



Private School

April 10th, 2025

Presented by Step Up For Students

OPEN HOUSE
Private School

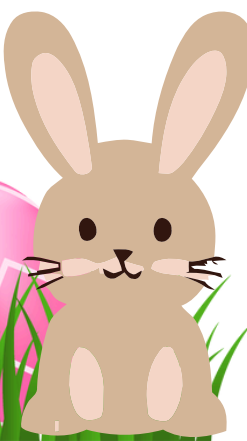
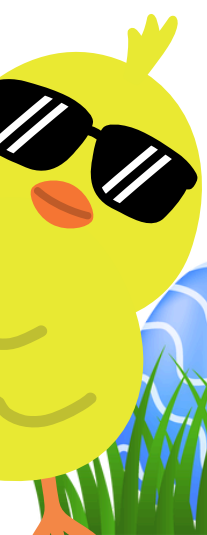
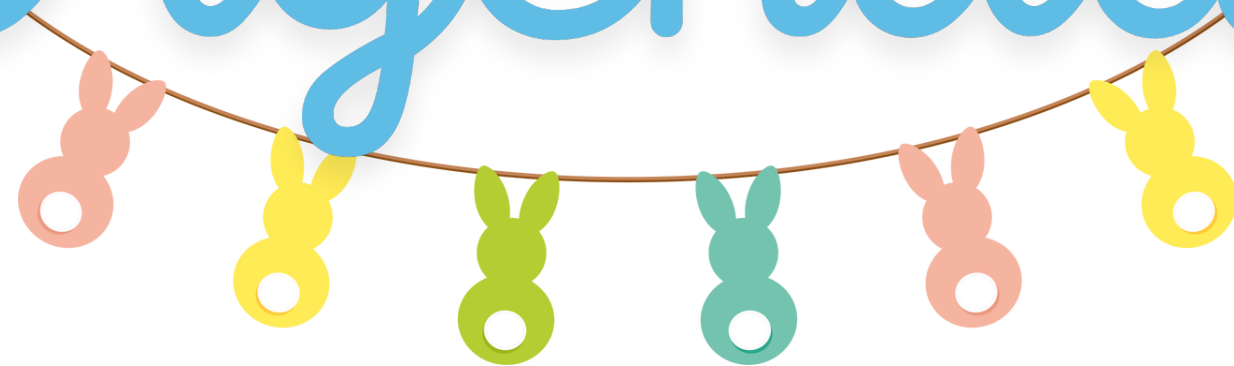




Private School

April

Agenda



Communications

Scholarship Updates

MyScholarShop: New Vendor Alert

Navigating MyScholarShop

Purchasing Guide Hot Topics

Questions & Answers

Helpful Links

Contact Information





Private School

Communications

Subject: ★ Private School Family Handbook Updates

Date: 03/24/25



Handbook Updates

Dear Parent/Guardian,

The 2024-25 Private School Scholarship (Florida Tax Credit and Family Empowerment Scholarship for Educational Options) Family Handbook and Purchasing Guide have been updated.

To access the material, click the links below:

Handbook

- [Private School Family Handbook](#)
- [One-pager highlighting changes to the Family Handbook](#)

Purchasing Guide

- [Private School Purchasing Guide](#)
- [One-pager highlighting changes to the Purchasing Guide](#)

Please be aware that handbooks may be updated periodically throughout the year. For the most current version, always refer to our website.

Thank you,

Step Up For Students

We're here to help:

Chat with a live agent at www.sufs.org.

Please [click here](#) to view our contact information.



Private School

Communications

Subject: 📌 Renew your student's
Private School Scholarship by April 30!

Date: 03/25/2025



Renew Your Private School Scholarship by April 30!

Please disregard if you have already submitted your application.

Hello.

If you would like to renew your student's Private School Scholarship for the 2025-26 school year, now's the time!

Important Details For Renewing Students:

📢 The renewal student application deadline is April 30, 2025, at 11:59 p.m. ET.

The application must be submitted by this deadline for the student to be reviewed as a renewal student. Please note that processing times vary and may take up to 30 days. To avoid issues, please make sure that you submit ALL required documentation with your application. Families will receive an email with status updates.

All applications submitted after this deadline will be considered new student applications.

📢 Renewal students must accept their Private School Scholarship by May 31, 2025, at 11:59 p.m. ET to maintain their renewal status.

