



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

September 19th, 2024

Presented by Step Up For Students

OPEN HOUSE
FES-UA





FES-UA



Agenda



Communications

MyScholarShop: New Vendor Alert

529 Plans

Submitting Reimbursements in EMA/Legacy

Purchasing Guide Hot Topics

Q&A

Resources

Contact Us



FES-UA

Communications

**Subject: ACTION REQUIRED BY
SEPTEMBER 9TH FOR SCHOLARSHIP
ELIGIBILITY**

Date: 9.6.24



Dear Parent/Guardian,

The Florida Department of Education has notified Step Up For Students that, in February, your student _ was reported by your district as a public-school student during the 2023-24 school year. Accordingly, your student is scheduled to be withdrawn from the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) program.

As indicated in FES-UA program statute and detailed in our parent/guardian resources and application, students attending a Florida public school, full-time Florida Virtual School (FLVS), or a Florida Charter School are not eligible to receive an FES-UA scholarship.

Because your student has been indicated as a full-time public-school student in the 2023-24 school year, your access to any remaining FES-UA 2023-24 funds may be temporarily suspended. If your student is eligible for FES-UA for the 2024-25 school year, these funds will also be held until your student has been confirmed eligible. **You should not attempt to spend any funds at this time. This includes through reimbursement, purchases through MyScholarShop or direct payment to a school or provider from your student's scholarship account.**

To avoid your student being withdrawn from the FES-UA program, and your 2023-24 funds returned to the state, we must receive your Public-School Withdrawal Confirmation Form by **5:00 p.m. ET on Tuesday, September 10th**. [The Public-School Withdrawal Confirmation Form can be found by clicking the button below.](#) Failure to respond by September 10th will result in your student's withdrawal from the FES-UA program and the return of any 2023-24 FES-UA funds to the state.

Your student will not be eligible for any 2024-25 FES-UA funding until your student's 2023-24 account has been confirmed eligible following our receipt of your Public-school Withdrawal Confirmation Form. Again, please do not attempt to submit any reimbursement requests, make any purchases through MyScholarShop or initiate direct payment to schools or providers while your student's eligibility is being reviewed.



FES-UA

Communications

**Subject: A message from Step Up's
CEO**

Date: 9.6.24



Dear Step Up Families,

I hope your new school year is off to a great start.

It's been four-and-a-half months since I assumed the role of CEO at Step Up For Students.

I have spent my career tackling complex banking and payment challenges. In this role, I've been focused on listening, learning, and delivering improvements for families and educators.

I wanted to share an update on what I've learned so far, our progress addressing your feedback, and two of our key priorities: delivering timely payments to schools and improving our processing of reimbursement requests.

School payments

This year, we are currently serving more than 436,800 scholarship students. Of those, more than 340,000 are enrolled in eligible private schools.

Our team has been delivering faster payments to schools. As of today, a total of 281,000 tuition invoices have been approved by both the school and the parent or guardian. Of those, Step Up has paid 278,000, or nearly 99%, in 6.5 calendar days on average. Our team continues to process invoices as they are approved.



This is much better than last year. We believe this will help schools and families confidently plan their budgets for the rest of this school year.



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MyScholarShop New Vendor Alert





Company Name	Description of Services	Website
	<p>Our mission is to REVOLUTIONIZE EDUCATION with innovative and science-backed educational resources to address the global literacy crisis.</p>	<p>https://www.thefidgetgame.com</p>
	<p>The Toniebox uses audio storytelling to introduce pre-readers and developing readers to the wonders of narrative long before children can read the words in a book. When children combine tonies with play, they unlock the real wonder of storytelling - a mix of fascination, surprise, curiosity and a craving for exploration all stirred together. Through this, they discover powers within to create and transport themselves to worlds and wonders all on their own</p>	<p>us.tonies.com</p>



FES-UA

MyScholarShop Vendor Alert



Company Name	Description of Services	Website
	At Upper Story, making educational toys means bringing important, but abstract concepts into a tangible, playful form. We create groundbreaking, premium toys that both delight and foster endless curiosity. Our two products are Turing Tumble: Build Marble-Powered Computers, and Spintronics: Build Mechanical Circuits.	https://upperstory.com/en/
	Educational STEM Kits for Kids — Let your kids acquire skills of the future by assembling fun engineering STEM DIY projects. Explore engineering principles with our immersive STEM projects for kids aged 9+ Continuous Fun. Foster Creativity. 80,000+ Boxes Delivered. Perfect for Curious Minds.	circuitmess.com



Florida 529 College Savings Plan

Overview of Florida 529 Savings Plan

Step Up cannot provide a student's 529 Savings Plan number. If you are not able to locate this number in the 529 account, please contact your account holder.





FES-UA

Locate the 10-digit number associated with your student's 529 Savings Plan Account.

The screenshot shows the Florida Prepaid website interface. On the left, the 'MANAGE PLANS' section includes a 'Selected Student' dropdown menu and a 'NEW STUDENT' button. A red box highlights a 10-digit account number in the 'NEW STUDENT' section. On the right, a 'Quarterly Account Statement' is displayed, featuring a red box around the 'Account Number' and 'Beneficiary Name' fields. Below the statement, a table titled '2023 YTD ACCOUNT SUMMARY' lists 'Opening Balance', 'YTD Contributions', 'YTD Withdrawals', 'YTD Fees', and 'YTD Gain/Loss'. The 'TOTAL ENDING BALANCE' is also shown. A note at the bottom states: 'This statement summarizes your UTMA/UGMA account activity for the quarter listed below. You will receive a statement for your NON-UTMA/UGMA funds under separate cover. Please review the information carefully.' The date range for the activity is 'Quarterly Account Activity 10/01/23 - 12/31/23'.

This screenshot shows the 'MANAGE PLANS' section of the Florida Prepaid website. It features a 'Selected Student' dropdown menu and a 'NEW STUDENT' button. A red box highlights the 'NEW STUDENT' button and the '529 SAVINGS PLAN - UTMA/UGMA Plan Acct #' field, which contains a 10-digit account number. The 'Account Owner' field is also visible at the bottom.





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For guardians to contribute to the 529 College Savings Plans using scholarship funds, they will need to follow the steps below.


First, sign into your account in EMA and select Marketplace.





 Dashboard

 Reimbursements

 My Students

 Marketplace

 Recent Transactions

 Help



FES-UA

**Once the guardian selects
“Marketplace”, they must choose
“Find Providers” to bill for the 529
College Savings Plan.**

Welcome to Marketplace

The Marketplace connects parents and students to products and services that have scholarship funds. Purchases through the Marketplace allow vendors to be paid from the need for reimbursement. You will find a comprehensive library of educational products to support your student's potential.



MyScholarShop®

Online marketplace for educational tools



Find Providers

Find tutors, therapists and other providers for your student





FES-UA

After selecting a student, guardians can filter by selecting Florida 529 College Savings Plan from the drop-down, then click on the Hyperlink below in the search results.

The screenshot shows the "Scholarship Portal" interface. At the top, it says "Scholarship Portal" and "MARKETPLACE > FIND PROVIDERS". The main heading is "Find a Provider". A red circle with the number "1" points to a "SELECT STUDENT" dropdown menu which is currently set to "FES-UA". Below this, a red circle with the number "2" points to a filter section with the text: "To filter down your results, select a service category, service type, or class type, then click search. You are also able to search by business name, email, website, description, and location (address, city, zip)." The first dropdown in this section is set to "Florida 529 College Savings Plan". Other dropdowns are for "Service Type" and "Class Type". A search bar with a magnifying glass icon and a "SEARCH" button is also present. A red circle with the number "3" points to the search results, which show a single entry: "Florida 529 Savings Plan" with a blue hyperlink, followed by the text "Florida 529 College Savings Plan" and "A flexible, affordable, tax-free way to save for college". At the bottom, it says "From 1 to 1 of 1" and "8" with a dropdown arrow.



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MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS

Select A Location To View Services

Select a location



After selecting the provider, the guardian must then select the location associated with the “service provider”.



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Guardians need to indicate the rate (amount) they wish to contribute to their 529 College Savings Plan to make contributions. The quantity cannot be changed.

A screenshot of the Scholarship Portal website. The page title is "Scholarship Portal". The breadcrumb trail is "MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS". The main heading is "Florida 529 Savings Plan" with the subtext "A flexible, affordable, tax-free way to save for college." Below this is a dropdown menu for "Select A Location To View Services" with the selected location being "Florida 529 Savings Plan, Florida 529 Savings Plan, PO BOX 6567, TALLAHASSEE, FL 32314". There are two columns of information: "LOCATION DETAILS" and "HOURS OF OPERATION". The "LOCATION DETAILS" column lists "Florida 529 Savings Plan - TALLAHASSEE", "PO BOX 6567", "TALLAHASSEE, FL 32314", and "(800) 552-4723". The "HOURS OF OPERATION" column lists: Sun: Closed, Mon: 8:00 AM - 7:00 PM, Tue: 8:00 AM - 7:00 PM, Wed: 8:00 AM - 7:00 PM, Thur: 8:00 AM - 7:00 PM, Fri: 8:00 AM - 7:00 PM, Sat: Closed. Below this is a "Services Offered" section with "FLORIDA 529 COLLEGE SAVINGS PLAN" and "UTMA/UGMA Plan". Under "UTMA/UGMA Plan", it says "Specify your contribution amount." There is a form with a "Rate" field containing "\$500.00" and a "Quantity" field containing "1". The "Rate" and "Quantity" fields are highlighted with a red box. At the bottom right, there are three buttons: "Continue Shopping", "GO TO CART", and "ADD TO CART".



