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Fiscal Guidance

State law outlines the funding formula for the Adult Diploma Program. Funding calculation is for each eligible student enrolled in an approved institution’s approved program of study based on the following formula:

\[(\text{student's career pathway training program amount} + \text{student's work readiness training amount}) \times 1.2 \text{ for associated services}\]

Career Pathway Technical Training

<table>
<thead>
<tr>
<th>Career pathway training hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 300 hours</td>
<td>$1,600</td>
</tr>
<tr>
<td>Between 301 – 600 hours</td>
<td>$3,200</td>
</tr>
<tr>
<td>601 – 900+ hours</td>
<td>$4,800</td>
</tr>
</tbody>
</table>

Work Readiness Skills

<table>
<thead>
<tr>
<th>Grade Equivalent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 9th grade</td>
<td>$750</td>
</tr>
<tr>
<td>&lt; 9th grade</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

Associated Services (additional 20 percent of total program)
Ranges between $470 - $1,260
Pre- and post-assessments – (e.g., TABE, WorkKeys®, etc)
Counseling and advising

Payment Schedule – Breakdown of the three payments:

<table>
<thead>
<tr>
<th>Payment</th>
<th>Number of Program Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment</td>
<td>First third of Program Hours</td>
<td>25% of total funding</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>Second third of Program Hours</td>
<td>25% of total funding</td>
</tr>
<tr>
<td>3rd Payment</td>
<td>Final third of Program Hours</td>
<td>50% of total funding</td>
</tr>
</tbody>
</table>
The following chart summarizes all invoicing.

<table>
<thead>
<tr>
<th>Program hours</th>
<th>Grade Level funding</th>
<th>Total Amount</th>
<th>Invoice #1 1/3 hrs 25%</th>
<th>Invoice #2 2nd 1/3 hrs 25%</th>
<th>Invoice #3 Upon Completion Final 50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-300</td>
<td>9th grade or above</td>
<td>$2820</td>
<td>$705</td>
<td>$705</td>
<td>$1410</td>
</tr>
<tr>
<td></td>
<td>below 9th grade</td>
<td>$3720</td>
<td>$930</td>
<td>$930</td>
<td>$1860</td>
</tr>
<tr>
<td>301-600</td>
<td>9th grade or above</td>
<td>$4740</td>
<td>$1180</td>
<td>$1180</td>
<td>$2360</td>
</tr>
<tr>
<td></td>
<td>below 9th grade</td>
<td>$5640</td>
<td>$1410</td>
<td>$1410</td>
<td>$2820</td>
</tr>
<tr>
<td>601-900</td>
<td>9th grade or above</td>
<td>$6660</td>
<td>$1665</td>
<td>$1665</td>
<td>$3330</td>
</tr>
<tr>
<td></td>
<td>below 9th grade</td>
<td>$7560</td>
<td>$1890</td>
<td>$1890</td>
<td>$3780</td>
</tr>
</tbody>
</table>

**Submitting Invoices for Payment**

1. Sign in to OH|ID portal. ([https://safe.ode.state.oh.us/portal/](https://safe.ode.state.oh.us/portal/))

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A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

**Important:** Your SAFE credentials will not work in the OH|ID platform.

Please create a new OH|ID account if you do not already have one.

[OH|ID PORTAL]

**Need Help?** Visit the Department of Education OH|ID Portal Help webpage for information on how to access and navigate the OH|ID portal.
2. Click the Adult Learner Web System.

3. The Dashboard will appear. Click Select Program in the top left.

4. In the window that appears on the left, click on Adult Diploma Program.
5. Hover over the Student Tab located in the top left of the page. Select Search Student Application.

6. There are multiple ways to locate a student’s application in order to create an invoice. First make sure the Application Period is accurate.
   a. On the Student Search Page, type the student’s first and last name. Click Search.
   b. On the Student Search Page, enter the Application ID or Student ID. Click Search.
   c. On the Student Search Page, click Search to obtain a complete student list.

   NOTE: The list can be filtered by using the Application Status section located to the right.

7. Open a student application by clicking the Details button located to the far right.

A student’s application must be in the Accepted status to create an invoice.
8. Click on View Finance Details.

