

# Educational Service Center (ESC) Contract Navigation Directions FY2023

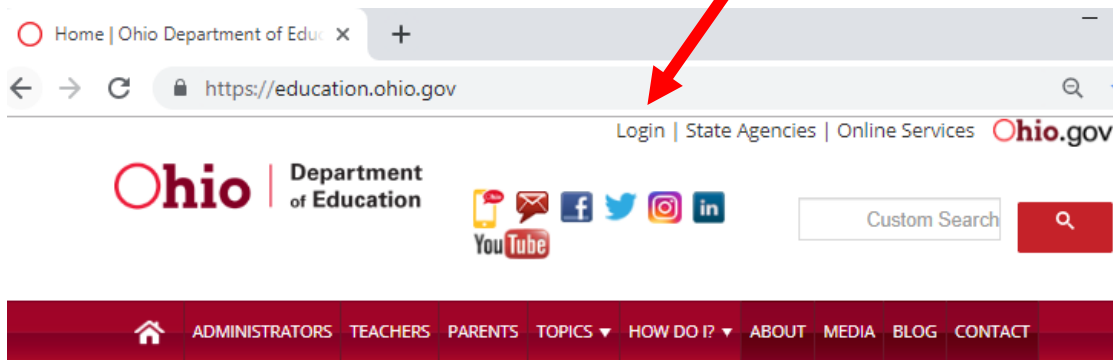


**OFFICE OF BUDGET AND SCHOOL FUNDING**

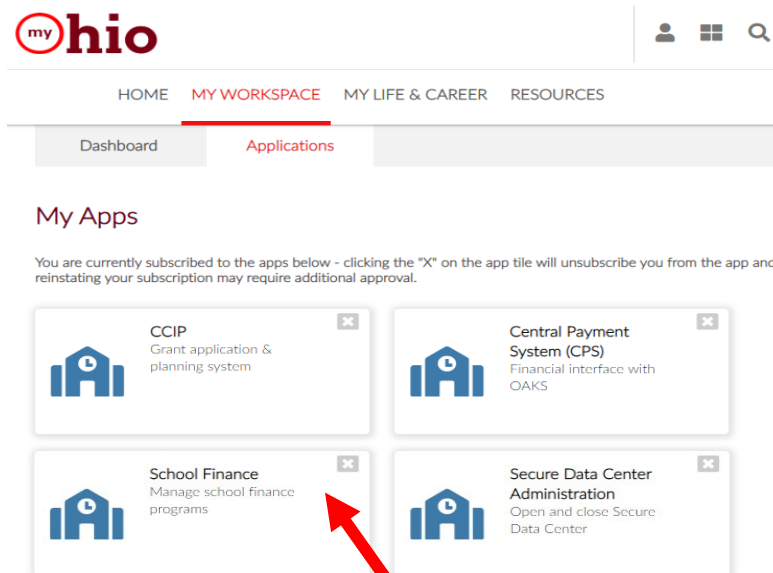
# Accessing ESC Contract module

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.]

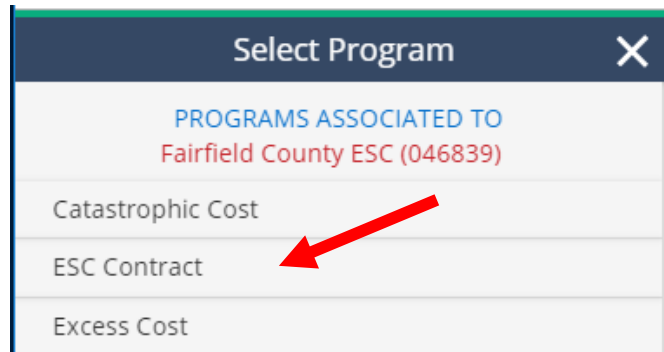
1. After clicking the **Login** sign-in link, you should be on a page with the box in the image below.



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



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




- 5. The Department preloaded the ORC 3313.843 **\$6.50 per pupil amount** for your ESC and district as existed in FY 2022. 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.

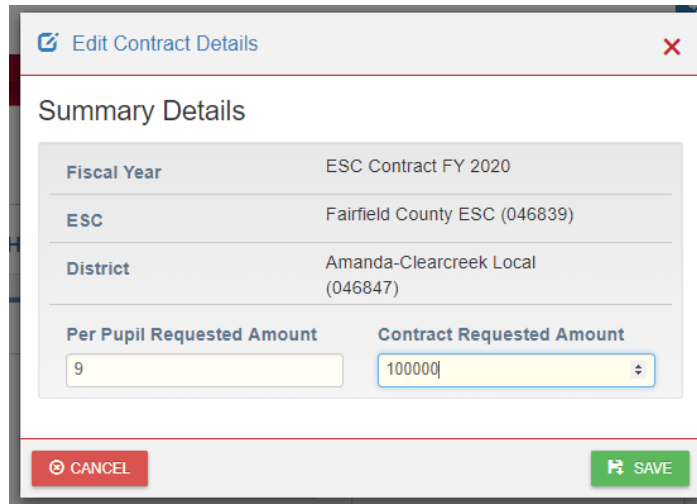
- 6. In the Application Period drop down select ESC Contract FY 2023 and click



