



Florida Tax Credit Scholarship
Family Empowerment Scholarship for Educational Options
(FTC/FES-EO)

December 12, 2024

Presented by Step Up For Students





FTC/FES-EO

Happy
Holidays

Agenda



Welcome

Communications

MyScholarShop: New Vendor Alert

Navigating MyScholarShop

Pre-Authorization Process

Purchasing Guide Hot Topics

Questions & Answers

Contact Information



FTC/FES-EO

Communications

Subject: Your student's 2024-25 FTC scholarship payment

**Date:
11/13/2024**

Florida Tax Credit Scholarship Program &
Family Empowerment Scholarship for Educational Options



Dear Parent/Guardian,

Funds have recently been added to your student's Florida Tax Credit Scholarship (FTC) account for the 2024-25 school year.

Please note: A student's available balance may take some time to reflect funding. Also, do not be alarmed if your student's available balance displays as \$0.00. This is because your quarterly funds are reserved for your student's tuition and fees per your acceptance of your student's private school enrollment in EMA.

Next Step (new for the 2024-25 school year):

Your student's school will initiate your student's quarterly payment by approving an invoice within their account in EMA.

Before your student's payment can be sent to the school, you will need to approve or deny the quarterly scholarship payment. You will receive a notification when it is time to log in to your EMA account to review the invoice. Once you receive the notification, please complete this process quickly.

Education Savings Account (ESA) Spending

The FTC/FES-EO programs are education savings accounts (ESAs), giving families even more flexibility in how to use their student's scholarships. Any remaining funds, ***after paying for tuition and fees***, may be accessed through an ESA.

When at least one student has received funds, the family will have access to additional ESA sections within EMA for spending.

Here is what you can expect within your EMA account:



FTC/FES-EO

Communications

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

Date: 11/19/2024



Important Updates For Scholarship Families!

Dear Parent/Guardian,

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

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

Please continue reading below to learn more.

2024-25 Pre-Authorizations

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

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

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



FTC/FES-EO

Handbook Updates



November 2024



November 2024 Handbook Updates

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

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



FTC/FES-EO

What is *my* **ScholarSHOP** ?

Benefits of the MyScholarShop

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

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

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

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



FTC/FES-EO

MyScholarShop New Vendor Alert

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





FTC/FES-EO

MyScholarShop New Vendor Alert

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





FTC/FES-EO

MyScholarShop Resources



CLICK

Welcome to
**my
ScholarSHOP**

NAVIGATING MyScholarShop In EMA

[Navigating MyScholarShop
in EMA](#)

CLICK



**PARENTS: FINDING PROVIDERS &
SERVICES IN THE MARKETPLACE**

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



FTC/FES-EO

FTC/FES-EO PEP Purchasing Guide pgs. 6&11



Purchasing Guide Hot Topics



Learning Manipulatives & Creative Play Items

&

At Home Classroom Furnishings





FTC/FES-EO

Important Note:

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

FTC/FES-EO PEP Purchasing Guide pg.11

Approved Items For Tactile Learning Academic Practice Or Creative Play



Legos



Dominoes/Marbles



Chess/Checker Sets



Dolls (and accessories)



Puzzles



Dress Up Clothing



Stuffed Animals



Board Game



Play Kitchens



Blocks



Card Games



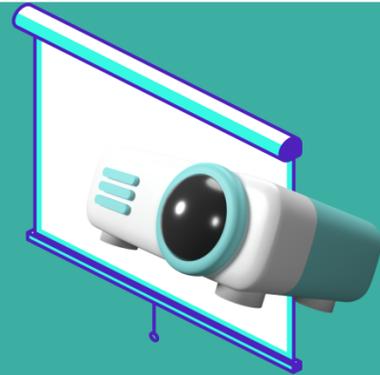
Water Tables



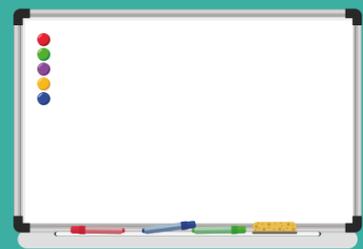
FTC/FES-EO

Approved Furnishings Used To Create An At-Home Classroom

FTC/FES-EO PEP Purchasing Guide pg.11



Indoor Projector/
Standing or Drop-
Down Screens



Whiteboards



Rugs or Foam Tiles



Desk/Chair (age/size
appropriate)



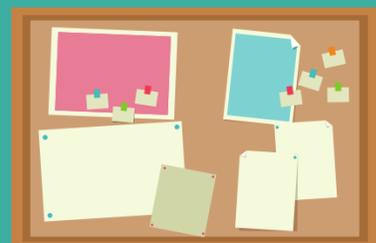
Timers/Clocks



Maps/Globes/Atlases



Educational
Posters/Visual Supports



Bulletin Boards



Architect/Drafting Table
(age/size appropriate)



Storage (including
bookshelves and
storage or organization
containers)



