

# Parent Portal User Manual



**Jon Peterson Special Needs and  
Autism Scholarship Programs**

**October 2023**



**Department of  
Education &  
Workforce**

# Table of Contents

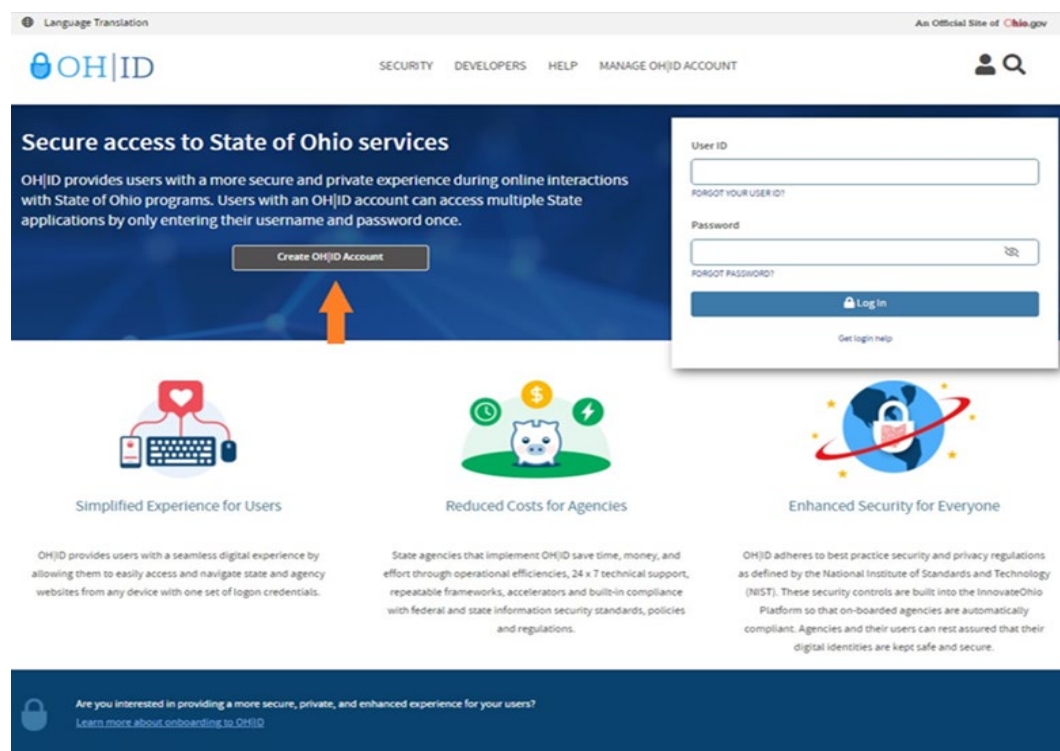
|   |           |
|---|-----------|
| <b>TABLE OF CONTENTS .....</b>                        | <b>1</b>  |
| <b>CREATE AN OH ID ACCOUNT .....</b>                  | <b>2</b>  |
| <b>DEPARTMENT OF EDUCATION PROFILE SETUP.....</b>     | <b>7</b>  |
| <b>REQUEST ACCESS TO SCHOLARSHIP APPLICATION.....</b> | <b>12</b> |
| <b>SCHOLARSHIP PROGRAMS APPLICATION.....</b>          | <b>16</b> |
| <b>SCHOLARSHIP SYSTEM GUIDE.....</b>                  | <b>17</b> |
| <i>Student Module.....</i>                            | <i>17</i> |
| <i>Finance Module .....</i>                           | <i>18</i> |
| Progress Report.....                                  | 19        |
| Invoice .....   | 20        |
| <b>CONTACT INFORMATION .....</b>                      | <b>23</b> |

# Create an OH|ID Account

Access to the Ohio Department of Education and Workforce’s parent portal is available through the Department’s OH|ID portal. The OH|ID portal is an identity solution from the InnovateOhio Platform. The goal of OH|ID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OH|ID, Ohio Department of Education and Workforce users can access Department of Education and Workforce and other statewide applications in a more secure, streamlined way.

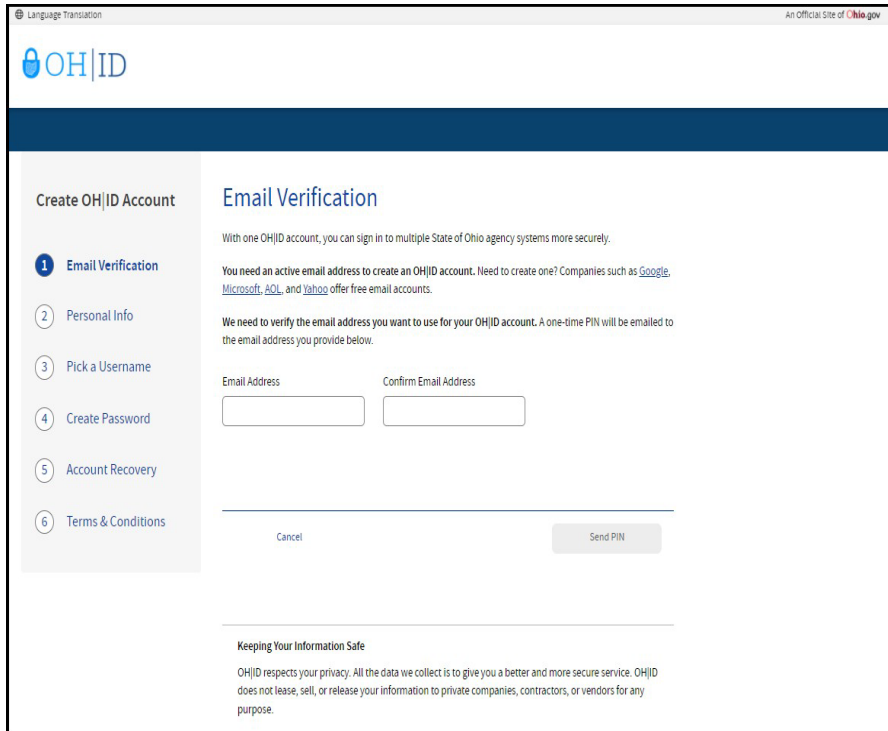
**Parents/Legal Guardians must create an OH|ID account and a Department of Education Profile to access the parent portal.** Begin by navigating to <https://ohid.ohio.gov/>.

## Step 1. Click Create OH|ID Account



(Figure 1 OH|ID Login Page)

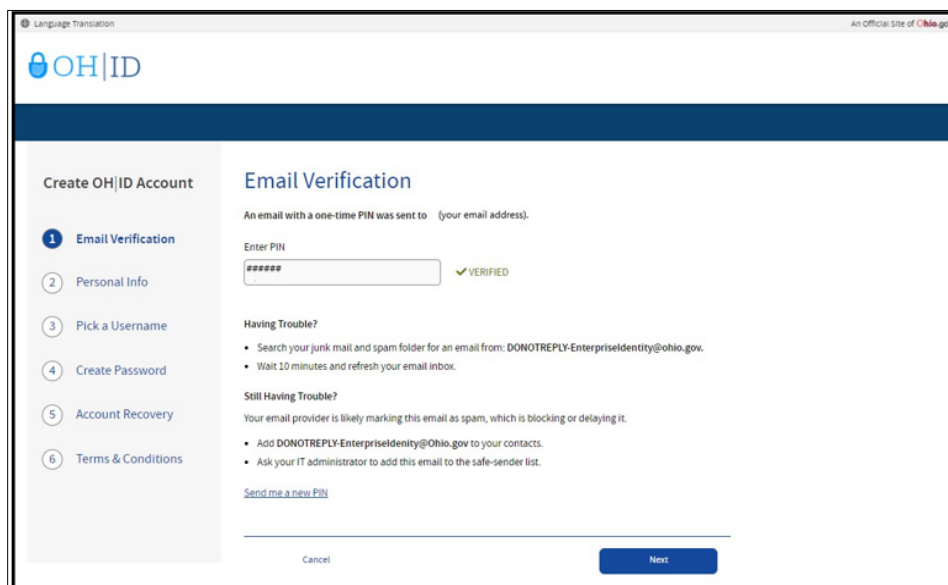
**Step 2.** Enter your email address and click **Send PIN** to have a one-time only PIN sent to the email you provided for verification.



