



Family Empowerment Scholarship for Unique Abilities (FES-UA)

Open House

May 16th, 2024



Agenda

Scholarship Updates & Reminders

Funding Updates

MyScholarShop: New Vendor Alert

EMA: Enrollment for Parent/Guardians

Please note: We do not have the Q&A option available; but you can submit questions in the post-webinar survey.





Scholarship Updates



Dear Parent/Guardian,

We would like to share some exciting news!

After a year of history-making growth, and for the first time in 16 years, Step Up For Students is welcoming a new chief executive to lead our efforts to expand educational opportunities for Florida students.

Our new CEO, Gretchen Schoenhaar, comes to us from Barclays, a top-10 global investment bank. Her two decades of executive leadership have focused on improving payment systems, integrating technology to delight customers, and skillfully navigating government regulations.

Gretchen brings a skillset from another industry that will be critical to ensuring Step Up delivers on our most essential task: empowering families to customize their children's education by delivering scholarship funding as seamlessly as possible.

**Subject: Exciting news from Step
Up For Students!**
Sent: 04/30/2024

Reimbursement Best Practices



Need help identifying the proper documentation needed when submitting a reimbursement?


We have some help for you. Use the link or the QR code to access our newest resource, “Reimbursement Best Practices for Families.”

[Reimbursement Best Practices for Families](#)



FES-UA Student Application Checklist



 **Renewal Student Application Checklist**

Documents required for all renewal applications (FTC, FES-EO, FTCPEP and FES-UA)
 A student is considered a renewal if funded for the 2023-24 school year.

Proof of Florida residency (for primary parent/guardian only)
 All documents must be current (within 2 months from the submission date, if a recurring bill/statement), valid, and match the primary parent's/guardian's full name and the current physical street address provided on the application.
 Proof of Residence can be established with one document from Column A or two different documents from Column B.


Column A (upload one document)	Column B (upload two different documents)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
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	Automobile insurance statement*
Homestead or Property tax statement/assessment	
Permanent change of station (PCS) military orders	
Homeless Verification or Certificate	
Migrant Address Verification Letter	
Property deed	

*A secondary document is necessary.
 New for the 2024-25 school year: Proof of residency is no longer required for secondary guardians.

The application checklist for new and renewals can be found using the link below.

[Application Checklist](#)

**Application Season is Open
 24 – 25 SY**

 **New Student Application Checklist**

Documents required for all new applications (FTC, FES-EO, PEP and FES-UA)

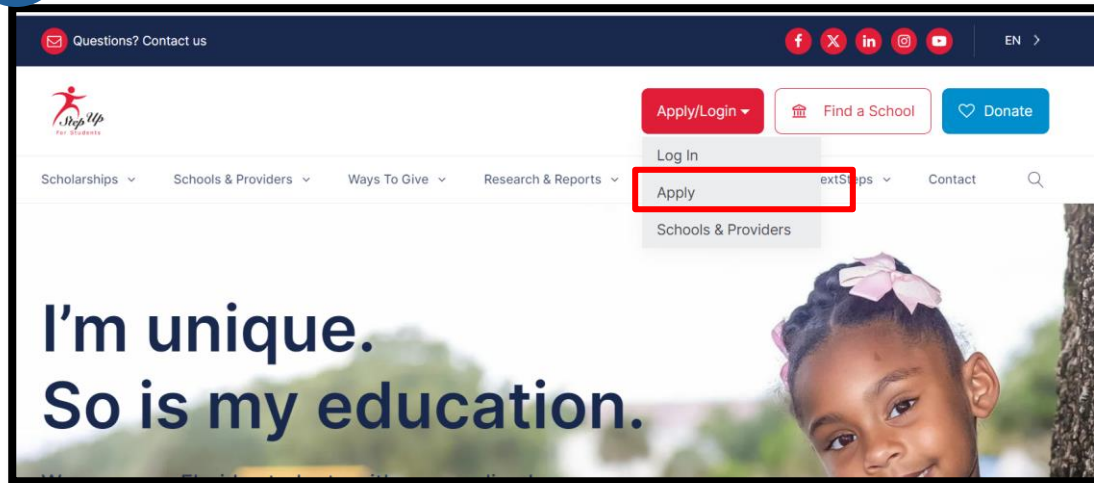
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Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	*A secondary document is necessary.
Property deed	

New for the 2024-25 school year: Proof of residency is no longer required for secondary guardians.

