



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

October 10, 2024

Presented by Step Up For Students

OPEN HOUSE
FTC/FES-EO





FTC/FES-EO

Agenda



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FTC/FES-EO

Communications

Subject: ● Upcoming FTC/FES-EO enrollment deadline for 100% award. (Also, check out our new Resource page!)

Date: 9.20.24



Don't miss out on 100% of a student's scholarship award!

Dear Step Up Partner School,

Please continue reading for important updates from Step Up For Students:

- Upcoming deadline for FTC/FES-EO students to receive 100% of their scholarship
- **NEW** resource page available

UPCOMING ENROLLMENT DEADLINE

FTC and FES-EO students must be enrolled in EMA **by 8 p.m. ET on Tuesday, October 15, 2024**, to be available for the next funding review at 100% of their scholarship award!



FTC/FES-EO



For all 2023-2024 PEP Students

Action Needed

Avoid funding delays by completing your PEP student's SLP by 9/15 and submitting your PEP student's end-of-year norm-referenced test results by 10/15!

Please disregard this message if you completed these actions earlier today.

Dear Parent Guardian,

To avoid funding delays, PEP students must complete a 2024-25 Student Learning Plan (SLP) in EMA by this Sunday, September 15, and submit their 2023-24 end-of-year norm-referenced test or statewide assessment results by October 15.

Please continue reading for more information.

Annual Assessment Results

Students funded on the PEP scholarship in the spring of the 2023-24 school year who are continuing PEP for the 2024-25 school year, must submit the student's 2023-24 end-of-year norm-referenced annual assessment results.

If you do not submit your student's end-of-year norm-referenced annual assessment results by 11:59 p.m. ET on October 15, 2024, no additional funding will be distributed to your student's account. Should your student choose to return to the program in a future year, your student will be considered a new student.

- [Click here](#) for step-by-step instructions on how to submit your renewal student's assessment or test results.
- While submission of test scores is required by law, the **results** of the test will not impact your student's scholarship eligibility or your ability to access your student's scholarship funds or any provider's services.
- **Still need to take an assessment?** It's not too late. A list of approved tests can be found [here](#).
- MyScholarShop now includes two vendors offering a direct-buying option for approved norm-referenced tests: [Homeschool Boss](#) (administering the NWEA Measures of Academic Progress test) and [CLT](#) (administering the Classic Learning Test).

Have you decided that you no longer want the PEP scholarship for your student? [Click here](#) to fill out a form to decline your 2024-25 scholarship.

This communication is a reminder if you have not submitted your student's previous year end-of-year norm referenced annual assessment results, you must submit them by Oct 15, 2024.

If you do not submit the assessment results, no additional funding will be distributed to your student's account. So please take care of this if you have not done so already.

Please note: For previous PEP students who are exempt from Annual Assessment requirements, please complete and submit the Test Exempt Form.



FTC/FES-EO



FTC/FES-EO Award Amounts



FLORIDA TAX CREDIT SCHOLARSHIP PROGRAM FAMILY EMPOWERMENT SCHOLARSHIP FOR EDUCATIONAL OPTIONS PERSONALIZED EDUCATION PROGRAM

Basic Scholarship Amounts for 2024-25

Note: The county is the one the student lives in according to their 2024-25 scholarship application.

District	Grades K-3	Grades 4-8	Grades 9-12	District	Grades K-3	Grades 4-8	Grades 9-12
Alachua	\$8,147.00	\$7,518.00	\$7,401.00	Lake	\$8,109.00	\$7,480.00	\$7,363.00
Baker	\$8,722.00	\$8,076.00	\$7,955.00	Lee	\$8,596.00	\$7,962.00	\$7,844.00
Bay	\$8,255.00	\$7,626.00	\$7,509.00	Leon	\$8,201.00	\$7,572.00	\$7,455.00
Bradford	\$8,815.00	\$8,169.00	\$8,048.00	Levy	\$8,848.00	\$8,202.00	\$8,081.00
Brevard	\$8,202.00	\$7,573.00	\$7,456.00	Liberty	\$9,200.00	\$8,554.00	\$8,433.00
Broward	\$8,310.00	\$7,665.00	\$7,545.00	Madison	\$8,684.00	\$8,038.00	\$7,917.00
Calhoun	\$9,062.00	\$8,416.00	\$8,295.00	Manatee	\$8,276.00	\$7,647.00	\$7,530.00
Charlotte	\$8,693.00	\$8,064.00	\$7,947.00	Marion	\$8,131.00	\$7,502.00	\$7,385.00
Citrus	\$8,127.00	\$7,498.00	\$7,381.00	Martin	\$8,769.00	\$8,135.00	\$8,017.00
Clay	\$8,159.00	\$7,530.00	\$7,413.00	Monroe	\$11,983.00	\$11,330.00	\$11,209.00
Collier	\$9,908.00	\$9,249.00	\$9,126.00	Nassau	\$8,553.00	\$7,924.00	\$7,807.00
Columbia	\$8,378.00	\$7,732.00	\$7,611.00	Okaloosa	\$8,294.00	\$7,665.00	\$7,548.00
Dade	\$8,467.00	\$7,824.00	\$7,705.00	Okeechobee	\$8,511.00	\$7,865.00	\$7,744.00
De Soto	\$8,692.00	\$8,046.00	\$7,925.00	Orange	\$8,264.00	\$7,629.00	\$7,511.00
Dixie	\$8,799.00	\$8,153.00	\$8,032.00	Osceola	\$8,164.00	\$7,535.00	\$7,418.00
Duval	\$8,246.00	\$7,612.00	\$7,493.00	Palm Beach	\$8,698.00	\$8,044.00	\$7,922.00
Escambia	\$8,230.00	\$7,601.00	\$7,484.00	Pasco	\$8,157.00	\$7,528.00	\$7,411.00
Flagler	\$8,067.00	\$7,438.00	\$7,321.00	Pinellas	\$8,440.00	\$7,809.00	\$7,691.00
Franklin	\$9,733.00	\$9,087.00	\$8,966.00	Polk	\$8,164.00	\$7,535.00	\$7,418.00
Gadsden	\$8,640.00	\$7,994.00	\$7,873.00	Putnam	\$8,614.00	\$7,968.00	\$7,847.00
Gilchrist	\$9,034.00	\$8,388.00	\$8,267.00	St. Johns	\$8,244.00	\$7,615.00	\$7,498.00
Glades	\$9,326.00	\$8,680.00	\$8,559.00	St. Lucie	\$8,278.00	\$7,649.00	\$7,532.00
Gulf	\$9,394.00	\$8,748.00	\$8,627.00	Santa Rosa	\$8,138.00	\$7,509.00	\$7,392.00
Hamilton	\$9,027.00	\$8,381.00	\$8,260.00	Sarasota	\$8,936.00	\$8,297.00	\$8,178.00
Hardee	\$8,433.00	\$7,787.00	\$7,666.00	Seminole	\$8,205.00	\$7,576.00	\$7,459.00
Hendry	\$8,116.00	\$7,470.00	\$7,349.00	Sumter	\$8,761.00	\$8,132.00	\$8,015.00
Hernando	\$8,112.00	\$7,483.00	\$7,366.00	Suwannee	\$8,399.00	\$7,753.00	\$7,632.00
Highlands	\$8,368.00	\$7,722.00	\$7,601.00	Taylor	\$8,667.00	\$8,021.00	\$7,900.00
Hillsborough	\$8,251.00	\$7,615.00	\$7,496.00	Union	\$8,885.00	\$8,239.00	\$8,118.00
Holmes	\$8,999.00	\$8,353.00	\$8,232.00	Volusia	\$8,067.00	\$7,438.00	\$7,321.00
Indian River	\$8,495.00	\$7,866.00	\$7,749.00	Wakulla	\$8,412.00	\$7,766.00	\$7,645.00
Jackson	\$8,745.00	\$8,099.00	\$7,978.00	Walton	\$9,878.00	\$9,249.00	\$9,132.00
Jefferson	\$10,224.00	\$9,578.00	\$9,457.00	Washington	\$9,026.00	\$8,380.00	\$8,259.00
Lafayette	\$9,126.00	\$8,480.00	\$8,359.00				



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.