9. Click Add New Invoice under the Invoice Tab.

10. A pop-up window will open. Click Add Course to begin selecting courses the student has completed.

11. Select the Course Type and Course Name. Enter the start date and end date of the program. The hours for each course pre-populate. Add as many courses necessary to reach the minimum hours required for the invoice.
12. After selecting a course, click *Save* located on the bottom left. This will display a message that includes the minimum number of hours required to submit the invoice. Add courses as needed. Click *Save*, then click *Submit*.

Note: Validation error - If the provider tries to submit the invoice without minimum-required course hours, the following error message will occur.
NOTE: The provider can choose to submit one invoice for payment once the adult learner passes WorkKeys, career field training, and required credential(s) OR may submit up to three invoices as described on page one and summarized at the top of page two of this manual. Only one invoice can be started/open at a time.

13. Under the Finance Docs Tab, upload the required documents as follows:

   1st invoice – Transcript
   2nd invoice – Transcript and WorkKeys scores
   Final Invoice – Final transcript and Proof of Credential attainment

   NOTE: If you submit only one invoice, upload the Official transcript, final WorkKeys scores, and Proof of Credential Attainment.

Validation error – If the provider has not uploaded the required documentation, such as the transcript, the following error message will occur.
14. Go to the Invoice Tab and open the started invoice by clicking on the Details button under GOTO.

15. After all required documents are uploaded, change the status from Started to Submitted on the Invoice Tab to submit the invoice to the Department of Education for review.
16. **ASSESSMENT TAB** (on Student side of application)- Complete ONLY when a student has obtained the required WorkKeys scores, passed all coursework, and earned the required Industry credential(s).

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>APPLICATION</th>
<th>GRADUATION REQUIREMENTS</th>
<th>STUDENT SUCCESS PLAN</th>
<th>ASSESSMENT</th>
<th>DOCS</th>
<th>STATUS / FLAGS</th>
<th>COMMENTS / HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Provider: 050781, Apollo Career Center</td>
<td>Current Grade Level: Not Specified</td>
<td>DOB: 03/02/1983</td>
<td>Gender: M</td>
<td>Ethnicity: White, Non-Hispanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSID:</td>
<td>Submitted Document Type: NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student's Credentials:**

<table>
<thead>
<tr>
<th>Credential</th>
<th>TEST DATE</th>
<th>TEST SCORE</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA 608 Technician Certification</td>
<td>Correction Needed</td>
<td>Submit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. Click the Edit Icon.

b. Enter the date date and score. (If the test is pass/fail, enter 100 for passing.)

c. Click the Save Icon.
d. Click Submit.

![Student's Credentials:](image)

![Click Submit](image)

e. Click OK on the pop-up window to confirm you wish to Submit.

![Are you sure you want to perform the action 'Submit'?](image)

![Click OK](image)

f. The Status will change to Approved.

**NOTE:** For the system to change the student’s status to Requirements Passed, the credential status must be Approved.

![Status](image)

Review by the Ohio Department of Education Program Office

Once the provider submits the invoice, the Ohio Department of Education reviews the invoice and the required documents. If approved, the Department of Education will change the status to review completed and will accept the invoice. If there are any issues or questions, the Department of Education will contact the provider via email or phone.
Student Role in Processing Invoices
The adult learner no longer is required to accept invoices.

Graduating a Student
After the final invoice is accepted, the Department of Education will move the student application to Requirements Passed. The print function for the high school diploma is now active. The provider accesses the Diploma from the Graduation Requirements Tab in the student’s application.

The student’s graduation date is the date that the Department of Education changes the status to Requirements Passed.

Reviewing Existing Invoices
There are three ways to access an existing invoice:

1. When reviewing a student application and invoices, make sure the correct Application Period is selected in the dropdown box.

   Select the student and click on View Finance Details.
Under the Invoice Tab, you can view any invoice that has been processed for the student.

2. Finance Search
Hover over the Finance Tab. Click Finance Search.

You can search an invoice via Finance Search by APP ID or the student’s name. Make sure to select the appropriate Application Period.

3. Invoice Search
Hover over the Finance Tab. Click Invoice Search.
You can search an invoice via Invoice Search by APP ID, the student’s name or by Status. Make sure to select the appropriate Application Period.

Contact Information
For questions regarding the Adult Diploma Program, please contact:

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Adult Diploma Program & Adult 22+ HSD Program
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Adult Diploma Program & Adult 22+ HSD Program
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