

ADP Provider Invoicing Manual



June 2025



**Department of
Education &
Workforce**

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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:

(student's career pathway training program amount + student's work readiness training amount) X 1.2 for associated services

Career Pathway Technical Training

Career pathway training hours	Amount
Up to 300 hours	\$1,600
Between 301 – 600 hours	\$3,200
601 – 900+ hours	\$4,800

Work Readiness Skills

Grade Equivalent	Amount
≥ 9 th grade	\$750
< 9 th grade	\$1,500

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:

Payment	Number of Program Hours	Amount
1 st Payment	First third of Program Hours	25% of total funding
2 nd Payment	Second third of Program Hours	25% of total funding
3 rd Payment	Final third of Program Hours	50% of total funding

The following chart summarizes all invoicing.

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

Submitting Invoices for Payment

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

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

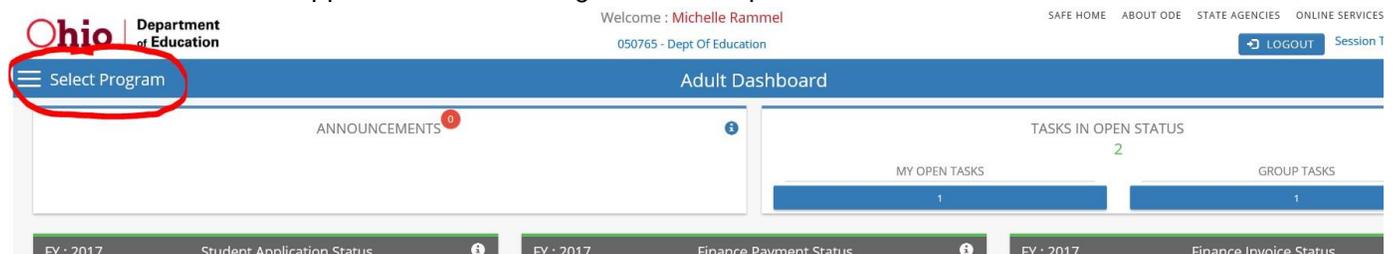
Need Help? Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

2. Click the Adult Learner Web System.



Adult Learner Providers and Students
22+ High School Diploma and Adult Diploma Programs

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



Ohio Department of Education | Welcome : Michelle Rammel | SAFE HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES

