

Income Verification Quick Guide

CLEVELAND AND EDCHOICE SCHOLARSHIP PROGRAMS

Parents/Guardians may use the Scholarship Program’s Income Verification system to enter and submit their income information electronically to the program. Users must enter their household member information, income information, and upload supporting income documents directly into the online system. This system may be used in place of the paper form used for this process.

IF YOU ALREADY HAVE ACCESS TO THE INCOME VERIFICATION APPLICATION, SKIP TO THE ENTERING AND SUBMITTING INCOME VERIFICATION INSTRUCTIONS ON PAGE 4.

HOW DO I REQUEST ACCESS TO THE INCOME VERIFICATION APPLICATION?

- Log in to [OHID](#). If the user needs assistance setting up an OHID, please reference the following guide: [How to Create a New OHID account and Department of Education Profile](#)
- If a user does not have a user profile with the Ohio Department of Education and Workforce, they need to start by creating one. This can be done by selecting the “Department of Education & Workforce Profile Setup” OHID tile from the App Store.



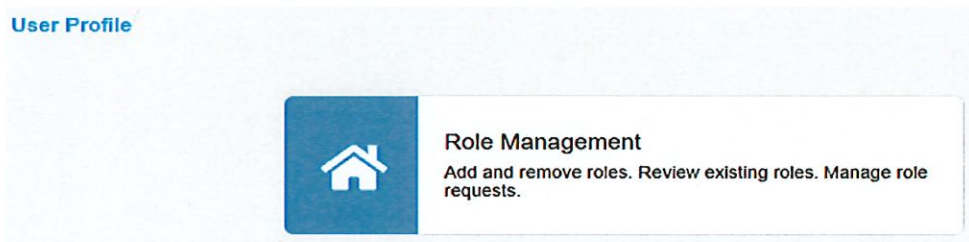
Department of Education
& Workforce Profile Setup
Create a profile with the Department

Details Request Access

- Once the user has an approved user profile with the Ohio Department of Education and Workforce, they will select the “Department of Education & Workforce Application” OHID tile.



- This will redirect the user to their User Profile page.



- Selecting Role Management will take the user to their Personal Role Management page.

HOW DO I REQUEST A NEW ROLE?

- Click on **Request New Role** tile.

Personal Role Management
Review your current application roles and permissions, request new roles, or remove roles you no longer need.
You are associated with multiple organizations, please select an organization to request a role.

*Select Organization
050785 - Ohio Department of Education and Workforce

Role Overview
Review the application roles and permissions assigned to you.

Request New Role
Request new application roles and permissions.

Remove Role
Remove application roles that you no longer need.

- Select **Roles not related to any specific organization** from the dropdown.

Please choose the role group for which you are requesting a role.

*Select Role Groups
Roles not related to any specific organization

- Click the **Select Role Directly** radio button and select **Scholarship Parent** from the dropdown. Enter the **Reason for requesting the role**.

Please choose the role group for which you are requesting a role.

*Select Role Groups
Roles not related to any specific organization

Request New Role

*Select Role By System *Select Role Directly

Scholarship Parent

Role Information
System

- Income Verification (Scholarship)
- Scholarship

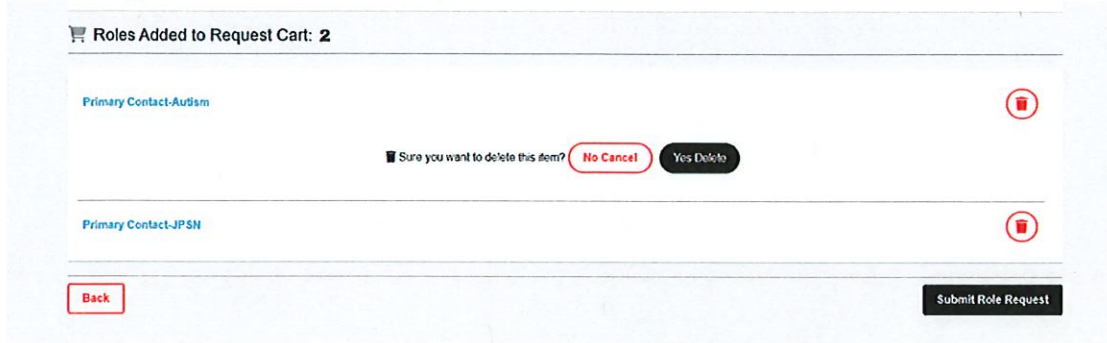
*Reason for requesting the role.
Reason

*Effective Date
07/15/2025

***Add Role(s) to Cart** ←

- Once done, users will click ***Add Role(s) to Cart**.

