

Immaculate Heart of Mary School

EdChoice Scholarship Application Instructions

- **STEP 1:** Complete [IHM's Scholarship Eligibility Form](#) (if you have not yet done so). This will help us plan and only takes 2 minutes to complete - no documentation required.
- **STEP 2:** Fill out this [EdChoice Request Form](#) for EACH K-8 student.
- **STEP 3:** Gather your supporting documents.
 - A. **Proof of Residency:** A current utility bill (gas, electric or water bills are best). No cell phone bills. If you do not have a utility bill in your name (i.e. if renting or living with another family member/homeowner), please contact Lisa Massello lmassello@ihmgradeschool.org
 - B. **Birth Certificate:** While we do have this on file and are happy to access this for you, if you are able to provide it along with your request form, we'll be able to process your application faster.
- **STEP 4:** Email the completed request form (application) and proof of residency to Lisa Massello lmassello@ihmgradeschool.org or drop off at the rectory c/o Jeff Andrea. IHM must enter each application on behalf of the student.
- **STEP 5:** Verify Income by [Creating An Account](#) online (<https://safe.ode.state.oh.us/portal>).
 - We strongly recommend that you utilize the [VIDEO TUTORIAL](#) on how to use the Income Verification website.
 - There is also a supporting [Online Income Verification Quick Guide](#)
- **STEP 6:** Finalize and upload your Income Verification to ODE. Everyone applying must do this regardless of income status. You will need to submit income verification on your own with supporting documentation so the state can determine the amount of scholarship dollars your student(s) is eligible for.

MAIL OPTION FOR INCOME VERIFICATION:

You can also fill out and mail a hard copy to the ODE by completing this [Income Verification Form](#). Income Verification forms and supporting income documents DO NOT come to the school. You must submit them online or via US Mail to the Ohio Department of Education.

- ❖ Click [HERE](#) for IHM's **Frequency Asked Questions** regarding the scholarship.
- ❖ An informational meeting will be held **Thursday, Aug 24th at 6pm** in the GYM.
- ❖ If you still have questions, please contact Lisa Massello lmassello@ihmgradeschool.org or Jeff Andrea jandrea@ihmcfo.org
- ❖ ***Jon Peterson Scholarship Families, Lisa Massello will soon be in touch with more information.***