



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

January 30th, 2025

Presented by Step Up For Students

OPEN HOUSE
FES-UA





FES-UA

Happy
New Year

Agenda

2025



Welcome

Agenda

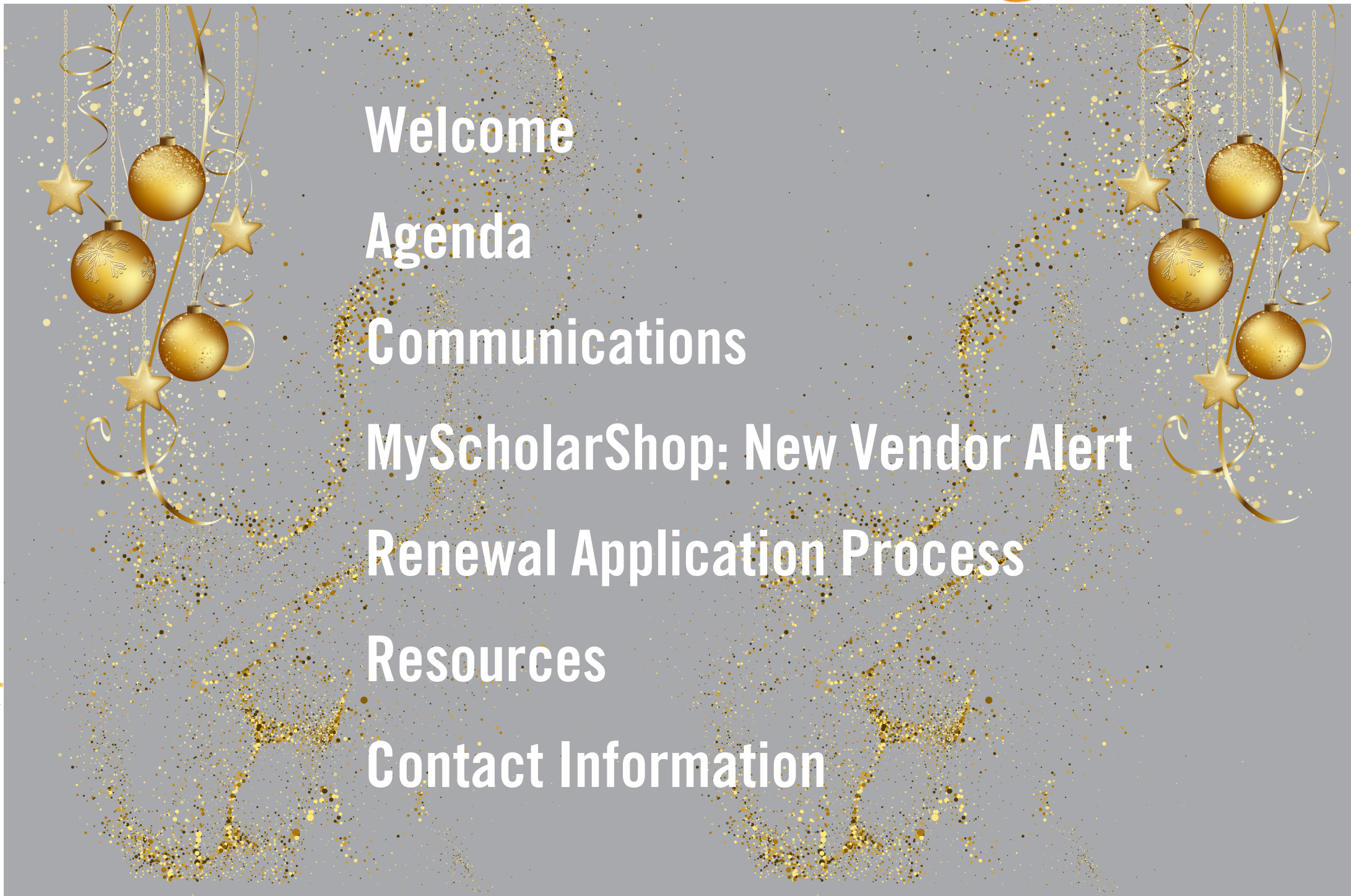
Communications

MyScholarShop: New Vendor Alert

Renewal Application Process

Resources

Contact Information





FES-UA

Communications

Subject: Share Your Feedback and Help Shape Step Up For Students' Communications

Date: 01/09/2025



Dear Scholarship Families,

Step Up For Students wants to hear from you so we can improve our policies and the way we communicate with families like yours.

We are partnering with [Waypoint Education Partners](#), an independent education research and communications firm, to gather feedback in virtual focus groups. You can share your interest in participating in a focus group in the survey below. If you are selected to participate, you will receive a **\$75 gift card upon completion of the focus group**.

This survey and these focus groups are completely optional. We want your honest opinions. Your responses will be kept confidential. No information reported from this survey or these focus groups will be tied to your name, your student(s), or any personal identifying information. Nothing you share will affect your child's scholarship in any way.

[Click here to take the survey](#)

Thank you for helping us improve how we support Florida families!

Questions?

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

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



FES-UA



Dear Parent/Guardian,

Mark your calendars!

The last day to submit reimbursements and/or pre-authorizations through the Legacy System is January 14, 2025.

Starting January 15, 2025, families will use EMA to submit reimbursements and/or pre-authorizations for legacy students (those who received FES-UA funding in the 2022-23 school year and before).

Please monitor your email. Next week, we will share videos to help you with selecting your preferred payment method and submitting these requests in EMA.

Reminder: At this time, pre-authorizations and reimbursements for legacy students must continue to be submitted in the Legacy System. Requests for legacy students submitted in EMA prior to January 15 will be denied and will need to be resubmitted in the Legacy System.

Questions?


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

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

Thank you,

Step Up For Students

Communications

Subject:  Jan. 14 is the last day to use the Legacy System for reimbursements and pre-authorizations

Date: 12/30/24



FES-UA

Communications

Subject: 😊 2025-26 applications
open Saturday! Are you ready?

Date: 01/27/2025



Hello.

It's finally here! This Saturday, February 1, families can start applying for the Private School, Unique Abilities and PEP Scholarships for the 2025-26 school year!

Are you ready? Take these steps today.

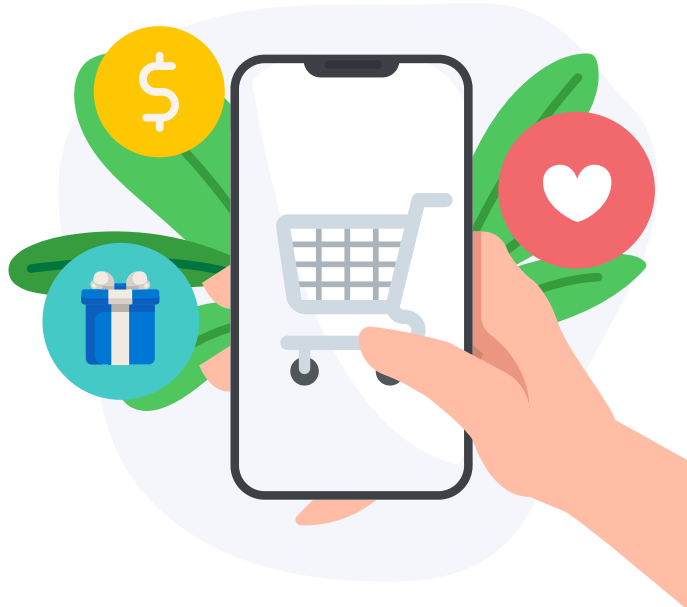
- **Determine which scholarship is best for your student.** Families with multiple students can apply for more than one program; however, each student can only be on one scholarship application. Take a minute to read about each program so you know which program is best for your student(s).
 - [Private School Scholarship](#)
 - [Unique Abilities Scholarship](#)
 - [PEP Scholarship](#)
- **Have your documents ready.** For a list of documents that may be needed when you apply for your student(s), please [click here](#).
- **Know what to expect after you apply.** Once a student is found eligible, you will be asked to "Accept" or "Decline" the scholarship. Once accepted, the student's status will be updated to "Awarded." *If a program has reached its scholarship capacity, the student's status will instead show as "At Capacity."*




We look forward to being a part of your student's academic journey for the 2025-26 school year. And, don't forget, our team will be available to assist you this weekend from 9 a.m. to 5 p.m. ET.



FES-UA

MyScholarShop New Vendor Alert




Company Name	Description of Services	Website
	<p>All About Learning Press offers effective, fun, and affordable reading and spelling programs to help your homeschool student become a proficient reader and speller for life.</p>	<p>https://www.allaboutlearningpress.com/</p>
	<p>Easy-to-Use, Just Open & Go. No Planning or Prep-Work Makes Homeschooling EASIER! No Teacher's Guides. Discover The Ease of Using Curriculum That Encourages Independent Study! Notebook Companions Includes Open-Ended Questions to Encourage Written Narration, Drawing, Labeling & More. Unit Studies Include Text, Comprehension Questions, Written Narration & Answers</p>	<p>https://dailyskillbuilding.com/</p>
	<p>I See, I Spell, I Learn - Reading & Spelling Program From early childhood literacy to K-5, a comprehensive Reading & Spelling Program for K-5, homeschoolers, children with learning differences like dyslexia, and all levels of English language learners.</p>	<p>https://www.iseeisPELLIlearn.com/</p>



FES-UA

MyScholarShop New Vendor Alert



Company Name	Description of Services	Website
	<p>With Tower Garden's aeroponic technology, you can produce 30% higher yield using 90% less space than traditional gardening. Harvest up to three times faster than traditional soil gardening. Enjoy fresh, vibrant produce in a fraction of the time! Tower Garden uses 98% less water compared to conventional gardening methods, making it an eco-friendly choice for sustainable plant cultivation.</p>	<p>https://us.towergarden.com/</p>
	<p>Viahart was founded in 2010. We design, manufacture, and distribute educational plush, active play products, and building toys. Our company's goal is to inspire capability and confidence in children. Our brands include the building toy Brain Flakes, the racket game Goodminton, and our plush line TigerHart Toys.</p>	<p>https://viahart.com/</p>



Step Up For Students

Renewal Application Process Family Empowerment Scholarship for Unique Abilities (FES-UA)

We empower Florida students with personalized PreK3-12 education scholarships.