If accepted after this deadline, the student will be considered a new student. *Note: Once your student is found eligible, you will receive an email with more information about how to accept the scholarship.*

[Click here to renew your scholarship](#)



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NEW

UPDATE

✓ Private School Scholarship Parent and Guardian Handbook (NEW)

- There is now a specific handbook for the Private School (FTC/FES-EO) Scholarships. There is no longer a combined handbook for FTC/FES-EO/PEP. The details within the Private School Handbook align with the details that were previously outlined for the Private School (FTC/FES-EO) Scholarship program in the FTC/FES-EO/PEP handbook.
- Added the "Authorized Use of Scholarship Funds" chart on the **last page** of the handbook.

March 2025 Purchasing Guide Updates March 2025



This guide will provide an at-a-glance overview of the March 2025 purchasing guide updates.

Please Note: There is **no longer** an [FTC/FES-EO/PEP Purchasing Guide](#). It has been replaced by a **new PEP Purchasing Guide** and a **new Private School Purchasing Guide**.

✓ Private School Scholarship Purchasing Guide (NEW)

- Removed PEP scholarship-specific eligible items and services.
- Added more information on "Product Safety" under the General Purchasing Provisions section to further describe when an item would not be considered eligible for a student due to safety.
- Grouped "Drafting Tables" with "Desks" in the At-Home Classroom Furnishings subcategory.
- Added [Eligible Postsecondary Institutions link](#) that lists all eligible postsecondary institutions.
- Removed "Family memberships to gyms, YMCAs, libraries, museums or other facilities" from Appendix A: Summary of Prohibited or Ineligible Items.



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Overview of Scholarship Programs

Unique Abilities: Students from age 3 through grade 12 or age 22, whichever comes first, who have a specific diagnosis or have an IEP. The student can be either enrolled as home education with the district or enrolled in a private school

Private School: The scholarship to attend an eligible private school, and any remaining funds can be accessed through your education savings account to further support your child's educational needs

PEP: For Florida students who are not enrolled full-time in a private or public school

New Worlds: The program benefits VPK and K-5 public school students who struggle early in reading and/or math skills

Transportation Stipend: Supports the transportation costs associated with traveling to a different public school than the one the student has been assigned



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2025-26 Scholarship Application Dates

	Private School Scholarship	Unique Abilities Scholarship	PEP Scholarship
Renewal Application Season	February 1 to April 30	February 1 to April 30	February 1 to April 30
New Application Season	February 1 to November 15	February 1 to November 15	February 1 to April 30

Applications submitted after the renewal deadline will be processed as a new application.
Families will have 30 days after the application deadline to accept or decline the scholarship.

English

Spanish

Fechas de Solicitud de Beca 2025-26

	Beca Escuela Privada	Beca Necesidades Especiales	Beca PEP
Temporada de Solicitud de Renovación	1 de febrero a 30 de abril	1 de febrero a 30 de abril	1 de febrero a 30 de abril
Temporada de Solicitud Nueva	1 de febrero a 15 de noviembre	1 de febrero a 15 de noviembre	1 de febrero a 30 de abril

Las solicitudes enviadas después de la fecha límite de renovación se procesarán como una nueva solicitud.
Las familias tendrán 30 días después de la fecha límite de solicitud para aceptar o rechazar la beca.



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Military Application Process



