



Family Empowerment Scholarship for  
Students with Unique Abilities (FES-UA)

**December 19th, 2024**

**Presented by Step Up For Students**

**OPEN HOUSE**  
FES-UA





**FES-UA**

*Happy  
Holidays*

# *Agenda*



**Welcome**

**Communications**

**MyScholarShop: New Vendor Alert**

**Navigating MyScholarShop**

**Pre-Authorization Process**

**Purchasing Guide Hot Topics**

**Questions & Answers**

**Contact Information**



# FES-UA

# Communications

**Subject: Your student's 2024-25 FES-UA scholarship payment**

**Date: 11/08/2024**

Family Empowerment Scholarship  
for Students with Unique Abilities



Dear Parent/Guardian,

Funds have recently been added to your student's Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) account. *Please note: A student's available balance may take some time to reflect funding.*

Your 2024-25 scholarship funds can be used towards personalizing your child's education for items purchased and services rendered between July 1, 2024, and June 30, 2025. This includes schools, therapists, specialists, curriculum, technology – even a college savings account.

We have created a helpful page to help you navigate how to use your FES-UA scholarship. Please take a moment to read the following updates and reminders and then click the button below for more information.

#### Updates and Reminders:

- **IMPROVED Educational Benefit Form is now available!** We're pleased to share that updates have been made to our Educational Benefit Form to simplify the process for families. For more information on when to use the Educational Benefit Form, please see the resources below. To access the new form, please [click here](#). *If you recently submitted the prior form, please rest assured that it will be processed.*
- If your student received FES-UA funding in the 2022-23 school year and before, you must continue to submit reimbursements within the [Legacy System](#).
- If your student is "enrolled" in a private school through EMA:  
**New for the 2024-25 school year:** Your student's school will initiate your student's quarterly payment by approving an invoice within their EMA account.



# FES-UA



## APPLY NOW for a PreK3-12 Step Up For Students Scholarship

Hi Parent/Guardian,

Applications are closing soon for the 2024-25 school year. If you're interested in a scholarship, applications will be closing December 6.

With the help of a **Family Empowerment Scholarship for Students with Unique Abilities (FES-UA)** from Step Up For Students, you can get the educational support your child needs. Funds can be used for a combination of programs and approved expenses including therapists, specialists, curriculum, private school, a college savings account and more.

Scholarships are worth an average of \$10,000. Students from age 3 through grade 12 or age 22, whichever comes first, who have a specific diagnosis are eligible.

Click [here](#) to see if your student qualifies.

Don't miss this chance to get financial help for your child's education! APPLY NOW.

[CLICK HERE TO APPLY](#)

**Tip:** We strongly encourage you to take a moment to review the "FES-UA New Family" resources available to you on that page, including the Scholarship Application Checklist and the New Family Application Process Video before beginning.

# Communications

**Subject:**  Applications Are Closing Soon!

**Date:** 11/15/2024



# FES-UA



## Important Updates For Scholarship Families!

Dear Parent/Guardian,

In this email, Step Up For Students would like to highlight updates that you may find helpful regarding:

- Pre-Authorization requests in EMA (*for students funded in the 2023-24 school year and after*)
- Scholarship program handbook updates

Please continue reading below to learn more.

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### 2024-25 Pre-Authorizations

Pre-authorization requests may now be submitted in EMA for students who began receiving funding in the 2023-24 school year or the 2024-25 school year.

**IMPORTANT:** For students who received funding through the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) program in the 2022-23 school year and before, pre-authorization and reimbursement requests must continue to be submitted through the [Parent Portal](#). Those submitted in EMA for these students will be denied.

As a reminder, a pre-authorization is needed for specific items and services listed in the Purchasing Guide. In addition, pre-authorizations may be required for other purchases, including items or services not listed as eligible in the [Purchasing Guide](#) or for items on MyScholarShop that require a pre-authorization.

# Communications

**Subject:** ★ Important Updates: Pre-Authorizations & Parent/Guardian Handbooks

**Date:** 11/19/2024



# FES-UA

# Handbook Updates



## November 2024



## November 2024 Handbook Updates



Step Up will regularly update the parent and provider handbooks throughout the year. This round of updates adds requested information and clarifies some existing handbook language.

- Added section describing the process of transferring between scholarship funding organizations (“SFOs”)
  - Parent handbooks
  - Lists the step-by-step process for what a student needs to do to transfer from another SFO to Step Up
- Listed tutoring provider requirements
  - Lists step-by-step process to help providers determine if they want to list themselves as full-time and/or part-time tutors
  - Lists criteria to qualify as a full-time or part-time tutoring provider
- Clarified pre-authorization language and what must be included on the Educational Benefit Form (“EBF”)
  - Listed specifically what should be included on the EBF
  - Listed steps for families to submit a pre-authorization
- Allowed the use of FTC and FES-EO scholarship funds for individual classes, clubs, sports, etc. at an eligible private school other than where student attends on a full-time basis
  - FES-EO and FTC handbooks (UA and PEP students could already do this)
  - Added eligible expense category
- Removed language from FES-UA handbook requiring a student to be six years old by September 1 of the school year applied for to be in first grade.
- Clarified New Worlds Scholarship Accounts eligibility language
  - Specific eligibility language requested by the Department of Education
  - The new language doesn’t change anything we do or how the program operates, only explains it more clearly



# FES-UA

# MyScholarShop New Vendor Alert


Company Name	Description of Services	Website
	<p>Guide Dots is a hybrid between YouTube drawing videos and Connect-the-Dots. It is an in-home art program with a unique HANDS ON method that teaches REAL art skills.</p>	<p><a href="https://guide-dots.com/">https://guide-dots.com/</a></p>
	<p>ibrick is an online after-school club subscription, where children can learn and explore our world through play. Using the ibrick kit you could build hundreds of models while learning STEM and much more!</p>	<p><a href="https://www.ibrick.online/">https://www.ibrick.online/</a></p>
<p>CURIOSITY CHRONICLES</p>	<p>Curiosity Chronicles is a secular, inclusive, world history curriculum for elementary to high school students. Our books are told in a dialogue format as Ted and Mona discuss history back-and-forth, ask questions, tell stories, and look for answers. Our unique textbook style brings history to life and teaches critical thinking skills. Curiosity Chronicles books are interdisciplinary, covering science, art, philosophy, culture, and more along with the traditional wars and politics of history.</p>	<p><a href="https://www.curiositychronicles.org">https://www.curiositychronicles.org</a></p>





# FES-UA

## MyScholarShop New Vendor Alert

Company Name	Description of Services	Website
 The logo for 'Learn with Mochi' consists of a blue rectangular box containing the text 'LEARN WITH MOCHI' in white, uppercase, sans-serif font.	<p>Mochi engages your child in computing and problem-solving through hands-on code, interactive storytelling, and DIY assembly. Children learn at their own pace and challenge themselves by designing their characters, experimenting with coding commands, and exploring new subjects.</p>	<p><a href="https://learnwithmochi.com/">https://learnwithmochi.com/</a></p>







# FES-UA

## MyScholarShop Resources



# CLICK



Navigating MyScholarShop  
in EMA

# CLICK



Parents: Finding Services and  
Providers in the Marketplace



FES-UA

FES-UA Purchasing Guide pg. 11 & 12



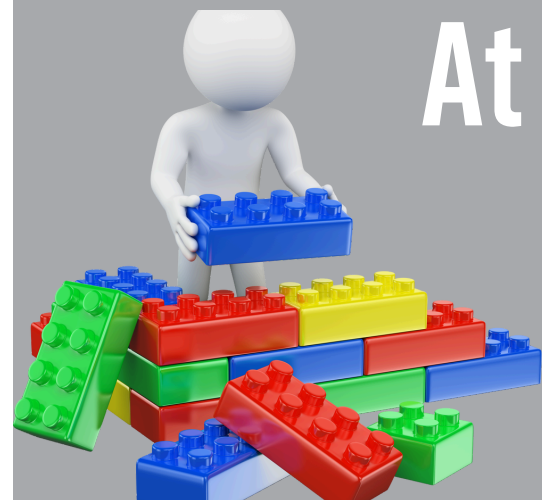
# Purchasing Guide Hot Topics



Learning Manipulatives & Creative  
Play Items

&

At Home Classroom Furnishings





FES-UA

Important Note:

Games or puzzles with content that may pose a threat to the student or others or that promote violence or criminal behavior are ineligible for purchase

FES-UA Purchasing Guide pg. 12

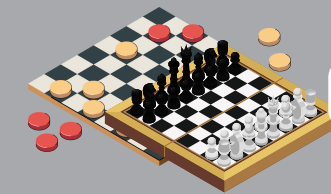
Approved Items For  
Tactile Learning  
Academic Practice  
Or Creative Play



Legos



Dominoes/Marbles



Chess/Checker Sets



Dolls (and accessories)



