Step Up For Students

Personalized Education Program

OPEN HOUSE
FTC/FES-EO

FTC/FES-EO
&
PEP JOINT OPEN HOUSE

January 23rd, 2025

Presented by Step Up For Students

OPEN HOUSE
PEP

Personalized Education Program

Happy New Year

Agenda

2025

- Welcome
- Agenda
- Communications
- MyScholarShop: New Vendor Alert
- Renewal Application Process
- Resources
- Contact Information

Step Up For Students

Personalized Education Program

Communications

Hello.

We're excited to share some important updates as we prepare for the 2025-26 application season and the exciting opportunities ahead.

And speaking of what's ahead, be sure to mark your calendar for **Saturday, February 1**, when applications will be available for the Private School, Unique Abilities and PEP Scholarships.

We will be staying in touch, so please be on the lookout for updates in your email and on social media where we'll share tips. If you haven't already, please be sure to follow us on social for the latest updates!

Thank you for allowing us to be a part of your child's academic journey. Together, we're shaping a brighter future for every student.

Talk soon,

Your friends at Step Up For Students

What is my ScholarSHOP ?

Benefits of 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?
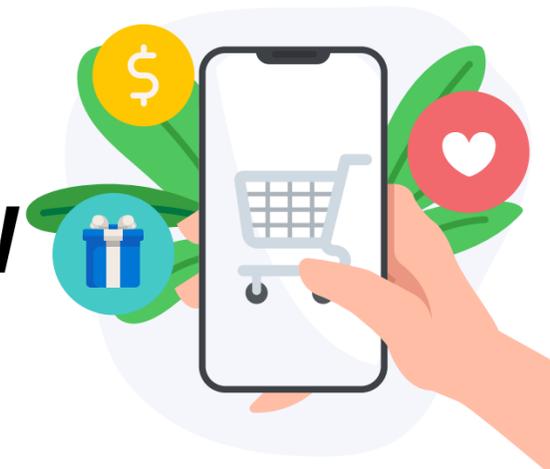**"Pick it, Click it, and Ship it"**

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.

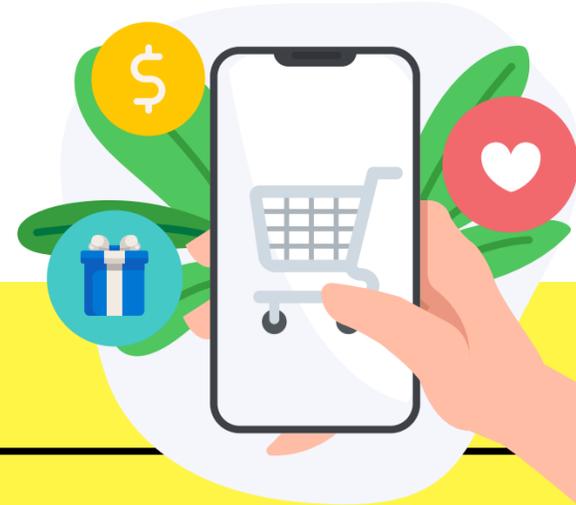# Personalized Education Program

MyScholarShop New Vendor Alert

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

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

Personalized Education Program

Pre-Authorization

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

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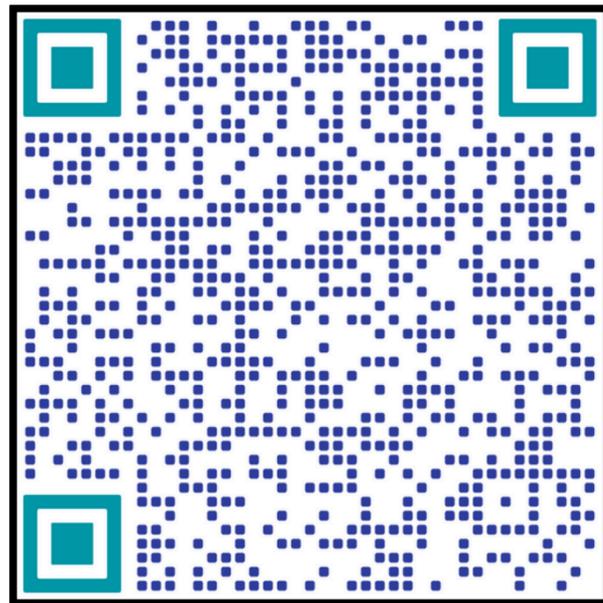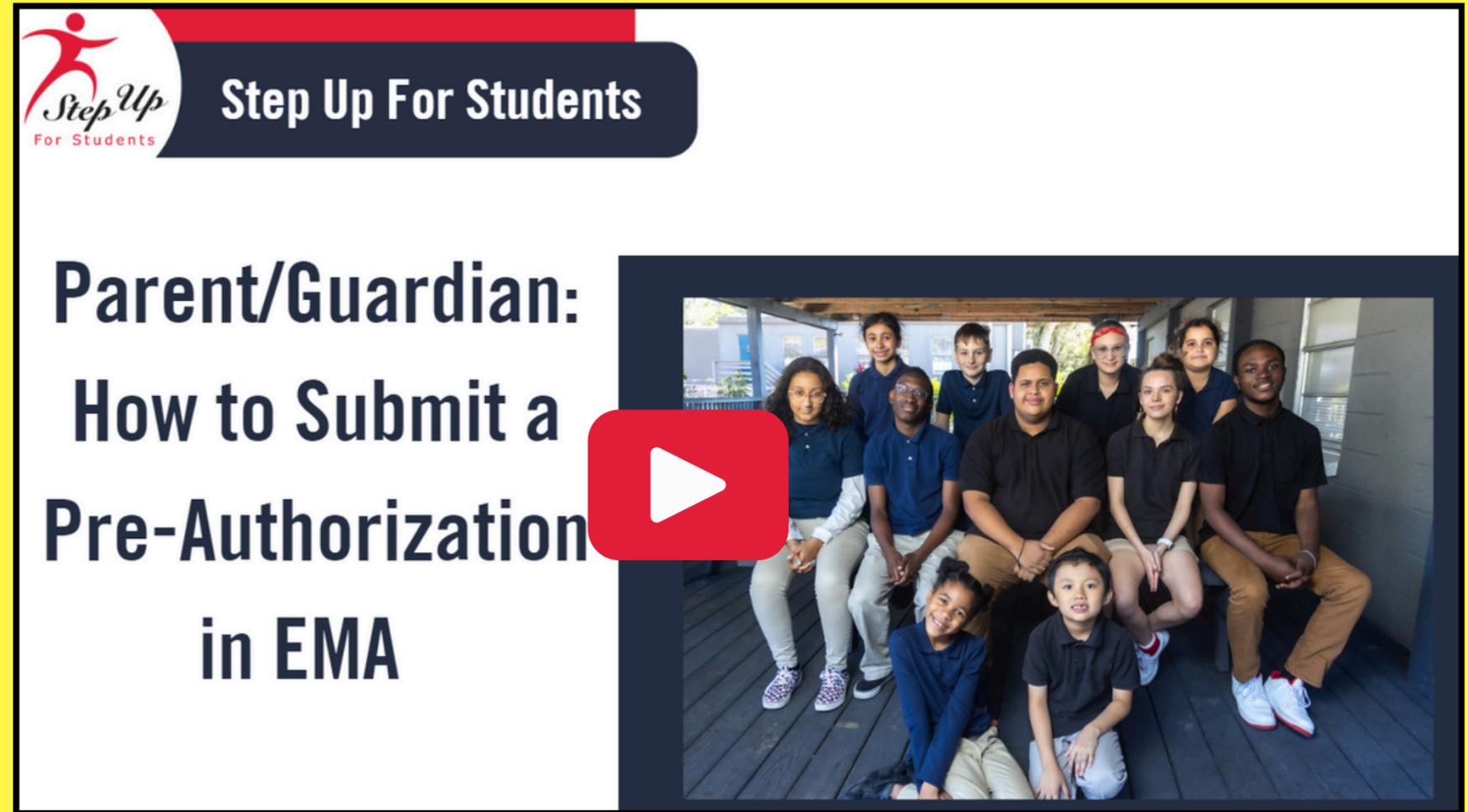

Pre-Authorization Presentation

Pre-authorization requests should be submitted prior to a reimbursement for certain categories and items.

If a pre-authorization request is submitted for a pre-approved expense, it will be denied since pre-authorization is not needed. In this case, the family should proceed with submitting a reimbursement request for that item or service.

