

# ACE Educational Savings Account Program Applicant User Manual



**Ohio**  
Afterschool Child Enrichment  
Educational Savings Account Program

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## What is ACE?



The Ohio Afterschool Child Enrichment (ACE) Educational Savings Account program provides funds to a student's parent or guardian to use on various enrichment and educational activities. The program is being offered through a contract between Merit International, Inc. and the Ohio Department of Education.

The ACE Educational Savings Account program provides qualifying families with a \$500 credit that can be used to pay for a variety of enrichment activities that will accelerate learning for students impacted by the COVID-19 pandemic. These funds can be used for:

- Before- or after-school educational programs;
- Day camps, including camps for academics, music and arts;
- Tuition for learning extension centers;
- Tuition for learning pods;
- The purchase of curriculum and material for home-school families;
- Educational, learning or study skills services;
- Field trips to historical landmarks, museums, science centers and theaters – including admission, exhibit and program fees;
- Language classes;
- Musical instrument lessons;
- Tutoring.

**Beginning April 11, 2022**, the Ohio Department of Education will accept requests from families and determine program eligibility. **Merit International, Inc. will provide eligible families with their savings accounts and a marketplace to purchase allowable services and materials.**

### Which Students Qualify?

The ACE Educational Savings Account program is available to any student between the ages of 6 and 18 years old whose family income is at or below 300 percent of the federal poverty level. Qualifying children include those who attend any Ohio public or nonpublic school or are home educated by their parents and have been excused from the compulsory attendance law for the purpose of home instruction. An eligible student can be enrolled in a public or nonpublic school or has been excused from compulsory attendance law for the purpose of home instruction.

\*Note: Community schools in Ohio are considered a public school.

<b>Number in Household</b>	<b>Gross Annual Amount (300%)</b>
1	\$38,640
2	\$52,260
3	\$65,880
4	\$79,500
5	\$93,120
6	\$106,740
7	\$120,360
8	\$133,980
For each additional person add:	\$13,620

2022 FEDERAL POVERTY GUIDELINES

### Why is Merit Working with Ohio ACE?

Merit has partnered with the Ohio After School Child Enrichment (ACE) Educational Savings Program to ensure that qualified individuals can receive up to \$500 per student per year to spend on after-school programs.

Merit will be reaching out to organizations that offer approved services or goods to Ohio students. Organizations that would like to participate in the Ohio ACE program will fill out an application to become a Qualified Education or Service Provider (QESP). Each application will be reviewed by two persons and if approved, added to the Ohio ACE online marketplace.

Merit will be providing support to qualified Parent/Guardians to ensure they are able to submit receipts or vouchers for individual reimbursement or direct payment to the qualified organization.

Integrating all aspects of the process, from application to payment, will help ensure that the allocated funds are able to reach and have an impact across the state of Ohio.

The Ohio Department of Education will determine eligibility to participate in the ACE Savings Account Program through an Income Verification process. **The Department of Education will share parent information with Merit Inc who will provide a Marketplace for parents\guardians to utilize their saving account funds.**

### How To Apply for ACE:

The parents/guardians must create an OH|ID account if they currently **do not** have one; please proceed to the [Create an OH ID Account](#) section of this manual, step through each section in this manual.

If a Parent/Guardian already has an OH|ID account and at least one scholarship student; please proceed to [Access the Income Verification](#) system.

# Create an OH | ID Account

Access to the Ohio Department of Education's ACE system is available through the Department's OH|ID portal. The OH|ID portal is an identity solution from the InnovateOhio Platform. The goal of OH|ID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OH|ID, Ohio Department of Education users can access Department of Education and other statewide applications in a more secure, streamlined way.

**Parents/Legal Guardians must create an OH|ID account and a Department of Education Profile to access the ACE system and submit applications for their ACE student/students.** Begin by navigating to <https://ohid.ohio.gov/>.

## Step 1. Click Create OH|ID Account

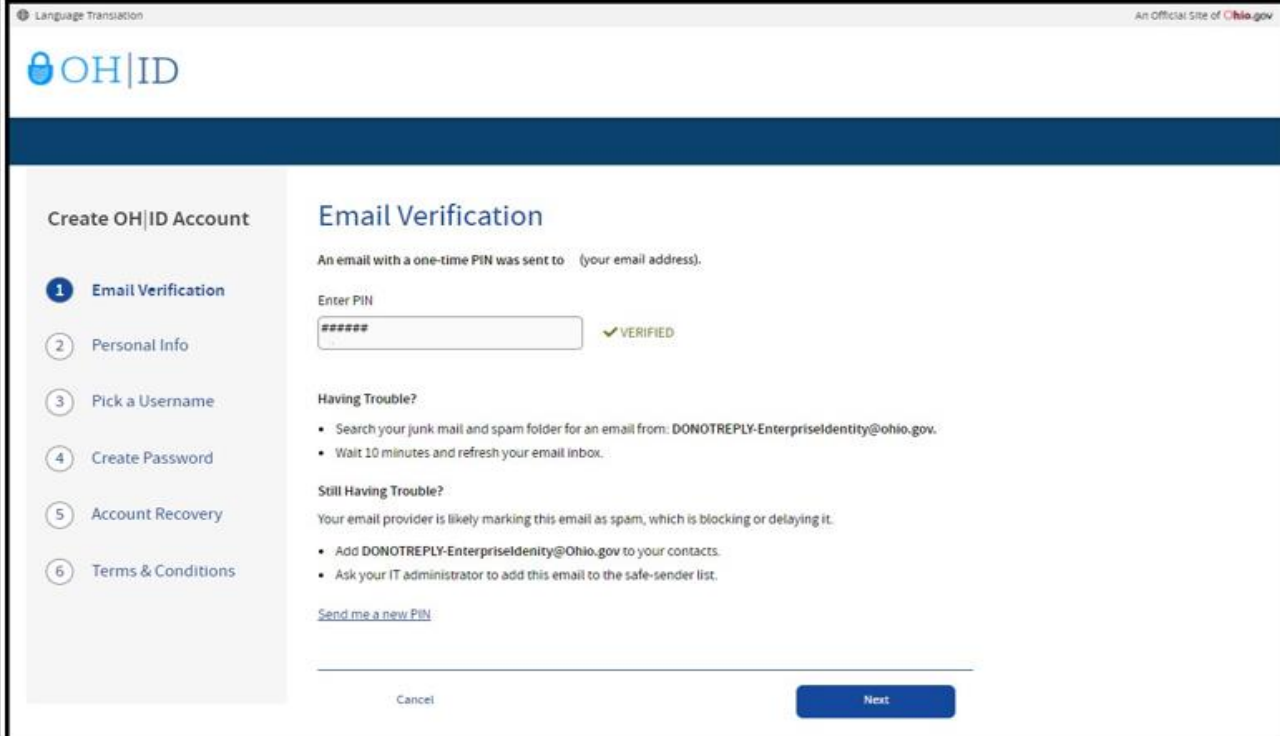
(Figure 1 OH|ID Login Page)

**Step 2.** Enter your email address and click **Send PIN** to have a one-time only PIN sent to the email you provided for verification

The screenshot shows the 'Email Verification' step of the OH|ID account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (highlighted), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Email Verification' and includes the following text: 'With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely.' Below this, it states: 'You need an active email address to create an OH|ID account. Need to create one? Companies such as [Google](#), [Microsoft](#), [AOL](#), and [Yahoo](#) offer free email accounts.' The next line reads: 'We need to verify the email address you want to use for your OH|ID account. A one-time PIN will be emailed to the email address you provide below.' There are two input fields: 'Email Address' and 'Confirm Email Address'. Below the fields are two buttons: 'Cancel' and 'Send PIN'. At the bottom, a section titled 'Keeping Your Information Safe' contains the text: 'OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.'

(Figure 2 Create OH|ID Account Email Verification)

**Step 3.** Enter the PIN you received in the next window and click **Verify**. If you did not receive an email, check your junk and spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click **Send me a new PIN** to invalidate the previous PIN and send a new one to your email. Once your email is verified, click **Next**.



The screenshot shows the 'Email Verification' step of the OH|ID account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (highlighted), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Email Verification' and includes the following elements:

- A message: 'An email with a one-time PIN was sent to (your email address).' followed by a 'Verify' button.
- An 'Enter PIN' field containing six asterisks, with a green checkmark and the word 'VERIFIED' to its right.
- A 'Having Trouble?' section with two bullet points:
  - Search your junk mail and spam folder for an email from: [DONOTREPLY-Enterprisidentity@ohio.gov](mailto:DONOTREPLY-Enterprisidentity@ohio.gov).
  - Wait 10 minutes and refresh your email inbox.
- A 'Still Having Trouble?' section with a sub-header and a paragraph: 'Your email provider is likely marking this email as spam, which is blocking or delaying it.'
- Two bullet points:
  - Add [DONOTREPLY-Enterprisidentity@ohio.gov](mailto:DONOTREPLY-Enterprisidentity@ohio.gov) to your contacts.
  - Ask your IT administrator to add this email to the safe-sender list.
- A link: [Send me a new PIN](#)
- At the bottom, there are 'Cancel' and 'Next' buttons.

(Figure 3 Create OH|ID Account Email Verification PIN)

**Step 4.** Enter your personal information and click **Next**.

The screenshot shows the 'Personal Info' step of the account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (checked), 2. Personal Info (highlighted), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Personal Info' and contains four input fields: 'Legal First Name', 'Legal Last Name', 'Date of Birth' (with a placeholder 'mm/dd/yyyy'), and 'Last 4 digits of SSN (optional)'. Below the fields is a note: 'Be sure to use your real date of birth, you may need it for account recovery later.' At the bottom, there are 'Cancel' and 'Next' buttons.

(Figure 4 Create OH|ID Account Personal Information)

**Step 5.** Create a username for your OH|ID account and click **Next**.

The screenshot shows the 'Pick a Username' step of the account creation process. On the left, the sidebar 'Create OH|ID Account' shows steps 1 through 6, with 'Pick a Username' (step 3) highlighted. The main content area is titled 'Pick a Username' and includes 'Username Requirements' with a bulleted list: 'Must be between 6-64 characters', 'Cannot start or end in a special character', 'Cannot contain only numbers', and 'Only . \_ - or @ No other special characters'. Below the requirements is a 'Username' input field. At the bottom, there are 'Cancel' and 'Next' buttons.

(Figure 5 Create OH|ID Account Pick Username)

**Step 6.** Create a password for your OH|ID account and click **Next**.

Language Translation

OH|ID

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- 4 Create Password**
- 5 Account Recovery
- 6 Terms & Conditions

### Create Password

Password Requirements

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$#,%@~^&\*\_-+><(){}|%";:~\/?)
- Cannot include your first name, last name, username, or OH|ID
  - Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"

Password

Confirm Password

Cancel Next

(Figure 6 Create OH|ID Account Password)

**Step 7.** (Optional) Enter your mobile phone number to set up your mobile/text account recovery method for your OH|ID account and click **Next**.

Language Translation

OH|ID

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- 5 Account Recovery**
- 6 Terms & Conditions

### Account Recovery

Your email (emailaddress@email.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.

#### Set up mobile/text message account recovery

You will receive a PIN via text message. Message and data rates apply. [See Terms & Conditions and Privacy Policies.](#)

Mobile Number

Send PIN

If you choose not to add your mobile number to your account at this time, you can [skip this step.](#)

Cancel Next

(Figure 7 OH|ID Account Recovery)

You will receive a text message with a PIN. Enter the PIN in the next OH|ID Account Recovery screen and click **Verify**. Once it is verified, click **Next**.