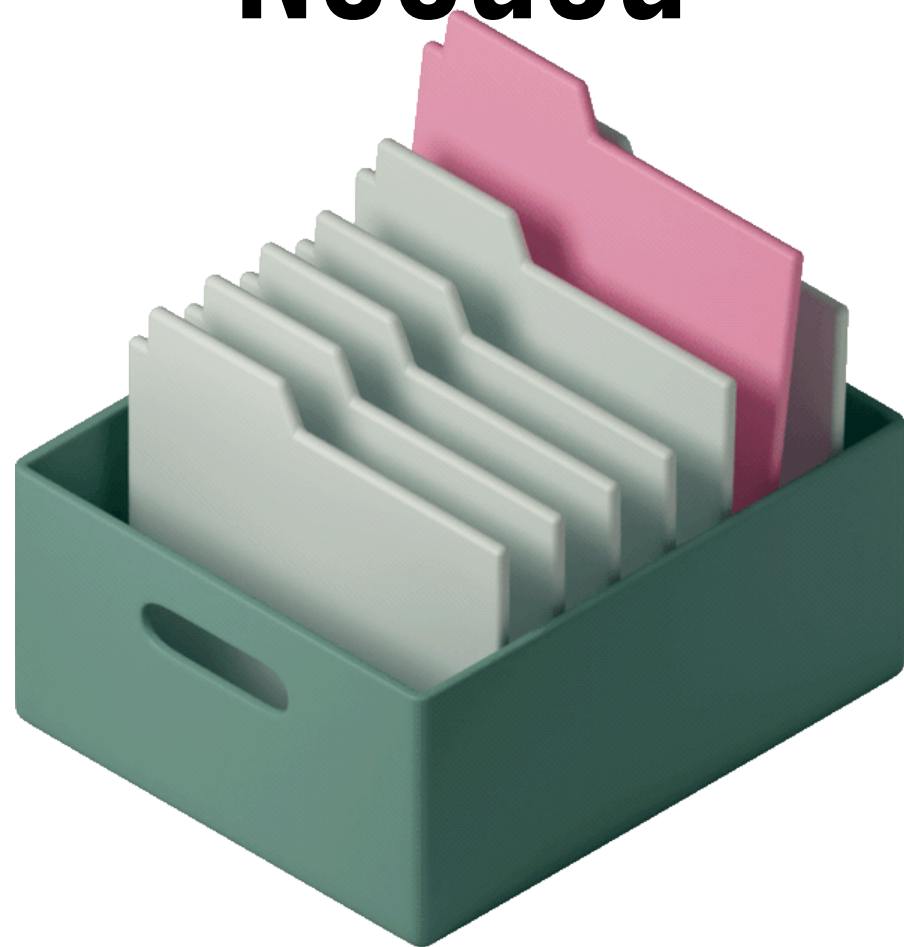
Dependents of active-duty members of the United States Armed Forces have the opportunity to apply for the Private School scholarship, Unique Abilities scholarship and the New Worlds scholarship throughout the school year. This initiative aims to support military families by easing the financial burden of education. Parents or guardians interested in this scholarship must initiate the process by contacting Step Up For Students at (877) 735-7837, where they can open an application for their student.



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Military Application - Documentation Needed



To successfully complete the application, parents or guardians need to provide specific documentation based on their residency status in Florida

- **For established Florida residents:**
 - A copy of the Service Member's Leave & Earnings Statement (LES) for the month of application
- **For renewal students moving out of Florida:**
 - A copy of the Permanent Change of Station orders
 - Leave and Earnings Statement
 - IRS Domicile 2058 or DFAS Form 702
- **For new students moving into Florida:**
 - A copy of the Permanent Change of Station orders





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Hope Application Process



Guardians applying for a Hope scholarship outside of the regular application season will need to call Step Up For Students at (877) 735-7837 to have an application opened for their student.

Starting with the 2024-2025 school year, students who have experienced a bullying incident as described in Florida statute may apply for a Private School Scholarship at any time during the school year, regardless of application deadlines. These scholarships will be funded even after the Department of Education's funding files have been submitted.

****Documents Needed:****

In addition to proof of residency, the Hope Notification Form must be completed by the principal of the public school from which the student is withdrawing.



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Switching to Another Scholarship

If you're considering switching from the Private School Scholarship to the PEP Scholarship or vice-versa, please do not decline your current scholarship. Instead, reach out to us at 1-877-735-7837 to initiate the switch!

However, if you're looking to change from the Private School Scholarship and to a Unique Abilities or New Worlds Scholarship, you must first decline your current scholarship. This will remove the student from the Private School Scholarship, making them eligible to apply for the other scholarships.

Remember, the deadline for switching to PEP is April 30, 2025.

Unique Abilities deadline for switching is November 15, 2025.



Private School

Click the link or scan the QR code
below to review the required
application documents.



[New & Renewal Student
Application Checklist](#)



2025-26 RENEWAL STUDENT APPLICATION CHECKLIST

Renewing your child's scholarship for a Private School (FTC/FES-EO), Unique Abilities (FES-UA), or PEP Scholarship requires certain documents for review and this guide is here to help you gather everything you need. If your student received funds in 2024-25, they're considered a renewal student.

Proof of Florida Residency:

Proof of Residency requires one document from Column A or two different documents from Column B. All documents must be current (dated within two months for recurring bills or statements), valid, and match the parent's or guardian's (primary or secondary) full name and the physical address on the application.

Column A Upload a copy of one of these documents	Column B Upload a copy of two of these documents
Utility bill (electric, gas, water)	Florida Driver's License or state-issued ID card
Mortgage statement or residential lease agreement	Paystub
Proof of current government benefits (Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF correspondence)	Insurance policy statement (auto, health, home, or renters)
Homestead or Property tax statement/assessment	Mortgage acceptance letter
Permanent Change of Station (PCS) military orders*	Property Deed
Verification of homelessness	<i>Please note: Both documents from Column B need to be from the same guardian and must be from different categories.</i>
Migrant Address Verification Letter	

*Active-duty members of the United States Armed Forces who do not have a Florida residential address at the time of application but have received Permanent Change of Station (PCS) orders must provide a copy of their PCS orders in the application documents and list the Florida address of the unit to which they are being assigned or from which they are being relieved.

