

Home Education Instructional Program



This document must be signed by the owner of the Home Education Instructional Program. If another individual oversees the administration of the Home Education Instructional Program for students participating in the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) or Personalized Education Program (PEP) scholarships, that individual must also sign this document.

To be an eligible expense for FES-UA or PEP funds, the program must:

- Be a program selected by the parent as a part of his or her home education or PEP scholarship student's parent directed instruction;
 - ◆ Private schools, virtual schools, and public or charter schools are not considered home education instructional programs.
- Provide courses and/or activities for home education students that enhance or enrich the student's learning opportunities;
- Have publicly available/reviewable program descriptions of courses and/or activities;
- Have a published tuition and fee schedule;
- Be operated in a physical location (cannot be online); and,
- Be a business organization (tuition and fees cannot be paid to an individual, except for regional program directors or designated liaisons of national home educational communities).

By signing this document, you affirm that you have read and understood each requirement as a provider of a Home Education Instructional Program under FES-UA or PEP.

Programs that do not meet the above requirements may be eligible under other expense categories. More details about the requirements to become an approved service provider are available in the program handbooks and purchasing guides.

Students attending a Home Education Instructional Program must be registered with their district as home education students (FES-UA) or with a Scholarship Funding Organization as a Personalized Education Program (PEP) student.

Full-time private tutoring programs are not eligible for payment as home education instructional programs and should refer to the Full-Time Private Tutoring participation agreement.



- I certify that I have read and understood Step Up for Students' policies and procedures. I understand that failure to abide by these policies and procedures may result in a loss of payment or loss of eligibility as a participating program for the FES-UA or PEP scholarships.

Home Education Instructional Program Name: _____

Program Owner's Name (Print): _____

Program Owner's Signature: _____

Additional Administrator Name (Print): _____

Additional Administrator Signature: _____

Facility Street Address: _____

Facility City, State and Zip: _____

- I certify that the above address is the physical location of student instruction for this program.

Once you have completed this form, upload it into EMA as part of your Service Offering submission along with a copy of your program descriptions and tuition and fees. All documents must be in PDF format.