



FY 15 FREQUENTLY ASKED QUESTIONS (FAQs)

(Remember you can click Ctrl F to do a word search on this document)

Q: How do I access the EDF Application for Reimbursement?

A. Input the URL in your browser: <https://edf.ohio.gov> OR <http://das.ohio.gov/EDFunds> or Click the link at myOhio/Career Resources/*Tuition-Education Reimbursement* OR the URL

Q: What do I need to do to be reimbursed?

1. Complete an EDF Application for Reimbursement in the EDF online application system.
2. Submit the following reimbursement documents 90 calendar days after the end of your course/event:
 - a. Proof of cost (Brochure, flyer, web page, provider letter that shows what the course/event costs)
 - b. Proof of payment (front and back of cancelled check, copy of credit card statement, paid receipt on provider letterhead all documents with name on it)
 - c. Proof of completion (Certificate of attendance or completion, grade, letter acknowledging attendance on provider letterhead)

Q: When will I receive my reimbursement?

A: Generally, within 30 calendar days from the date you submitted it in the EDF online application system

Q: How will I receive my reimbursement?

A. The eligible reimbursement amount will appear in your paycheck. For assistance to see your paycheck, you may view the job aid – Viewing Paychecks, in myOhio under the myOhio.gov Job Aids section.

Q: Now that I receive my reimbursement in my payroll check, is it taxable?

A: No, not unless the reimbursed amount exceed \$5250. There is no change from previous system.

Q: Does Employee Development Funds (EDF) offer prepay of tuition or for events.

A: Employees are responsible for payment to providers and must submit proof of payment and other required documents in order to receive reimbursement.

Q: How much money is allotted per employee group per fiscal year?

A: It depends on your employee group. See the policy that matches your employee group (e.g. if you are exempt view the Exempt policy, if you are a member of SEIU 1199 view the SEIU 1199 policy to see the eligible courses and individual group limits) The policies are posted on the EDF Web site. Also, there is a chart that lists the limits at the end of this document.



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ELIGIBILITY

Q: How do I find out if my school or college is accredited?

A: Coursework must be provided by accredited college or university named in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs. Click the following link and follow the directions to verify the status of your college or university name - <http://ope.ed.gov/accreditation/Search.aspx>.

Q: What grades are eligible to receive tuition reimbursement?

A: Employee must attain a "C" or better, or receive a "pass" if assessed on a pass/fail basis or satisfactory.

Q: Can I get reimbursed for "credit for life experience" if the university offers it?

A: Yes, if the experience meets the university criteria and the university meets the accreditation criteria and the college allows academic credit for the "credit for life experience."

Q: What is not eligible for reimbursement under the events program?

A: Generally, non-instructional fees including memberships, subscriptions, fees for licenses, certifications, matriculation, course fees, testing or examinations, computer hardware, software, non-instructional field trips, travel expenses e.g. parking, travel, food or lodging expenses.

Q: Can I be reimbursed if my federal student loan pays for all or part of the cost of the course?

A: Yes, because you have to repay the loan.

Q: Can I be reimbursed for courses or events paid for in part or in whole by scholarships, grants or military discounts?

A: No, scholarships, grants and military discounts do not have to be repaid. If a course or event is paid in part by a grant or scholarship and you paid for the balance, we will reimburse you for the part you paid.



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COURSE ELIGIBILITY

Q: How do I know if my class qualifies for reimbursement?

A: Courses/events are expected to provide knowledge and/or skills, which support the major job classifications as listed in the Classification Specifications manual posted on the DAS HRD Workforce Administration Web page.

POLICY & PROCEDURES

Q: Can I be reimbursed for the cost of my Social Worker's (Real Estate, Counselor, Nurse's etc.) examination or license?

A: No, licensing fees are not eligible for reimbursement through EDF. We will reimburse you for the coursework to prepare you for the licensing examination or continuing education courses to maintain your license.

Q: Will I be reimbursed for membership fees? (professional organization) ?

A: No, membership fees in professional organizations *are not* eligible for reimbursement through EDF.

Q: If a provider doesn't give proof of attendance for an event I've attended can I still be reimbursed?

A: No, Proof of attendance is required. You will be required to obtain a letter on the provider's letter or email from the provider's email account that certifies your attendance or completion of course/event. Your name, the event name and date of completion must be on the proof.

Q: How long do I have to submit my documents after my course/event is over?

A: You have ninety (90) calendar days from the last day of your course or event to submit your documentation.

Q: Can I be reimbursed for books?

A: Yes. Employees must attain a "C" or better, or receive a "pass" if assessed on a pass/fail basis or satisfactory. You must submit an itemized list of book charges and a paid receipt. EDF does not pay for taxes or shipping and handling.