The screenshot shows the 'Email Verification' step of the OH|ID account creation process. On the left, a sidebar lists the steps: 1. Email Verification (highlighted), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Email Verification' and includes the following text: 'With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely. You need an active email address to create an OH|ID account. Need to create one? Companies such as [Google](#), [Microsoft](#), [AOL](#), and [Yahoo](#) offer free email accounts. We need to verify the email address you want to use for your OH|ID account. A one-time PIN will be emailed to the email address you provide below.' Below this text are two input fields: 'Email Address' and 'Confirm Email Address'. At the bottom of the form are 'Cancel' and 'Send PIN' buttons. A privacy notice at the bottom states: 'Keeping Your Information Safe. OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.'

(Figure 2 Create OH|ID Account Email Verification)

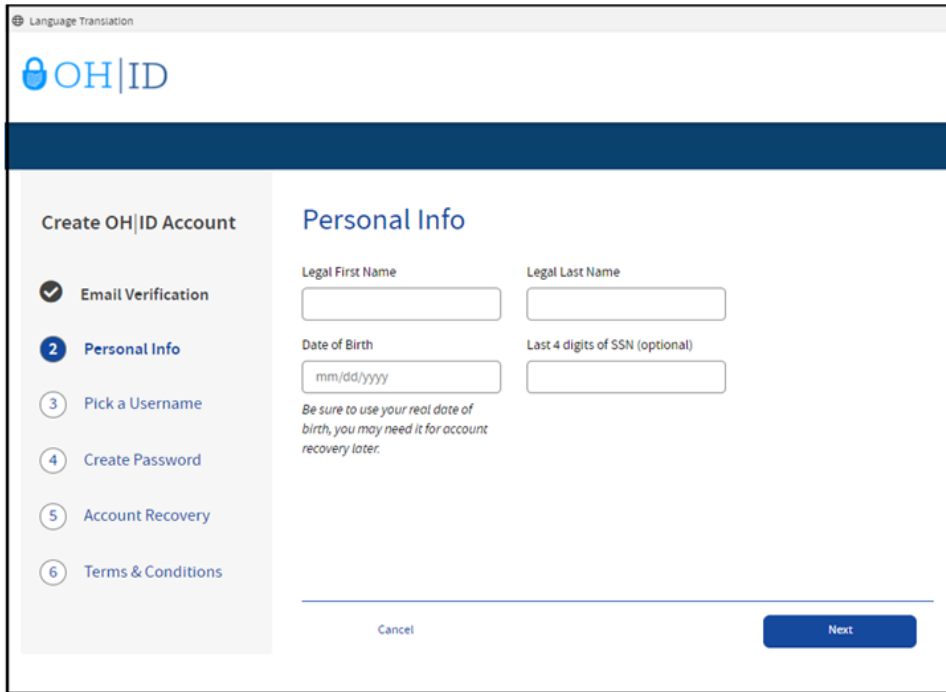
**Step 3.** Enter the PIN you received in the next window and click Verify. If you did not receive an email, check your junk and spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click Send me a new PIN to invalidate the previous PIN and send a new one to your email. Once your email is verified, click Next.



The screenshot shows the 'Email Verification' step after the PIN has been entered. The sidebar on the left remains the same. The main content area is titled 'Email Verification' and includes the following text: 'An email with a one-time PIN was sent to (your email address). Enter PIN: [input field with masked characters] ✓ VERIFIED'. Below this, there are sections for 'Having Trouble?' and 'Still Having Trouble?'. The 'Having Trouble?' section lists: 'Search your junk mail and spam folder for an email from: [DONOTREPLY-Enterpriseldentity@ohio.gov](mailto:DONOTREPLY-Enterpriseldentity@ohio.gov). Wait 10 minutes and refresh your email inbox.' The 'Still Having Trouble?' section lists: 'Your email provider is likely marking this email as spam, which is blocking or delaying it. Add [DONOTREPLY-Enterpriseldentity@ohio.gov](mailto:DONOTREPLY-Enterpriseldentity@ohio.gov) to your contacts. Ask your IT administrator to add this email to the safe-sender list.' At the bottom, there is a 'Send me a new PIN' link and 'Cancel' and 'Next' buttons.

(Figure 3 Create OH|ID Account Email Verification PIN)

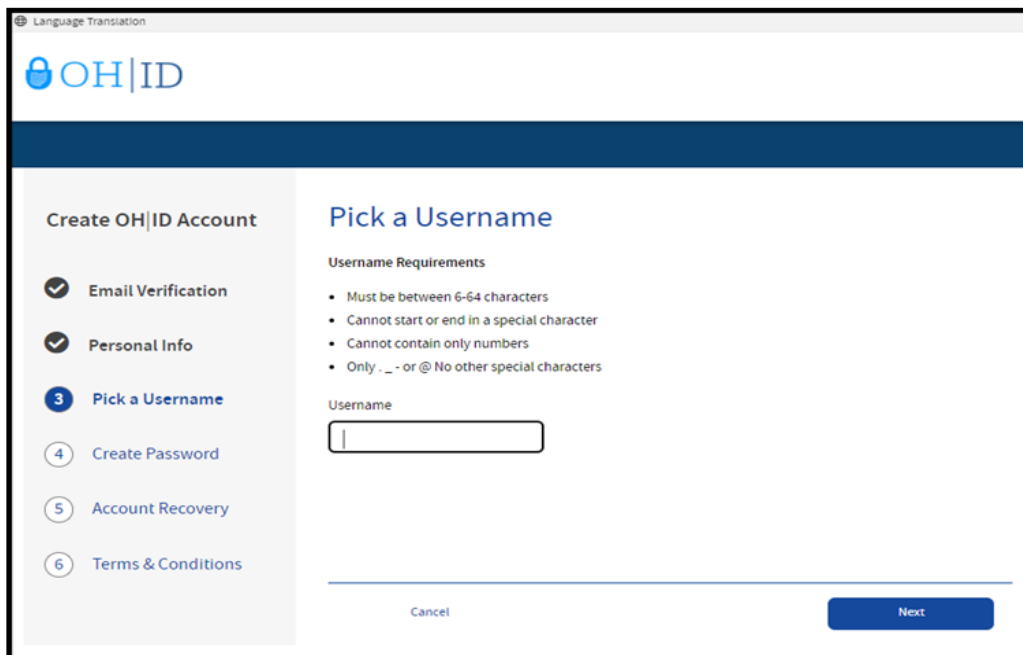
**Step 4.** Enter your personal information and click Next.



The screenshot shows the 'Personal Info' step of the OH|ID account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (checked), 2. Personal Info (highlighted), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Personal Info' and contains four input fields: 'Legal First Name', 'Legal Last Name', 'Date of Birth' (with a placeholder 'mm/dd/yyyy'), and 'Last 4 digits of SSN (optional)'. A note below the SSN field reads: 'Be sure to use your real date of birth, you may need it for account recovery later.' At the bottom, there are 'Cancel' and 'Next' buttons.

