



Step 1: Create an OH | ID Account

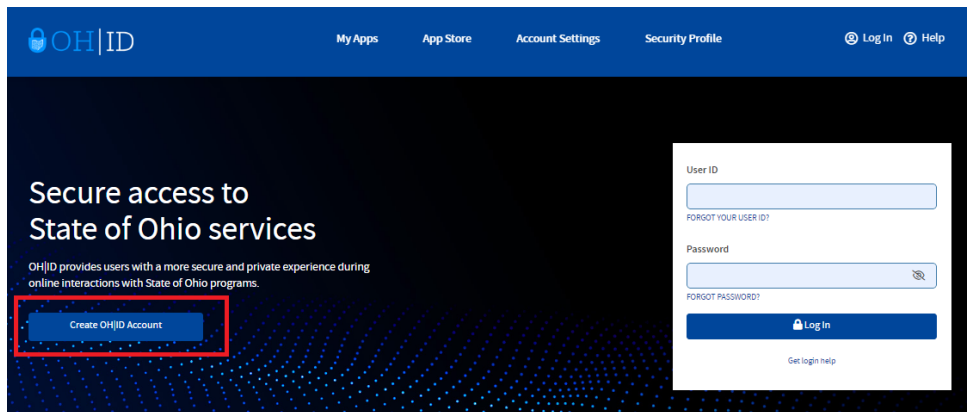
The first step to apply for an ACE account is to create an **OH|ID**. You will need an **OH|ID** to access the ACE app. If you already have an **OH|ID** account; login using your User ID and the password. Access to the Ohio ACE app is available at <https://ohid.ohio.gov/>.

When creating a new **OH|ID** Account, you will need:

- An email address that you can currently access to receive a one-time PIN and confirmation email;
- Your legal first and last names;
- Your date of birth; and
- A mobile phone number to use as an account recovery option.

During the account creation process, you will be prompted to create your desired username and password. Requirements will be provided.

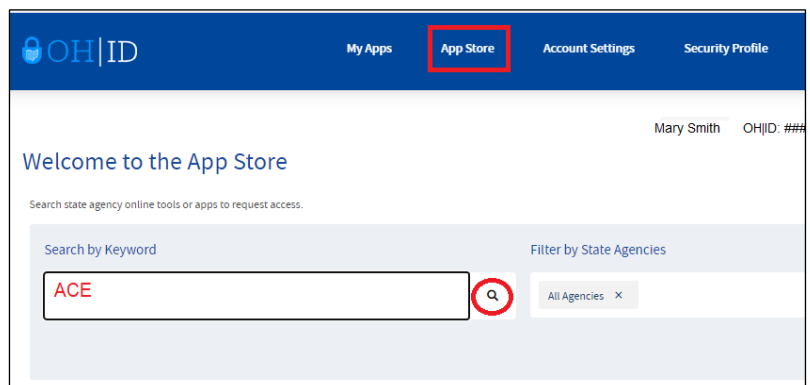
If you need additional assistance creating your **OH|ID** account, please reach out to the Contact Center at contact.center@education.ohio.gov or call (877) 644-6338.



NOTE: Parents/Legal Guardians must create an OH|ID account to access the ACE app

Step 2: Request Access to the ACE Application

Once you have logged into your OH|ID, select the “App Store” at the top of the screen, enter “ACE” in the keyword box, and then select the search magnifier icon as shown on the next page.





Once you click the search magnifier icon, the ACE app should display. Click “Request Access” on the tile. After you have clicked “Request Access”, you will be brought to a new page. Click the “LAUNCH” button and you will be directed to the ACE application.

If you cannot see it, log out and log back in. If you are still not able to see the tile or the “LAUNCH” button, please [use this link](#). If you are still having trouble, please reach out to the Contact Center at contact.center@education.ohio.gov or call (877) 644-6338.



Step 3: Open and Start the Application

1. Select “LAUNCH” to open the ACE application.
2. Read the *Welcome to ACE* page and click “Get Started”. *Please note that after 30 minutes of inactivity, your application will expire. If you need to save and come back to your application at a later time, click “Continue” and your information will be saved. When you return to the application, you will need to click forward to the step you previously ended on. Information will only be saved if you were able to click “Continue” prior to your session expiring.*
3. **Contact Information:** Enter your contact information, please make sure that the information provided is true. Click “Continue”.
4. **Residency**
 - Enter your physical address to check residency eligibility. Once it is entered, click the box that confirms your address and then click the black box that says, “Check Residency Eligibility”.
 - If you qualify for residency, click “Continue” and upload supporting documents. A list of acceptable documents can be found on page 4 of this guide. Once you upload a document and click “Continue”, the app will take you to #7.
 - If you do NOT qualify for residency, click “Continue”. The app will take you to the next eligibility criteria.
5. **Program Participation**
 - Click on one of the programs listed in which you participate. (You can also indicate a program not listed.) If you do not participate in any of the listed government social programs or other programs, click “I do not participate in any Government Social Programs”. The app will take you to the last eligibility criteria.
 - If you do participate in a government social program, click “Continue” and upload supporting documents. A list of acceptable documents can be found on page 4 of this guide. Once you upload a document and click “Continue”, the app will take you to #7.