FTC/FES-EO



FTC/FES-EO PEP Purchasing Guide pg.11

Ineligible Items & Purchase Frequency for At Home Classroom Furnishings



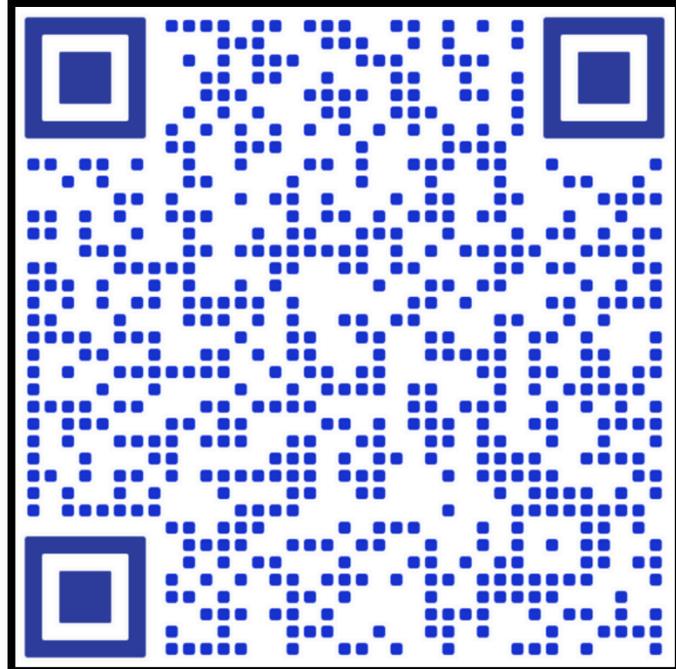
- Multiple of a single At-Home Classroom Furnishings item that exceeds \$50 Requires a Pre-Authorization
- At-Home Classroom Furnishings may be purchased once every 2 years
- At-Home Classroom Furnishings projectors may be eligible sooner than once every two (2) years with a pre-authorization



FTC/FES-EO

Educational Benefit Form Explained

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



Educational Benefit Form

Sample of Educational Benefit Form


Educational Benefit Form

Student Name: **Johnny Doe**

Student ID: **1234567890**

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

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

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

Parent Name: **Jane Doe**

Parent Signature: 

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



Scholarship Change Request

How can you decline your Students award?

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

Required information that you will need to provide on the call

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



Award ID vs Student ID

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

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". On the left is a navigation menu with "EMA Education Market Assistant" at the top, followed by "Dashboard", "Reimbursements", "My Students", and "Help". The main content area has three buttons at the top: "Apply For Scholarship", "Open Student Learning Plan", and "New Reimbursement". Below these are two columns. The left column is titled "Student Profile" and contains fields for "Student ID", "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". An "EDIT" button is next to the "Student Profile" title. The right column is titled "Current Funds Available" and shows "New Worlds Scholarship Accounts" with a balance of "\$0.00". Below that is an "Applications" section for "New Worlds Scholarship Accounts" showing "Award ID: 2" and "Program Award Amount: \$5,000.00". A "VIEW APPLICATION" button is next to the application details. A red arrow points from the text on the left to the Student ID field, and a blue arrow points from the text on the right to the Award ID field.

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



Step Up For Students

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





Step Up For Students




Education Market Assistant
Welcome!

Username [Forgot Username?](#)

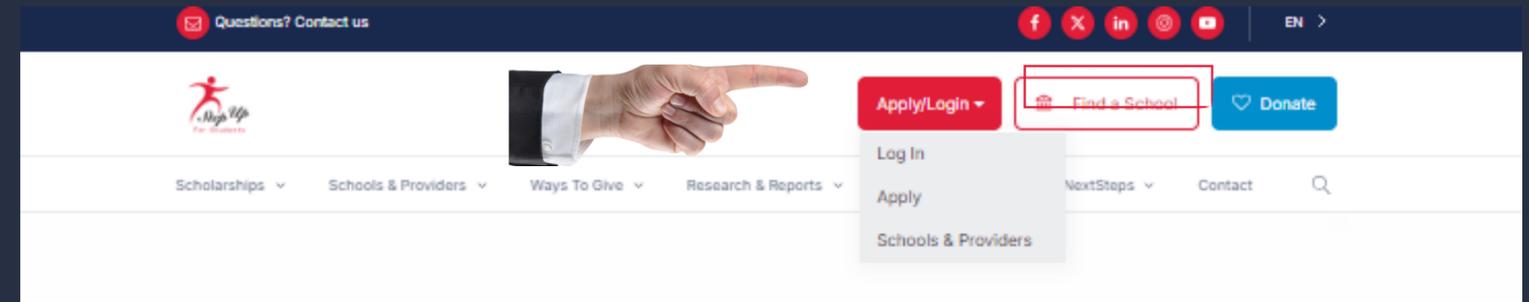
Password [Forgot Password?](#)
 [Show](#)

Keep me signed in

[LOG IN](#)

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

SUFS Team Member? [Sign In](#)



Please visit
apply.stepupforstudents.org
to access your account, or log in
on our website by selecting the
option provided above.



Step Up For Students

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

The login page for the Education Market Assistant (EMA) system. At the top, there is a logo featuring an owl wearing glasses and a graduation cap, with the text "EMA Education Market Assistant Welcome!". Below the logo, there are three numbered steps: 1. Username: A text input field with a "Forgot Username?" link. 2. Password: A text input field with a "Forgot Password?" link and a "Show" button. 3. A red "LOG IN" button. Below the button, there is a checkbox for "Keep me signed in". At the bottom, there are two links: "Don't have an account? Sign Up" and "SUF S Team Member? Sign In".



Step Up For Students



Dashboard



My Students



Expenditure Requests

Marketplace

Reimbursements

Pre-Authorizations



Recent Transactions



Help



Select Pre-Authorizations from the list.