Please review the Purchasing Guide for the list of items and services that require pre-authorization.

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

Pre-Authorization Presentation YouTube Video

Step Up For Students

Renewal Application Process

2025-2026

Florida Tax Credit (FTC) Scholarship, Family Empowerment Scholarship for Educational Options (FES-EO),the Personalized Education Program (PEP) and the Hope Scholarship
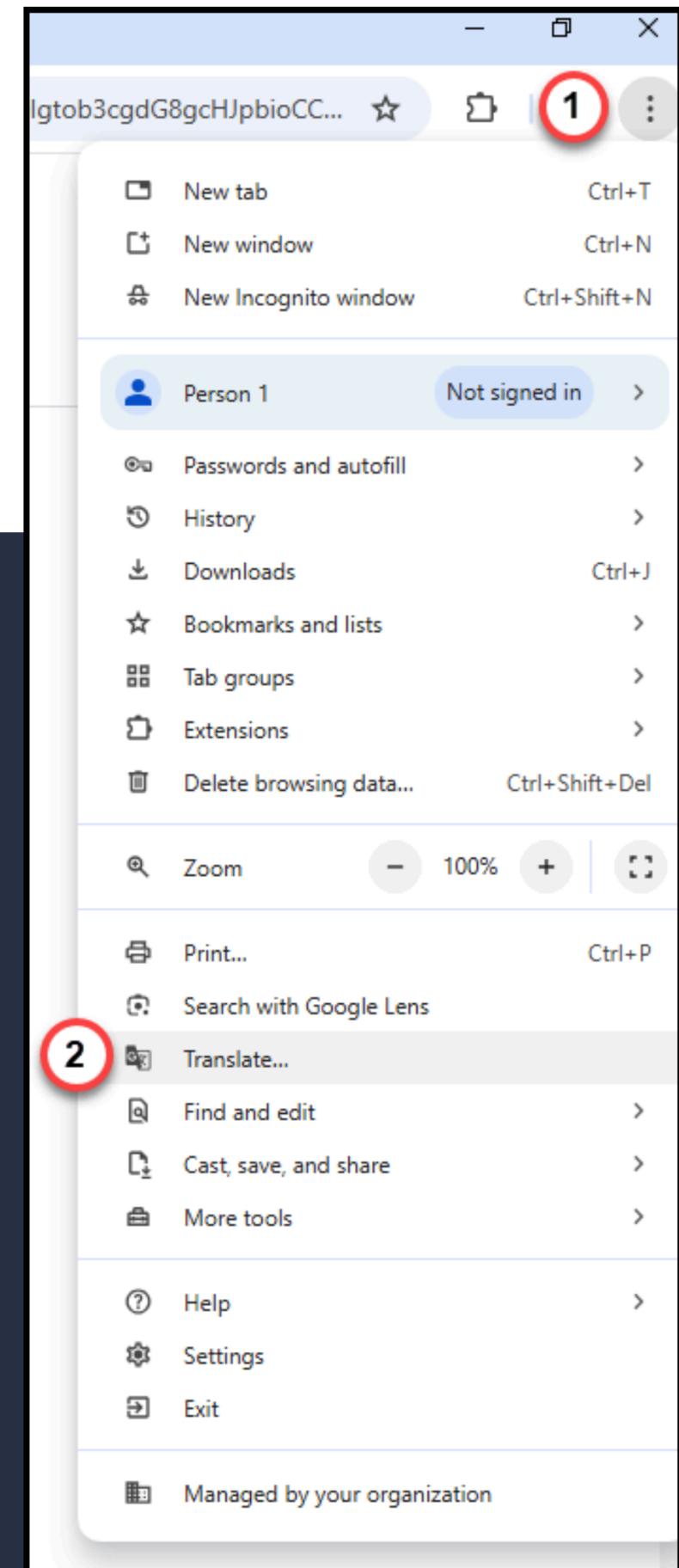
How to change the language in EMA?

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

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

IMPORTANT: These instructions only work with your 'Google Chrome' browser
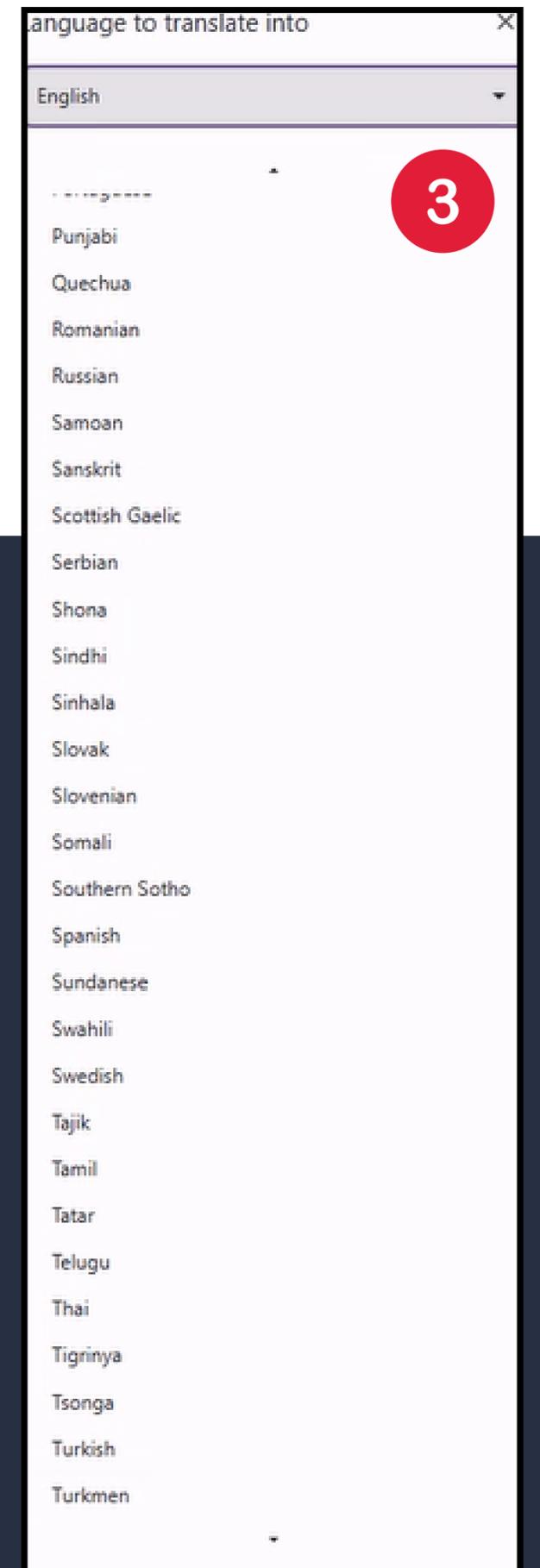
How to change the language in EMA?

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

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

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

Language to translate into ✕

English ▾

3

Punjabi
Quechua
Romanian
Russian
Samoan
Sanskrit
Scottish Gaelic
Serbian
Shona
Sindhi
Sinhala
Slovak
Slovenian
Somali
Southern Sotho
Spanish
Sundanese
Swahili
Swedish
Tajik
Tamil
Tatar
Telugu
Thai
Tigrinya
Tsonga
Turkish
Turkmen

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Reminders

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

- Each time you log onto the EMA platform, you must complete a multi-factor authentication. We recommend you use a cell phone or phone number that does not answer as a recording.

- You will receive updates via email when your application review is complete.

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Renewal Student Application Checklist

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

Step Up For Students

2025-26
RENEWAL STUDENT APPLICATION CHECKLIST

Renewing your child's scholarship for a Private School (FTC/FES-EO), Unique Abilities (FES-UA), or PEP Scholarship requires certain documents for review and this guide is here to help you gather everything you need. If your student received funds in 2024-25, they're considered a renewal student.

Proof of Florida Residency:

Proof of Residency requires one document from Column A **or** two different documents from Column B. All documents must be current (dated within two months for recurring bills or statements), valid, and match the parent's or guardian's (primary or secondary) full name and the physical address on the application.

Column A Upload a copy of one of these documents	Column B Upload a copy of two of these documents
Utility bill (electric, gas, water)	Florida Driver's License or state-issued ID card
Mortgage statement or residential lease agreement	Paystub
Proof of current government benefits (Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF correspondence)	Insurance policy statement (auto, health, home, or renters)
Homestead or Property tax statement/assessment	Mortgage acceptance letter
Permanent Change of Station (PCS) military orders*	Property Deed
Verification of homelessness	*Please note: Both documents from Column B need to be from the same guardian and must be from different categories.*
Migrant Address Verification Letter	

*Active-duty members of the United States Armed Forces who do not have a Florida residential address at the time of application but have received Permanent Change of Station (PCS) orders must provide a copy of their PCS orders in the application documents and list the Florida address of the unit to which they are being assigned or from which they are being relieved.