FES-UA Application Resources

1



1. Visit stepupforstudents.org
2. Click on the red **“Apply/Login”** tab at the top of the page
3. Select **“Apply”** in the dropdown

2

A screenshot of the FES-UA application resources page. The page features several icons for different programs: FTC/FES-EO/PEP, FES-UA, New Worlds, Hope, and Transportation. The 'Unique Abilities Scholarship' section is visible, along with 'Helpful Tips' and a list of application steps. A sidebar on the right, titled 'Resources', is highlighted with a red border and contains a list of links for various scholarship programs and application processes.

4. Scroll down until you see the blue box titled, **“Resources”**

5. Under the FES-UA section you will see all the resources mentioned for Season Open

Resources

- Scholarship Application Checklist
- Agreed-Upon Purchasing Guidelines
- Document Library

FTC/FES-EO/PEP

- FTC/FES-EO Purchasing Guide
- Renewal Families: Application Process Video
- Renewal Families: Application Presentation
- New Families: Application Process Video
- New Families: Application Presentation
- Adding a Student in EMA: New and Renewal

FES-UA

- FES-UA Purchasing Guide
- Renewal Families: Application Process Video
- Renewal Families: Application Presentation
- New Families: Application Process Video
- New Families: Application Presentation
- Adding a Student in EMA: New and Renewal

NEW
MyScholarShop
VENDORS



MyScholarShop New Vendors



<p>My Zoo Box https://www.myzoobox.com/</p>	<p>Students learn about the wonderful animal world through play and exploration. Foster Curiosity About Animals, Develop Fine Motor Skills, Exposure to Letter Forms and Letter Sounds, Build Math Skills and Number Sense.</p>	<p>Subscription Zoo Store with boxes of activities and stuff animals</p>
<p>Beautiful Feet Books Homeschool Curriculum Through Literature (bfbooks.com)</p>	<p>K-12 homeschool curriculum for history, geography, and science. Pick a subject, choose a grade level, and enjoy the joy of learning. You can teach multiple grade levels at once and comes with Open-and-go teacher guides.</p>	<p>K-12 Books Packs by Subject</p>
<p>Beautiful Discovery Box https://www.cratejoy.com/</p>	<p>For kids (and their adults!) to learn math, art, science & code by decoding nature's patterns. Each month's box has interactive models, art materials, Life skills, puzzles, science, technology, Engineering, math and a webpage full of videos.</p>	<p>Subscription</p>
<p>Demme Learning Demme Learning</p>	<p>Focused on math, spelling, grammar, and writing A distinctive set of manipulatives to deepen understanding, increase retention, and illustrate concepts.</p>	<p>Learning set in every subject</p>
<p>Crafter Home Crafter</p>	<p>Craft project, from weaving and macrame to jewelry-making and dyeing techniques. Box contains high-quality tools and materials necessary to complete a project from start to finish, we provide access to exclusive video workshops.</p>	<p>Subscription</p>



Enrolling Students in EMA For Parents/Guardians

2024 – 2025 SY for Parents/Guardians

Please Note:

This function is only for eligible private schools in Florida that can bill tuition and fees directly to families on the Florida Tax Credit Scholarship (FTC), Family Empowerment Scholarship for Educational Options (FES-EO), and Family Empowerment Scholarship for Unique Abilities (FES-UA).

2024 – 2025 SY for Parents/Guardians

Identifying next steps...

After a student is awarded, the enrollment cycle begins. Schools and scholarship families must work together to ensure that the following steps are taken:

1. **Schools** must set up their 2024 – 2025 profile in EMA.
2. **Parent(s)/Guardian(s)** must locate the student's award ID number and submit it to their eligible school of choice.
3. **Schools** will use the award ID to enroll students in EMA.
4. **Parent(s)/Guardian(s)** will be prompted in EMA to accept the enrollment request and approve scholarship payments.