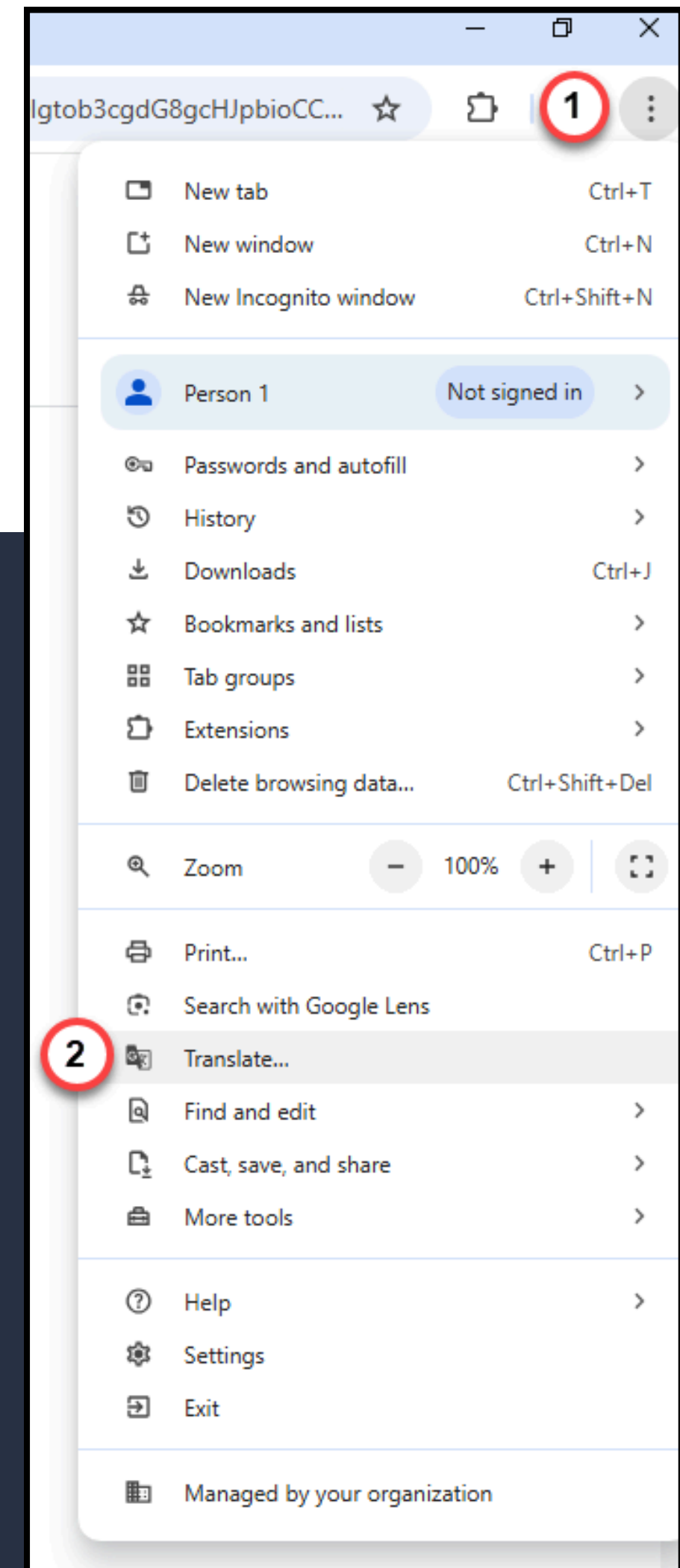


How to change the language in EMA?

Using your 'Google Chrome' browser, follow these steps:

1. Click on the three dots (...) at the top right of the browser.
2. Select 'Translate...'

IMPORTANT: These instructions only work with your 'Google Chrome' browser



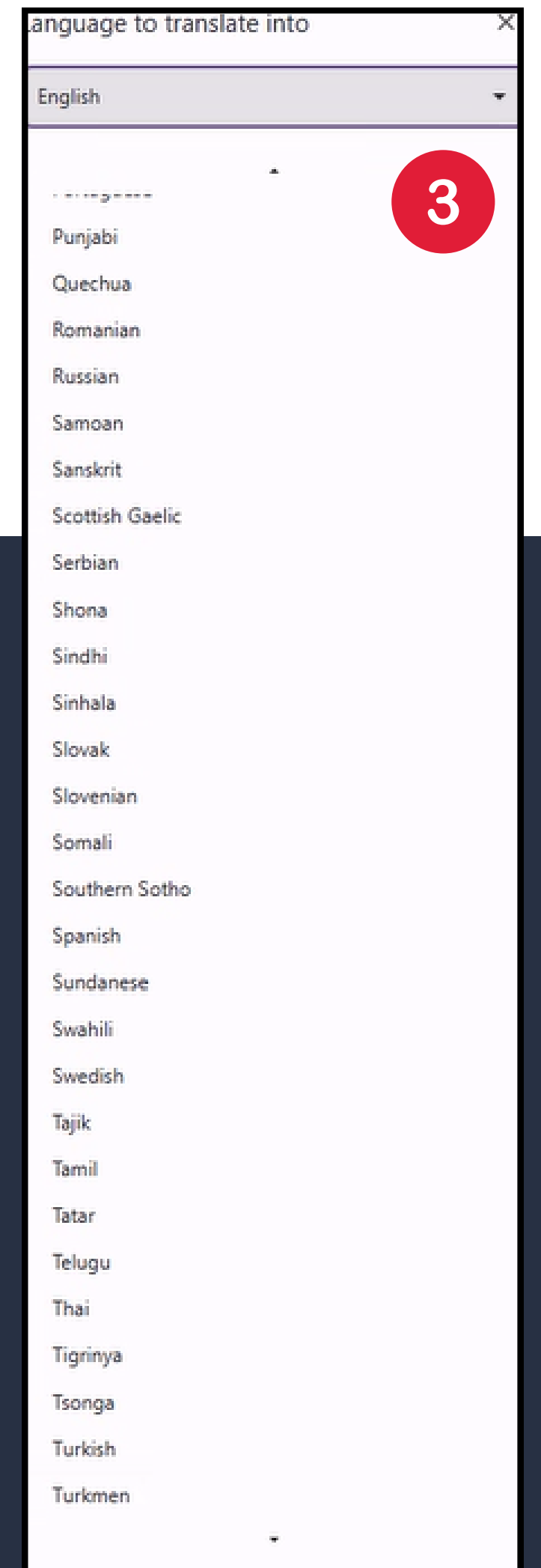


How to change the language in EMA?

Using your 'Google Chrome' browser, follow these steps:
(continued)

3. Finally select the language from the ' drop-down menu which best your translation needs.

Done! You can now view your page in your desired language!





Step Up For Students

Reminder

- Per new legislation, **families can only apply for ONE scholarship per student at the same time.**



- Each time you log onto the EMA platform, you must complete a multi-factor authentication. We recommend you use a cell phone you can easily access to confirm codes sent to call or text.
- You will receive updates via email when your application review is complete.



Step Up For Students



Parents, if your student turns 3 or 4 years old before December 31st of the school year in which they are applying, they will now be eligible for FES-UA. To apply, you will need to submit the child's birth certificate as documentation in addition to proof of residency and diagnosis.



Step Up For Students



Renewal Student Application Checklist

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



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



Step Up For Students

To apply for the Family Empowerment Scholarship for Unique Abilities (FES-UA), please visit stepupforstudents.org.



Username Forgot Username?

Password Forgot Password?

 Show

Keep me signed in

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

SUFS Team Member? [Sign In](#)



Step Up For Students

To access your EMA account, enter your username and password.

If you've forgotten your username, simply click the “Forgot Username” button. If you've lost your password, just select the “Forgot Password” button.



Username [Forgot Username?](#)

Password [Forgot Password?](#)
Show

Keep me signed in

[LOG IN](#)

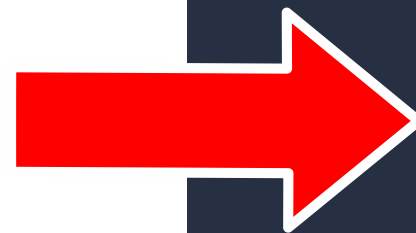
Don't have an account? [Sign Up](#)

SUFS Team Member? [Sign In](#)



Step Up For Students

You will be taken to your dashboard where you can select the scholarship program you wish to apply for.



Available Scholarships

IMPORTANT NOTICE

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP, FTC/FESEO)

FTC and FES-EO allow families attending an eligible Florida private school or participating in the Personalized Education Program (FTCPEP) to direct funds towards a combination of schooling options and other eligible expenses. Please keep in mind that a Student Learning Plan will be required to receive funds for FTCPEP.

APPLY

Students with Unique Abilities (FES-UA)

FES-UA allows parents of students with Unique Abilities to direct funds toward a combination of programs and approved providers.

APPLY

New Worlds Scholarship Accounts (NWSA)

New Worlds Scholarship Accounts allow parents/guardians of VPK and K-5 public school students who struggle with reading and/or math access to funds for programs and materials designed to boost reading and math skills.

APPLY

Transportation Stipend

The Transportation Stipend helps families cover transportation costs for K-8 students attending a different nonvirtual public school than the one they are assigned to. Eligible families receive a \$750 stipend per household to support transportation expenses.

APPLY



Step Up For Students

Important Notice:

Scholarship program statute prohibits students from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Please make sure all students have been added to the “My Students” section before applying.

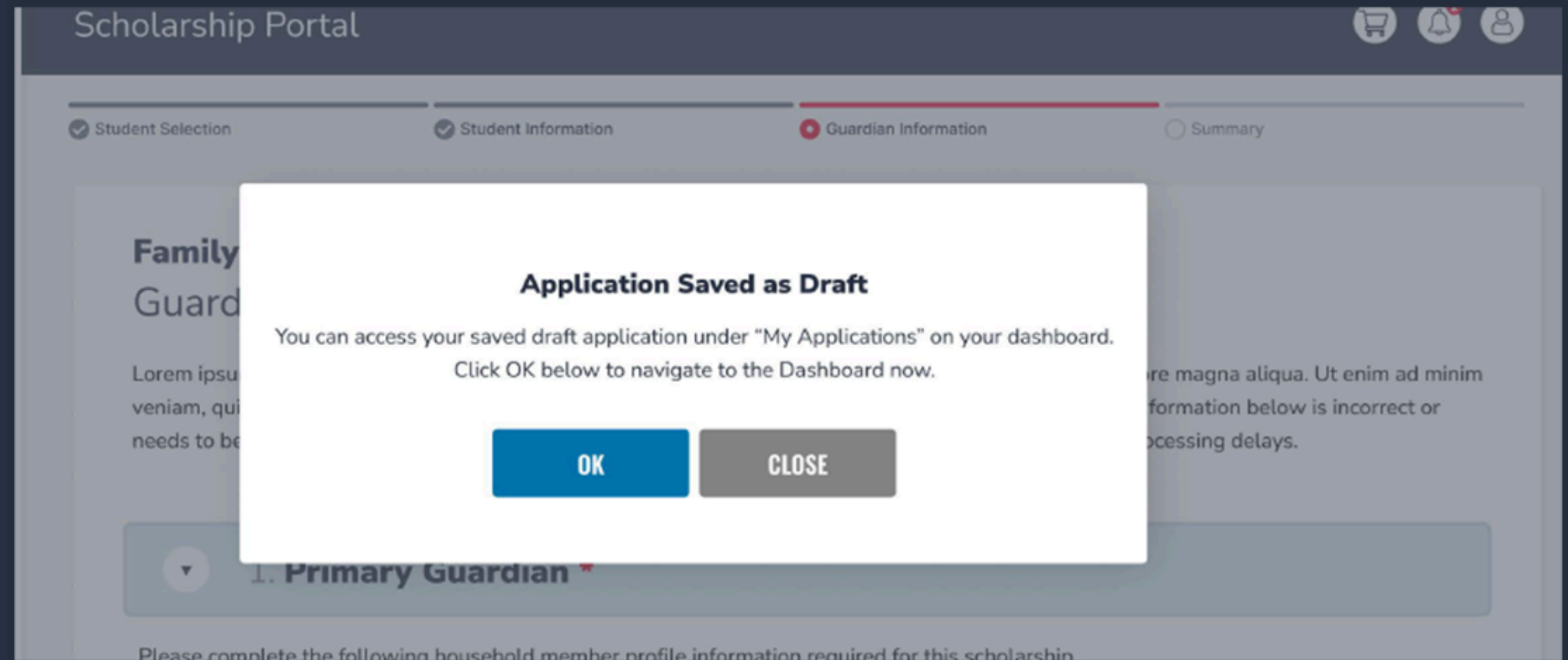
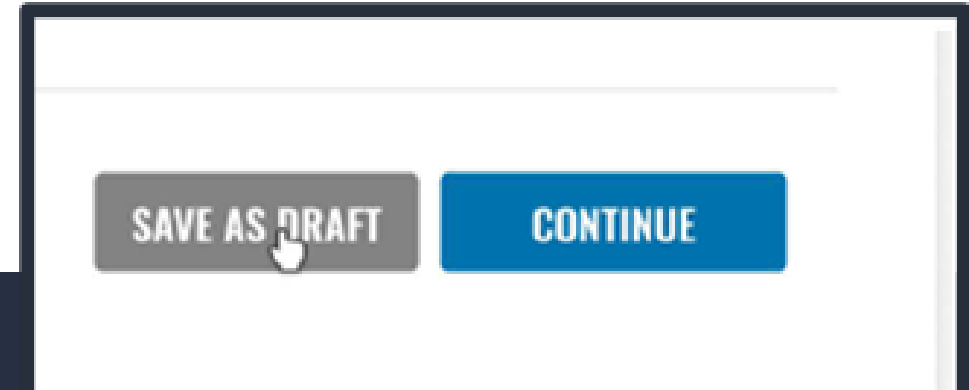
A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". On the left is a navigation menu with "EMA Education Market Assistant" logo and links for "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area is titled "Available Scholarships" and contains an "IMPORTANT NOTICE" section. A white modal window is overlaid on the page with the following text: "Important Notice", "Scholarship program statute prohibits a student from applying for both FES-EO/ FTC (including FTCPEP) and FES-UA at the same time. Please make sure all students have been added to the [My Students](#) section before applying." Below the text are "CLOSE" and "CONTINUE" buttons. In the background, there are sections for "Students with Unique Abilities (FES-UA)" and "Students with Unique Abilities (FES-EO/ FTC)", each with an "APPLY" button.