**Step 8.** Place a check mark next to “**I Agree**” to the terms and conditions of your OH|ID account and answer the prompt to confirm you are not a robot. Click **Verify**. Then click **Create Account**.

Language Translation

OH|ID

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- ✓ Account Recovery
- 6 Terms & Conditions

### Terms & Conditions

In order to proceed with creating your account, you must agree to the following terms and conditions.

By clicking “I Agree” and creating an OH|ID account, you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on [ohid.ohio.gov](http://ohid.ohio.gov), or cancel transactions related to your OH|ID account.

I Agree

Confirm you are not a robot

What is forty six thousand and fifty eight as a number?

Verify

Cancel Create Account

(Figure 8 OH|ID Terms & Conditions)

After you click **Create Account**, you will see a prompt to check the email address you provided when setting up your OH|ID account. Click **log in to OH|ID** to access your OH|ID account login screen. The username and password you created should already be filled in for you. If not, enter the information and click **Login**.

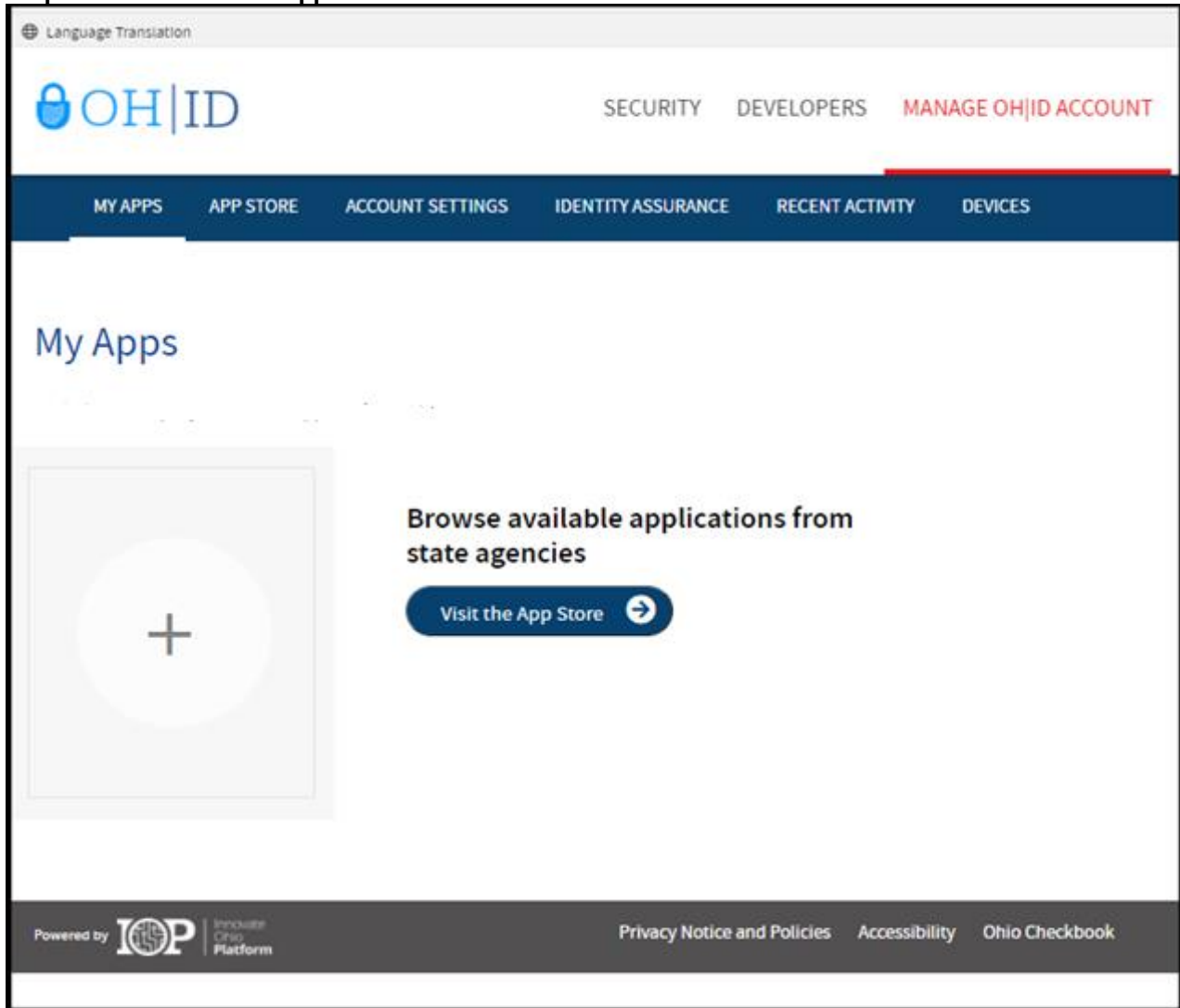
**NOTE:** If you encounter any error messages during this process, please email [profile.help@education.ohio.gov](mailto:profile.help@education.ohio.gov) with the error message and a summary of what you are trying to accomplish.

Parent/Guardian’s next step is to create a Department of Education profile or link your new OH|ID account to your existing Department of Education profile. Please proceed to the [Department of Education Profile Setup](#) section of this manual for instructions.

# Department of Education Profile Setup

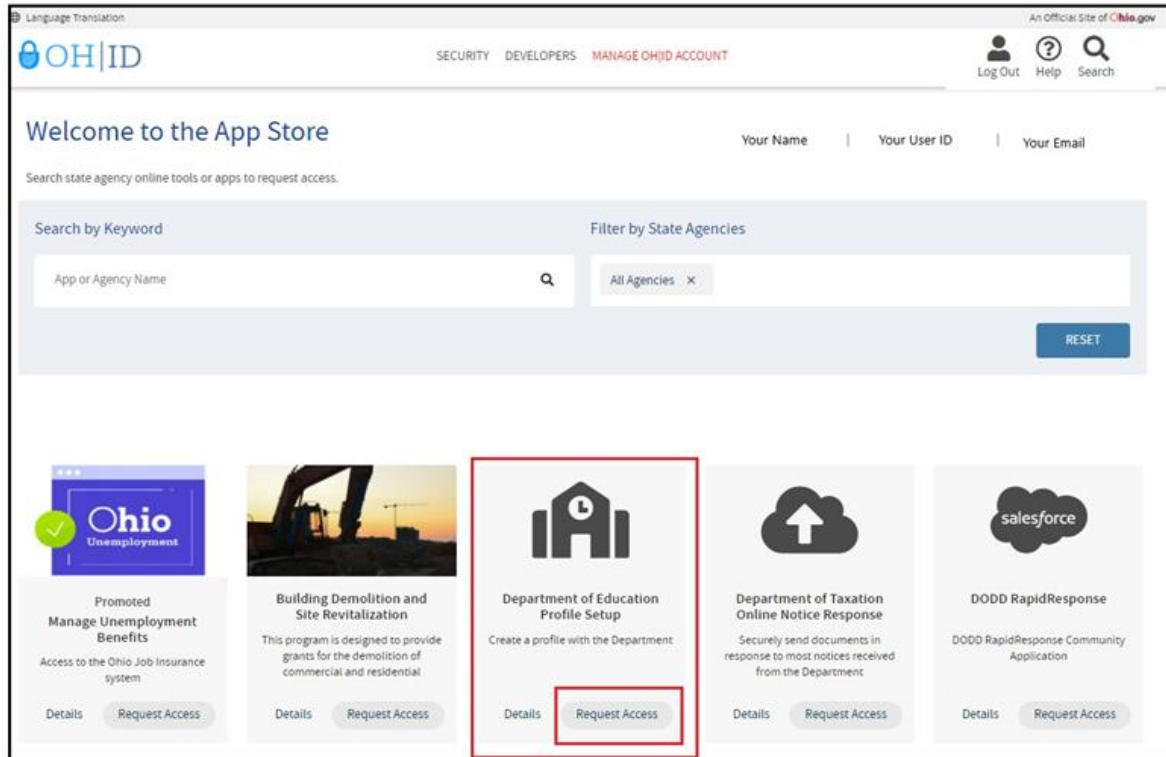
You will create your Department of Education profile (or link to your existing Department of Education profile) after setting up your OH|ID account. Go to <https://ohid.ohio.gov/> to log in to your OH|ID account. Then follow the directions below.

## Step 1. Select "Visit the App Store".



(Figure 9 OH|ID My Apps)

**Step 2.** On the “Department of Education Profile Setup” app tile select “Request Access”.



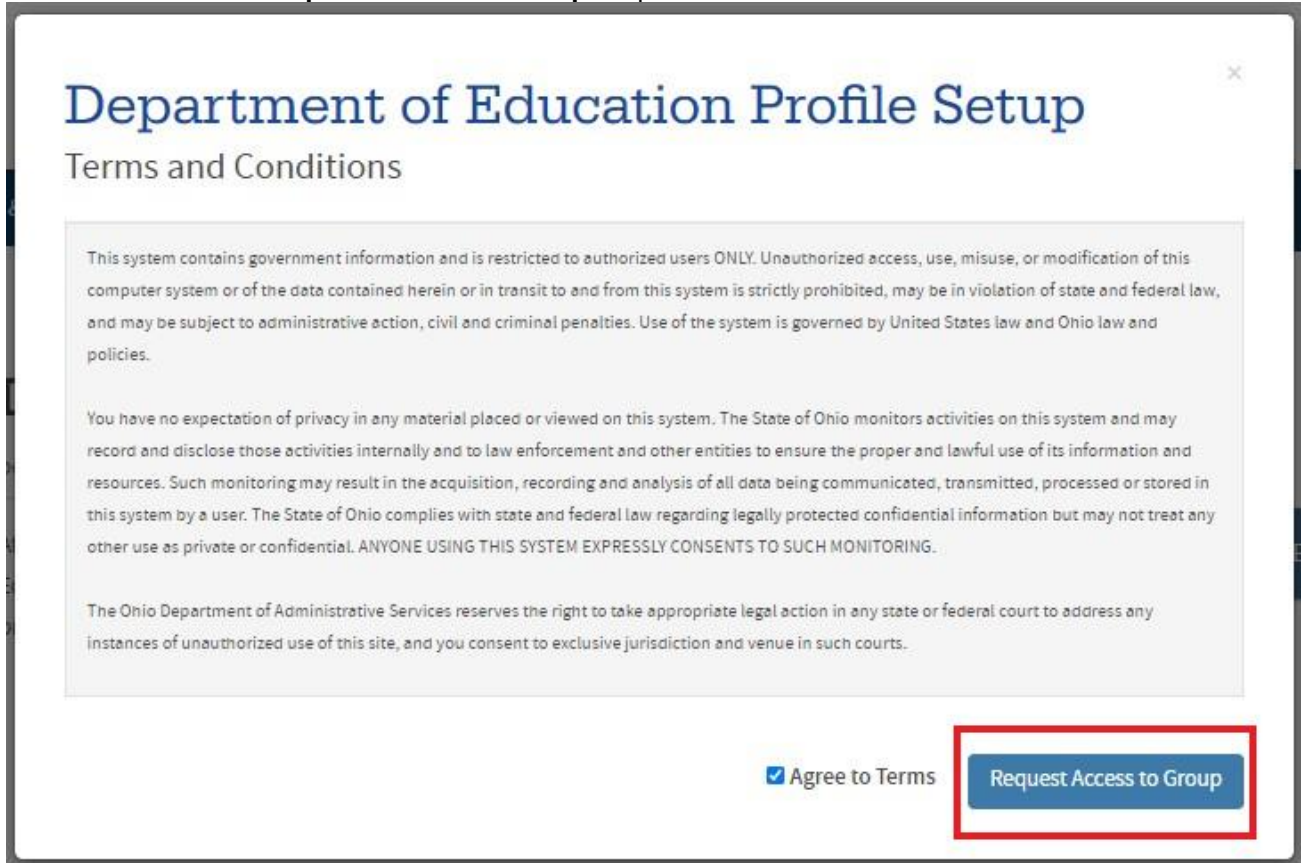
(Figure 10 OH|ID Apps Store)

**Step 3.** Select “Request Access to Group”



(Figure 11 Department of Education Profile Setup Request Access)

**Step 4.** A pop-up will appear containing the Terms and Conditions. Check the box next to **Agree to Terms** and select **“Request Access to Group”** to proceed.