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Double-check the amount you want to contribute to the 529 plan. Once correct, enter the 529 account number in the notes column. Once you have confirmed everything, click reserve funds.

Note: An incorrect account number may result in the purchase not getting processed!

EMA
Education Market Assistant

Scholarship Portal

MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS > SHOPPING CART

My Shopping Cart

By placing your order you agree to reserve scholarship funds for your requested service provider. If you cancel your service request, these funds will be available again within 3 business days. If you are unable to complete the transaction, it may be the student does not have enough available funds.

Important!
Please be sure to include your Account Number in the "Notes" field for your UTMA/UGMA Plan service type/s.

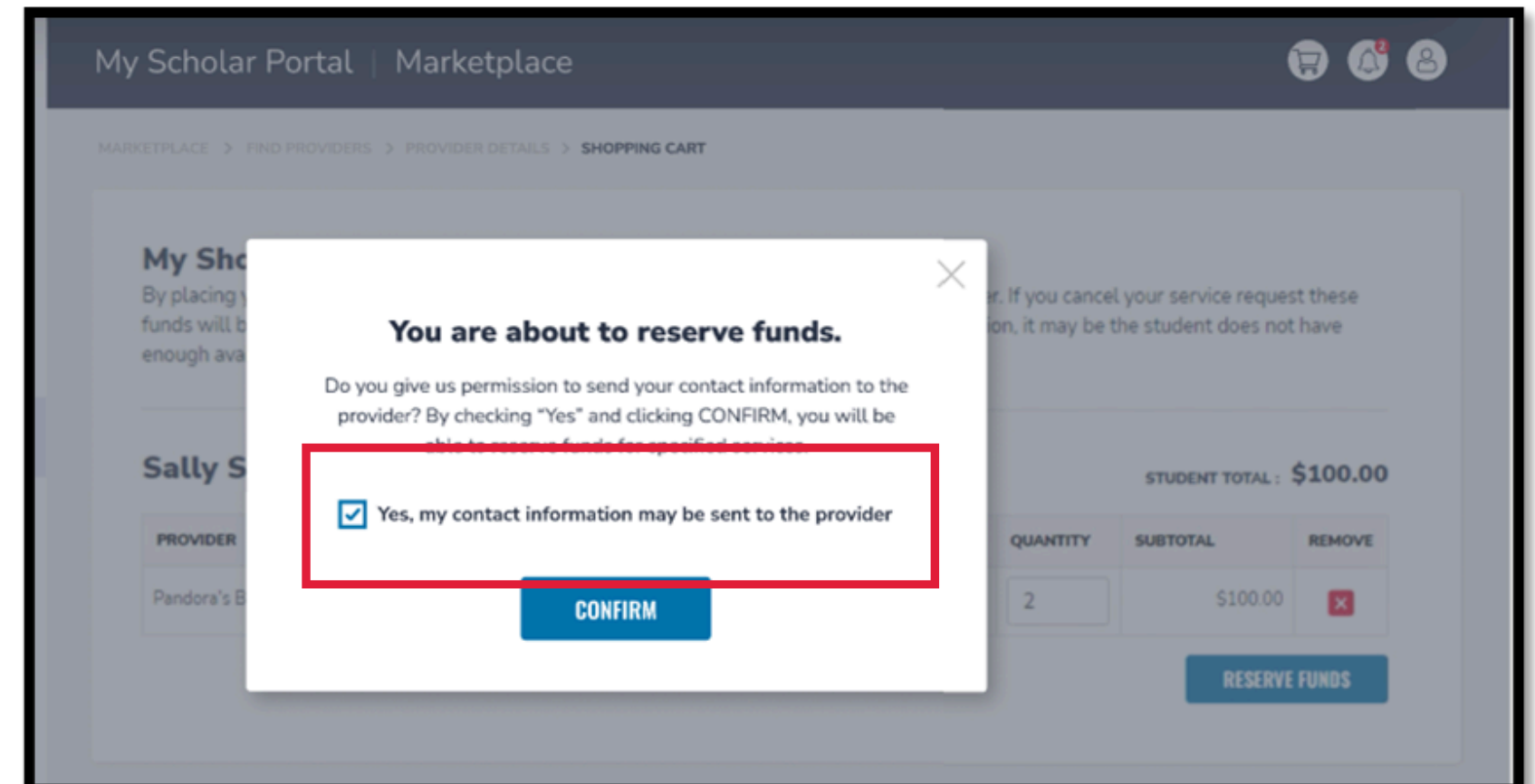
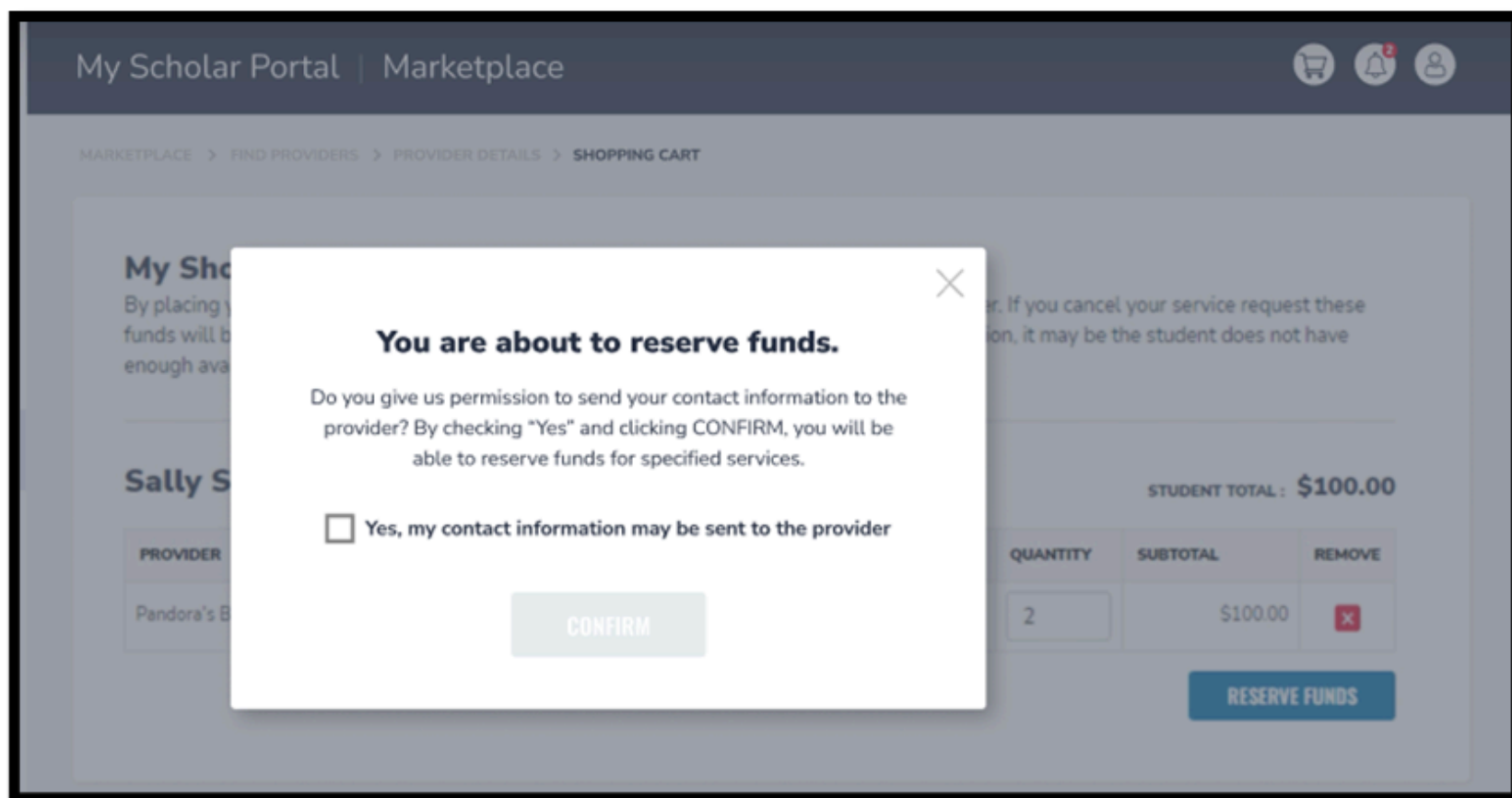
Student Total \$1.00

PROVIDER	SERVICE TYPE	LOCATION	PRICE	QUANTITY	SUBTOTAL	NOTES	REMOVE
Florida 529 Savings Plan	UTMA/UGMA Plan	Florida 529 Savings Plan	\$1.00	1	\$1.00	Enter Account #	X

RESERVE FUNDS



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After adding the 529 to your cart, select "Reserve Funds" to proceed to checkout. You will need to confirm permission to send your contact information to the provider by checking the box for "Yes" before the "Confirm" button appears.



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Direct contribution requests must be submitted by the 14th day of each month and will be sent to Florida Prepaid for verification monthly before each payment is made. The student's name listed on the scholarship account must match the name of the beneficiary of the Florida 529 College Savings account. Any requests received after the 14th day of each month will not be sent to Florida Prepaid for verification until the next month.



Submitting a Reimbursement in EMA



FES-UA



If your student received the FES-UA scholarship for the 2023-2024 school year or later, and you submitted your application via EMA, then these next steps are tailored just for you!





Submitting Reimbursements in EMA

Log in to your
account in EMA.