Step Up For Students

Please note:

At any time, you may select “Save as a Draft” to save your progress and come back later. You can find all your saved drafts on your dashboard, and you can select the saved drafts to continue the process.





Step Up For Students

Important to Note: If you select "YES" to indicate your child is graduating, they will appear as continuing for the next school year but will not receive funding for that school year. This is common for FES-UA students who remain in 12th grade for multiple years.

Select the students for whom you wish to apply for FES-UA.

Each student can only apply for one program at the same time.

Once you have selected your students by sliding the radio button to the right, please answer the two following questions

1. Has the student graduated from 12th grade?
2. Has the student completed a high school equivalency (GED or similar)?

Then click "Continue" in the bottom right corner.

Scholarship Portal

Student Selection Student Information Guardian Information Summary

2025-2026 FES-UA Application

Family Empowerment Scholarship for Students with Unique Abilities

Before beginning your application, please note:
The FES-UA scholarship is available to Florida resident students who are 3, 4, or 5 years old or eligible to enroll in a Florida public school, and who have an eligible disability and a current IEP or diagnosis as described in Florida Statute 1002.385. Please verify the appropriate eligibility for your student in the Family Empowerment Scholarship for Students with Unique Abilities [Handbook](#).

IMPORTANT NOTICE
Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.
Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

Who Are You Applying For?

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
<input type="checkbox"/>	Elana Cardano	New	No Active Applications
<input checked="" type="checkbox"/>	Arabella Cardano	New	FES-UA (Draft)
<input type="checkbox"/>	Orion Cardano	New	FTC (Submitted)

1. Has the student graduated from the 12th grade?
 Yes No

2. Has the student completed a high school equivalency (GED or similar)?
 Yes No

SAVE AS DRAFT CONTINUE



Step Up For Students

If you select 'Yes' to either question, your student would not be eligible for additional funding for the next school year.

Scholarship Portal

EMA Education Market Assistant

Dashboard
My Students
Recent Transactions
Help

2025-2026 FES-UA Application
Family Empowerment Scholarship for Students with Unique Abilities

Before beginning your application, please note:
The FES-UA scholarship is available to Florida resident students who are 3, 4, or 5 years old or eligible to enroll in a Florida public school, and who have an eligible disability and a current IEP or diagnosis as described in Florida Statute 1002.385. Please verify the appropriate eligibility for your student in the Family Empowerment Scholarship for Students with Unique Abilities [Handbook](#).

IMPORTANT NOTICE
Scholarship Program statutes prohibit a student from applying for more than one program for FES-UA, FTC and FES-EO. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.
Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.
Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

Who are you applying for?

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
<input checked="" type="checkbox"/>	Elv	New	No Active Applications
1. Has the student graduated from the 12th grade? <input checked="" type="radio"/> Yes <input type="radio"/> No			
2. Has the student completed a high school equivalency (GED or similar)? <input type="radio"/> Yes <input checked="" type="radio"/> No			
This student is ineligible and will not be added to the application.			
<input type="checkbox"/>	Mary Poppins	New	No Active Applications

SAVE AS DRAFT CONTINUE



Step Up For Students

Once you are done selecting students, click **“Continue”** in the bottom right corner.

IMPORTANT NOTICE

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

Who Are You Applying For?

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
<input type="checkbox"/>	Elana C.	New	No Active Applications
<input checked="" type="checkbox"/>	Arabel 1. Has the student graduated from the 12th grade? <input type="radio"/> Yes <input checked="" type="radio"/> No 2. Has the student completed a high school equivalency (GED or similar)? <input type="radio"/> Yes <input checked="" type="radio"/> No	New	FES-UA (Draft)
<input type="checkbox"/>	Orion Cardano	New	FTC (Submitted)

SAVE AS DRAFT

CONTINUE



Step Up For Students

At any point before submitting your application, you can add an existing student via the  blue button.

A screenshot of the 'Scholarship Portal' interface. The page title is 'Scholarship Portal' and the user is logged in as 'EMA Education Market Assistant'. The navigation menu on the left includes 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main content area shows a progress bar with four steps: 'Student Selection' (checked), 'Student Information' (active), 'Guardian Information', and 'Summary'. A blue button labeled '← BACK TO STUDENT SELECTION' is at the top left. Below it, the heading '2025-2026 FES-UA Application' is followed by 'Student Information'. A note states: 'Please complete the below information for each student. Social Security numbers are required for all students.' A list item '1. Arabella' is shown with a right-pointing arrow and a blue link '> Show details'. At the bottom right, there are two buttons: 'SAVE AS DRAFT' (grey) and 'CONTINUE' (blue).



Step Up For Students

To proceed with a selected student, click on the **> View Details** arrow below the student's name and complete the fields below:

- Enrolled School Information
- Expected School Information

Scholarship Portal

Student Selection Student Information Guardian Information Summary

2025-2026 FES-UA Application

Student Information

Please complete the below information for each student. Social Security numbers are required for all students.

ADD A STUDENT

1. Jane Sunshine Doe
[> View Details](#)

SAVE AS DRAFT CONTINUE

Scholarship Portal

Student Selection Student Information Guardian Information Summary

2025-2026 FES-UA Application

Student Information

Please complete the below information for each student. Social Security numbers are required for all students.

ADD A STUDENT

1. Jane Sunshine Doe
[Hide Details](#)

First Name: Jane Middle Name: Sunshine Last Name: Doe Suffix: Select

Date of Birth: 01/14/2008 Gender: Female Ethnicity: Hispanic or Latino Race: Native Hawaiian or Other Pacific Islander

Student is My: Daughter Student's SSN/ITIN*: 000-00-0000 Confirm Student's SSN/ITIN*: 000-00-0000

Enrolled School Information

School Year: 2024-2025 Type of School*: Select... County*: Select Current County School Name*: Enter School Name

Expected School Information

School Year: 2025-2026 Type of School*: Select... Grade Level*: Select...



Step Up For Students

Please be advised that you now have the option to choose 3 and 4 years old when choosing a grade level. Please note that students must be 3 or 4 years old by December 31 of the school year for which they are applying.

Enrolled School Information

School Year: 2024-2025
Type of School: Florida Private
County: Baker
School Name: ABC School

During the previous school year, which program did the student receive funding from?
Select...

Expected School Information

School Year: 2025-2026
Type of School: Florida Private
Grade Level: 3 years old

Diagnosis *

The FES-UA scholarship is available only to students who have one or more of the following disabilities described in Florida Statute (including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment)

You must make at least one selection:

<input type="checkbox"/> A Specific Learning Disability	<input type="checkbox"/> High-Risk Child
<input type="checkbox"/> Anaphylaxis	<input type="checkbox"/> Hospital or Homebound
<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Intellectual Disability
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Language Impairment
<input type="checkbox"/> Down Syndrome	<input type="checkbox"/> Muscular Dystrophy
<input type="checkbox"/> Dual Sensory Impaired	<input type="checkbox"/> Orthopedic Impairment
<input type="checkbox"/> Emotional or Behavioral Disability	<input type="checkbox"/> Other Health Impairment
<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> Phelan-McDemid Syndrome

Diagnosis Related Documentation

To document your child's disability, you will be required to submit a copy of the student's current, valid Florida or out-of-state Individualized Education Plan (IEP), or a diagnosis from a psychologist, or a diagnosis from a physician with an active license issued by another state or territory of the United States, the District



If you are a parent or guardian currently utilizing funds for Pre-K tuition and fees, please select "Pre-K" from the dropdown menu.



Step Up For Students

High-Risk Child

A **high -risk child** is defined as a 3-5-year-old (on or before September 1 of the school year), with a developmental delay in cognition, language, or physical development.

Hospital-bound, homebound, dual sensory impaired or high-risk students may need to renew their disability proof over time by uploading updated documents. **High-risk status only applies until age six, after which a new qualifying diagnosis is required.**

Diagnosis *

The FES-UA scholarship is available only to students who have one or more of the following disabilities described in Florida Statute 1002.385. Please note "Other Health Impairment" under the Diagnosis section means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems. For more details please see the [Handbook](#).