APPLICATION PERIOD	STATUS	ESC IRN	ESC NAME	DISTRICT IRN	DISTRICT NAME	PER PUPIL CURRENT AMOUNT	PER PUPIL REQUESTED AMOUNT	CONTRACT CURRENT AMOUNT	CONTRACT REQUESTED AMOUNT	
ESC Contract FY 2023	Started	045740	Allen County ESC	045757	Allen East Local	\$6.50	\$6.50	\$0.00	\$0.00	PROCEED
ESC Contract FY 2023	Started	045740	Allen County ESC	045765	Bath Local	\$6.50	\$6.50	\$0.00	\$0.00	PROCEED

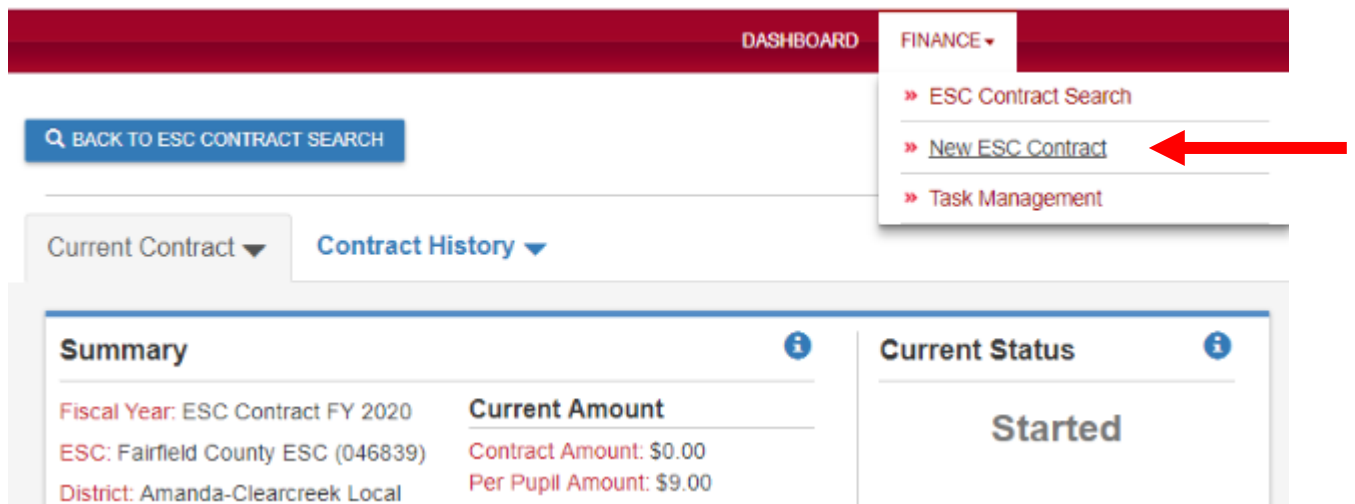
7. Select a district and click 

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



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
9	100000

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

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

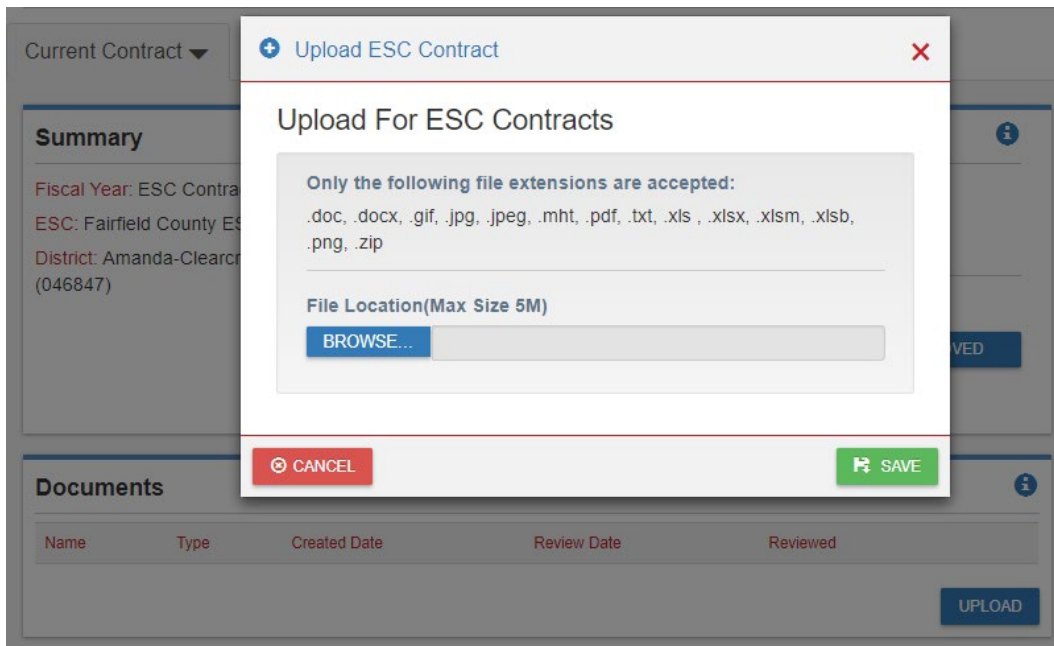
Contract Amount (Format: 100,000)  
0

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.