Step Up For Students

A screenshot of the Scholarship Portal's Pre-Authorizations page. The page has a dark blue header with the "EMA Education Market Assistant" logo on the left and the title "Scholarship Portal" on the right. A sidebar on the left contains navigation links: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations (highlighted), Recent Transactions, and Help. The main content area is titled "Pre-Authorizations" and contains explanatory text. A red box highlights a blue "NEW" button with a plus icon. Below this is a table with one row of data and a "FINISH REQUEST" button. At the bottom, there are pagination controls showing "From 1 to 1 of 1" and a dropdown menu set to "100".

EMA
Education Market Assistant

Dashboard

My Students

Expenditure Requests

Marketplace

Reimbursements

Pre-Authorizations

Recent Transactions

Help

Scholarship Portal

Pre-Authorizations

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

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

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

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

NEW [SEARCH]

ID	PROGRAM	SUBMITTED	PROVIDER	STUDENT	TOTAL	STATUS	ACTIONS
30000012	FES-UA	05/20/2024	logitech.com	Elana Cardano	\$226.25	Approved	FINISH REQUEST

From 1 to 1 of 1 [100]

Click the **NEW** button to initiate a Pre-Authorization request.



Step Up For Students

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

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



Step Up For Students



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

Scholarship Portal



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

Which student is this pre-authorization for?

Go Fish : FES-UA

CONTINUE TO ITEM/SERVICE DETAILS

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



Step Up For Students

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

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation sidebar with the 'EMA Education Market Assistant' logo and menu items: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and has a breadcrumb trail: Student Selection > Item/Service Details > Educational Benefit > Summary. The 'Item/Service Details' step is active. The page asks the user to 'Tell us about the item or service you plan on purchasing' and provides instructions. A red box highlights the 'ITEM/SERVICE DETAILS' form, which includes: 'Category*' (a dropdown menu), 'Quantity*' (a text input with a spinner set to 1), and 'Cost per Item/Service*' (a text input set to \$0.00, with a '\$0.00 total' label). Below this, another red box highlights the 'Supporting Documentation Required*' section, which instructs the user to upload at least one document and provides a file upload area with a 'Browse' link. At the bottom right, there are 'BACK' and 'CONTINUE TO EDUCATIONAL BENEFIT' buttons.



Step Up For Students

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

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

EMA
Education Market Assistant

Scholarship Portal

Student Selection Item/Service Details Educational Benefit Summary

Tell us about the item or service you plan on purchasing

Provide as many details as you have about the item or service in this pre-authorization request. If you are unsure of any details, please refer to the Purchasing Guide for your student's scholarship. New Worlds Scholarship Accounts parents/guardians should refer to the New Worlds Parent/Guardian Handbook.

If approved, the items or services associated with your purchase must match the information on this pre-authorization. If they do not, your reimbursement request or MyScholarShop purchase may be denied.

ITEM/SERVICE DETAILS

Category*

Type*

Item/Service Description*

Quantity*

Cost per Item/Service* \$0.00 total

Who will you pay?*

Supporting Documentation Required*
Please upload at least one document to verify the item/service and price, such as a **product advertisement** (flyer, brochure, or promotional image), a **product listing** (website screenshot), or a **vendor quote**.

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

BACK **CONTINUE TO EDUCATIONAL BENEFIT**



Step Up For Students

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

The screenshot shows the 'Scholarship Portal' interface. The left sidebar contains navigation links: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Educational Benefit of Requested Item/Service' and includes a progress bar with four steps: Student Selection, Item/Service Details, Educational Benefit (current), and Summary. The form contains the following fields and sections:

- EDUCATIONAL BENEFIT** section with three input fields:
 - Learning Subject Area(s)*: A dropdown menu with the placeholder text 'Select Learning Subject Area(s)'.
 - How will this item/service help your student learn?*: A large text area.
 - Item/Service URL: A text input field.
- Scholarship Program Compliance Agreement*** section with a checkbox that is currently unchecked. The text reads: 'I affirm that scholarship program funds are used only for authorized purposes as described in Florida Statutes 1002.394(4) or 1002.395(6), as applicable, and serve the listed student's educational needs.'
- PLEASE NOTE:** Any violation of scholarship statute, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. For more information, please review the Parent/Guardian Handbooks for [FES-UA](#), [FTC/FES-EQ](#) (including PEP) or [NWSA](#).
- Please Sign Here** section with a 'Signature Of*' label and a text input field containing 'Your Full Name'.

At the bottom right, there are two buttons: 'BACK' and 'CONTINUE TO SUMMARY'.