You must make at least one selection:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> A Specific Learning Disability | <input type="checkbox"/> High-Risk Child | <input type="checkbox"/> Prader-Willi Syndrome |
| <input type="checkbox"/> Anaphylaxis | <input type="checkbox"/> Hospital or Homebound | <input type="checkbox"/> Rare Diseases |
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Speech Impairment |
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Language Impairment | <input type="checkbox"/> Spina Bifida |
| <input type="checkbox"/> Down Syndrome | <input type="checkbox"/> Muscular Dystrophy | <input type="checkbox"/> Traumatic Brain Injured |
| <input type="checkbox"/> Dual Sensory Impaired | <input type="checkbox"/> Orthopedic Impairment | <input type="checkbox"/> Visually Impaired |
| <input type="checkbox"/> Emotional or Behavioral Disability | <input type="checkbox"/> Other Health Impairment | <input type="checkbox"/> Williams Syndrome |
| <input type="checkbox"/> Hearing Impaired | <input type="checkbox"/> Phelan-McDermid Syndrome | |

Diagnosis Related Documentation

To document your child's disability, you will be required to submit a copy of the student's current, valid Florida or out-of-state Individual Education Plan (IEP), a diagnosis from a licensed Florida physician, Autonomous Advanced Practice Registered Nurse, or psychologist, or a diagnosis from a physician with an active license issued by another state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

File Upload Requirements

- Please ensure that any files you are uploading are **not** password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Documentation Type*(You may upload up to 5 files.)

UPLOAD



Step Up For Students

Do any of these apply to your student?

This information helps ensure your student gets all eligible benefits. If you answered “Yes” to any of the questions above, you are required to upload supporting documentation to avoid processing delays.

Do any of these apply to your student?

This helps ensure your student gets all eligible benefits. Some options need documentation.

- Adopted
- In foster care within the last two (calendar) years
- Dependent of an active duty member of the U.S. Armed Forces [\(See More\)](#)
- Dependent of a law enforcement officer [\(See More\)](#)

If you answered "Yes" to any of the questions above, you are required to upload supporting documentation to avoid processing delays.

File Upload Requirements

- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Supporting documentation required

To avoid any delays, please upload supporting documents for your selection(s) above.

Documentation Type(You may upload up to 5 files.)



Step Up For Students

Once you have completed all the sections, click **“Continue”** in the bottom right corner to proceed or **“Save As Draft”** to save and return to complete the application at a later time.

Dependent of a law enforcement officer [\(See More\)](#)

If you answered "Yes" to any of the questions above, you are required to upload supporting documentation to avoid processing delays.

File Upload Requirements

- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Supporting documentation required
To avoid any delays, please upload supporting documents for your selection(s) above.

Documentation Type* (You may upload up to 5 files.)

Enter Document Name

[Delete](#) [Leave and Earnings Statement.pdf](#)



Step Up For Students

After completing the previous section, you'll be directed to the "Guardian Information" section. You must review the information listed here to ensure its accuracy by clicking "View Details".

If you need to make any changes to the grayed-out fields, click on the Profile icon in the upper right-hand corner of the page, and make the necessary corrections.

Failure to do so may result in processing delays. You will need to enter your social security number (SSN) or individual taxpayer identification number (ITIN) and provide proof of residency.



Student Selection

Student Information

Guardian Information

Summary

2025-2026 FES-UA Application

Guardian Information

Primary Guardian*

[View Details](#)

SAVE AS DRAFT

CONTINUE

2025-2026 FES-UA Application

Guardian Information

Primary Guardian *

[Hide details](#)

Please review the information below. If any information is incorrect, please go to your [Profile](#) and make sure that your information is up-to-date to avoid processing delays.

First Name *	Middle Name	Last Name *	Suffix
Adalyn	Enter Middle Name		

Marital Status *	Primary Language *	Email - Primary *	Email - Secondary
Single. I have never been...	English	adac	Enter Secondary Email

Phone - Primary *	Phone Type - Primary *	Phone - Secondary	Phone Type - Secondary
(904) 454-	Mobile	(000) 000-0000	

SSN/ITIN	Confirm SSN/ITIN
***-**-XXXX	***-**-XXXX

Physical Address

Street Address *	Address Line 2
8500 Southside Blvd	Suite/Apartment (Optional)

City: *	County: *	State *	Zip Code: *
Jacksonville	Duval	Florida	32256



Step Up For Students

Proof of Residency

Please ensure that the documents you submit are:

1. Valid
2. Current (dated within 2 months, if a recurring bill/statement)
3. Match the primary or secondary guardian's full name as well as the current physical street address provided on the application. Refer to the guidelines listed on the slide for the list of acceptable documents for submission.

Proof of Residency *

Step Up For Students requires detailed Proof of Residency provided by the primary or secondary guardian. All documents must be current (less than two months old, if a recurring bill/statement), valid and match the primary or secondary 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 (see below). Please select the type of document you are submitting, then upload.

You will not be able to continue with the application unless the required documents are uploaded.

Is your student a dependent child of an Active-Duty member of the United States Armed Forces moving into or out of Florida on Permanent Change of Station orders? [See more](#) information on required documents.

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	Paysub*
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	Health insurance statement*
Permanent change of station (PCS) military orders (See More)	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	Property deed*

*A secondary document is necessary

Reminder: The documents must match the primary or secondary guardian's full name, and the current physical street address provided on the application.

File Upload Requirements

- Please ensure that any files you are uploading are not password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Proof of Documentation Type

Select type of document

Must not be more than two months old.
Must include full name and current physical address.
*A secondary document is necessary.

SAVE AS DRAFT

CONTINUE



Step Up For Students

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	Health insurance statement*
Permanent change of station (PCS) military orders (See More)	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	Property deed*

*A secondary document is necessary

You're missing a Proof Of Residency document.
Because you uploaded a "Florida driver's license or state-issued ID" document type, you will need to provide a total of 2 Proof of Residency documents. Please reference Column B in the Document Guidelines table. [Update information.](#)

If you submit only one document from column B, you will receive an error message. However, you can easily fix this by simply scrolling up and submitting another document type. The Proof Residency Residency (POR) documents from Column B must both be in the same guardian's name.

- If you submit a FL driver’s license, you will also need to submit another document type, such as an automobile insurance statement.**
- If you submit two paystubs for income verification/ Proof of residency, the paystubs will only count as one document type. Therefore, you will still need to submit another document.**



Step Up For Students



Required Documentation if your student is a dependent child of an **Active-Duty member of the United States Armed Forces moving into or out of Florida on Permanent Change of Station orders.**

Is your student a dependent child of an Active-Duty member of the United States Armed Forces moving into or out of Florida on Permanent Change of Station orders? [See less](#) information on required documents.

If your student is a dependent child of an Active-Duty member of the United States Armed Forces and you or the secondary guardian have:

PCS orders to move into Florida but do not yet have a residential address in Florida (new students only)

1. Upload the new PCS orders as Proof of Residency.
 - The primary or secondary guardian's physical address on the application must match the newly assigned unit address on the PCS orders. If changes need to be made, go to the Guardian Profile to update.
2. Once residency in Florida is established, contact Step Up For Students to provide an updated Proof of Residency (refer to the chart below).
 - Note: students will not receive funds until an updated Proof of Residency is received, and the physical address is updated in the Guardian Profile.

PCS Orders to move out of Florida but whose home of record or state of legal residence is Florida (FES-UA & FTCPEP renewal students only)

1. Upload a Leave and Earnings Statement, IRS Domicile 2058 or DFAS Form 702 in the Student Information section (previous screen) of the application.
2. Upload the new PCS Orders as Proof of Residency.
 - The primary or secondary guardian's physical address on the application must match the relieved unit address on the PCS orders. If changes need to be made, go to the Guardian Profile to update.



Step Up For Students

Once you have completed all the questions in the “Guardian Information” section, click **‘Continue’** to proceed to the next section.

File Upload Requirements

- Please ensure that any files you are uploading are not password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Proof of Documentation Type

Select type of document



UPLOAD

[Delete](#) [Utility bill \(electric, gas, water\).png](#)

*Must not be more than two months old.
Must include full name and current physical address.
A secondary document is necessary.

SAVE AS DRAFT

CONTINUE



Step Up For Students

Now you should be on the “Summary” section of the application. The summary page gives you an overview of all submitted documents and completed sections.

A screenshot of the 'Summary' page for the 2025-2026 FES-UA Application. The page has a navigation bar at the top with four tabs: 'Student Selection', 'Student Information', 'Guardian Information', and 'Summary'. The 'Summary' tab is active and highlighted in red. Below the navigation bar, the page title is '2025-2026 FES-UA Application' followed by 'Application Summary'. A message asks the user to verify that all required information is present and to click 'submit'. An 'IMPORTANT NOTICE' box contains text about scholarship program statutes and instructions for adding students. Below this, there are two tables: one for 'STUDENTS' and one for 'GUARDIANS'. The 'STUDENTS' table has columns for 'STUDENTS', 'AGE', 'GRADE', 'DIAGNOSIS', and 'DOCUMENTATION'. The 'GUARDIANS' table has columns for 'GUARDIANS', 'TYPE', and 'DOCUMENTATION'.

STUDENTS	AGE	GRADE	DIAGNOSIS	DOCUMENTATION
1. Arabella C	14	10	No	Arabella_IEP.pdf Leave and Earnings Statement.pdf

GUARDIANS	TYPE	DOCUMENTATION
Adalyn Cardano	Primary	Utility bill (electric, gas, water).png

You can review to go back and change anything you would like. You can use the headers on top of the page to navigate to different sections.



Step Up For Students

Complete the Parent/Guardian Terms and Conditions. Make sure to click on each box once you have read and agreed to the terms and conditions.

Parent/Guardian Terms & Conditions

By submitting this scholarship application, under the penalty of perjury, I certify the following:

- I, and any applying student, meet the residency requirements for the scholarship programs in the State of Florida and I understand that continued physical residency is a requirement for scholarship participation. I understand that I must notify Step Up For Students if either myself or my student moves out of the State of Florida while my student is participating in a scholarship program.
- The information I am providing in the course of the scholarship application and management process is true and accurate. I understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the denial of the scholarship application or revocation of a scholarship award.
- I understand additional information and/or documentation related to my application may be requested at any time post-award for auditing purposes. I understand if a post-award audit determines my student is not eligible, their scholarship may be rescinded.
- I have read, understand, and agree to the policies outlined in the Step Up For Students parent/guardian materials, including the [Parent/Guardian Handbook](#), [Program Purchasing Guide](#), these Terms & Conditions, and the Sworn Compliance Statement. Step Up reserves the right to routinely update, modify, or alter the parent/guardian materials without notifying me of any such updates. I understand that I am bound by the terms of these materials.
- I understand that if I am seeking income prioritization for my student, I authorize Step For Students to access information needed for income eligibility determination and verification held by other states or federal agencies, including but not limited to the Department of Revenue, the Department of Children and Families, the Department of Education, the Department of Economic Opportunity, and the Agency for Health Care Administration.
- I understand that a student enrolled on a full-time basis in the Florida Virtual School, the Florida School For The Deaf and Blind, the College-Preparatory Boarding Academy, the Florida School for Competitive Academics, the Florida Scholars Academy, a developmental research school, a charter school, or any other Florida public school is ineligible to receive a Family Empowerment Scholarship or a Florida Tax Credit scholarship. If my student enrolls on a full-time basis during this school year, it will result in forfeiture of scholarship participation and the return of any remaining scholarship funds. This does not prohibit students using the Family Empowerment Scholarship or Florida Tax Credit Scholarship from attending one or more of these programs on a part-time basis, provided they are meeting regular school attendance requirements per s. 1003.01(16)(b)-(d), F.S. in some other way. *Any participation in a public school on a part-time basis while receiving a scholarship must be paid for by the guardian using either personal or scholarship funds. A scholarship student may not be reported for state funding by a school district and receive a scholarship at the same time.*
- I understand that I may not apply for multiple scholarships under the Family Empowerment Scholarship and the Florida Tax Credit Scholarship programs for an individual student at the same time.
- I understand that failure to comply with any responsibilities or policies associated with a choice scholarship program may result in scholarship suspension, revocation, and/or reporting to the Florida Department of Education.
- I understand that I am responsible for procuring the services necessary to educate my student(s) and that if I do not, and if my student's account is inactive for two consecutive fiscal years, my student's scholarship account must be closed, and any remaining funds shall revert to the state.
- I understand that if my student is awarded a scholarship, the district school board is not obligated to provide my student with a free, appropriate public education.
- If utilizing scholarship funds for direct payment to an eligible private school, I understand that I must approve each payment to the eligible private school before the scholarship funds may be deposited by funds transfer. I may not designate any entity or individual associated with the eligible private school as my attorney in fact to approve a funds transfer.
- I affirm that any scholarship funds may only be used to support the procurement of eligible goods and services that meet the educational needs of the eligible student to whom scholarship funds are awarded.
- I understand that if my student is awarded a scholarship, I must inform his/her public school district that he/she will attend a private school during the 2025-26 school year.