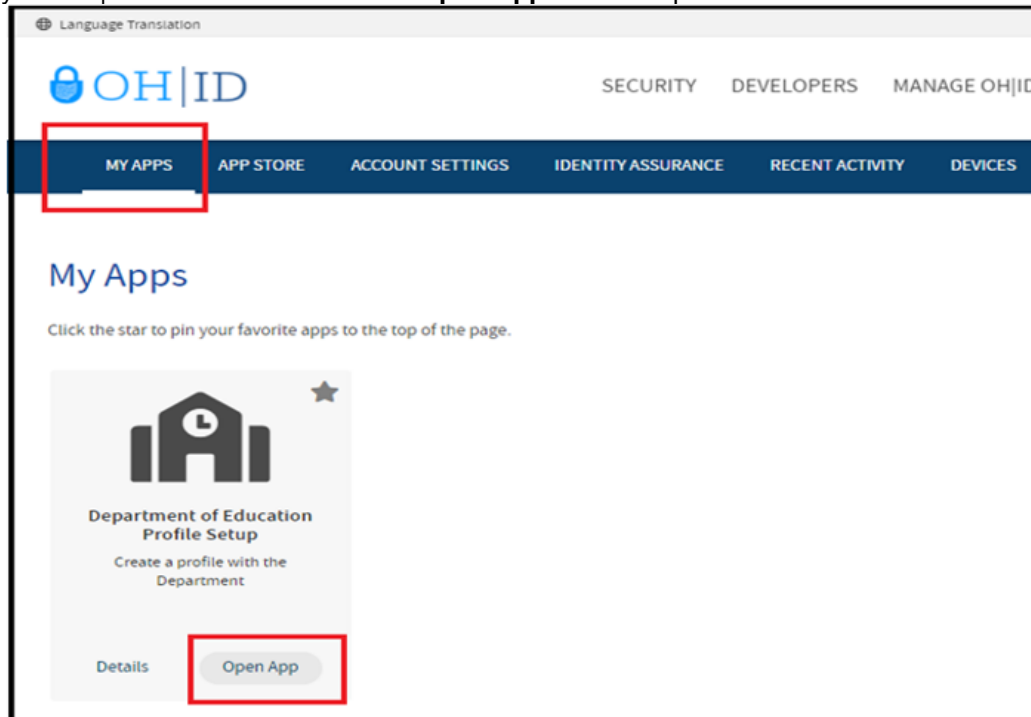
(Figure 12 Terms and Conditions)

You will receive notification that your request to access the Ohio Department of Education Profile has been submitted. Check the email you used when setting up your OH|ID account to verify your request has been granted.



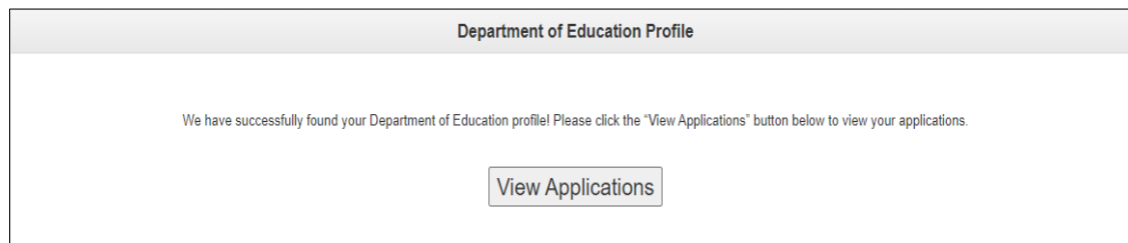
(Figure 13 Department of Education Profile Setup Request Submitted)

**Step 5.** Once you receive the email verifying your request has been granted, click **“My Apps”** on your OH|ID dashboard. Then click **“Open App”** in the Department of Education Profile Setup tile.



(Figure 14 Department of Education Profile Setup)

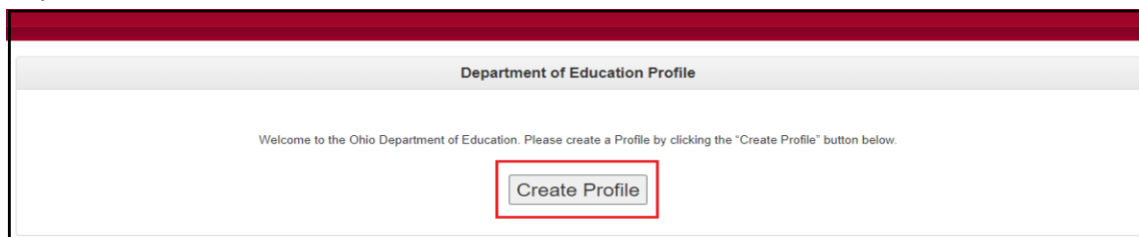
**Step 6a.** If a Department of Education profile is found, you will be prompted to view your Department of Education apps. Click **“View Applications”**.



(Figure 15 Department of Education Profile Found)

At this point the Parent/Guardian is ready to access the Income Verification system; otherwise go to Step 6b. Please proceed to the [Request Access Income Verification System](#) section of this manual.

**Step 6b.** If a Department of Education profile is not found, click **Create Profile** to create your Department of Education Profile



(Figure 16 Create Department of Education Profile)

**Step 7a.** Complete the Department of Education Profile Creation Pages. In the “**Which role best applies to you?**”, for ACE Parents/Guardian(s) select the option “**I am a parent signing up to submit income documents for scholarship and/or ACE**”.

**Step 7b.** You must use your State of Ohio ID card or Ohio driver’s license when setting up the account. When filling in your personal information, the **name must match exactly** to what is on your Ohio driver’s license. If you do not have an Ohio driver’s license, please reference in Figure 18 “Click here for acceptable verification documents” and upload the verification document, this will become a manual approval.

**NOTE:** If you have a former SAFE profile, you will be able to link your profile to your new OH|ID account once your account is established.

The screenshot shows a web form titled "Which role best applies to you?" with a sub-note "(Multiple roles can be selected)". There are five radio button options. The fifth option, "I am a parent signing up to submit income documents for scholarship and/or ACE", is highlighted with a red box and a white arrow pointing to it from the text "Select for ACE Applicants". Below the options is a "Basic Information" section with fields for "FIRST NAME" (containing "Bobtest"), "MIDDLE NAME", "CURRENT LAST NAME" (containing "User"), "PREVIOUS LAST NAME", "SSN4" (containing "1234"), and "BIRTH DATE" (containing "08/01/1988"). A "NEXT" button is located at the bottom right of the form.

(Figure 17 Department of Education Selection of Role Profile Creation)

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**Ohio** | Department of Education

CONTACT US

### DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

**Contact Information**

**Home - Physical Address**

ADDRESS LINE 1:  
Required

ADDRESS LINE 2:

CITY:  
Required

STATE:  
[ Required ]

ZIP:  
Required

ZIP4:

PHONE NUMBER:  
Required

**Home - Mailing Address**

IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE:

ZIP:

ZIP4:

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**Identity Verification Information**

OFFICE EMAIL ADDRESS  
Optional

CONFIRM OFFICE EMAIL ADDRESS  
Optional

HOME EMAIL ADDRESS  
Required

CONFIRM HOME EMAIL ADDRESS  
Required

OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:  
 or

[UPLOAD VERIFICATION DOCUMENT](#)

[Click here for a list of acceptable verification documents.](#)

---

**Account Information**

I agree to Ohio Department of Education Terms of Service and Privacy Policy

[NEXT](#) [GO BACK](#)

(Figure 18 Department of Education Profile Creation Page)

**Step 8.** After you have completed the Department of Education Profile Creation pages, you will receive a validation code in a confirmation email. Enter the information requested, including the validation code, in the confirmation dialog box and click **Continue**.

At this point the Parent/Guardian is ready to access the Income Verification system. Please proceed to the [Request Access Income Verification System](#) section of this manual.

## Request Access to Income Verification

For Parents\Guardians **new** to the 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 their income case during the review process. This will help eliminate mailing paper documents, offering a faster and more secure process.

For Parents\Guardians who already have students in the Scholarship program you can proceed to the [Income Verification System](#) section of this manual.

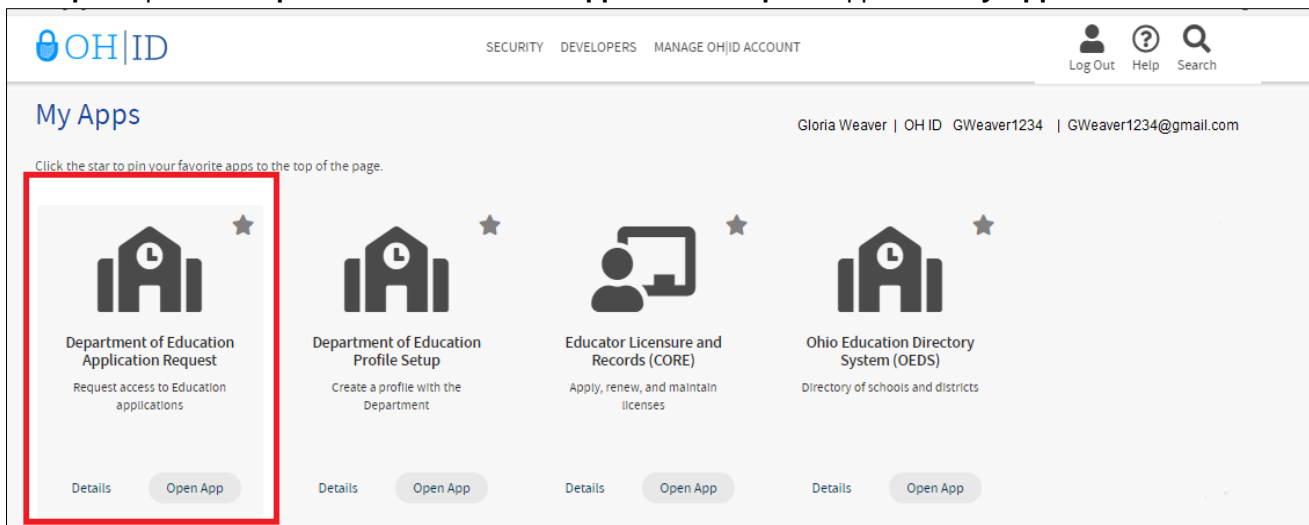
Parents/Guardians may now use the Income Verification System to enter and submit their income information electronically to the program to verify income status. Users must enter household member information, income information and upload supporting income documents directly into the online system.

Please complete the following steps to request access to Income Verification system:

**Step 1.** First, you must have an OH|ID account and create a Department of Education Profile. If you have not completed these steps, please follow the instructions beginning in the **Create an OH|ID Account** section of this manual.