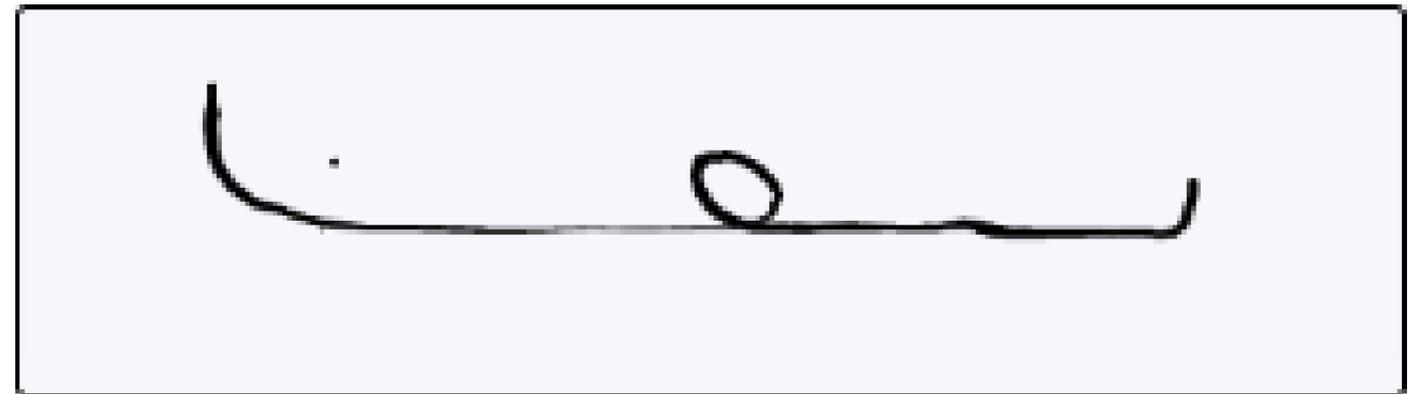
Step Up For Students

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

Please Sign Here

Signature Of *

Sunny Day



KEEP

CLEAR



Step Up For Students

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

Educational Benefit of Requested Item/Service

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

EDUCATIONAL BENEFIT

Learning Subject Area(s) *

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

Item/Service URL ⓘ

Scholarship Program Compliance Agreement *

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

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

Please Sign Here

Signature Of *





Step Up For Students

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

Review your Pre-Authorization for Go Fish

Instructional Material (x1)	\$100.00
TOTAL	\$100.00

BACK

SUBMIT FOR APPROVAL



Step Up For Students

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

Next Steps:

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

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

Thank you for submitting your pre-authorization request.

Next Steps:

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

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

REQUEST A REIMBURSEMENT

REQUEST ANOTHER PRE-AUTHORIZATION

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



Step Up For Students

Pre- Authorization: Approved Status

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

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

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

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

Next Steps:

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





Step Up For Students



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

Scholarships for Florida Schoolchildren



PRE-AUTHORIZATION NOTIFICATION

Dear Parent/Guardian,

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

NEXT STEPS:

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

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

Questions?

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

Thank you,

Step Up For Students



Step Up For Students



The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation sidebar with the 'EMA Education Market Assistant' logo and menu items: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations (highlighted), Recent Transactions, and Help. The main content area is titled 'Pre-Authorizations' and contains explanatory text and a table of pre-authorization requests. A 'NEW' button and a search bar are at the top of the table. The table has columns for ID, PROGRAM, SUBMITTED, PROVIDER, STUDENT, TOTAL, STATUS, and ACTIONS. One row is visible with ID 30000012, PROGRAM FES-UA, SUBMITTED 05/20/2024, PROVIDER logitech.com, STUDENT Elana Cardano, TOTAL \$226.25, and STATUS Approved. The 'FINISH REQUEST' button in the ACTIONS column is highlighted with a red box. Below the table are pagination controls showing 'From 1 to 1 of 1' and a dropdown menu set to '100'.

Once your Pre-Authorization is approved, you will see the **FINISH REQUEST** button. Please click the **FINISH REQUEST** button to continue with the reimbursement process.



Step Up For Students



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

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

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

Choose How to Complete Your Pre-Authorization

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

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

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

CANCEL **CONTINUE**



Step Up For Students



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

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

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

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

BACK

CONTINUE TO REIMBURSEMENT



Step Up For Students



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

A screenshot of the Scholarship Portal interface. The left sidebar shows the EMA logo and navigation menu with items: Dashboard, My Students, Reimbursements, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and shows a progress bar with two steps, the second of which is active. Below the progress bar, the text reads: "Please upload supporting documents for Elana", "You must submit a receipt and/or invoice in order to properly process your reimbursement.", "Failing to provide this documentation now could cause delays.", and "Please submit one reimbursement per receipt and/or invoice." At the bottom, there is a dashed box containing an upload icon and the text: "Drag and drop files here or [Browse](#) to select files".



Step Up For Students



Next, please enter your receipt information and click  button.

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



2



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

CONTINUE



Step Up For Students



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

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

Please Note the following boxes cannot be changed

- Category
- Type
- Description

Then upload your supporting documents and click the



1 2 3

Please enter the requested information below
Providing accurate details now, ensures no delays occur while processing reimbursements.

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

sept office hours 24.png Your Receipt

ITEM 1

Purchase Date

Invoice #

Category

Type

Description

Amount

Who did you pay?

Provider Name

Educational Benefit

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

Drag and drop files here or Browse to select files

DONE



Step Up For Students



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

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

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

Print	\$50.00
TOTAL	\$50.00

SUBMIT FOR APPROVAL



Step Up For Students



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



Thank you! We received your reimbursement request.

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

REQUEST ANOTHER REIMBURSEMENT

[Check the status of your reimbursements](#)



Step Up For Students

Pre-Authorization Status

If Pre-Authorization is placed on hold:

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

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



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

- On hold reason stated

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



Step Up For Students



Pre-Authorizations

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

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

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

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

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

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

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



Step Up For Students



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

Reason for Hold:

Documentation provided is password protected

Comments:

Please upload Documentation that is not password protected.

 EDIT



Step Up For Students



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

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

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

Reason for Hold:

Documentation provided is password protected

Comments:

Please upload Documentation that is not password protected.