Step Up For Students

You will also be required to complete the Sworn Compliance Statement. Make sure to click on the box at the bottom once you have read and agreed to the terms.

Sworn Compliance Statement

The Family Empowerment Scholarship and Florida Tax Credit Scholarship program statutes include parent and student responsibilities that parents and students must follow to participate in the scholarship programs. Pursuant to ss. 1002.394(10) and 1002.395(7), F.S. I affirm that:

- I will file an initial application for participation in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs by the date established by the eligible nonprofit Scholarship Funding Organization.
- I will inform the student's public school district that the student is going to be participating in the FES-EO, FTC, or FTCPEP program.
- I understand that participation in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs must be renewed annually.
- I understand that if I or my student at any time become ineligible for the scholarship program, including, but not limited to, enrolling in a full-time public school or residing outside of the state of Florida, my scholarship will be forfeited. In the event of ineligibility, I will immediately inform Step Up For Students so that the student's scholarship status may be updated.
- I understand that a Scholarship Funding Organization may not transfer any funds to an account of a student determined eligible under ss. 1002.394(3)(a) or 1002.395, F.S. which has a balance in excess of \$24,000.
- I will renew participation in the program each year. A student whose participation in the program is not renewed may continue to spend scholarship funds that are in his or her account from prior years unless the account must be closed pursuant to s. 1002.394(5)(a)2, F.S.

For FES-EO and FTC Program Students:

- I will select and enroll the student at a full-time in-person, eligible, participating private school.
- I understand the student is required to take the norm-referenced assessment offered by the eligible, participating private school or I may choose to have the student participate in the statewide assessments outlined in ss. 1002.394(7)(d) and 1002.395(7)(d), F.S. If I choose this option, I understand I am responsible for transporting the student to the assessment site designated by the school district.
- I understand I must approve scholarship payments to the eligible, participating private school the student attends.
- I will meet with the private school's principal or the principal's designee to review the school's academic programs and policies, specialized services, code of student conduct, and attendance policies before my student is enrolled.
- I understand that the student must remain in attendance at the eligible, participating private school throughout the school year, unless excused by the school for illness or other good cause.

For FTCPEP Students:

- I affirm that program funds will only be used for authorized purposes serving the student's educational needs, as described in s. 1002.395(6)(d), F.S., and that I will not receive a payment, refund, or rebate from an approved provider or for any funds provided under this section. I will not take possession of any funding provided by the state for the Florida Tax Credit Scholarship Program. This does not include reimbursements for expenditures approved by the Florida Tax Credit Scholarship Program.
- I understand that enrolling in a DOE-approved PEP Hybrid eligible private school for at least two school days per week requires that I address how the remaining instructional hours will be spent in my student's Student Learning Plan. I will be responsible for all eligible expenses in excess of the amount of the scholarship and for the education of the student.
- I will submit my student's Student Learning Plan to the Scholarship Funding Organization and revise the plan at least annually before program renewal.
- I will require the student to take a nationally norm-referenced test identified by the Department of Education, or a statewide assessment under s. 1008.22, F.S. and I will provide the assessment results to the Scholarship Funding Organization before the student's program renewal.
- I will procure the services necessary to educate the student. When the student receives a scholarship, the district school board is not obligated to provide the student with a free appropriate public education.

A parent/guardian who fails to comply with any of the above responsibilities forfeits the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs.

I certify that I, and any applying student, meet the residency requirements for the scholarship programs in the State of Florida and understand that continued physical residency is a requirement to remain eligible for scholarship participation. I understand I must notify Step Up For Students if either myself or the student move out of the State of Florida while the student is participating in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs. Any student participating in the Family Empowerment Scholarship or Florida Tax Credit Scholarship found to not be a Florida resident will be in violation of ss. 1002.394 or 1002.395, F.S., as applicable.

Additionally, I understand that a student cannot be enrolled in public school on a full-time basis or participate in multiple scholarships under this section at the same time, including the Family Empowerment Scholarship for Unique Abilities, or the New Worlds Scholarship Accounts programs while participating in the Family Empowerment Scholarship for Educational Options or Florida Tax Credit Scholarship programs. If your child enrolls in public school on a full-time basis during this school year, you will forfeit your student's Family Empowerment Scholarship or Florida Tax Credit Scholarship.

I have read and agree to the compliance statement.





Step Up For Students

Please type your name in the box and sign your name in the signature box. Please click **“Keep”** if you wish to keep your signature. If you want to change your signature, you can click **“Clear”** and sign again.

Please Sign Here
Signature Of *

Parent Guardian

Parent Guardian

KEEP CLEAR

SAVE AS DRAFT SUBMIT



Step Up For Students

After approving your signature, you may choose the “Save As Draft” option to complete your application later or “Submit”.

Please Sign Here
Signature Of *

Parent Guardian

Parent Guardian

KEEP CLEAR

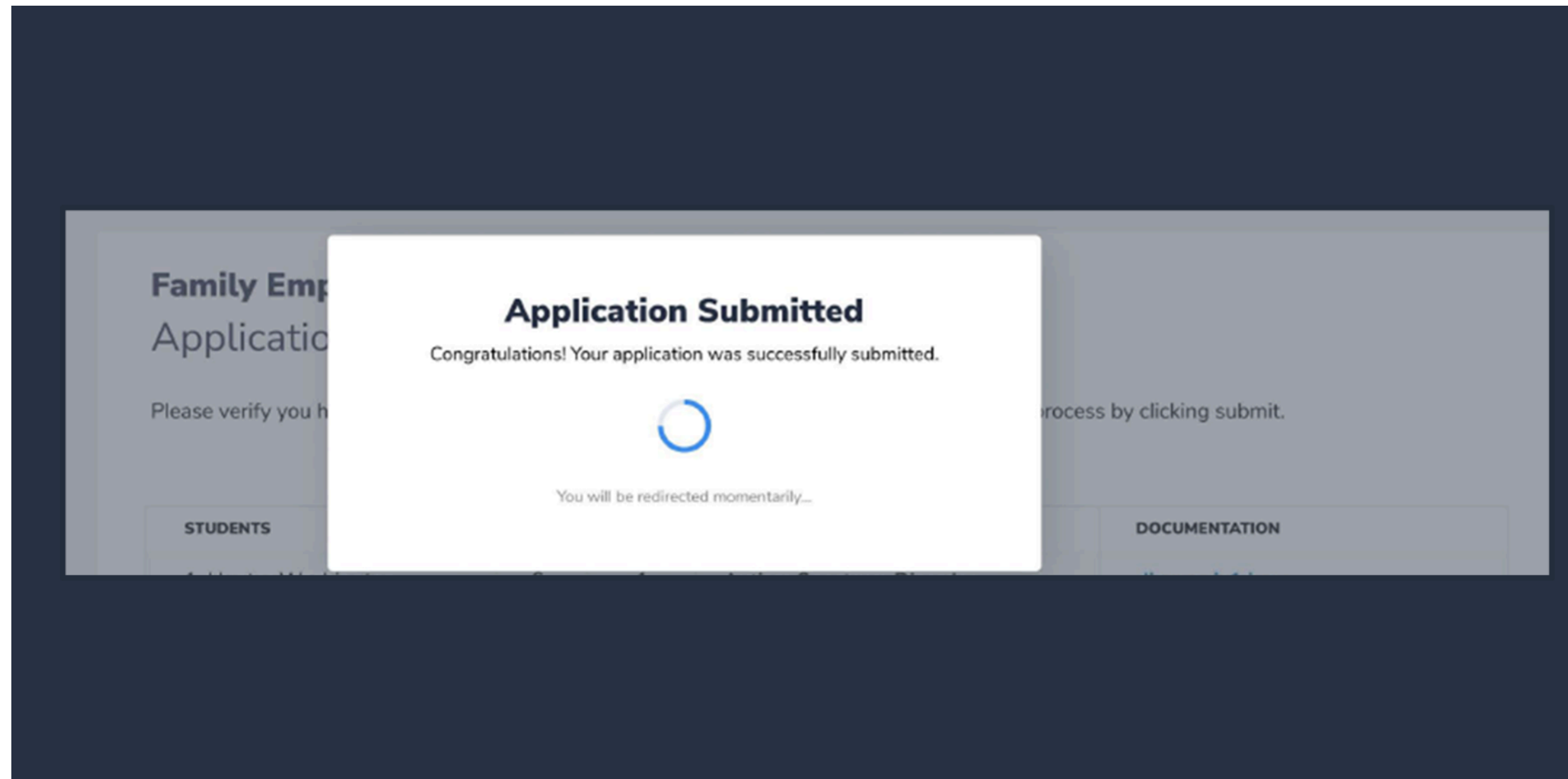
SAVE AS DRAFT SUBMIT

The image shows a screenshot of a digital signature interface. At the top, it says "Please Sign Here" and "Signature Of *". Below this is a text input field containing "Parent Guardian". Underneath the input field is a large, light blue box containing a handwritten signature that reads "Parent Guardian". Below the signature box are two buttons: "KEEP" (highlighted in blue) and "CLEAR" (grey). At the bottom right of the interface are two more buttons: "SAVE AS DRAFT" and "SUBMIT".



Step Up For Students

By clicking “Submit”, your application will be sent for processing. You will get a confirmation notice on your screen.





Step Up For Students

Your application is complete. Now you may return to the “Dashboard” where you can review your recent application and view the status of your application.