(Figure 4 Create OH|ID Account Personal Info)

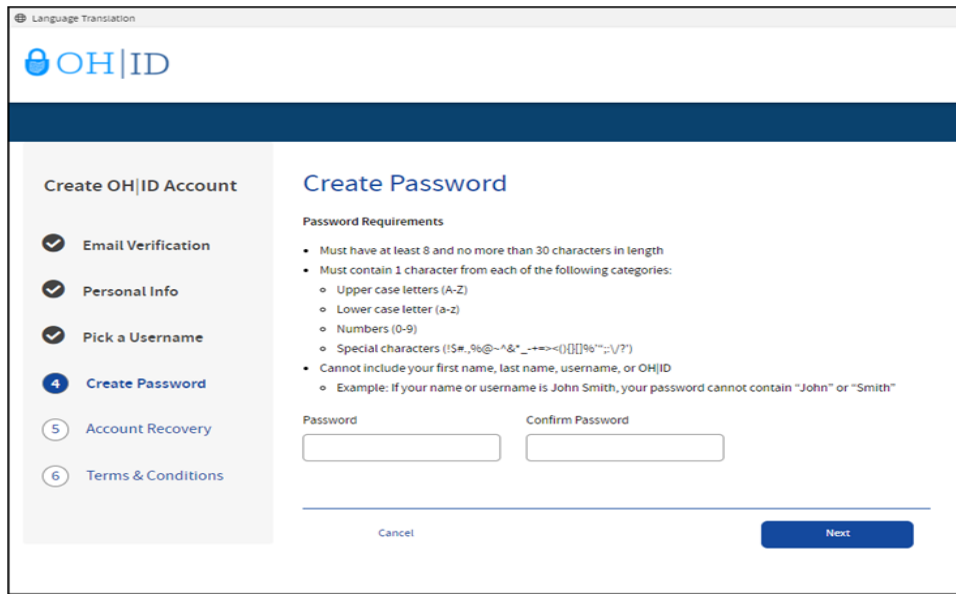
**Step 5.** Create a username for your OH|ID account and click **Next**.



The screenshot shows the 'Pick a Username' step of the OH|ID account creation process. On the left, the same sidebar is shown, but step 3 'Pick a Username' is now highlighted. The main content area is titled 'Pick a Username' and includes 'Username Requirements' with a bulleted list: 'Must be between 6-64 characters', 'Cannot start or end in a special character', 'Cannot contain only numbers', and 'Only . \_ - or @ No other special characters'. Below the requirements is a single 'Username' input field. At the bottom, there are 'Cancel' and 'Next' buttons.

(Figure 5 Create OH|ID Account Pick Username)

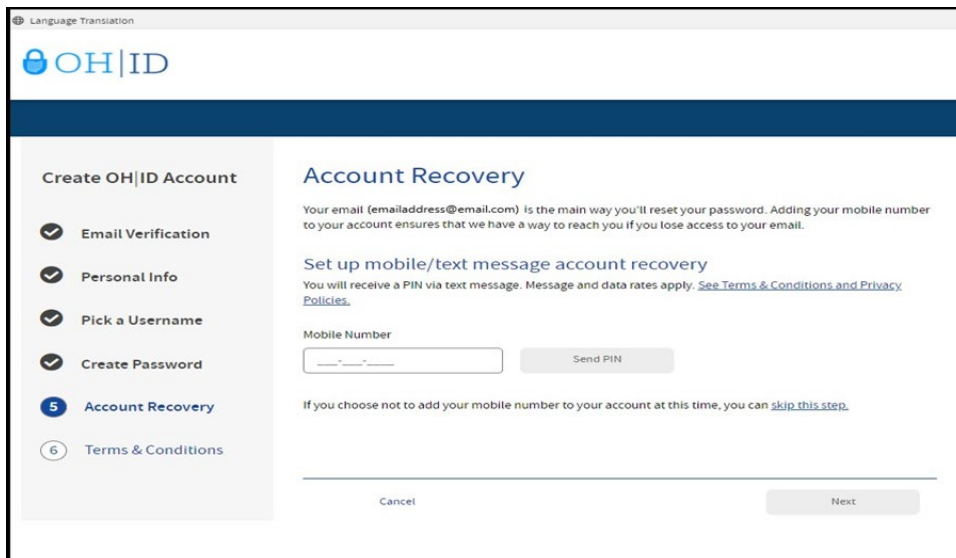
**Step 6.** Create a password for your OH|ID account and click Next.



The screenshot shows the 'Create Password' step of the OH|ID account creation process. On the left, a vertical sidebar lists the steps: Email Verification, Personal Info, Pick a Username, Create Password (highlighted with a blue circle and the number 4), Account Recovery, and Terms & Conditions. The main content area is titled 'Create Password' and includes 'Password Requirements' with a bulleted list: 'Must have at least 8 and no more than 30 characters in length', 'Must contain 1 character from each of the following categories' (Upper case letters (A-Z), Lower case letter (a-z), Numbers (0-9), Special characters (!\$#,%@~^&\*~![]{}%&^\*~!/?)), and 'Cannot include your first name, last name, username, or OH|ID' (Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"). Below the requirements are two input fields for 'Password' and 'Confirm Password'. At the bottom, there are 'Cancel' and 'Next' buttons.

(Figure 6 Create OH|ID Account Password)

**Step 7.** (Optional) Enter your mobile phone number to set up your mobile/text account recovery method for your OH|ID account and click Next.



The screenshot shows the 'Account Recovery' step of the OH|ID account creation process. The sidebar on the left highlights 'Account Recovery' with a blue circle and the number 5. The main content area is titled 'Account Recovery' and contains the text: 'Your email (emailaddress@email.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.' Below this is the section 'Set up mobile/text message account recovery' with the text: 'You will receive a PIN via text message. Message and data rates apply. [See Terms & Conditions and Privacy Policies.](#)' There is a 'Mobile Number' input field with a 'Send PIN' button next to it. A note below says: 'If you choose not to add your mobile number to your account at this time, you can [skip this step.](#)' At the bottom, there are 'Cancel' and 'Next' buttons.

(Figure 7 OH|ID Account Recovery)

You will receive a text message with a PIN. Enter the PIN in the next OH|ID Account Recovery screen and click **Verify**. Once it is verified, click **Next**.

**Step 8.** Place a check mark next to **“I Agree”** to the terms and conditions of your OH|ID account and answer the prompt to confirm you are not a robot. Click **Verify**. Then click **Create Account**.

Language Translation

OH|ID

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- ✓ Account Recovery
- 6 Terms & Conditions

### Terms & Conditions

In order to proceed with creating your account, you must agree to the following terms and conditions.

By clicking “I Agree” and creating an OH|ID account, you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on [ohid.ohio.gov](http://ohid.ohio.gov), or cancel transactions related to your OH|ID account.

I Agree

Confirm you are not a robot

What is forty six thousand and fifty eight as a number?

Verify

Cancel Create Account

(Figure 8 OH|ID Terms & Conditions)

After you click **Create Account**, you will see a prompt to check the email address you provided when setting up your OH|ID account. Click **log in to OH|ID** to access your OH|ID account login screen. The username and password you created should already be filled in for you. If not, enter the information and click **Log in**.

