



Ohio Administrative Code Rule 3301-11-05 Application for program participation.

Effective: June 15, 2023

(A) Not later than thirty days prior to the beginning of the application period, the department will publish all application materials and guidance for the upcoming fiscal year and provide training to all approved providers regarding updates and changes to the program prior to the opening of the application period.

(B) An applicant seeking a scholarship for a student who is not a scholarship participant in the year in which the application is being submitted shall submit an application to the department in the manner established and posted by the department on its website (www.education.ohio.gov) and provide the information specified by the department that is necessary to determine eligibility and award scholarships. Such information may include, the following:

(1) Information and documentation required by the department necessary to identify the student, including , the student's first name, middle initial, last name, and date of birth;

(2) Information and documentation required to identify and contact the student's parents or guardians;

(3) Information and documentation required to determine program eligibility including, but not limited to the student's residential address, district of residence, school in which the student is enrolled, the school to which a community school student would have been assigned at the time of application, or to which a kindergartener would be assigned in the school year for which the scholarship is being sought, and grade level;

(4) Information and documentation related to the chartered nonpublic school in which the student has been accepted for enrollment;

(5) Information and documentation related to the determination of the correct scholarship amount, including, but not limited to the names of other students in the same household attending or planning



to attend the same chartered nonpublic school; or

(6) An indication, if applicable, that the student's family income is at or below two hundred percent of the federal poverty guidelines, as defined in section 5101.46 of the Revised Code;

(C) A scholarship recipient seeking to continue to receive a scholarship in the year subsequent to a year in which a scholarship was received may be required to submit an application to the department in the manner established by the department and provide the information and documentation that the department has determined necessary for the effective implementation of the program. Such information may include those items specified in paragraph (A) of this rule. Scholarships for students for whom eligibility has not been terminated pursuant to rule 3301-11-09 of the Administrative Code may be renewed until the student has completed grade twelve.

(D) If any scholarship application includes an indication that the student's family income is at or below two hundred percent of the federal poverty guidelines, the applicant shall also be required to provide such documentation as specified by the department to verify the income of any and all members of the student's household. Such documentation shall be specified by the department and may include, but not be limited to, copies of federal tax return or transcript, W-2 forms, letters of employment separation or termination, and the final paystub, and statements of unemployment benefits, workers compensation benefits, child support benefits, pension or retirement benefits received. Additionally, the applicant may voluntarily provide identification information, including the social security numbers of the members of the student's household, to facilitate procedures for the verification of income. The application process and forms shall clearly indicate that the provision of social security numbers is strictly optional to the applicant, and that procedures are in place to ensure the confidentiality of the information.

(E) In submitting an application for a scholarship, the applicant shall agree to the following:

(1) That the information provided on the application is true and correct;

(2) For students with family income above two hundred percent of the federal poverty guidelines, that if a scholarship is received, and the scholarship amount is less than the tuition of the chartered nonpublic school, payment of the difference is the responsibility of the applicant, and the applicant



may have the opportunity to provide services in-kind in accordance with division (B) of section 3310.13 of the Revised Code;

(3) That the chartered nonpublic school and the department will be informed of changes in family income that would impact whether or not the student is at or below two hundred percent of the federal poverty guidelines annually with submission of the application;

(4) That the chartered nonpublic school and the department will be informed within two weeks of any change in the student's residential address;

(5) That the student will not be eligible to receive scholarships in subsequent years if a student who qualifies for scholarship under division (A) of section 3310.03 of the Revised Code moves outside the current district of residence unless the student transfers to a new resident district and otherwise would be assigned to a designated building in the new resident district; fails to take each state test prescribed for the student's grade level under section 3301.0710 or 3301.0712 of the Revised Code; or is absent from school for more than twenty days, not including documented excused absences;

(6) That only one application per chartered nonpublic school per scholarship program for the student has been submitted;

(7) That the applicant has received and understands the policy handbook of the chartered nonpublic school and will abide by its provisions;

(8) That the applicant agrees to abide by the dispute resolution process outlined in rule 3301-11-14 of the Administrative Code;

(9) That the scholarship amount will only be applied to the tuition of the enrolling school and that the parent or guardian may be required to pay other fees and costs as prescribed by the policies of the school;

(10) That the applicant will apply for any and all financial aid or tuition discounts and adjustments made regularly available to the students attending the chartered nonpublic school in which the student is accepted for enrollment;



(11) That the applicant understands that any optional information as specified in paragraph (C) of this rule provided by the applicant is being provided voluntarily; and

(12) Any other representations prescribed by the department determined to be necessary to ensure the effective implementation of the program and compliance with Chapter 3310. of the Revised Code.

(F) Application for program participation shall be made on forms or through electronic means as prescribed by the department. Applicants may designate, in writing, another entity to submit the application on behalf of the applicant. Such designation may be made only to entities approved pursuant to rule 3301-11-12 of the Administrative Code.