**Step 2.** After you have created an OH|ID account and Department of Education Profile, navigate to <https://ohid.ohio.gov/> and log in to your OH|ID account.

**Step 3.** Open the **Department of Education Application Request** app under **My Apps**.



(Figure 19 OH|ID My Apps)

**Step 4.** In the “Application” dropdown select “Income Verification”

The screenshot shows the 'SAFE Application Request' form. Under the 'REQUEST INFORMATION' section, the '\*Application:' dropdown menu is open, displaying a list of options: Adult Learner, CCIP, College Credit Plus, Compliance, Early Childhood Education, Non-Public Charter, OEDS, Scholarship, Income Verification, and Standards By Design. The 'Income Verification' option is highlighted with a red box. The '\*Membership Requested:' dropdown is also open, and the '\*Reason:' field is empty. A 'Submit' button is visible at the bottom right.

(Figure 20 Application Request)

**Step 5.** In the “Membership Requested” dropdown, select “ACE and Scholarship” option. In the “Reason:” enter “Parent” then select “Submit”.

The screenshot shows the 'SAFE Application Request' form with the following updates: '\*Application:' is now 'Income Verification', '\*Membership Requested:' is 'ACE and Scholarship', and the '\*Reason:' text box contains the word 'Parent'. A red circle highlights the 'Parent' text, and a red arrow points to the 'Submit' button. The 'Current Membership:' field is empty.

(Figure 21 Parent application request)

**Step 6:** View of a completed Income Verification access request.

My Applications

**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone:   Extension:

**REQUEST INFORMATION**

\*Application:  \*Membership Requested:

In the reason box, if you are a student, state the school name and program (ADP or 22+). If you are a school employee, state the school name and your job title. Current Membership:

\*Reason:

\*Required

---

**Requests**

	Application	Membership Requested	Requested Date	Approved By	Processed Date	Approver Comments	Status
<a href="#">Remove Request</a>	Income Verification	ACE and Scholarship	3/22/2022			<input type="text"/>	Approved

(Figure 22 Parent completed the application request)

**Please Note:** If nothing appears in the “Membership Requested” drop down, this means you already have that access and you should see “Current Membership:” message noted in the red box below

**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone:   Extension:

**REQUEST INFORMATION**

\*Application:  \*Membership Requested:

**Current Membership:** ACE and Scholarship

\*Reason:

\*Required

(Figure 23 Request for access was previously granted)

**ALERT:** Scholarship parents should NEVER select “Scholarship Provider Application” as a request for access.

The screenshot shows a web form titled "SAFE Application Request". It is divided into two main sections: "CONTACT INFORMATION" and "REQUEST INFORMATION".

- CONTACT INFORMATION:** Includes fields for Name (Bobtester User), Email (bobj4172@yahoo.com), Phone (614-555-1212), and Extension.
- REQUEST INFORMATION:** Includes a dropdown for "Application" (set to "Scholarship") and a dropdown for "Membership Requested" (highlighted with a red box and set to "Scholarship Provider Applicant").

Below these sections is a text area for "Reason" with instructions: "In the reason text box please define your entity (nonpublic school, public school, business owner, certificated professional, etc.) and your job title." There is also a "Current Membership:" label and a "Submit" button.

(Figure 24 Parent's should not request a Provider role)

In OH ID you will now find the Income Verification tile that you requested.

The screenshot shows the "OH ID" user interface. At the top, there are navigation links for SECURITY, DEVELOPERS, and MANAGE OH|ID ACCOUNT, along with Log Out, Help, and Search icons. Below this is a menu with MY APPS, APP STORE, ACCOUNT SETTINGS, IDENTITY ASSURANCE, RECENT ACTIVITY, and DEVICES.

The main content area is titled "My Apps" and shows a list of application tiles for the user "Gloris Weaver | OH ID GWeaver1234 | GWeaver1234@gmail.com".

- Department of Education Application Request
- Department of Education Profile Setup
- Educator Licensure and Records (CORE)
- Ohio Education Directory System (OEDS)
- Income Verification** (highlighted with a red box)

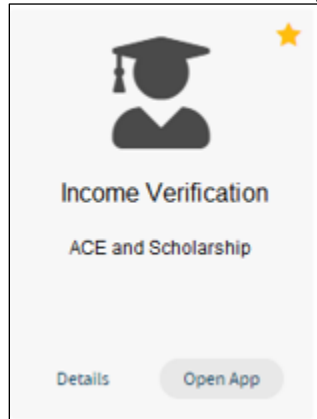
Each tile includes a description and "Details" and "Open App" buttons.

(Figure 25 Scholarship Income Verification Tile)

The parent/guardian is now ready to access the Income Verification system. Please proceed to the [Income Verification System](#) section in this manual.

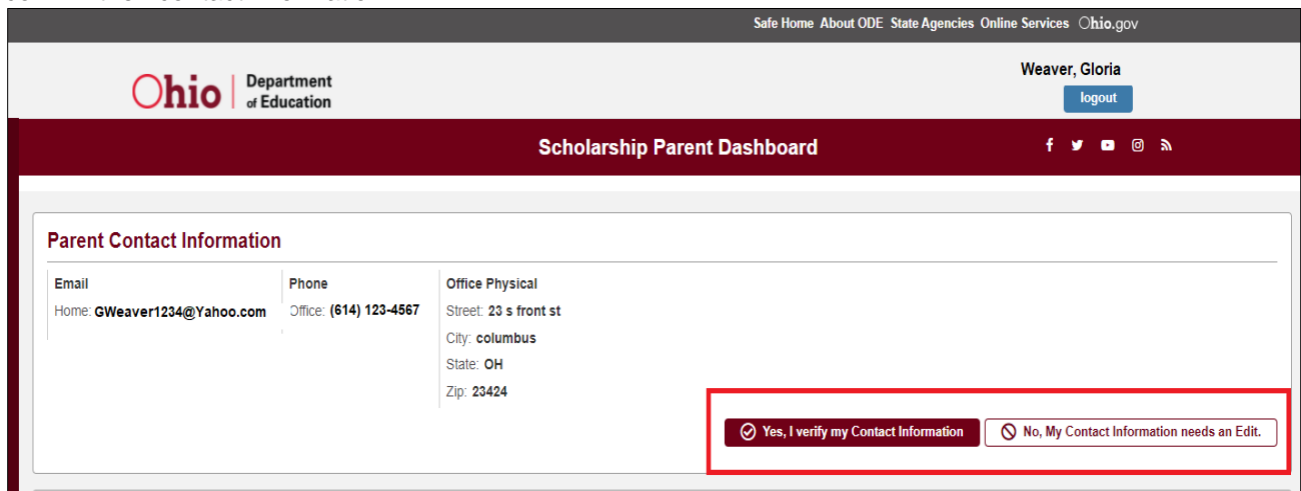
# Income Verification System

**Step 1:** Select the “Income Verification” tile from My Apps within OH ID.



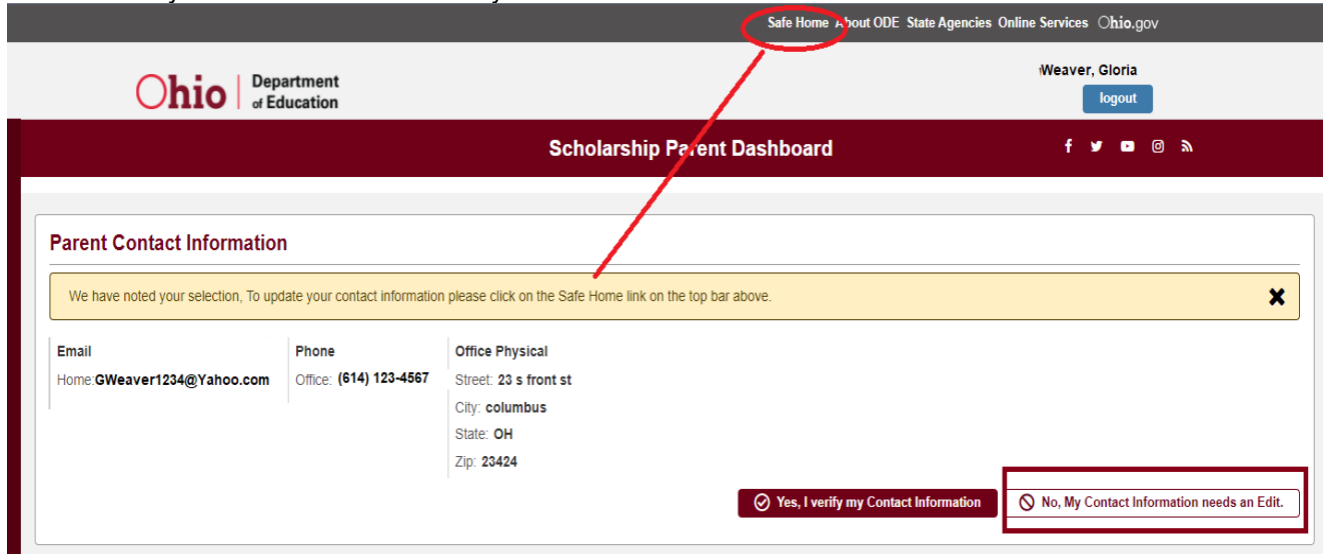
(Figure 26 OH ID Income Verification)

**Step 2:** The first time a parent/guardian selects the “Income Verification” tile, you will be directed to confirm their contact information.



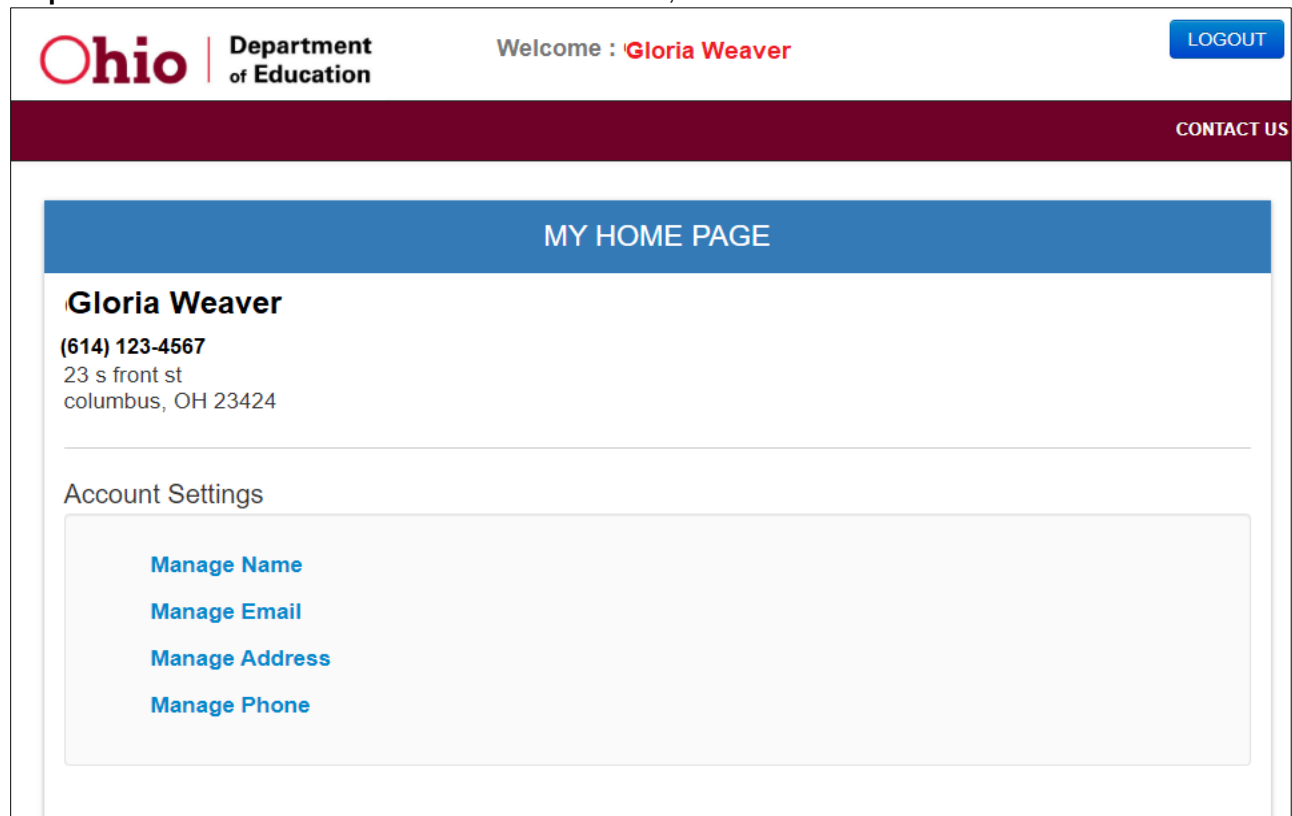
(Figure 27 Confirm contact information is correct)

**Step 3a:** If the parent selects “No, My Contact information needs an Edit”, you will see the yellow message which directs you to “Safe Home” where you make the edits.