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MyScholarShop Vendor Alert

Company Name	Description of Services	Website
	Homeschool Complete provides parents with a high-quality homeschool curriculum to help meet the educational goals of each family. The methods and ideas have been developed by a certified teacher and tested with homeschool students. Our curriculum aligns with accepted grade level standards and exemplifies excellence in homeschool education.	www.homeschoolcomplete.com
	Are you looking for a world history curriculum for your high school student that is complete and easy to use? Exploring World History covers all periods of history—ancient, medieval, and modern—from the perspective of faith in God and respect for His Word. It offers a thorough survey of Western civilization with significant coverage of Latin America, Africa, and Asia.	https://shop.notgrass.com/
	MOJO Education is committed to providing high-quality early childhood resources that promote diversity and inclusion. Our mission is to enhance self-esteem in children through learning materials that reflect their identities and peers. We recognize the importance of play in shaping children's perspectives on diversity and culture. Our resources align with national and state standards, aiming to foster a kinder, more inclusive world.	www.mojoeducation.com



FTC/FES-EO

MyScholarShop Resources



Welcome to
**my
ScholarSHOP**

NAVIGATING MyScholarShop In EMA

[Navigating MyScholarShop
in EMA](#)



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

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



The Reimbursement Process



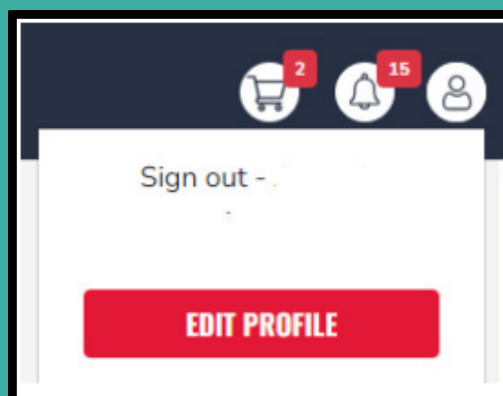
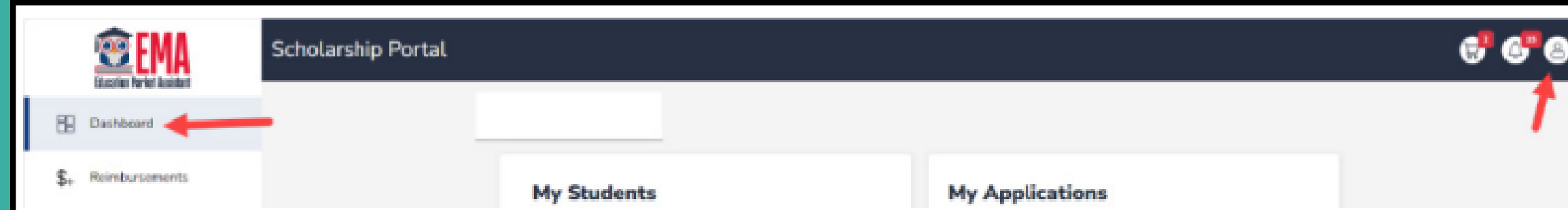
You paid out of pocket for a product or service related to your student's educational journey. Now what? To submit a reimbursement request for your student, please follow the instructions on the next few slides...



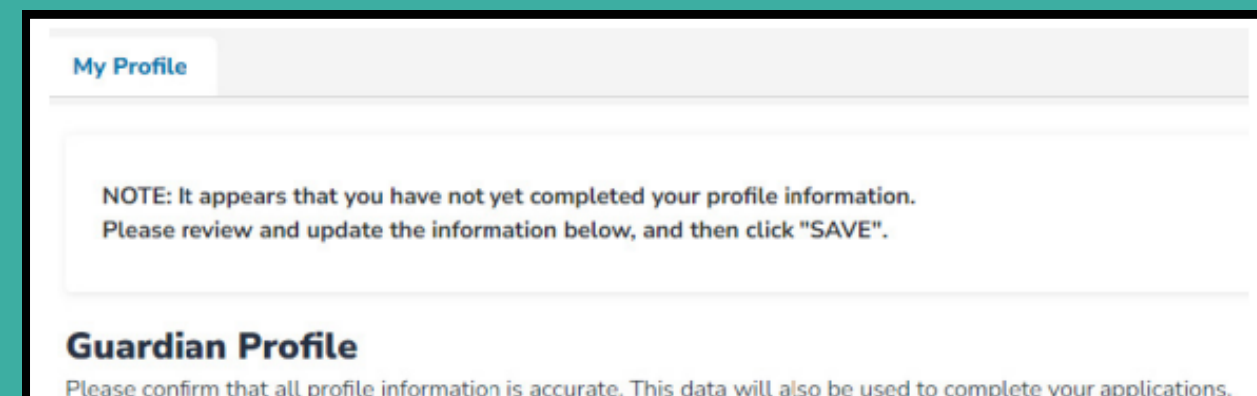
The Reimbursement Process

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

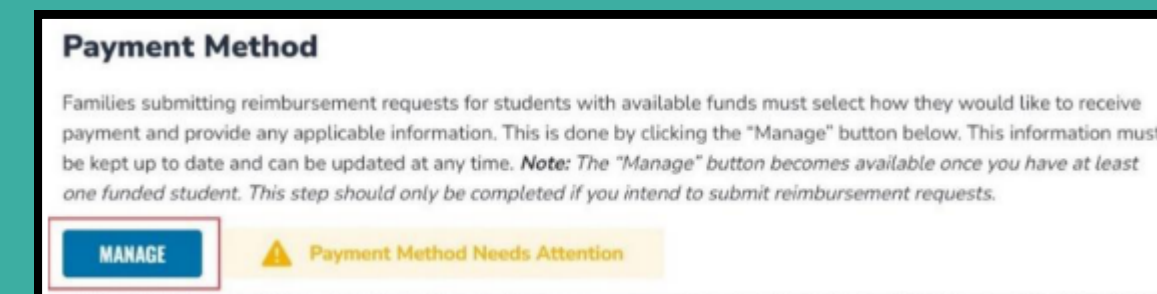
a. From your EMA dashboard, select the profile icon at the top right corner of the screen.



b. Select EDIT PROFILE from the popup window that displays.



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



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



The Reimbursement Process

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

Payment Method

Contact Email

Phone Number

First Name

Middle Name

Last Name

Street Address

Address 2

City

Country

State

ZIP

Edit

Next →

Payment Method Powered by tipalti

1 — 2 — 3

Address Payment Method Done

Payment Method:

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

The Payment Method popup window displays. On the Payment Method screen, your information populates from your EMA profile.

If all your personal information is correct, select **NEXT**. Use the drop-down menu to select one of the three options for payment (ACH, Check, or PayPal).



The Reimbursement Process

Direct deposit / ACH

Complete the fields:

- i. Name on Account
- ii. Bank Name
- iii. Routing Code
- iv. Account Number
- v. Account Type: Checking or Savings

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

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



The Reimbursement Process

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**

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



The Reimbursement Process

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.](#)



The Reimbursement Process

Payment Method

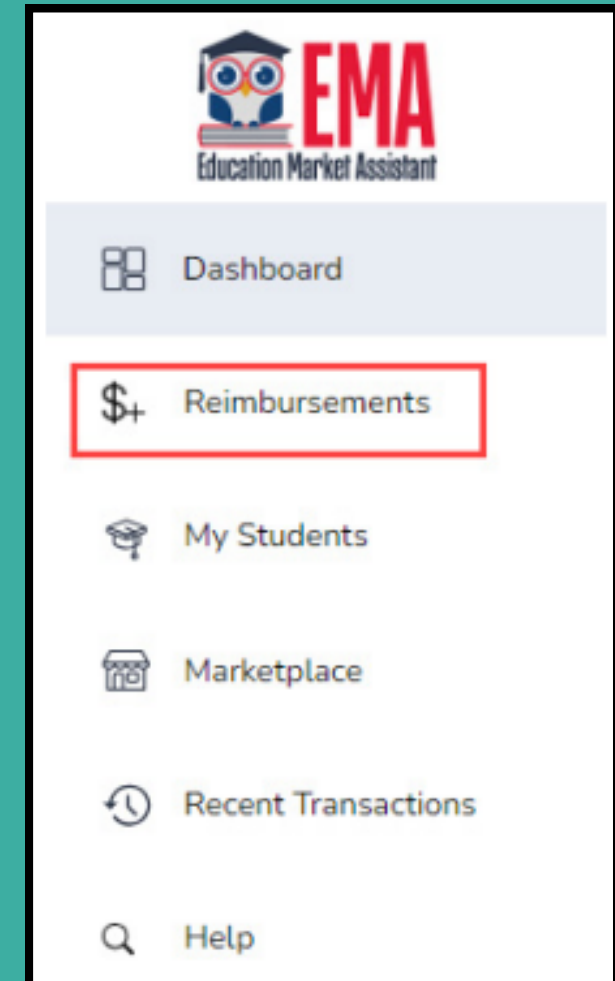
Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the "Manage" button below. This information must be kept up to date and can be updated at any time. **Note:** 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