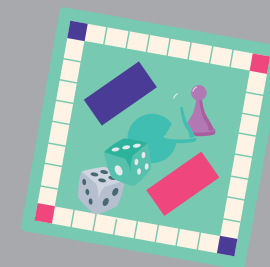
Puzzles



Dress Up Clothing



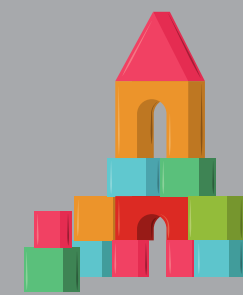
Stuffed Animals



Board Game



Play Kitchens



Blocks



Card Games



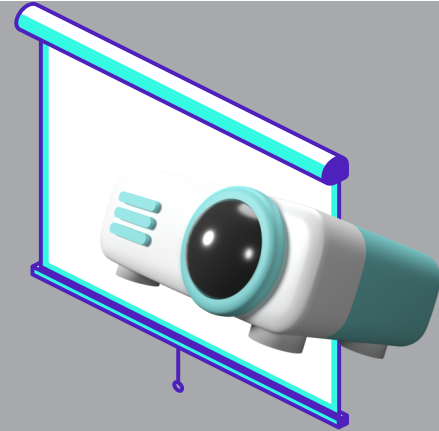
Water Tables



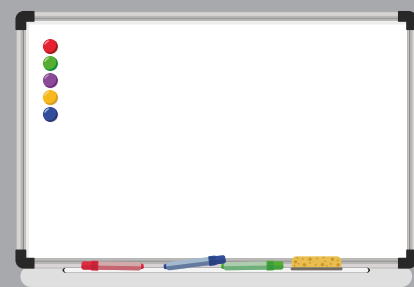
# FES-UA

## Approved Furnishings Used To Create An At-Home Classroom

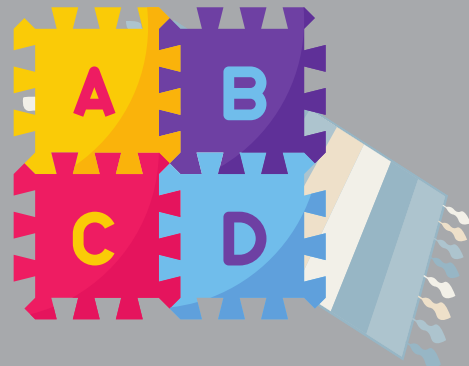
FES-UA Purchasing Guide pg. 11



Indoor Projector/  
Standing or Drop-  
Down Screens



Whiteboards



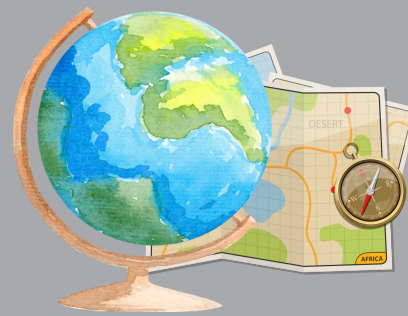
Rugs or Foam Tiles



Desk/Chair (age/size  
appropriate)



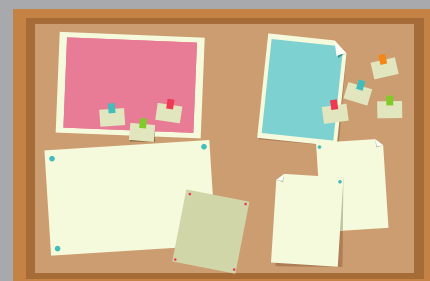
Timers/Clocks



Maps/Globes/Atlases



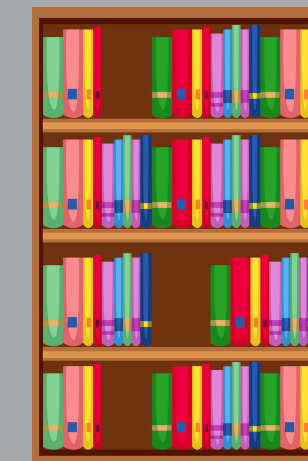
Educational  
Posters/Visual Supports



Bulletin Boards



Architect/Drafting Table  
(age/size appropriate)



Storage (including  
bookshelves and  
storage or organization  
containers)



**FES-UA**



**FES-UA Purchasing Guide pg. 11**

# **Ineligible Items & Purchase Frequency for At Home Classroom Furnishings**



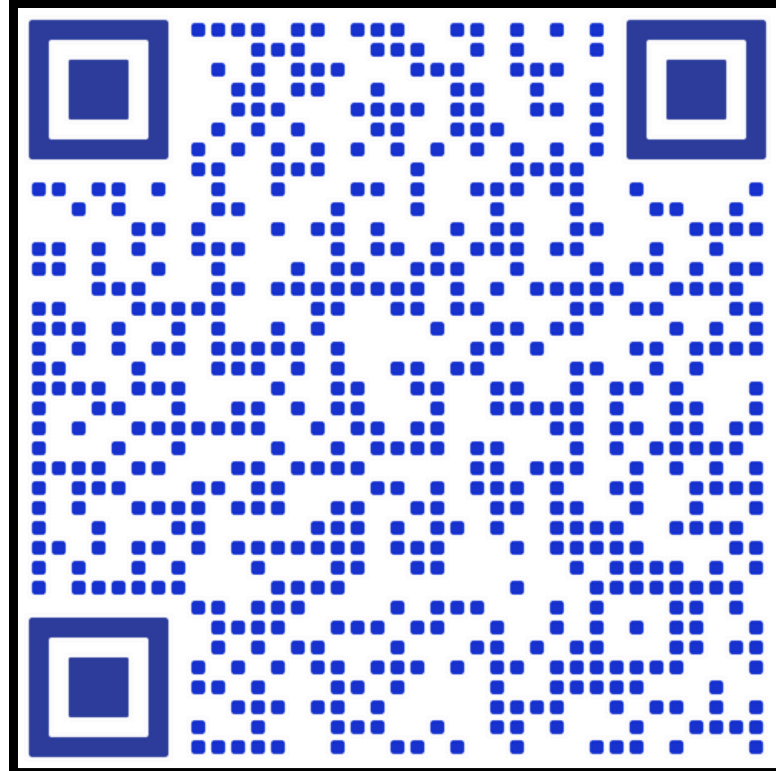
- Multiple of a single At-Home Classroom Furnishings item that exceeds \$50 Requires a Pre-Authorization
- At-Home Classroom Furnishings furniture, televisions, or projectors may be eligible sooner may be eligible sooner than once every two (2) years with a pre-authorization



# Step Up For Students

## 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):

**Music Lessons**

What is the Educational Benefit of this item?

**Music Lessons allow the student to be an all around & Successful individual. It helps develop motor skills such as hand-eye coordination. Playing the bass allows the student to learn discipline, organizational skills, perserance & patience. Thease music lessons also help the student with dyslexia by improving his reading skills as well as improving social skills when he is learning with his class music lessons also help calm his tics/ Tourette's Syndrome.**

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:

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](#).



# Scholarship Change Request

**How can you decline your Students award?**

**Please contact our Customer Engagement Center at:  
877-735-7837**

**Required Information That you will need to provide on the call**

- Guardian's Name
- Guardian's e-mail address
- Student's Name and Student ID
- Reason for Decline



# Award ID vs Student ID

**Student ID:**  
Provide this number  
when speaking with  
the Engagement  
Center to decline  
your student's  
scholarship program

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". On the left is a navigation menu with "EMA Education Market Assistant" at the top, followed by "Dashboard", "Reimbursements", "My Students", and "Help". The main content area has three buttons at the top: "Apply For Scholarship", "Open Student Learning Plan", and "New Reimbursement". Below these are two main sections. The "Student Profile" section on the left has an "EDIT" button and lists fields: Student ID (blacked out), Name (TestKH Test), DOB (6/15/2018), Gender (Male), Ethnicity (Hispanic or Latino), Race (Black or African American), Relationship To You, and Student FLEID number. The "Current Funds Available" section on the right shows "New Worlds Scholarship Accounts" with a balance of "\$0.00". Below that is the "Applications" section, which lists "New Worlds Scholarship Accounts" with an "Award ID" (blacked out) and a "Program Award Amount" of "\$5,000.00". A "VIEW APPLICATION" button is visible next to the application entry. A red arrow points from the text on the left to the Student ID field, and a blue arrow points from the text on the right to the Award ID field.