Social Security Number

A Social Security Number will need to be entered for you and your student.

Note: FES applications require student social security numbers. If you or your student do not have a *Social Security Number*, leave this question blank. Your student will only be considered *for a Private School Scholarship (FTC)*.

Diagnosis Documentation:

Additional documentation may be necessary for certain Unique Abilities Scholarship (FES-UA) applications. If your student previously qualified for the FES-UA scholarship under one of the following categories, you must submit documentation to demonstrate the student qualifies under an eligible diagnosis for the 2025-26 school year:

- Students who qualified as "high-risk" and who are turning 6 on or before September 1, 2025
- Students who qualified based on being hospitalized or homebound

Step Up For Students

Please go to **stepupforstudents.org** to apply for the Florida Tax Credit (FTC) Scholarship, Family Empowerment Scholarship for Educational Options (FES-EO), and the Personalized Education Program (PEP).

EMA
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**

Step Up For Students

Access your EMA account, by entering your **username** and **password**.

If you have forgotten your username, click on the "Forgot Username" button; if you have misplaced your password, click the "Forgot Password" button.

Step Up For Students

Once you have added all your students, you will see a tile for each student. Next, return to the Dashboard tab on the left panel.

Scroll down to the **'Available Scholarships'** section and click the red **APPLY** button for the scholarship you wish to apply for.

Available Scholarships

IMPORTANT NOTICE

Scholarship Program statutes prohibit a student from applying for more than one program for FES-UA, FTC and FES-EO. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.

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

Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

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

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

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

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

Step Up For Students

Important Notice:

The scholarship program regulations state that a student cannot apply for both FES-EO/FTC (including FTCPEP) and any other scholarship program simultaneously, which includes FES-UA, New Worlds Scholarship Accounts and the Transportation Stipend.

Please ensure that all students have been added to the "My Students" section prior to submitting an application.

Important Notice

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

CLOSE   CONTINUE

Scholarship Portal

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

Student Selection · Student Information · Guardian Information · Household Members · Summary

2025-2026 FTC/FES-EO and FTCPEP Application
Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP, FTC/FESEO)

Step Up For Students offers two scholarships that are available to all Florida residents eligible to enroll in a K-12 Florida public school. The Family Empowerment Scholarship for Educational Options (FES-EO) allows awarded students to receive an Educational Savings Account while attending an eligible Florida Private School. The Florida Tax Credit Scholarship (FTC) program provides Education Savings Accounts options for students attending an eligible Florida Private School as well as students who wish to participate in parent-directed learning through the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP).

IMPORTANT NOTICE

Scholarship Program statutes prohibit a student from applying for more than one program for FES-UA, FTC and FES-EO. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.

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

Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

Are you or anyone in your household an owner, president, officer, or director of an eligible nonprofit Scholarship-Funding Organization OR a person with equivalent decision-making authority over an eligible nonprofit Scholarship-Funding Organization?

○ Yes ● No

PLEASE NOTE: By answering "Yes" to this question, you are REQUIRED to provide Social Security Numbers for all people on your application.

Please specify if anyone in your household holds decision-making authority in a qualified nonprofit Scholarship Funding Organization (SFO) that provides scholarships.

Select the student or students for whom you wish to apply for FTC/FES-EO or FTCPEP. Ensure all students for whom you seek an FTC/FES-EO/FTCPEP scholarship are included in a single application. You can remove a student by toggling the 'APPLY' option to 'off'.
Students cannot apply for multiple scholarships at the same time.

Once you have selected students by sliding the radio button to the right, click **CONTINUE** in the bottom right corner.

Who are you applying for?

APPLY?	STUDENT NAME		RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
🔵	Holly T		New	FTC (Draft)
🔵	Allan		New	FTC (Draft)
🔵	Testing T		New	FTC (Draft)

SAVE AS DRAFT   **CONTINUE**

Step Up For Students

At any point before submitting your application, you can add or delete an existing student via the ⊕ ADD A STUDENT button.

2025-2026 FTC/FES-EO and FTCPEP Application
Student Information

IMPORTANT! If you do not provide social security numbers for anyone on the application, you may not qualify for the FES-EO scholarship.

⊕ ADD A STUDENT

1. Go Fish
   > View Details

SAVE AS DRAFT   CONTINUE

Step Up For Students

To proceed with a selected student, click on the blue `> View Details` button below the student's name and complete the following fields:

- **Student's SSN/ITIN**
- **Confirm Student's SSN/ITIN**

You will be required to submit a government-issued birth certificate for an incoming Kindergarten student (5 years old on or before September 1, 2025) during the school year you are applying for. If submitting a passport, it must be a valid government-issued passport that is active as of the date of application for the scholarship program.

Step Up For Students

Please note: If you would like to make changes to grayed-out fields, you must navigate to the "My Students" page, select that student, and make the necessary changes. This includes race and ethnicity.

First Name	Middle Name	Last Name	Suffix
Go	Enter Middle Name	Fish	Select

Date of Birth	Gender	Ethnicity	Race
10/10	Female	Non-Hispanic or Latino	Native Hawaiian or Ot...+1

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

Enrolled School Information

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

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

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

Step Up For Students

Enrolled School Information

Indicate the type of school your student(s) is attending for the 24-25 SY and the county the school is in.

Enrolled School Information

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

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

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

Expected School Information

Indicate the type of school your student(s) plans to attend for the 25-26 SY and the grade level. For FTCPEP – Please select "Florida Homeschool" from the dropdown to get the FTCPEP question.

Step Up For Students

Do you intend to use this scholarship for FTCPEP (Personalized Education Program)?

If you select your expected school as "Florida Home School", you will be required to answer the FTCPEP question.

The FTCPEP scholarship program is for children in parent-directed education. If you answer "No," please adjust your Expected School Type or confirm your intended use of the FTCPEP application to continue.

Enrolled School Information

School Year	Type of School *	County *	School Name*
2024-2025	Florida Private	Bay	ABC

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year	Type of School *	Grade Level *
2025-2026	Florida Home School	03

Do you intend to use this scholarship for FTC PEP (Personalized Education Program)?*
● Yes ○ No

Enrolled School Information

School Year	Type of School *	County *	School Name*
2024-2025	Florida Private	Bay	ABC

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year	Type of School *	Grade Level *
2025-2026	Florida Home School	03

Do you intend to use this scholarship for FTC PEP (Personalized Education Program)?*
○ Yes ● No

⚠ Please NOTE: you have selected FTCPEP as your Expected School Type and Indicated "No" to applying for an FTCPEP Scholarship. The FTCPEP scholarship program is for children who will be participating in parent-directed education only. Please edit your Expected School Type Proceed.

Step Up For Students

Please ensure that any files you are uploading are not password-protected!

If you check the box next to any of the following questions, you'll need to upload supporting documents.

After completing all sections, click **CONTINUE** to proceed or the **SAVE AS DRAFT** button to return later.

Do any of these apply to your student?
This helps ensure your student gets all eligible benefits. Some options need documentation.

☑ Dependent of an active duty member of the U.S. Armed Forces (See More)
☐ Dependent of a law enforcement officer (See More)
☐ Adopted
☐ In foster care within the last two (calendar) years
☐ In out-of-home care within the last two (calendar) years
☑ Has a Hope Scholarship Notification Form resulting from a bullying incident in public school, including charter schools (See More)

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

Documentation Type*(You may upload up to 6 files.)

Enter Document Description   **UPLOAD**

File Upload Requirements
- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 6 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

⚠ Please review and correct **Expected School Information** and scholarship for FTCPEP for New Student.

SAVE AS DRAFT   **CONTINUE**

Step Up For Students

When you select **CONTINUE** button or the **SAVE AS DRAFT** button, a confirmation modal will pop up. This confirmation message is designed to appear only if the application has previously been saved as a draft.

Upon clicking **REMOVE STUDENT** button, the application will be saved, and the student will be successfully removed.

Step Up For Students

You are required to examine the information provided here to verify its accuracy.

If you need to make any adjustments, just click on the profile icon located in the upper right corner of the page to implement the necessary changes. Neglecting to do so could lead to processing delays.