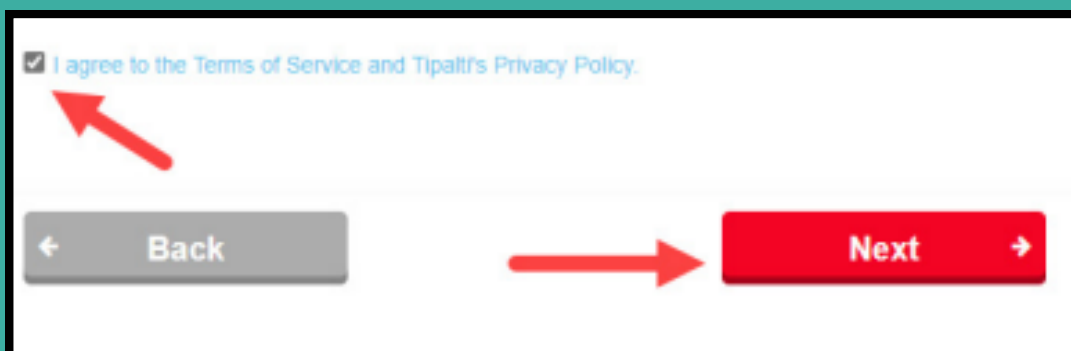
✓ Payment Method Connected

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

Note: It may take up to 12 hours for this change to be reflected in your EMA account. 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.



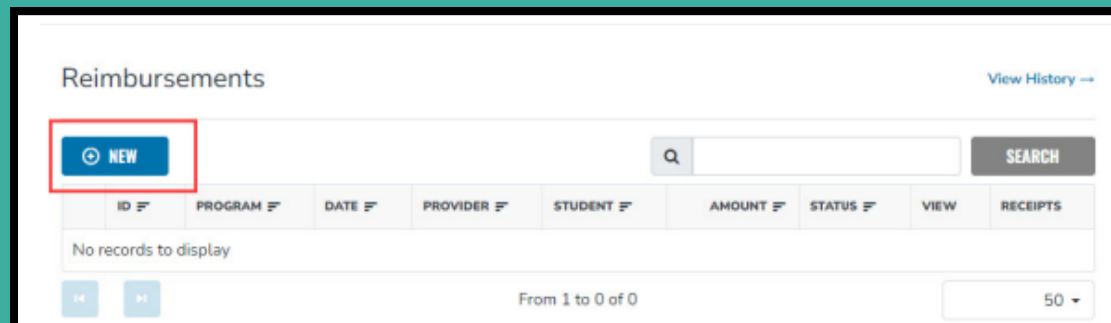
To return to your reimbursement request, select Reimbursements from the left panel of the Dashboard.



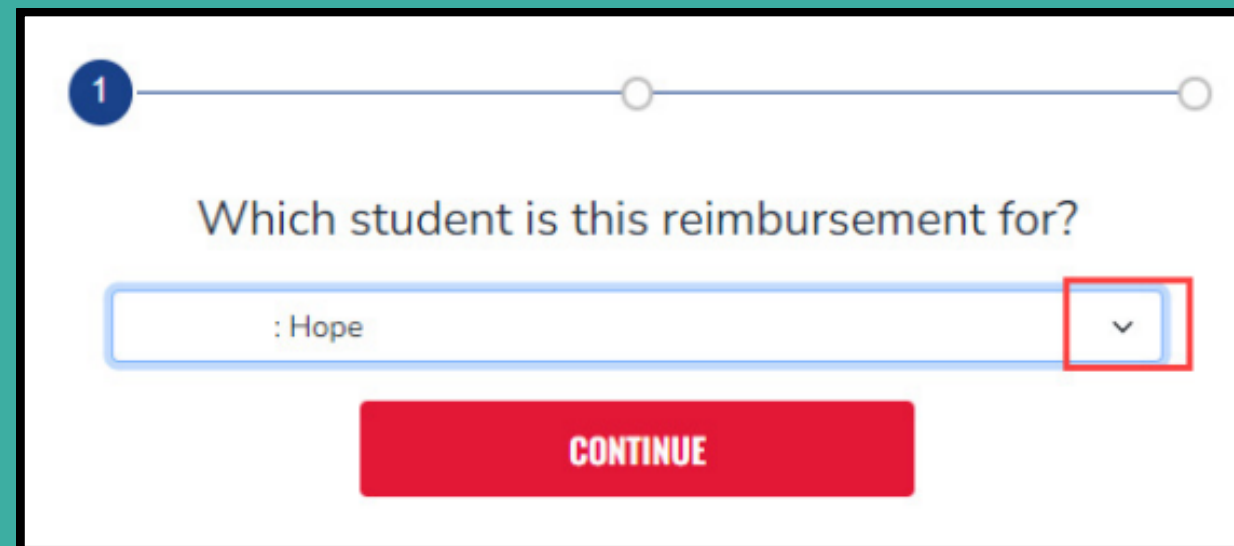
Next, select the checkbox to agree to the terms of Tipalti's Privacy Policy then select Next.



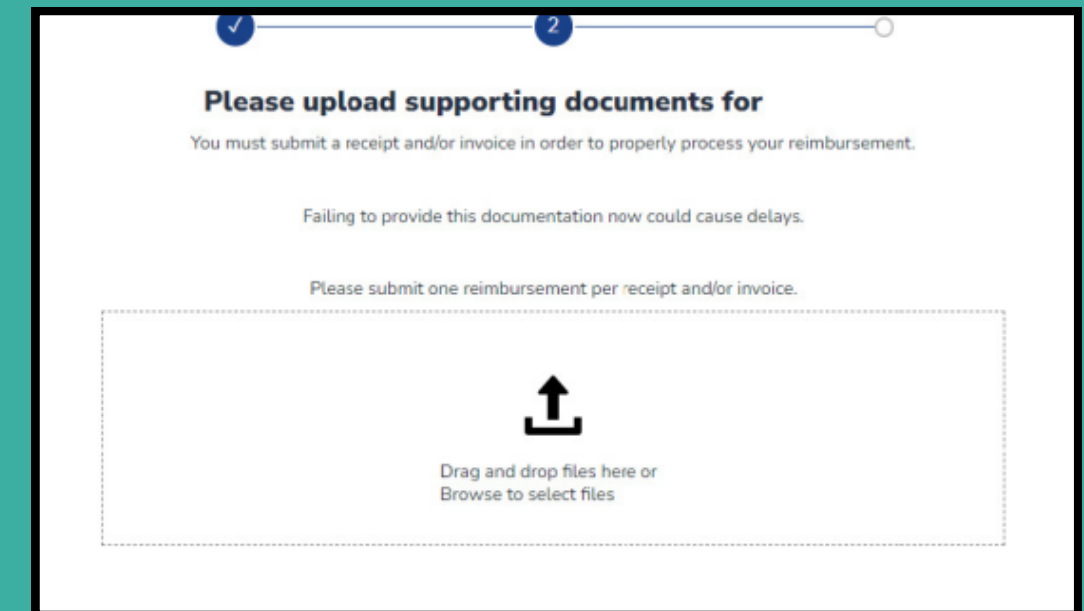
The Reimbursement Process



From the Reimbursements screen, select NEW.