(Figure 28 No my contact information needs an Edit)

**Step 3b:** Make edits to the contact information in SAFE, edit and save



(Figure 29 Edit contact information in Safe)

**Step 3c:** Parent selected “Yes, I verify my contact information”, this section will “hide”, and you will see the “My Income Verification” or “My Students”. If students have been entered in the system previously, the student information needs validated before creating new income verification.

The screenshot displays the 'Scholarship Parent Dashboard' for Gloria Weaver. The page header includes the Ohio Department of Education logo and navigation links. The main content area is titled 'Parent Contact Information' and contains a table with the following details:

Email	Phone	Office Physical
Home: GWeaver1234@Yahoo.com	Office: (614) 123-4567	Street: 23 s front st City: columbus State: OH Zip: 23424

At the bottom of the contact information section, there are two radio button options:  Yes, I verify my Contact Information and  No, My Contact Information needs an Edit. The first option is selected and highlighted with a red box.

(Figure 30 Yes, I verify my contact information)

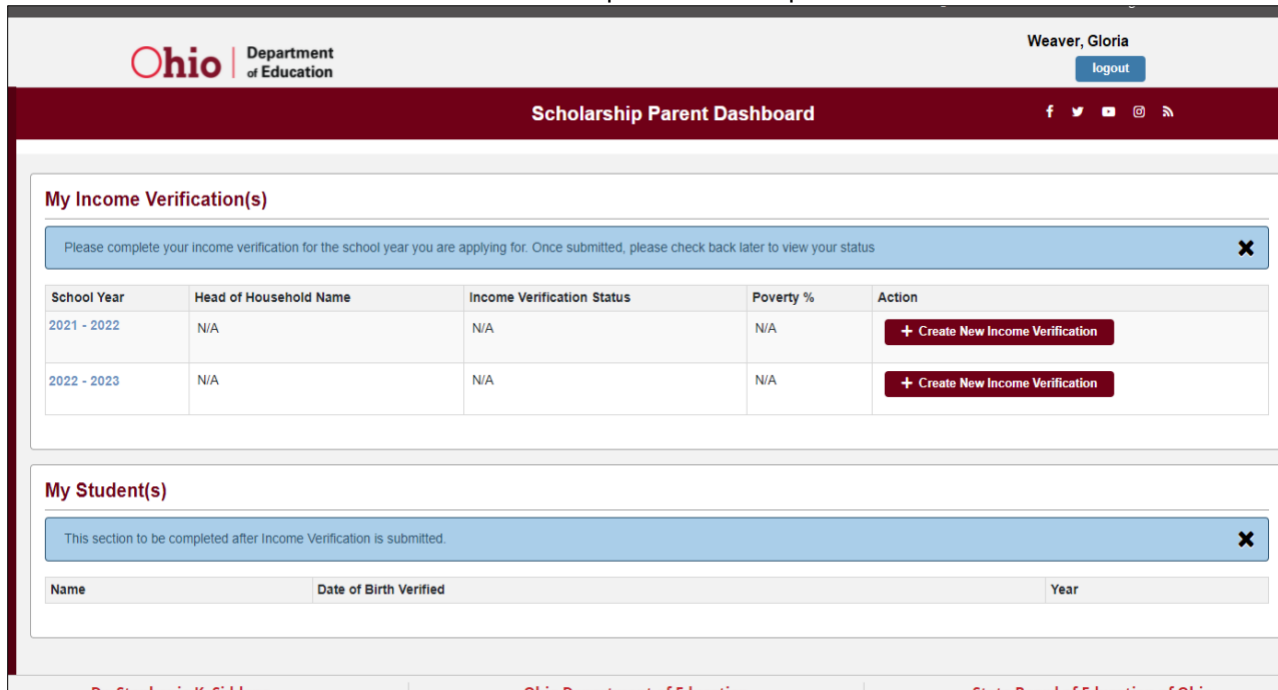
Depending on whether the parent/guardian has had a student in a scholarship program as to what the next view will look like. Please proceed to the [Create Income Verification for Household MemberMembers Scenarios](#) section of this manual.

# Create Income Verification for Household Member\Members

## Scenario 1 - New to the Scholarship Programs

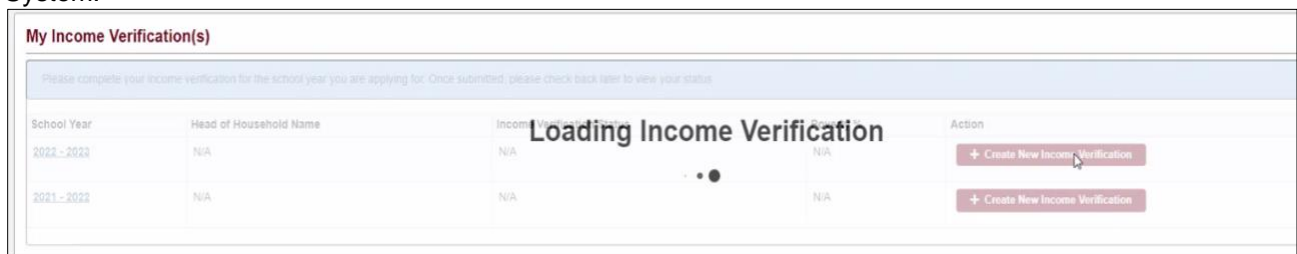
**Step 1:** After the Parent Contact Information has been verified, the Scholarship Parent Dashboard is displayed. This is where the parent enters household income. Message states: **“Please complete your income verification for the school year you are applying for. Once submitted, please check back later to view your status”**. If you are applying for ACE for 2021-2022 school year, you must complete the income verification for 2021-2022. Within the School Year you are applying for line, select the “Create New Income Verification” button. Before you will see anything else, you must first enter at least one household income.

**NOTE:** Income Verification must be done on a computer not a cell phone.



(Figure 31 Create New Income Verification)

After selecting “Create New Income Verification”, the parent/guardian will be redirected to the Income Verification System.



(Figure 32 Redirect to Income Verification System)

# Income Verification System Dashboard

**NOTE:** Household size is determined by the following: the ACE Educational Savings Account student, the birth mother or the legal guardian of the ACE student, the spouse (also includes birth father of any child in the household), all children under the age of 18 which the legal guardian or spouse also has legal custody.

The screenshot shows the 'Income Verification System Dashboard' for the Ohio Department of Education. It features a search bar at the top, a 'Home' button, and a 'Print' button. The main content area is divided into several sections:

- Income Verification Status:** Shows 'Income Verification: Income Verification Started' with a 'Submit' button.
- Household Summary:** Displays the 'Fiscal Year' as '2022'.
- Household Members:** Contains an 'Add New Member' button and a table with one entry:
 

Name	PROGRAM(S)	DOB	SSN4	Relationship	Marital Status	Household Member	
Gloria Weaver		01/01/1990		Head of Household	Never Married	Yes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Household Income:** Includes an 'Add New Income' button and a table with columns: Name, Income Source, Gross AMT, Income Frequency, Annualized AMT, and Include in Household Income.
- Household Deductions:** Includes an 'Add New Deductions' button and a table with columns: Name, Deduct Source, Gross AMT, Income Frequency, Annualized AMT, and Include in Household Income.

(Figure 33 Income Verification Dashboard)

**Step 2a:** Within the Household Members section, select “Add New Members”.

This image shows a close-up of the 'Household Members' section. It features the title 'Household Members' in a large, bold, dark red font. Below the title is a prominent dark red button with the text 'Add New Member' in white.

(Figure 34 Add New Member)

**Step 2b:** Fill in the boxes and select “Save Member”.

The screenshot shows the 'Add New Family Member' form. It contains the following fields and options:

- Relationship:** A dropdown menu with 'Child' selected.
- \* First Name:** A text input field with the placeholder 'First name on Birth Certificate'.
- Middle Name:** An empty text input field.
- \* Last Name:** A text input field with the placeholder 'Last name on Birth Certificate'.
- \* Date of Birth:** A date input field with '01/01/2014' entered.
- Last 4 SSN#:** An empty text input field.
- Never issued an SSN
- \* Marital Status:** A dropdown menu with 'Never Married' selected.
- \* Household Member:** A dropdown menu with 'Yes' selected.

At the bottom right of the form are two buttons: 'Cancel' and 'Save Member'.

(Figure 35 Add new member)

**Step 2c:** Repeat Steps 2a-2c for each person living in the household.

**Household Summary**  
Fiscal Year: 2022

**Household Members**  
Household member has been updated successfully.

Name	PROGRAM(S)	DOB	SSN4	Relationship	Marital Status	Household Member
Stephen Flora		01/01/1990		Head of Household	Never Married	Yes
Zack Smith		01/01/2012	1234	Child - Legal Custody	Never Married	Yes
Ellen Weaver		01/01/2014	1234	Child	Never Married	Yes
Scott Weaver		03/01/2014		Step Child	Never Married	Yes

**Household Income**  
Add New Income

Name	Income Source	Gross AMT	Income Frequency	Annualized AMT	Include In Household Income
------	---------------	-----------	------------------	----------------	-----------------------------

**Household Deductions**  
Add New Deductions

Name	Deduct Source	Gross AMT	Income Frequency	Annualized AMT	Include In Household Income
------	---------------	-----------	------------------	----------------	-----------------------------

(Figure 36 New members added)

**Step 3a:** Add Household Member’s Income, select “Add New Income”.

**Household Income**  
Add New Income

(Figure 37 Add new income)

**Step 3b:** Select “Members Name”, “Income Source”, “Income Frequency” from each dropdown selection. Last box is asking for “Gross Amount” based on the previous selections then select “Save Income”.

**Household Income**  
Add New Income

Add New Income

\* Member Name: Gloria Weaver  
\* Income Source: Wages and Salaries  
\* Income Frequency (How often): Weekly  
\* Gross Amount: 200

Cancel Save Income

Name	Income Source	Gross AMT	Income Frequency	Annualized AMT	Include In Household Income
------	---------------	-----------	------------------	----------------	-----------------------------

(Figure 38 Enter and Save Income)

The income entered in 3b is displayed, next step will be to enter supporting income documentation

**Household Income**  
Add New Income

New Income has been added successfully. Please upload income documentation for each household income entered.  
If you are ready to submit, please click the submit button at the top of the page.