 CANCEL

 RESUBMIT



Step Up For Students



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

✕

Pre-Authorization Resubmitted

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

[BACK TO PRE-AUTHORIZATION](#)



Step Up For Students



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

✕

Are You Sure You Want to Cancel?

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

GO BACK DISCARD CHANGES



Step Up For Students

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

Pre-Authorization Status

If Pre-Authorization is denied:

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

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

DENIED

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

- Denial reason stated



Step Up For Students



Pre-Authorizations

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

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

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

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

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

What to Do If Your Pre-Authorization is Denied:

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



Step Up For Students



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

Reason for Denial:

Outside of purchase frequency guidelines

Comments:

Only one per student every two years

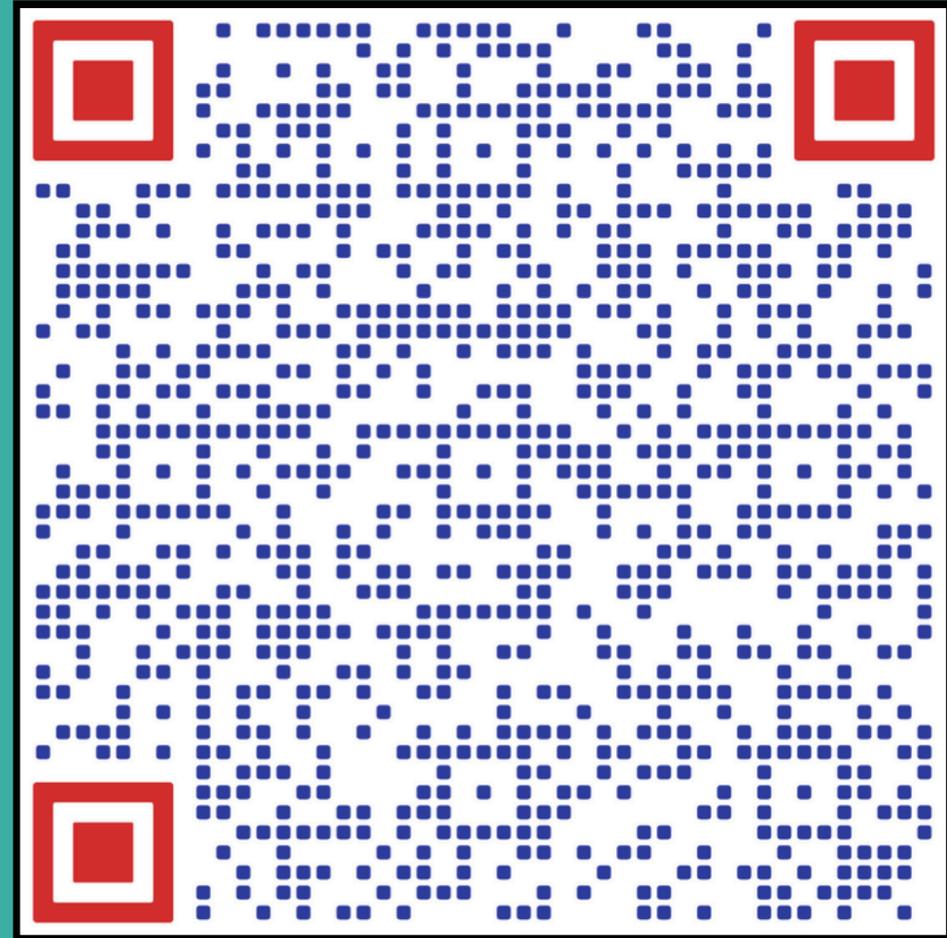


FTC/FES-EO

Reimbursement Guide

A step by step guide to submitting a Reimbursement in EMA

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



[Guardians Reimbursement Guide](#)



FTC/FES-EO

ATTENDANCE



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

Statute: 1003.24



FTC/FES-EO

Scholarship Funding Schedule

Scholarship funds are deposited into the student's scholarship account four times a year.

A Scholarship Funding Organization must verify a student's eligibility to participate in the program at least 30 days before receiving funding from the state.

Once the Florida Department of Education receives a verified list of eligible students from Step Up, the department will send scholarship funds quarterly on the following dates:

 2024-2025 Florida Tax Credit (FTC) & Family Empowerment Scholarship for Educational Options (FES-EO) Enrollment – Funding - Payment Schedule			
<small>Students need to be enrolled in EMA by the dates listed below to be eligible for scholarship funding. Invoices will be generated as students are funded. Payment will be initiated within 5-7 business days of school and parent/guardian approval. Once initiated, funds may take up to 3-5 business days to arrive in the school account.</small>			
Deadline for Completed EMA Enrollment*	Quarterly Funds come to SUFS from DOE	Payment Processing & Parent Approval	Payments to Schools
June 30, 2024 July 26, 2024 August 30, 2024	August 1, 2024 September 1, 2024 TBD	It takes up to two weeks to fund student accounts once funds are received from the DOE. Invoices will be generated in EMA as students are funded for schools and parents/guardians to approve in EMA.	Per Statute: Payment for tuition and fees for full-time enrollment will be initiated within 7 business days of school and parent/guardian approval.
September 15, 2024	November 1, 2024		
December 15, 2024	February 1, 2025		
February 15, 2025	April 1, 2025		

For students enrolled full-time in an eligible private school, Step Up will make quarterly payments for tuition and fees within seven (7) business days after the school and parent have approved the payment. Step Up may sometimes provide supplemental funding to students who were not funded on the above schedule. Step Up will communicate this with those in this situation via email.