Step Up For Students



You have student(s) who have been determined eligible! Please use the Action Items to accept or decline the student's scholarship. This is required by Florida law. [X]

Education Market Assistant

- Dashboard
- My Students
- Recent Transactions
- Help

Dashboard

Action Items

Your 2025-2026 **FES-UA** application has eligible student(s). Please accept or decline their scholarship. **Pending Action**

Your 2025-2026 **FTC** application has eligible student(s). Please accept or decline their scholarship. **Pending Action**

My Recent Applications [View All](#)

- 2025-2026: FES-UA **COMPLETE**
- 2025-2026: FTC **COMPLETE**

My Students

Student Name	Current Funds Available	Application Status	Buttons
Orior	No funds available yet. Funds will be available once a scholarship is in the "Funded" status.	FTC (25-26) Eligible	VIEW STUDENT
Elana	No Applications Yet.		VIEW STUDENT
Arabella	No funds available yet. Funds will be available once a scholarship is in the "Funded" status.	FES-UA (25-26) Eligible	VIEW STUDENT

After your application, has been processed, you can now view your applications under "Action Items" to approve your application.



Step Up For Students

Dashboard

★ Action Items

Your 2025-2026 FES-UA application has eligible student(s).
Please accept or decline their scholarship. >

⚠ Pending Action

Your 2025-2026 FTCPEP application has eligible student(s).
Please accept or decline their scholarship. >

⚠ Pending Action

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with 'EMA Education Market Assistant' at the top, followed by 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main content area is titled 'Scholarship Portal' and includes a notification bell icon with a '3' and a user profile icon. Below the title is a breadcrumb 'VIEW ALL > APPLICATION DETAILS' and an 'ADD A STUDENT' button. The 'Application Details' section shows: APPLICATION ID: 200003746, APPLICATION TYPE: FES-UA New, and STATUS: Complete. A 'Students' section follows, with a paragraph of text and a link to 'See an overview of the scholarship award and funding process.'. Below this, a student entry for 'Arabelle Gordon' is shown with a green dot and the label 'Eligible', a '> View Details' link, and two buttons: 'DECLINE SCHOLARSHIP' and 'ACCEPT SCHOLARSHIP'. A large red arrow points from the 'Pending Action' section of the dashboard to the 'Arabelle Gordon' student entry.

Click on the arrow to the right of the application in pending action status as indicated above.

You should be able to see the student who is 'Eligible' for the specific application on the screen.



Step Up For Students

Application Details

ADD A STUDENT

APPLICATION ID
200003746

APPLICATION TYPE
FES-UA New

STATUS
Complete

Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella ● Eligible

DECLINE SCHOLARSHIP

ACCEPT SCHOLARSHIP

Step-by-Step Guide to Your Scholarship

Here's an overview of the steps for the FES-UA, FTC/FES-EO, and FTCPEP scholarships.

PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS
1. Submit Application A student may only apply for one scholarship at a time under the FES-UA, FTC/FES-EO, and PEP scholarship programs. If you need to remove a student from a scholarship application, you can do so after closing this pop-up.	2. Eligibility Determination Applications are processed in the order they are received. Step Up will notify you by email if your student is eligible to receive a scholarship or if additional information is needed.	3. Accept or Decline Scholarship If your student is determined eligible, you must log in to EMA to accept or decline the scholarship. This is required by Florida Law. Please note: Pending your student's scholarship program, additional steps may be necessary.	4. Awarded or At Capacity After accepting a scholarship, you will receive either confirmation of the award OR a notice that the scholarship program has reached capacity. This notification will be sent by email.	5. Next Steps in EMA For FTC/FES-EO, you must use your student's Award ID to enroll with an eligible private school in EMA to receive scholarship funds. For FES-UA, enrollment is not required to receive scholarship funds, but if your student is going to attend an eligible private school, you may use your student's Award ID to enroll in EMA. For FTCPEP, you must complete a Student Learning Plan for the current school year to receive funding.	6. Students Funded Step Up will distribute funds on a quarterly basis.

Need to change scholarships?

You can always come back to decline this scholarship and apply for another one if the application window is still open. If your student is already enrolled in a school, you'll need to withdraw them from that school before you can decline the scholarship.

On this page, you may click the highlighted link to see an overview of the scholarship award and funding process.

A step-by-Step Guide to Your Scholarship will now appear.



Step Up For Students

Step-by-Step Guide to Your Scholarship

Here's an overview of the steps for the FES-UA, FTC/FES-EO, and FTCPEP scholarships.

PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS
<p>1. Submit Application</p> <p>A student may only apply for one scholarship at a time under the FES-UA, FTC/FES-EO, and PEP scholarship programs. If you need to remove a student from a scholarship application, you can do so after closing this pop-up.</p>	<p>2. Eligibility Determination</p> <p>Applications are processed in the order they are received. Step Up will notify you by email if your student is eligible to receive a scholarship or if additional information is needed.</p>	<p>3. Accept or Decline Scholarship</p> <p>If your student is determined eligible, you must log in to EMA to accept or decline the scholarship. This is required by Florida Law. Please note: Pending your student's scholarship program, additional steps may be necessary.</p>	<p>4. Awarded or At Capacity</p> <p>After accepting a scholarship, you will receive either confirmation of the award OR a notice that the scholarship program has reached capacity. This notification will be sent by email.</p>	<p>5. Next Steps in EMA</p> <p>For FTC/FES-EO, you must use your student's Award ID to enroll with an eligible private school in EMA to receive scholarship funds. For FES-UA, enrollment is not required to receive scholarship funds, but if your student is going to attend an eligible private school, you may use your student's Award ID to enroll in EMA. For FTCPEP, you must complete a Student Learning Plan for the current school year to receive funding.</p>	<p>6. Students Funded</p> <p>Step Up will distribute funds on a quarterly basis.</p>



Need to change scholarships?

You can always come back to decline this scholarship and apply for another one if the application window is still open. If your student is already enrolled in a school, you'll need to withdraw them from that school before you can decline the scholarship.

Please note: You can always come back to decline this scholarship and apply for another one if the application window is still open. If your student is already enrolled in a school, you'll need to withdraw them from that school before you can decline the scholarship.



Step Up For Students



Application Details

+ ADD A STUDENT

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella Cardano ● Eligible

DECLINE SCHOLARSHIP ACCEPT SCHOLARSHIP

Hide Details

First Name	Arabella
Middle Name	
Last Name	Cardano
Suffix	
Date of Birth	06/20/2010
Gender	Female
Ethnicity	Hispanic or Latino
Race	
Relationship to Guardian	Daughter
Student's SSN/ITIN	
Current School Year	2024-2025
Current Type of School	Florida Private
Current School Name	Oak Hill High



Application Details

+ ADD A STUDENT

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella Cardano ● Eligible

DECLINE SCHOLARSHIP ACCEPT SCHOLARSHIP

> View Details

To see the details in the application, simply click on the 'View Details' link.

The information is now accessible for the qualifying student. You can perform this action for all eligible students in your account.



Step Up For Students



Guardians must choose to 'Decline Scholarship' or 'Accept Scholarship' on this screen.

Please note: no scholarship determination will be made until you accept or decline your student's scholarship.

A screenshot of the 'Scholarship Portal' interface. The page title is 'Scholarship Portal' with a notification bell and user profile icon. A navigation sidebar on the left includes 'EMA Education Market Assistant', 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main content area shows 'Application Details' with a table of application information and a list of students. The table has columns for 'APPLICATION ID', 'APPLICATION TYPE', and 'STATUS'. Below the table, a section titled 'Students' provides instructions and a link to an overview. A table lists a student named 'Arabella Car...' with the status 'Eligible'. A red arrow points to the 'DECLINE SCHOLARSHIP' button, which is next to the 'ACCEPT SCHOLARSHIP' button. A '+ ADD A STUDENT' button is also visible in the top right of the application details section.

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

Students
Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella Car...	Eligible	DECLINE SCHOLARSHIP	ACCEPT SCHOLARSHIP
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Step Up For Students

Screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal" and the breadcrumb is "VIEW ALL > APPLICATION DETAILS". The main heading is "Application Details" with an "ADD A STUDENT" button. The application information is as follows:

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

Below this is a progress bar with four stages: "Application Submitted" (checked), "Student Determined Eligible" (checked), "Scholarship Accepted" (checked), and "Awarded or At Capacity" (unchecked). A modal window is overlaid on the page with the title "Ready to accept the FES-UA scholarship?". The modal text reads: "Once you accept the scholarship, you will receive either confirmation of the award OR a notice that the program has reached capacity. This notification will be sent by email. You can also return here anytime to check your status." The modal contains a progress bar with the same four stages as the main page, and two buttons: "CANCEL" and "ACCEPT SCHOLARSHIP".

Screenshot of the Scholarship Portal interface showing the "Students" section. The page title is "Scholarship Portal" and the breadcrumb is "VIEW ALL > APPLICATION DETAILS". The main heading is "Application Details" with an "ADD A STUDENT" button. The application information is as follows:

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

Below this is a section titled "Students" with the following text: "Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)"

Below the text is a list of students. The first student is "Arabella C..." with a green dot and the status "Eligible". A red arrow points from this student's name to a second status "Scholarship Accepted" with a green checkmark and the date "Accepted on 6/16/2025".

If you decide to accept the scholarship, you will either receive confirmation of the award or a notification indicating that the program has reached its capacity. An email will be sent to inform you. Feel free to return here at any time to check on your status.

Once you accept the scholarship, you will notice 'Scholarship Accepted' displayed next to the student's name.



Step Up For Students

This screenshot shows the 'Scholarship Portal' interface. The main content area displays 'Application Details' for application ID 200125445, which is of type 'FES-UA New' and has a status of 'Complete'. A modal dialog box is open in the foreground, asking 'Are you sure you want to decline the scholarship?' for student Arabella Cardano. The dialog provides instructions on the consequences of declining and offers two buttons: 'CANCEL' and 'DECLINE SCHOLARSHIP'. In the background, a 'Scholarship Accepted' notification is visible for the same student, dated 6/16/2025.

This screenshot shows the 'Scholarship Portal' interface after a scholarship has been declined. The 'Application Details' section remains the same. In the 'Students' list, the student Arabella Cardano is now marked as 'At Capacity'. A red arrow points from the 'DECLINE SCHOLARSHIP' button in the previous screenshot to a red 'X' icon next to the student's name. A tooltip or notification displays 'Scholarship Declined' with the date 'Declined on 6/16/2025' and a link to 'Accept Scholarship'.

If you choose to decline the scholarship, the student will be removed from the FES-UA scholarship program and will be eligible to apply for other scholarships.

Please follow the steps given prior to apply for a different scholarship.

When you decline the scholarship, you will notice 'Scholarship Declined' displayed next to the student's name.

A black and white line-art illustration of a hand holding a rectangular sign. The sign has the word "HELP" written on it in a bold, sans-serif font. The hand is positioned as if holding the sign from the bottom. The background of the entire image is a light blue color with a repeating pattern of question marks in a slightly darker shade of blue.

HELP

What steps should I take if I mistakenly decline my student's scholarship?



Step Up For Students

To reinstate a scholarship for a student, just click the

VIEW STUDENT

button on the dashboard corresponding to that particular student.

The screenshot shows the Scholarship Portal dashboard. The left sidebar contains navigation links: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and includes a 'Dashboard' section with 'Action Items' (No Action Items) and 'My Recent Applications' (2025-2026: FES-UA, 2025-2026: FTC). Below this is the 'My Students' section, which lists three students: Orion, Elana, and Arabella. Each student profile shows 'Current Funds Available' and 'FTC (25-26)' status. Orion has \$2000.25 available and is 'Funded'. Elana has 'No Applications Yet.'. Arabella has \$2314.50 available and is 'Declined'. The 'VIEW STUDENT' button for Arabella is highlighted with a red circle and a red arrow.