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



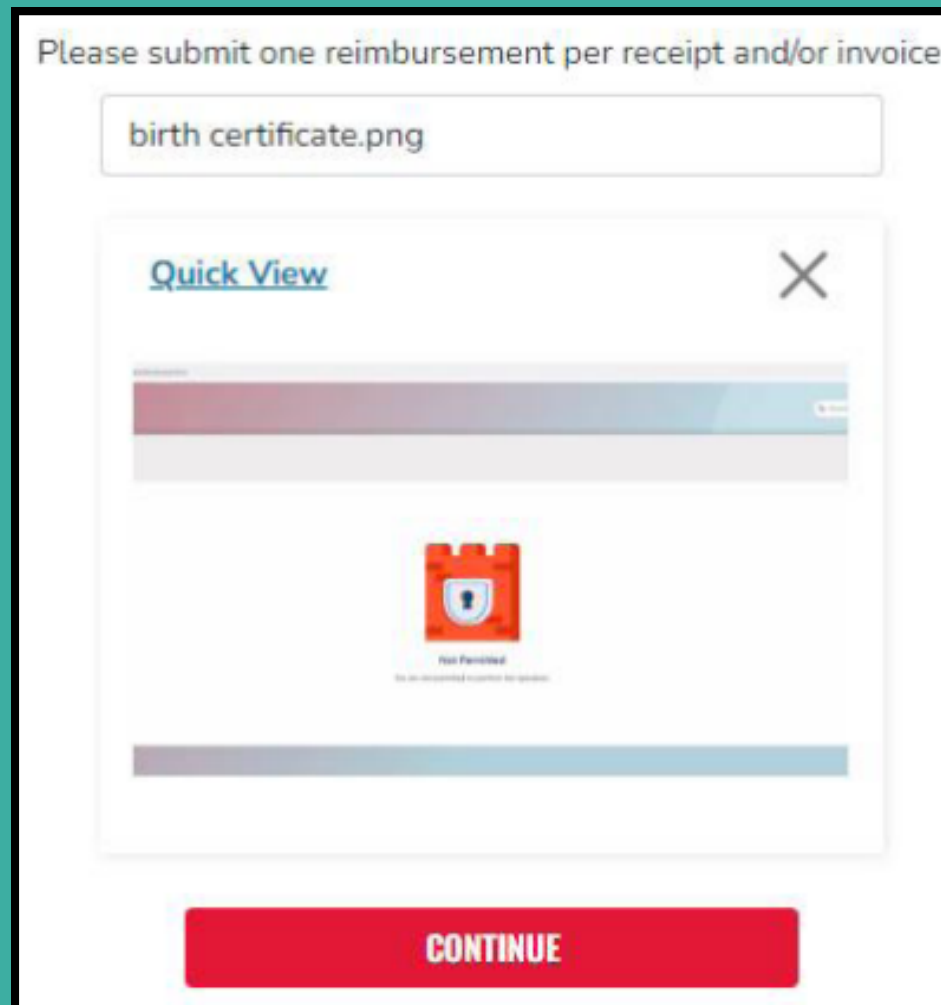
Drag-and-drop a file onto the icon to upload the invoice statement, proof of payment, or receipt for the student selected.

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

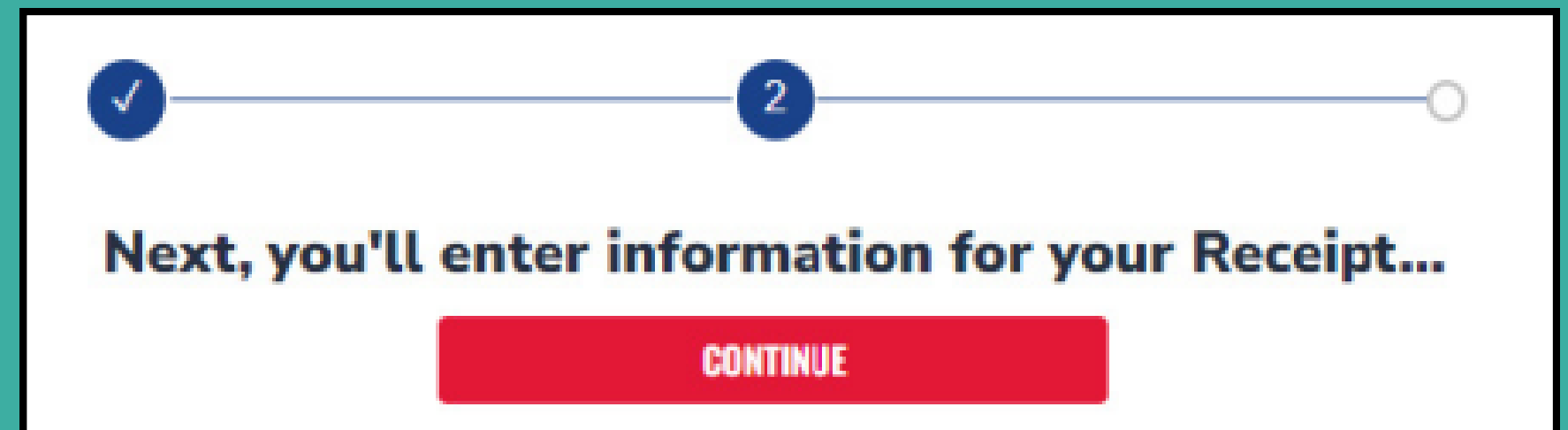
Note 2: Select the icon to browse for documents, which may be added later (see below).



The Reimbursement Process



Use Quick View to review your document. Select CONTINUE.



Select CONTINUE.
Then on the next screen you'll enter information for your Receipt.



The Reimbursement Process

A screenshot of a web-based reimbursement form. At the top, there are three numbered steps in a progress bar, with the third step being active. Below the progress 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.' There is a placeholder for an image labeled 'microsoftteams-image (28).png' with a 'Quick View' link. Below this is a section for 'ITEM 1' with several input fields: 'Purchase Date' (with a date picker icon), 'Invoice #' (text input), 'Category' (dropdown menu), 'Amount' (with a currency symbol and a plus/minus icon), 'Service Provider Name' (text input), and 'Educational Benefit' (text input). At the bottom of the form are two buttons: a blue 'ADD ITEM' button and a red 'DONE' button.

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 Parent Handbook available in the Help section to review the list of qualifying expenses for the Program.)
- 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.)

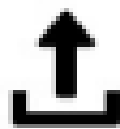
Educational Svcs., Other
Instructional Material/Curriculum
Tutoring
Therapy



The Reimbursement Process

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

b. If necessary, attach additional supporting documents in the space that populates. Supporting documents include proof of payment.

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.



FTC/FES-EO



**Purchasing Guide
Hot Topics**



Sports Education





FTC/FES-EO

Examples Of Approved Sports Education Activities



Baseball



Football



Gymnastics



Dance



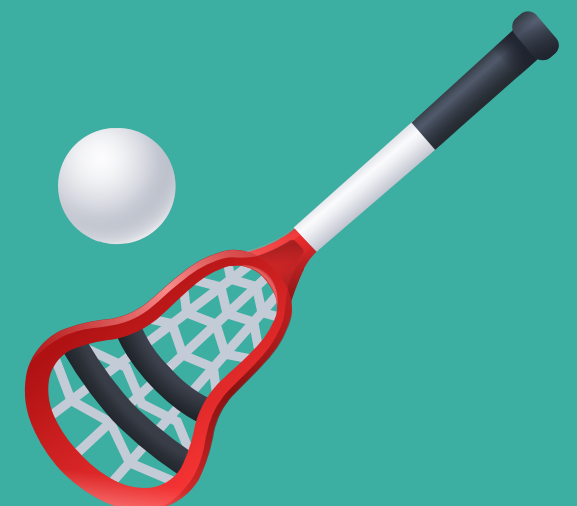
Tumbling



Tennis



Soccer



Lacrosse



FTC/FES-EO



Approved Sports Education

- Authorized P.E. expenses include sports lessons, fees, or equipment (subject to manufacturer's age recommendations).
- Sports lessons (including individual training or group trainings).
- Team fees (including registration, equipment rental, and competition fees).
- Stand-alone athletic Event Fees (including foot or bike race registrations, endurance events, and Special Olympics Registrations).
- Gym/fitness memberships or "Class Passes" (for the student only), including on-demand fitness classes.
- Specialized or Sport Specific Footwear





FTC/FES-EO

FES-UA Handbook pg. 36-37
FTC/FES-EO Handbook pg. 29

Important Note:

Adaptive exercise equipment is eligible with a Pre-Authorization.

Ineligible Sports & Physical Education Items

Sports Uniforms- are not an approved expense (examples: Sports Jerseys, etc.)

Single-admission leisure events (including equipment rental).