FTC/FES-EO



Q: What happens if the funds are not used?

A: FTC/EO students must be enrolled in a private school to receive their scholarship funds. Once funds are deposited into the student's account, funds will be reserved for tuition and fees.

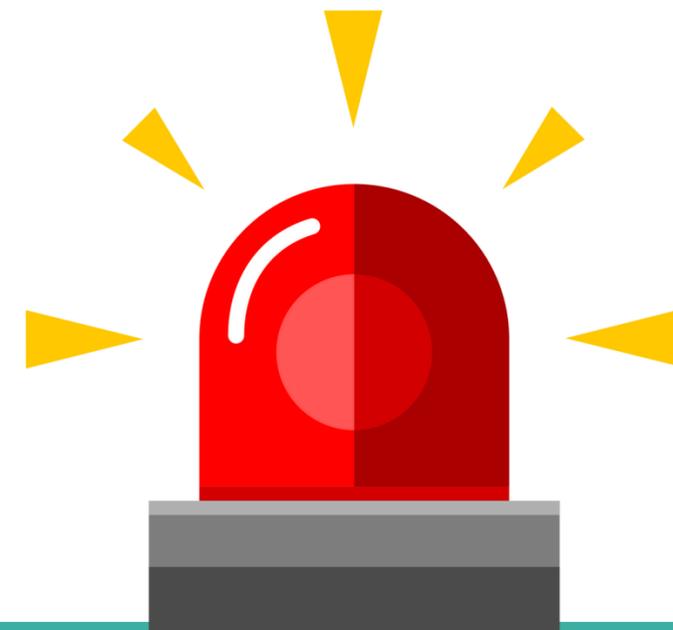
The remaining funds can be used for items and services described in the handbook. A student's unspent scholarship funds may be rolled over from one school year to the next. However, under Florida law, Step Up For Students cannot transfer funds into the student's scholarship account that would raise the balance above \$24,000. If a student enrolls in a public school, graduates from high school, or reaches 21 years of age on or before July 1 (whichever comes first), the student will not be eligible for additional scholarship funding. Funds received while a student is eligible for the program will remain in their account in EMA.

A student's scholarship account must be closed and any remaining funds returned to the state after:

- Denial or revocation of program eligibility by the commissioner for fraud or abuse,
- Any period of two consecutive fiscal years (July 1 – June 30) with no spending activity.
- Withdrawing from a private school after receiving funding and not re-enrolling for full time instruction in an eligible private school within 30 days. More information for students who want to leave their current scholarship program for another option is available in "Leaving the Scholarship Program."



FTC/FES-EO

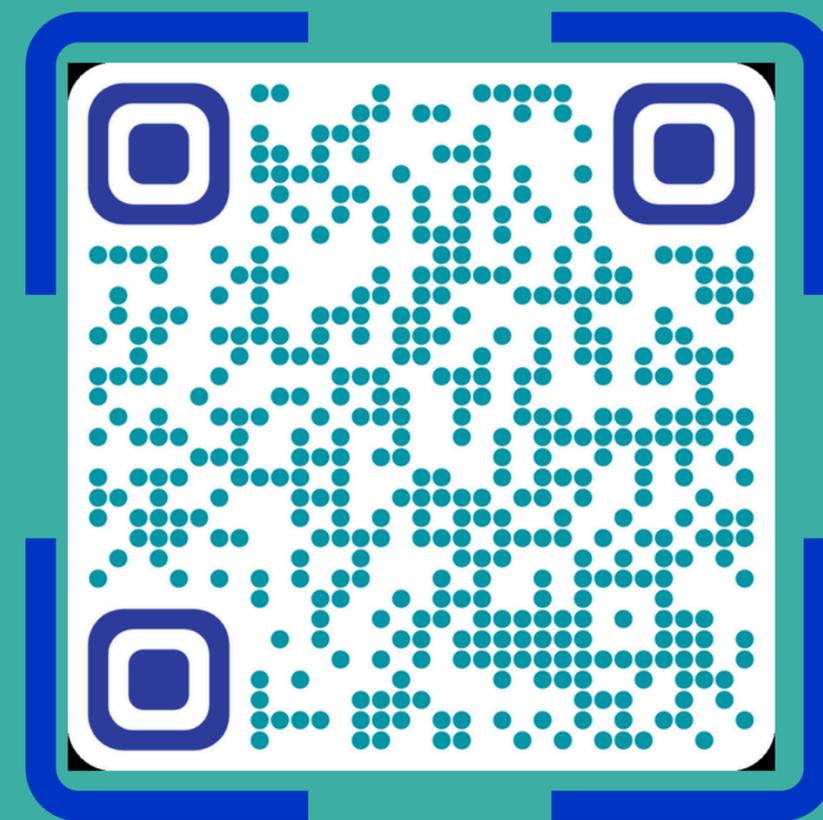


Sign up now for 2025-26 school year scholarship updates from Step Up For Students.