Social Security Number

A Social Security Number will need to be entered for you and your student.

Note: FES applications require student social security numbers. If you or your student do not have a Social Security Number, leave this question blank. Your student will only be considered for a Private School Scholarship (FTC).

Diagnosis Documentation:

Additional documentation may be necessary for certain Unique Abilities Scholarship (FES-UA) applications. If your student previously qualified for the FES-UA scholarship under one of the following categories, you must submit documentation to demonstrate the student qualifies under an eligible diagnosis for the 2025-26 school year:

- Students who qualified as "high-risk" and who are turning 6 on or before September 1, 2025
- Students who qualified based on being hospitalized or homebound



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Click the link or scan the QR code
below to review the Renewal
Application process.



[Renewal Application Process](#)



Step Up For Students

Renewal Application Process

2025-2026

Florida Tax Credit (FTC) Scholarship, Family
Empowerment Scholarship for Educational Options
(FES-EO), the Personalized Education Program
(PEP) Scholarship





This is your student's unique identification number that will be needed for the engagement center to look up your student's account.

Award ID:

Give this number to an eligible private school of your choice for enrollment. This number changes yearly.



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What is *my* **ScholarSHOP** ?

What are the benefits of MyScholarShop?

- Vendors are paid directly through your child's scholarship account with no out-of-pocket costs.
- No reimbursement paperwork is needed.

How Does MyScholarShop Work? "Pick it, Click it, and Ship it"

Search for what you need as you would on any online store and find the items you want. Mark them as a favorite for later or check them out now! MyScholarShop will do the rest, including checking to ensure you have available funds. Don't forget to verify your shipping address before checking out!



You are not obligated to use MyScholarShop. You can purchase pre-approved instructional materials and curricula directly from vendors and then apply for reimbursement.



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MyScholarShop Vendor Alert




Company Name	Description of Services	Website
 Letterjoy	Each week, you'll receive a historical letter in your mailbox from notable figures like Benjamin Franklin and Sojourner Truth. Choose from topics such as World War II, the Industrial Revolution, and the Civil War, featuring a variety of eras and personalities. Each letter comes with “The Postscript,” an article providing background information from our expert researchers.	https://www.letterjoy.co/?srsltid=AfmBOoplbsYAtsFYFzlOsMUf_kRTRZ6B4ieFDqkjKtqfJy66YX0-jiWR
 Nicole the Math Lady	Nicole the Math Lady teaches Saxon Math and offers memberships for one-year access to lesson videos, online grading, and support tools for individuals, families, co-ops, and schools. Saxon Math uses a spiral method to introduce new skills daily while reviewing previous concepts. With her video lessons, students can effectively learn Saxon Math.	https://nicolethemathlady.com/



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MyScholarShop Vendor Alert

Company Name	Description of Services	Website
	Discover effortless baking and family bonding with our bake & explore kits. Each kit features recipe cards, quality Ingredients, and engaging activities. Create lasting memories as you bake and taste global treats together, strengthening family ties through the joy of cooking.	https://www.bakitbox.com/
	The "2 Hour Learning" model redefines education by allowing students to focus on their studies for just two hours each morning, using adaptive learning apps and AI tutoring to customize their experience. The rest of the day offers flexibility for activities that develop life skills and personal interests, promoting a balance between academic success and real-world experiences.	https://2hourlearning.com/
	Super Duper Publications creates fun educational materials for children ages 3 to 12, including games, workbooks, and online programs, with a focus on those with speech and language delays, developmental disabilities, and autism.	https://www.superduperinc.com/



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MyScholarShop Resources



Welcome to



NAVIGATING MyScholarShop In EMA

[Navigating MyScholarShop
in EMA](#)



PARENTS: FINDING PROVIDERS &
SERVICES IN THE MARKETPLACE

[Parents: Finding Services and
Providers in the Marketplace](#)



Private School

Private School Purchasing Guide pg. 8-10



Purchasing Guide Hot Topics



Florida Theme Parks & Field Trips





Private School

Florida Theme Parks & Field Trips

Private School Purchasing Guide pg. 8-10

Approved Florida Theme Parks & Field Trips



- Museum Admission
- Aquarium/Zoo Admission
- Programs or Events at Museums/Zoos/Aquariums
- Museum or Library Memberships
- Aquarium/Zoo Memberships
- Ticketed Events (including plays, musicals, or orchestral performances)
- Admission to Cultural Programming Events or Facilities
- Admission to an approved Florida theme park
- School Field Trip fees paid to an Eligible Private School





Private School

Eligible Florida Theme Parks

Please Note: An annual pass or multi-day ticket includes admission to more than one of the theme parks above in the same resort family.