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





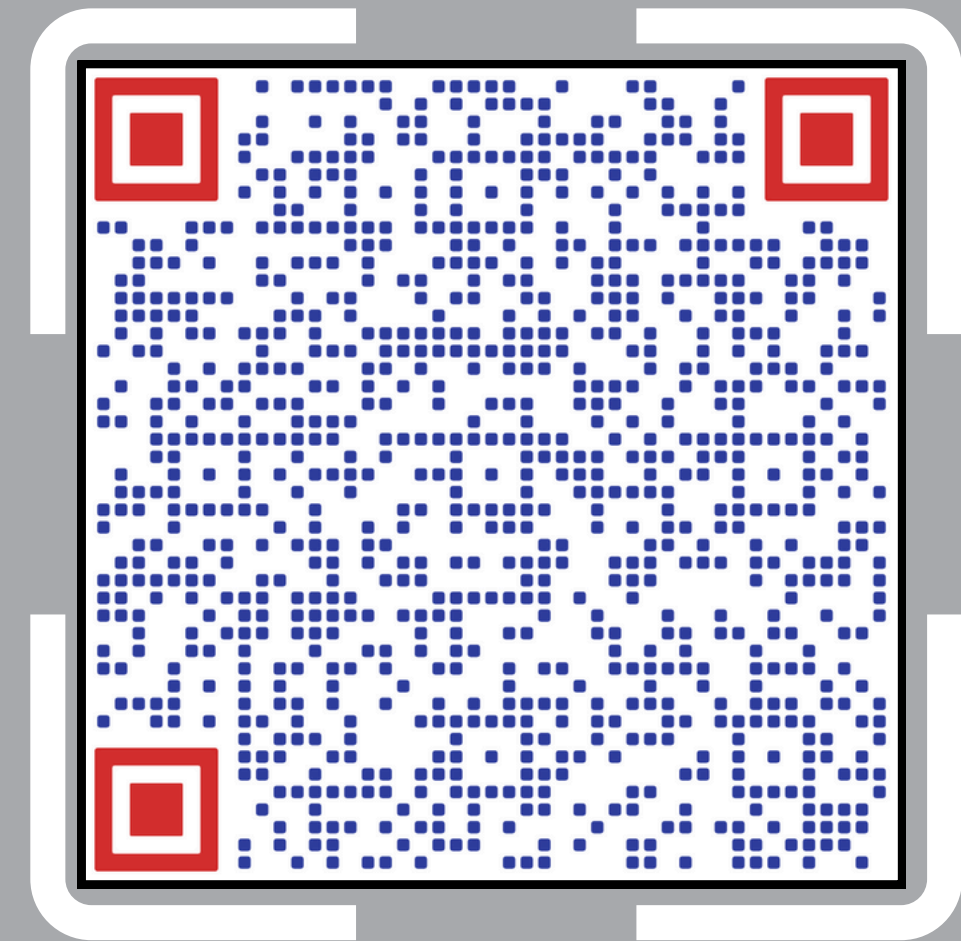
# FES-UA

## 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.

# SCAN ME



[Guardians Reimbursement Guide](#)



**Step Up For Students**

# **Parent/Guardian: How to Submit a Pre-Authorization in EMA**





# Step Up For Students



Username [Forgot Username?](#)

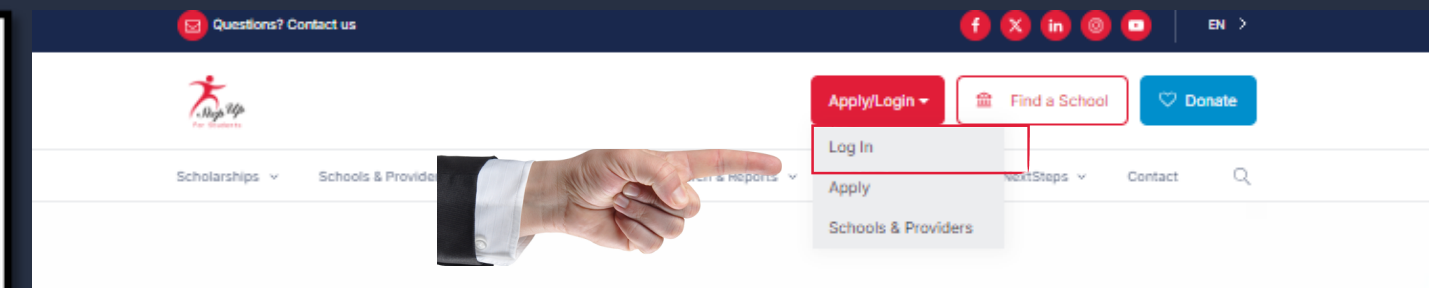
Password [Forgot Password?](#)  
 [Show](#)

Keep me signed in

[LOG IN](#)

Don't have an account? [Sign Up](#)

SUFS Team Member? [Sign In](#)



Please visit [apply.stepupforstudents.org](https://apply.stepupforstudents.org) to access your account, or log in on our website by selecting the option provided below.



# Step Up For Students

1. Enter your username.
2. Enter your password.
3. Click the red 'Log In' button.



The login form for the Education Market Assistant (EMA) system. It features the EMA logo at the top, which includes a stylized owl wearing a graduation cap. Below the logo, the text "Education Market Assistant" and "Welcome!" are displayed. The form contains three main sections: 1. Username: A text input field with a "Forgot Username?" link to its right. 2. Password: A text input field with a "Forgot Password?" link to its right and a "Show" button to its left. Below the password field is a checkbox labeled "Keep me signed in". 3. Log In: A prominent red button with the text "LOG IN" in white capital letters. Below the button, there are two links: "Don't have an account? Sign Up" and "SUFs Team Member? Sign In".



# Step Up For Students



Dashboard



My Students



Expenditure Requests

Marketplace

Reimbursements

Pre-Authorizations



Recent Transactions



Help



Select Pre-Authorizations from the list.



# Step Up For Students

A screenshot of the Scholarship Portal's Pre-Authorizations page. The page has a dark blue header with the "EMA Education Market Assistant" logo on the left and the title "Scholarship Portal" on the right. A navigation sidebar on the left lists: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations (highlighted), Recent Transactions, and Help. The main content area is titled "Pre-Authorizations" and contains explanatory text about the process. Below the text is a "NEW" button with a plus icon, highlighted with a red box. To the right of the button is a search bar with a "SEARCH" button. Below these is a table with one row of data. The table has columns: ID, PROGRAM, SUBMITTED, PROVIDER, STUDENT, TOTAL, STATUS, and ACTIONS. The row contains: 30000012, FES-UA, 05/20/2024, logitech.com, Elana Cardano, \$226.25, Approved, and a "FINISH REQUEST" button. At the bottom, there are pagination controls showing "From 1 to 1 of 1" and a dropdown menu set to "100".

Click the  button to initiate a Pre-Authorization request.



# Step Up For Students

A screenshot of the 'Scholarship Portal' interface. The page title is 'Scholarship Portal' and the logo for 'EMA Education Market Assistant' is in the top left. A navigation menu on the left includes: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area has a progress bar with four steps: 'Student Selection' (active), 'Item/Service Details', 'Educational Benefit', and 'Summary'. The 'Student Selection' step is highlighted with a red line. Below the progress bar, the text 'Which student is this pre-authorization for?' is centered. A dropdown menu is shown with the placeholder text 'Select a student' and a downward arrow. Below the dropdown is a button labeled 'CONTINUE TO ITEM/SERVICE DETAILS'. In the top right corner, there are icons for a notification bell with a red '2' and a user profile.

Select the student's name from the dropdown menu for whom you wish to generate a Pre-Authorization.



# Step Up For Students



- Dashboard
- My Students
- Expenditure Requests
- Marketplace
- Reimbursements
- Pre-Authorizations
- Recent Transactions
- Help

## Scholarship Portal



- Student Selection
- Item/Service Details
- Educational Benefit
- Summary

Which student is this pre-authorization for?

Go Fish : FES-UA

CONTINUE TO ITEM/SERVICE DETAILS

Once you have chosen your student from the dropdown menu, please click the  button to continue.





# Step Up For Students

Ensure that all fields are filled out thoroughly and that all supporting documents are uploaded.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal" and the current step is "Item/Service Details". The left sidebar contains navigation options: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled "Tell us about the item or service you plan on purchasing" and includes instructions for providing details. A red box highlights the "ITEM/SERVICE DETAILS" form, which contains fields for "Category" (a dropdown menu), "Quantity" (a text input with a value of 1), and "Cost per Item/Service" (a text input with a value of \$0.00). Below the form, there is a section for "Supporting Documentation Required" with instructions to upload documents and a red box containing an upload icon and a "Browse" link. At the bottom of the page, there are two buttons: "BACK" and "CONTINUE TO EDUCATIONAL BENEFIT".



# Step Up For Students

Once you have thoroughly completed all fields and uploaded all necessary supporting documents, click the **CONTINUE TO EDUCATIONAL BENEFIT** button to move forward.

The EBF no longer needs to be uploaded, it will be completed in EMA.

The screenshot shows the 'Scholarship Portal' interface. The left sidebar contains navigation options: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Tell us about the item or service you plan on purchasing'. It includes a progress bar with four steps: Student Selection (checked), Item/Service Details (active), Educational Benefit, and Summary. Below the progress bar, there is a heading 'Tell us about the item or service you plan on purchasing' followed by explanatory text. A form titled 'ITEM/SERVICE DETAILS' contains the following fields: 'Category\*' (dropdown menu with 'Instructional Material' selected), 'Type\*' (dropdown menu with 'Select a Category Type' selected), 'Item/Service Description\*' (text input field), 'Quantity\*' (input field with '1' and a spinner), 'Cost per Item/Service\*' (input field with '\$0.00' and a total of '\$0.00 total'), and 'Who will you pay?\*' (dropdown menu with 'Select a Vendor' selected). Below the form, there is a section for 'Supporting Documentation Required\*' with instructions to upload at least one document and a dashed box for file upload with an upload icon and a 'Browse' link. At the bottom right, there are two buttons: 'BACK' and 'CONTINUE TO EDUCATIONAL BENEFIT' (highlighted with a red border).