Additionally, you will need to enter your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) and supply proof of residency.

Step Up For Students

Please ensure that the documents you submit are:

1. Valid
2. Current (dated within 2 months, if a recurring bill/statement)
3. Match the primary or secondary guardian's full name as well as the current physical street address provided on the application

Refer to the guidelines listed on the slide for the list of acceptable documents for submission.

Proof of Residency *

Step Up For Students requires detailed Proof of Residency provided by the primary or secondary guardian. All documents must be current (less than two months old, if a recurring bill/statement), valid and match the primary or secondary guardian's full name and the current physical street address provided on the application.

Proof of Residence can be established with one document from Column A or two different documents from Column B (see below). Please select the type of document you are submitting, then upload.

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

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

COLUMN A (UPLOAD ONE DOCUMENT)	COLUMN B (UPLOAD TWO DIFFERENT DOCUMENTS)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paystub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD,TANF, SNAP, DCF correspondence	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders (See More)	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	Property deed*

A secondary document is necessary

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

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

Proof of Documentation Type

| Select type of document   ⌄ | UPLOAD

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

Step Up For Students

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

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

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

SAVE AS DRAFT   CONTINUE

If you submit a FL driver's license, you will also need to submit another document type, such as an automobile insurance statement.

If you submit two paystubs for income verification/Proof of residency, the paystubs will only count as one document type. Therefore, you will still need to submit another document.

If you submit only one document from column B, you will receive an error message. However, you can easily fix this by simply scrolling up and submitting another document type.

Step Up For Students

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

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

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

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

PCS Orders to move out of Florida but whose home of record or state of legal residence is Florida (FES-UA & FTCPEP renewal students only)
1. Upload a Leave and Earnings Statement, IRS Domicile 2058 or DFAS Form 702 in the Student Information section (previous screen) of the application.
2. Upload the new PCS Orders as Proof of Residency.
   - The primary or secondary guardian's physical address on the application must match the relieved unit address on the PCS orders. If changes need to be made, go to the Guardian Profile to update.

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Complete the "Employment Income" section next. You will need to provide information about your employer and the income received.

Employment Income

Employment Information *
Employed

Employer Company Name *
abc

Employment Role *
● Employed   ○ Self-Employed

Are you paid by check or direct deposit *
● Yes   ○ No

Payment amount (gross) *
$212.00

Paid how often? *
Once a month

Are any of these wages paid in cash? *
○ Yes   ● No

Payment amount (gross) *
$0.00

Paid how often? *
Select...

If you are paid in cash please complete Form 1055 and upload below. Download FORM 1055.

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

Income Verification Documents *
Select type of document

UPLOAD

Delete   Check Stubs.jpg

Please upload income verification documents. Examples of approved documentation can be found in the new application [checklist here](#).

Pay stubs must be from the 30 consecutive days closest to when you submit the application.

Include Additional Income Sources, such as unemployment, social security and/or child support benefits.

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Additional Income Sources

+ Add Additional Income Source

Additional Income: Click on the arrow to access the drop-down menu to include any additional income, such as Child Support, Alimony, etc.

Additional Income Category: Click on the arrow to access the drop-down menu.

Other Income Amount (Monthly): Use the up and down arrows to list the monthly income amount.

Income Verification Documents: Follow the requirements listed to upload supporting documents.

Additional Income Sources

Additional Income 01

Additional Income *
Family (Child Support, Alimony, and R... ⌄

Additional Income Category *
Child Support ⌄

Other Income Amount (Monthly) *
$500.00

Annual: Cash withdrawal; pension; retirement, or VA; Rental income; Roomate rent income; Annuities or net royalties; Dividend Income

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

Income Verification Documents *
Select type of document ⌄   **UPLOAD**

Delete   Bank Statement.png

- Delete Income Source

+ Add Additional Income Source

Step Up For Students

Additional Information

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR? *

● Yes ○ No

I have a *

Select... ⌄

Proof of document *

Enter Document Name

UPLOAD

File Upload Requirements
- Please ensure that any files you are uploading **are not** password protected.
- The file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

SAVE AS DRAFT   CONTINUE
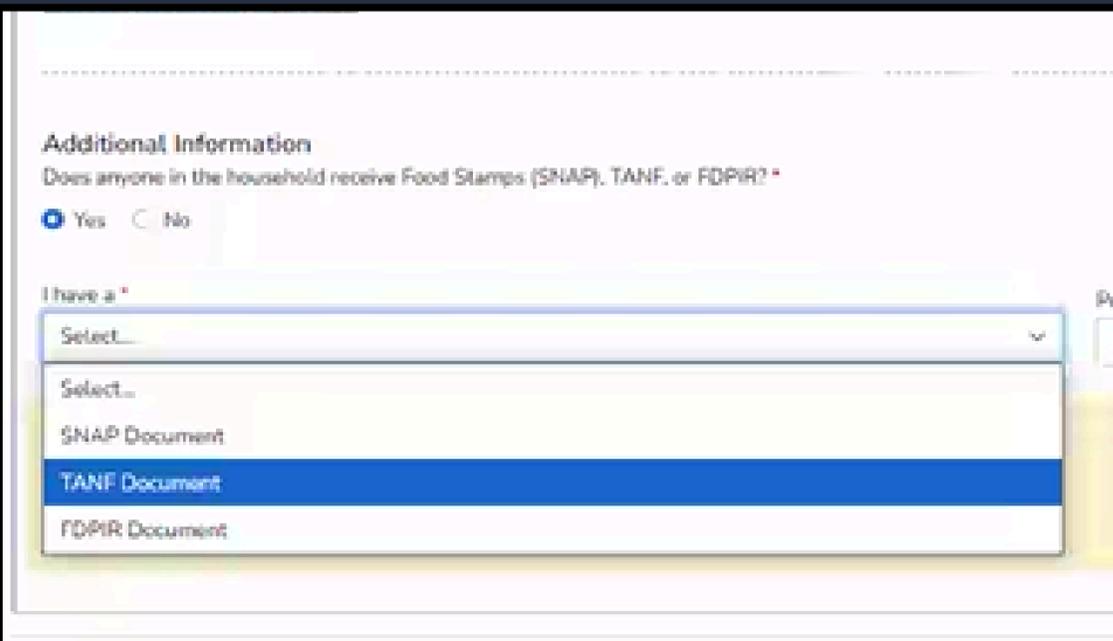
Additional Information:

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR?

If your answer is "Yes", choose the appropriate drop down category and upload proof of document.

Step Up For Students

If you are one of the following:

- **Homemaker**
- **Unemployed**
- **Student**

you may need to provide proof of living expenses.

Please download the **Form 1055** if you receive payment in cash. You will need to then attach this form to your application.

Employment Income

Employment Information *
Employed ⌄

Select...
Homemaker
Employed
Unemployed
Disabled
Student

Employer Company Name *
ON

Payment amount (gross) *
$0.00

Payment amount (gross) *
$0.00

Employment Role *
● Employed ○ Self-Employed

Paid how often? *
Select... ⌄

Paid how often? *
Select... ⌄

If you are paid in cash please complete Form 1055 and upload below. Download _FORM 1055_.

Employment Income

Employment Information *
Employed ⌄

Are you paid by check or direct deposit? *
● Yes ○ No

Are any of these wages paid in cash? *
○ Yes ● No

Employer Company Name *
ABC Company

Payment Amount (gross) *
$1,000.00

Payment Amount (gross) *
$1,000.00

Employment Role *
● Employed ○ Self-Employed

Paid how often? *
Every other week ⌄

Paid how often? *
Every other week ⌄

If you are paid in cash, please download a copy of Form XXXX and upload below.

Step Up For Students

Once you have completed all the questions in the "Guardian Information" section, click **CONTINUE** to proceed to the next section.

dditional Income Sources

ld Additional Income Source

dditional Information

s anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR? *

es ● No

SAVE AS DRAFT   CONTINUE

Step Up For Students

2025-2026 FTC/FES-EO and FTCPEP Application
Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.

A household member is any **non-scholarship person** residing at the same address.

If the household member is under the age of 18, they must be your dependent to be included on the application.

If the household member is over the age of 18, employment information must be provided for this person if they share expenses or income with you.

☑ By checking this box, I am confirming that I have read and understand the definition of a household member.

⊕ ADD MEMBER

SAVE AS DRAFT | CONTINUE

Now you will be prompted to complete the "Additional Household Members" section. It is mandatory that you add ALL members of the household on this application. ALL members are inclusive of any non-scholarship persons residing at the same address.