Private School Purchasing Guide pg. 8-10



Magic Kingdom



Hollywood Studios



Universal Studios Florida



Animal Kingdom



Epcot



Islands of Adventure



Peppa Pig Theme Park



SeaWorld Orlando



Legoland Florida



Busch Gardens Tampa Bay



Private School

Florida Theme Parks & Field Trips

Private School Purchasing Guide pg. 8-10

Important Items To Note



- Student admission only- Family admissions reimbursements will be prorated to cover only the student's cost.
- The student's ticket price must be age-appropriate.
- Special event ticketing (for example, after-hours events) at a Florida Theme Park is not an eligible expense.
- Tickets or admission must be purchased directly from the venue/vendor.
- Secondary market or resale tickets are not reimbursable.




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Florida Theme Parks & Field Trips


Reimbursement in EMA for Field Trips




Please use 'Add Item' for each line item of your receipt/invoice.


edu benfit form .png  Your Receipt


ITEM 1

Purchase Date* 04/09/2025 

Invoice # 1223445

Category* ⓘ Instructional Material 

Type* ⓘ Field Trips 


Description ⓘ 

Amount*

Who did you pay?* ⓘ

Educational Benefit* ⓘ

Attach Additional Documents
You may attach any additional documents that include proof of payment.

 Upload a document

Select a Description

- Select a Description
- Cultural Programming Event or Facility Admission
- Eligible Home Education Instructional Program Field Trip
- Eligible Private School Field Trip (including Hybrid)
- Florida Theme Park Admission
- Museum or Similar Admission
- Museum or Similar Program or Event Admission
- Museum, Library, or Similar Membership
- State/National Park Admission
- Ticketed Event (including plays, musicals, or orchestral performances)
- Zoo/Aquarium Admission
- Zoo/Aquarium Membership



Private School

Florida Theme Parks & Field Trips

Private School Purchasing Guide pg. 8-10

RECEIPT

Total.....\$

Thank you for shopping!

- One reimbursement request for a Florida theme park ticket or annual pass can be submitted per scholarship student during the school year (July 1, 2024 - June 30, 2025).
- Additional services (e.g., parking, food and beverage packages, photographs, souvenirs, or premium access) are not covered.
- Theme park admissions must be within the state of Florida.
- Florida theme park admissions are eligible once a year, with a maximum reimbursement of \$299 plus tax.
- Season passes are eligible once a year, with a maximum reimbursement of \$299 plus tax.
- Out-of-state field trips and Florida theme park admission reimbursement requests require educational benefit documentation.



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Educational Benefit Form Explained

Please ensure all necessary questions are thoroughly answered and a detailed description is given for the educational benefit of that item, lesson, field trip.



Educational Benefit Form

Sample of Educational Benefit Form



Educational Benefit Form

Student Name: Johnny Doe

Student ID: 1234567890

Item for which reimbursement is requested (the item you purchased or plan to purchase):

Florida Theme Park Admission

What is the Educational Benefit of this item?

The park incorporates technology, engineering, and physics into its rides and attractions.

Discussions about how rides work, such as roller coaster mechanics or 3D/4D technology, can spark interest in STEM fields.

☒ I affirm scholarship program funds are used only for authorized purposes as described in ss. 1002.394(4) or 1002.395(6), F.S., as applicable, and serve the listed student's educational needs.

Parent Name: Jane Doe

Parent Signature: Jane Doe

PLEASE NOTE: Any violation of the FES/FTC scholarship statutes, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. Please see the Parent Handbooks for [FES-UA](#) or [FES-EO/FTC/PEP](#).

