

# SCHOLARSHIP PROGRAM INCOME VERIFICATION FORM 2024-2025

The Income Verification Process is important for some families. If you are a new applicant of the EdChoice Expansion Scholarship, you must complete the income verification process to receive a scholarship award. If you are an applicant of the Scholarship and you qualify for low-income status, you will not have to pay tuition above the amount of the scholarship. **It is recommended that you use the secure online [Income Verification System](#) to complete this process**, or you may complete this form and mail it and copies of income documents to the address on page three (3) of this form. The scholarship office is not able to return original documents to you; please send only copies. If you have more than one child applying for a scholarship, only one income verification form is needed. Helpful tools can be found on the scholarship website at [EdChoice Scholarship](#) or [Cleveland Scholarship](#).

|                                    |  |
|------------------------------------|--|
| <b>PRIMARY<br/>PARENT/GUARDIAN</b> | NAME: _____<br>(First) (Middle) (Last) <span style="float: right;"><b>MARITAL STATUS REQUIRED</b></span><br>DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE LAST FOUR DIGITS OF SSN: _____<br>PHYSICAL ADDRESS: _____<br>CITY: _____ OHIO ZIP CODE: _____ RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO<br>PHONE NUMBER: _____ EMAIL ADDRESS: _____<br>NAME OF PRIVATE SCHOOL WHERE YOUR CHILD IS ENROLLED: _____ |
|------------------------------------|--|

**List all members of your household** including scholarship student. Make a copy of this page if more space is needed.

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| <b>#2</b> | NAME: _____<br>(First) (Middle) (Last)<br>DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE LAST FOUR DIGITS OF SSN: _____<br>RELATIONSHIP TO YOU: _____<br>SCHOLARSHIP STATUS (CHECK ONE): NEW: <input type="checkbox"/> RENEWAL: <input type="checkbox"/> N/A: <input type="checkbox"/> RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO |
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|           |  |
|-----------|--|
| <b>#3</b> | NAME: _____<br>(First) (Middle) (Last)<br>DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE LAST FOUR DIGITS OF SSN: _____<br>RELATIONSHIP TO YOU: _____<br>SCHOLARSHIP STATUS (CHECK ONE): NEW: <input type="checkbox"/> RENEWAL: <input type="checkbox"/> N/A: <input type="checkbox"/> RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO |
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|-----------|--|
| <b>#4</b> | NAME: _____<br>(First) (Middle) (Last)<br>DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE LAST FOUR DIGITS OF SSN: _____<br>RELATIONSHIP TO YOU: _____<br>SCHOLARSHIP STATUS (CHECK ONE): NEW: <input type="checkbox"/> RENEWAL: <input type="checkbox"/> N/A: <input type="checkbox"/> RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO |
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|           |  |
|-----------|--|
| <b>#5</b> | NAME: _____<br>(First) (Middle) (Last)<br>DATE OF BIRTH: _____ GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE LAST FOUR DIGITS OF SSN: _____<br>RELATIONSHIP TO YOU: _____<br>SCHOLARSHIP STATUS (CHECK ONE): NEW: <input type="checkbox"/> RENEWAL: <input type="checkbox"/> N/A: <input type="checkbox"/> RECEIVES INCOME: <input type="checkbox"/> YES <input type="checkbox"/> NO |
|-----------|--|

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You must provide documentation for all sources of income in your home. The documents must represent current income. Do not send original documents, as they cannot be returned. Block the first 5 digits of all social security numbers in all documents leaving only the last 4 digits to be seen. See page 3 for acceptable income documents.

List each person that has earned or unearned income. If someone has more than one source of income, use multiple lines.

| INCOME INFORMATION | First and Last Name | Name of Employer or Income Source                        | Amount Before Taxes                               | How Often Received            |
|--------------------|---------------------|--|---|-------------------------------|
|                    |                     | <i>Example: John Smith</i><br><i>Example: Jane Smith</i> | <i>Employment- Kroger</i><br><i>Child Support</i> | <i>\$1200</i><br><i>\$475</i> |
|                    |                     |  |   |                               |
|                    |                     |  |   |                               |
|                    |                     |  |   |                               |
|                    |                     |  |   |                               |
|                    |                     |  |   |                               |

X \_\_\_\_\_  
SIGNATURE OF PRIMARY PARENT/LEGAL GUARDIAN REQUIRED

\_\_\_\_\_  
DATE

# SCHOLARSHIP PROGRAM INCOME VERIFICATION FORM 2024-2025

The chart below may help you determine if you qualify. Renewing EdChoice Expansion families will not need to complete the income verification process each year, unless they would like to have their household income recalculated for their award amount.