Name	Income Source	Gross AMT	Income Frequency	Annualized AMT	Include In Household Income
Gloria Weaver	Wages and Salaries	\$200.00	Weekly	\$10,400.00	Yes

(Figure 39 Display of income added to the system)

**Step 3c:** Select the first green box within the red box below to upload the income documents

Name	Income Source	Gross AMT	Income Frequency	Annualized AMT	Include In Household Income
Gloria Weaver	Wages and Salaries	\$200.00	Weekly	\$10,400.00	Yes

Documents

(Figure 40 Select box to add supporting Documents)

## List of Acceptable Forms of Income Documentation

**Current employment at the same position as last year:**

Must provide either previous year's W2 or 1099, previous year's Federal tax return, or current pay stubs (4 paystubs for weekly pay and 2 paystubs for bi-weekly pay, semi-monthly, or monthly). **(22/23 school year, must provide their 2021 Federal tax return, 2020 Federal tax returns cannot be accepted).**

**Self-employment:**

Must provide at least the first page of the previous year's federal tax 1040 or complete previous years federal income tax documents.

**Social Security:**

Must provide official letter from Social Security department showing gross amount received or previous years 1099 or federal tax return.

**Food stamps:**

Must provide official letter from Job and Family services or statement showing that their case is open, and the amount received each month.

**OWF Cash Assistance:**

Must provide official letter from Job and Family services or statement showing that their case is open, and the amount received each month.

**Retirement income:** (May also include Veteran's Benefits)

Must provide official letter from employer on company letterhead or previous year's 1099 or federal tax return.

**Child Support:**

Must provide official documentation from Child Support agency or legal court documents showing amount received.

**Adoption Assistance:**

Must provide official documentation showing the amount received.

**Alimony:**

Must provide official documentation from agency or legal court document showing the amount received.

**Unemployment:**

Must provide official documentation from agency showing the amount received or previous years federal tax return or 1099.

**No income:**

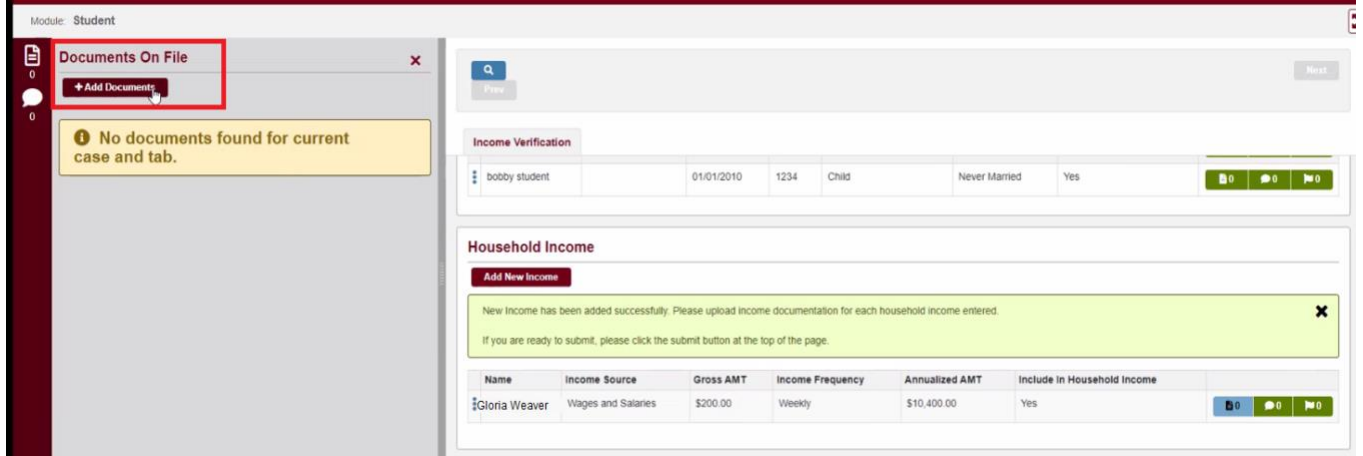
Must provide the previous year's federal tax transcript showing no income or showing that they did not file taxes, **3<sup>rd</sup> party letters will NOT be accepted.**

**No pay stubs or previous years W2:**

Must provide the previous year's federal tax transcript.

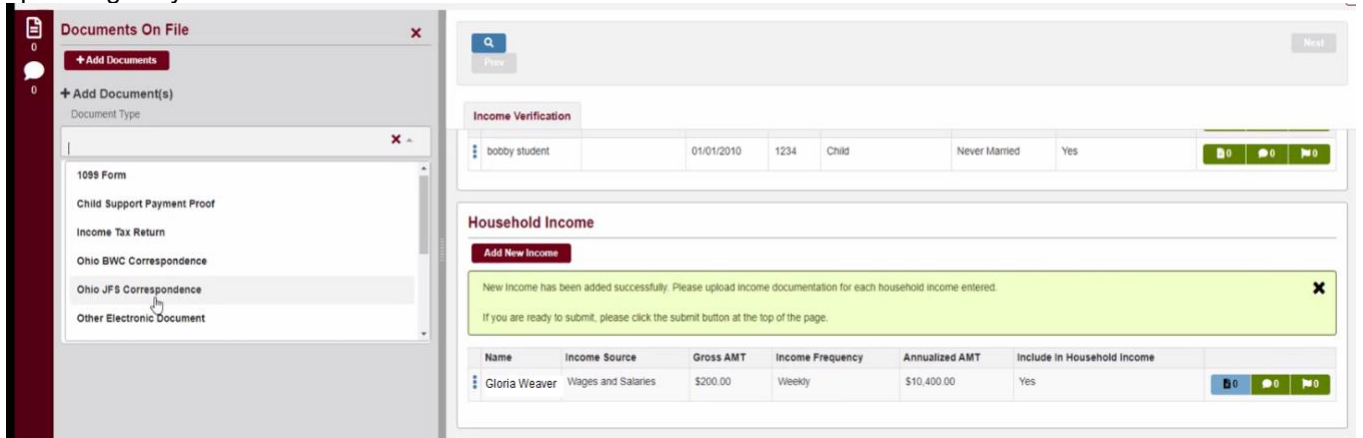
**Written letters from the employer or a 3<sup>rd</sup> party stating that the parent/guardian works for them or that they are supporting the parent/guardian will NOT be accepted.**

**Step 3d:** Select the “Add Documents” button to the left in the red box.



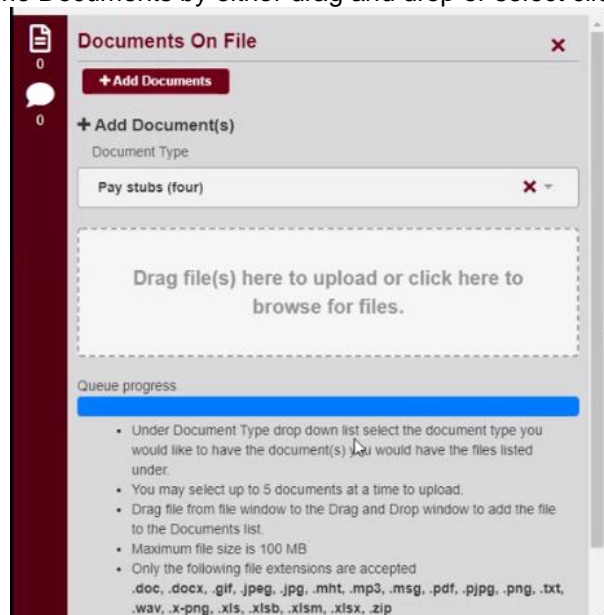
(Figure 41 Add Income Documents)

**Step 3e:** Select from the dropdown list the “Document Type” being uploaded. In this example the parent is uploading “Pay Stubs”.



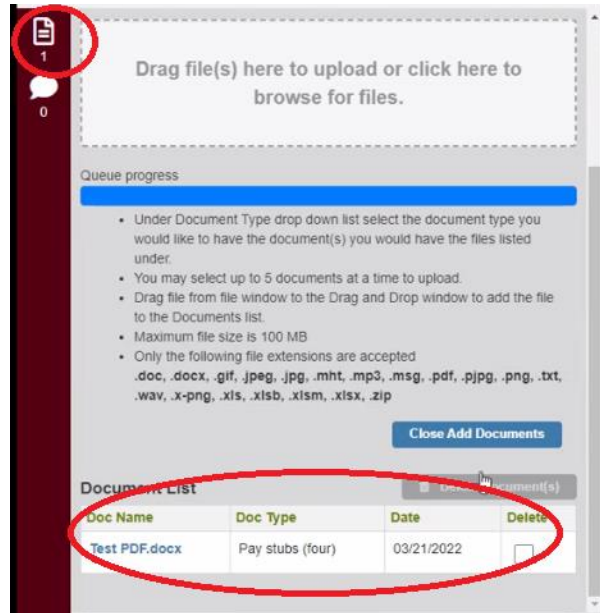
(Figure 42 Select Document type)

**Step 3f:** Upload the Income Documents by either drag and drop or select click here to browser for files.



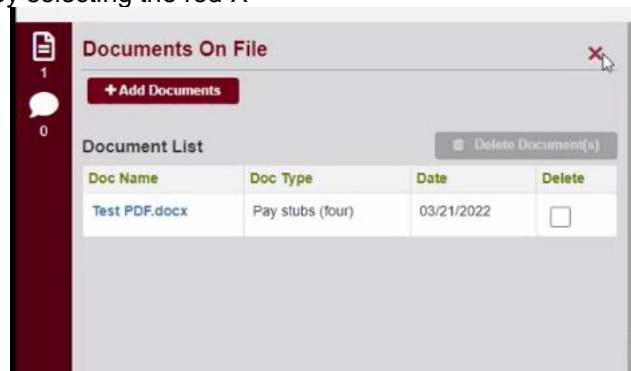
(Figure 43 Upload Income Documents)

**Step 3g:** View that demonstrates the document was uploaded. When finished uploading documents, select “Close Add Documents” button.



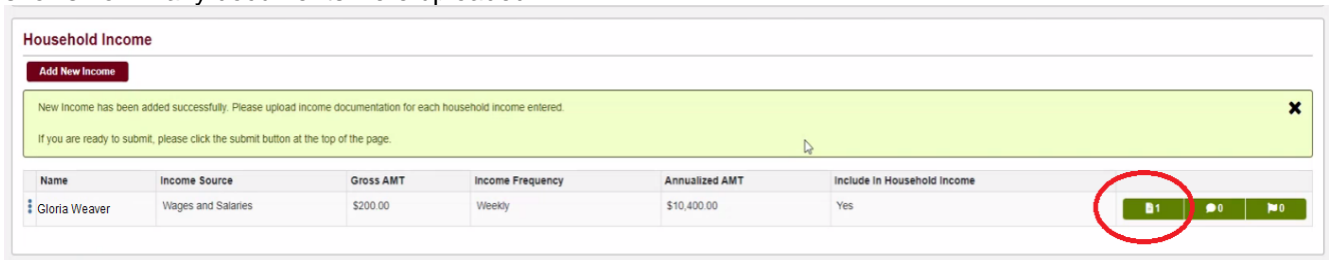
(Figure 44 Close the Add Documents section)

**Step 3h:** Close dialog box by selecting the red X



(Figure 45 Close dialog box)

After you close the Document upload dialog box, you will see a number in the documents green box below that shows how many documents were uploaded.