Activities occurring outside of the state of Florida that do not have an approved Pre-Authorization





FTC/FES-EO



2024-2025

Purchasing Guide



2024-25

PURCHASING GUIDE

Florida Tax Credit Scholarship
Family Empowerment Scholarship for Educational Options
Personalized Education Program



FTC/FES-EO



What's New in the 2024-2025 FTC/FES-EO Purchasing Guide?



NEW 2024-25 FTC/FES-EO/PEP PURCHASING GUIDELINES

As of August 1, 2024, the Florida Tax Credit Scholarship (FTC), Family Empowerment Scholarship for Educational Options (FES-EO) and Personalized Education Program (PEP) Purchasing Guide is updated for the 2024-25 school year. Here's a breakdown of what is new or changed in the guide

What's new for you?

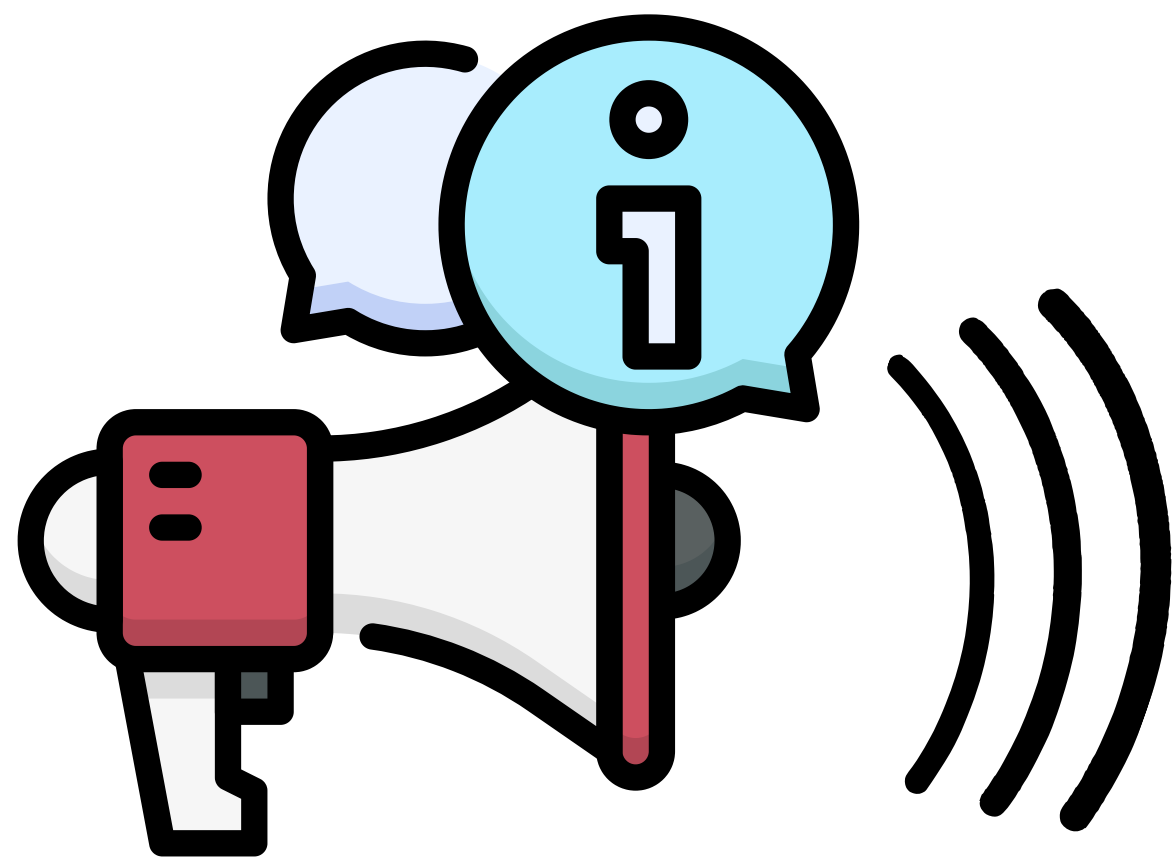
New items or services for purchase by our scholarship families	New items or services that require Pre-Authorization	New items or services requiring an Educational Benefit Form*
<ul style="list-style-type: none"> Behavioral and/or educational applications Dance lessons Dance supplies (including footwear) Digital or video-based sport instruction Nintendo Wii © equipment or similar movement-based platforms Specialized or sport-specific footwear Two or three wheeled bicycles Printer ink Wax filament 	<ul style="list-style-type: none"> Multiple of a single At-Home Classroom Furnishings item that exceeds \$50 Multiple of a single elective item that exceeds \$50 	<ul style="list-style-type: none"> Video/TV/online streaming services Musical streaming services In-game purchases or credits Live television Family or Multi-User software subscriptions

*The **Educational Benefit Form** was created to help guardians demonstrate the educational benefit of an item, product or service that supports their student's learning and education. [Click here to access the form.](#)



FTC/FES-EO

Reimbursement Resources



[What is an ESA?](#)

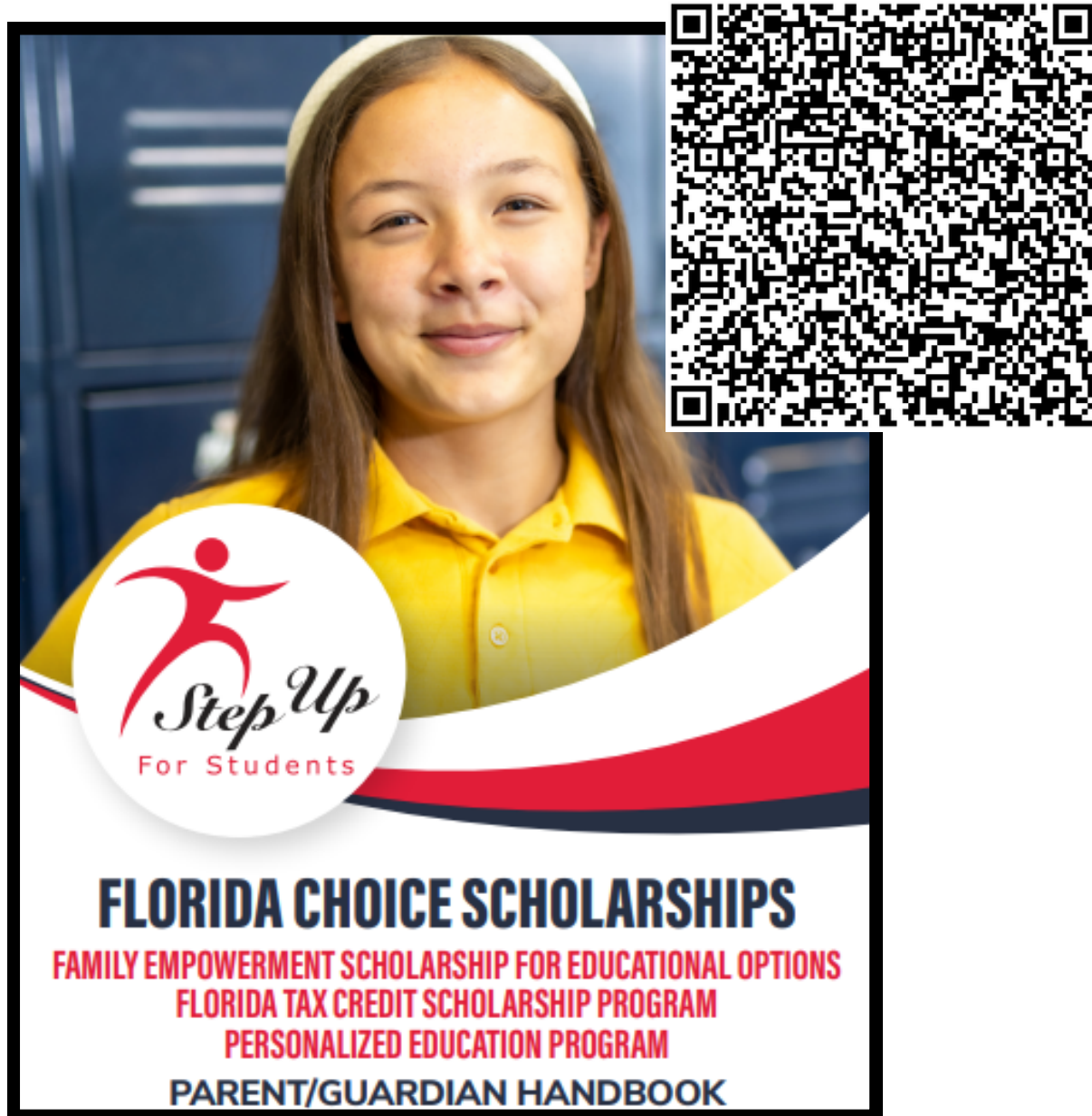


[Families: Submitting Reimbursements in EMA](#)

[Understanding Pre-Authorizations for Scholarship Families](#)



FTC/FES-EO



The Florida Tax Credit Scholarship (FTC) and the Family Empowerment Scholarship for Educational Options (FES-EO) parent handbook is a useful resource for understanding how to make the most of your scholarship funds.