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](#)

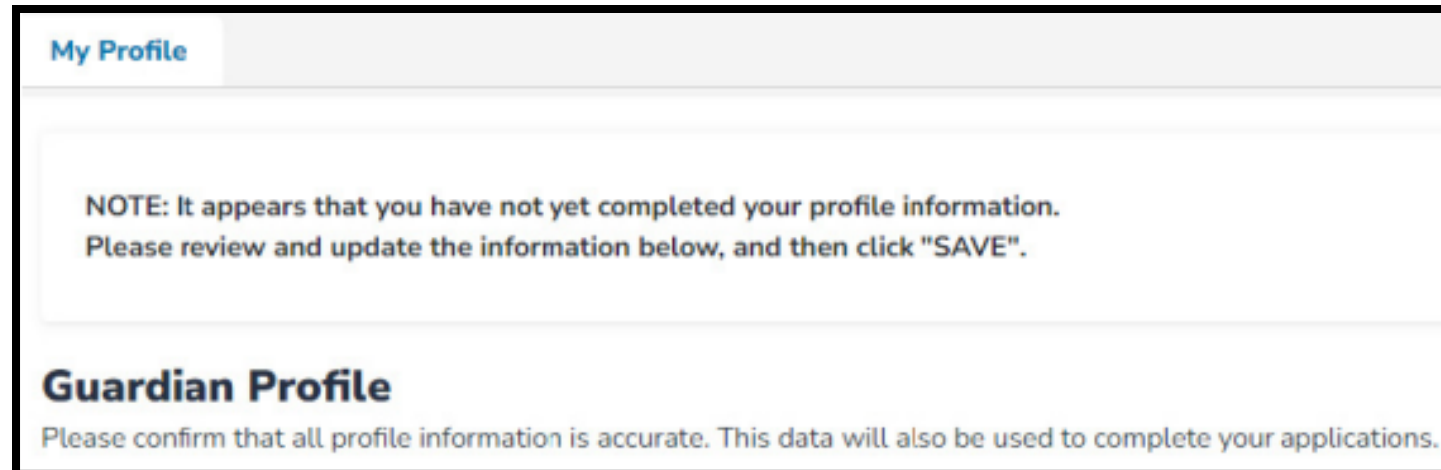


Submitting Reimbursements in EMA

1. From your dashboard in EMA, select the profile icon at the top right corner of the screen.



2. Select **EDIT PROFILE** from the popup window that displays.



3. The Guardian Profile screen displays (under the My Profile tab).

When submitting a reimbursement for the first time, you will need to take the steps below to select your reimbursement payment method.



Submitting Reimbursements in EMA

4. Scroll down to the Payment Method section (middle of the page).

Payment Method

Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the "Manage" button below. This information must be kept up to date and can be updated at any time. *Note: The "Manage" button becomes available once you have at least one funded student. This step should only be completed if you intend to submit reimbursement requests.*

MANAGE



Payment Method Needs Attention

When submitting a reimbursement for the first time, you will need to take the steps in the following slides to select your reimbursement payment method...continued



Submitting Reimbursements in EMA

5. Read the agreement in the yellow box, select the checkbox to acknowledge you have read it, and then select MANAGE.

Payment Method

I, as Guardian to a student receiving HOPE Scholarship funding, understand that payment processing for this Agreement operates through a third-party software owned and operated by Tipalti Inc. ("Tipalti"). Through acceptance of this Agreement, I will be presented with the terms and conditions of use of Tipalti's platform and services pursuant to its "Payee Agreement." I consent to the jurisdiction of West Virginia courts and when presented with this Payee Agreement, I understand and agree to the modification of the section therein entitled 'Contracting Entity, Governing Law, and Venue' to implement following language ("the Addendum"):

6. CONTRACTING ENTITY, GOVERNING LAW, AND VENUE – *The agreement shall be governed exclusively by the laws of the State of West Virginia. Any dispute shall take place with venue in the appropriate West Virginia state or federal court. This provision replaces any references to any other State's governing law or any previous choice of venue provisions.*

For the avoidance of doubt, any language purporting to stipulate that California laws will apply to this Addendum or the Payee Agreement, or that any disputes in relation to the same are to take place in California courts, shall be amended to replace "California" with "West Virginia."

In the event of conflict between this addendum and the Payee Agreement, the terms of this addendum shall control.

Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the "Manage" button below. This information must be kept up to date and can be updated at any time. **Note:** The "Manage" button becomes available once you have at least one funded student. This step should only be completed if you intend to submit reimbursement requests in accordance with the Hope Scholarship Board's Reimbursement Policy.

MANAGE



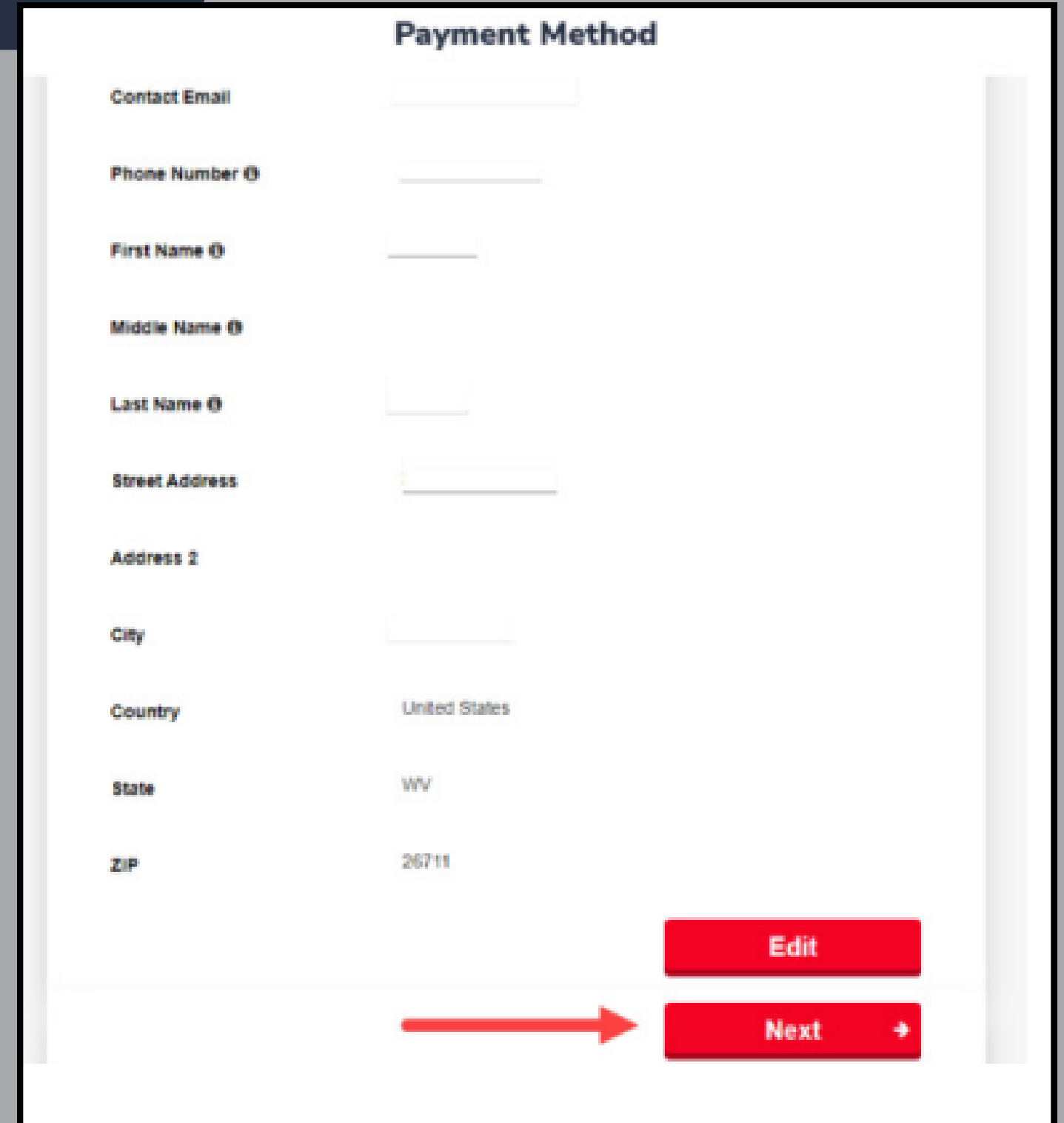
Payment Method Needs Attention



Submitting Reimbursements in EMA

6. The Payment Method popup window displays.

7. On the Payment Method screen, your information populates from your Guardian profile.

A screenshot of a web form titled "Payment Method". The form contains several input fields for contact and address information. The fields are: Contact Email, Phone Number (with a phone icon), First Name (with a person icon), Middle Name (with a person icon), Last Name (with a person icon), Street Address, Address 2, City, Country (pre-filled with "United States"), State (pre-filled with "WV"), and ZIP (pre-filled with "26711"). At the bottom right, there are two red buttons: "Edit" and "Next" (with a right-pointing arrow). A red arrow points from the "Next" button to the right.



Submitting Reimbursements in EMA

8. If all your personal information is correct, select NEXT.

9. Use the drop-down menu to select one of the three options for payment (ACH, Check, or PayPal):

A screenshot of a web form titled "Payment Method". At the top right, it says "Powered by tipalti". Below the title is a progress bar with three steps: "1 Address", "2 Payment Method", and "3 Done". Step 2 is currently active. Below the progress bar is a form field labeled "Payment Method:" with a drop-down menu. The selected option is "Direct Deposit / ACH". A red arrow points to the drop-down arrow on the right side of the menu.

Payment Method

Powered by tipalti

1 Address 2 Payment Method 3 Done

Payment Method: Direct Deposit / ACH



Submitting Reimbursements in EMA

Direct deposit / ACH

Complete the fields:

i. Name on Account

ii. Bank Name

iii. Routing Code

iv. Number

v. Account Type

- Checking or
- Savings

Payment Method:	<input type="text" value="Direct Deposit / ACH"/>
Name on Account	<input type="text"/>
Bank Name	<input type="text"/>
Routing Code ⓘ	<input type="text"/>
Account Number	<input type="text"/>
Account Type	<input type="radio"/> Checking <input type="radio"/> Savings

Note: To help keep your information secure, your banking information is not stored in EMA.