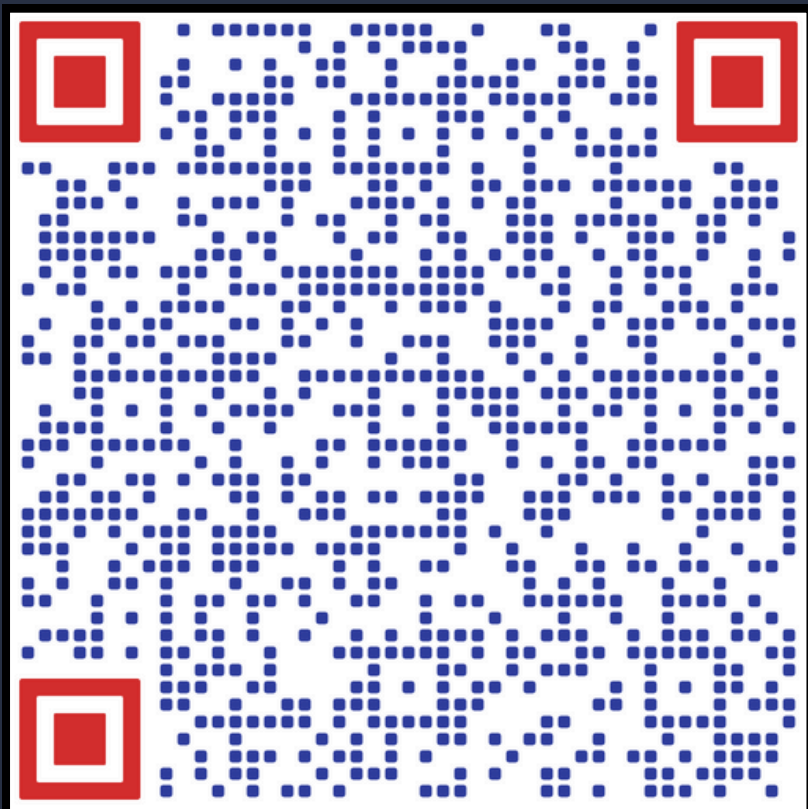


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Reimbursement Resources

Reimbursement Guide

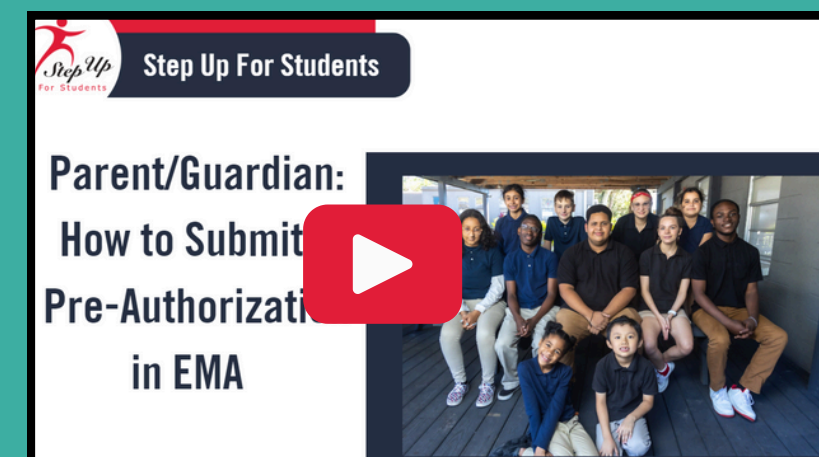
A step-by-step guide to submitting a reimbursement in EMA. Please scan the QR code, or you can click the link to access the presentation.



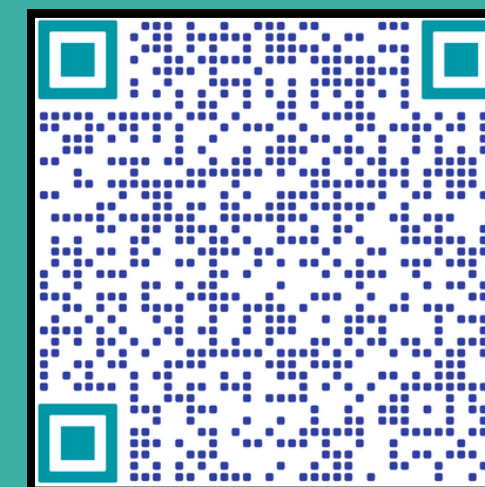
[Guardians Reimbursement Guide](#)

Pre-Authorization

To successfully submit a Pre-Authorization in EMA, follow this step-by-step guide: begin by scanning the QR code provided below, or click the link to access the detailed presentation. For a visual demonstration, you can also click the link to view the YouTube video that thoroughly explains the entire process ensuring you have all the necessary information at your fingertips.



[Pre-Authorization Presentation
YouTube Video](#)



[Pre-Authorization
Presentation](#)



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Handbook Highlight

At the end of your Private School Family Handbook, you can find a chart that outlines the authorized uses of scholarship funds.