Once you have reviewed the definition of Additional Household Members, you must check the box to proceed.

Step Up For Students

To add members to the application, use the **ADD MEMBER** button to add as many members as needed. Click "View Details" to add information about each household member.

You will automatically be prompted to input employment type if the additional household member is 18 years and older.

Step Up For Students

Now you should be on the "Application Summary" section of the application. The Application Summary page gives you an overview of all completed sections.

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

Student Selection | Student Information | Guardian Information | Household Members | **Summary**

2025-2026 FTC/FES-EO and FTCPEP Application

Application Summary

Please verify you have no required information missing and can continue with the application process by clicking submit.

IMPORTANT NOTICE

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Once these students apply for the FES-EO/FTC (including FTCPEP)scholarship, they will not be able to apply for other scholarships this year unless they later withdraw, deny or decline the FES-EO/FTC (including FTCPEP) scholarship.

STUDENTS	ADOPTED	FOSTER CARE	OUT OF HOME CARE	MILITARY	BULLYING INCIDENT	AGE	GRADE
1. Orion	No	No	No	Yes	No	4	Kindergarten

HOUSEHOLD MEMBERS	TYPE	AGE	INCOME
1. Adalyn	Primary Guardian		$56,000.00
2. Elana	Daughter	14	$0.00
		TOTAL HOUSEHOLD INCOME	$56,000.00

Step Up For Students

Please note:

Before proceeding, answer the 'Annual Household Income' question.

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

Step Up For Students

✔ Make sure to click on each box once you have read and agreed to the Terms & Conditions. You will also be required to complete the Sworn Compliance Statement.

Parent/Guardian Terms & Conditions

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

☑ I, and any applying student, meet the residency requirements for the scholarship programs in the State of Florida and I understand that continued physical residency is a requirement for scholarship participation. I understand that I must notify Step Up For Students if either myself or my student moves out of the State of Florida while my student is participating in a scholarship program.

☑ The information I am providing in the course of the scholarship application and management process is true and accurate. I understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the denial of the scholarship application or revocation of a scholarship award.

☑ I understand additional information and/or documentation related to my application may be requested at any time post-award for auditing purposes. I understand if a post-award audit determines my student is not eligible, their scholarship may be rescinded.

☑ I have read, understand, and agree to the policies outlined in the Step Up For Students parent/guardian materials, including the **Parent/Guardian Handbook**, **Program Purchasing Guide**, these Terms & Conditions, and the Sworn Compliance Statement. Step Up reserves the right to routinely update, modify, or alter the parent/guardian materials without notifying me of any such updates. I understand that I am bound by the terms of these materials.

☑ I understand that if I am seeking income prioritization for my student, I authorize Step For Students to access information needed for income eligibility determination and verification held by other states or federal agencies, including but not limited to the Department of Revenue, the Department of Children and Families, the Department of Education, the Department of Economic Opportunity, and the Agency for Health Care Administration.

☑ I understand that a student enrolled on a full-time basis in the Florida Virtual School, the Florida School For The Deaf and Blind, the College-Preparatory Boarding Academy, the Florida School for Competitive Academics, the Florida Scholars Academy, a developmental research school, a charter school, or any other Florida public school is ineligible to receive a Family Empowerment Scholarship or a Florida Tax Credit scholarship. If my student enrolls on a full-time basis during this school year, it will result in forfeiture of scholarship participation and the return of any remaining scholarship funds. This does not prohibit students using the Family Empowerment Scholarship or Florida Tax Credit Scholarship from attending one or more of these programs on a part-time basis, provided they are meeting regular school attendance requirements per s. 1003.01(16)(b)-(d), F.S. in some other way. *Any participation in a public school on a part-time basis while receiving a scholarship must be paid for by the guardian using either personal or scholarship funds. A scholarship student may not be reported for state funding by a school district **and** receive a scholarship at the same time.*

☑ I understand that I may not apply for multiple scholarships under the Family Empowerment Scholarship and the Florida Tax Credit Scholarship programs for an individual student at the same time.

☑ I understand that failure to comply with any responsibilities or policies associated with a choice scholarship program may result in scholarship suspension, revocation, and/or reporting to the Florida Department of Education.

☑ I understand that I am responsible for procuring the services necessary to educate my student(s) and that if I do not, and if my student's account is inactive for two consecutive fiscal years, my student's scholarship account must be closed, and any remaining funds shall revert to the state.

☑ I understand that if my student is awarded a scholarship, the district school board is not obligated to provide my student with a free, appropriate public education.

☑ If utilizing scholarship funds for direct payment to an eligible private school, I understand that I must approve each payment to the eligible private school before the scholarship funds may be deposited by funds transfer. I may not designate any entity or individual associated with the eligible private school as my attorney in fact to approve a funds transfer.

☑ I affirm that any scholarship funds may only be used to support the procurement of eligible goods and services that meet the educational needs of the eligible student to whom scholarship funds are awarded.

☑ I understand that if my student is awarded a scholarship, I must inform his/her public school district that he/she will attend a private school during the 2025-26 school year.

Step Up For Students

Sworn Compliance Statement

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

- I will file an initial application for participation in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs by the date established by the eligible nonprofit Scholarship Funding Organization.

- I will inform the student's public school district that the student is going to be participating in the FES-EO, FTC, or FTCPEP program.

- I understand that participation in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs must be renewed annually.

- I understand that if I or my student at any time become ineligible for the scholarship program, including, but not limited to, enrolling in a full-time public school or residing outside of the state of Florida, my scholarship will be forfeited. In the event of ineligibility, I will immediately inform Step Up For Students so that the student's scholarship status may be updated.

- I understand that a Scholarship Funding Organization may not transfer any funds to an account of a student determined eligible under ss. 1002.394(3)(a) or 1002.395, F.S. which has a balance in excess of $24,000.

- I will renew participation in the program each year. A student whose participation in the program is not renewed may continue to spend scholarship funds that are in his or her account from prior years unless the account must be closed pursuant to s. 1002.394(5)(a)2, F.S.

For FES-EO and FTC Program Students:

- I will select and enroll the student at a full-time in-person, eligible, participating private school.

- I understand the student is required to take the norm-referenced assessment offered by the eligible, participating private school or I may choose to have the student participate in the statewide assessments outlined in ss. 1002.394(7)(d) and 1002.395(7)(d), F.S. If I choose this option, I understand I am responsible for transporting the student to the assessment site designated by the school district.

- I understand I must approve scholarship payments to the eligible, participating private school the student attends.

- I will meet with the private school's principal or the principal's designee to review the school's academic programs and policies, specialized services, code of student conduct, and attendance policies before my student is enrolled.

- I understand that the student must remain in attendance at the eligible, participating private school throughout the school year, unless excused by the school for illness or other good cause.

For FTCPEP Students:

- I affirm that program funds will only be used for authorized purposes serving the student's educational needs, as described in s. 1002.395(6)(d), F.S. and that I will not receive a payment, refund, or rebate from an approved provider orfor any funds provided under this section. I will not take possession of any funding provided by the state for the Florida Tax Credit Scholarship Program. This does not include reimbursements for expenditures approved by the Florida Tax Credit Scholarship Program.

- I understand that enrolling in a DOE-approved PEP Hybrid eligible private school for at least two school days per week requires that I address how the remaining instructional hours will be spent in my student's Student Learning Plan. I will be responsible for all eligible expenses in excess of the amount of the scholarship and for the education of the student.

- I will submit my student's Student Learning Plan to the Scholarship Funding Organization and revise the plan at least annually before program renewal.

- I will require the student to take a nationally norm-referenced test identified by the Department of Education, or a statewide assessment under s. 1008.22, F.S. and I will provide the assessment results to the Scholarship Funding Organization before the student's program renewal.

- I will procure the services necessary to educate the student. When the student receives a scholarship, the district school board is not obligated to provide the student with a free appropriate public education.

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

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

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

☐ I have read and agree to the compliance statement.

Step Up For Students

Please type your name in the box and sign your name in the signature box.

Please click the **KEEP** button if you wish to keep your signature.

If you want to change your signature, you can click the **CLEAR** button and sign again.

Please Sign Here
Signature Of *

Your full name

Parent Guardian

KEEP   CLEAR

SAVE AS DRAFT   SUBMIT

Step Up For Students

SUBMIT

By clicking the "SUBMIT" button, your application will be sent for processing. You will get a confirmation notice on your screen.