Submitting Reimbursements in EMA

Payment Method:

Check

Checks are sent by post to the address below. Please allow 15 business days for the check to arrive.
Checks are for deposit only, and cannot be transferred.
The checks' currency will be as displayed above.

Currency

USD

Name on Check

Address to Send Check

Check

Complete the fields:

- i. **Currency (Please select USD for United States Dollars to receive payment in US currency)**
- ii. **Name on Check**
- iii. **Address to Send Check**



Submitting Reimbursements in EMA

PayPal

Complete the fields:

- i. Payment Currency
- ii. Email address

Note: FX fees (applied when a transaction involves foreign currency) may apply.

Payment Method:

Fees listed at www.paypal.com may apply.

Payment Currency:

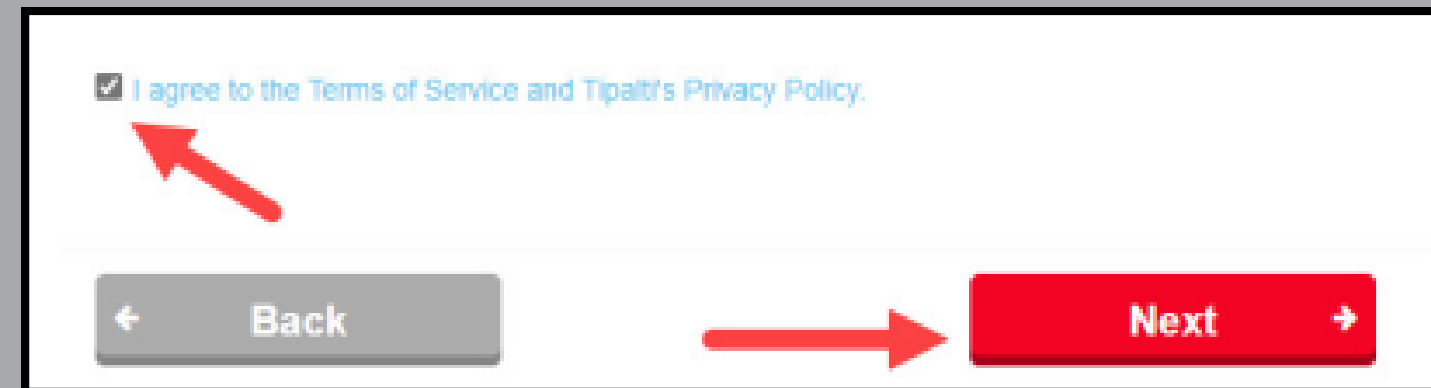
Email Address:

No transaction fees. FX fees: [View fees.](#)



Submitting Reimbursements in EMA

Note: It may take up to 12 hours for this change to be reflected in your account in EMA. If you continue to see the “Payment Method Needs Attention” message after updating your payment method, please log out, open a new window, and log back in.



10. Next, select the checkbox to agree to the terms of Tipalti's Privacy Policy then select Next.

Payment Method

Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the "Manage" button below. This information must be kept up to date and can be updated at any time. *Note: The "Manage" button becomes available once you have at least one funded student. This step should only be completed if you intend to submit reimbursement requests.*

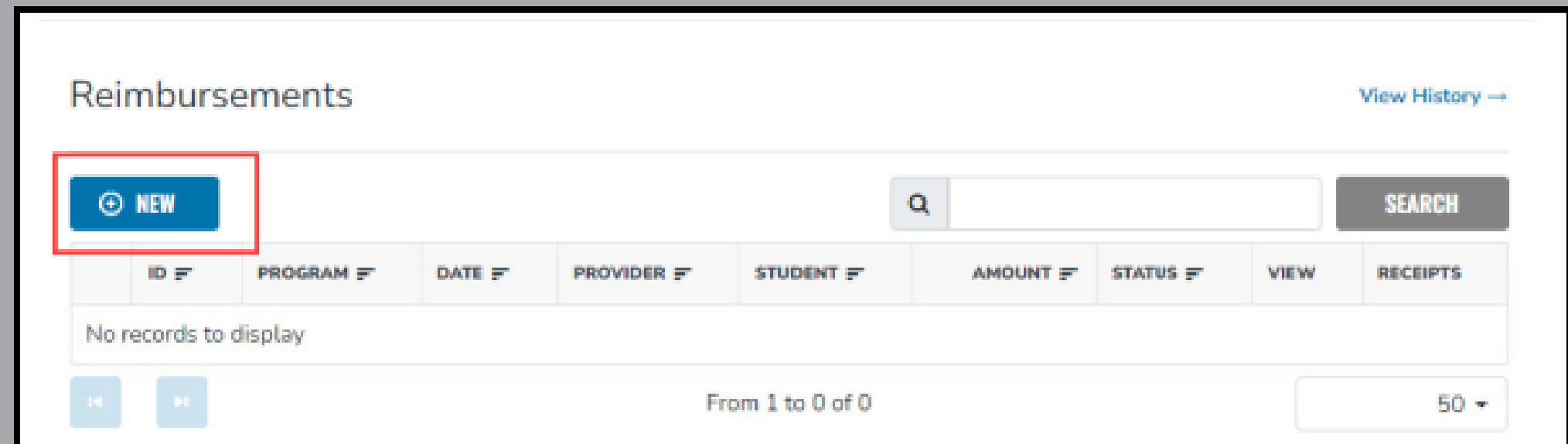
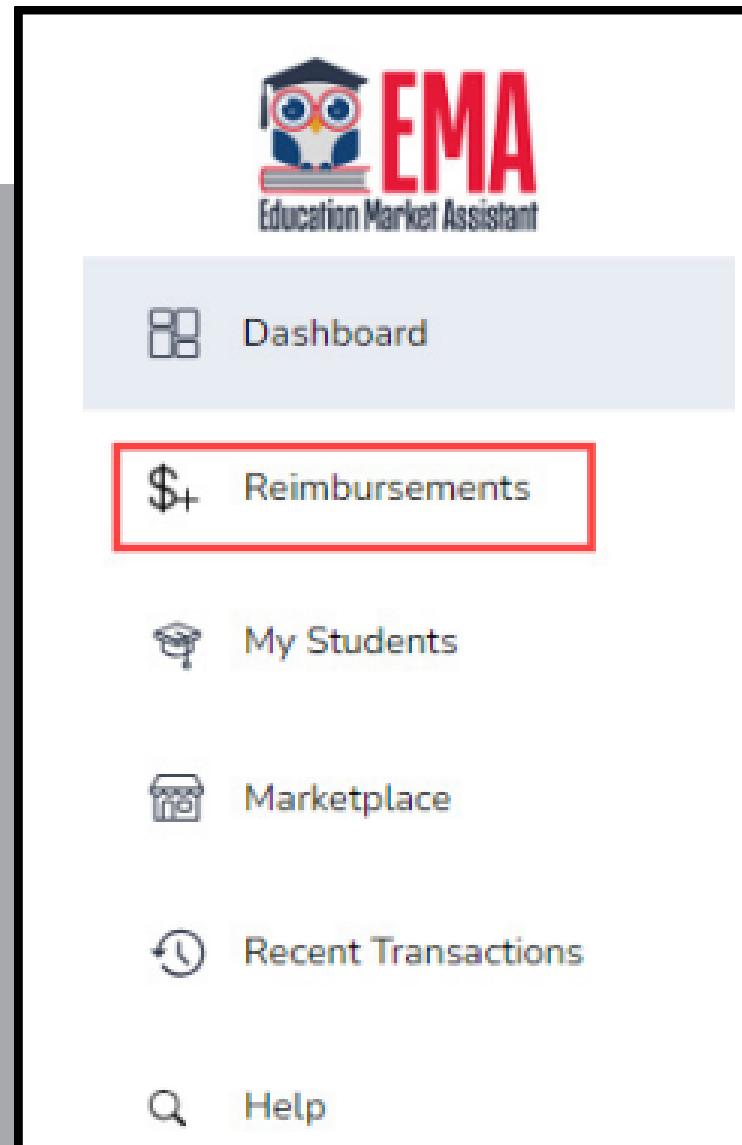
MANAGE

✔ Payment Method Connected

11. You're all set! The green message populates when your payment method is complete.



Submitting Reimbursements in EMA



13. From the Reimbursements screen, select NEW.

12. To return to your reimbursement request, select Reimbursements from the left panel of the Dashboard.



Submitting Reimbursements in EMA

A screenshot of the first step of the EMA reimbursement process. It shows a progress bar at the top with a blue circle containing the number "1". Below the progress bar is the question "Which student is this reimbursement for?". Underneath is a text input field containing the name ": Hope" and a dropdown menu icon (a small downward-pointing triangle) highlighted with a red box. At the bottom of the form is a red button with the word "CONTINUE" in white capital letters.

14. From the dropdown menu, select a student, and then select **CONTINUE**.

A screenshot of the second step of the EMA reimbursement process. It shows a progress bar at the top with a blue circle containing a checkmark and a blue circle containing the number "2". Below the progress bar is the heading "Please upload supporting documents for" and a sub-heading "You must submit a receipt and/or invoice in order to properly process your reimbursement." Below this is a warning: "Failing to provide this documentation now could cause delays." and a note: "Please submit one reimbursement per receipt and/or invoice." At the bottom is a large dashed box containing an upload icon (a square with an upward-pointing arrow) and the text "Drag and drop files here or Browse to select files".