050765 - Dept Of Education | LOGOUT Session T

Select Program | Adult Dashboard

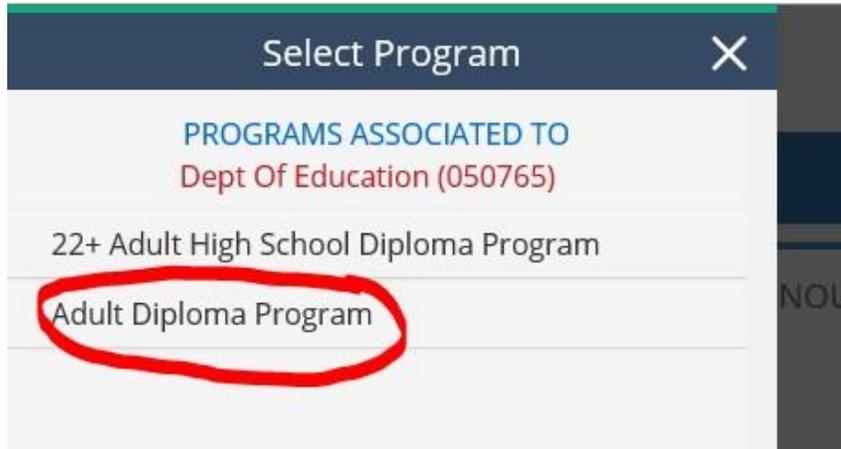
ANNOUNCEMENTS 0

TASKS IN OPEN STATUS 2

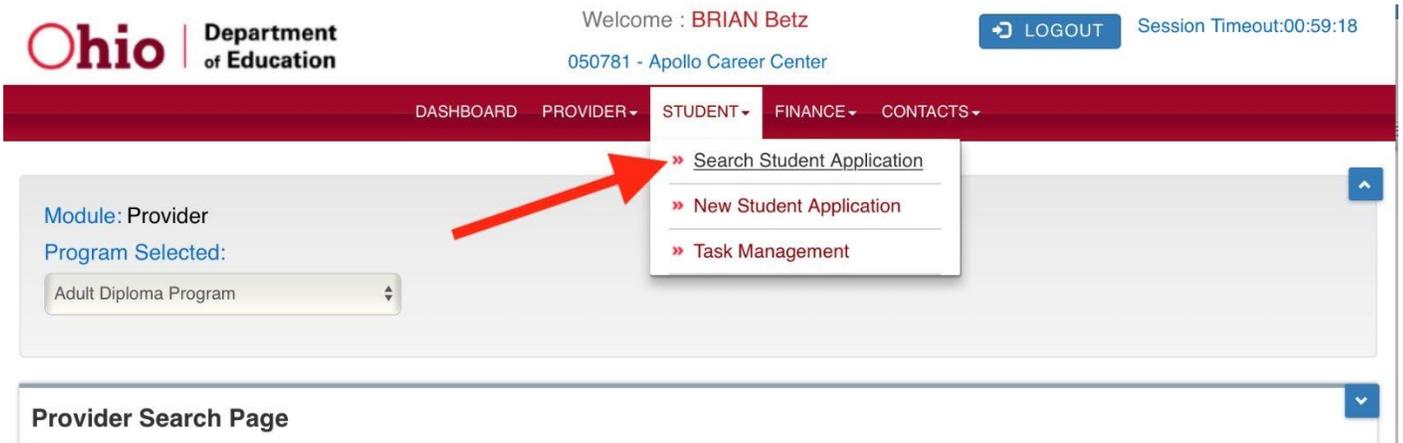
MY OPEN TASKS 1 | GROUP TASKS 1

FY : 2017 Student Application Status | FY : 2017 Finance Payment Status | FY : 2017 Finance Invoice Status

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.

ADVANCED STUDENT SEARCH PAGE

BASIC SEARCH
SSID SEARCH
ASSESSMENT SEARCH

APPLICATION ID:

STUDENT ID:

SSID:

FIRST NAME:

LAST NAME:

DOB:

DATE SUBMITTED:

HAS FATAL FLAG(S):

APPLICATION PERIOD:

APPLICATION TYPE:

CURRENT GRADE LEVEL:

PROVIDER NAME:

PROVIDER IRN: SHOW ONLY MY STUDENTS

SORT ORDER:

APPLICATION STATUS:

- Accepted
- Awarded
- Correction Needed
- Declined
- Eligible
- Not Eligible
- Requirements Passed
- Resubmitted
- Review Completed
- Started
- Submitted
- Terminated

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

Basic Search - 34 result(s) returned.

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
Burt, Jeremiah J	**	384084	Adult Diploma FY 2018	204749	050781	Apollo Career Center	Accepted	9/19/2017	New	
Niyonkunda, Adeline Linn	**	384083	Adult Diploma FY 2018	204748	050781	Apollo Career Center	Accepted	9/19/2017	New	
Lowe, Tara	**	385059	Adult Diploma FY 2018	136677	050781	Apollo Career Center	Accepted	3/5/2018	New	

A student's application must be in the *Accepted* status to create an invoice.