# Step Up For Students

Please complete all fields thoroughly and provide as much detail as possible. Additionally, make sure to check the box confirming your agreement with the scholarship program compliance.

**EMA**  
Education Market Assistant

Scholarship Portal

Student Selection | Item/Service Details | **Educational Benefit** | Summary

### Educational Benefit of Requested Item/Service

Please provide details about how the requested item or service will benefit the student's education. Include the relevant learning subject area and specific benefits. If applicable, provide an item URL.

**EDUCATIONAL BENEFIT**

Learning Subject Area(s)\*

How will this item/service help your student learn?\*

Item/Service URL

**Scholarship Program Compliance Agreement\*** I affirm that scholarship program funds are used only for authorized purposes as described in Florida Statutes 1002.394(4) or 1002.395(6), as applicable, and serve the listed student's educational needs.

**PLEASE NOTE:** Any violation of scholarship statute, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. For more information, please review the Parent/Guardian Handbooks for [FES-UA](#), [FTC/FES-EQ](#) (including PEP) or [NWSA](#).

Please Sign Here

Signature Of\*



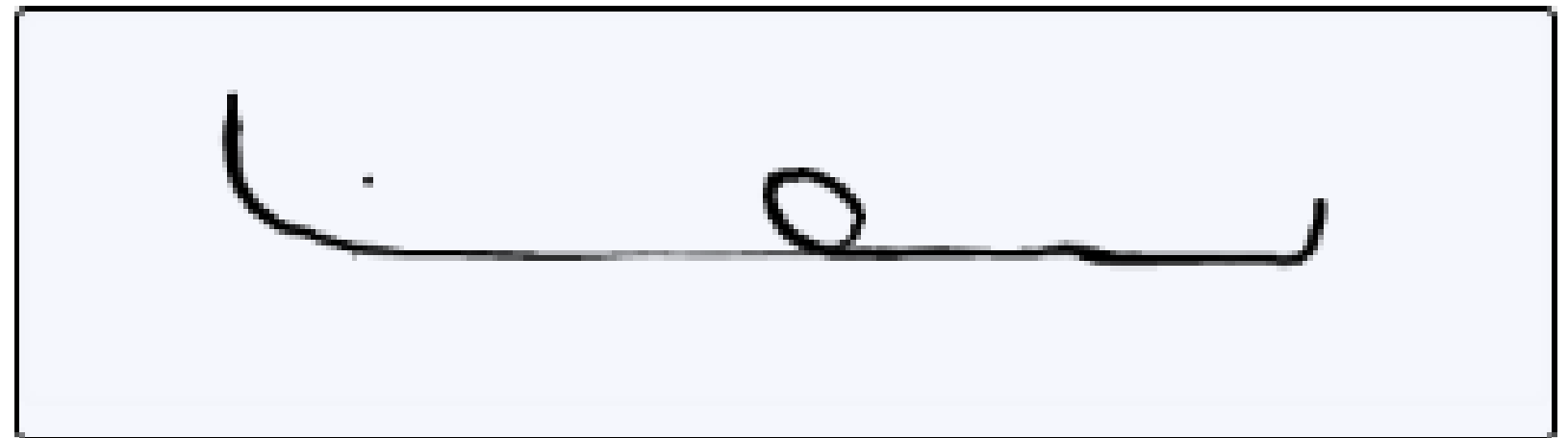
# Step Up For Students

After signing, please choose either the **KEEP** button or the **CLEAR** button to clear your signature and sign again.

Please Sign Here

Signature Of \*

Sunny Day



KEEP

CLEAR



# Step Up For Students

Once you have completed all the fields, signed the form, click the **CONTINUE TO SUMMARY** button to move forward.

### Educational Benefit of Requested Item/Service

Please provide details about how the requested item or service will benefit the student's education. Include the relevant learning subject area and specific benefits. If applicable, provide an item URL.

**EDUCATIONAL BENEFIT**

Learning Subject Area(s) \* Science, + 1 more

How will this item/service help your student learn? \* ⓘ  
Visiting the Smithsonian will benefit my child by teaching him the history of our planet.

Item/Service URL ⓘ  
https://www.si.edu/museums/natural-history-museum

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**Scholarship Program Compliance Agreement \***


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

**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 review the Parent Handbooks for [FES-UA](#) or [FESEO/FTC](#).

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**Please Sign Here**

Signature Of \*  
Sunny Day



**KEEP** **CLEAR**

**BACK** **CONTINUE TO SUMMARY**



# Step Up For Students

You can now submit your request for approval by clicking the **SUBMIT FOR APPROVAL** button, or if you need to make changes, you can navigate back to edit the Pre-Approval form by clicking the **BACK** button.

## Review your Pre-Authorization for Go Fish

Instructional Material (x1)	\$100.00
<b>TOTAL</b>	<b>\$100.00</b>

BACK

SUBMIT FOR APPROVAL



# Step Up For Students

**Important to note: A reimbursement request should only be made once the pre-authorization has been approved.**

## Next Steps:

- Click the **REQUEST A REIMBURSEMENT** button to request a reimbursement.
- Alternatively, click the **REQUEST ANOTHER PRE-AUTHORIZATION** button to submit another Pre-Authorization.
- You can also click on the [Check the status of your pre-authorization requests](#) link to check the status of your Pre Authorizations.

### Thank you! We've received your pre-authorization request!

Thank you for submitting your pre-authorization request.

#### Next Steps:

1. You will receive an email once your pre-authorization request has been reviewed. You may also view the status of your pre-authorization request at any time by viewing the Pre-Authorization page in EMA.
2. If approved, you can then make your purchase out of pocket or through MyScholarShop, if available. If you are purchasing out of pocket and requesting reimbursement, please select Finish Request on the approved pre-authorization.

You may not submit a reimbursement request or make a MyScholarShop purchase for an item/service requiring a pre-authorization request until the request has been approved.

**REQUEST A REIMBURSEMENT**

**REQUEST ANOTHER PRE-AUTHORIZATION**

[Check the status of your pre-authorization requests](#)



# Step Up For Students

## Pre- Authorization: Approved Status

**If Pre-Authorization is approved, you will receive the following email message:**

**Thank you for submitting a pre-authorization request for the following:**

- Student Name
- Item/Service Name
- Approved Reimbursement Category
- Item/Service Quantity
- Pre-Authorization ID Number

**The pre-authorization request for this item/service has been approved.**

**Next Steps:**

- Log in to EMA. Go the Pre-Authorization tab on the left panel of the Dashboard.
- Click the Finish Request button next to the approved pre-authorization.
- Choose how to complete the Pre-Authorization. You can select one method: Reimbursement or MyScholarShop. Once selected, please follow the on-screen instructions to complete the process.







# Step Up For Students



**This is the email you  
will receive if your  
Pre-Authorization is  
Approved**

## Scholarships for Florida Schoolchildren



### PRE-AUTHORIZATION NOTIFICATION

Dear Parent/Guardian,

The pre-authorization request(s) for the item or service below is approved.

### NEXT STEPS:

- To purchase this item through the Marketplace, please log in to your [EMA](#) account.
- To seek reimbursement after purchasing the item/service, please submit reimbursement requests in [EMA](#).

IMPORTANT: You must add the pre-authorization number (listed above) for requests in the reimbursement comments section. This will allow Step Up to verify if the pre-authorization request(s) was approved.

### Questions?

Chat with a live agent at [www.sufs.org](http://www.sufs.org).  
Please [click here](#) to view our contact information.

Thank you,

Step Up For Students



# Step Up For Students



**EMA**  
Education Market Assistant

Scholarship Portal

Pre-Authorizations

A pre-authorization is needed for certain items, as indicated in the Purchasing Guide, or when an item or service is not listed in the Purchasing Guide\* (this includes items on MyScholarShop requiring a pre-authorization).

If approved, you can then make your purchase out of pocket or through MyScholarShop, if available. If you are paying out of pocket and requesting reimbursement, please select Finish Request on the approved pre-authorization.

When submitting a pre-authorization, we encourage you to check that your payment method information is up to date. You can update your payment method information at any time [here](#). **Note:** This step should only be completed if you intend to submit reimbursement requests.

*\*Note for New Worlds Scholarship Accounts Families: New Worlds Scholarship Accounts are ineligible for reimbursement, but families can use their scholarship funds for MyScholarShop purchases. New Worlds Scholarship Accounts families should refer to the New Worlds Parent/Guardian Handbook.*

[NEW](#)  [SEARCH](#)

ID	PROGRAM	SUBMITTED	PROVIDER	STUDENT	TOTAL	STATUS	ACTIONS
30000012	FES-UA	05/20/2024	logitech.com	Elana Cardano	\$226.25	Approved	<a href="#">FINISH REQUEST</a>

From 1 to 1 of 1

Once your Pre-Authorization is approved, you will see the [FINISH REQUEST](#) button.