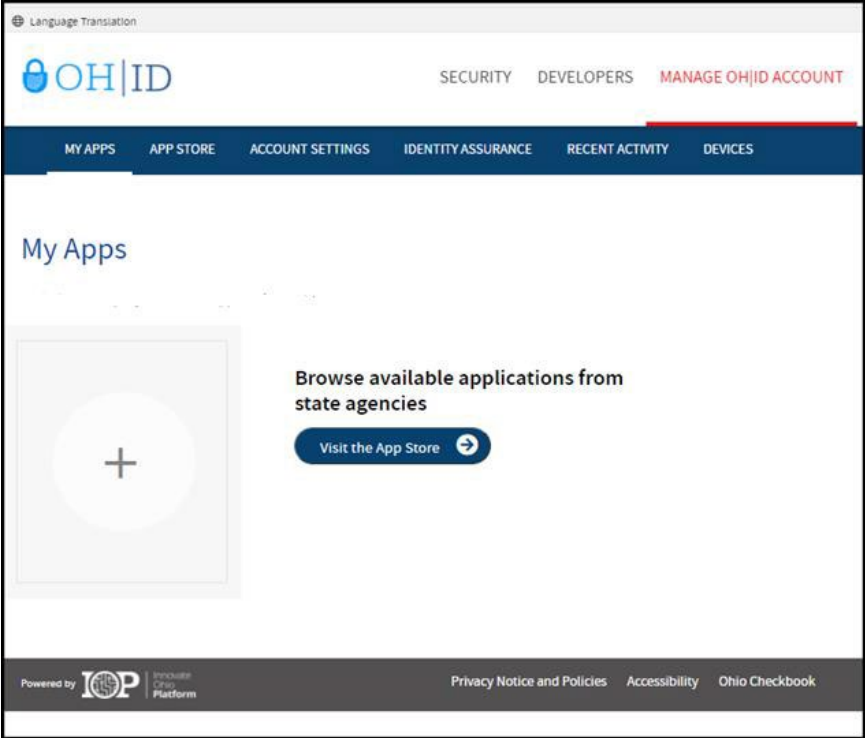
**NOTE:** If you encounter any error messages during this process, please email [profile.help@education.ohio.gov](mailto:profile.help@education.ohio.gov) with the error message and a summary of what you are trying to accomplish.

Parent/Guardian’s next step is to create a Department of Education profile or link your new OH|ID account to your existing Department of Education profile. Please proceed to the **Department of Education Profile Setup** section of this manual for instructions.

# Department of Education Profile Setup

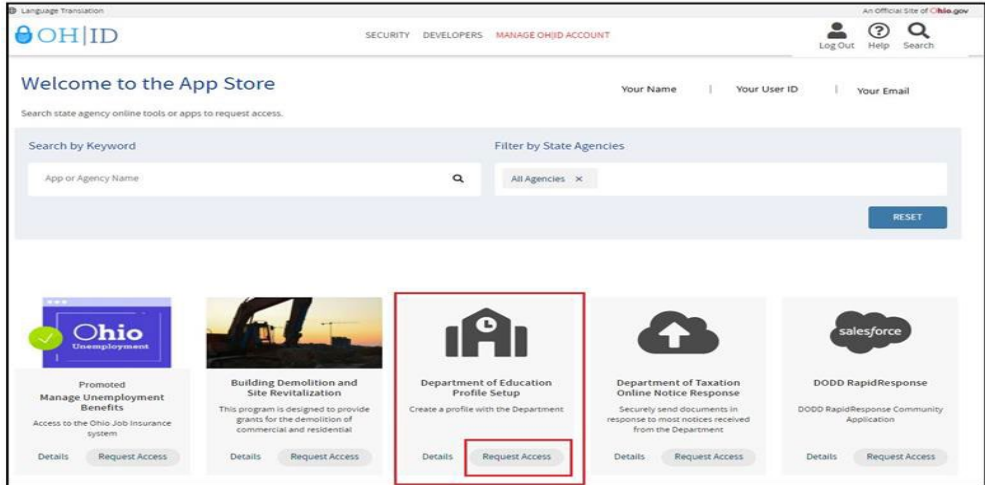
You will create your Department of Education profile (or link to your existing Department of Education profile) after setting up your OH|ID account. Go to <https://ohid.ohio.gov/> to log in to your OH|ID account. Then follow the directions below.

## Step 1. Click Visit the App Store.



(Figure 9 OH|ID My Apps)

## Step 2. On the Department of Education Profile Setup app tile select Request Access.



(Figure 10 OH|ID Apps Store)