8. Click on *View Finance Details*.

ID: 384084 **Name: Jeremiah J Burt**

Viewing Student: 1 of 34

Period: Adult Diploma FY 2018 Type: New Status: Accepted

View Finance Details

[Back to student search results](#)

STUDENT
APPLICATION
GRADUATION REQUIREMENTS
STUDENT SUCCESS PLAN
ASSESSMENT
DOCS
STATUS / FLAGS
COMMENTS / HISTORY

Student Information

9. Click *Add New Invoice* under the Invoice Tab.

The screenshot shows the 'INVOICE' tab selected. Below the navigation tabs is the 'Invoice Information' section. It displays 'Scholarship: 3/17/2017 - 12/31/2017', 'Total Allocated: \$3,720.00', 'Total Invoiced: \$0.00', 'Total Paid: \$0.00', and 'Total Remaining: \$3,720.00'. A note below states '* - indicates Invoice is an Adjustment'. A table with columns: 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, and GOTO PRINT is visible. At the bottom left, the 'Add New Invoice' button is circled in red. Other buttons include 'Print Invoice Summary', 'Previous', 'Page 1 of 0', and 'Next'.

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

The screenshot shows a pop-up window titled 'Invoice'. It contains the following information: 'Invoice Number: 0', 'Enrollment: 3/17/2017 - 12/31/2018', 'Provider: Apollo Career Center', and 'Student Name: Torres, Lucila'. Below this is a table with columns: Course Type, Course Name, Start Date, End Date, Credits, Amount, and Total. The 'Add Course' button is circled in red. There is also a 'Comments' section and a green box stating 'Amount to be paid by ODE for this Invoice \$0.00'. A note below reads: 'NOTE: ** Total amount requested this Invoice is less than the total available amount'. A link 'CLICK HERE TO VIEW DETAILS' is also present.

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.

The screenshot shows a 'Save Course' pop-up window. It has a table with columns: Course Type, Course Name, Start Date, End Date, Hours, and Amount. The 'Course Type' dropdown is set to 'Required Course'. The 'Course Name' dropdown is open, showing a list of options: 'Operating Systems' (selected), 'Connectors and Computer Components', 'Security & Best Practices', 'Networking, Sharing, & Storage', 'Basic IT Literacy', 'MS Word Basics', 'Creating/Editing Letters', 'Creating Simple Reports', 'Working With Tables', and 'Using Mail Merge'. The 'Start Date' is '05/02/2017', the 'End Date' is '05/26/2017', and the 'Hours' is '15'. There are 'Save Course' and 'Cancel' buttons at the bottom right. Red arrows point to the 'Course Type', 'Course Name', 'Start Date', and 'End Date' fields.

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*.

The screenshot displays an invoice submission interface. At the top, a table lists courses with columns for Course Type, Course Name, Start Date, End Date, and Hours. Below the table, a red oval highlights a warning: "*Minimum required course hours to submit this invoice: 30 hours". A red arrow points to the "Total completed course hours: 25" value. Another red arrow points to the "Submit" button in the "UPDATE INVOICE STATUS TO:" section. At the bottom right, the "Save" button is circled in red. The interface also includes a "Comments" section, a "History" section, and a "CURRENT INVOICE STATUS: Started" section.

Course Type	Course Name	Start Date	End Date	Hours	Edit	Delete
Required Course	Operating Systems	5/2/2017	5/26/2017	15		
Required Course	Security & Best Practices	5/2/2017	5/26/2017	10		
				Total completed course hours:	25	

Note: Validation error -If the provider tries to submit the invoice without minimum-required course hours, the following error message will occur.

The screenshot shows a validation error message dialog box overlaid on the invoice submission interface. The message reads: "The course should be either completed in full or atleast one third or two thirds of the course should be completed before submitting this invoice. Proof of Attendance document is required to submit the invoice." The dialog box has a title bar with a close button (X) and an "Ok" button at the bottom right.

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.**

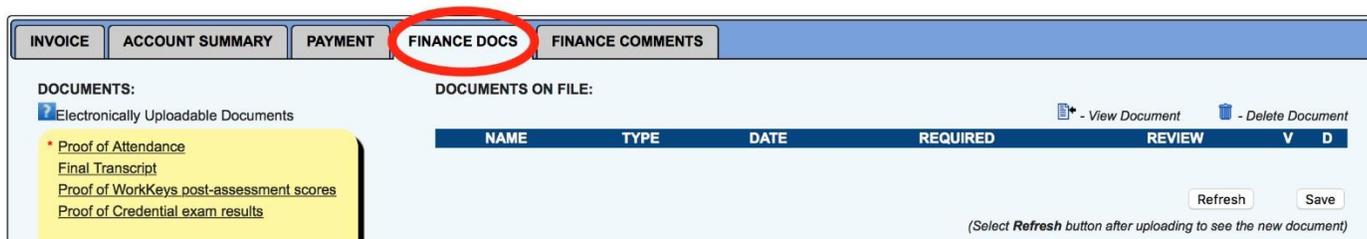
13. Under the Finance Docs Tab, upload the required documents as follows:

1st invoice – Transcript

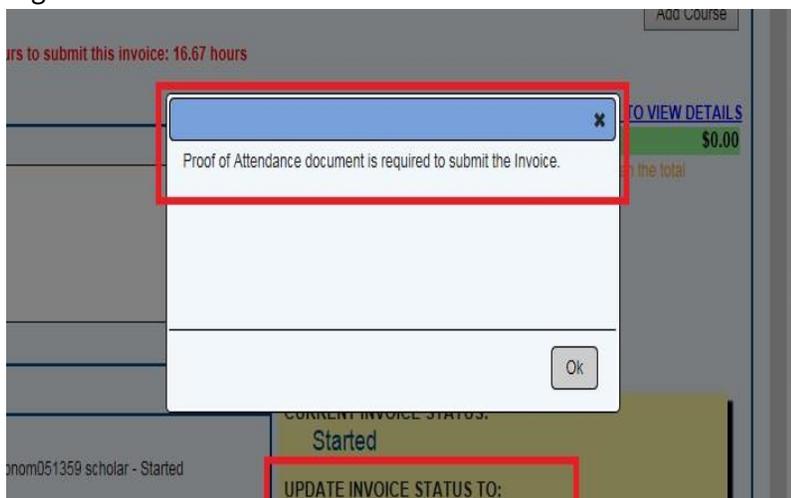
2nd invoice – Transcript and WorkKeys scores

Final Invoice – Final transcript and Proof of Credential attainment

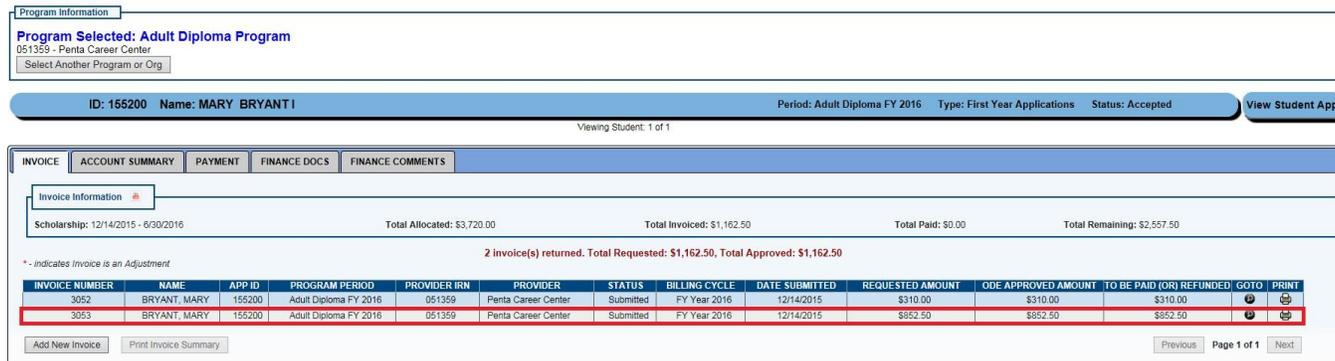
NOTE: If you submit only *one* invoice, upload the Official transcript, final WorkKeys scores, and Proof of Credential Attainment.



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*.



- 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 and Workforce for review.

- 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).

a. Click the Edit Icon.

