**Cleveland and EdChoice Scholarship Program**
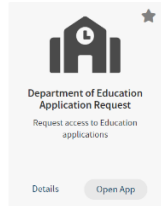**Accessing Income Verification System**

Our program office has created an online system which allows parents to submit their Income Verification electronically and monitor the status of the income case during the review process. This will help eliminate mailing paper documents, offering a faster and more secure process.

Parents/Guardians may now use the Scholarship Program's Income Verification System to enter and submit their income information electronically to the program to verify income status. Users must enter household member information, income information and upload supporting income documents directly into the online system. This system replaces the paper form previously used for this process.

1. To access the online Scholarship Income Verification System, parents/guardians must create an OH|ID account by going to this link, https://safe.ode.state.oh.us/portal.

2. **You must use your State of Ohio ID card or Ohio driver's license when setting up the account.

3. If you have an existing Department of Education (formerly SAFE) profile, you will be able to link your profile to your new OH|ID account once your account is established.

4. Once created, log into your OH|ID account to complete the Department of Education Profile Setup:
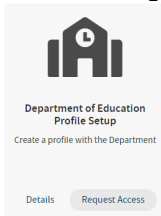
5. In the setup process, select the role *I am a parent signing up for Scholarship Income Verification program.*

6. If you did not get the income verification option, or already had an OH|ID account, you should run the Department of Education Application Request by clicking on Go to Site on the tile.
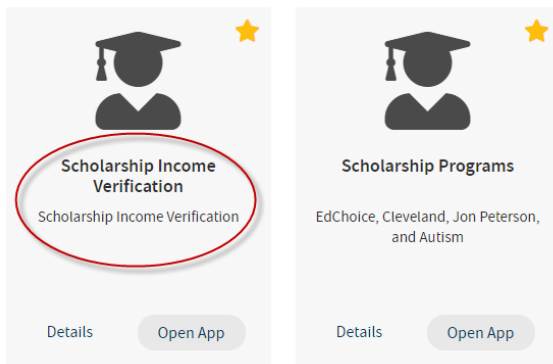

7. Here is a copy of the tile to access the Scholarship Income Verification System:
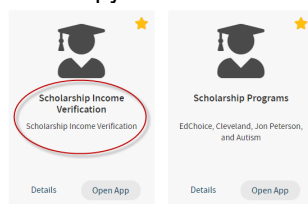
8. You can find instructions, videos, and resources for the OH|ID portal on the Ohio Department of Education's website at http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help.

Cleveland and EdChoice Scholarship Program
Uploading Documents in the Income Verification Portal

1. Log into your **OH|ID** account.

2. Use a desktop or laptop computer to access the system, not a mobile device.

3. Select the MY APPS link from the top menu bar.

4. Locate the application tile labeled *Scholarship Income Verification*.

   Scholarship Income Verification
   Scholarship Income Verification
   Details   Open App

   Scholarship Programs
   EdChoice, Cleveland, Jon Peterson, and Autism
   Details   Open App

5. Click the Open App button below the application tile to launch the Income Verification site.

6. Next click the ⊖ Go to Income Verification button to begin entering data for Income Verification.

7. Enter household members in the first section labeled **Household Members**.

Name	DOB	SSN4	Relationship	Marital Status	Household Member			
			Spouse	Never Married	Yes	📄0	💬0	⚑0
			Head of Household	Never Married	Yes	📄0	💬0	⚑0
			Child	Never Married	Yes	📄0	💬0	⚑0
			Child	Never Married	Yes	📄0	💬0	⚑0

8. After all household members are added, income must be entered. Scroll to the second section labeled **Household Income** to enter the household income. Income documentation must be uploaded for all income types that have been entered.

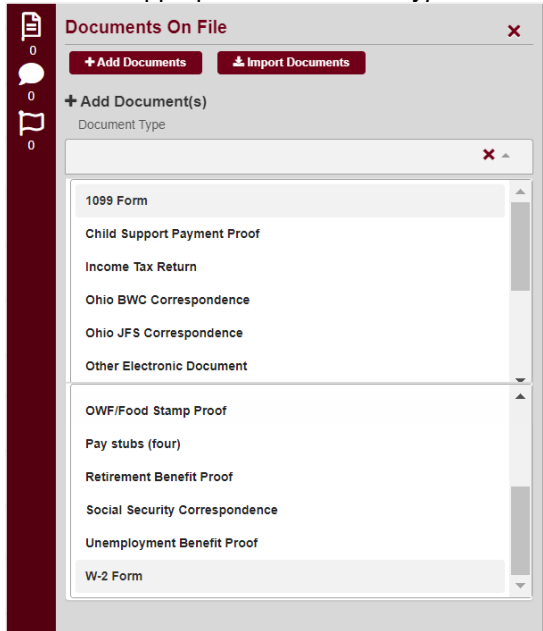| Name	Income Source	Gross AMT	Income Frequency	Annualized AMT	Include In Household Income			
						📄1	💬0	⚑0