Student Name	Current Funds Available	FTC (25-26) Status	Program Award Amount
Orion	\$2000.25	Funded	\$8001.00
Elana	No Applications Yet.		
Arabella	\$2314.50	Declined	\$9258.00



Step Up For Students

Next, click on the  button.

The screenshot shows the Scholarship Portal interface. On the left is a sidebar with navigation options: Dashboard, My Students, Recent Transactions, and Help. The main header includes the EMA Education Market Assistant logo, the title "Scholarship Portal", and user profile icons. Below the header, the page is titled "Child Seven" with a back arrow and a "PRINT AWARD ID" button. Two main action buttons are present: "Apply For Scholarship" and "Open Student Learning Plan".

The "Student Profile" section includes an "EDIT" button and the following fields:

Student ID	-----
Name	Child .
DOB	
Gender	Male
Ethnicity	Hispanic or Latino
Race	N/A
Relationship To You	Son
Student FLEID number	
Additional Details	

The "Current Funds Available" section shows:

FES-EO	\$0.00
--------	--------

The "Applications" section shows:

FES-UA (25-26)	Declined
Award ID:	Pending ⓘ
Program Award Amount:	Pending ⓘ

A red arrow points from the "Declined" status to a "VIEW APPLICATION" button, which is circled in red.



Step Up For Students

On this page, click the blue-highlighted [Accept Scholarship](#) button.

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" logo and links for "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area shows "Application Details" with a table of application information and a list of students. A red arrow points to a blue "Accept Scholarship" button in the "Scholarship Declined" section.

APPLICATION ID	APPLICATION TYPE	STATUS
200125445	FES-UA New	Complete

Students
Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella	At Capacity	Scholarship Declined Declined on 6/16/2025 Accept Scholarship
----------	-------------	---



Step Up For Students

A pop-up will appear, giving you the option to select the **CANCEL** button to return or the **ACCEPT SCHOLARSHIP** button to proceed.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal" and the sub-header is "Application Details". A pop-up window is centered on the screen with the title "Ready to accept the FTC scholarship?". The pop-up contains the following text: "Once you accept the scholarship, you will receive either confirmation of the award OR a notice that the program has reached capacity. This notification will be sent by email. You can also return here anytime to check your status." Below the text is a progress bar with four stages: "Application Submitted" (checked), "Student Determined Eligible" (checked), "Scholarship Accepted" (checked), and "Awarded or At Capacity" (unchecked). At the bottom of the pop-up are two buttons: "CANCEL" and "ACCEPT SCHOLARSHIP". The background interface shows a sidebar with "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area includes "Application ID 203!", "Comments" (Last updated 01/06/2025 Received), and "Students" (Child Seven - Eligible, View Details). A "Scholarship Declined" notification is visible in the bottom right corner.



Step Up For Students

If you clicked the blue **ACCEPT SCHOLARSHIP** button, you will be directed to this page.

Please note that this notation **Scholarship Accepted** will display.

EMA
Education Market Assistant

Scholarship Portal

VIEW ALL > APPLICATION DETAILS

Application Details

ADD A STUDENT

APPLICATION ID	APPLICATION TYPE	TOTAL HOUSEHOLD INCOME	STATUS
20356265	FTC New	\$0.00	Complete

Comments

Last updated 01/06/2025
Received

Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Child	● Eligible	Scholarship Accepted
View Details		



Step Up For Students

Program at Capacity



A FES-UA renewal family who applies before the April 30 renewal deadline should never see an "At Capacity" message, as renewal families have priority. However, if they apply after April 30, they will be considered new and could see the at capacity message.

The screenshot shows the Scholarship Portal interface. At the top, it says "Scholarship Portal" with a notification bell icon (3) and a user profile icon. Below this is the "Application Details" section, which includes a table with the following information:

APPLICATION ID	APPLICATION TYPE	STATUS
200125445	FES-UA New	Complete

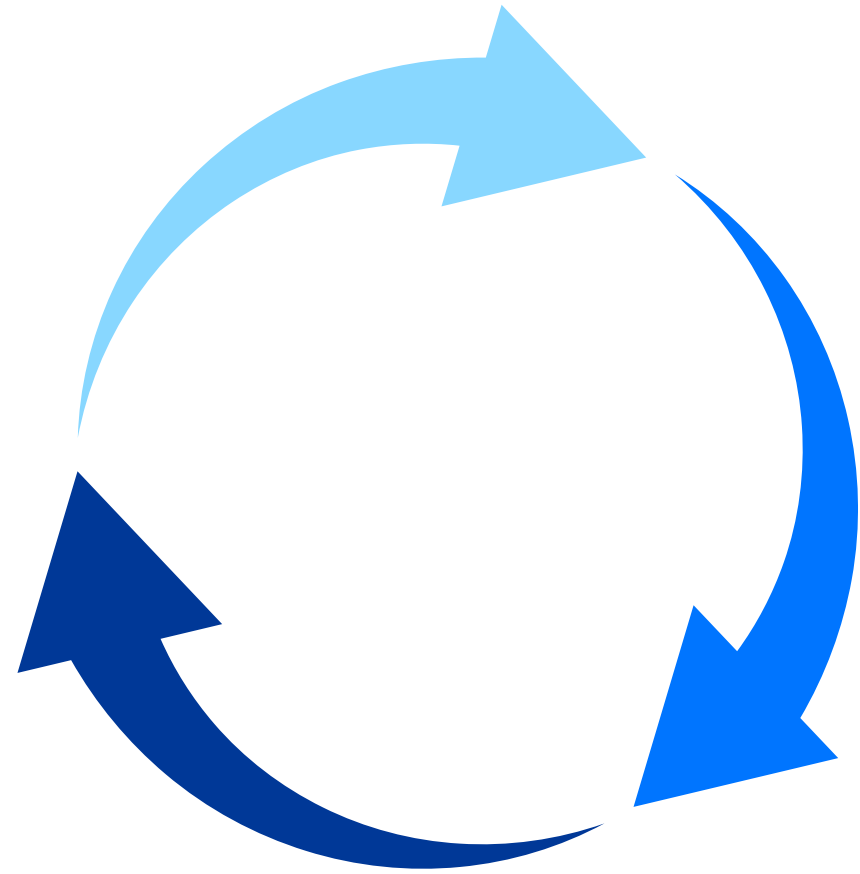
There is an "ADD A STUDENT" button in the top right corner of the application details section. Below the table, there is a "Students" section with a paragraph of text and a link to "See an overview of the scholarship award and funding process." Below this, there is a student entry for "Arabella Gordon" with a status of "At Capacity" and a "Scholarship Accepted" status (Accepted on 6/16/2025). There are links for "View Details" and "Decline Scholarship". A yellow warning box contains the following text:

Program at Capacity
The FES-UA scholarship program has reached its capacity, as defined in statute, for this school year, and a scholarship is not currently available for your student. If you would like your student to be considered for the FES-UA program, please accept the scholarship, and they will be presented for potential funding. You will receive an email if a scholarship becomes available. If you are interested in a different scholarship and applications are available, please decline the FES-UA scholarship. Once your student's scholarship status is updated to "Declined," you may apply for a different scholarship, but your student will no longer be considered for the FES-UA program.

IMPORTANT: There is no guarantee that additional FES-UA scholarships will become available this school year, and funding is not guaranteed.



Step Up For Students



Application Statuses

Status	Meaning
Pending	Your student's eligibility status is still under review. Please monitor your EMA account for updates.
Awarded	Your application was approved, and the student has been determined eligible for a scholarship. Please note, your student has not yet been funded for the applying school year.
Funded	Your student's scholarship has been funded to your EMA account. You may now utilize the funds in your account.
At Capacity	This scholarship has reached its capacity, as defined in statute, for this school year, and a scholarship for which you applied is not currently available for your student.



Step Up For Students



After a student is awarded, if you plan to use your student's scholarship at an eligible participating school, you need to contact the school to start the enrollment process.

Enrollment in EMA is optional for FES-UA students and will allow schools to invoice scholarship funds directly from students' accounts quarterly. Payments will be made to schools within seven (7) business days after both the school and the parent or guardian approves the invoice in EMA from the private school.





Step Up For Students

Student ID:

This is your students unique identification number that will be needed for the engagement center to look up your students' application.

A screenshot of the Scholarship Portal interface. The top navigation bar includes the EMA logo and the text "Scholarship Portal". Below the navigation bar are three main action buttons: "Apply For Scholarship", "Open Student Learning Plan", and "New Reimbursement". The main content area is divided into two columns. The left column contains a "Student Profile" section with an "EDIT" button and a list of fields: Student ID (20009667), 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 right column contains a "Current Funds Available" section showing "New Worlds Scholarship Accounts" with a balance of "\$0.00". Below that is an "Applications" section showing a "New Worlds Scholarship Accounts" application with a status of "Funded" and an "Award ID: 20001636". A "VIEW APPLICATION" button is located to the right of the application details. A red arrow points from the "My Students" menu item to the Student ID field, and a blue arrow points from the "Award ID" field to the application details.

Award ID:

Give this number to an eligible private school of your choice. They will use this number to enroll your student.



Step Up For Students

Once an eligible private school enrolls the student in their system, you will receive an email notification asking you to log in and review the enrollment request.



ENROLLMENT NOTIFICATION

Dear [REDACTED]

You have received a request to approve a School Enrollment Form from School [REDACTED] for the student named below.

Student's Name: [REDACTED]

Academic Year: 2025-2026

A School Enrollment Form links your student to the selected private school for billing purposes. When you accept a School Enrollment Form, you are approving the use funds from your student's [REDACTED] Scholarship Account to pay the school directly for the amount of the tuition and fees or the available balance in your student's account, whichever is less. Payments to the school will be divided by the number of deposits made into the students' account. For example, if the student's tuition is \$1,000, and the scholarship is \$400 with two yearly deposits, you are approving two payments of \$200 for the selected school.



Step Up For Students

The screenshot shows the EMA Scholarship Portal dashboard. 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 'Scholarship Portal' and 'Dashboard'. It features a section for 'Enrollment Requests' with a 'NEW' badge. Below this, there is a list of three pending enrollment requests for the 2024-2025 school year. Each request card includes the student's name, school, start date (8/15/2024), annual tuition & fees (\$5,000.00), a discount (\$1,000.00), and the amount due to the school (\$4,000.00). Each card also contains a detailed note about the 'Amount Due to School' and two radio button options: 'Confirm Enrollment' and 'Decline Enrollment'. A blue 'SUBMIT' button is located at the bottom of each card.

Student Name	School	Start Date	Annual Tuition & Fees	Discount	Amount Due To School
Braden	Smith Elementary	8/15/2024	\$5,000.00	\$1,000.00	\$4,000.00
Tiffany	Alachua Special Education	8/15/2024	\$5,000.00	\$1,000.00	\$4,000.00
Taylor	Smith Elementary	8/15/2024	\$5,000.00	\$1,000.00	\$4,000.00

If the 'Amount Due to School' equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment.

