

Educational Service Center Contract Navigation FY2025

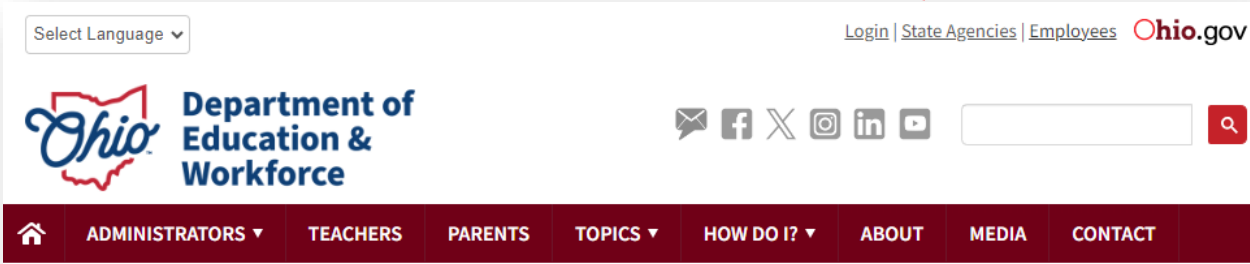


**Department of
Education &
Workforce**

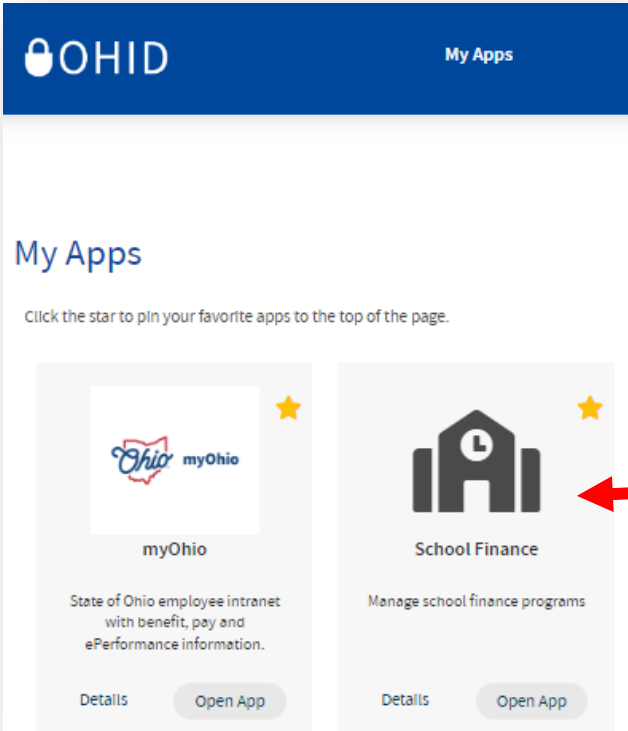
Navigating ESC Contract Module

Users can access the online ESC Contract in School Finance system through the Department of Education [OHID](#) secure web portal. Click on the Login link located at the top of the Department's home page. [Note: You must have an OHID account to sign in.]

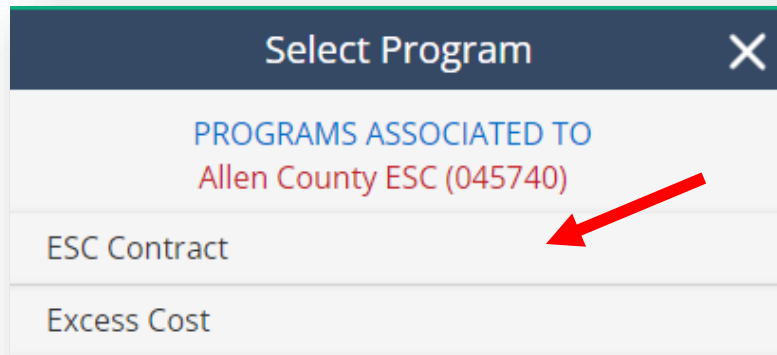
- 1. After clicking the **Login** sign-in link, you should be on a page with the box in the image below.



- 2. Follow the prompts to login into your **OHID** account.
- 3. Go to **MY WORKSPACE Applications** and select **School Finance**. Please note that you may have to scroll between several pages of apps available to you.