Please click the [FINISH REQUEST](#) button to continue with the reimbursement process.



# Step Up For Students



**This pop-up will appear, prompting you to choose the option that meets your needs and then click **CONTINUE** button.**

**Please note: New Worlds Scholarship Account families will NOT have the reimbursement option.**

A screenshot of a web pop-up window titled "Choose How to Complete Your Pre-Authorization". The window has a close button (X) in the top right corner. Below the title, it says "You may only select one of the following options to proceed with your approved pre-authorization request:". There are two main options presented in separate boxes. The first option is "Reimbursement", which includes a document icon with a dollar sign and the instruction: "Choose this option if you have already purchased the item and wish to submit a reimbursement request." The second option is "MyScholarShop®", which includes an open book icon and the instruction: "Choose this option to purchase the approved item directly from MyScholarShop®." At the bottom of the pop-up, there are two buttons: "CANCEL" and "CONTINUE".

**Choose How to Complete Your Pre-Authorization**

You may only select one of the following options to proceed with your approved pre-authorization request:

**Reimbursement**  
Choose this option if you have already purchased the item and wish to submit a reimbursement request.


**MyScholarShop®**  
Choose this option to purchase the approved item directly from MyScholarShop®.

**CANCEL** **CONTINUE**



# Step Up For Students



After choosing the reimbursement option and clicking continue, a pop-up will appear. Please click the  button to move forward.

**Note:** You will then be redirected to the reimbursement screen.

## Are You Sure You Want to Create a Reimbursement from this Pre-Authorization?

Once you CONTINUE TO REIMBURSEMENT, you may still choose to use MyScholarShop® to complete this Pre-Authorization, but you will first need to cancel your submitted Reimbursement.

BACK

CONTINUE TO REIMBURSEMENT



# Step Up For Students



On the reimbursement screen,  
upload your supporting  
documents and then click  
the **CONTINUE** button.

A screenshot of the Scholarship Portal interface. The left sidebar shows the EMA logo and navigation menu with "Reimbursements" selected. The main content area shows a progress bar with step 2 active, a heading "Please upload supporting documents for Elana", and instructions to upload receipts or invoices. A dashed box contains an upload icon and a "Browse" link.

Scholarship Portal

EMA  
Education Market Assistant

- Dashboard
- My Students
- Reimbursements
- Marketplace
- Reimbursements
- Pre-Authorizations
- Recent Transactions
- Help

1 ✓ — 2 — 3 ○

**Please upload supporting documents for Elana**

You must submit a receipt and/or invoice in order to properly process your reimbursement.

Failing to provide this documentation now could cause delays.


Please submit one reimbursement per receipt and/or invoice.

Drag and drop files here or [Browse](#) to select files



# Step Up For Students



Next, please enter your receipt information and click  button.

**Please note:** all the information from the Pre-Authorization has been transferred and filled out, and it cannot be edited.



2



Next, you'll enter information for your Receipt...

CONTINUE



# Step Up For Students



On the reimbursement screen, please fill in the following fields:

- Purchase Date
- Invoice number
- Amount
- Who did you pay
- Provider Name
- Educational Benefit

Please Note the following boxes cannot be changed

- Category
- Type
- Description

Then upload your supporting documents and click the **DONE** button.

1 2 3

**Please enter the requested information below**

Providing accurate details now, ensures no delays occur while processing reimbursements.

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

sept office hours 24.png Your Receipt

**ITEM 1**

Purchase Date

Invoice #

Category

Type

Description

Amount

Who did you pay?

Provider Name

Educational Benefit

**Attach Additional Documents**  
You may attach any additional supporting documentation for this reimbursement at this time which includes proof of payment.

Drag and drop files here or Browse to select files

**DONE**



# Step Up For Students



Next, click the **CONTINUE** button, and you'll be directed to this screen.

Please then select the **SUBMIT FOR APPROVAL** button.

A screenshot of a purchase review screen. At the top, there is a progress bar with three blue circles, each containing a white checkmark. The main heading reads "Review your purchases for". Below this, there is a table with two rows: "Print \$50.00" and "TOTAL \$50.00". At the bottom of the screen, there is a red button with the text "SUBMIT FOR APPROVAL" in white capital letters.

Print	\$50.00
TOTAL	\$50.00

**SUBMIT FOR APPROVAL**





# Step Up For Students



**You have successfully submitted your approved pre-authorization request for reimbursement.**



**Thank you! We received your reimbursement request.**

One of our team members will review your reimbursement request soon. You will receive a notification via email once your reimbursement has been processed, or you can check back here for status updates.

**REQUEST ANOTHER REIMBURSEMENT**

[Check the status of your reimbursements](#)



# Step Up For Students

## Pre-Authorization Status

### If Pre-Authorization is placed on hold:

Thank you for submitting a pre-authorization request for the following:

- Student Name
- Item/Service Name
- Item/Service Quantity
- Pre-Authorization ID Number



This pre-authorization request for this item is on hold for the following reason:

- On hold reason stated

Please log in to EMA to provide the required information and resubmit the pre-authorization.



# Step Up For Students



## Pre-Authorizations

A pre-authorization is needed for certain items, as indicated in the Purchasing Guide, or when an item or service is not listed in the Purchasing Guide\* (this includes items on MyScholarShop requiring a pre-authorization).

If approved, you can then make your purchase out of pocket or through MyScholarShop, if available. If you are paying out of pocket and requesting reimbursement, please select Finish Request on the approved pre-authorization.

When submitting a pre-authorization, we encourage you to check that your payment method information is up to date. You can update your payment method information at any time [here](#). *Note: This step should only be completed if you intend to submit reimbursement requests.*

*\*Note for New Worlds Scholarship Accounts Families: New Worlds Scholarship Accounts are ineligible for reimbursement, but families can use their scholarship funds for MyScholarShop purchases. New Worlds Scholarship Accounts families should refer to the New Worlds Parent/Guardian Handbook.*

<a href="#">+ NEW</a>	<input type="text" value="Search"/>	<a href="#">SEARCH</a>					
ID	PROGRAM	SUBMITTED	PROVIDER	STUDENT	TOTAL	STATUS	ACTIONS
30000012	FES-UA	05/20/2024	logitech.com	Elana Cardano	\$226.25	On Hold	<a href="#">View</a>

## What to Do If Your Pre-Authorization Is On Hold:

Click the [View](#) button to unlock the Pre-Authorization.



# Step Up For Students



Next, find the "On Hold" reason and the comments at the bottom of the page. Once you're ready to move forward, please click the  button.

Reason for Hold:

Documentation provided is password protected

Comments:



Please upload Documentation that is not password protected.

 EDIT



# Step Up For Students



After you have completed the necessary corrections or uploaded the required documents, please click the  button at the bottom of the page or select the  button to return.

[Delete](#) [jw.png](#)

[Delete](#) [agreed u](#)

Reason for Hold:

Documentation provided is password protected

Comments:

Please upload Documentation that is not password protected.

**CANCEL**

 **RESUBMIT**



# Step Up For Students



If you choose the  button you would see this pop up.

✕

### Pre-Authorization Resubmitted

Thank you! Your pre-authorization has been successfully resubmitted. You will receive a notification once your pre-authorization has been reviewed.

[BACK TO PRE-AUTHORIZATION](#)



# Step Up For Students



If you click the **CANCEL** button this pop-up will appear. Please choose the action you would like to proceed with.

✕

### Are You Sure You Want to Cancel?

You're editing your pre-authorization. If you cancel now, your edits will not be saved. Please confirm if you wish to proceed without saving your changes.

GO BACK DISCARD CHANGES



# Step Up For Students

**Please Note:** No further action is needed due to the fact Denied Pre-Authorization Requests cannot be appealed.

## Pre-Authorization Status

### **If Pre-Authorization is denied:**

Thank you for submitting a pre-authorization request for the following item:

- Student Name
- Item/Service Name
- Item/Service Quantity
- Pre-Authorization ID Number

**DENIED**

The pre-authorization request for this item has been denied because of the following reason:

- Denial reason stated





# Step Up For Students



## Pre-Authorizations

A pre-authorization is needed for certain items, as indicated in the Purchasing Guide, or when an item or service is not listed in the Purchasing Guide\* (this includes items on MyScholarShop requiring a pre-authorization).

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<a href="#">+ NEW</a>	<input type="text" value="Search"/>	<a href="#">SEARCH</a>					
ID	PROGRAM	SUBMITTED	PROVIDER	STUDENT	TOTAL	STATUS	ACTIONS
30000012	FES-UA	05/20/2024	logitech.com	Elana Cardano	\$228.25	Denied	<a href="#">View</a>

## What to Do If Your Pre-Authorization is Denied:

Click the [View](#) button to reopen the Pre-Authorization request.