STUDENT	APPLICATION	GRADUATION REQUIREMENTS	STUDENT SUCCESS PLAN	ASSESSMENT	DOCS	STATUS / FLAGS	COMMENTS / HISTORY
Student Information							
Primary Provider:	050781, Apollo Career Center	DOB:	03/02/1983				
Current Grade Level:	Not Specified	Gender:	M				
SSID:		Ethnicity:	White, Non-Hispanic				
Submitted Document Type:	NONE						
Student's Credentials:							
Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS			
EPA 608 Technician Certification			Correction Needed	Submit 			

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

Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
EPA 608 Technician Certification	06/20/2018	88	Correction Needed	Submit 

c. Click the Save Icon.

Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
EPA 608 Technician Certification	06/20/2018	88	Correction Needed	Submit 

d. Click *Submit*.

Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
EPA 608 Technician Certification	06/20/2018	88	Correction Needed	Submit 

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

Are you sure you want to perform the action 'Submit'?

Cancel OK

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*.

Student's Credentials:				
Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
Ohio Department of Health State Tested Nurse Assistant	03/19/2018	84	Approved	No Action Available

Review by the Ohio Department of Education and Workforce Program Office

Once the provider submits the invoice, the Ohio Department of Education and Workforce reviews the invoice and the required documents. If approved, the Department of Education and Workforce will change the status to review completed and will accept the invoice. If there are any issues or questions, the Department of Education and Workforce will contact the provider via email or phone.

Program Information
Program Selected: Adult Diploma Program
 Select Another Program or Org.

ID: 155200 Name: MARY BRYANT | Period: Adult Diploma FY 2016 | Type: First Year Applications | Status: Accepted | View Student App

Viewing Student: 1 of 1

INVOICE | ACCOUNT SUMMARY | PAYMENT | FINANCE DOCS | FINANCE COMMENTS

Invoice Information
 Scholarship: 12/14/2015 - 6/30/2016 | Total Allocated: \$3,720.00 | Total Invoiced: \$3,720.00 | Total Paid: \$0.00 | Total Remaining: \$0.00

4 Invoice(s) returned. Total Requested: \$3,720.00, Total Approved: \$3,720.00

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IIN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO	PRINT
3052	BRYANT, MARY	155200	Adult Diploma FY 2016	051359	Penta Career Center	Review Completed	FY Year 2016	12/14/2015	\$310.00	\$310.00	\$310.00		
3053	BRYANT, MARY	155200	Adult Diploma FY 2016	051359	Penta Career Center	Review Completed	FY Year 2016	12/14/2015	\$852.50	\$852.50	\$852.50		
3054	BRYANT, MARY	155200	Adult Diploma FY 2016	051359	Penta Career Center	Review Completed	FY Year 2016	12/14/2015	\$852.50	\$852.50	\$852.50		
3055	BRYANT, MARY	155200	Adult Diploma FY 2016	051359	Penta Career Center	Review Completed	FY Year 2016	12/14/2015	\$1,705.00	\$1,705.00	\$1,705.00		

Print Invoice Summary | Previous | Page 1 of 1 | Next

Graduating a Student

After the final invoice is accepted, the Department of Education and Workforce 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 and Workforce changes the status to *Requirements Passed*.

ID: 155200 Name: MARY BRYANT | Period: Adult Diploma FY 2016 | Type: New | Status: Requirements Passed | View Finance Details

Viewing Student: 1 of 1

STUDENT | APPLICATION | GRADUATION REQUIREMENTS | STUDENT SUCCESS PLAN | ASSESSMENT | DOCS | STATUS / FLAGS | COMMENTS / HISTORY

Student first entered 9th grade year: 1982 | Last academic year completed: 1982 | Name of the last school attended: East toledo Jr. High