In the following slides, we will guide you on where to locate answers to some of the most common questions we receive regarding the FTC and FES-EO scholarships.

FTC/FES-EO Handbook Highlights



FTC/FES-EO



Eligibility Requirements:

The FTC, FES-EO, and PEP scholarships are available to students who are:

- Florida residents or dependent children of active-duty members of the United States Armed Forces who have received Permanent Change of Station (PCS) orders to Florida or renewing students whose home record or state of legal residence is Florida and have received PCS orders outside of Florida, and
- Eligible to enroll in grades K – 12 in a Florida public school,
- Received a scholarship under the Hope Scholarship Program in the 2023-24 school year.
- A student entering kindergarten must be 5 years old on or before September 1 of the school year of their scholarship application.
- A student entering first grade must be 6 years old on or before September 1 of the school year of their scholarship application.

Misrepresenting any information provided to Step Up For Students in a scholarship application could result in the revocation of the student's scholarship and may be punishable as a crime.



FTC/FES-EO



Funding Priorities

Award Prioritization

Scholarship applications will be reviewed on a first-come, first-served basis. Scholarships will be awarded in this order of priority:

1. Renewal students (those who received and utilized FTC, FES-EO, PEP or Hope Scholarship funding during the 2023-24 school year).
2. Students whose families have a household income up to 185% of Federal Poverty Level by household size, or students who are in foster or out-of-home care,
3. Students whose families have a household income between 186% and 400% of Federal Poverty Level by household size.
4. Students whose families have a household income greater than 400% of Federal Poverty Level by household size, or students whose families do not provide income information to be considered for application priority.

Persons in family/household	Priority 1 ≤ 185%	Priority 2 186%-400%
1	\$27,861	\$60,240
2	\$37,814	\$81,760
3	\$47,767	\$103,280
4	\$57,720	\$124,800
5	\$67,673	\$146,320
6	\$77,626	\$167,840
7	\$87,579	\$189,360
8	\$97,532	\$210,880
9	\$107,485	\$232,400
10	\$117,438	\$253,920

Each additional member
+\$9,953

Each additional member
+\$21,520

Based on guidelines published by the Department of Health & Human Services in National Registry on January 2024



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

FTC/EO Parent Handbook p. 33

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.

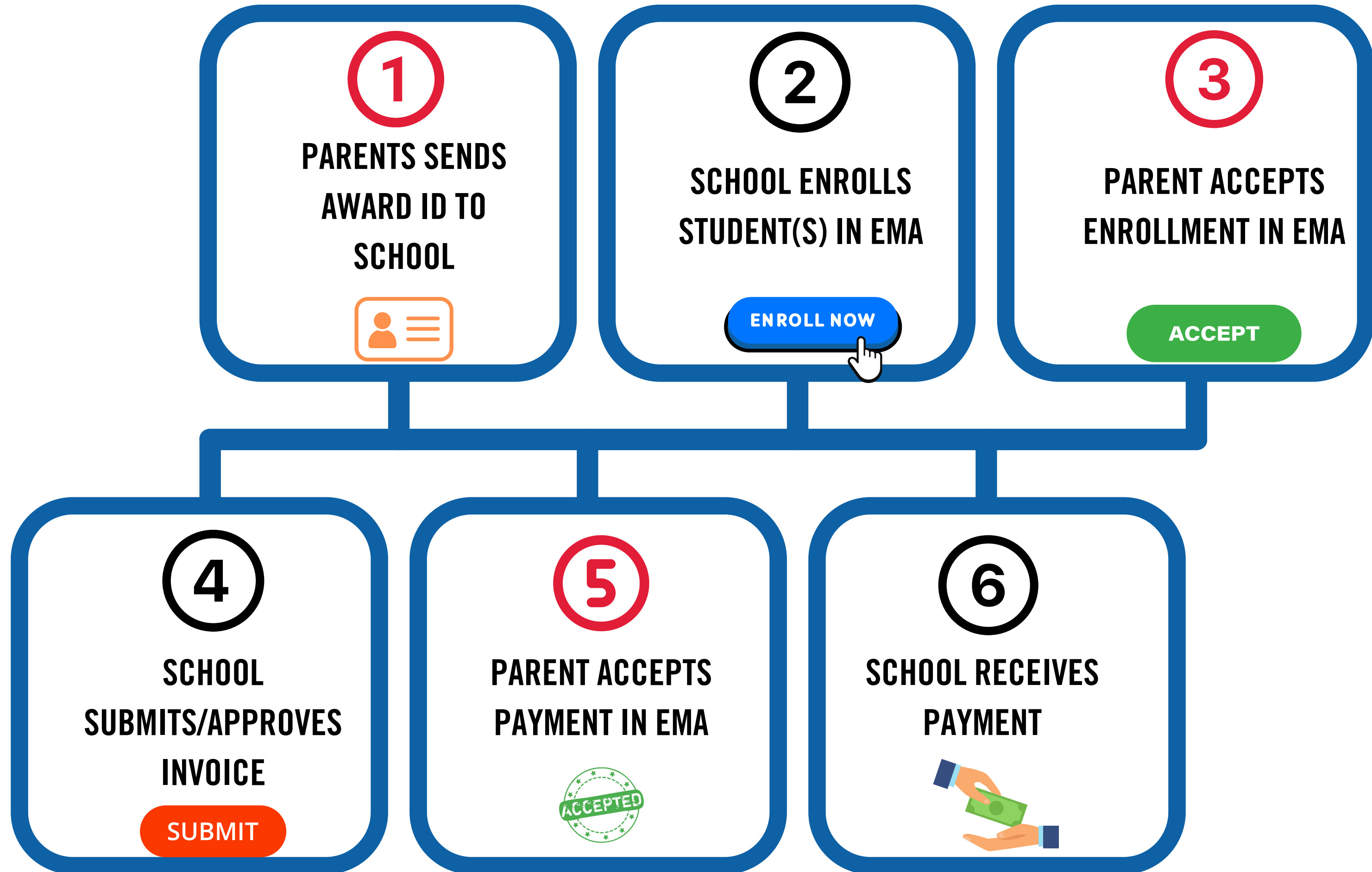
Once the Florida Department of Education receives a verified list of eligible students from Step Up, the department will send scholarship funds quarterly on the following dates:

Enrollment or SLP deadline	Funds delivered to Step Up
June 30*	August 1*
July 26*	September 1*
September 15	November 1
December 15	February 1
February 15	April 1

* There are two funding dates for the first quarter.

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.

WHAT ARE THE STEPS TO ENROLLMENT WITH STEP UP?





FTC/FES-EO



Q: How long must you reside in Florida to qualify for these scholarships?

A: The FTC, FES-EO and PEP scholarships are available to students who are Florida residents. There is no timeline for how long a family has to be a resident in the state of Florida. The checklists show the required documentation needed.

Parent Handbook pgs. 6



Renewal Student Application Checklist

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

A student is considered a renewal if funded for the 2023-24 school year.

Proof of Florida residency (for primary parent/guardian only)

All documents must be current (within 2 months from the submission date, if a recurring bill/statement), valid, and match the primary parent's/guardian's full name and the current physical street address provided on the application.

Proof of Residence can be established with one document from Column A or two different documents from Column B.

Column A (upload one document)	Column B (upload two different documents)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paystub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare, Section 8/ HUD, TANF, SNAP, DCF correspondence	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	*A secondary document is necessary.
Property deed	

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

Social Security Number

A social security number will need to be entered for you and your student.