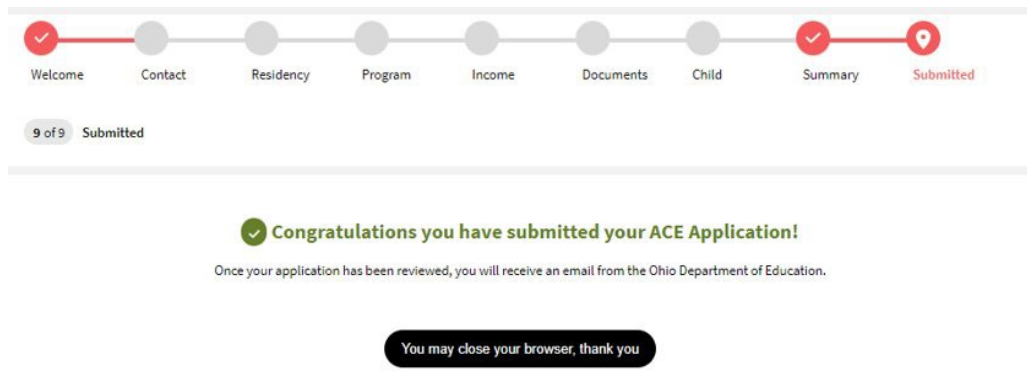
6. Household Income

- Click on one of the annual income sources. For more information on each income option, click the blue question mark button.
 - Enter the income, and the amount of people that reside in your household, click “Continue”.
 - Upload supporting documents on the next page. A list of acceptable documents can be found on page 4 of this guide. Once the file has been uploaded, click “Continue”. The app will take you to #7.

7. **Children:** Enter the name and date of birth for each child in your household for whom you are applying for an ACE account. You may add or remove children as needed to make corrections. Once you have added all children, click “Continue”.

8. **Pop Up Window:** Read the information, click the check box if you acknowledge the message and then click “Continue”.

9. **Summary:** The app will bring you to a summary page. Please review all information entered. If you notice a mistake, click the pencil icon next to the section you will need to correct. Once you have corrected it, click “Continue” until you are back to the summary page. Once information has been reviewed, click the confirmation box and click “SUBMIT”. If your application is successfully submitted, you will see the screen below. You should also receive a confirmation in your email inbox.



NOTE: Please check your inbox for additional emails from the Ohio Department of Education. We will notify you if your application has been reviewed or needs further attention. If you are eligible for the ACE program, you will receive an email to set up your ACE account with Merit International, Inc. Setting up your ACE account with Merit will allow you to begin submitting claims for your child. If you have trouble activating your account, please contact Merit at help@gomerits.com.



ACCEPTABLE DOCUMENTS

Residency

- A current (less than 90 days old) utility bill. The utility (electric, gas, water, sewer, cable/internet) bill **MUST SHOW MATCHING SERVICE AND MAILING ADDRESS** in the name of the parent/guardian. Post office boxes (except in rural areas where residents only have a PO Box) and cell phone bills that have no service address are not accepted.
- A monthly mortgage statement (less than 90 days old) **OR** lease/rental agreement (signed by lessee and lessor) **AND** a piece of current business mail (examples: pay stub, bank statement, insurance statement, car payment statement, etc.) with parent/guardian's name and address.
- If the student's parent/guardian has no utilities in his/her name, then the parent/guardian must provide **all three (3)** of the following:
 - A **signed and notarized statement** from the person (i.e., third party) with whom the parent/guardian and the student live or from whom they rent that confirms that they reside at the address. This letter must be from the third party, not the parent/guardian **AND**
 - A **copy of a current utility bill** in the name of that third party, **AND**
 - A **copy of a piece of current business type mail** in the name of the parent/guardian.

*Business mail would be items such as pay stubs, car notes, car insurance, monthly bank statements or official documents from a government agency. It must be a business with which the parent/guardian is currently doing regular business.

*NO credit card solicitations or service set-up work orders. NOTHING HANDWRITTEN.

Government Social Programs

- A copy of the parent/guardian's 1095-B form for 2022 (Medicaid)
- A copy of the parent/guardian's Benefits Determination Statement confirming program participation (SNAP, OWF)
- A copy of the parent/guardian's documentation confirming participation in other programs

Household Income

- **A copy of the most recent tax return or transcript.** Federal income tax returns from 2022 are acceptable for the remainder of 2022-23 school year and 2023-24 school year. Federal income tax returns for 2021 will not be accepted. Self-employed individuals must submit a copy of their federal income tax return.
- If a federal tax return or transcripts are not available, other income documents may be accepted. All the following applicable documents should be provided:
 - **Payroll check** stubs for the four most recent pay periods.
 - **Social security** determination letter showing gross amount of benefits or a form 1099 from the most recently completed calendar year.
 - **Pension or veterans' benefits** determination letter or form 1099.
 - **Child support payment** documents from the Child Support Bureau or court confirming the amount received.
 - **Alimony payment** documents from the agency or court confirming the amount received.
 - **Unemployment compensation** payment documentation showing the amount of benefits provided.
- If you received no income, please submit your previous year's federal tax transcript showing no income or showing that you did not file taxes,

Letters from a third parties party will NOT be accepted.