9. At the **Household Income** section, click the upload button 📄0 💬0 ⚑0 for each row added. Use the first green icon to the right of each row of household income entered.

Cleveland and EdChoice Scholarship Program
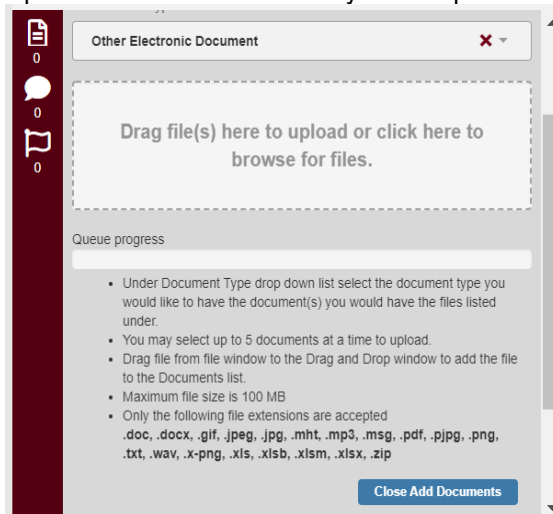**Uploading Documents in the Income Verification Portal**

10. A dialogue box will open on the left-hand side of the screen. Click the **+ Add Documents** button.

Documents On File

+ Add Documents   ± Import Documents

ⓘ **No documents found for current case and tab.**
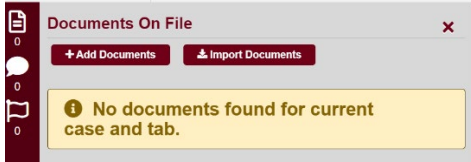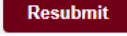
11. Select the appropriate *Document Type* from the list available, based on the type of income entered.

Documents On File

+ Add Documents   ± Import Documents

+ Add Document(s)
Document Type

1099 Form
Child Support Payment Proof
Income Tax Return
Ohio BWC Correspondence
Ohio JFS Correspondence
Other Electronic Document

OWF/Food Stamp Proof
Pay stubs (four)
Retirement Benefit Proof
Social Security Correspondence
Unemployment Benefit Proof
W-2 Form

12. Upload documents saved on your computer.

Other Electronic Document

Drag file(s) here to upload or click here to
browse for files.

Queue progress

- Under Document Type drop down list select the document type you would like to have the document(s) you would have the files listed under.
- You may select up to 5 documents at a time to upload.
- Drag file from file window to the Drag and Drop window to add the file to the Documents list.
- Maximum file size is 100 MB
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .pjpg, .png, .txt, .wav, .x-png, .xls, .xlsb, .xlsm, .xlsx, .zip

Close Add Documents

Cleveland and EdChoice Scholarship Program
Uploading Documents in the Income Verification Portal

13. Click the [Close Add Documents] button at the bottom of the list to complete each upload. You may have to scroll down.

14. Repeat steps until all income documents are added for each row of income entered.

15. This process is the same for **Household Deductions** which is the section just below **Household Income.**

16. Once you are done with all entries of household members and income, scroll to the top of the page to click the [Submit] button.

17. Once submitted, you will receive three (3 ct.) system automated messages notifying you of the following:

    1. when income verification has been submitted, then
    2. when income verification is under review, and
    3. when income verification is either completed or needs correction.
       - If you receive notification that corrections are needed, you must log back into your OH|ID account to review the comments and flags, make the necessary corrections and/or provide the requested information and click the [Resubmit] button for another review.

18. Monitor your email for updates on your income case after you have submitted it. The email notifications are confirmation of your submission and status of the review.

19. Parents can log into their own OH|ID accounts at any time to monitor the status.

20. If you forget your password or have difficulty accessing your OH|ID account, use the link on the sign-in page to contact the Help Desk for assistance.