Family Emp
Applicatio

Please verify you h

STUDENTS

Application Submitted

Congratulations! Your application was successfully submitted.

You will be redirected momentarily...

process by clicking submit.

DOCUMENTATION
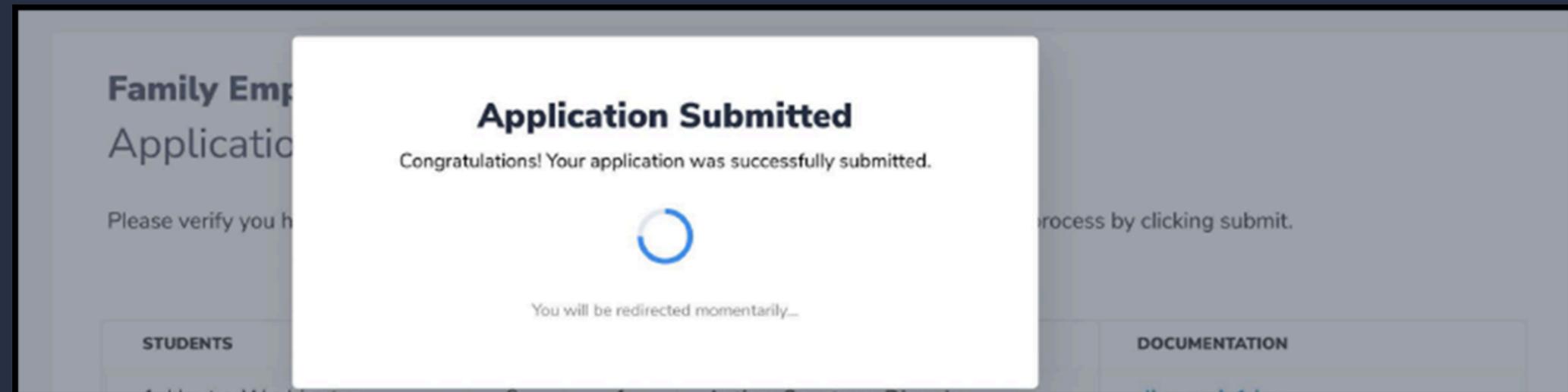
Step Up For Students

Dashboard

⭐ Action Items

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

⚠ Pending Action

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

⚠ Pending Action

EMA Education Market Assistant

Scholarship Portal

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

VIEW ALL > **APPLICATION DETAILS**

Application Details

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

Comments
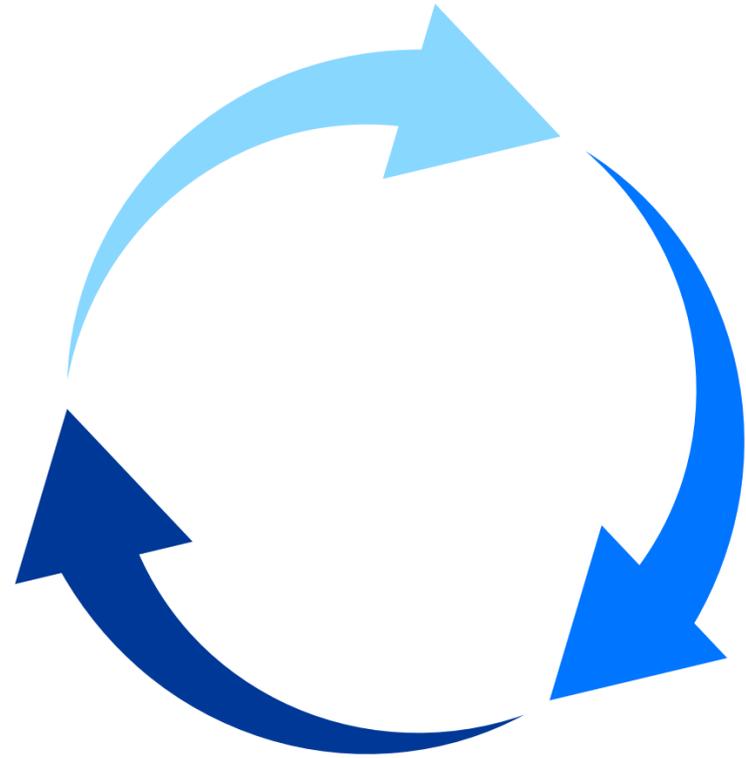
Last updated 09/15/2025
Received

Students

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

Orion C ● Eligible   DECLINE SCHOLARSHIP   ACCEPT SCHOLARSHIP
> View Details

Elan ● Eligible   DECLINE SCHOLARSHIP   ACCEPT SCHOLARSHIP
> View Details

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

The window should expand and you will see the students' eligible for the specific application on the screen.

Step Up For Students

Scholarship Portal

VIEW ALL > APPLICATION DETAILS

Application Details

APPLICATION ID	APPLICATION TYPE	TOTAL HOUSEHOLD INCOME	STATUS
200___	FTC New	$0.00	Complete

Comments

Last updated 09/15/2025
Received

Students

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

Orion___ • Eligible   DECLINE SCHOLARSHIP   ACCEPT SCHOLARSHIP
> View Details

Elana___ • Eligible   DECLINE SCHOLARSHIP   ACCEPT SCHOLARSHIP
> View Details

Guardians may choose to click the **ACCEPT SCHOLARSHIP** button or the **DECLINE SCHOLARSHIP** button on this screen.

Please note: You can accept or decline a scholarship as long as applications are still being accepted for the school year, If your student is enrolled in a private school, you will need to withdraw from the school before you can decline the scholarship

Step Up For Students

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

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

Step Up For Students

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

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

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

Step Up For Students

Click '**View Details**' to review information for this student.

Step Up For Students

Application Statuses

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

Step Up For Students

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

Step Up For Students

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

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

Step Up For Students

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

Scholarships for Florida Schoolchildren

ENROLLMENT NOTIFICATION

Dear Parent/Guardian,

ACTION NEEDED: You have received a request to approve a School Enrollment Form from for the student named below. A School Enrollment Form links your student to the selected private school for billing purposes.

Student's Name:
Academic Year:

Review your student's School Enrollment Form on your EMA dashboard now by clicking the button below to log in. *IMPORTANT: Please pay attention to the amount listed for your student as this will determine the quarterly payments made to your school. If the amount does not appear correct, please reach out to the school before accepting the enrollment.*

Step Up For Students

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

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

Step Up For Students

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

Step Up For Students

Application Deadline

For renewal Private School students, the last day to submit a scholarship application for the 2025-26 school year is April 30, 2025. This process for renewal students also requires parents to confirm the scholarship is being accepted or declined by May 31, 2025.

For new Private School students, the last day to submit a scholarship application for the 2025-26 school year will be November 15, 2025. This process for new students also requires that parents and guardians then confirm that the scholarship is being accepted or declined by December 15, 2025.
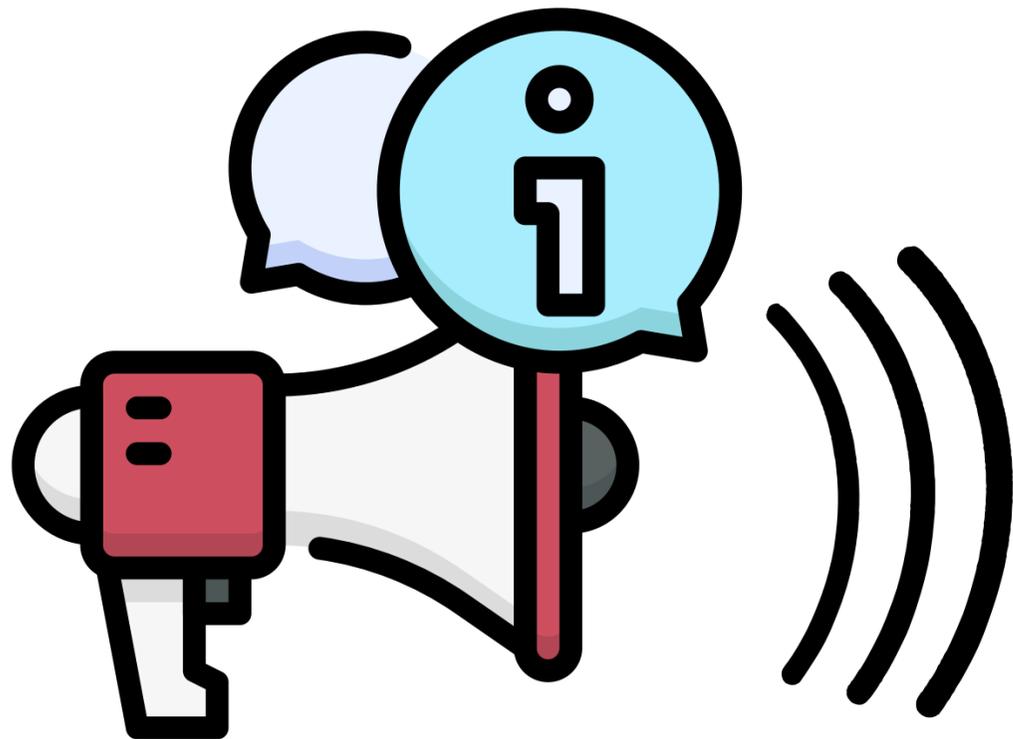
For new and renewal PEP students, the last day to submit a scholarship application for the 2025-26 school year is April 30, 2025. This process for renewal students also requires parents to confirm the scholarship is being accepted or declined by May 31, 2025.