15. Drag-and-drop a file onto the icon to upload the invoice statement, proof of payment, or receipt for the student selected.

Note

1: File must be a png, jpg or PDF.

2: Select the icon to browse for documents, which may be added later (see below).



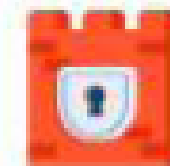
Submitting Reimbursements in EMA

Use Quick View to review your document. Select **CONTINUE**.

Please submit one reimbursement per receipt and/or invoice.

invoice.png

Quick View



Not Permitted

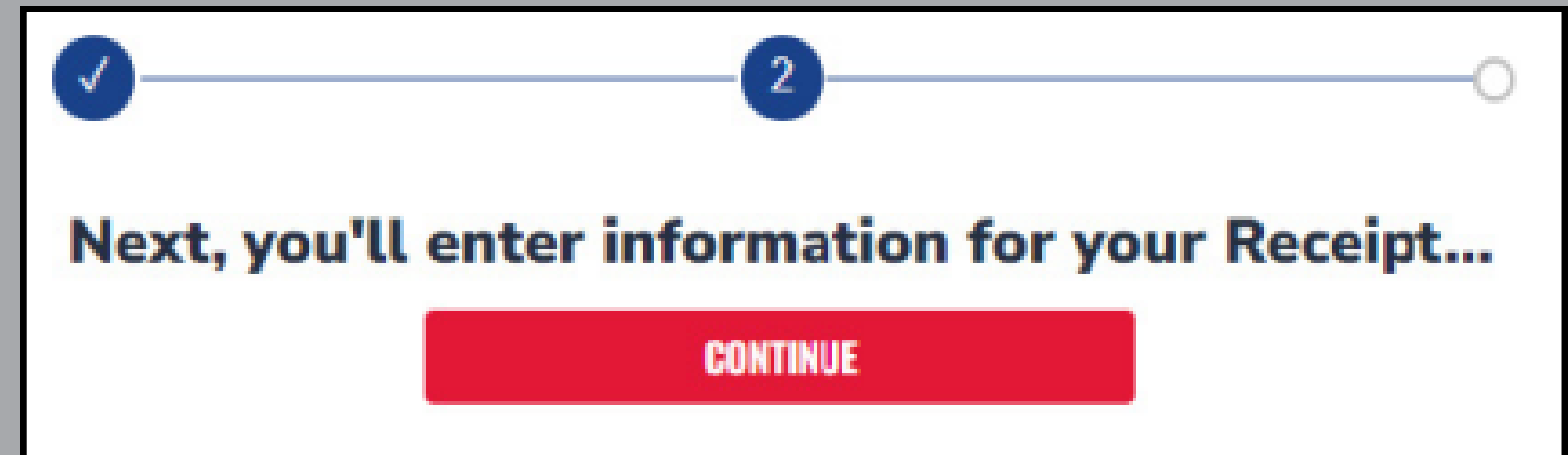
You are not permitted to view this document.

CONTINUE



Submitting Reimbursements in EMA

16. Select CONTINUE on the Next, you'll enter information for your Receipt... screen.





Submitting Reimbursements in EMA

The required information screen displays.

a. Complete the required fields for each item.

- Purchase Date
- Invoice #
- Category (Scholarship funds can be spent on the categories listed in the dropdown menu, shown below. Please select the appropriate category below. (If you are unsure, please reference the Purchasing Guide to review the list of qualifying expenses for the program and the Parent Handbook to review documentation necessary to submit the reimbursement for the item/services.)
- Amount
- Service Provider Name
- Educational Benefit (Please include a brief description of how this item or service is meeting the educational needs of your student.)

The screenshot shows a three-step process bar at the top, with the third step (3) being the active one. Below the bar, the text reads: 'Please enter the requested information below' and 'Providing accurate details now, ensures no delays occur while processing reimbursements.' A note says: 'Please use 'Add Item' for each line item of your receipt/invoice.' The main form area shows a file upload section with 'microsoftteams-image (28).png' and a 'Quick View' button. Below this is a section for 'ITEM 1' with the following fields: 'Purchase Date' (mm/dd/yyyy), 'Invoice #' (text input), 'Category' (dropdown menu), 'Amount' (\$0.00), 'Service Provider Name' (text input), and 'Educational Benefit' (text input). At the bottom of the form are two buttons: 'ADD ITEM' (blue) and 'DONE' (red).



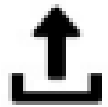
**If your provider name is not listed,
please select, 'Provider Not Listed'**



Submitting Reimbursements in EMA

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

PDF's are the preferred format

b. If necessary, add attach additional documents in the space that populates for some category types near the bottom of this screen.

Note: When requesting a reimbursement, you must provide official documentation/receipts from the educational service provider that clearly shows the Student's name, qualifying educational expenses, and the amount of each expense, along with the amount paid and payment dates. You must attach detailed, itemized receipts, or invoices that reflect the educational expenses. A bank statement alone, without any of the other criteria above, is not sufficient support for a reimbursement request.

***Refer to the handbook on specifics of what to submit.**



Submitting Reimbursements in EMA

To add another item to the reimbursement request select ADD ITEM. When all items are added and fields are complete, select DONE.

- Note 1: Select Download to review the primary document or receipt uploaded to the reimbursement.
- Note 2: Select Back to go back and make any edits necessary.



Submitting Reimbursements in EMA

← Back

✓ — ✓ — ✓

Review your purchases for

Tune into Reading	\$2.00
TOTAL	\$2.00

SUBMIT FOR APPROVAL

✓ — ✓ — ✓

Thank you! We received your reimbursement request.

One of our team members will review your reimbursement request soon. You will receive a notification once your reimbursement has been processed.

REQUEST ANOTHER REIMBURSEMENT

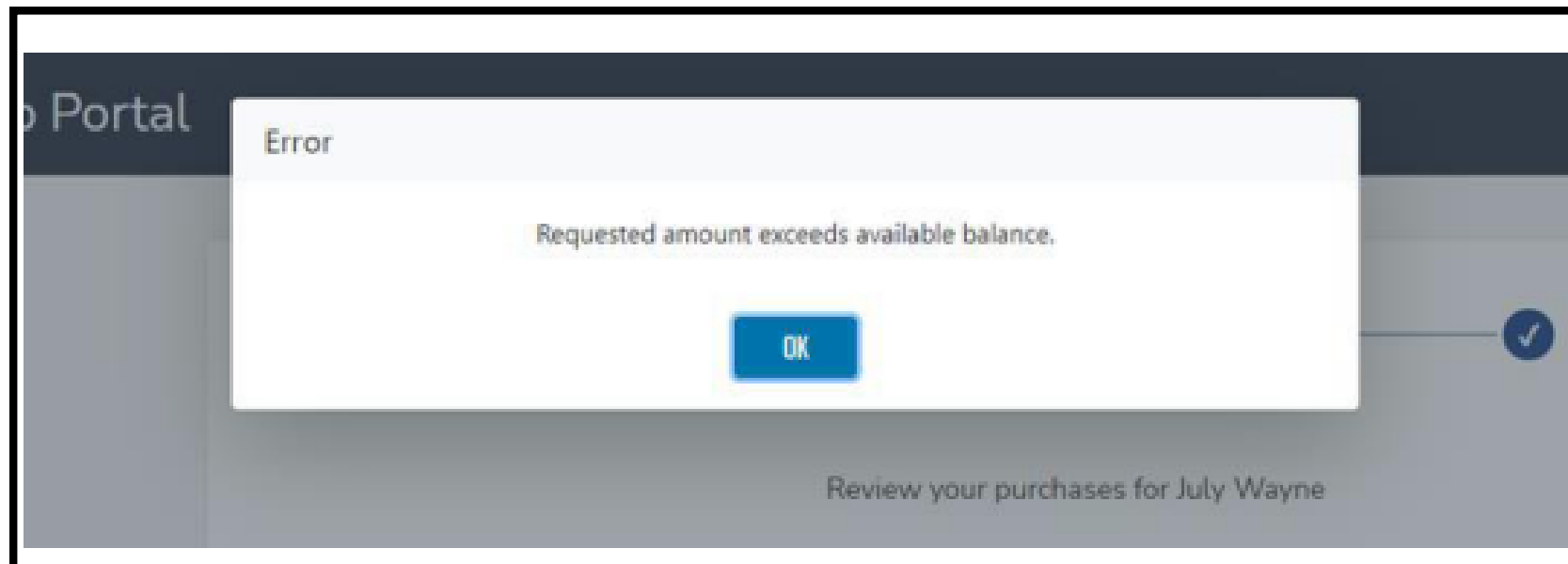
[Check the status of your reimbursements](#)

17. The review screen displays. Select **SUBMIT FOR APPROVAL** to complete the reimbursement request.

18. You will see the screen below after submitting your reimbursement request.



Submitting Reimbursements in EMA



Note:

If your requested amount exceeds the balance in your student's account, an onscreen error will appear as shown. The screen will refresh and will go back to the request form so you can adjust the amount.

When adjusting the amount, please add a comment explaining that the requested amount no longer matches the attached documentation because the reimbursement was limited to the available funding.



Submitting a Reimbursement in Legacy



FES-UA



The steps outlined below are tailored specifically for our Legacy families. Legacy families refer to those with students who received the FES-UA scholarship before the 2023-2024 academic year.





FES-UA



Home New Users User Login

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

Welcome! Please take a moment to read this message before entering your login information at the bottom of this page. *(Este mensaje se puede encontrar en español a continuación.)*

For up-to-date information, please monitor our [Family Important Updates](#) page.