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



SCAN ME

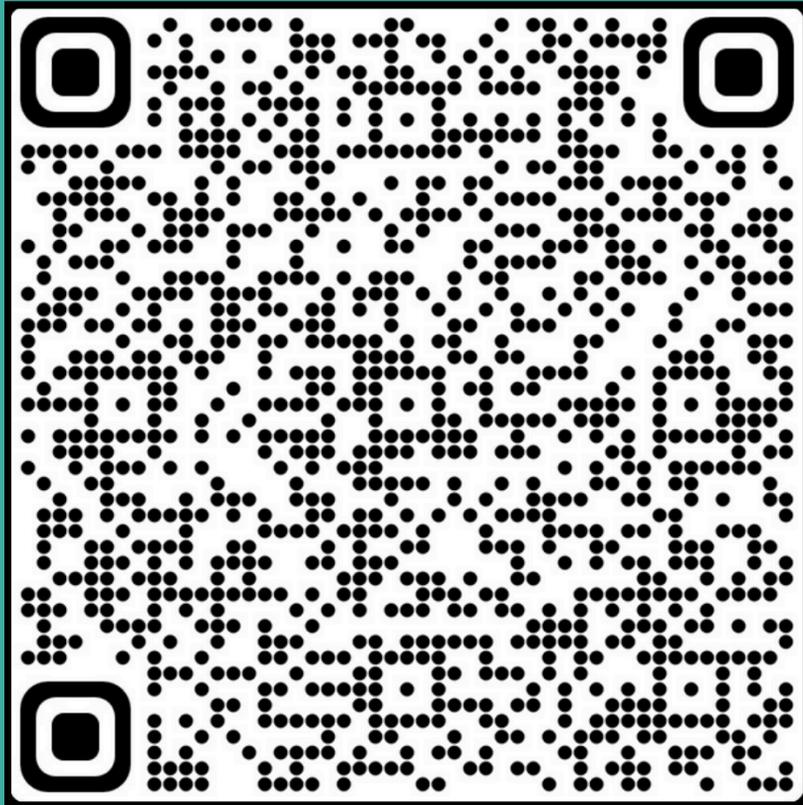


[Sign up now for updates](#)

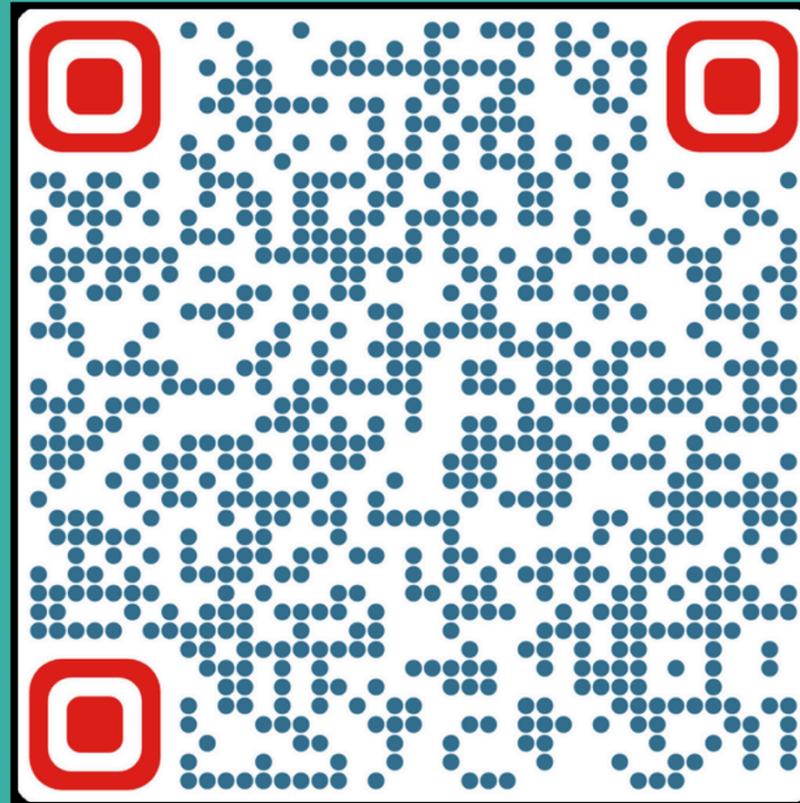


FTC/FES-EO

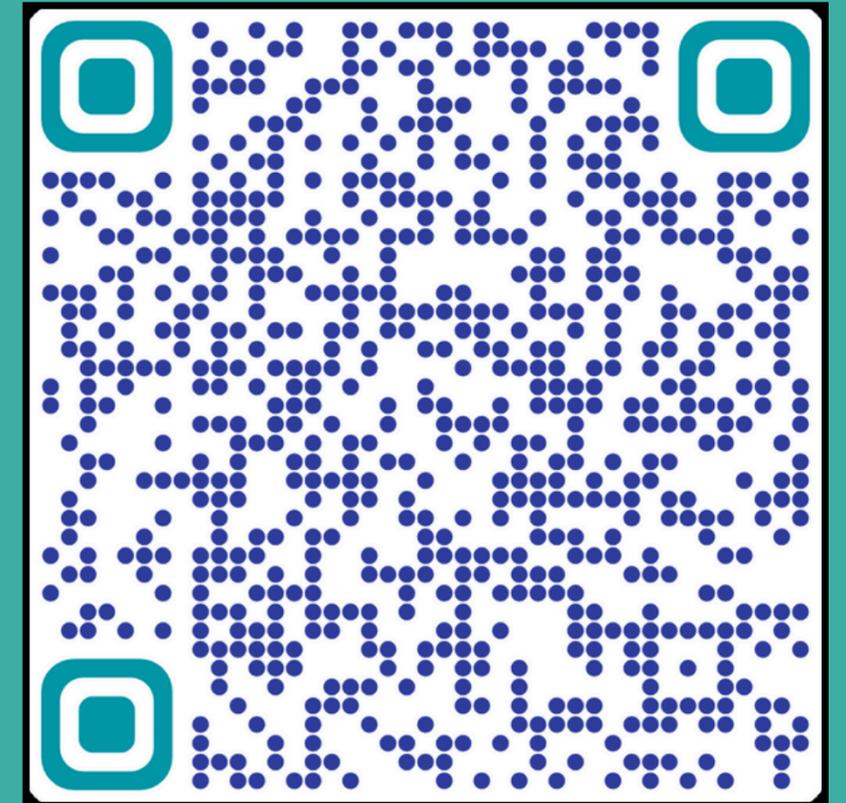
Previous FTC/EO Open Houses



[September Open House](#)