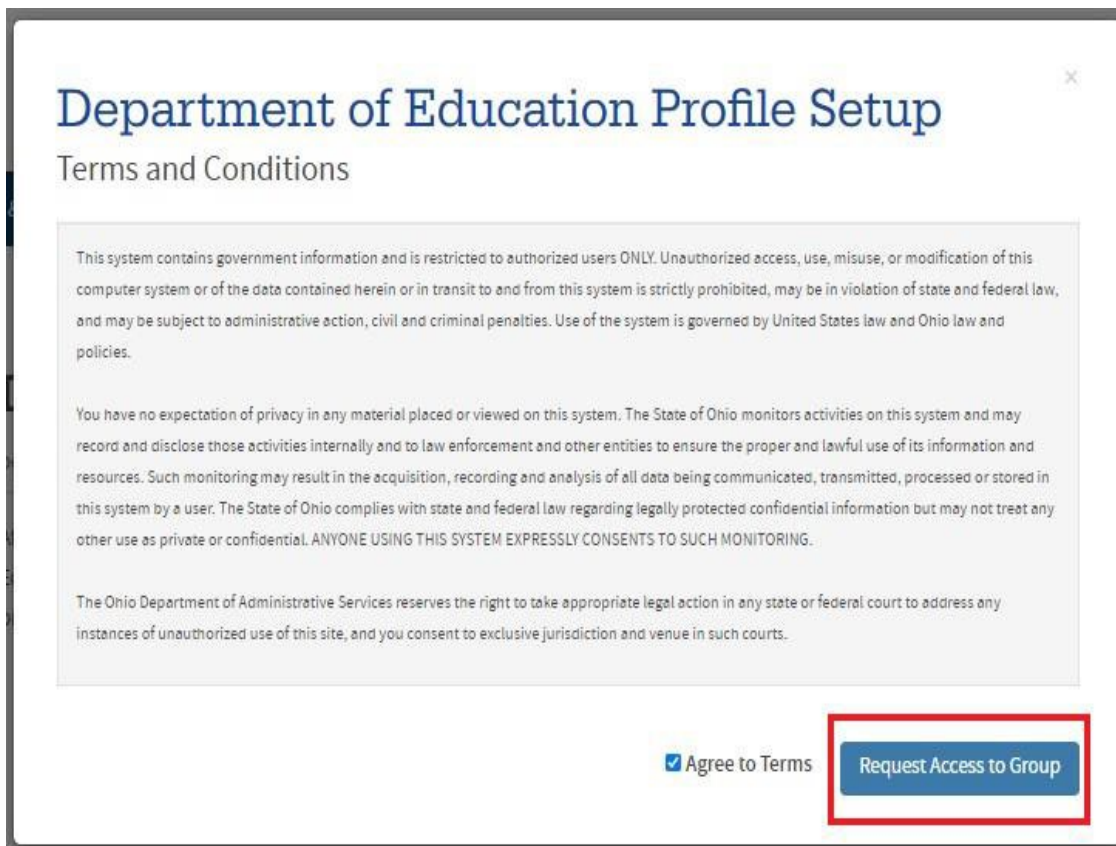


### Step 3. Select **Request Access to Group**.



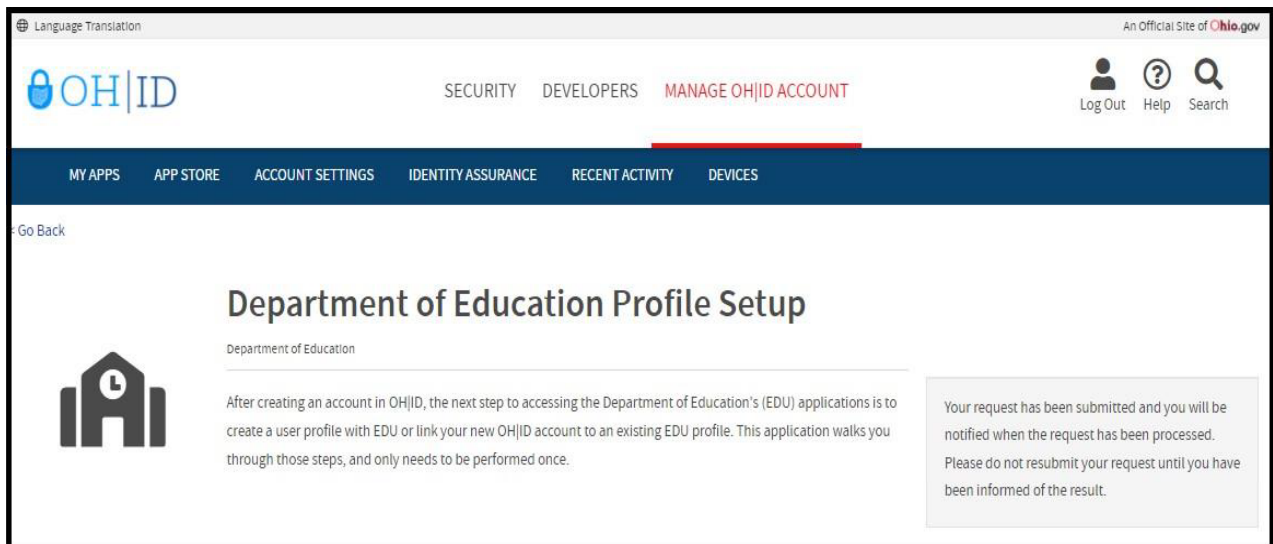
(Figure 11 Department of Education Profile Setup Request Access)

### Step 4. A pop-up will appear containing the Terms and Conditions. Check the box next to **Agree to Terms** and select **Request Access to Group** to proceed.



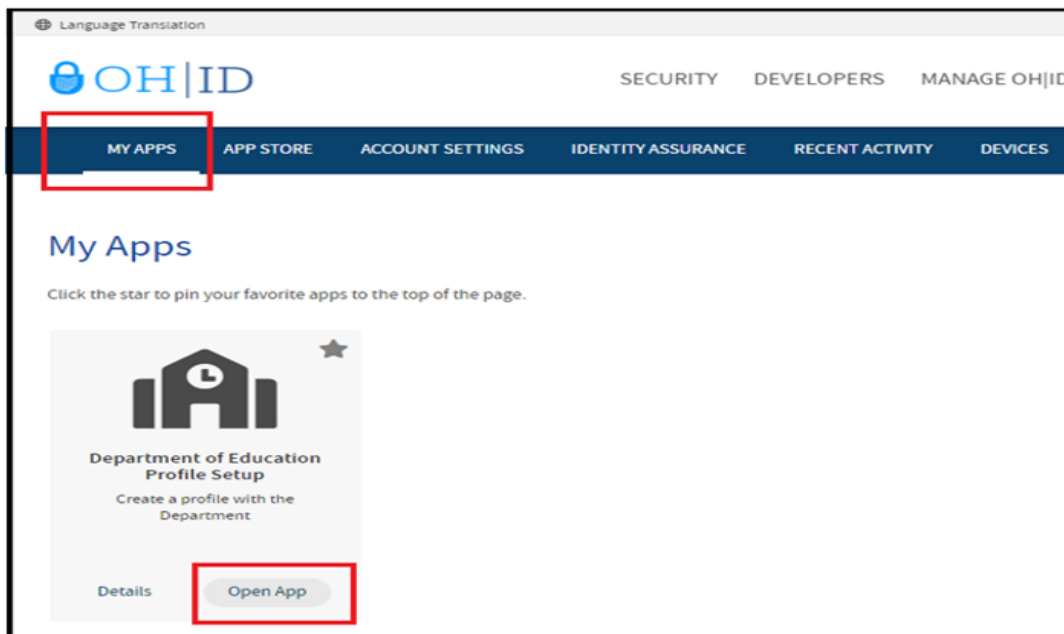
(Figure 12 Terms and Conditions)

You will receive notification that your request to access the Ohio Department of Education Profile has been submitted. Check the email you used when setting up your OH|ID account to verify your request has been granted.



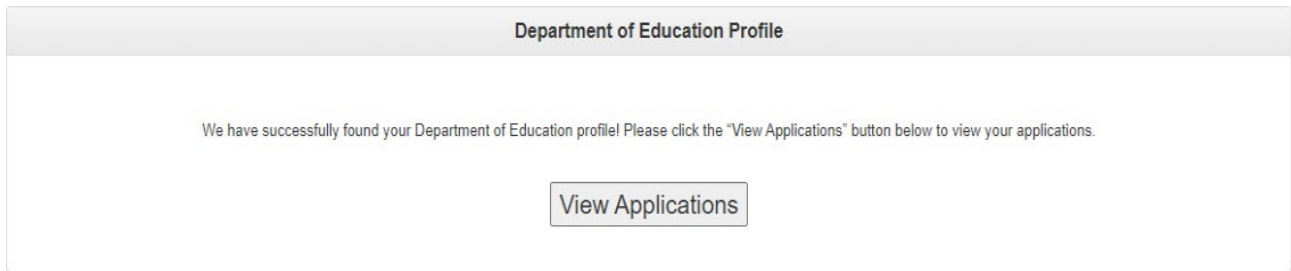
(Figure 13 Department of Education Profile Setup Request Submitted)

**Step 5.** Once you receive the email verifying your request has been granted, click “**My Apps**” on your OH|ID dashboard. Then click “**Open App**” in the Department of Education Profile Setup tile.



(Figure 14 Department of Education Profile Setup)

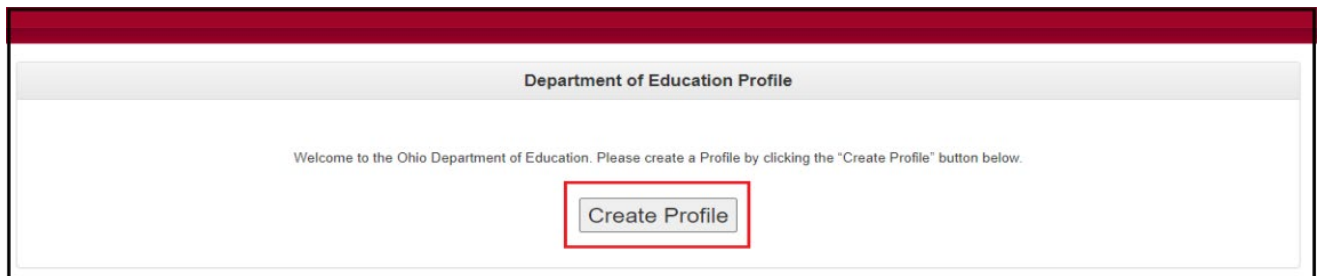
**Step 6a.** If a Department of Education profile is found, you will be prompted to view your Department of Education apps. Click “**View Applications**”.



(Figure 15 Department of Education Profile Found)

At this point the Parent/Guardian is ready to access the Scholarship Programs Application.

Step 6b. If a Department of Education profile is not found, click **Create Profile** to create your Department of Education Profile.



(Figure 16 Create Department of Education Profile)

**Step 7a.** Complete the Department of Education Profile Creation Pages. In the “**Which role best applies to you?**”, for Autism and Jon Peterson Special Needs Parents/Guardian(s) select the option “***I am a parent signing up to access a scholarship application***”.

**Step 7b.** You must use your State of Ohio ID card or Ohio driver’s license when setting up the account. When filling in your personal information, the **name must match exactly** to what is on your Ohio driver’s license. If you do not have an Ohio driver's license, please reference in Figure 18 “Click here for acceptable verification documents” and upload the verification document, this will become a manual approval.

