# EdChoice & Cleveland Income Verification Helpful Tips

- **Tip #1: Applying for an EdChoice Expansion Scholarship it is a two-part process:**
  First, enroll in a participating private school. Submit the completed application and any other required documents to the school in which your child is enrolled.
  The second step is to complete the income verification process. Establish an OH|ID account and complete the income verification process. Find additional information in the Income Verification Quick Guide.
  - **(NOTE:** Your child's private school can update you on the progress of your application. If you've created an OH|ID account, you may check the status of your application through the OH|ID Portal).

- **Tip #2: Use your child's name as it appears on their birth certificate:** Using a nickname or a shortened version of your child's legal name may delay review of the application.

- **Tip #3:** The person completing the Income Verification application is identified as "Head of Household" within the income system.

- **Tip #4: In the income verification system "Never Married" is the default setting.** Marital status can be adjusted by clicking the three blue dots next to your name. (Marital status is used only for informational purposes if you are using Adjusted Gross Income.)

- **Tip #5: Social Security Number (SSN 4):** The income verification system does not read the number zero. Numbers such as 7590 will read as 759 and 0769 will read as 769 in our system. You do not need to make any corrections to your SSN.

- **Tip #6: Adding Dependents:** A Federal 1040 or State IT1040- Sequence 9 is required to be submitted to verify dependents over the age of 18.

- **Tip #7: Income Verification**
  - *Adjusted Gross Income*
    - **To document income using your Adjusted Gross Income, you must upload the first page of the federal income tax form 1040 OR Ohio IT1040.**
    - If you are using AGI, select Wages and Salaries in the Income Source field.
  - *Using W-2 or paystubs*
    - Upload all household W-2 Forms. (Use Copy B – To Be Filed With Employee's FEDERAL Tax Return)
    - Or upload the 4 most recent and consecutive paystubs.
    - We use the Average Gross Income of the paystubs provided to calculate income.
  - Do not enter anything in the Amount (AMT) fields other than the numbers and a period.
  - Spousal Income must be included regardless of whether you share a child or not.
  - Significant Other's income must be included if you live together and have a child together.
  - Income documents must be uploaded in the Household Income Section. The system will not allow you to submit the income verification without uploading supporting documentation.
  - **Income Verification will not be recalculated after the review has been completed.**

- **Tip #8: You must click the SUBMIT button (near the top right of the screen) within your Income Verification for the Department to receive the application.** Once submitted, you will receive an email confirmation. The Department will review the income application and move it to Review Completed or Correction Needed status. If you receive a Correction Needed email because additional documents or corrections are needed to determine eligibility, please login to your account and review the comments identifying what needs to be done. **Once your corrections have been made, you must click the RESUBMIT button.**

Ohio Department of Education & Workforce