Authorized Use of Scholarship Funds	Scholarship Program				Payment Method
	FES-UA	FTC/FES-EO	PEP	NWSA	
Instructional materials	X	X	X	X (DP)	DP or R
Curriculum and curriculum materials	X	X	X	X (DP)	DP or R
Tuition and fees for:					
Full-time, in-person private school	X	X			DP or R
Part-time, in-person eligible private school	X		X		DP or R
Hybrid private school			X		DP or R
Home education instructional programs	X		X		DP or R
Eligible postsecondary institution	X	X	X		DP or R
Dual enrollment	X	X	X		DP or R
Approved pre-apprenticeship programs	X	X	X		Reimbursement
Approved online or virtual provider	X	X	X		DP or R
Private-pay Florida Virtual School	X	X	X		DP or R
Approved VPK program provider	X				DP or R
Approved school readiness provider	X				DP or R
Standardized testing fees	X	X	X		DP or R
Contracted services provided by a public school or school district	X	X	X		DP or R
Private tutoring					
Full-time private tutoring	X		X		DP or R
Part-time private tutoring	X	X	X	X (DP)	DP or R
Services provided by a Choice Navigator	X	X	X		DP or R
Contributions to approved college savings programs					
Stanley G. Tate FL Prepaid College Program	X				Reimbursement
FL 529 Savings Program	X				Direct Pay
Specialized services by approved providers or a Florida hospital					
Applied behavior analysis	X				DP or R
Speech-language pathologist services	X				DP or R
Occupational therapy services	X				DP or R
Physical therapy services	X				DP or R
Listening and spoken language specialist services	X				DP or R
Fees for specialized summer education programs	X				DP or R
Fees for specialized after-school education programs	X				DP or R
Fees for summer education programs that improve reading, literacy, or math skills				X (DP)	Direct Pay
Fees for after-school education programs that improve reading, literacy, or math skills				X (DP)	Direct Pay
Transition services provided by job coaches	X				Reimbursement
Annual home education evaluation fees	X				DP or R
Fees for horse therapy	X				DP or R
Fees for music and art therapy	X				DP or R

"DP" = Direct Pay through EMA or MSS; "R" = Reimbursement. All NWSA purchases must be made by Direct Pay



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We are excited to announce that the Private School Family Handbook and Purchasing Guide are now available! This comprehensive resource is designed to assist parents in navigating the essential information and tools needed for their child's success. Inside, you'll find valuable insights, guidelines, and tips to make informed decisions regarding your child's education and well-being. Be sure to check it out and empower yourself with the knowledge to support your family effectively!



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Guardian Handbook & Purchasing Guide Resources



[Private School
Family Handbook](#)

Please scan the QR code
or you can click the link
to access the Guardian
Handbook or the
Purchasing Guide



[2025-2026
Purchasing Guide](#)