Note: FES applications require student social security numbers. If you or your student do not have a social security number, leave this question blank. Your student will only be considered for FTC.

Additional documents required only for renewal FES-UA applications (if applicable)

Diagnosis documentation (if applicable)

If your student previously qualified for the FES-UA scholarship under one of the following categories, you must submit documentation to demonstrate the student qualifies under an eligible diagnosis for the 2024-25 school year:

- Students who qualified as "high-risk" and who are turning 6 on or before September 1, 2024
- Students who qualified based on being hospitalized or homebound



New Student Application Checklist

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

Proof of Florida residency (for primary parent/guardian only)

All documents must be current (within 2 months from the submission date, if a recurring bill/statement), valid, and match the primary parent's/guardian's full name and the current physical street address provided on the application.

Proof of Residence can be established with one document from Column A or two different documents from Column B.

Column A (upload one document)	Column B (upload two different documents)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paystub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare, Section 8/ HUD, TANF, SNAP, DCF correspondence	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	*A secondary document is necessary.
Property deed	

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

Proof of child's age

A birth certificate (or non-expired passport) is required for FES-UA students 3-6 years old and FTC/FES-EO/ PEP rising Kindergarten and first-grade students (5-6 years old on or before September 1, 2024) during the school year you are applying for.

Social Security Number

A social security number will need to be entered for you and your student.

Note: FES applications require student social security numbers. If you or your student do not have a social security number, leave this question blank. Your student will only be considered for FTC.

Additional documents required only for new FES-UA applications

Diagnosis documentation

[Click here](#) to access the list of accepted diagnosis documentation in the FES-UA Parent Handbook, Appendix A.

Note: Please remove all password protection from all files. Document size is limited to 5 MB (only 5 documents per upload field). If your diagnosis documentation is too large, upload the pages that include the student's name, diagnosis, physician, psychologist or an autonomous APRN's information.

Additional documents required only for new FTC, FES-EO & PEP applications (if applicable)

Proof of income (only when applying for Income Priority)

Income documentation must be submitted for all members of the household 18 years and up

- Pay stubs from the 30 consecutive days closest to when you submit your application
- Any other sources of income, such as unemployment, social security and/or child support benefits

Note: You must enter your accurate household income with verification documents to be considered for income priority. If you do not input income and/or choose not to upload verification documents, you will enter the non-priority status. Step Up For Students is obligated to award scholarships to students from income-priority households first.



FTC/FES-EO



Q: Can you please provide the process for submitting a reimbursement?

A: .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.



Submitting Reimbursements in EMA





FTC/FES-EO



Q: What is a pre-authorization and why would I need one?

A: Some items listed in the Purchasing Guide require pre-authorization. In addition, pre-authorizations may be required for other purchases, including items or services not listed as eligible in the Purchasing Guide. Pre-authorization requests for these items must be approved before a purchase is made. Step Up For Students will not accept pre-authorization requests for prohibited items.

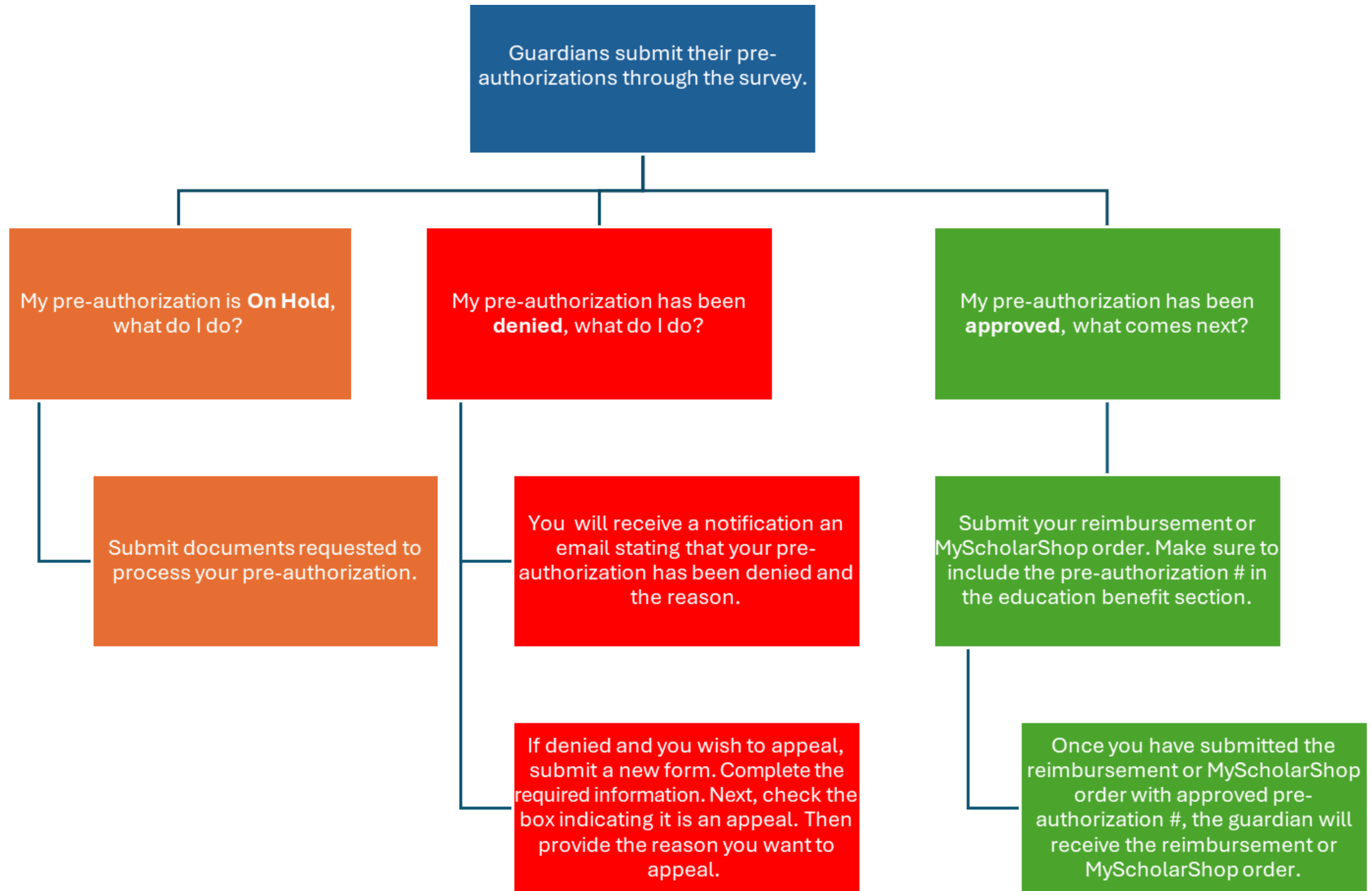
An approved pre-authorization is only valid for purchases in the school year in which it was approved. Pre-authorizations for the 2024-25 school year may be submitted until April 30, 2025. This will ensure pre-authorizations have time to be approved and parents have time to make the purchase and submit a reimbursement request prior to the end of the school year on June 30, 2025.



[Pre-Authorizations for Families in EMA](#)



Pre-Authorization Process For Guardians





FTC/FES-EO



Q: Can funding from last year's student account be merged with this year's scholarship fund to cover school tuition if the annual tuition exceeds the amount provided by the scholarship?

A: If students have an additional available balance from previous years, the school can either establish service offerings for eligible private school tuition in the Marketplace, or the parent/guardian may pay out of pocket and seek reimbursement.



FTC/FES-EO



Q: If my child graduates and has remaining funds, can these be applied toward college expenses, and if so, how can that be accomplished?

A: At this time this option is only available for the FES-UA Scholarship.

Optional information to include: https://www.myfloridaprepaid.com/wp-content/uploads/FAQs_Family-Empowerment-Scholarship.pdf



FTC/FES-EO



Q: What is the process for transferring schools while holding the FTC/EO scholarship?

A: Transferring Schools and the 10-Day Rule Students utilizing the private school scholarship option may transfer their scholarship among eligible participating private schools. If a parent or guardian is not satisfied with the private school they have chosen, they may find another one.

Before a parent or guardian withdraws their student from the private school, they should notify the school and understand the school's transfer policy.

A student may not be enrolled in a new eligible private school in EMA until the student has been withdrawn from the prior school in EMA.

