

FAMILY USER GUIDE

Welcome to Learning Aid Ohio!

You have been awarded funding and can now access your LearningOhio account! Please read this important information to find answers to frequently asked questions to help you navigate the site and program.

→ **ACCOUNT SET UP:** Your online account will be created for you with your username being sent to the email address you applied with. You will be required to create a password prior to logging in. We have a visual step-by-step guide for these instructions. (How to Access DaySmart Appointments)

DaySmart Appointments: After finding a learning provider you would like to interview, click “book now” on their bio; this will take you to the DaySmart Appointments login. Click “forgot password” and type in your email address. Check your email/spam/junk for ‘reset password’ email and follow instructions.

→ **FUNDS.** A Learning Aid Ohio grant is awarded per student. We recommend budgeting to allow tutoring throughout the whole session. These funds are for supplemental learning support and must be used appropriately and not misused. Please see specifications outlined below. **Funds awarded expire at the end of each session. You must re-apply for each session.**

HOW CAN I USE THESE FUNDS?

Your Learning Aid Ohio grant is to be spent on Learning Providers who provide ongoing, meaningful supplemental learning support and education services. These funds are not permitted to cover childcare costs or other purposes. We reserve the right to request additional information regarding sessions at any time. **If we identify the misuse of funds for any reason, we reserve the right to immediately remove you from the platform and ban you from future grants.**

We consider the following to be a misuse of funds:

- Appointments scheduled for longer than 2 hours, per student.
 - If multiple students have been approved for a grant, your household is limited to booking a maximum of 4 hours per day. A Learning Provider supporting a family for more than 4 hours a day is beyond the scope of the intentions of the program and is considered childcare.
- Appointments scheduled for more than 3 hours per week, per student.
- Exhausting grant funds in 8 weeks or less.
- Tutoring held during school hours in the school setting.
- Tutoring not provided in a 1 on 1 setting. (1 Learning Provider to 1 student)
- Booking appointments for an unapproved student.
- Spending over the amount awarded for one student if multiple students have been approved for a grant.
- Not canceling appointments that did not happen.
- Managing appointments outside of the DaySmart scheduling system.

FREQUENTLY ASKED QUESTIONS

WHAT IF I DON'T USE MY STUDENT'S FUNDS?

We understand that life gets busy, and some families do not get the opportunity to access the funds they were awarded. Families have 4 weeks after the start of the semester to let the Learning Aid Ohio team know that you would like to forfeit your awarded funds for it to not be applied to your lifetime balance awarded.

DO MY FUNDS EXPIRE?

- Funds not spent by the end of each semester expire and cannot be utilized after the expiration date.
- **Please note that not accessing your funds may impact eligibility for a grant in the future.** If you are having trouble getting started, reach out to info@learningaidohio.org for help.

Students awarded \$10,000 or more in Learning Aid Ohio grant funds will be placed on a waitlist in the event that demand exceeds available funding.

What does this mean for our students currently served by Learning Aid Ohio that have received \$10,000 in funding? You can and are encouraged to still apply! Only if we receive more applications than available funding, will students over the \$10,000 threshold be placed on the waitlist. As spots become available, the waitlist will be served on a first come, first served basis. This \$10,000 threshold is calculated per student, not per family and is based on the awarded amount (not amount spent). For example, Johnny has been awarded \$9,000 to date but the next grant award is for \$1,500. Johnny will not be placed on the waiting list because he has not hit the \$10,000 threshold. Johnny will be awarded a smaller package so as not to exceed \$10,000.

YOUR ACCOUNT: Your account is already created and loaded with a package. You will see this when you go to book a session in your DaySmart Appointments account. Sessions will be of no charge to you while you have a remaining balance. You can check your remaining balance under “Packages” in DaySmart Appointments, and it will show you how much \$ you have used.

