New Participant Application Checklist

Thank you so much for your interest in Learning Aid Ohio. Below is a guide to the application process for your learner. You will see what each status means within the process. If you have any questions or need assistance, please contact the Learning Aid Ohio Team at **Info@learningaidohio.org.**

Step 1: *Set up an account*

- Apply at learningaidohio.org/become-a-learner/
- Verify account with email code.

Step 2: *Fill out the application*

Note: If you would like to receive a notification by text, please provide a cell phone number.

Please have required documentation ready to upload:

- Copy of applicant's Drivers License or other form of identification.
- The first page of your learner's Individualized Education Program (IEP).
    - IEP **MUST** be the signed finalized version.
    - IEP **MUST** have current effective dates.
    - Draft IEP's **WILL NOT** be accepted.

Additional documents that may be requested are:

- Placement Documents if the learner is in a foster or group home.
- Full IEP if requested by Learning Aid Ohio.
- Clarification of Learner's relationship to the applicant or placement.

Application Status Key	
Pending Review	The application is in the queue waiting for a Learning Aid Ohio staff member to review.
Awaiting Documents	A notification will be sent specifying what additional documents are required.
Reviewed	The application has been reviewed. The team does not require any additional information.
Approved	Your learner is approved for the upcoming semester and you will be able to begin booking at the start of the semester.
Waitlist	Your learner has been placed on the waitlist. You will be notified if additional funding becomes available or enrollment for the next semester opens.
Denied	Your learner may be denied for the following reasons: Over lifetime 10k budget, over income, or other specified circumstances.

Existing Participant Application Checklist

Thank you so much for your interest in Learning Aid Ohio. Below is a guide to the application process for existing ElevateDD Learner account holders. If you have any questions or need assistance, please contact the Learning Aid Ohio Team at **Info@learningaidohio.org.**

Step 1: Sign into your existing ElevateDD Learner Account

- If your Learner participated in the last semester, click **Reapply** next to the Learner's name on the dashboard.
- If your Learner participated in a semester previous to the last semester, click **Reapply Previous Semester Learner**.
- If you want to add a new Learner to your existing ElevateDD Learner account, click **Add Learning Aid Ohio Learner** from the left side menu.

Step 2: Fill out the application
Note: If you would like to receive a notification by text, please provide a cell phone number.

Please have required documentation ready to upload:
- Copy of applicant's (Account Manager's) Drivers License or another form of identification.
- The first page of your learner's Individualized Education Program (IEP).
    - IEP **MUST** be the signed finalized version.
    - IEP **MUST** have current effective dates.
    - Draft IEP's **WILL NOT** be accepted.

Additional documents that may be requested are:
- Placement Documents if the learner is in a foster or group home.
- Full IEP if requested by Learning Aid Ohio.
- Clarification of Learner's relationship to the applicant or placement.

Please note: Even if you submitted additional documentation in previous semesters, you will still need to upload the required clarifying documents each semester (if requested).

Application Status Key	
Pending Review	The application is in the queue waiting for a Learning Aid Ohio staff member to review.
Awaiting Documents	A notification will be sent specifying what additional documents are required.
Reviewed	The application has been reviewed. The team does not require any additional information.
Approved	Your learner is approved for the upcoming semester and you will be able to begin booking at the start of the semester.
Waitlist	Your learner has been placed on the waitlist. You will be notified if additional funding becomes available or enrollment for the next semester opens.
Denied	Your learner may be denied for the following reasons: Over lifetime 10k budget, over income, or other specified circumstances.