Step Up For Students
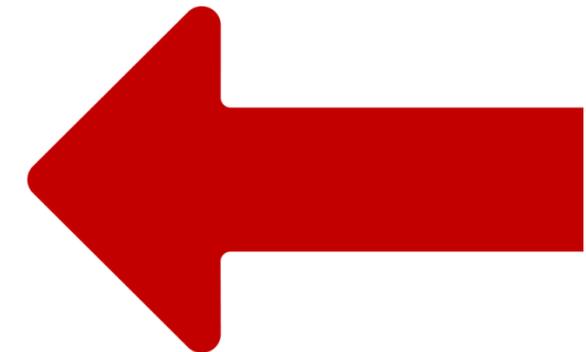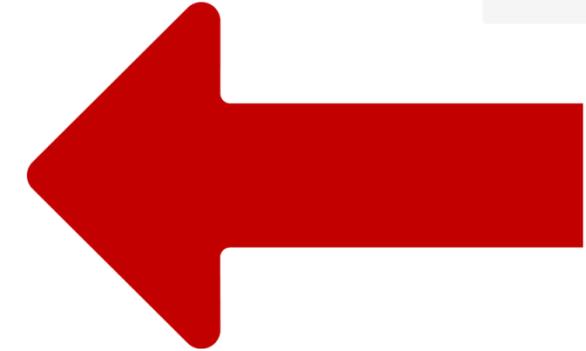
Personalized Education Program

Reimbursement Resources

- 🔗 [What is an ESA?](#)
- 🔗 [Families: Submitting Reimbursements in EMA](#)
- 🔗 [Pre Authorizations for Families in EMA](#)
- 🔗 [Parents: Finding Providers and Services in Marketplace](#)

Personalized Education Program

Step Up For Students

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)

Select ▾

How helpful did you find the FTC/FES-EO/PEP Parent/Guardian Handbook? *
1= Not helpful at all
5= Very helpful

Select ▾

How easy was it to find the information you were looking for? *
1 = Not easy at all
5 = Very easy

Select ▾

Personalized Education Program

Reimbursement Guide

A step by step guide to submitting a Reimbursement in EMA

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

SCAN
ME

Guardians Reimbursement Guide

Personalized Education Program

2024-2025 Purchasing Guide

2024-25

PURCHASING GUIDE

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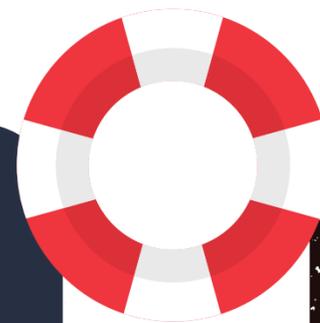Personalized Education Program

Personalized Education Program

SCAN ME

FTC/FES-EO/ PEP Handbook

The FTC/FES-EO/ PEP Personalized Education Program (PEP) parent handbook is a useful resource for understanding how to make the most of your scholarship funds.

Step Up For Students

Personalized Education Program

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 <u>here</u>. Your input can have a meaningful impact on a child's educational experience. Thank you for your support.

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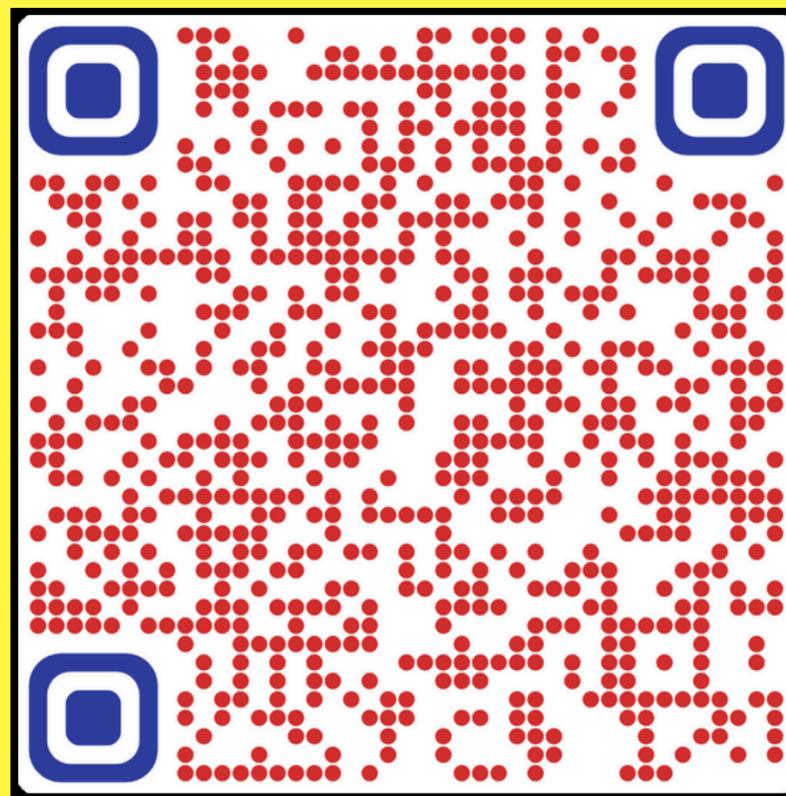- Taylor
- Union
- Wakulla