(Figure 46 View that shows one document has been added to the Income Verification System)

**Step 3i:** Message is displayed stating “**New Income has been added successfully**”. Please upload income documentation for each household members income entered. If you are ready to submit, please click the submit button at the top of page, you may need to **scroll up** towards the top of the page to locate the “**Submit**” button as shown below.

The screenshot shows the 'Student' module interface. At the top, there is a navigation bar with 'Dashboard', 'Student', 'User Manuals and Forms', and 'Contact Us'. Below this, a search bar and 'Prev'/'Next' buttons are visible. The main content area is titled 'Income Verification' and contains three sections: 'Income Verification Status', 'Household Summary', and 'Household Members'. The 'Income Verification Status' section shows 'Income Verification: Income Verification Started' and a red 'Submit' button. A red arrow points to this button. The 'Household Summary' section shows 'Fiscal Year: 2022'. The 'Household Members' section has an 'Add New Member' button and a green success message: 'New Household member has been added successfully'.

(Figure 47 Select the “Submit” button when all income has been entered)

**Step 3j:** After selecting “Submit” on the Household Members and the Income Verification documents, you will now have the ability to submit your student(s) for the **ACE Savings Account** Program, select “**Yes, I am applying for the ACE Program**”.

The screenshot shows the 'Student' module interface after the 'Submit' button was clicked. A green success message at the top reads 'Income verification status has been updated.' Below this, the 'Income Verification Status' section now shows 'Income Verification: Income Verification Submitted'. Underneath, there is a question: 'I would like to apply for the ACE program:' followed by two radio buttons. The first radio button, labeled 'Yes, I am applying for the ACE program', is selected. The second radio button is labeled 'No, I am applying for another program'. The 'Household Summary' section remains the same, showing 'Fiscal Year: 2022'.

(Figure 48 Yes, I am applying for the ACE Program)

Please proceed to the [Applying for the ACE Savings Account](#) section of this manual.

## Scenario 2 Parent/Guardian Has a Student in a Scholarship Program

**Step 1: Verify Contact Information** (reference the [Income Verification System](#) section of this document for how to edit my contact information). If everything verifies then select “Yes, I verify my Contact Information”.

The screenshot shows the 'Parent Contact Information' section of the dashboard. It includes fields for Email (GWeaver1234@Yahoo.com), Phone (Office: (614) 123-4567), and Office Physical (Street: 23 s front st, City: columbus, State: OH, Zip: 23424). At the bottom right, there are two radio button options: 'Yes, I verify my Contact Information' (which is selected) and 'No, My Contact Information needs an Edit.'.

(Figure 49 Verify contact information)

**Step 2a:** Verify students date of birth(DOB).After the parent/guardian has verified their contact information, “My Student(s)” section requires verification of the DOB. Validate the birth dates of your student(s).

The screenshot shows the 'My Student(s)' section. A message states: 'You have unverified students, please complete the following for your students below: • Entering your child's date of birth • Or checking that the child is not yours'. Below this, there is a table with columns for Name, Date of Birth Verified, and Year. The first row shows 'Weaver, Ellen' with a red 'i' icon, a 'DOB (mm/dd/yyyy)' field, and a radio button for 'No, this is not my child'. A 'Edit/Choice-Exp FY 2022' button is also visible.

(Figure 50 Verify this is my child)

**Step 2b:** If student displayed is **not** your child, then place a check in the box next to “No, this is not my child”.

The screenshot shows the 'My Student(s)' section with a student entry for 'Smith, Paul'. The 'Date of Birth Verified' column has a checked box next to the text 'No, this is not my child'. The 'Year' column shows 'Edit/Choice-Exp FY 2022'.

(Figure 51 Verify this is not my child)

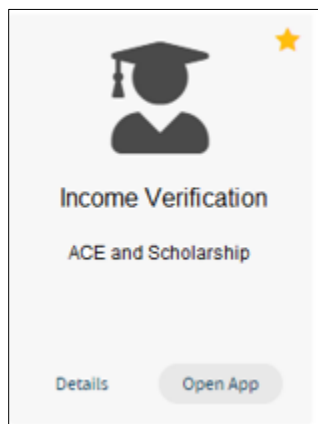
Please proceed to the [Applying for the ACE Savings Account](#) section of this manual.

# Applying for the ACE Savings Account

## Prerequisite steps before applying for ACE

- Created OH | ID account
- Stepped through the Department of Education Profile Setup
- Requested access to the Income Verification within the Department of Education Application Request application
- Verified your contact information
- Completed your income verification for the school year you are applying for
- Uploaded your income verification documents
- Income must be in at least the “submitted” status before ACE applications can be submitted
- Entered all your household members
- Verified your students

**Step 1:** Sign into your OH | ID, within my apps select the Income Verification Tile:



(Figure 52 Income Verification system tile)

## Scholarship Parent Dashboard view:

**My Income Verification(s)**

Your income verification review is complete. To apply for ACE, complete the My Student(s) section below. ✕

School Year	Head of Household Name	Income Verification Status	Poverty %	Action
<a href="#">2021 - 2022</a>	Gloria Weaver	Income Verification Submitted	N/A	<a href="#">Go to Income Verification</a>
<a href="#">2022 - 2023</a>	N/A	N/A	N/A	<a href="#">+ Create New Income Verification</a>

**My Student(s)**

**CONGRATULATIONS!**

You are almost done applying for ACE - you simply need to do the following for all students you intend to apply for:

- Select which student(s) you are entering from "Choose a Student"
- Select your relationship to the student
- Select student's School Type
- Read the acknowledgment information and click the check box
- Click "Add Applicant"

**Add Applicant** \*Required

\* Program: ACE Application      \* School Year: 2021 - 2022      \* Student(s): Choose a Student

**!** By clicking the check box below, I am certifying and acknowledging that:

- The Ohio Department of Education (ODE) will be sharing some of my Personally Identifiable Information (PII) with Merit International Inc., a third-party service provider for the execution and delivery of the services and scholarship funds associated with this application.
- ODE will make the final determination as to what information will be shared with Merit.
- ODE and Merit will maintain strict confidentiality around all PII in accordance with state and federal privacy laws.

Further, I acknowledge that I must provide a valid email address to receive notification of my grant award and gain access to the claim submission website. If I wish to receive reimbursement of funds from this program to myself, I acknowledge that I must provide Merit with valid banking information for a US bank account that can receive ACH funds upon program acceptance.

Yes, I have read and acknowledge the message above. Cancel + Add Applicant

Name	Date of Birth Verified	Year
Weaver, Ellen	Verified	
Weaver, Scott	Verified	

(Figure 53 Scholarship Parent Dashboard)



### Step 3: ACE Student(s) have been added to the ACE Application FY20XX

The screenshot shows the 'Scholarship Parent Dashboard' with two main sections:

- My Income Verification(s):** A table with columns: School Year, Head of Household Name, Income Verification Status, Poverty %, and Action.
 

School Year	Head of Household Name	Income Verification Status	Poverty %	Action
2021 - 2022	Gloria Weaver	Income Verification Submitted	N/A	<a href="#">Go to Income Verification</a>
2022 - 2023	N/A	N/A	N/A	<a href="#">Create New Income Verification</a>
- My Student(s):** A blue notification box with the text: "CONGRATULATIONS You are almost done applying for ACE - you simply have to do the following for all students you intend to enter:
  - Select which student(s) you are entering from "Choose a Student"
  - Select School Type
  - Select your relationship to the student
  - Click "Add Applicant"
 Below the notification is a table with columns: Name, Date of Birth Verified, and Year.
 

Name	Date of Birth Verified	Year
Weaver, Ellen	Verified	
Weaver, Scott	Verified	
Smith, Zack	Verified	

(Figure 59 Student successfully was added to the ACE Application)

At this point you have completed the ACE application process and you can log out of the Scholarship System.

## Status of ACE Application

Once Parent/Guardian has added the ACE application you can see three statuses on the parent dashboard. Parents/Guardian should monitor the status from Submitted to either Eligible or Not Eligible. Parent/Guardian will be contacted by Merit if status is Eligible, if Not Eligible you will be contacted by the Ohio Department of Education.

- Submitted:** if the Income Verification application is in submitted or correction needed or resubmitted status.

The screenshot shows the 'Scholarship Parent Dashboard' with three main sections:

- Parent Contact Information:** A form with fields for Email, Home, Phone, Office Physical, Street, City, State, and Zip. A button at the bottom right says "Yes, I verify my Contact Information".
- My Income Verification(s):** A table with columns: School Year, Head of Household Name, Income Verification Status, Poverty %, and Action.
 

School Year	Head of Household Name	Income Verification Status	Poverty %	Action
2021 - 2022	Gloria Weaver	Income Verification Submitted	N/A	<a href="#">Go to Income Verification</a>
2022 - 2023	Gloria Weaver	Income Verification Started	N/A	<a href="#">Go to Income Verification</a>
- My Student(s):** A green notification box says "Successfully added new applicant". Below it is a table with columns: Name, Date of Birth Verified, Year, and Status.
 

Name	Date of Birth Verified	Year	Status
Weaver, Ellen	Verified		Status Submitted
Weaver, Scott	Verified		

(Figure 60 Status Submitted)

- Eligible:** when the Income Verification application is in review completed with eligible low-income percentage.

The screenshot shows the 'Scholarship Parent Dashboard' with the following sections:

- Parent Contact Information:** Email: GWeaver1234@yahoo.com, Phone: Home (614) 333-3333, Office Physical: Street: 23 s front st, City: columbus, State: OH, Zip: 12342. A button 'Yes, I verify my Contact Information' is present.
- My Income Verification(s):** A table with columns: School Year, Head of Household Name, Income Verification Status, Poverty %, and Action.
 

School Year	Head of Household Name	Income Verification Status	Poverty %	Action
2021_2022	Gloria Weaver	Income Verification Submitted	N/A	<a href="#">Go to Income Verification</a>
2022_2023	Gloria Weaver	Income Verification Started	N/A	<a href="#">Go to Income Verification</a>
- My Student(s):** A green banner reads 'Successfully added new applicant!'. Below is a table with columns: Name, Date of Birth Verified, Year, and Status.
 

Name	Date of Birth Verified	Year	Status
Weaver, Clon	Verified	EdChoice-Exp FY 2023 ACE Application FY 2023	Status Eligible
Weaver, Scot	Verified		

(Figure 61 Status Eligible)

- Not eligible:** when the Income Verification application is over income.

The screenshot shows the 'Scholarship Parent Dashboard' with the following sections:

- Parent Contact Information:** Identical to Figure 61. A button 'Yes, I verify my Contact Information' is present.
- My Income Verification(s):** Identical table to Figure 61.
- My Student(s):** A green banner reads 'Successfully added new applicant!'. Below is a table with columns: Name, Date of Birth Verified, Year, and Status.
 

Name	Date of Birth Verified	Year	Status
Weaver, Clon	Verified	EdChoice-Exp FY 2023 ACE Application FY 2023	Status Not Eligible
Weaver, Scot	Verified		

(Figure 62 Status Not Eligible)

The Ohio Department of Education will determine eligibility to participate in the ACE Savings Account Program through an Income Verification process. The Department of Education will share parent information with Merit Inc who will provide a Marketplace for parents\guardians to utilize their saving account funds.