2024- 25 Purchasing Guide Update:

The 2024-25 FES-UA Purchasing Guide has been received from the University of Central Florida and is now available [here](#). Having just received the FES-UA Purchasing Guide, Step Up For Students is now updating our processes and systems to align accordingly.

At this time, please do not submit any 2024-25 reimbursements for **newly eligible items**. Submitting these reimbursements prematurely may result in processing delays or in the reimbursement being denied while we update our systems and processes.

You may now submit a pre-authorization request within this system on the "Account Activity" tab. If you have another FES-UA student whose scholarship account is not administered through this system, please [click here](#) to learn how to submit a pre-authorization request for them in EMA.

2024-25 Application Update

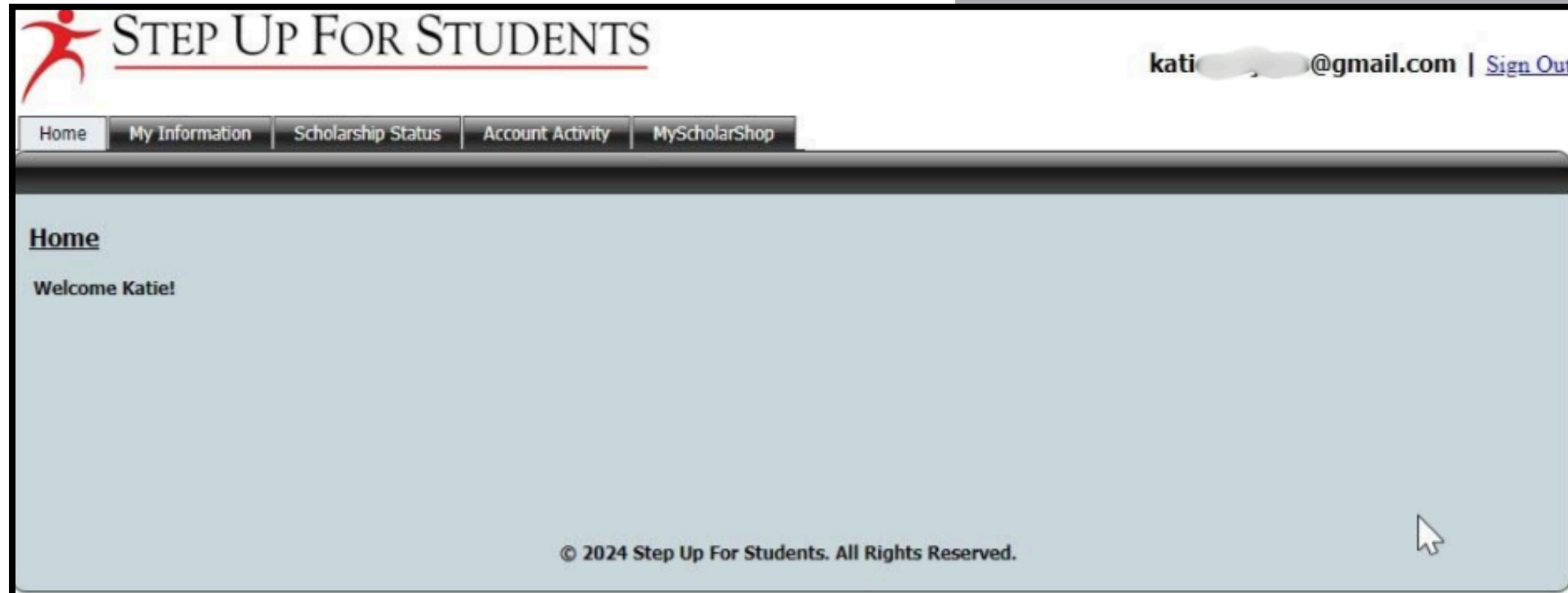
Families may apply now for the FES-UA program for the 2024-25 school year. If you've not already applied, please [click here](#) to apply.

Reminder: All applications are now submitted through EMA. Families must submit an application yearly to renew their student's scholarship.

Navigate to [Gardiner.sufs.org](https://gardiner.sufs.org)
to log into your account in the
Legacy System.



FES-UA



Upon logging in, you will arrive at the landing page.



FES-UA

Click on the 'Account Activity' tab at the top of the page. Choose the 'Submit a Reimbursement Request' option found under the "View Student Statement" section.

On this page you may also review previously submitted reimbursements and their status.



The screenshot shows the Step Up For Students website interface. At the top, the navigation menu includes 'Home', 'My Information', 'Scholarship Status', 'Account Activity' (highlighted with a red box), and 'MyScholarShop'. Below the navigation, the 'View Student Statement' section is visible, with a red box around the 'Submit a Reimbursement Request' link. A blue hand icon points to the 'Account Activity' tab. The 'Student Account Summary' section shows an 'Available Balance \$12,418.26' with a red arrow pointing to it and a blue callout box that says 'Not sure what funds you have in you have available in your account? You may check here!'. The 'Reimbursement Activity' section shows a table of reimbursement requests with columns for Action Required, Reimbursement ID, Reimbursement Request Date, Provider, Amount, Status, Notes, and Details. The table contains two entries: one for Amazon (\$22.62) and one for Quantum Fiber (\$75.00). A 'Total Scholarship Funds Pending Processing: \$97.62' is displayed at the top right of the table area.

Action Required	Reimbursement ID	Reimbursement Request Date	Provider	Amount	Status	Notes	Details
	248	8/18/2024	Amazon	\$22.62	Document Attached	Your reimbursement request documents have been received.	Details
	2497	9/6/2024	Quantum Fiber	\$75.00	Document Attached	Your reimbursement request documents have been received.	Details



FES-UA

Under Provider Information

Now you are able to select a provider (if the provider is not listed in the dropdown menu select 'Other'), list the provider's name, provide their license (if applicable), indicate who should be paid, list the invoice number, and select the date of the invoice.

Under Reimbursement Request Details

Select the reimbursement category, type and details. You will need to provide a description for how the item will be used to help your student learn. Please list the amount for the service, the tax rate amount and then press the 'Save This Item' button to save the entry.



FES-UA

Provider Information
Please select who will be providing the services.

Provider: * Other

Provider Name: * Rainbow Resource Center

Provider License:

Pay To: * Myself The provider you have selected has not setup an account with Step Up for Students to receive direct payment. If you would like to receive reimbursement for services you have already purchased please select "Myself" from the "Pay To" drop down.

Invoice Number: 0001

Invoice Date: * 9/2/2024

Total Invoice Amount: \$73.59

Reimbursement Request Details
You can submit more than one item on a reimbursement.

Reimbursement Category: * -Select-

Reimbursement Type: * -Select-

Reimbursement Detail: * -Select-

How will this item or service help my student learn? This item's educational benefit is...

Item Amount: *

Tax Rate Amount: %

Line Item Total Amount:

Save This Item

Category	Item Type	Amount	Edit/Delete
Curriculum / Course	Print	\$73.59	

Certification Statement
 I hereby certify the following statements are true and accurate. These expenses are for the education benefit of the participating student. The amount invoiced to the student's scholarship is not payable or reimbursable by an insurance or any other benefit plan. I will use the program funds only for authorized purposes. I will not transfer any scholarship prepaid college funds to another beneficiary. I will not accept rebates, refunds, or other payments from providers.

Fields marked with * are required. **Cancel** **Submit**

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Once the entry has been saved, it should populate under the 'Reimbursement Line Items' section.

Provider Information
Please select who will be providing the services.

Provider: * Other

Provider Name: * Rainbow Resource Center

Provider License:

Pay To: * Myself The provider you have selected has not setup an account with Step Up for Students to receive direct payment. If you would like to receive reimbursement for services you have already purchased please select "Myself" from the "Pay To" drop down.

Invoice Number: 000146

Invoice Date: * 9/2/2024

Total Invoice Amount: \$73.59

Reimbursement Request Details
You can submit more than one item on a reimbursement.

Reimbursement Category: * -Select-

Reimbursement Type: * -Select-

Reimbursement Detail: * -Select-

How will this item or service help my student learn? This item's educational benefit is...

Item Amount: *

Tax Rate Amount: %

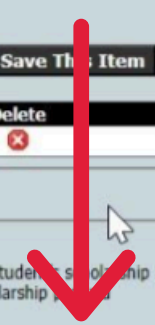
Line Item Total Amount:

Save This Item

Category	Item Type	Amount	Edit/Delete
Curriculum / Course	Print	\$73.59	

Certification Statement
 I hereby certify the following statements are true and accurate. These expenses are for the education benefit of the participating student. The amount invoiced to the student's scholarship is not payable or reimbursable by an insurance or any other benefit plan. I will use the program funds only for authorized purposes. I will not transfer any scholarship prepaid college funds to another beneficiary. I will not accept rebates, refunds, or other payments from providers.

Fields marked with * are required. **Cancel** **Submit**



If the entry requires editing, click the pencil icon. To delete, simply select the red 'X'. If the information provided is accurate, you can move forward with submitting your reimbursement by checking the Certification Statement and clicking on 'Submit'.



FES-UA


When submitting a reimbursement request, you will be prompted to upload documentation to support your purchase.

Use the 'Upload Documents' guidance to upload the documents required for proof of purchase (POP).