Student Highest grade completed: 8

CURRENT STATUS: FINALIZED

Content Courses	Required	Passed	Elective Courses	Required	Passed
1. Safety and Housekeeping	2.5	✓	No Electives		
2. The Pharmacy	2.5	✓			
3. The Pharmacy Technician	2.5	✓			
4. Drug Regulation and Control	2.5	✓			
5. Workplace Terminology	2.5	✓			
6. Prescriptions	2.5	✓			
7. Calculators/ Mathematics	2.5	✓			
8. Routes and Formulations	2.5	✓			
9. Compounding	2.5	✓			
10. Parenteral, Compounding Sterile Formulas	2.5	✓			
11. Basic Bio-pharmaceutics	2.5	✓			
12. Factors Affecting Drug Activity	2.5	✓			
13. Sources of Workplace Information	2.5	✓			
14. Inventory Management	2.5	✓			
15. Financial Issues	2.5	✓			
16. Community Pharmacy	2.5	✓			
17. Hospital Pharmacy	2.5	✓			
18. Other Pharmacy Environments	2.5	✓			
19. Common Drugs and Their Uses	2.5	✓			
20. Career Development	2.5	✓			

Assessment Passage
 Pharmacy Technician Certification Board- Pharmacy Technician Certification Required

Summary	Hours	Passed
Content Courses:	50.0	0.0
Elective Courses:	0.0	0.0
Total:	50.0	0.0
Required:	Credentials 1	Passed 1

Print Diploma

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*.

The screenshot shows a web interface for reviewing a student application. At the top, there is a 'Program Information' section with the following details: **Module: Student**, **Program Selected: Adult Diploma Program**, and '050781 - Apollo Career Center'. Below this is a navigation bar with the following information: **ID: 329982**, **Name: Lucila Torres**, **Period: Adult Diploma FY 2017**, **Type: New**, and **Status: Accepted**. A button labeled **View Finance Details** is circled in red. Below the navigation bar, there are tabs for 'STUDENT', 'APPLICATION', 'GRADUATION REQUIREMENTS', 'STUDENT SUCCESS PLAN', 'ASSESSMENT', 'DOCS', 'STATUS / FLAGS', and 'COMMENTS / HISTORY'. The 'STUDENT' tab is selected, and the 'Student Information' section is visible. Below this, there is another navigation bar with the same student information, but with **Type: First Year Applications** and a **View Student App** button. Below that, there are tabs for 'INVOICE', 'ACCOUNT SUMMARY', 'PAYMENT', 'FINANCE DOCS', and 'FINANCE COMMENTS'. The 'INVOICE' tab is circled in red.

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*.

The screenshot shows a dropdown menu for the 'Finance' tab. The menu items are: **Finance Search**, **Invoice Search**, **Refund Payment**, and **Payment Search**. A red arrow points to the 'Finance Search' option. Below the dropdown menu, there is a 'Program Information' section with the following details: **Module: Provider**, **Program Selected**, and 'Select Another Program'.

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

STUDENT FINANCE SEARCH PAGE

BASIC SEARCH

APPLICATION ID: APPLICATION PERIOD:

SSID: PROVIDER NAME:

FIRST NAME: PROVIDER IRN:

LAST NAME:

DOB:

3. Invoice Search

Hover over the Finance Tab. Click *Invoice Search*.

Provider ▾ Student ▾ **Finance ▾** Admin ▾ Report Contacts ▾

Finance Search

Program Information Invoice Search ←

Module: Provider Refund Payment

Program Selected Payment Search

Select Another Program

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.

FINANCE INVOICE SEARCH PAGE

APPLICATION ID: APPLICATION PERIOD:

SSID: BILLING CYCLE:

DOB: PROVIDER NAME:

FIRST NAME: PROVIDER IRN:

LAST NAME:

INVOICE ID:

SORT ORDER:

INVOICE STATUS:

- Adjustment Resubmitted
- Adjustment Started
- Adjustment Submitted
- Correction Needed
- Invoice Accepted
- Invoice Approved
- Invoice Cancelled
- Invoice On Hold
- Invoice Rejected
- Rejected
- Review Completed
- Started

The Department's [Notice of Non-Discrimination](#) applies to all programs and activities.

Contact Information

For questions regarding the Adult Diploma Program, please contact:

Dean Scheiderer

Education Program Specialist

Adult Diploma Program

614-387-2254

Dean.scheiderer@education.ohio.gov