Schools must confirm student admission and parents must approve each payment to schools before scholarship funds may be transferred from the student's account by the SFO.

2024 – 2025 SY for Parents/Guardians

To locate the Award ID of a student on the parent/guardian dashboard, follow the steps below:

1. Log in to your EMA Account.
2. Scroll down to the Guardian Dashboard and locate the "My Students" section. Alternatively, click on the "My Students" menu option.
3. Review the scholarship status section and write down the Award ID.
4. Provide the Award ID to the participating school.

*If your student is not displayed, you may need to select "**View All**" to see all of your students.*

2024 – 2025 SY for Parents/Guardians

The screenshot displays the Scholarship Portal interface. On the left is a navigation menu with items: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and 'Renewal'. It features two 'NEW' callouts (red circles with stars) pointing to the 'Action Items' and 'My Students' sections. The 'Action Items' section shows a task: 'Update "On Hold" New Worlds Scholarship Accounts Application'. The 'My Recent Applications' section lists four applications with their statuses: 2024-2025: FTC (DRAFT), 2024-2025: FES-UA (SUBMITTED), 2023-2024: New Worlds: John Smith (ON HOLD), and 2023-2024: FES UA (COMPLETE). The 'My Students' section displays three student profiles with their award details and 'VIEW STUDENT' buttons.

Application	Status
2024-2025: FTC	DRAFT
2024-2025: FES-UA	SUBMITTED
2023-2024: New Worlds: John Smith	ON HOLD
2023-2024: FES UA	COMPLETE

Student	Award	Status
[Redacted]	FES-UA (24-25)	Pending
[Redacted]	FES-UA (23-24)	Funded
[Redacted]	FTC (24-25)	Draft

Let's go over the latest improvements that have been made to the parent experience.

Two New Sections:

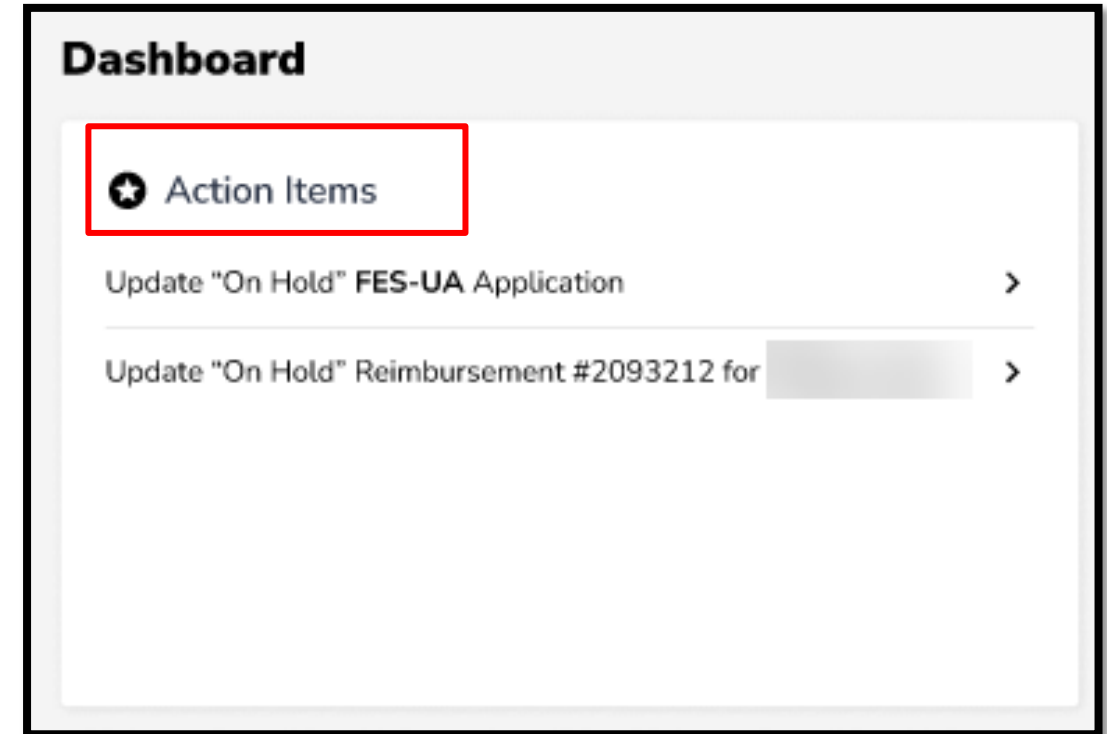
- Action Items
- My Students

2024 – 2025 SY for Parents/Guardians

Action Items

Action Items: in EMA are limited to On-Hold applications or reimbursements requiring guardian action.