**NOTE:** If you have a former SAFE profile, you will be able to link your profile to your new OH|ID account once your account is established.

Which role best applies to you?  
 (Multiple roles can be selected)

I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit

I am a parent, signing up for College Credit Plus program

I am an adult student applying for the Adult Diploma or Adult 22+ Programs

I am a parent signing up to access a scholarship application. ← Parent signing up to access a scholarship application

Other reasons such as Scholarship Provider

I am a parent signing up to submit income documents for scholarship and/or ACE

Basic Information  
 Please enter the following information exactly as it appears on your identity verification document. [Click here](#) for a list of acceptable verification documents.

FIRST NAME:

MIDDLE NAME:

CURRENT LAST NAME:

PREVIOUS LAST NAME:

SSN4: Why does OGC ask for this? What if I don't have a SSN?

BIRTH DATE:

[NEXT](#)

(Figure 17 Department of Education Selection of Role Profile Creation)

[CONTACT US](#)

**DEPARTMENT OF EDUCATION PROFILE CREATION PAGE**

Contact Information

Home - Physical Address  
 ADDRESS LINE 1:   
 ADDRESS LINE 2:   
 CITY:   
 STATE:  (Required)  
 ZIP:   
 ZIP4:   
 PHONE NUMBER:

Home - Mailing Address  
 IS MAILING SAME AS PHYSICAL?  
 ADDRESS LINE 1:   
 ADDRESS LINE 2:   
 CITY:   
 STATE:  (Required)  
 ZIP:   
 ZIP4:

Identity Verification Information

OFFICE EMAIL ADDRESS:   
 HOME EMAIL ADDRESS:   
 OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:   
 or  
[UPLOAD VERIFICATION DOCUMENT](#)  
Click here for a list of acceptable verification documents.

CONFIRM OFFICE EMAIL ADDRESS:   
 CONFIRM HOME EMAIL ADDRESS:

Account Information  
 I agree to Ohio Department of Education Terms of Service and Privacy Policy

[NEXT](#) [GO BACK](#)

(Figure 18 Department of Education Profile Creation Page)

**Step 8.** After you have completed the Department of Education Profile Creation pages, you will receive a validation code in a confirmation email. Enter the information

requested, including the validation code, in the confirmation dialog box and click **Continue**.

At this point the Parent/Guardian is ready to access the Scholarship Programs Application. Please proceed to the Scholarship Application section of this manual.

## Request Access to Scholarship Application

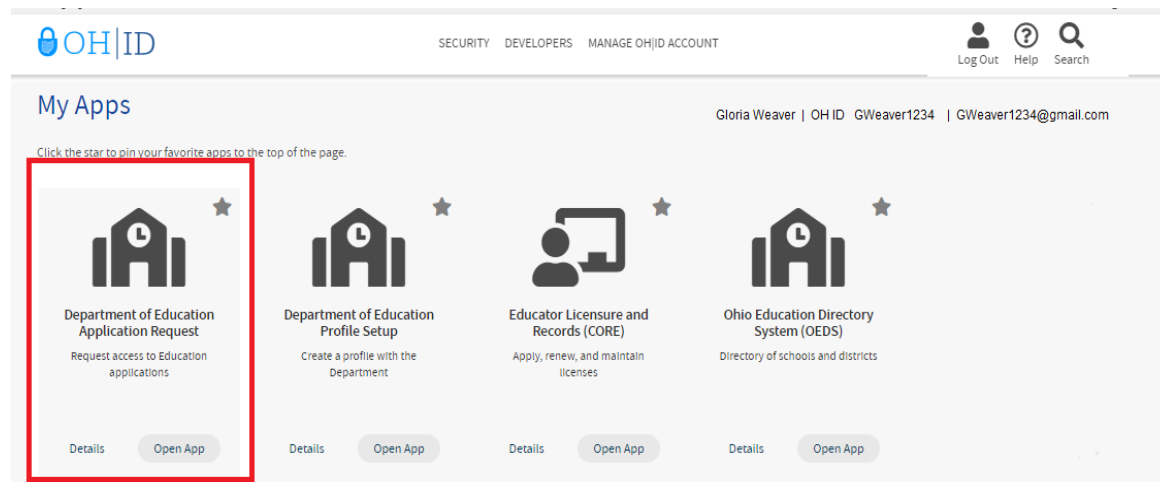
The parent portal is now available for parents to view their child’s online Autism and Jon Peterson Special Needs scholarship information. The portal has been developed to improve communication and transparency. Parents will now be able to have real-time access to scholarship information such as application status, progress reports and monthly invoices.

Please complete the following steps to request access to Scholarship Programs application:

**Step 1.** First, you must have an OH|ID account and create a Department of Education Profile. If you have not completed these steps, please follow the instructions beginning in the **Create an OH|ID Account** section of this manual.

**Step 2.** After you have created an OH|ID account and Department of Education Profile, navigate to <https://ohid.ohio.gov/> and log in to your OH|ID account.

**Step 3.** Open the **Department of Education Application Request** app under **My Apps**.



(Figure 19 OH|ID My Apps)

**Step 4.** In the “Application” dropdown select “Scholarship”

**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone:   Extension:

**REQUEST INFORMATION**

\*Application:  \*Membership Requested:

In the reason text box please define your entity (nonpublic school, public school, business owner, certificated professional, etc.) and your job title. Current Membership:

\*Reason:

\*Required

(Figure 20 Application Request)

**Step 5.** In the “Membership Requested” dropdown, select “Scholarship Parent” option. In the “Reason:” enter “Parent” then select “Submit”.

My Applications

**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone:   Extension:

**REQUEST INFORMATION**

\*Application:  \*Membership Requested:

Current Membership:

\*Reason:

\*Required

(Figure 21 Parent application request)

**Step 6.** View of a completed Scholarship Parent access request.

## My Applications

### SAFE Application Request

CONTACT INFORMATION \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone: - Extension:

REQUEST INFORMATION

\*Application:  \*Membership Requested:

In the reason box, if you are a student, state the school name and program (ADP or 22+). If you are a school employee, state the school name and your job title. Current Membership:

\*Reason:

\*Required

### Requests

|                                | Application | Membership Requested | Requested Date | Approved By | Processed Date | Approver Comments    | Status   |
|--------------------------------|-------------|----------------------|----------------|-------------|----------------|----------------------|----------|
| <a href="#">Remove Request</a> | Scholarship | Scholarship Parent   | 3/22/2022      |             |                | <input type="text"/> | Approved |

(Figure 22 Parent completed the application request)

Please Note: If nothing appears in the “Membership Requested” drop down, this means you already have that access, and you should see “Current Membership:” message noted in the red box below.

### SAFE Application Request

CONTACT INFORMATION \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone: - Extension:

REQUEST INFORMATION

\*Application:  \*Membership Requested:

Current Membership:

\*Reason:

\*Required

(Figure 23 Request for access was previously granted)

**ALERT:** Scholarship parents should NEVER select “Scholarship Provider Application” as a request for access.

**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone: - Extension:

**REQUEST INFORMATION**

\*Application:  \*Membership Requested:

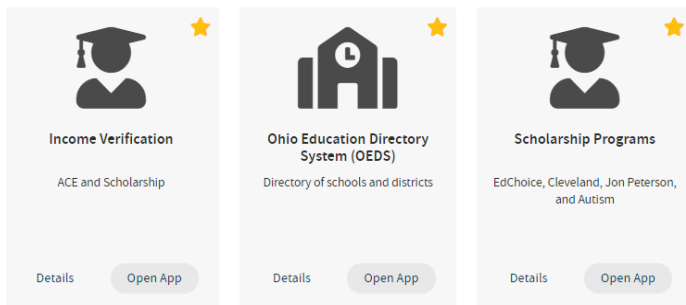
In the reason text box please define your entity (nonpublic school, public school, business owner, certificated professional, etc.) and your job title. Current Membership:

\*Reason:

\*Required

(Figure 24 Parent's should not request a provider role)

In OH|ID you will now find the Scholarship Programs application that you requested.