If the 'Amount Due to School' (including your obligations beyond the scholarship award) is not correct OR if your student will not attend this school, please decline enrollment.



Step Up For Students

The screenshot shows the Scholarship Portal interface. The top navigation bar includes the EMA logo (Education Market Assistant) on the left and a notification bell with '18' and a user profile icon on the right. The main header is 'Scholarship Portal'. Below this, the user's name 'testninesix march' is displayed. The main content area is titled 'Tuition & Fee Invoices' with a 'NEW' badge. A message reads: 'Please approve or deny the following Tuition & Fee invoices.' Below this is a table with the following data:

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	INVOICE AMOUNT	ACCEPT	DECLINE
2025-2026	[REDACTED]	[REDACTED] ACADEMY F [REDACTED]	07/15/2024	\$3,376.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2025-2026	[REDACTED]	[REDACTED] ACADEMY I [REDACTED]	07/15/2024	\$3,695.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2025-2026	[REDACTED]	[REDACTED] ACADEMY [REDACTED]	07/18/2024	\$304.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All payments to schools must be verified and approved by the guardian quarterly. You can view, approve or deny these school payments from your dashboard. NOTE: No payments to a school will be made until this action has been taken.



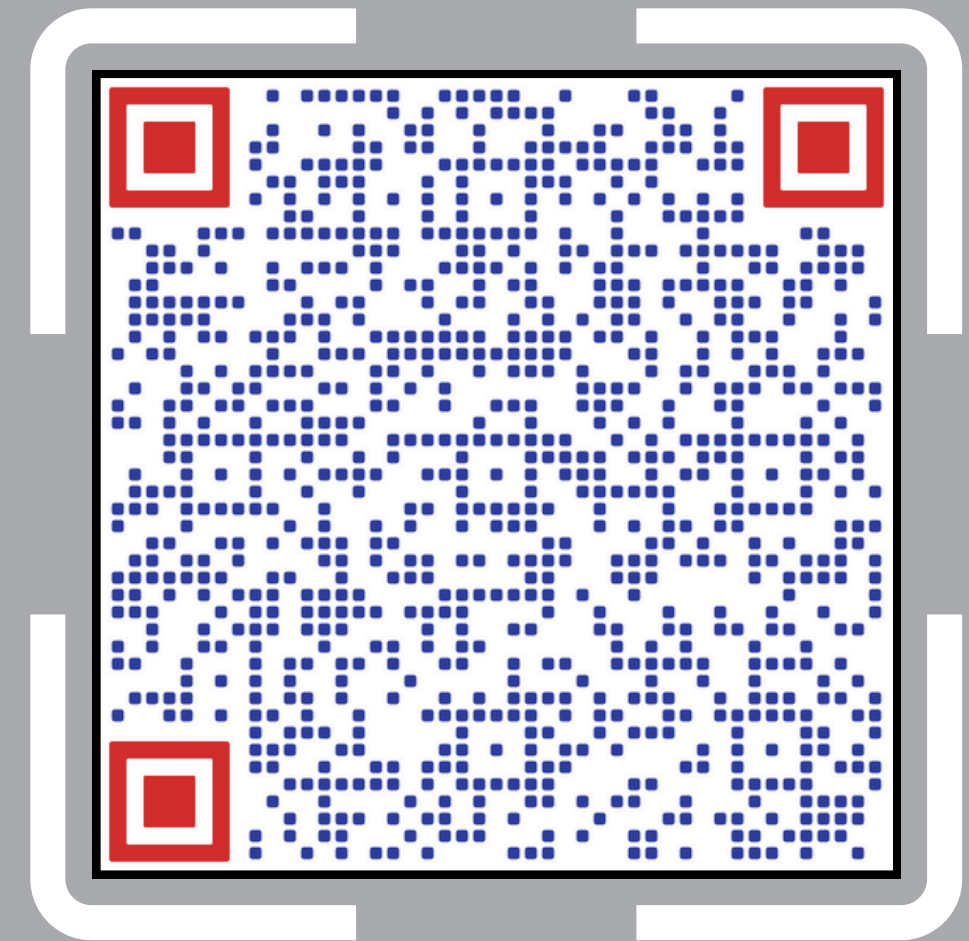
FES-UA

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](#)



FES-UA



2024-2025 Purchasing Guide

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

Purchasing Guide

2024-2025



FES-UA



2024-2025

Parent/Guardian Handbook



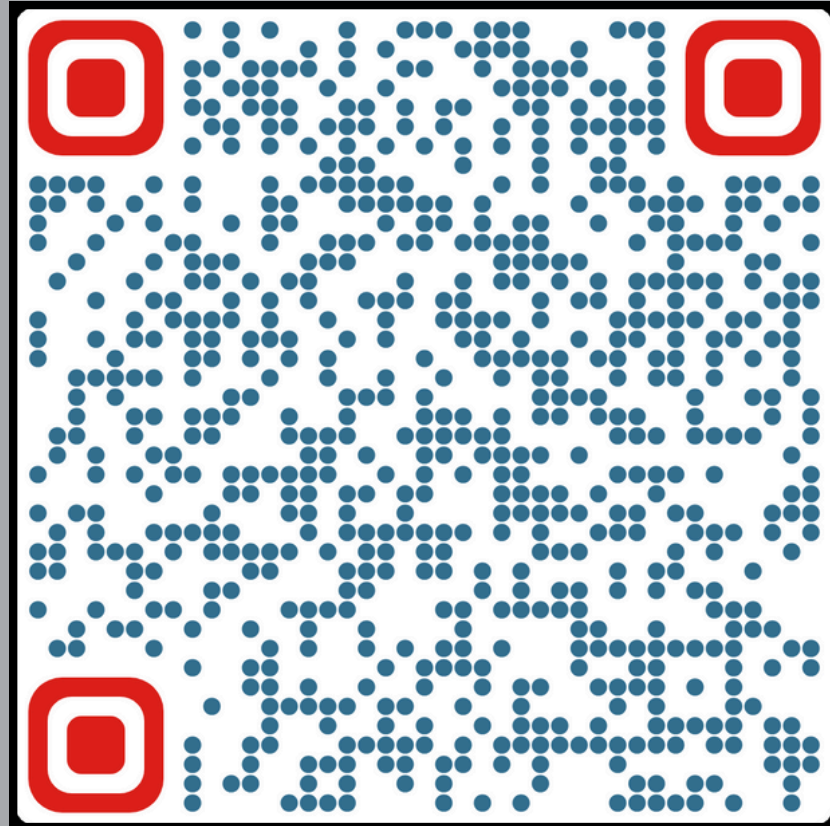
**FAMILY EMPOWERMENT SCHOLARSHIP FOR
STUDENTS WITH UNIQUE ABILITIES**
PARENT/GUARDIAN HANDBOOK



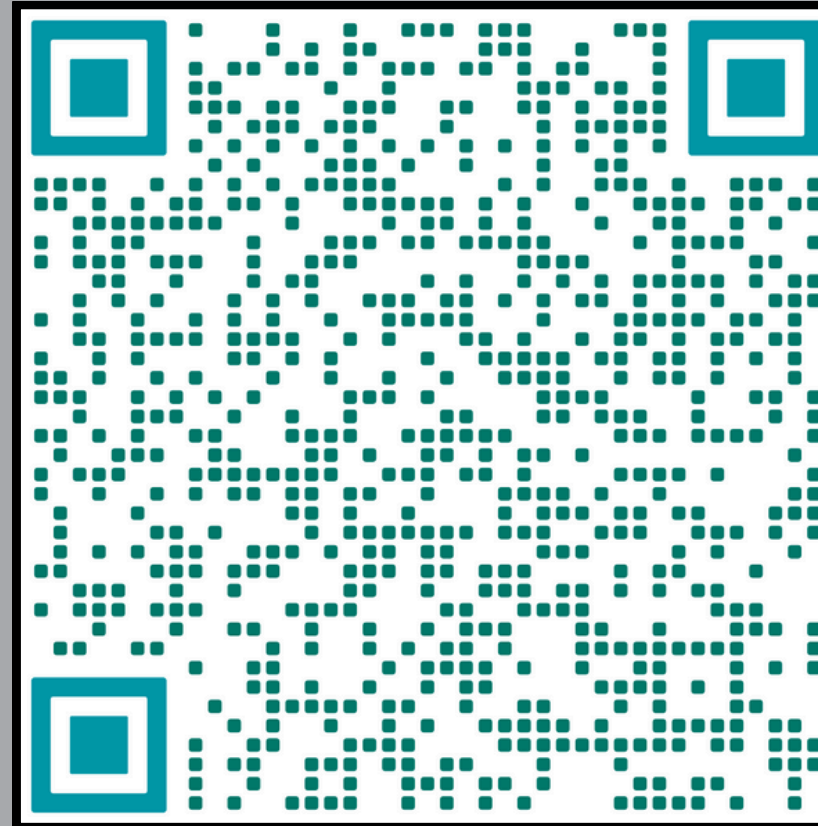
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Previous FES-UA Open Houses



[October Open House](#)



[November Open House](#)



[December Open House](#)



FES-UA

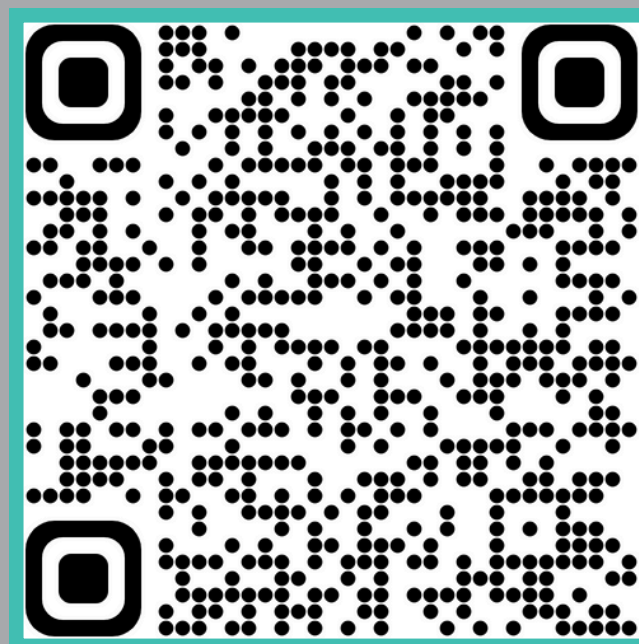
Looking Ahead: Here are the registration links for the upcoming FTC/EO, FES-UA, PEP, NWSA Open Houses

REGISTER NOW!



[New World Open House](#)

March 12, 2025



[FTC/FES-EO Open House](#)

February 13, 2025



[FES-UA Open House](#)

February 20, 2025



[PEP Open House](#)

February 27, 2025



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

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Hope WV Parent	1 video	View full playlist
Step Up Schools	4 videos	View full playlist
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Step Up Parent	3 videos	View full playlist



FES-UA



Contact Us

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



Chat with us sufs.org



877-735-7837



FES-UA



Thank you for attending!

Upcoming webinar: February 20th, 2025

[Registration Link](#)

2025