Clicking on the line item takes the parent/guardian directly to the corresponding section.



2024 – 2025 SY for Parents/Guardians

My Students

FES-UA (24-25) Pending
Award ID: Pending ⓘ
Program Award Amount: Pending ⓘ

New Worlds Scholarship Accounts (23-24) On Hold
Award ID: Pending ⓘ
Program Award Amount: Pending ⓘ

[VIEW STUDENT](#)

FES-UA (23-24) Funded
Award ID: [redacted] ⓘ
Program Award Amount: \$10,000.00 ⓘ

★ Enrolled in EMA with YOUNG KIDS IN MOTION ACADEMY INC (8/21/23)

[VIEW STUDENT](#)

FTC (24-25) Draft
Award ID: Pending ⓘ
Program Award Amount: Pending ⓘ

FES-UA (23-24) Funded
Award ID: [redacted] ⓘ
Program Award Amount: \$10,000.00 ⓘ

★ Enrolled in EMA with YIN YANG ACADEMY (8/21/23)

[VIEW STUDENT](#)



2024 – 2025 SY for Parents/Guardians

Student on the Parent/Guardian Dashboard

Parents/guardians can use this section to keep track of their child's application and enrollment status. The Award ID, the name of your child's school, and the amount of their program award can be viewed. This will give you a fresh perspective on your child's academic progress.

It's important to note that the program award amount reflects the amount that the student was awarded, *not* the amount currently available.

The screenshot displays a dashboard for a student's application and enrollment status. At the top, there is a blurred header area. Below it, two application entries are listed:

- FTC (24-25)**: Status is **Draft**. Award ID is Pending. Program Award Amount is Pending.
- FES-UA (23-24)**: Status is **Funded**. Award ID is [blurred]. Program Award Amount is \$10,000.00.

Below the application entries, a star icon indicates the student is **Enrolled in EMA with YIN YANG ACADEMY (8/21/23)**. At the bottom of the dashboard, there is a **VIEW STUDENT** button.

2024 – 2025 SY for Parents/Guardians

Please Note:

You can only view your student's available funds by going to the **"My Students"** page, then clicking on 'View Student'.

2024 – 2025 SY for Parents/Guardians

New Families



Dashboard

My Students

Recent Transactions

Help

Locating a student Award ID

Locate a student's Award ID under the "My Students" tab in the menu. This menu will display all the students listed on the account.

Select "View Student" at the bottom of the student box.

Renewal Families



Dashboard

Reimbursements

My Students

Marketplace

Recent Transactions

Help

2024 – 2025 SY for Parents/Guardians

The screenshot displays a 'My Students' dashboard with three student profiles:

- Kimora:** New Worlds Scholarship Accounts (23-24) - Draft. Award ID: Pending. Program Award Amount: Pending. [VIEW STUDENT](#)
- Kammy:** FTC (24-25) - Draft. Award ID: Pending. Program Award Amount: Pending. New Worlds Scholarship Accounts (23-24) - On Hold. Award ID: Pending. Program Award Amount: Pending. [VIEW STUDENT](#)
- Bella:** New Worlds Reading Scholarship Accounts (22-23) - Funded. Award ID: Pending. Program Award Amount: \$10,000.00. [VIEW STUDENT](#)

A blue arrow points to the 'VIEW STUDENT' button for Kammy.

You can now view student details at a glance, similar to the dashboard view. If you wish to view more details, select **'View Student'**.

