Guidance to submit application for EdChoice tuition voucher
November 2023

See below for step-by-step instructions on how to submit your application for the EdChoice voucher for the remainder of the 2023-2024 school year. ***It is highly recommended that you complete this on a computer and not your mobile device.***
Please note that ODE is a "lock and key" system, meaning you will apply for one thing and may need to wait for review/approval before you get access to the next step.

Watch our very own [CCS EdChoice instructional video](#) narrated by Mr. Hoehn for step-by-step instructions. Video instructions line up with all steps listed below.

STEP 1: Log in or create an account with OH ID *(video timestamp 0:00 - 1:55)*
https://ohid.ohio.gov/wps/portal/gov/ohid/login

**STEP 2: Set up Department of Education Profile Setup** *(video timestamp 1:55 - 3:45)*
After logging in to your OH ID account:
  A. Click "Visit the App Store"
  B. Click "Request Access" to Department of Education Profile Setup
  C. Click "Launch" then "Create Profile"
  D. Check box "I am a parent signing up to access scholarship application."
  E. Complete basic information (you will need your driver's license)
  F. Confirm information through your email.

Department of Education
Profile Setup
Create a profile with the
Department
Details   Open App
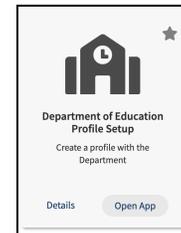
**STEP 3: Department of Education Application Request** *(video timestamp 3:45 - 5:15)*
  A. Open App "Department of Education Application Request
  B. Choose "Income Verification" under "Application"
  C. For reason, type in "EdChoice"
  D. Click "Submit"
  E. Update home address under "Parent Dashboard"

Department of Education
Application Request
Request access to Education
applications
Details   Open App
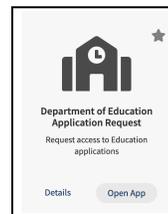
STEP 4: Income Verification *(video timestamp 5:15 - 6:35)*
  A. Under Parent Dashboard, click "Go to Income Verification"
  B. Add "Household Members" and "Household Income" (2022 income)
  C. Upload your most recent (2022) W-2 or tax return for income, using the green document button on the right hand side. ***It is highly recommended that you black out your first 5 numbers of your Social Security number on all docs prior to uploading them.***
      Once you upload a document, please note that you can NOT remove or replace it.

Income Verification
Scholarship
Details   Open App
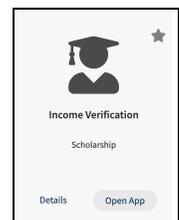
STEP 5: Complete EdChoice Scholarship Form (*video timestamp 6:35 - 9:23)*
    A. [The form for FY24 (23'-24') is here.](#)
    B. **Save a PDF copy to your computer**. Please use the following naming convention to make it easier for the administration: **StudentLastName.StudentFirstName.EdChoiceApplication.FY24**
        Exp: Doe.John.EdChoiceApplication.FY24
    C. Save one form for **each student** and fill out separately. If the form is confusing, [more detailed guidance with screenshots is here](#).
    D. Create an electronic copy of the birth certificate for each student (take a picture or scan)
       Please ensure that everything on the birth certificate is clear and legible.
       To help the administration, please save the file with this naming scheme:
       StudentLastName.StudentFirstName.BirthCertificate.
        Exp: Doe.John.BirthCertificate
    E. Create an electronic copy of a proof of address. Families can either scan a current document, use a phone to take a picture, or download a bill from the utility website. See [acceptable proofs of address](#) from ODE's website.
       To help the administration, please provide the files with this naming scheme:
       FamilyLastName.AddressVerification. If submitting multiple documents such as a mortgage statement and business mail, add a number to the end of the name, 1, 2, 3, etc.
        Exp: Doe.AddressVerification

STEP 6: Email documents to CCS
    A. Email the following information to cgeorge@christiancommunityschool.org (Casey George, Business Manager)
        ● Attach the **EdChoice Application** for each student.
        ● Attach the **Birth Certificate** for each student.
        ● Attach the **Address Verification document(s)** for each family.
        ● In the subject of the email message, put EdChoice Application for FamilyName.
        ● Double check that all the documents for each student are complete and attached.
        ● Send!
    B. This completes the parent application process to the school. CCS will then submit an EdChoice application request for each student.
    C. Please wait to hear back from ODE on your income verification, and from CCS for any further steps. Income verification typically takes 2 weeks.