EdChoice & Cleveland Income Verification Helpful Tips

- **Tip #1: Applying for an EdChoice Expansion Scholarship it is a two-part process:**
  1. First, enroll in a participating private school. Submit the completed application and any other required documents to the school in which your child is enrolled. _**Students' applications will not be reviewed until the Department of Education and Workforce has received both the application and all income verification documents.**_
  2. The second step is to complete the income verification process. Establish an OH|ID account and complete the income verification process. Find additional information in the [Income Verification Quick Guide.](#) **(NOTE:** Your child's private school can update you on the progress of your application. If you've created an OH|ID account, you may check the status of your application through the [OH|ID Portal](#)).

- **Tip #2: Use your child's name as it appears on their birth certificate:** Using a nickname or a shortened version of your child's legal name may delay review of the application.

- **Tip #3:** The person completing the Income Verification application is identified as "Head of Household" within the income system.

- **Tip #4: In the income verification system "Never Married" is the default setting.** Marital status can be adjusted by clicking the three blue dots next to your name. (Marital status is used only for informational purposes if you are using Adjusted Gross Income.)

- **Tip #5: Social Security Number (SSN 4):** The income verification system does not read the number zero. Numbers such as 7590 will read as 759 and 0769 will read as 769 in our system. You do not need to make any corrections to your SSN.

- **Tip #6: Adding Dependents:** A Federal 1040 or State IT1040- Sequence 9 is required to be submitted to verify dependents over the age of 18.

- **Tip #7: Income Verification**
  - *Adjusted Gross Income*
    - We recommend using AGI to determine eligibility.
    - You must upload the first page of the 2023 federal income tax form 1040 OR 2023 Ohio IT1040 to use AGI.
    - If you are using AGI, select Wages/Salary tab
  - *Using W-2 or paystubs*
    - Do not enter anything in the numbers field other than the numbers and a period.
    - Spousal Income must be included regardless of whether you share a child or not.
    - Significant Other's income must be included if you live together and have a child together.
    - We use the Average Gross income of the paystubs provided to calculate income.
  - **Income documents must be uploaded in the Household Income Section.** The system will not allow you to submit the income verification without uploading supporting documentation.

- **Tip #8:** Students can participate in only one scholarship program. If a student is eligible for more than one program, parents must decide which program in which their child will participate.

- **Tip #9: You must click the SUBMIT button within your Income Verification application for the Department to receive the application.** If additional documents or corrections are needed to determine eligibility, the application will be placed in *Correction Needed* status. Comments identifying what needs to be done to review the application are included in the notice. **Once your corrections have been made, you must click the RESUBMIT button.**