Documents** section.



12. Click on  to finish the agreement.

For the contract to be finalized and payment to flow, the following authorized representatives must approve in this order:

ESC Treasurer
ESC Superintendent
District Treasurer
District Superintendent

13. You've finished reporting your contract to ODE. The Department will deduct from state foundation payments to the traditional school district and pay to the ESC on a semi-monthly basis throughout the fiscal year. JVSD and Community school deductions will occur on a monthly basis starting in September.

OEDS Instructions if Changing a Primary Service Agreement

IMPORTANT: The changes in OEDS must be entered by March 15, 2021.

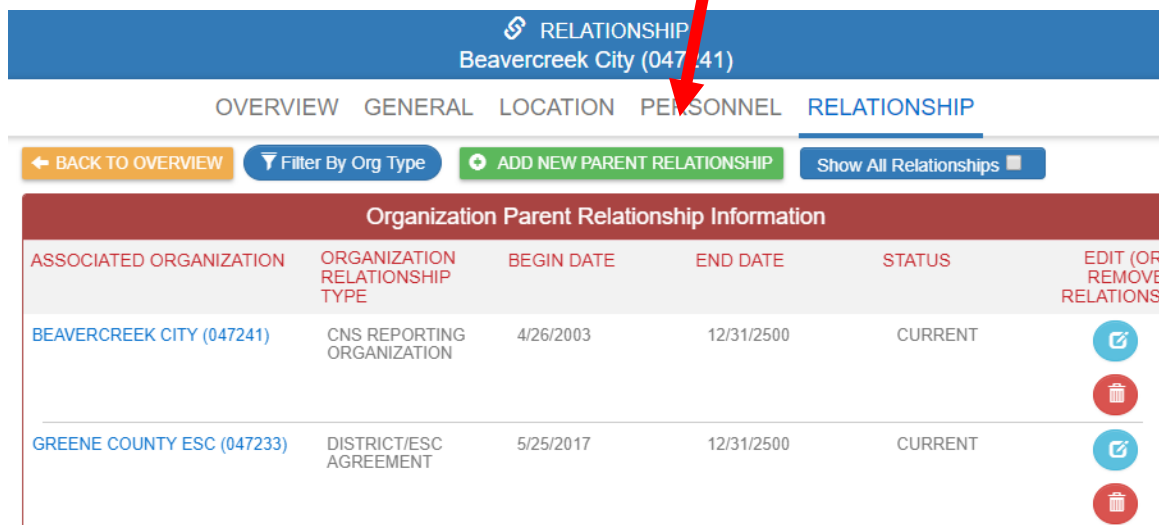
If your district changed a primary service agreement with your Educational Service Center (ESC) under Ohio Revised Code [3313.843](#), you will have to enter this request in OEDS. District Treasurer, Superintendent and OEDS Coordinator have the authority to make that request.

1. Log into your **SAFE** account.
2. Go to **OEDS**.

3. Click on 

4. Go to **Relationship** tab.





5. Click 



RELATIONSHIP
Beavercreek City (047241)

OVERVIEW GENERAL LOCATION PERSONNEL RELATIONSHIP

← BACK TO OVERVIEW Filter By Org Type ADD NEW PARENT RELATIONSHIP Show All Relationships

Organization Parent Relationship Information					
ASSOCIATED ORGANIZATION	ORGANIZATION RELATIONSHIP TYPE	BEGIN DATE	END DATE	STATUS	EDIT (OR REMOVE) RELATIONS
BEAVERCREEK CITY (047241)	CNS REPORTING ORGANIZATION	4/26/2003	12/31/2500	CURRENT	 
GREENE COUNTY ESC (047233)	DISTRICT/ESC AGREEMENT	5/25/2017	12/31/2500	CURRENT	 

6. Select **District/ESC Agreement** in the drop down.
7. Type in name or IRN in the search box or just click on the search icon.
8. Select the ESC of your choice.
9. Enter 7/1/2021 in the **Begin Date** box.

10. Click



The change will go to ODE for approval.

+ Please Add Organization Relationship ×

Organization Relationship Type

✓
▼
 District/ESC Agreement

Enter a part of the organization name or IRN that will be associated to this organization

🔍

Select the organization you would like to use to form the relationship

✓
▼
 Allen County ESC (045740) - (Educational Service Center)

Begin Date

⊖ CANCEL
➤ SUBMIT FOR APPROVAL

11. You must **EDIT** (not **REMOVE**) the current **District/ESC Agreement** by setting the end date to 6/30/2021.

The ESC's Treasurer, Superintendent and OEDS coordinator can also request the District/ESC change by adding a new child relationship.

Organization Child Relationship Information

Expand All
➤ ADD NEW CHILD RELATIONSHIP
Show All Relationships

Hierarchy Organization

CNS Reporting Organization

Sponsoring Organization

District/ESC Agreement

ORGANIZATION	ORGANIZATION TYPE	BEGIN DATE	END DATE	STATUS
BEXLEY CITY (043620)	PUBLIC DISTRICT	5/25/2017	6/30/2020	CURRENT
BIG WALNUT LOCAL (046748)	PUBLIC DISTRICT	5/25/2017	12/31/2500	CURRENT

If you have questions or need additional information, contact Prabir Sarkar at (614) 728-7849 or prabir.sarkar@education.ohio.gov or Elena Sanders at (614) 752-1561 or elena.sanders@education.ohio.gov