The screenshot shows the Step Up For Students website interface. At the top, there is a navigation bar with links for Home, My Information, Scholarship Status, Account Activity, and MyScholarShop. The user is logged in as katieg...@gmail.com, with a Sign Out link. The main content area is titled "Submit a Reimbursement Request" and includes several links: View Student Statement, Submit a Reimbursement Request, Submit a Pre-Authorization Request, Approve a Provider Reimbursement, and Upload Reimbursement Documents. Below the links, a message states: "Thank you for submitting Reimbursement ID = #24... for Sara C... You must send us supporting documentation for this reimbursement request. You may either upload your documentation below or fax your documentation to us using the fax cover sheet provided." The "Documentation Upload" section contains a "Preview:" area with a "Choose File" button and "No file chosen" text, followed by an "Upload Documents" button. Below this, instructions for uploading a document are provided: "To upload a document: 1. Click the 'Choose File' button. 2. From the File selection window, select the document you wish to upload. 3. Click 'Upload Documents' to attach the documents to your reimbursement request. Repeat this process if you have multiple documents to upload." A "Tips and restrictions:" section lists: "1. Acceptable documentation formats: .PDF, .JPG, .GIF, .PNG, .TIF, and .BMP. 2. Documents with a file size of more than 10MB will not be accepted. 3. Please make sure your document is not password protected, as they will not be uploaded. 4. Please note, documents uploaded will undergo a Virus Scan and may take a few minutes to accept." Below the instructions is a "Print Fax Cover Sheet" button and a red warning: "Please use this specific fax cover sheet for all documents associated with this reimbursement request. Do not reuse this fax cover sheet for any other reimbursement request. Failure to include the correct fax cover sheet will delay the processing of your reimbursement request." At the bottom of the form is a "Finish" button and a "Submit Another Reimbursement Request" button. The footer of the page reads "© 2024 Step Up For Students. All Rights Reserved."



FES-UA

 [Shop Products](#)

Order # 000924613

Processing

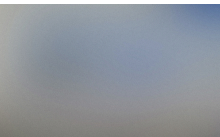
Order Date: September 2, 2024

Invoice #000146679

Product Name	SKU	Price	Qty Invoiced	Subtotal
Poetry & Short Stories for the Logic Stage Anthology, Second Edition	055456	\$18.25	1	\$18.25
Poetry & Short Stories for the Logic Stage Student Guide, Second Edition	056843	\$15.85	1	\$15.85
Fables, Myths, and Fairy Tales Writing Lessons in Structure & Style	042556	\$35.00	1	\$35.00
Subtotal				\$69.10
Tax				\$4.49
Grand Total				\$73.59

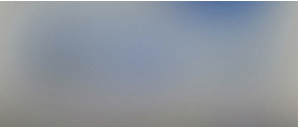
Order Information

Shipping Address



Shipping Method
Estimated Shipping - 5 -12 Business Days (Economy: USPS) Paid

Billing Address



Payment Method
Credit Card

Credit Card Type American Express

Credit Card Number xxxxxxxx 

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When submitting documentation to support the proof of purchase (POP) for a reimbursement request, make certain it contains the requested information such as the invoice number, items, amount paid, etc.

For a full listing of provider qualifications and approved items/services, please review the FES-UA Purchasing Guide. For what is necessary to submit each reimbursement, please review the FES-UA Handbook.



FES-UA



katiec...@gmail.com | [Sign Out](#)

[Home](#) | [My Information](#) | [Scholarship Status](#) | [Account Activity](#) | [MyScholarShop](#)

Submit a Reimbursement Request

[View Student Statement](#) | [Submit a Reimbursement Request](#) | [Submit a Pre-Authorization Request](#) | [Approve a Provider Reimbursement](#) | [Upload Reimbursement Documents](#) | [Print ID Card](#)

Thank you for submitting Reimbursement ID = #24... for Sara C...
You must send us supporting documentation for this reimbursement request. You may either upload your documentation below or fax your documentation to us using the fax cover sheet provided.

Documentation Upload

Preview:

Rainbow Resource.pdf

Upload Documents

To upload a document:

1. Click the "Choose File" button.
2. From the File selection window, select the document you wish to upload.
3. Click "Upload Documents" to attach the documents to your reimbursement request.

Repeat this process if you have multiple documents to upload.

Tips and restrictions:

1. Acceptable documentation formats: .PDF, .JPG, .GIF, .PNG, .TIF, and .BMP
2. Documents with a file size of more than 10MB will not be accepted.
3. Please make sure your document is not password protected, as they will not be uploaded.
4. Please note, documents uploaded will undergo a Virus Scan and may take a few minutes to accept.

Print Fax Cover Sheet

Please use this specific fax cover sheet for all documents associated with this reimbursement request.
Do not reuse this fax cover sheet for any other reimbursement request.
Failure to include the correct fax cover sheet will delay the processing of your reimbursement request.

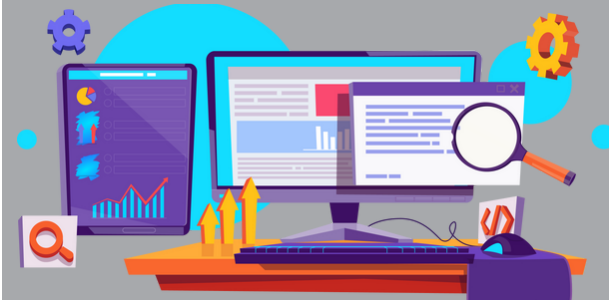
After uploading your document, its name will be displayed. To print a cover sheet for the specific reimbursement request, use the 'Print Fax Cover Sheet' option. Please remember not to use this fax sheet for any other requests.

Once you've finished adding reimbursements, click the 'Finish' button. If you wish to submit another reimbursement request, select the "Submit Another Reimbursement Request" button.



FES-UA

Purchasing Guide Hot Topics



Educational Software

Subscriptions

Elective Courses





FES-UA



Approved Educational Software & Subscriptions

Software Subscriptions:

- Graphics
- Photo Editing Software
- Magazine Subscriptions
- Music Creation
- Editing Software
- Newspaper Subscriptions
- Productivity Software (including Microsoft 365)
- Google Workspace
- Video Creation
- Editing Software
- Magazine Subscriptions





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Educational Software & Subscriptions

Eligible Educational Software & Subscriptions Requiring the Educational Benefit Form

- Video/TV/Online Streaming Services
- Family or multi-user software subscriptions
- Musical Streaming Services
- In-Game Purchases or Credits
- Live Television
- Social Media
- (except LinkedIn Learning for Students)

A screenshot of the Educational Benefit Form. The form is titled "Educational Benefit Form" and includes fields for Student Name, Student ID, Reimbursement type, Item for which reimbursement is requested, Learning subject area(s), Supporting curriculum or course description, How will this item help your student learn?, Cost of purchase, Place of purchase, Date of purchase, and Link to the website the item was purchased. It also includes a checkbox for affirming scholarship program funds are used only for authorized purposes and fields for Parent Name and Parent Signature. A disclaimer at the bottom states: "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-EQ/FTC/PEP."/>

Educational Benefit Form

Student Name: _____

Student ID: _____

Reimbursement type (ex: PE equipment, field trip, etc.): _____

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

Learning subject area(s) (ex: math, reading, physical education, social development): _____

Supporting curriculum or course description (curriculum or course with which the item requested will be used). Curriculum may either be purchased or parent-designed:
Note: This section required for cooking, gardening, mechanical, and woodworking equipment and supplies) _____

How will this item help your student learn?
(Describe in as much detail as you can how this purchase will benefit your student's education): _____

Cost of purchase: _____

Place of purchase: _____

Date of purchase: _____

Link to the website the item was purchased (if applicable, please provide the URL of the purchased item): _____

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

Parent Name: _____

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-EQ/FTC/PEP](#).

Educational Benefit Form



FES-UA

Educational Software & Subscriptions



Items to Note

Items are eligible for single-use/student pricing only. Reimbursements for multiuser access subscriptions will be prorated to only cover the student's cost

Educational Subscription Kits curated and mailed to the home by a kit company are eligible for reimbursement.

Subscriptions must be age appropriate.

If a single-user subscription is available, the multi-user item purchase is prohibited.



FES-UA



Approved Elective Items

- Music Lessons
- Art Lessons
- Art Supplies (including subscription kits)
- Club Fees (such as Boy/Girl Scouts, and 4H/FFA Clubs)
- Cooking Lessons
- Cooking Supplies (including subscription kits)
- Drama Lessons
- Foreign Language Lessons

- Animal Husbandry Lessons or Training Programs
- Animal Husbandry Supplies
- Woodworking/Building Lessons or Training Programs
- Woodworking/Building Supplies (tools must satisfy manufacturer age recommendations)
- Mechanical Lessons or Training Programs
- Sewing Lessons
- Sewing Supplies

- Gardening or Horticultural Lessons or Training Programs
- Garden Supplies (tools must satisfy manufacturer age recommendations)
- Safety items (including protective gloves and goggles)
- Programming/Digital Production Lessons
- Enrichment Classes/Courses



FES-UA



Ineligible Elective Items

***Commercial-Grade Tools/Equipment**

***Elective uniforms and or costumes**





FES-UA

Question: What is the timeframe for holding on to our scholarship before it is forfeited? We are unsure of our next course of action.

Answer: Account Closure and Fund Revocation A student's scholarship account must be closed and any remaining funds, including any contributions made to the Stanley G. Tate Florida Prepaid College Savings Program or to the Florida College Savings Program (529), will be returned to the state after:

- **Any period of two consecutive fiscal years (July 1 – June 30) with no spending activity.**
- **Denial or revocation of program eligibility by the commissioner for fraud or abuse,**
- **Any period of three consecutive years after high school completion or graduation during which the student has not been enrolled in an eligible postsecondary educational institution or a program offered by the institution.**



FES-UA

Question: Can a Step Up UA Recipient enroll in a public school and use the scholarship for therapy or other essential needs?

Answer: No, a student awarded an FES-UA scholarship may not enroll full-time in any public school, including:

- A charter school
- A developmental research school
- Any other Florida public school
- Florida Virtual School or any other online public school
- The College-Preparatory Boarding Academy
- The Florida Scholars Academy
- The Florida School for Competitive Academics
- The Florida School for the Deaf and the Blind

If the school has services in the EMA marketplace, they can be used in this manner.