| <b>NUMBER IN HOUSEHOLD</b>             | <b>ADJUSTED GROSS ANNUAL AMOUNT (200%)</b> |
|--|--|
| <b>1</b>                               | \$30,120                                   |
| <b>2</b>                               | \$40,880                                   |
| <b>3</b>                               | \$51,640                                   |
| <b>4</b>                               | \$62,400                                   |
| <b>5</b>                               | \$73,160                                   |
| <b>6</b>                               | \$83,920                                   |
| <b>7</b>                               | \$94,680                                   |
| <b>8</b>                               | \$105,440                                  |
| <b>FOR EACH ADDITIONAL PERSON ADD:</b> | \$10,760                                   |

Adjusted Gross Income (AGI – line 11) will be used to calculate household income if the parent/guardian provides page one of their current 1040 federal income tax return.

Household size is determined by the following:

- The eligible student and their legal guardian;
- The spouse of the legal guardian or birth parent of any child under the age of eighteen;
- Children under the age of eighteen who live with the legal guardian;
- Children of the parent or legal guardian of the eligible student who are fulltime students aged twenty-two or less;
- Disabled or blind adults or children related to the parent or legal guardian of the eligible student;
- Relatives who are age sixty-five and who are claimed as a dependent for federal income tax purposes.

## HOW TO COMPLETE THE INCOME VERIFICATION PROCESS

1. Obtain the Income Verification Form on [the Department's website](#) or the nonpublic school where you have applied for or renewed a scholarship. (Complete pages 1 and 2 of this document)
2. Complete the parent/guardian information on page 1, filling in all lines. This should be the same information you have provided on the scholarship application/renewal form.
3. List household members (i.e. spouse, children) on page 1 and provide all the information requested.
  - a) Starting the 2024-2025 school year; Household members over the age of 18 can be entered by the family. These dependents must be claimed on the 1040 tax return as a dependent to qualify.
4. Write your sources of income on page 2 and provide copies of acceptable, supporting documentation.
5. Sign at the bottom of page 2. Do not return page 3-4.
6. Based on your household, determine from the list below which one fits your status. For example: If your status is (a) of the choices below, you only have to submit the documents for that option, not all of them.
  - a) If you are currently employed, and have the same job you had all of last year, send either 4 current pay stubs for each job, your W-2 forms, your 2023 Federal Income Tax Return forms or your 2023 Federal Income Tax transcripts which may be obtained at : [WWW.IRS.GOV](http://WWW.IRS.GOV) or by mailing the 4506-T form to the IRS.
  - b) If you are currently employed but did not work your current job for all of last year, send 4 current pay stubs for each job.
  - c) If you are self-employed, send a copy of your 2023 Federal Income Tax Return forms, including all schedules or your 2023 Federal Income Tax transcript.
  - d) If you receive other income sources such as food stamps/OWF, child support, unemployment, Social Security, etc., then you must send copies of official documentation which show how much you receive from each source. Example: If you currently work and receive food stamps and child support, you must submit four current pay stubs, official documentation that shows how much you receive in food stamps, and official documentation that shows how much you receive in child support.
  - e) If you have no income or you do not have pay stubs or W-2's, provide your 2023 Federal tax transcript from the IRS. Go to [WWW.IRS.GOV](http://WWW.IRS.GOV). Please mail the request form to the IRS and once you receive your transcript, please mail a copy of that form to our office with the Income Verification form.
  - f) If you are recently unemployed, please provide a separation letter from your previous employer stating your last day of employment and your last paycheck stub.

**DO NOT send original documents.** Make copies (ex. W-2, check stubs, etc.) to send to our office and block the first 5 digits of all social security numbers on all documents only leaving the last 4 digits to be seen. Submit only one (1) form per family. (Ex. A family with 3 students in the program only needs to send the form one time per school year.) Keep a copy for your records.

Income Verification may be mailed or submitted electronically. The Income Verification form with supporting income documents may be mailed to the **Ohio Department of Education and Workforce, Office of Nonpublic Educational Options 25 S. Front Street, Mail Stop 309, Columbus, Ohio 43215-4183.**

To submit online for processing, parents can [visit our website](#) for instructions to access the parent portal and guidance to submit electronically. Parents are responsible for submitting the Income Verification documents, not the private school. Contact the Office of Nonpublic Educational Options at 614-728-2743, or by email at [edchoice@education.ohio.gov](mailto:edchoice@education.ohio.gov) or [cleveland.scholarship@education.ohio.gov](mailto:cleveland.scholarship@education.ohio.gov), if you have any questions.

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