Q: What are the alternatives to submitting online?

A: Contact the EDF office at EDFunds@das.ohio.gov if you do not have electronic resources to forward your reimbursement documentation.



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Q: If my application and/or documentation submission is not correct or incomplete, what will happen?

A: You will be notified of the error or missing information by email. You will have to **resubmit** the document with the correct and/or complete information then notify EDF by email (EDFunds@das.ohio.gov) that you resubmitted the documents.

Q: If I don't use all of my current fiscal year funding, will it carry over?

A: The funds expire at the end of the fiscal year.

Q: I was in the bargaining unit and now am an exempt employee. How long do I have to wait to use exempt benefits?

A: You are eligible when your new employment status is posted in OAKS HCM.

Q: Do I have to complete probation to participate?

A: If you are an exempt from the bargaining unit employee, you must complete your initial probation as a state employee to be eligible to participate **and your class/event has to start after your initial probation**. If you are a bargaining unit employee there are no restrictions regarding probation.

Q: Can I use events funds to take courses offered at a college or university?

A: Yes. If the course offers continuing education credits (CEU's) you must use events funds. If the course offers academic credits, you then use the tuition reimbursement fund.

Q: Are online seminars/workshops eligible for reimbursement under the Professional Development Events Policy?

A: Yes, if the event meets the criteria: 1) completed in the eighteen (18) months and 2) offers a certificate of completion or continuing education units (CEUs)

Q: If I get laid-off after my course/event starts will I still be reimbursed?

A. Eligible employees who as a result of a layoff are separated or moved to a bargaining unit are still eligible for reimbursement if all other requirements are met and the following conditions are in place:

- 1) Application for reimbursement of a course/event is submitted before the status change date in OAKS HCM.
- 2) The course/event start date is within 90 calendar days after the employment status change date in OAKS HCM.



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Q: Will I get release time to attend classes/events during working hours?

A: Authorization of release time for employees to attend classes/events is at the discretion of the employing agency, pursuant to their internal policies. Check with your personnel officer or supervisor.

Q: If my request for reimbursement is rejected is there an appeal process?

A: Yes, the request to appeal form is available on the DAS HRD Web site under Downloadable Forms. Complete the form and submit by email to the EDF office. You will receive a response within 30 days of receipt of the appeal.

Q: Where does the money come from?

A: The program is administered by the DAS Human Resources Division funds according to:

- Exempt employees: participating agencies contribute a set amount for each worked/approved leave hour for each full-time and part-time permanent exempt employee.
- Bargaining unit employees: the fund amount and individual limits are determined during collective bargaining and written into each bargaining unit contract.



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Clearing cache in **Firefox**

1. Click the "Firefox" menu in the top left corner.
2. Select the right arrow next to "History >," and click "Clear Recent History."
3. Make sure "Details" is expanded, then select "Cache" from the list. You will also need to uncheck all of the other boxes.
4. In the "Time Range to Clear" drop down, select "Everything."
5. Select "Clear Now."
6. Your computer will work for a moment, and the process will be complete. You've successfully cleared Firefox's Cache!
7. Close your browser window and re-open the EDF Reimbursement System

Clearing cache in **Chrome**

1. Once your browser is open, click the setting icon  at the top right to open the **Settings** menu. Then, select **Settings** and select **Advanced Settings** at the bottom of the page.
2. Under **Privacy**, click **Clear browsing data** window, then uncheck all of the other boxes. Then click the **Clear browsing data button**.
3. Your computer will work for a moment, and then the process will be complete. You've successfully cleared Chrome's Cache!
4. Close your browser window and re-open the EDF Reimbursement System



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The following table lists the maximum reimbursement limits per employee group per fiscal year. Note the maximum combined per year per employee. For FOP and SEIU employees the maximum total for events and/or tuition individually or combined is \$3,000. An exempt employee may only use \$1,500 for events per fiscal year and an OSTA employee may only use \$5,000 for events per fiscal year.

| LIMITS | EXEMPT | FOP B.U. 2 | OEA SCOPE B.U. 10 | OSTA B.U. 1 & 15 | SEIU 1199 B.U. 11 & 12 |
|--|----------------|----------------|----------------------|---------------------|---------------------------|
| Maximum Amount—Tuition | \$3,000 | \$3,000 | \$3,500 | \$7,500 | \$3,000 |
| Maximum Amount—Events | \$1,500 | \$1,500 | \$3,500 | \$5,000 | \$3,000 |
| TOTAL COMBINED MAXIMUM PER EMPLOYEE PER FISCAL YEAR | \$4,500 | \$3,000 | \$3,500 | \$7,500 | \$3,000 |