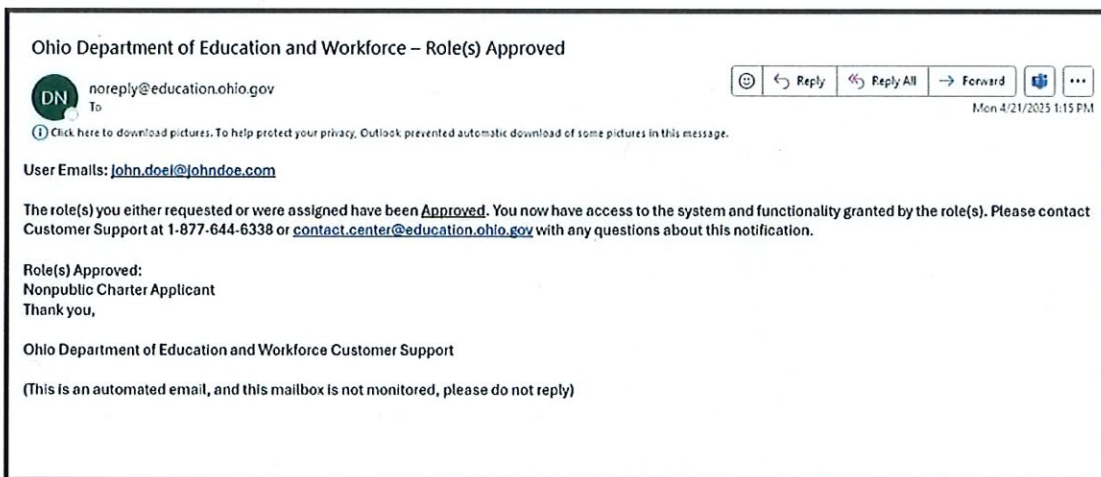
- Once the user has all roles added to their role cart, the user will submit the request by clicking the **Submit Role Request** button



- The user will see a success message if the user's role request was successfully submitted.
- The user can click the Take me back to the home page button to navigate back to the Role Management home page.




- Once approved, the user will also receive an automatically generated email, informing the user that their request is approved.



ENTERING AND SUBMITTING INCOME VERIFICATION

- To access the online Income Verification System, log into your OH|ID account at the following link: <https://ohid.ohio.gov/wps/portal/gov/ohid/home>. The Income Verification system is not designed for mobile devices.
- The Income Verification App should appear in the My Apps section of your OH|ID account. Click Open App to proceed.



- Click  for the appropriate **School Year** to begin entering information.
- Enter household members in the section labeled **Household Members**.

Household Members						
Name	PROGRAM(S)	DOB	Relationship	Marital Status	Household Member	
██████████		██████	Head of Household	Married	Yes	0 Documents 0 Comments 0 Flags
██████████		██████	Spouse	Married	Yes	0 Documents 0 Comments 0 Flags
██████████	ECS-EXP	██████	Child	Never Married	Yes	0 Documents 1 Comments 0 Flags
██████████		██████	Child	Never Married	Yes	0 Documents 0 Comments 0 Flags

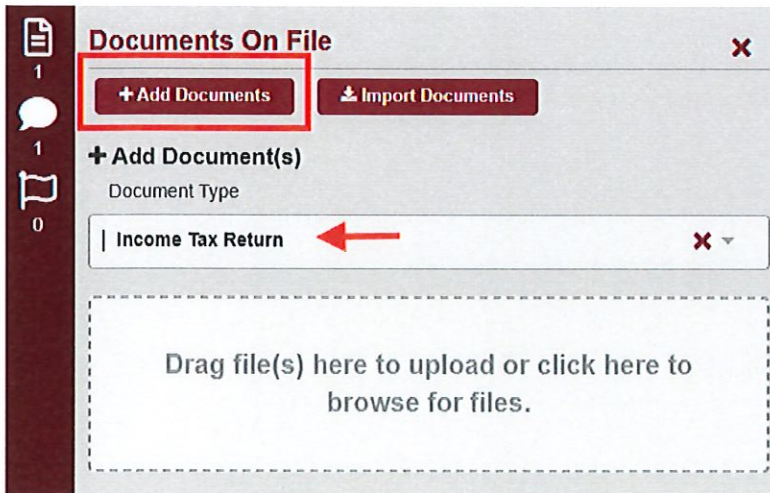
- After all household members are entered, income must be entered. Scroll to the second section labeled **Household Income** to enter the household income. Income documentation must be uploaded for all income entered.

Household Income						
Name	Income Source	Adjusted Gross Income	Income Frequency	Annualized AMT	Include In Household Income	
██████████	Income	\$82,932.00	Annually	\$82,932.00	Yes	1 Documents 1 Comments 0 Flags
██████████	Income	\$71,620.59	Annually	\$71,620.59	No	1 Documents 1 Comments 0 Flags

6. Within the Household Income section, click the document button to upload a document.



7. A dialogue box will open on the left side of the screen. Click the Add Documents button, select the Document Type, and upload the document from your computer.

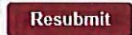


8. Click the  button.

9. Repeat these steps to upload documentation for each Income row entered.

10. Once you have completed all household member and income entries, scroll to the top or bottom of the page to click the  button.

11. Once submitted, you will receive three (3) auto-generated emails notifying you:

- a. When income verification has been submitted
- b. When income verification is under review by the DEW
- c. When income verification is completed or needs correction
 - If you receive notification that corrections are needed, log into your OH|ID account, access your income verification submission, review the Comments and Flags, make the needed corrections and/or upload the requested documentation, and click the  button.

Monitor your email for updates on your submission. Parents may also log into the Income Verification system to monitor the status. 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 questions, contact the Office of Nonpublic Education Options at (877) 644-6338