2024 – 2025 SY for Parents/Guardians

Please Note:

Each student will have their own information box displaying application details, such as the:

- Award ID
- Program Award Amount
- Current Funds Available
- Student Status
- Enrollment Information

The screenshot shows a user interface for viewing student information. It features two main sections, one for a 'Draft' program and one for a 'Funded' program. Each section lists the program name, award ID, program award amount, and current funds available, with information icons next to the award ID and amounts. The 'Funded' section also includes enrollment information and a 'VIEW STUDENT' button.

FTC (24-25) Draft

- Award ID: Pending ⓘ
- Program Award Amount: Pending ⓘ
- Current Funds Available: Pending ⓘ

FES-UA (23-24) Funded

- Award ID: [REDACTED] ⓘ
- Program Award Amount: \$10,000.00 ⓘ
- Current Funds Available: \$7,480.00 ⓘ

★ Enrolled in EMA with YIN YANG ACADEMY (8/21/23)

[VIEW STUDENT](#)

2024 – 2025 SY for Parents/Guardians

Enrollment Requests NEW

Please review the pending enrollment request(s) for your student(s) below. Enrollment in the EMA platform is required for FTC/FES-EO private school scholarship students. Enrollment in the EMA platform is necessary for direct payment to schools for FES-UA scholarship students.

2024-2025

Smith Elementary

- 📅 Start Date: 8/15/2024
- 💰 Annual Tuition & Fees: \$5,000.00
- 🔍 Discount: \$1,000.00 ⓘ
- 💵 Amount Due To School: \$4,000.00 ⓘ

Please note the Amount Due To School should not be higher than a student's scholarship annual award amount.

If the Amount Due To School is equal to the amount you owe the school from your student's scholarship please confirm enrollment. If this amount is not correct or if your student will not attend this school please select decline enrollment.

- Confirm Enrollment
 Decline Enrollment

SUBMIT

2024-2025

Alachua Special Education

- 📅 Start Date: 8/15/2024
- 💰 Annual Tuition & Fees: \$5,000.00
- 🔍 Discount: \$1,000.00 ⓘ
- 💵 Amount Due To School: \$4,000.00 ⓘ

Please note the Amount Due To School should not be higher than a student's scholarship annual award amount.

If the Amount Due To School is equal to the amount you owe the school from your student's scholarship please confirm enrollment. If this amount is not correct or if your student will not attend this school please select decline enrollment.

- Confirm Enrollment
 Decline Enrollment

SUBMIT

2024-2025

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Please note the Amount Due To School should not be higher than a student's scholarship annual award amount.

If the Amount Due To School is equal to the amount you owe the school from your student's scholarship please confirm enrollment. If this amount is not correct or if your student will not attend this school please select decline enrollment.

- Confirm Enrollment
 Decline Enrollment

SUBMIT

Accepting the enrollment request

Once the private school has enrolled your student in EMA, you will receive a notification to log in to your account and review the request. You will be able to see your student's start date, annual tuition amount, any discounts applied, and the total amount due to the school.

2024 – 2025 SY for Parents/Guardians

Are you sure you want to enroll?

By confirming enrollment, the Amount Due To School will be reserved from your student's scholarship account for payment to the selected private school. Funds will be distributed on a quarterly basis.

Your student's Amount Due To School may be less than the total student tuition & fees owed to your school. You are responsible for any additional financial obligations beyond the Amount Due To School.

If this amount is not correct or if your student will not attend this school, please select cancel and then decline enrollment.

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	ANNUAL TUITION	DISCOUNT	AMOUNT DUE TO SCHOOL
2024-2025		Smith Elementary	10/15/2023	\$5,000	\$1,000	\$4,000

CANCEL

CONFIRM ENROLLMENT

Are you sure you want to decline enrollment?

By declining enrollment, your student will not be enrolled in the requested private school in the EMA platform.

FTC/FES-EO private school scholarship students who are not enrolled in a private school in EMA will not be eligible for any scholarship funding; therefore, scholarship funds will not be reserved for payment to the private school. For FES-UA scholarship students, scholarship funds will not be reserved for or paid directly to the private school.

If you decline enrollment, the school may hold you responsible for any payment due for your student's education. For FES-EO/FTC private school scholarship students, your student's scholarship status may be impacted by a failure to enroll in a private school in the EMA platform.