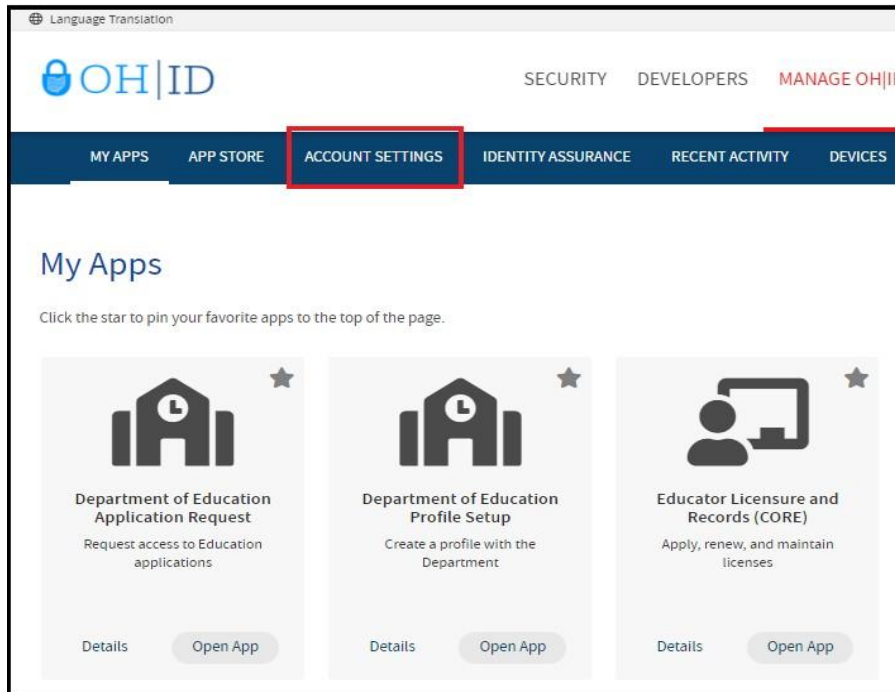
## Edit Personal Information

You may update your personal information (including contact information), password or password recovery options after you have set up your OHID account.

## UPDATE OHID ACCOUNT

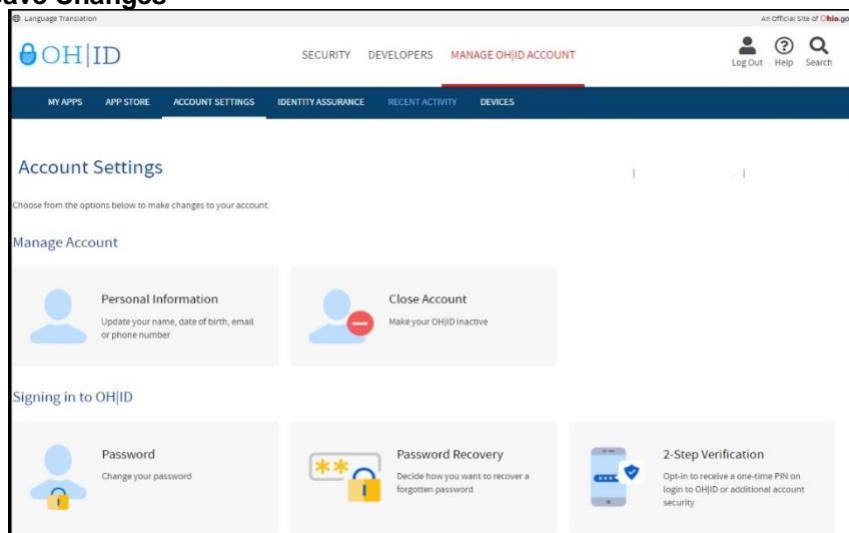
Begin by navigating to <https://ohid.ohio.gov/> and log in to your OHID account. Then follow the steps below.

**Step 1.** Click the **Account Settings** tab in the blue ribbon at the top of the screen.



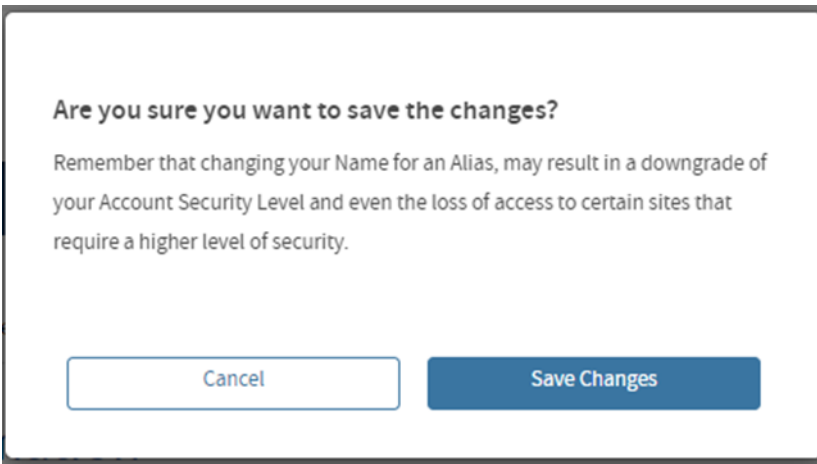
(Figure 63 OHID My Apps Screen)

**Step 2:** On the **Account Settings** page select the area you wish to update. Edit your information and click **Save Changes**



(Figure 64 OHID Account Settings Page)

**Step 3.** You will see a prompt verifying you want to save the changes. Click **Save Changes**.



(Figure 65 Save Changes Screen)

## Edit Name Changes

Please follow the directions below to change the name that appears on your educator license or permit. Please note that the name must match the name on your current, valid Ohio driver's license or state ID card. If your driver's license or state ID card reflects a different name, you must first update your state ID at the Bureau of Motor Vehicles. The process to change your name in OH|ID account will not work if your name does not match what appears on your driver's license or state ID card.

**Step 1.** Update your name in your OH|ID account.

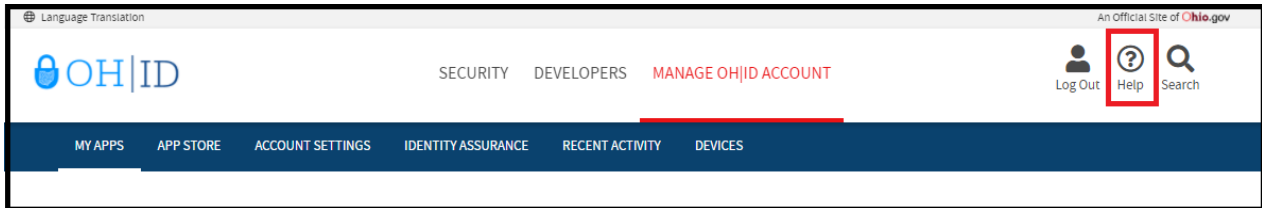
- After completing the directions above, click the blue **LOGOUT** button in the upper right of **MY HOME PAGE**. Your screen will update, and you will be routed to the OH|ID Dashboard.
- Click the small triangle to the right of the **User Account Management** menu. This will open a menu with an option to **Update Profile**. On the **Update Profile** screen, you can update all your information.
- Make the necessary changes.
- Double-check the information is correct and click **Update**.
- Under account settings, click **Manage Name** to update your information.
- Log out.
- Close all browser windows.
- Log back in.

Logging out and logging back in is essential for allowing the system to update your profile. You may verify your updated information by viewing your OH|ID profile.

If you encounter any error messages during this process, please email [profile.help@education.ohio.gov](mailto:profile.help@education.ohio.gov) with the error message and a summary of what you are trying to accomplish.

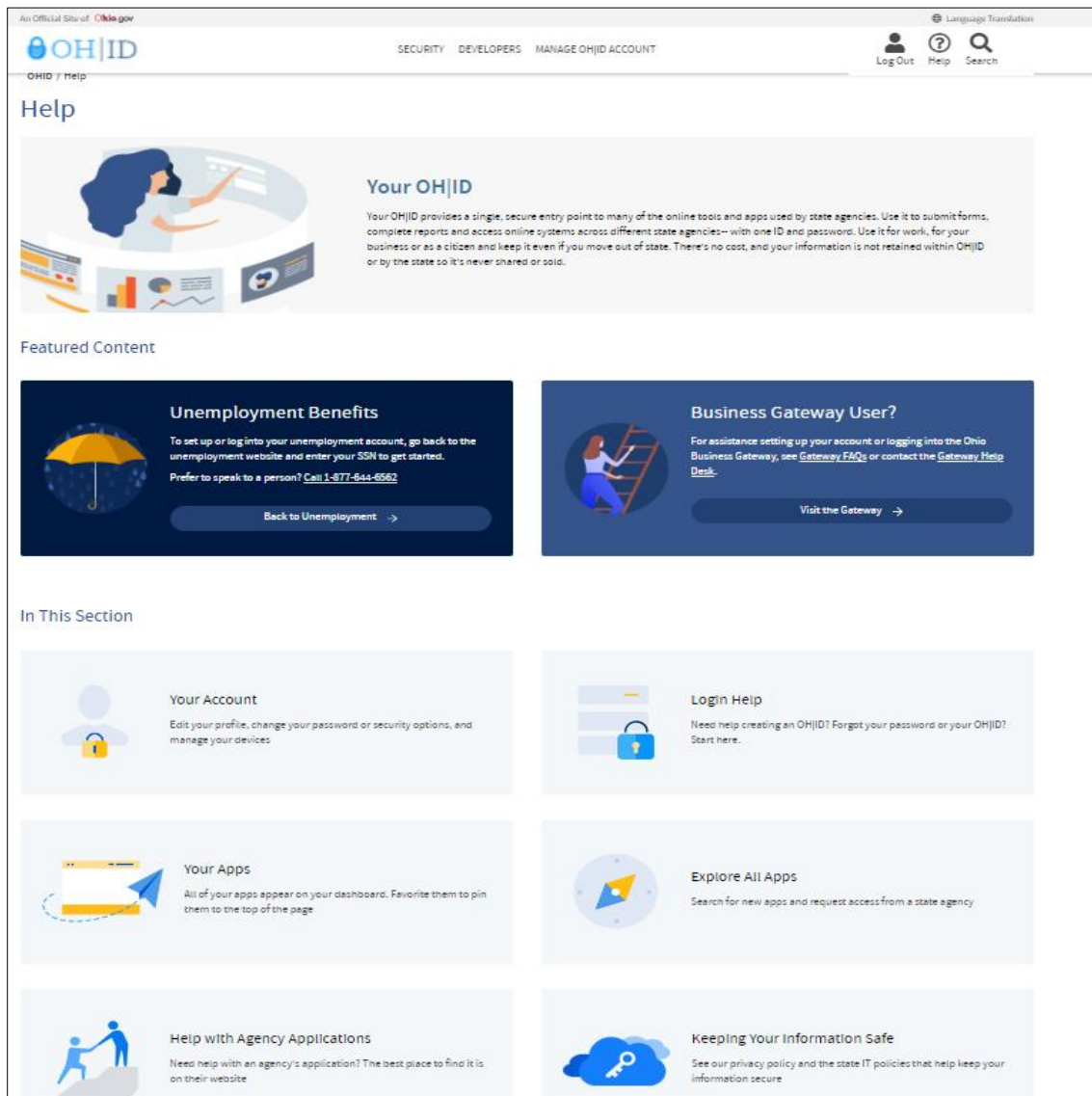
# OH|ID Account Help

Should you need any assistance with your OH|ID account, including editing your profile, changing your password, or setting up your security options, simply click the **Help** icon at the top of your OH|ID account screen.



(Figure 66 OH|ID Help Icon)

From the OH|ID Help page, you can look up how to edit your profile, change your password or make changes to your personal information.



(Figure 67 OH ID Help Section)