FES-UA

Question: Can UA recipients attend a combination of in-person and virtual classes, like some schools permit (e.g., attending public school but taking certain courses at FLVS private), and still qualify for the scholarship?

Answer: Yes. UA students must either be enrolled at an eligible private school or enrolled with their district as a home education student. If the private school is approved by the DOE to participate in the UA scholarship, parents can enroll their students. As a home education student, parents have access to public school on a part-time basis and approved online providers. Please see the purchasing guide for the list of eligible expenses

FES-UA Parent Handbook pg(s): 11



FES-UA

Question: Is it possible for newly awarded families to receive reimbursement for online schooling that they have already commenced before funds become accessible?

Answer: Reimbursement Timing-Reimbursement requests are year-specific. Requests for reimbursements using scholarship funds from the 2024-25 school year may be submitted at any time after the purchase is made, as long as the items or services were purchased between July 1, 2024, and June 30, 2025. In addition, reimbursements for purchases made in the following categories between July 1, 2023, and June 30, 2024, are eligible for reimbursement with scholarship funds.

- Eligible Private School Tuition and Fees
- Home Education Tuition and Fees
- Public School Contracted Services
- Full-Time Private Tutoring

State-Approved Virtual Instruction Provider

- State-Approved Online Course

• Curriculum In these instances, reimbursements should be submitted during the school year in which the service is rendered (or curricula is used), but the proof of purchase may be from the immediately preceding fiscal year.



FES-UA

Question: Is it possible for newly awarded families to receive reimbursement for online schooling that they have already commenced before funds become accessible?

Answer: Direct Payment for Services

Step Up For Students allows parents and guardians to pay directly for some eligible educational services. Providers wishing to participate in direct payment for educational services from scholarship students must set up a provider account in EMA and submit a service catalog. Students who received and utilized scholarship funding during the 2022-23 school year will begin the 2024-25 school year in the Legacy System for direct provider billing, with the exception of eligible private school enrollment, which is described below. Students funded for the first time during the 2023-24 school year or later will utilize direct provider billing in EMA through the EMA Marketplace. Requests for payment directly to a provider may only be approved after the service has been rendered.



FES-UA

Question: Can tutors receive direct payment from scholarship funds, or is it always a reimbursement?

Answer: Yes. Step Up For Students allows parents and guardians to pay directly for some eligible educational services. Providers wishing to participate in direct payment for educational services from scholarship students must set up a provider account in EMA and submit a service catalog.

Question: Additionally, can a tutor without credentials still be a service provider?

Answer: No. every provider must meet the credential requirements within the service category they wish to serve



FES-UA

Q: Has there been guidance given as to when we can submit newly added items to the Purchasing Guide for the current school year?

A: Parents and guardians please refrain from submitting new items from the 24-25 Purchasing Guide. A communication will be sent when these items may be submitted.



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.

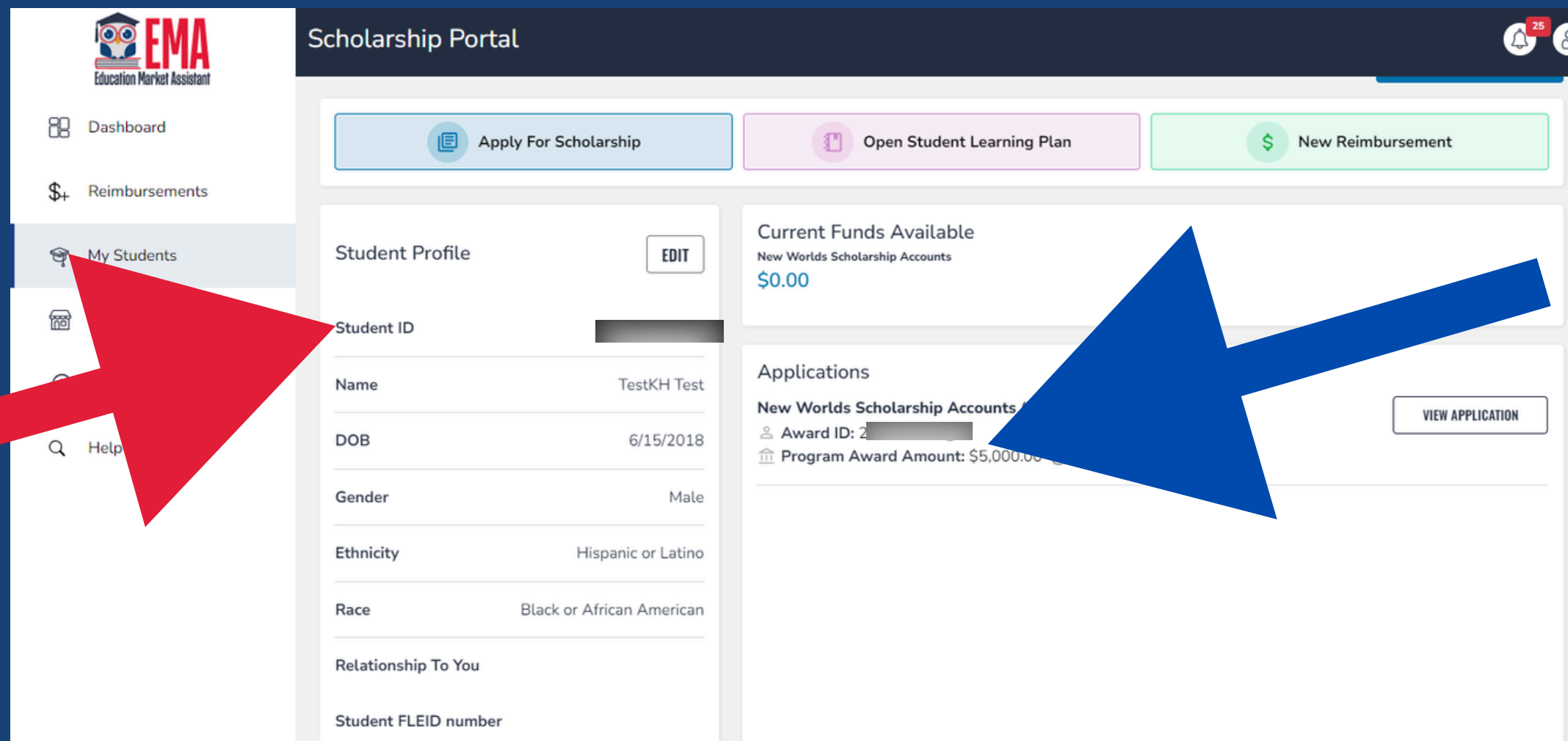
New Provider Survey



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



Award ID vs Student ID



Student ID:
Use this number to complete the Scholarship Decline Form, or when speaking with the Engagement Center.

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



FES-UA



2024-2025

Parent/Guardian Handbook



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



FES-UA

Previous FES-UA Open Houses



May Open House



June Open House



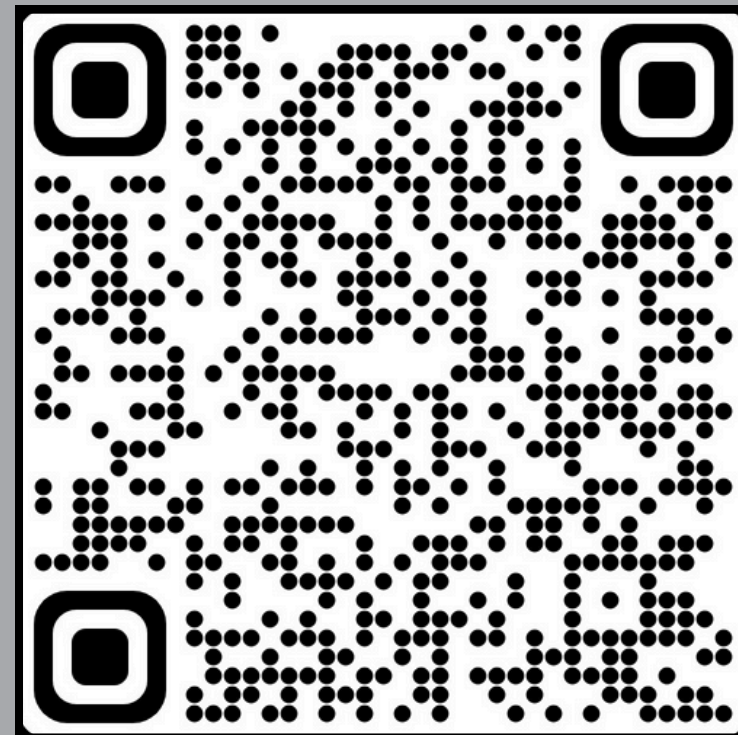
August Open House



FES-UA

**LOOKING FOR ADDITIONAL
OPEN HOUSES FOR FTC/EO
OR PEP? NOT TO WORRY, WE
HAVE THE LINKS HERE FOR
YOU JUST SCAN THE QR
CODE.**

**FTC/FES-EO Open House
October 10th, 2024**



**FES-UA Open House
October 17th, 2024**

**PEP Open House
October 24th, 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

 2 videos	 1 video	 4 videos	 7 videos	 3 videos
Hope WV Provider View full playlist	Hope WV Parent View full playlist	Step Up Schools View full playlist	Step Up Parents View full playlist	Step Up Parent View full playlist



FES-UA

Contact Us

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



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



877-735-7837



[Contact Us](#)



FES-UA

Thank you for attending!

Upcoming webinar: October 17th, 2024

[Registration Link](#)