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	ANNUAL TUITION	DISCOUNT	AMOUNT DUE TO SCHOOL
2024-2025		Smith Elementary	10/15/2023	\$5,000	\$1,000	\$4,000

CANCEL

DECLINE ENROLLMENT

Confirm Enrollment & Decline Enrollment

After selecting **Confirm Enrollment** or **Decline Enrollment**, a pop-up will appear asking you if you are sure you want to continue with the action. Please review the information one last time before moving forward.

If you decline enrollment due to an incorrect amount or another concern, the school will have to redo the process and send a new enrollment request. At this point you will need to review and confirm enrollment again.

FTC/FES-EO Student Application Checklist



Step Up For Students **Renewal Student Application Checklist**

Documents required for all renewal applications (FTC, FES-EO, FTCPEP and FES-UA)
 A student is considered a renewal if funded for the 2023-24 school year.

Proof of Florida residency (for primary parent/guardian only)
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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	Automobile insurance statement*
Homestead or Property tax statement/assessment	
Permanent change of station (PCS) military orders	
Homeless Verification or Certificate	
Migrant Address Verification Letter	
Property deed	

*A secondary document is necessary.
 New for the 2024-25 school year: Proof of residency is no longer required for secondary guardians.

The application checklist for new and renewals can be found using the link below.

[Application Checklist](#)

**Application Season is Open
24 – 25 SY**

Step Up For Students **New Student Application Checklist**

Documents required for all new applications (FTC, FES-EO, PEP and FES-UA)

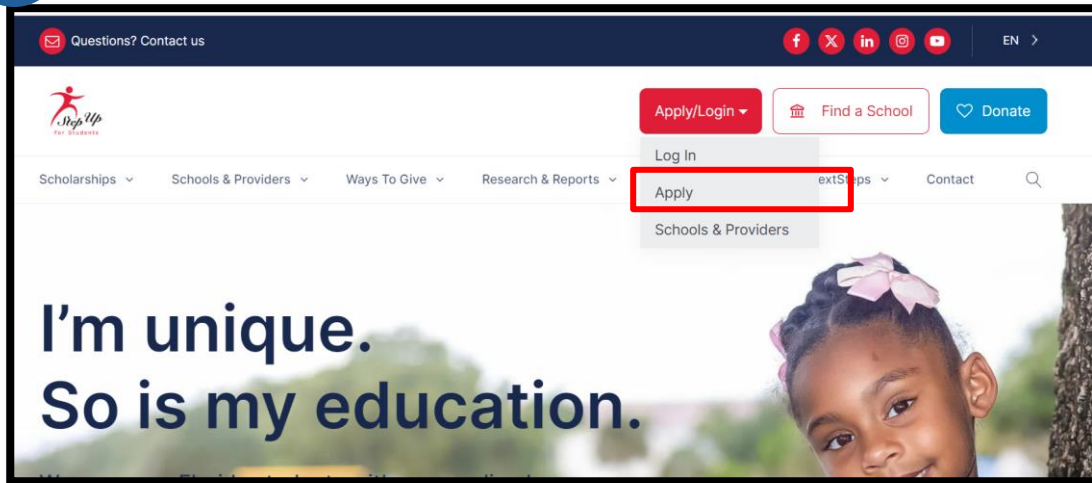
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Permanent change of station (PCS) military orders	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	*A secondary document is necessary.
Property deed	

New for the 2024-25 school year: Proof of residency is no longer required for secondary guardians.

FTC/FES-EO Application Resources

1



1. Visit stepupforstudents.org
2. Click on the red **“Apply/Login”** tab at the top of the page
3. Select **“Apply”** in the dropdown

4. Scroll down until you see the blue box titled, **“Resources”**
5. Under the FTC/EO section you will see all the resources mentioned for Season Open

2

Resources

- Scholarship Application Checklist
- Agreed-Upon Purchasing Guidelines Document Library
- FTC/FES-EO/PEP**
 - FTC/FES-EO Purchasing Guide
 - Renewal Families: Application Process Video
 - Renewal Families: Application Presentation
 - New Families: Application Process Video
 - New Families: Application Presentation
 - Adding a Student in EMA: New and Renewal
- FES-UA**
 - FES-UA Purchasing Guide
 - Renewal Families: Application Process Video
 - Renewal Families: Application Presentation



Q & A

After a student is funded and enrolled in a school through EMA, does the school receive the money for tuition every quarter or all at once?