BOOKING REQUESTS: When you request an appointment with a learning provider, you will get an email with a notification. Please check your spam folder if you do not see the email. **Your appointment is not confirmed until you hear from the learning provider.** Under “Appointment Details” in your appointment email, it lists the learning provider’s email address. Feel free to reach out to them directly or contact info@learningaidohio.org if your request has not been confirmed 24-48 hours prior to the appointment time.

- **Mandatory introductory interviews.** We **require** you to book interviews with learning providers you have not met prior to booking a paid session with them.
NOTE: The learning provider needs to confirm with you on how you will connect (by phone, Zoom, GoogleMeet, etc.) Please check your email to see if they have sent you information.
- **All PAID appointments must be booked online on your account to use your funds, or you will have to pay out-of-pocket for services.** Providers cannot book on your behalf. You cannot book verbally with a provider. The appointment must be made through the website to be paid with your funding.

FREQUENTLY ASKED QUESTIONS

- You cannot book same-day or next-day appointments. You must book with enough notice for the provider.
 - **CANCELLATIONS** If you need to cancel, please cancel more than 24 hours in advance of the service. Cancel appointments in DaySmart Appointments. If you do not cancel on the site, your account will be charged.
 - If you cancel with less than 24 hours' notice, your funds will be docked the amount of the service to pay the provider for the short-notice cancellation.

VIRTUAL INTERVIEWS or VIRTUAL SESSIONS: At this time, Learning Aid Ohio requires that all learning providers offer in-person services, but sessions can be virtual per the request of the family.

WHO CAN BE A LEARNING PROVIDER?

- Immediate family members, or anyone living in the same household as an approved student, cannot apply to be Learning Providers. Immediate family members include the student's siblings, parents or grandparents by blood, marriage, adoption, or guardianship.
- Businesses cannot be Learning Providers with Learning Aid Ohio. The site is built for individual contractors only. The person advertised on the platform must be the person who provides services.
- All Learning Aid Ohio providers are independent contractors.

WHAT IF I HAVE A LEARNING PROVIDER IN MIND ALREADY?

Great! This way of using the program has been highly successful. Please have them fill out a Learning Provider Application found under the For Learning Providers tab on our website. They will need a current Background Check (BCI) or active ODE License to be considered.

Please understand that there could be delays to the onboarding process, as approval is contingent on factors outside of Learning Aid Ohio's scope of control, particularly as it regards to BCI or ODE background checks and other required forms completed by the provider. While we are happy to share the status of your provider's application, we cannot predict the wait time. These efforts are to protect the safety and wellbeing of our students and as well as the integrity of the program. No exceptions can be made to this rule, and we cannot expedite the process.

HOW DO LEARNING PROVIDERS GET PAID?

Learning Providers will be paid directly by the site administrator, only when families book using their DaySmart account. If it is not on the calendar, the family is responsible for paying for services out of pocket. We cannot back pay providers for any appointments not on the calendar. Learning providers are paid according to the pay schedule outlined by the site administrator and can be found in the Learning Provider Welcome Guide.

WHAT DO I DO IF I NEED TO CANCEL AN APPOINTMENT?

- If an appointment is cancelled by a family less than 24 hours of the scheduled session time, the learning provider will be paid for the appointment and funds will be deducted from the family's account. The family or the Learning Provider must cancel the appointment ahead of time, so as not to charge the family account.
- If an appointment is cancelled by a Learning Provider, regardless of the timeline, the appointment should be cancelled online by the provider and the family's account should not be charged.

FREQUENTLY ASKED QUESTIONS

In the case of a Learning Provider “no-show” or last-minute cancellation, families need to notify info@learningaidohio.org within 24 hours to ensure funds are not subtracted from their total funds available.

If a tutoring session was held but not scheduled through the Learning Aid Ohio online platform, the Learning Provider will not be paid. All services must be scheduled through the Learning Aid Ohio platform at learningohio.com.

If you still have questions or concerns, please do not delay in contacting Learning Aid Ohio.

info@learningaidohio.org

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