# Step Up For Students



**Next, find the reason for Denial and comments at the bottom of the page. This will clarify why the Pre-Authorization was denied. Please note that no further action can be taken.**

**Reason for Denial:**

Outside of purchase frequency guidelines

**Comments:**

Only one per student every two years

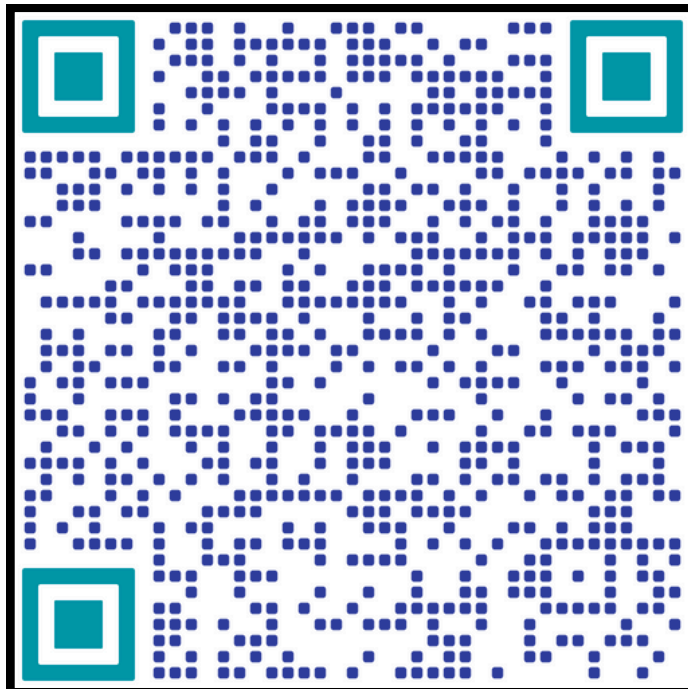


# FES-UA

## Pre-Authorization

A step by step guide to submitting a Pre-Authorization in EMA

Please scan the QR code below or you can click the link to access the presentation also to your right you can click the link to access the YouTube video for this process.



[Pre-Authorization Presentation](#)



[Pre-Authorization Presentation YouTube Video](#)



# FES-UA

## How To Find Providers:

How to use the marketplace to find a direct pay extracurricular activity for my child to participate in

All of this information can be found in the [Parents: Finding Providers and Services in Marketplace](#)

You Tube Video Linked here

A screenshot of a web application interface. At the top, a dark blue header contains the Step Up logo, the text "Parents: Finding Providers and Services in Marketplace", and a "Share" button. Below the header is a navigation menu with icons for Dashboard, Reimbursements, My Students, Marketplace, and Help. The main content area shows a "Scholarship Portal" window with a breadcrumb trail "MARKETPLACE &gt; FIND PROVIDERS &gt; PROVIDER DETAILS". The page title is "LET IT SNOW EARLY CHILDHOOD SCHOOL". Below the title is a dropdown menu labeled "Select A Location To View Services" with "Select a location" as the current selection. A red box highlights the dropdown, and a blue arrow points to it. A red play button icon is overlaid on the dropdown. At the bottom of the screenshot, there is a "Watch on YouTube" button and a text box that reads: "When you have found your provider, select a location in the dropdown to begin adding a service to the chosen student's account." The bottom of the image features a decorative red and blue wave graphic.

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



# FES-UA



**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. However we cannot answer student specific questions please reach out to our customer engagement center for student specific questions.**





**FES-UA**



**Question: Would it be possible in the future to have all of the Open House's pre-recorded and sent out?**

**Answer: Yes, recordings are sent out monthly after the conclusion of the evening session.**

**Question: Is it still possible to discuss a reimbursement from last year?**

**Answer: No. The reimbursement period for the 23-24 school year has closed.**

**Question: Do I need a credit card to make purchases with vendors?**

**Answer: Individual vendors determine their payment guidelines.**



FES-UA



**Question: How do I begin to use my student's scholarship?**

**Answer: Private School: Give Award ID to an Eligible Private School. With residual funds after private school tuition is reserved, begin purchasing services or items via EMA or requesting reimbursements for approved transactions (see Handbook & Purchasing Guide). Homeschool: Begin purchasing services or items via EMA or requesting reimbursements for approved transactions (see Handbook & Purchasing Guide).**





FES-UA



**Question: I would like to pay for more items/services via the Marketplace or MyScholarShop rather than go through the reimbursement process. How can I help get my preferred vendors listed there?**

**Answer: We would love to have more vendors as part of our approved provider community. This enables their clients/customers to Direct Pay from scholarship funds rather than relying on reimbursement. If you have a preferred vendor that you work with who is not in EMA, Please fill out the Vendor and Product Information Form located on our website at <https://www.stepupforstudents.org/vendor-and-product-information/>**

**Product Request Forms**

[English](#)

[Spanish](#)

[New Provider Form](#)

**Vendor Request Forms**

[English](#)

[Spanish](#)



FES-UA



New Provider Survey

**HELP  
NEEDED**

We are actively looking for committed tutors, as well as afterschool and summer programs, to help families achieve their academic aspirations. If you are aware of any qualified tutors or programs in the counties mentioned below, we would be immensely grateful for your assistance. Please take a moment to fill out the brief survey linked [here](#). Your input can have a meaningful impact on a child's educational experience. Thank you for your support.

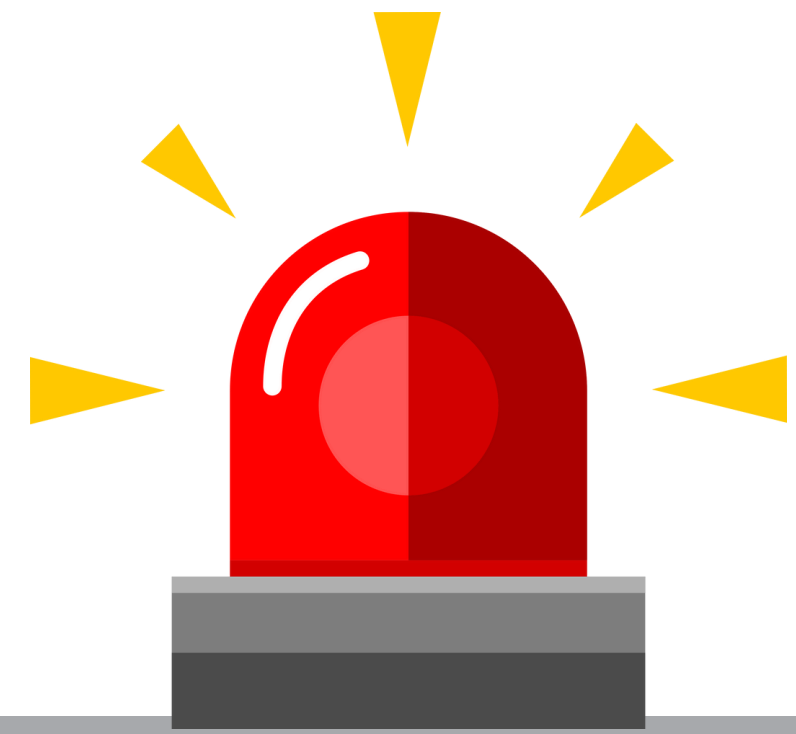
**New Provider Survey**



- Citrus
- Gilcrest
- Glades
- Gulf
- Hardee
- Hamilton
- Hendry
- Jefferson
- Lafayette
- Levy
- Liberty
- Madison
- Monroe
- Taylor
- Union
- Wakulla