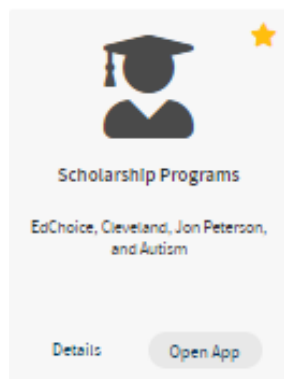
(Figure 25 Scholarship Income Verification Tile)

The parent/guardian is now ready to access the Scholarship Programs application.



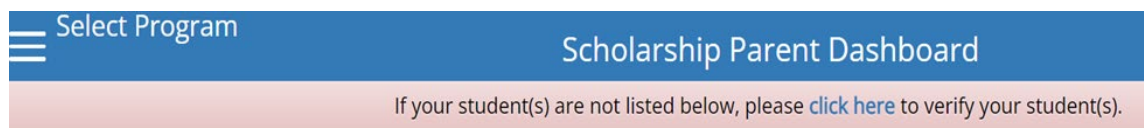
# Scholarship Programs Application

**Step 1.** Select the “Scholarship Programs” application from My Apps within OH|ID.



(Figure 26 Scholarship Programs Tile)

The scholarship parent dashboard should now be displayed. If this is your first time accessing the scholarship system or if you have not yet verified your child's data, click the link to verify your child.



(Figure 27 Scholarship Parent Dashboard)

**Step 2.** Read the disclaimer for use of the ode parent portal located at the bottom of the page. Once you have read the disclaimer in its entirety you may begin the verification process.

In the parent verification details box illustrated below a partial of your child’s name should appear. Please enter your child's date of birth in the following format: MM/DD/YYYY. Once the date of birth has been entered, the system will determine if the date entered matches the student’s online application record.

**Parent Verification**

[← Back to Dashboard](#)

**Parent Verification Detail(s)**

| STUDENT NAME      | DATE OF BIRTH                           | VERIFICATION STATUS                           |
|-------------------|---|---|
| Gl####k, Sa#####a | <input type="text" value="MM/DD/YYYY"/> | <span style="color: red;">⊘ Unverified</span> |
| Ho####n, Au#####n | <input type="text" value="MM/DD/YYYY"/> | <span style="color: red;">⊘ Unverified</span> |

**Disclaimer for use of ODE Parent Portal**

The Ohio Department of Education (ODE) allows parents to have access to student records through the ODE Parent portal. By creating an account with and using this Portal, the user the Family Educational Rights and Privacy Act ("FERPA") gives custodial and noncustodial parents/guardians certain rights with respect to their children's education records. Unless th

**(Figure 28 Parent Verification)**

If the date of birth matches, the Verification Status will be updated to Verified. If the date of birth entered does not match our records, an invalid date of birth message will display. You will then have another opportunity to re-enter the date of birth. If after multiple attempts you are unsuccessful with verifying your child, please contact the scholarship office for assistance.

If you have multiple children participating in the scholarship programs, complete these steps until all children have been verified.

**Step 3.** Once your child is in Verified status, click the Back to Dashboard button.

# Scholarship System Guide

## Student Module

**Step 1.** Use the tabs along the top of your child's scholarship record to view different types of information. Currently, the student application is read-only. If information needs to be updated, please contact your primary provider.

**(Figure 29 Student Application Tabs. AEP tab is only applicable to Autism Scholarship)**

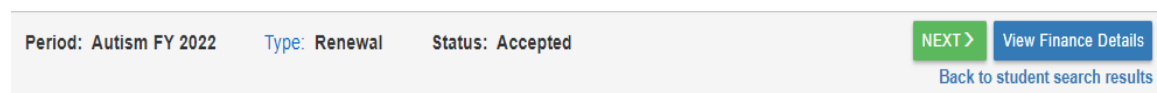
| Tab                                     | Description  |
|---|--|
| <b>Student</b>                          | This tab contains basic student information (student name, date of birth, etc.)  |
| <b>Parent/<br/>Guardian</b>             | This tab contains the information of the primary and second parent/guardian.   |
| <b>Application</b>                      | This tab contains information related to the student's provider and district of residence.   |
| <b>IEP</b>                              | This tab contains information related to your child's Individualized Education Program (IEP dates, summary, services, goals/objectives, etc.). |
| <b>AEP</b><br>(Autism Scholarship Only) | This tab contains information related to your child's Autism Education Plan (AEP start date, summary, services, goals/objectives, etc.).       |
| <b>Docs</b>                             | This tab contains documents related to your child's scholarship (scholarship application, IEP, Acceptance Form, etc.).                         |
| <b>Status/Flags</b>                     | This tab contains information related to the current status of your child's application.   |
| <b>Comments/<br/>History</b>            | This tab contains comments from the provider, district or scholarship office.  |

(Figure 30 Student Application Descriptions)

## Finance Module

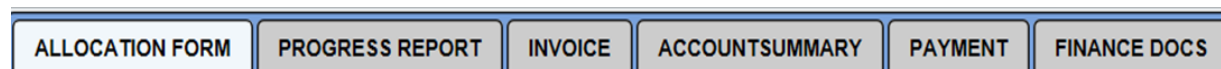
Once your child's scholarship is in Accepted status, you can view the finance module of the scholarship record.

**Step 1.** To access your child's finance information, click the *View Finance Details* button (illustrated below). The finance section of your child's scholarship record should now be displayed.



(Figure 31 View Finance Details)

**Step 2.** Use the tabs along the top of your child's scholarship record to view different types of finance information.



(Figure 32 Finance Details Tabs)

| Tab                    | Description   |
|------------------------|---|
| <b>Allocation Form</b> | This tab contains the amount of the scholarship that allocated to each provider. This tab also contains the monthly allocations, quarterly caps and monthly caps. |
| <b>Progress Report</b> | This tab contains the quarterly progress reports.   |
| <b>Invoice</b>         | This tab contains the monthly invoices submitted by each provider.  |
| <b>Account Summary</b> | This tab contains a record of accepted invoices and payments.   |
| <b>Payment</b>         | This tab contains a record of the scholarship payments including payment status and payment dates.  |
| <b>Finance Docs</b>    | This tab contains a copy of the Reallocation Form (if applicable).  |

(Figure 33 Finance Details Descriptions)

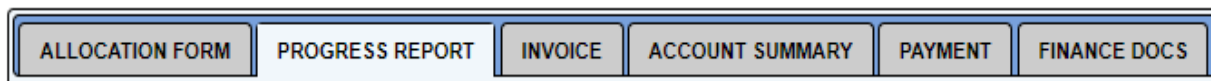
## PROGRESS REPORT

Providers submit progress reports on a quarterly basis through the online scholarship system. Progress reports are due at the end of September, December, March and June. The progress reporting quarters are as follows:

- Summer Quarter: July - September
- Fall Quarter: October - December
- Winter Quarter: January - March
- Spring Quarter: April - June

To view and print a progress report, complete the following steps:

Step 1. Select the Progress Report tab (illustrated below).