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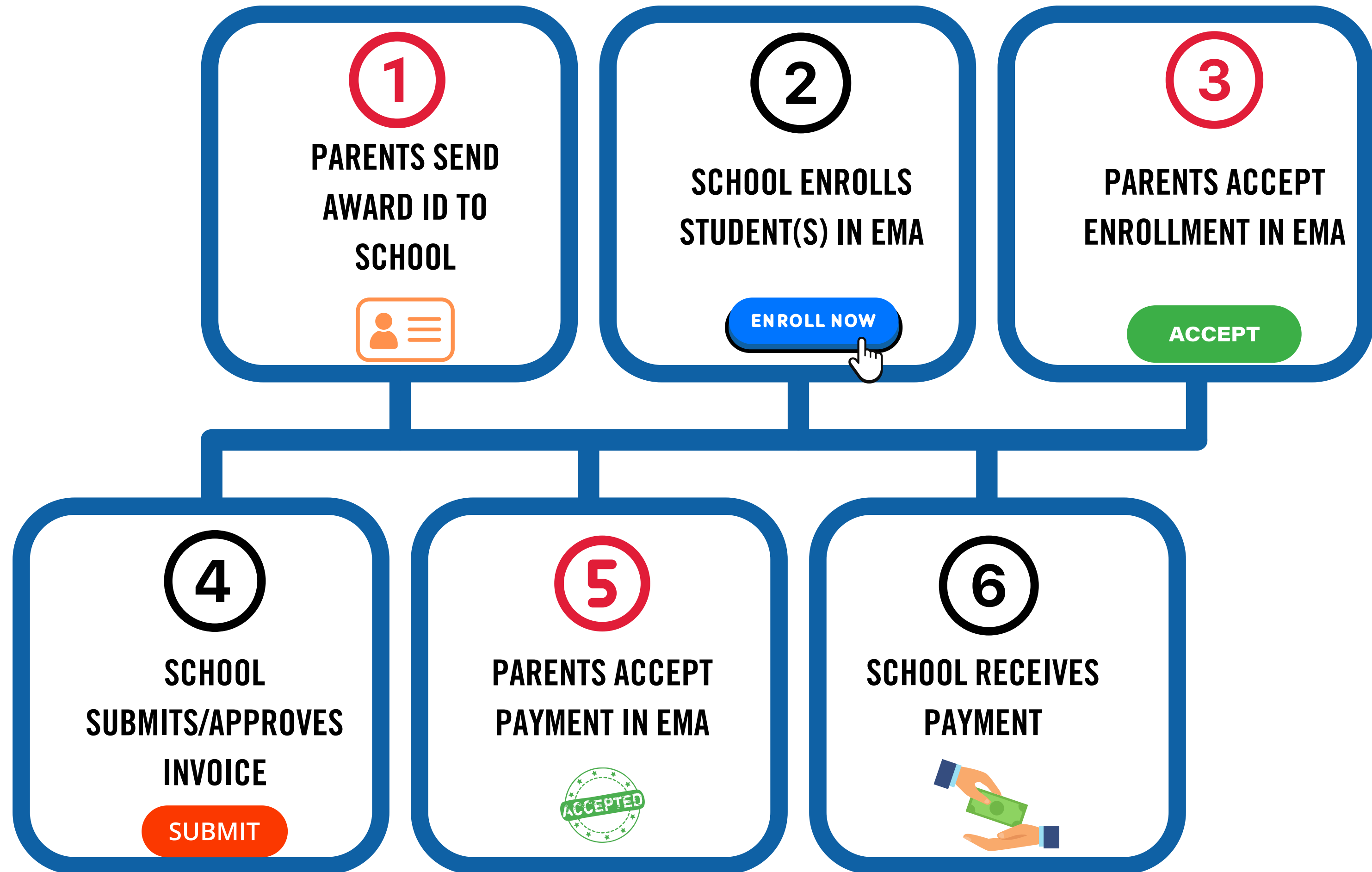
ATTENDANCE



Statute: 1003.24

Parents/guardians must adhere to the attendance policy set forth by their child's school, as outlined in the school's attendance policy. Step Up For Students does not establish or have influence over the attendance policies of participating eligible private schools. It is the responsibility of private schools to comply with the compulsory attendance regulations established by the Department of Education.

WHAT ARE THE STEPS TO ENROLLMENT WITH STEP UP?





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At this time we do not have the staffing for live Q&A sessions during the webinars but all questions turned in after the webinar are reviewed and we do our best to answer them in the following month's webinar.





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**When will the governor
sign the budget?**



**Finalized award amounts
will be announced once the
Governor signs that budget,
which will be no later than
July 1st.**



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Q: Is there an approximate timeframe on when Step Up will inform parents of an award decision?

A: Applications with all required documentation will be processed in the order received. Students will be issued award IDs as they are found eligible.

Q: Do all children living in the household need to be on the same scholarship?

A: It is not necessary for all children residing in the same household to receive the same scholarship; they can each be awarded different scholarships.



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Previous FTC/EO Open Houses



[January Open House](#)



[February Open House](#)



[March Open House](#)



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Looking Ahead: Here are the
registration links for the
upcoming Open Houses



[New Worlds Open House](#)

May 14, 2025



[Unique Abilities Open House](#)

April 17, 2025



[Private School Open House](#)

May 8, 2025



[PEP Open House](#)

April 24, 2025

**REGISTER
NOW!**



Private School

Are you looking for additional
helpful videos?
Scan the QR code or click the link
below...



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Hope WV Provider

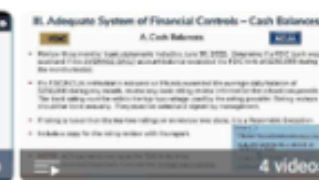
[View full playlist](#)



1 video

Hope WV Parent

[View full playlist](#)



4 videos

Step Up Schools

[View full playlist](#)



7 videos

Step Up Parents

[View full playlist](#)



3 videos

Step Up Parent

[View full playlist](#)



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Contact Us

Monday-Friday 8:00am-5:00pm EST



Chat with us sufs.org



877-735-7837



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Thank you for attending!

Upcoming webinar: May 8th, 2025

[Registration Link](#)