New Provider Survey

Personalized Education Program

Past PEP Open Houses
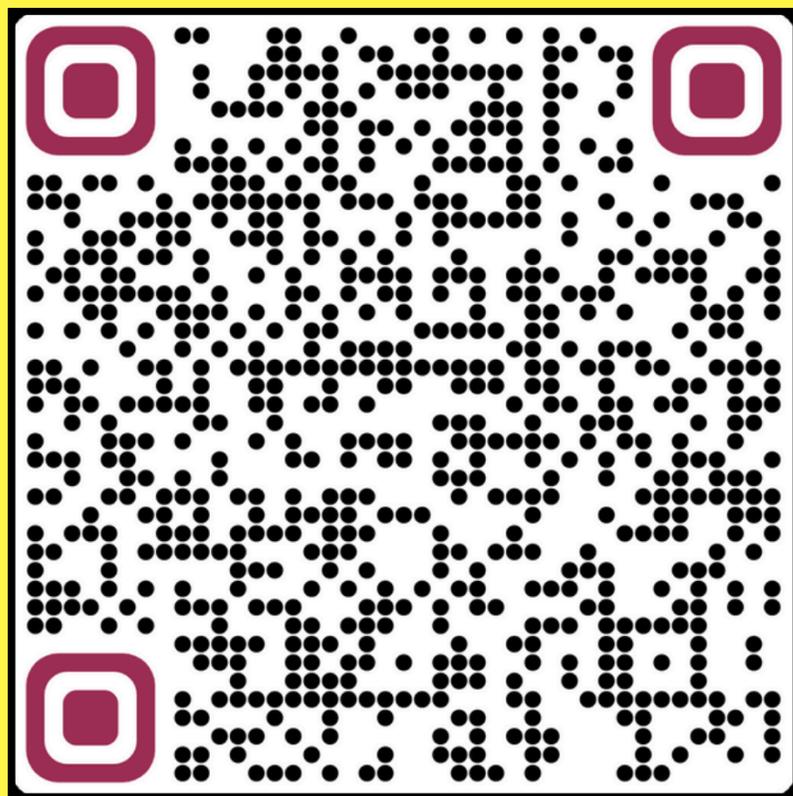
October Open House

November Open House

December Open House

FTC/FES-EO

Previous FTC/EO Open Houses
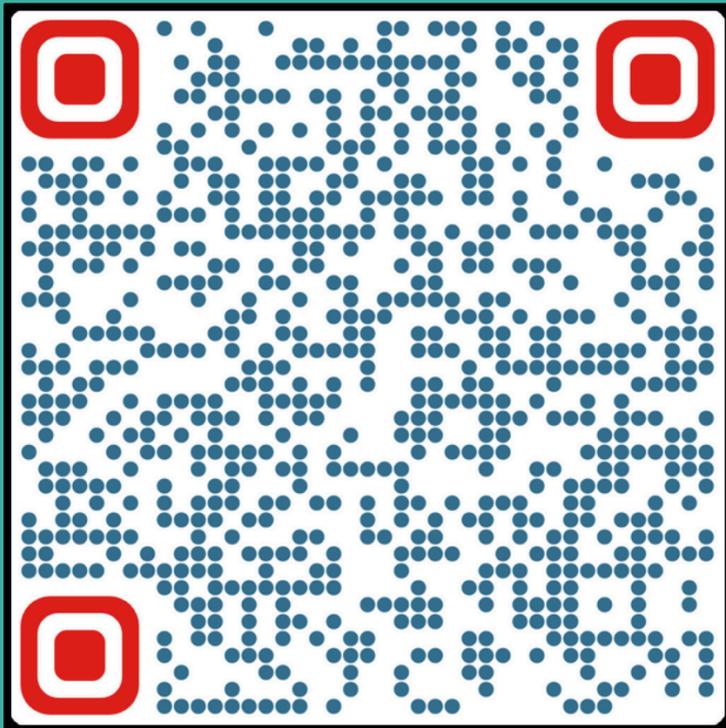
October Open House

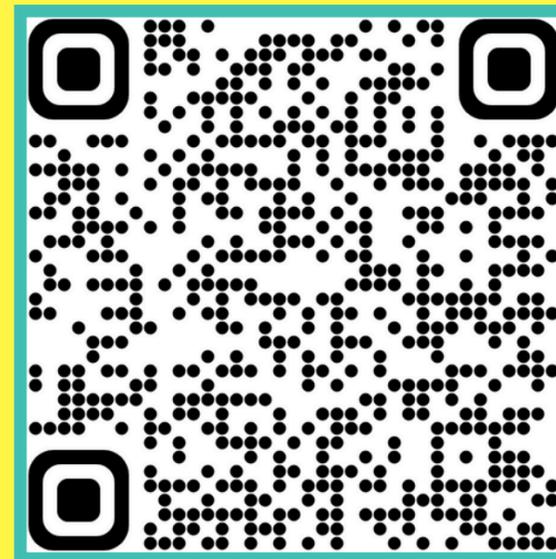**November Open House**

December Open House

Step Up For Students
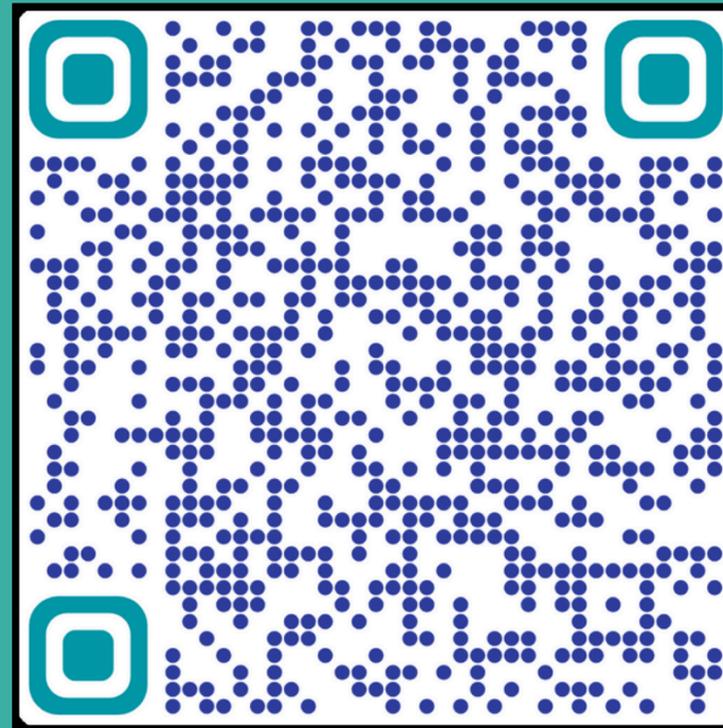
Personalized Education Program

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

REGISTER NOW!

New World Open House
March 12, 2025

FTC/FES-EO Open House
February 13, 2025

FES-UA Open House
February 20, 2025
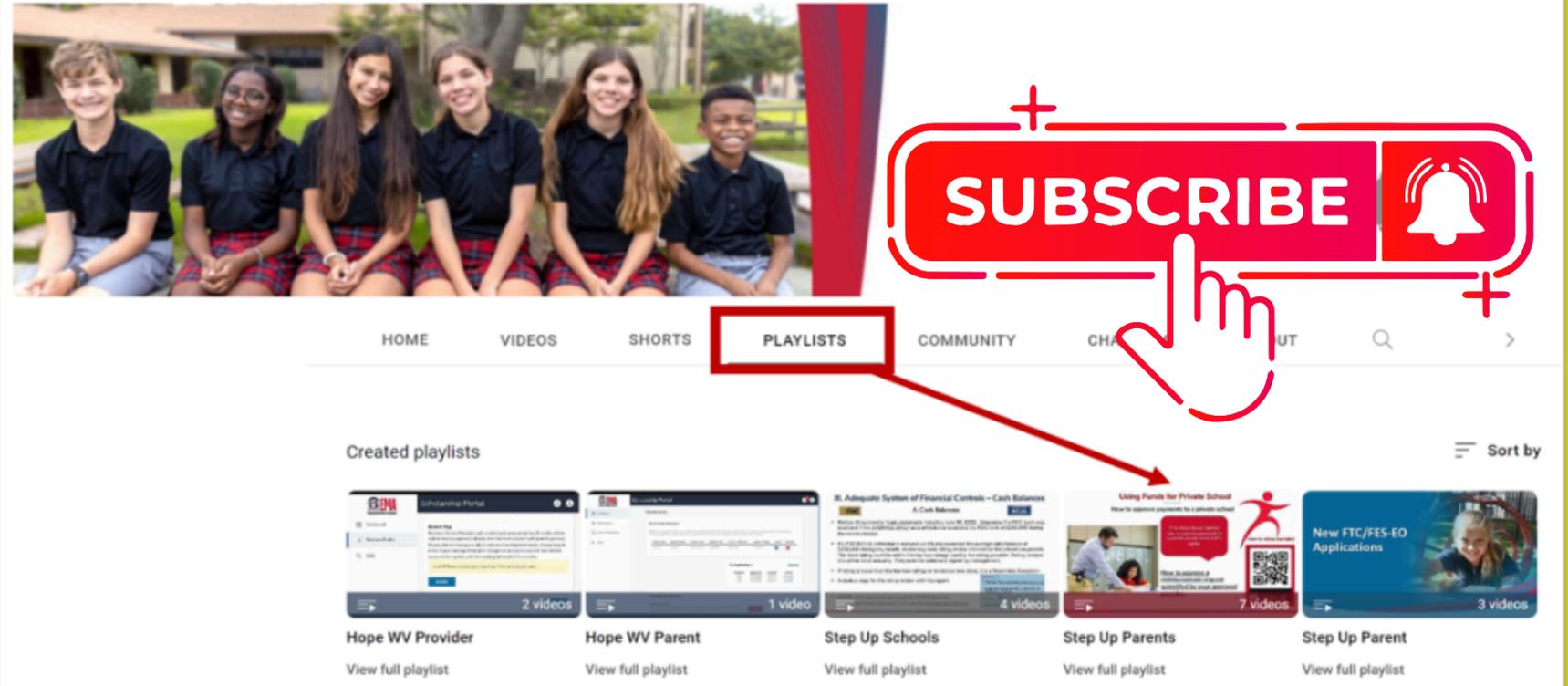
PEP Open House
February 27, 2025

Personalized Education Program

Are you looking for additional helpful videos?

Scan the QR code or click the link below...

[STEP UP FOR STUDENTS YOUTUBE CHANNEL](#)

Personalized Education Program

Contact Us

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

🌐 Chat with us: sufs.org

📞 877-735-7837

Personalized Education Program

Thank you for attending!