Every quarter, the parent/guardian will receive an email notifying them that their students' account has been funded. Schools will receive payments for students on a quarterly basis. Beginning in the 24-25 SY, parent/guardians will need to approve each quarterly payment before the funds can be sent to the school.

I renewed for PEP but should have applied for FES-UA, how can I fix it?

You should call into the engagement center to receive guidance as you will need to decline the PEP scholarship to be able to apply for the FES-UA scholarship.

Scholarship Decline Forms

<https://sufs.org/declineform> (English)

<https://sufs.org/formularioderechazo/> (Español)

Q & A

When will Step Up release the funding amounts for 2024-2025?

The scholarship award amounts are determined by the state of Florida and based upon the state's budget. Once the governor has signed the budget, Step Up will be able to publish the 24-25 award amounts.

When will legacy users transfer to the new EMA system?

At this time, Legacy FES-UA users should continue to use the legacy system for reimbursements. You will receive extensive communication prior to transitioning to EMA which should occur during the 24-25 school year. As a reminder, Legacy users should NOT conduct reimbursements in EMA at this time as it may cause issues with your scholarship account.

Q & A

Can my child be enrolled in a Florida Charter school while still participating in the FES-UA scholarship program?

No, a Florida Charter school is a public school and students who are attending a public school in Florida and are reported by the school as enrolled will not be able to receive an FES-UA scholarship.

Where can I find a list of schools that accept FES-UA?

There are two helpful places for you to find participating schools. The first is on our website, www.stepupforstudents.org, where you can click “find a school” at the top. This takes you to Schoolahoop, which will guide you in finding a school that best fits your needs near you. The second place is the Florida Private School directory. This will download as an Excel file that you can sort by county and program type. This can be found on the state school choice website at:

<https://www.floridaschoolchoice.org/information/privateschooldirectory> .

Q & A

Will the scholarship cover summer school?

The FES-UA scholarship can be used for specialized summer education programs. The term specialized means, "a program developed specifically for students with special or unique needs or a program that can meet the student's needs." It does not cover summer school. Schools that are year-round are still eligible though.

Can you submit purchases and reimbursements through June 30 during a senior year?

Yes, you will be able to submit for reimbursements after graduation but during this calendar year.

Q & A

Once your application for renewal shows "Complete", what happens?

Once your renewal shows as complete, you are good to go. If you are enrolling in an eligible private school, you will provide them with your award ID. If you are Homeschooling, you do not have to do anything at this point except wait for funding.

How can I use my student's FES-UA scholarship at a non-participating private school using my 529 Plan UTMA account?

You cannot use a UTMA account funded by Step Up to pay tuition and fees at a non-participating school. This would be a violation of the terms and conditions and may result in the forfeiture of all available funds and funds submitted to the UTMA account.



February Open House



March Open House



April Open House

DID YOU MISS AN FES-UA OPEN HOUSE?

NOT TO WORRY, WE HAVE THE RECORDINGS HERE FOR YOUR REVIEW.

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7 videos

Step Up Parents

[View full playlist](#)

3 videos

Step Up Parent

[View full playlist](#)

Updated FES-UA Handbook Links

FES-UA Parent Handbook English



FES-UA Parent Handbook Spanish



FES-UA Parent Purchasing Guide

Family Empowerment Scholarship for Students with Unique Abilities (FES-UA)
Purchasing Guide 2023-24

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Effective March 2024 Step Up For Students 1



From all of us at Step Up For Students, thank you for your service.



The background of the slide features a vibrant scene of pink flowers, likely Verbena, with green foliage, set against a clear blue sky filled with soft, white clouds. The flowers are in various stages of bloom, with some showing distinct clusters of small blossoms.

**Thank You
For Attending
Our Webinar
Please Join Us
For Our**

Upcoming Webinar

June 20th, 2024

Contact Us

Monday – Friday 8:00 AM – 5:00 PM ET



Call: 877-735-7837



**Chat:
www.stepupforstudents.org**