**FES-UA**

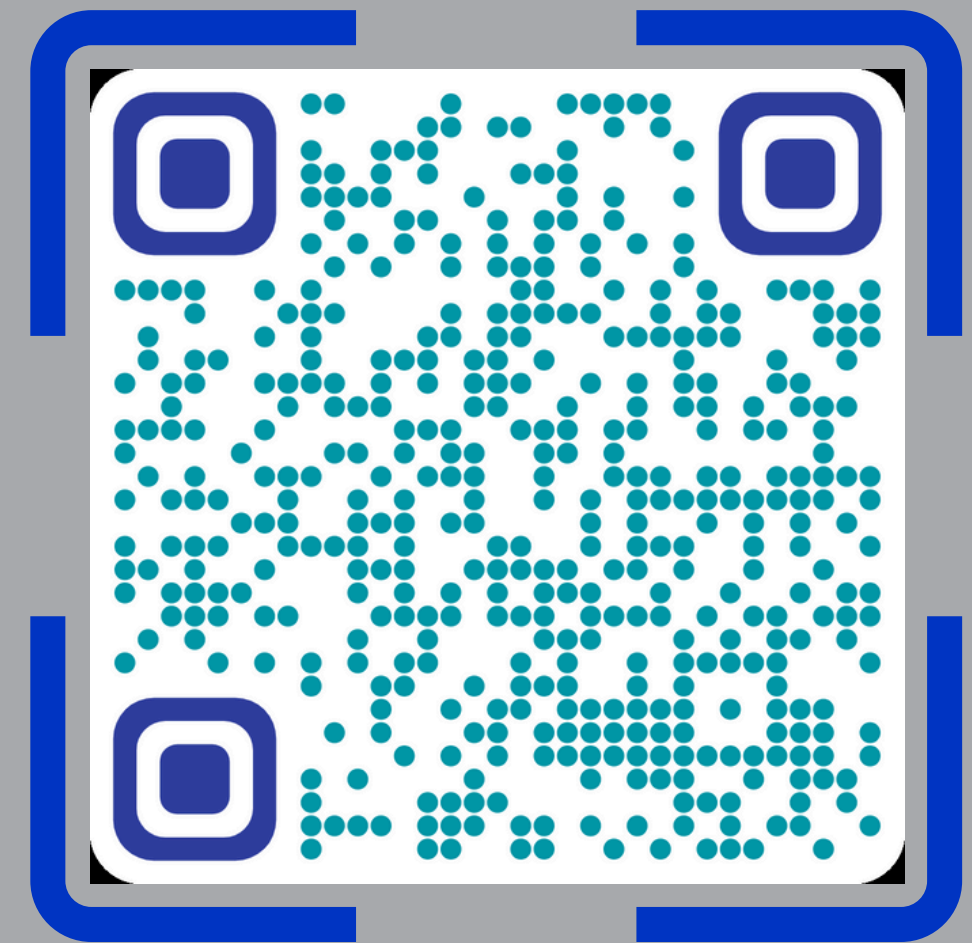


**Sign up now for updates about scholarships from Step Up For Students for the 2025-26 school year!**

**Please scan the QR code or you can click the link to access the presentation**



**SCAN  
ME**



**[Sign up now for updates](#)**



**FES-UA**



**2024-2025**

**Parent/Guardian Handbook**



**FAMILY EMPOWERMENT SCHOLARSHIP FOR  
STUDENTS WITH UNIQUE ABILITIES  
PARENT/GUARDIAN HANDBOOK**



# FES-UA



## 2024-2025 Purchasing Guide

### FAMILY EMPOWERMENT SCHOLARSHIP FOR STUDENTS WITH UNIQUE ABILITIES (FES-UA)

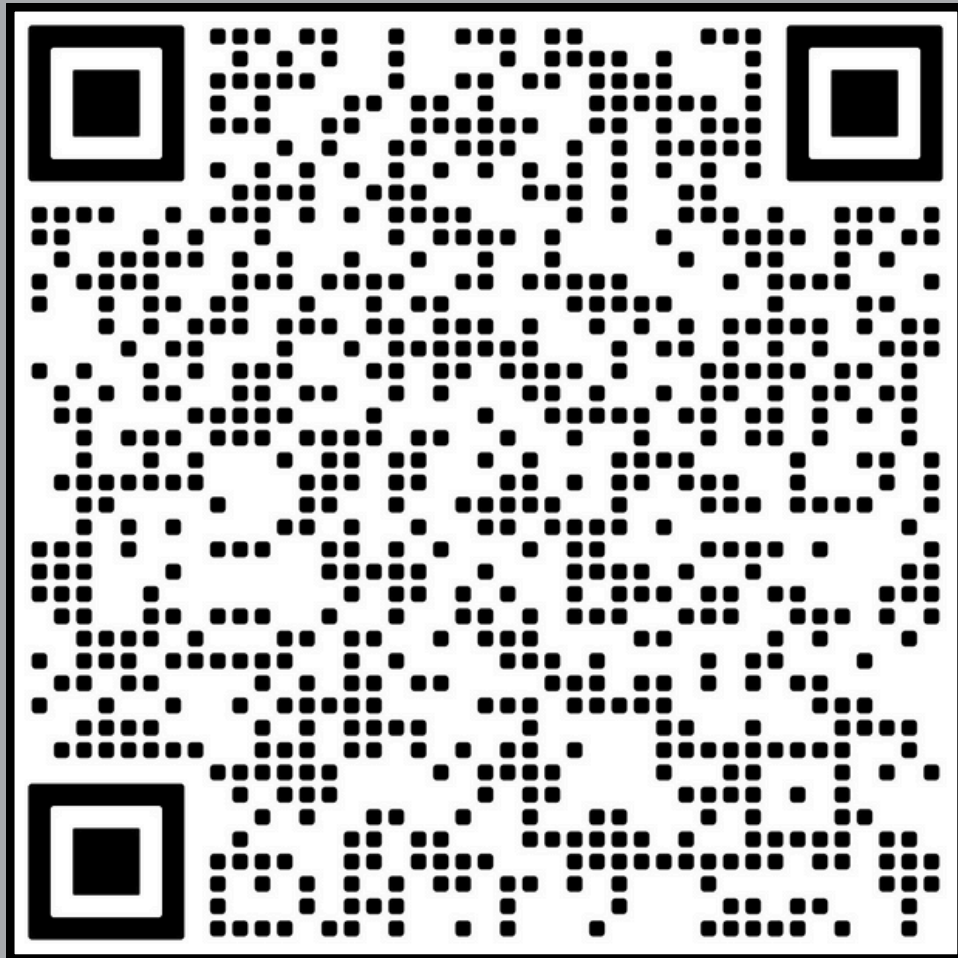
#### Purchasing Guide

2024-2025

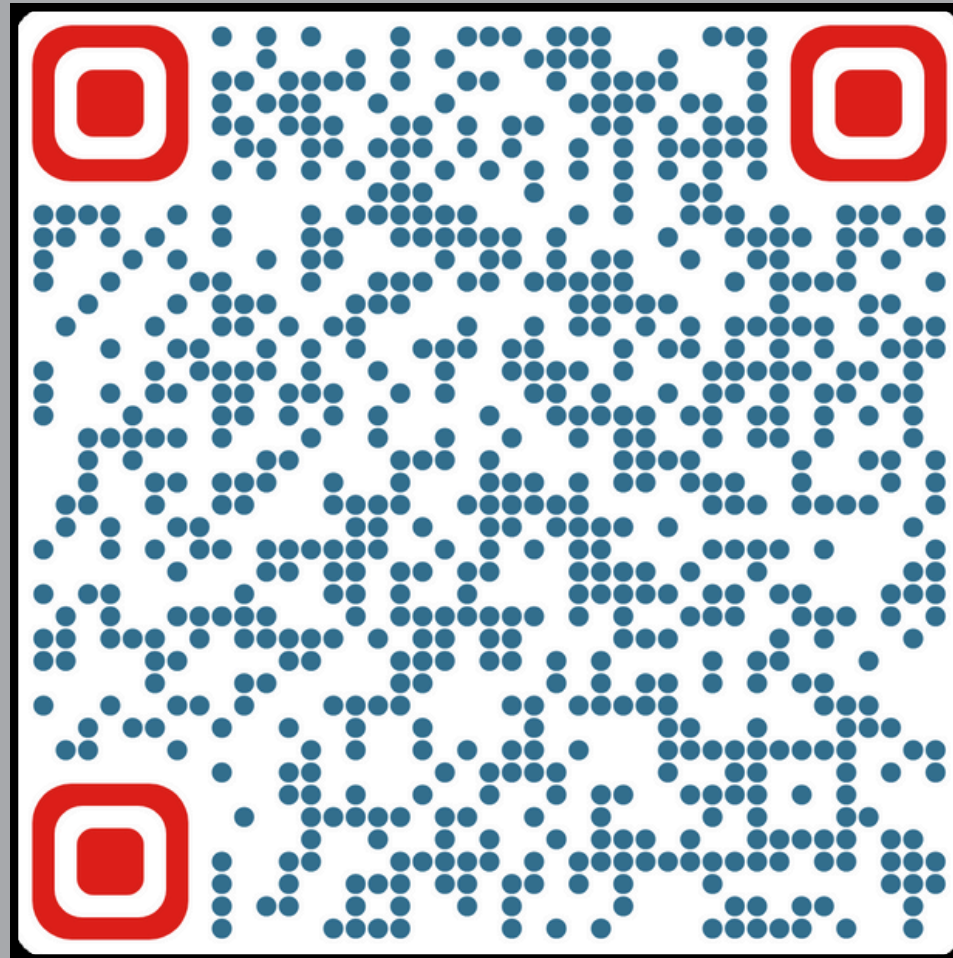


FES-UA

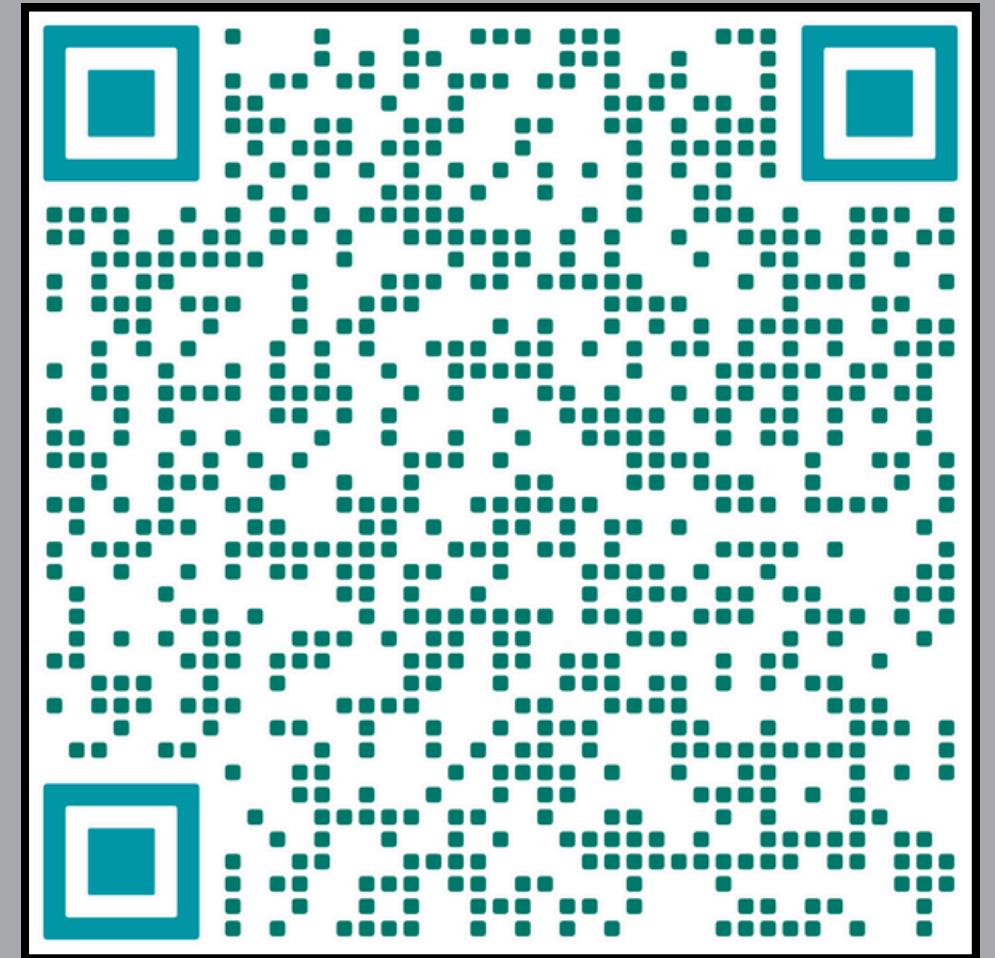
# Previous FES-UA Open Houses



[September Open House](#)



[October Open House](#)



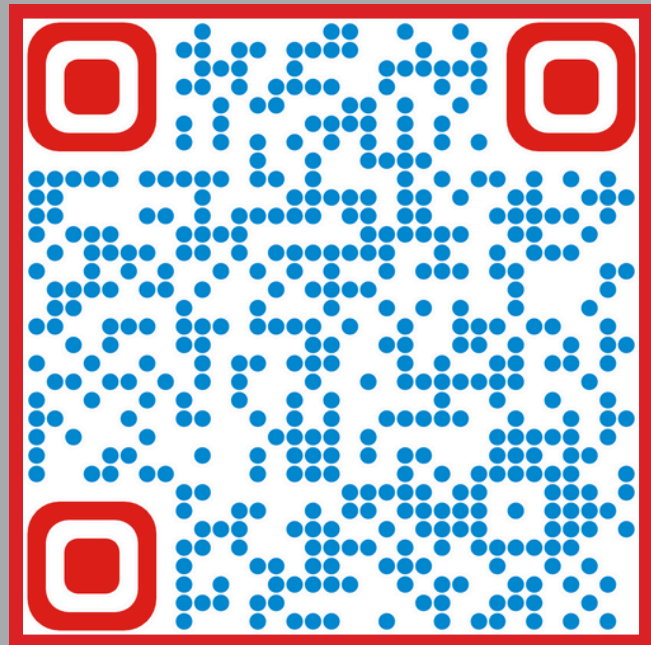
[November Open House](#)



# FES-UA

Looking Ahead: Here are the registration links for the upcoming FTC/EO, FES-UA, PEP, NWSA & Transportation Stipend Open Houses

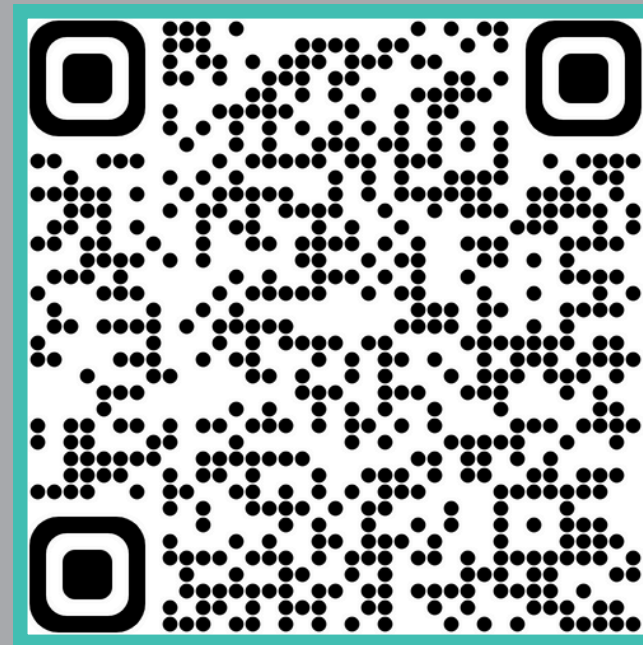
**REGISTER NOW!**



[Transportation Open House](#)  
January 15, 2024



[New World Open House](#)  
January 08, 2024



[FTC/FES-EO Open House](#)  
January 09, 2024



[FES-UA Open House](#)  
January 16, 2024



[PEP Open House](#)  
January 23, 2024

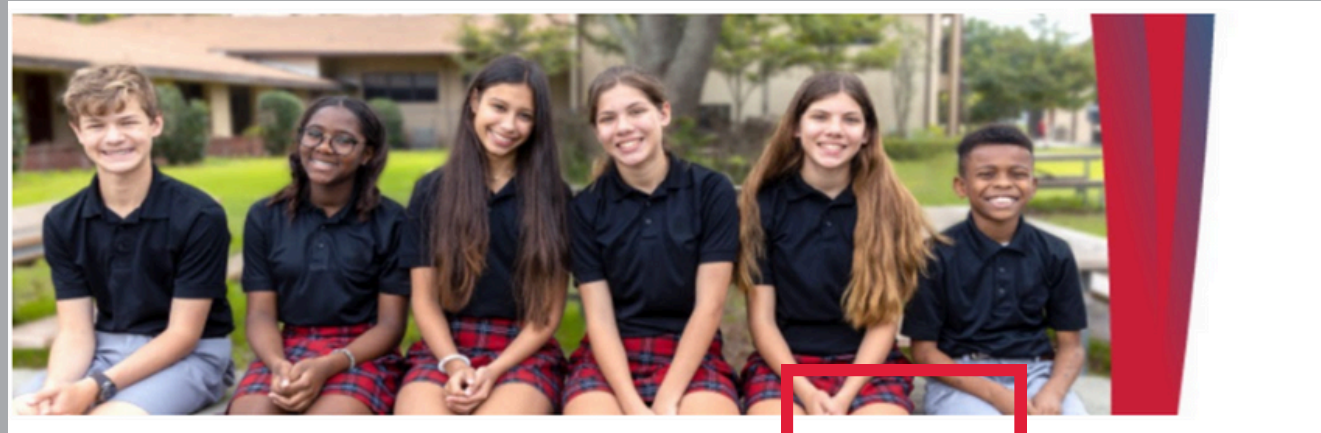