The transfer process may include a final payment to the private school the student is leaving. If a payment is owed to that school, it must be approved by the parent or guardian. If the school has been overpaid, Step Up will invoice the school for the overpayment.



FTC/FES-EO



Q: What strategies can guardians use to effectively identify vendors and services eligible for funding through scholarships for children with special abilities, second language learners, those enrolled in EPIC programs, and for uniform purchases as detailed in the purchasing guide?

- It's important to note that not all providers are available to every scholarship program. When selecting a student in the Marketplace, you will see the services and providers that are available for their specific scholarship.

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

Refer to the Parent Handbook, page 19.

SCAN ME





FTC/FES-EO



Q: Is there any guidance on the Transportation Stipend you can provide?

A: The Transportation Stipend application is now open, please use the video linked here for guidance on how to complete the application for the 2024-2025 school year.



***For public school students only!**



**Transportation Stipend App
Process English**



**Transportation Stipend App
Process Spanish**



FTC/FES-EO

Declining Scholarship Form



Decline Form (English)



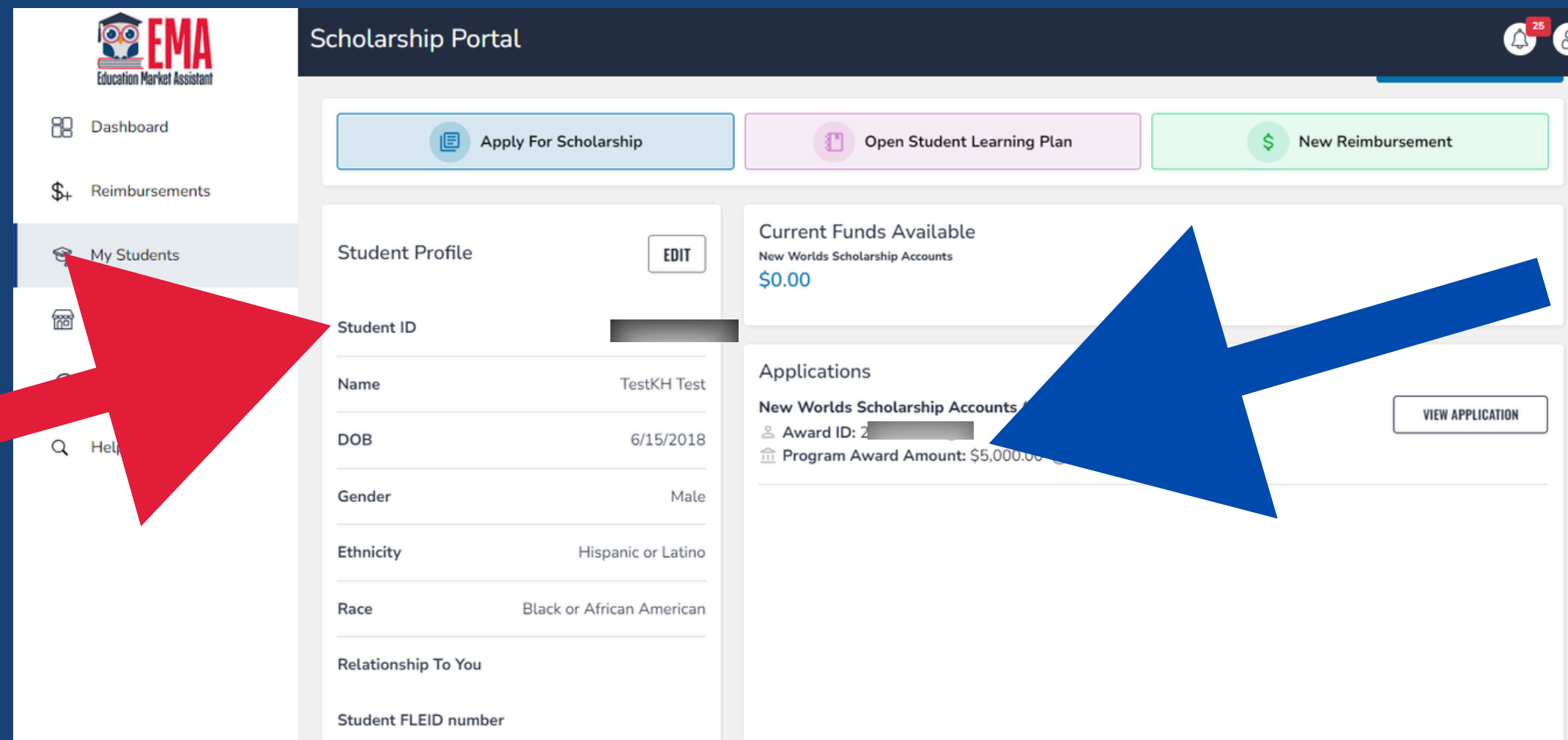
Decline Form (Spanish)



Step Up for Students Website



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.



Decline Form: Common Error

Which scholarship are you declining for your student?

Please make certain you are declining the CURRENT SCHOLARSHIP, NOT the scholarship you wish to apply for.

Example: If your student was awarded the FES-EO scholarship and you wish to apply for the PEP scholarship, please select FES-EO in the dropdown menu.

This can be found within your EMA account by clicking on the "My Students" link, then on "View Student" for the appropriate student. The Student ID will be listed at the top of the next page.

[Click here to learn the difference between the Student ID and Award ID.](#)

Student First Name *

Please provide the student's **first** name as it is shown in EMA

Student Last Name *

Please provide the student's **last** name as it is shown in EMA

Which scholarship are you declining for your student? *

Please tell us why you are not interested *

To better understand your current circumstances, we kindly request you select a reason why you are opting to decline the selected scholarship option.

Your feedback will help us improve our scholarship experience in the future. Thank you for your time and input.

I certify that the provided information is accurate and true. I confirm that Step Up For Students has permission to decline the specified scholarship program for my student for the 2024-2025 school year and that this action is final. *

I understand that my request will be processed and action taken in accordance with my selection. I understand that if I chose to decline a scholarship and wish to return to the scholarship program in a future year, that I will have to reapply and requalify as a new applicant.

Enter Guardian Name (First and Last name) to sign



FTC/FES-EO



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



FTC/FES-EO

Previous FTC/EO Open Houses



May Open House



June Open House



August Open House



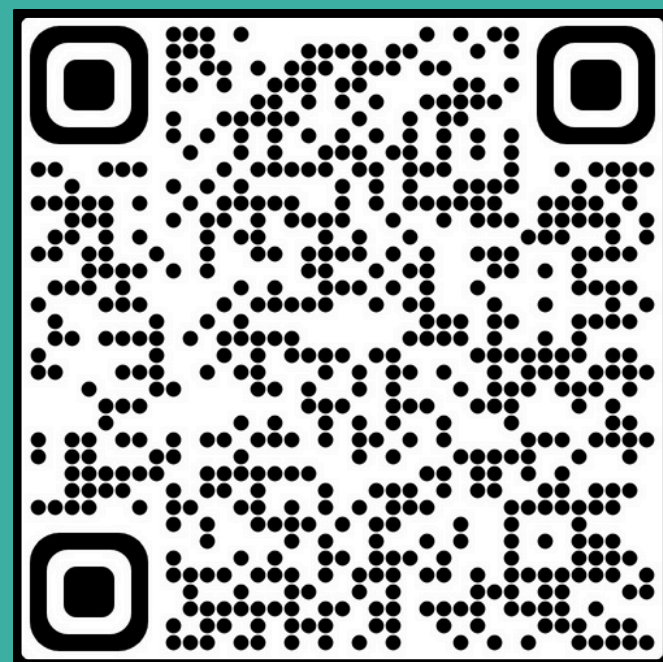
FTC/FES-EO

JOIN US

Monthly Parent/Guardian Open Houses



NWSA Open House
(2nd Wednesdays,
Bi-monthly,
12 PM & 6 PM)



FTC/EO Open House
(2nd Thursdays,
Monthly,
12 PM & 6 PM)



FES-UA Open House
(3rd Thursdays,
Monthly,
12 PM & 6 PM)



PEP Open House
(4th Thursdays,
Monthly,
12 PM & 6 PM)



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





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Contact Us

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



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[Contact Us](#)



FTC/FES-EO

Thank you for attending!

Upcoming webinar: November 14th, 2024

Registration Link