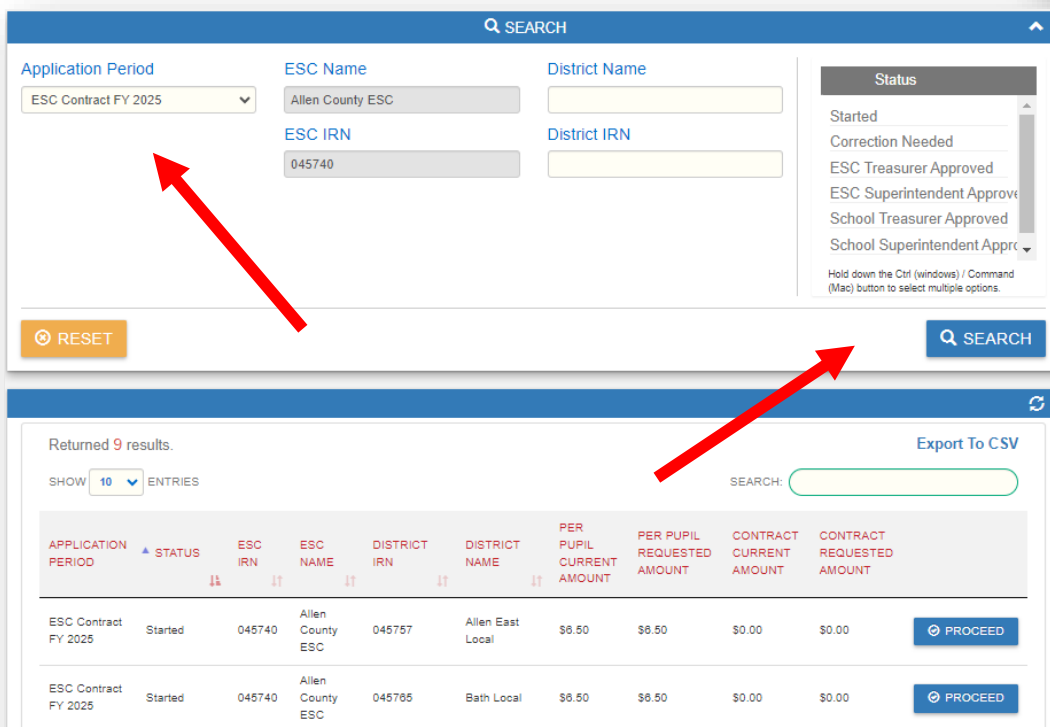
- You will land on your Dashboard. You can select **ESC Contract** from the menu or you can use the ESC Contract Status widget.



- The Department preloaded the ORC 3313.843 **\$6.50 per pupil amount** for your ESC and district as existed in FY 2024. You will see these contracts at the search section at the bottom of your screen.

For any district that had a higher than \$6.50 **negotiated per pupil amount** the negotiated amount was loaded if the contract has gone through all levels of approval. The ESC and a district should go through all levels of the approval process in order for the negotiated amount to be used for payments to the ESC in the new fiscal year.

- In the Application Period drop down select ESC Contract FY 2025 and click



7. Select a district and click



8. Edit the per pupil requested amount (if needed) and contract requested amount and click

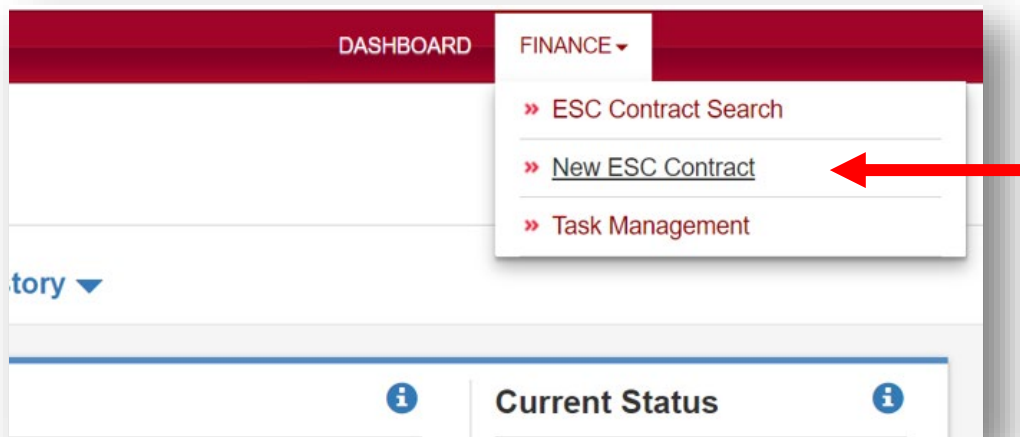


The dialog box is titled "Edit Contract Details" and contains the following information:

Fiscal Year	ESC Contract FY 2025
ESC	Ashtabula County ESC (045849)
District	Ashtabula Area City (043513)
Per Pupil Requested Amount	Contract Requested Amount
<input type="text" value="6.5"/>	<input type="text" value="2500000"/>

At the bottom of the dialog box, there are two buttons: a red "CANCEL" button and a green "SAVE" button.