# FES-UA

Looking for additional help? Scan the QR code or click the link to access our YouTube channel.



[STEP UP FOR STUDENTS YOUTUBE CHANNEL](#)



HOME VIDEOS SHORTS **PLAYLISTS** COMMUNITY CHANNELS ABOUT

Created playlists Sort by

Thumbnail	Video Count	Channel	Action
	2 videos	Hope WV Provider	<a href="#">View full playlist</a>
	1 video	Hope WV Parent	<a href="#">View full playlist</a>
	4 videos	Step Up Schools	<a href="#">View full playlist</a>
	7 videos	Step Up Parents	<a href="#">View full playlist</a>
	3 videos	Step Up Parent	<a href="#">View full playlist</a>





FES-UA



# Contact Us

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



Chat with us [sufs.org](http://sufs.org)



877-735-7837



**FES-UA**

**Thank you for attending!**

**Upcoming webinar: January 23rd, 2024**

**[Registration Link](#)**

A winter scene with snow-covered trees and a path leading into the distance. The trees are bare and heavily laden with snow, creating a white canopy. The ground is covered in a thick layer of snow. The overall atmosphere is serene and peaceful.

# Happy *Holidays*

**As the holiday season nears, we express gratitude for your support of students and families. Your dedication to education inspires us, and we value our impactful partnership. Wishing you a joyful holiday season and a new year filled with hope, success, and celebration. Thank you for empowering the next generation.**