[October Open House](#)



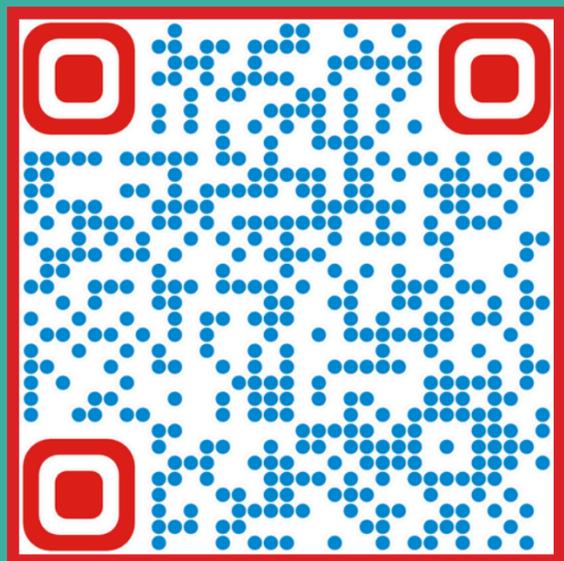
[November Open House](#)



FTC/FES-EO

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

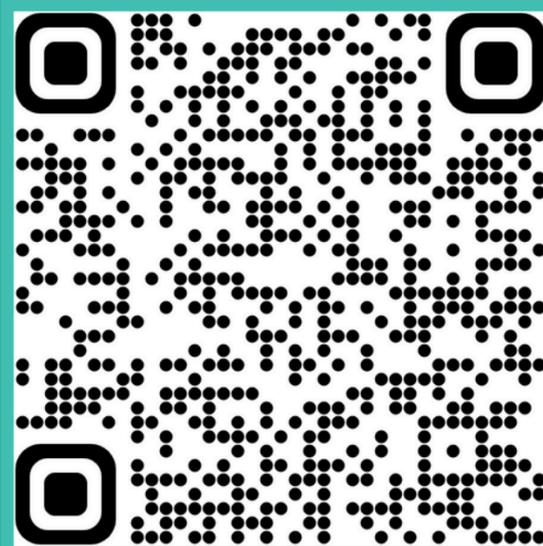
REGISTER NOW!



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



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



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



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



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



FTC/FES-EO



FTC/FES-EO Handbook



FLORIDA CHOICE SCHOLARSHIPS
FAMILY EMPOWERMENT SCHOLARSHIP FOR EDUCATIONAL OPTIONS
FLORIDA TAX CREDIT SCHOLARSHIP PROGRAM
PERSONALIZED EDUCATION PROGRAM
PARENT/GUARDIAN HANDBOOK



FTC/FES-EO



2024-2025

Purchasing Guide

The cover of the purchasing guide features a photograph of a smiling young man with glasses wearing a green jacket. A circular logo with the Step Up For Students branding is overlaid on the bottom left of the photo. Below the photo, the text reads "2024-25 PURCHASING GUIDE" in large, bold letters, followed by "Florida Tax Credit Scholarship", "Family Empowerment Scholarship for Educational Options", and "Personalized Education Program" in smaller text.

2024-25
PURCHASING GUIDE
Florida Tax Credit Scholarship
Family Empowerment Scholarship for Educational Options
Personalized Education Program



FTC/FES-EO

SCAN ME



We would appreciate your input on the parent handbook.

Please [click here](#) to provide your feedback.



FTC/FES-EO/PEP Parent/Guardian Handbook Feedback 2024-25

Parent/Guardian First Name *

Parent/Guardian Last Name *

Parent/Guardian Email *

Please provide the email address associated with your EMA account.

Student ID *

If you have multiple students on an FTC/FES-EO/PEP Scholarship, only one Student ID is needed.

Did your family utilize the FTC/FES-EO/PEP Scholarship for the previous school year? *
(2023-24 school year or earlier)

How helpful did you find the FTC/FES-EO/PEP Parent/Guardian Handbook? *

1= Not helpful at all
5= Very helpful

How easy was it to find the information you were looking for? *

1 = Not easy at all
5 = Very easy



Step Up For Students empowers families to pursue and engage in the most appropriate learning options for their children.



Step Up For Students

@stepup4students · 10.3K subscribers · 72 videos

Step Up For Students empowers parents to pursue and engage in the most appropriate le...more

stepupforstudents.org

 Subscribed 



SUBSCRIBE

**Need resources to learn more about your scholarship?
Subscribe to our YouTube Channel today!**



FTC/FES-EO



Contact Us

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



Chat with us sufs.org



877-735-7837



FTC/FES-EO

Thank you for attending!

Upcoming webinar: January 9th, 2024

[Registration Link](#)

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

Happy *Holidays*

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