(Figure 34 Progress Report Tab)

**Step 2.** Next, select the Generate Annual Progress Report button (illustrated below).

| QUARTER     | PROVIDER                   | STATUS                   | SUBMITTED DATE        | GOTO | DELETE | PRINT |
|-------------|----------------------------|--------------------------|-----------------------|------|--------|-------|
| Spring 2022 | Heartland Christian School | Progress Report Accepted | 5/24/2022 10:10:03 AM |      |        |       |
| Winter 2022 | Heartland Christian School | Progress Report Accepted | 3/14/2022 2:24:43 PM  |      |        |       |
| Fall 2021   | Heartland Christian School | Progress Report Accepted | 12/8/2021 12:04:30 PM |      |        |       |
| Summer 2021 | Heartland Christian School | Progress Report Accepted | 9/23/2021 2:26:42 PM  |      |        |       |

(Figure 35 Progress Report Details)

**Step 3.** The progress report should now be displayed. Select print.

**IEP (05/07/2015 - 05/05/2016)**

| GOAL  | SUMMER            | FALL              | WINTER |
|---|-------------------|-------------------|--------|
| 1. When grade level text will increase his reading fluency and comprehension by answering questions, summarizing and compare/contrast with 80% accuracy on 4 out of 5 trials by the next annual review. | Limited Progress  | Adequate Progress |        |
| 2. When given an assignment or multi-step task, will complete the task with no more than 2 verbal prompts with 80% accuracy on 4 out of 5 trials by the next annual review.                             | Adequate Progress | Adequate Progress |        |
| <b>OVERALL PROGRESS</b>   | Limited Progress  | Adequate Progress |        |

(Figure 36 Progress Report Generated)

## INVOICE


Providers can invoice monthly, quarterly, etc. The invoicing window for providers opens every month on the 1<sup>st</sup> and closes on the 10<sup>th</sup>. Providers can invoice for any previous month in the scholarship year. Special education services can be invoiced individually within the same invoice.

To view and print an invoice, complete the following steps:

**Step 1.** Select the Invoice tab (illustrated below).

|                 |                 |                |                 |         |              |                  |
|-----------------|-----------------|----------------|-----------------|---------|--------------|------------------|
| ALLOCATION FORM | PROGRESS REPORT | <b>INVOICE</b> | ACCOUNT SUMMARY | PAYMENT | FINANCE DOCS | FINANCE COMMENTS |
|-----------------|-----------------|----------------|-----------------|---------|--------------|------------------|

(Figure 37 Invoice Tab)

**Step 2.** Click the magnifying glass icon  in the GO TO column to access your child's invoices.

| ALLOCATION FORM   | PROGRESS REPORT | INVOICE | ACCOUNT SUMMARY | PAYMENT      | FINANCE DOCS | FINANCE COMMENTS |                |                |                  |                     |                          |            |        |               |                |                  |                     |                          |            |
|---|-----------------|---------|-----------------|--------------|--------------|------------------|----------------|----------------|------------------|---------------------|--------------------------|------------|--------|---------------|----------------|------------------|---------------------|--------------------------|------------|
| <div style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; padding: 2px;"> <span>Invoice Information</span> </div> <p>Scholarship: 7/1/2021 - 6/30/2022      Total Allocated: \$31,500.00      Total Invoiced: \$31,500.00      Total Paid: (\$31,500.00)      Total Remaining: \$0.00</p> <p style="color: red; text-align: center;">10 invoice(s) returned. Total Requested: \$31,500.00, Total Approved: \$31,500.00</p> <p style="font-size: small; color: red;">* - Indicates Invoice is an Adjustment</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>INVOICE NUMBER</th> <th>NAME</th> <th>APP ID</th> <th>PROGRAM PERIOD</th> <th>PROVIDER IRN</th> <th>PROVIDER</th> <th>STATUS</th> <th>BILLING CYCLE</th> <th>DATE SUBMITTED</th> <th>REQUESTED AMOUNT</th> <th>ODE APPROVED AMOUNT</th> <th>TO BE PAID (OR) REFUNDED</th> <th>GOTO PRINT</th> </tr> </thead> </table> </div> |                 |         |                 |              |              |                  | INVOICE NUMBER | NAME           | APP ID           | PROGRAM PERIOD      | PROVIDER IRN             | PROVIDER   | STATUS | BILLING CYCLE | DATE SUBMITTED | REQUESTED AMOUNT | ODE APPROVED AMOUNT | TO BE PAID (OR) REFUNDED | GOTO PRINT |
| INVOICE NUMBER  | NAME            | APP ID  | PROGRAM PERIOD  | PROVIDER IRN | PROVIDER     | STATUS           | BILLING CYCLE  | DATE SUBMITTED | REQUESTED AMOUNT | ODE APPROVED AMOUNT | TO BE PAID (OR) REFUNDED | GOTO PRINT |        |               |                |                  |                     |                          |            |

(Figure 38 List of Invoices)

**Step 3.** View services invoiced by staff and costs per month. Providers are required to give parents a fee schedule, which lists the costs of services.

| Invoice  |               |             |                 |                   |  |
|--|---------------|-------------|-----------------|-------------------|--|
| Service  | Service Start | Service End | Staff           | Amount            |  |
| Education Services                             | 8/18/2021     | 8/31/2021   | Anabel McFadden | \$2,362.50        |  |
| Intervention Services                          | 8/18/2021     | 8/31/2021   | Alexis McCabe   | \$393.75          |  |
| Aide Services                                  | 8/18/2021     | 8/31/2021   | James Donald    | \$393.75          |  |
| <b>Total amount requested in this Invoice:</b> |               |             |                 | <b>\$3,150.00</b> |  |

(Figure 39 Services Listed on Invoice)

**Step 4.** Click [CLICK HERE TO VIEW DETAILS](#) to learn more about the invoice details.

|  |            |
|--|------------|
| <a href="#">CLICK HERE TO VIEW DETAILS</a> |            |
| Amount to be paid by ODE for this Invoice  | \$3,150.00 |

(Figure 40 Click Here to View Details)

**Step 5.** The invoice details are current as of the last invoice submitted by the provider(s).

[CLICK HERE TO HIDE DETAILS](#)

**Invoice details as of 9/2/2021 8:54:45 AM**

|   |                   |
|---|-------------------|
| <b>1) Total Annual amount allocated to the Provider in the Allocation Form</b>  | \$31,500.00       |
| <b>2) Total amount previously invoiced by the Provider</b>  | \$0.00            |
| <b>3) Total amount remaining for the Provider (<i>subtract line 2 from line 1</i>)</b>  | \$31,500.00       |
| <b>4) Amount allocated for the Provider in the Allocation Form for Aug 2021 Billing Cycle</b>                                   | \$3,150.00        |
| <b>5) Total amount previously invoiced by the Provider in Aug 2021 Billing Cycle</b>  | \$0.00            |
| <b>6) Total amount remaining in Aug 2021 Billing Cycle (<i>Subtract line 5 from line 4</i>)</b>                                 | \$3,150.00        |
| <b>7) Amount available for the Provider for this Invoice before carry forward (<i>use lower amount from line 3, line 6</i>)</b> | \$3,150.00        |
| <b>8) Amount carried over</b>   | \$0.00            |
| <b>9) Total amount available for the provider for this Invoice (<i>add line 7, line 8</i>)</b>                                  | \$3,150.00        |
| <b>10) Total amount requested by the Provider for this Invoice</b>  | \$3,150.00        |
| <b>11) Total amount Approved by ODE in Aug 2021 Billing Cycle (<i>use lower amount from line 9, line 10</i>)</b>                | \$3,150.00        |
| <b>Amount to be paid by ODE for this Invoice (<i>use line 11</i>)</b>   | <b>\$3,150.00</b> |

(Figure 41 Invoice Details)

## Contact Information

### Autism Scholarship

[Autismscholarship@education.ohio.gov](mailto:Autismscholarship@education.ohio.gov)

### Jon Peterson Special Needs Scholarship

[Peterson.scholarship@education.ohio.gov](mailto:Peterson.scholarship@education.ohio.gov)

If you have questions, please call our office line at 614-728-3480.

**\*For assistance with your OH|ID account, please contact the OH|ID helpdesk at 614-644-6625.**