9. If your ESC is going to provide services to districts, community schools or JVSDs that are **NOT** aligned to your ESC, select **New ESC Contract** from the **Finance** drop down.



10. Select a district from the drop-down list and click on **Create**. Edit the new contract by entering the amount of the contract and click on **Save**.

*Application Period
ESC Contract FY 2024

Contract Amount (Format: 100,000)
0

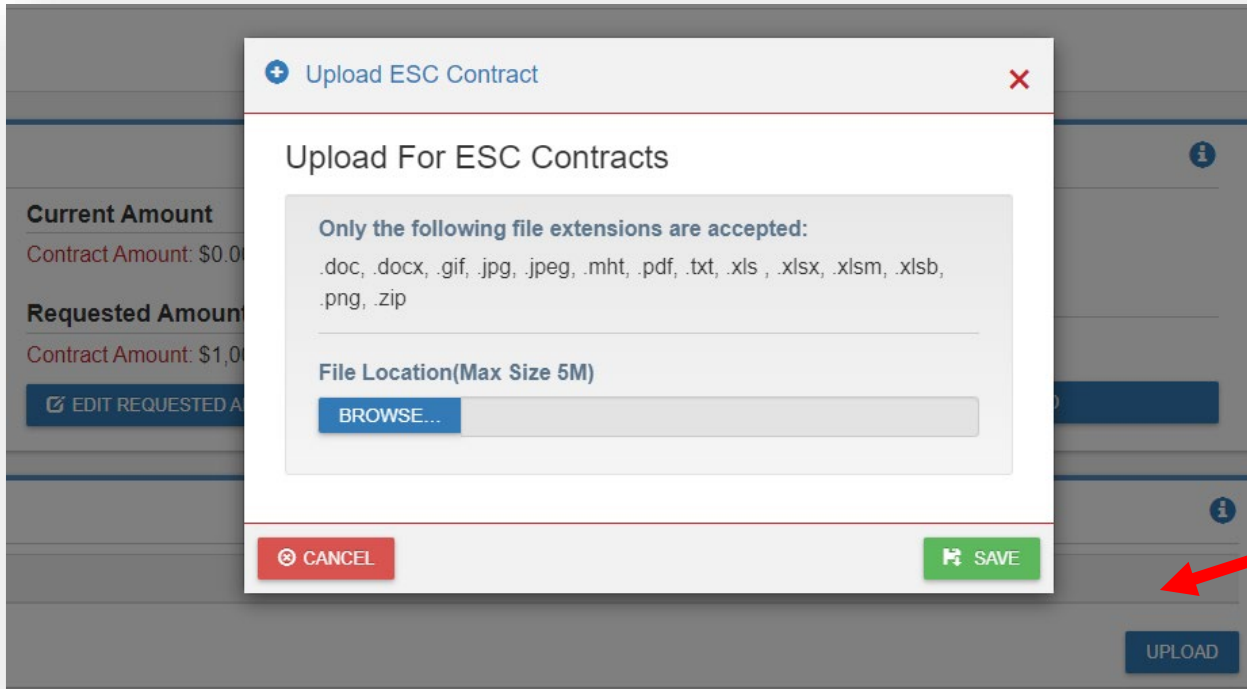
ESC
Ashtabula County ESC (045849)

*District
Please select ...

- Please select ...
- A+ Arts Academy (000556)
- A+ Children's Academy (013232)
- Academy for Urban Scholars Youngstown (013249)
- AchievePoint Career Academy - Cincinnati (017275)
- Ada Exempted Village (045187)
- Adams County Ohio Valley Local (061903)
- Adena Local (049494)
- AkroTech High School (020729)
- Akron Career Tech High School (019427)
- Akron City (043489)
- Akron Preparatory School (013254)
- Akros Middle School (012060)
- Albert Einstein Academy for Letters, Arts and Sciences-Ohio (013994)
- Alexander Local (045906)
- Allen East Local (045757)

CREATE

11. Upload the contract for services document in the **Documents** section.



12. Click on  to finish the agreement.

For the contract to be finalized and payment to flow, the following authorized representatives must approve in this order:

- ESC Treasurer**
- ESC Superintendent**
- District Treasurer**
- District Superintendent**

13. You've finished reporting your contract to ODE. The Department will deduct from state foundation payments to the traditional school district and pay to the ESC on a semi-monthly basis throughout the fiscal year. JVSD and Community school deductions will occur on a monthly basis starting in September.