



Personalized Education Program

December 26th, 2024

Presented by Step Up For Students

**OPEN HOUSE
PEP**





Personalized Education Program

Happy
Holidays

Agenda



Welcome

Communications

MyScholarShop: New Vendor Alert

Navigating MyScholarShop

Pre-Authorization Process

Purchasing Guide Hot Topics

Questions & Answers

Contact Information



Personalized Education Program

Communications

Subject: 📣 **Action Needed:** Submit your student's test results!

Dates: 11/14/2024



Dear Parent/Guardian,

Please submit your student's 2023-24 end-of-year norm-referenced annual assessment results.

Students funded on the PEP scholarship in the spring of the 2023-24 school year must submit the student's 2023-24 end-of-year norm-referenced annual assessment results, *even if their 2024-25 scholarship is no longer PEP.*

Until you submit your student's end-of-year norm-referenced annual assessment results, no additional 2024-25 scholarship funding will be distributed to your student's account. Sunday, December 15, 2024, is the last day to submit to receive additional funding.

NEXT STEPS:

- [Click here](#) for step-by-step instructions on how to submit your 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.
- **Please note:** For previous year PEP students who are exempt from Annual Assessment requirements, please complete and submit the [Test Exempt Form](#) in place of the results.
- **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).



Personalized Education Program

Communications

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

Date: 11/22/2024

Florida Tax Credit Scholarship Program Personalized Education Program



Dear Parent/Guardian,

Funds have recently been added to your student's Personalized Education Program (PEP) scholarship account. *Please note: A student's available balance may take some time to reflect funding.*

Your 2024-25 scholarship funds can be used towards personalizing your child's education for items purchased and services rendered between July 1, 2024, and June 30, 2025.

Here is what you can expect within your EMA account:

Reimbursements: If a student has an available balance and purchases items or services out-of-pocket, the family will be able to submit a reimbursement within their account in EMA. We strongly encourage you to read the Parent/Guardian Handbook below before making any out-of-pocket purchases. You may also review these helpful resources:

- [Reimbursement Payment Methods Selection](#)
- [Reimbursement Request Instructions](#)
- [Reimbursement Payments](#) (How they are made)

IMPROVED Educational Benefit Form is now available! We're pleased to share that updates have been made to our Educational Benefit Form to simplify the process for families. For more information on when to use the Educational Benefit Form, please see the resources below. To access the new form, please [click here](#). *If you recently submitted the prior form, please rest assured that it will be processed.*

Marketplace: In this section, you will find two different options for ESA spending.



Personalized Education Program

Handbook Updates



November 2024



November 2024 Handbook Updates

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

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



Personalized Education Program

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.



Personalized Education Program

MyScholarShop New Vendor Alert




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



Personalized Education Program

MyScholarShop New Vendor Alert

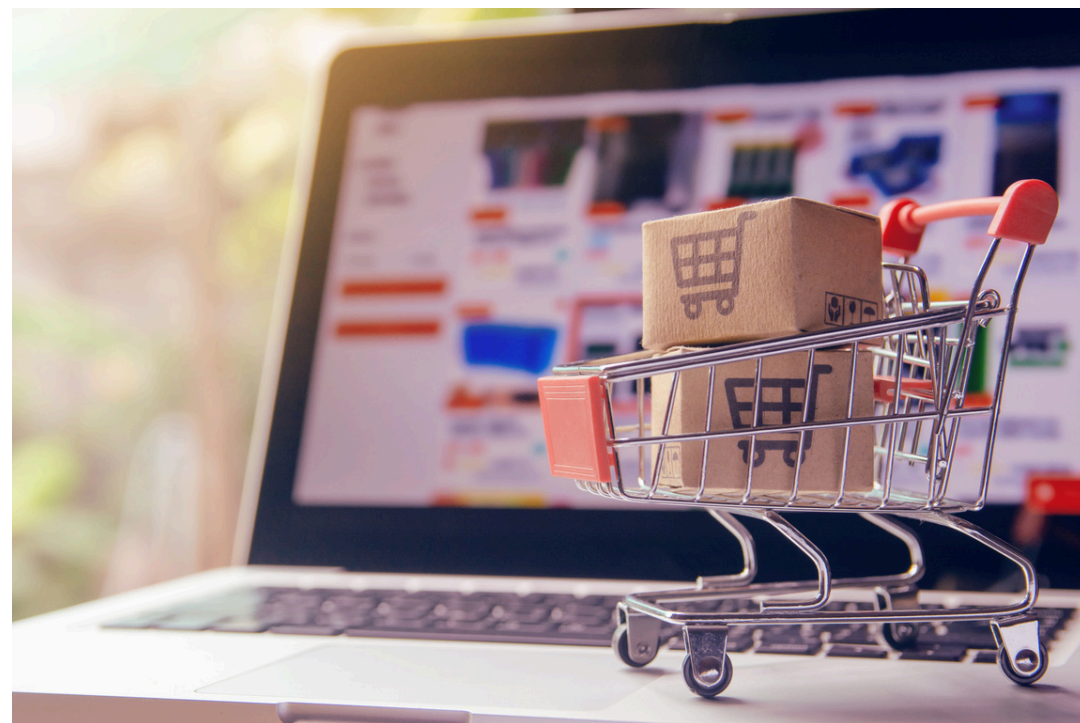


Company Name	Description of Services	Website
	Mochi engages your child in computing and problem-solving through hands-on code, interactive storytelling, and DIY assembly. Children learn at their own pace and challenge themselves by designing their characters, experimenting with coding commands, and exploring new subjects.	https://learnwithmochi.com/



Personalized Education Program

MyScholarShop Resources



Welcome to

**my
ScholarSHOP**

NAVIGATING MyScholarShop In EMA

Navigating MyScholarshop inEMA



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

**Parents: Finding Services and
Providers in the Marketplace**



Personalized Education Program

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



Purchasing Guide Hot Topics



Learning Manipulatives & Creative Play Items &



At Home Classroom Furnishings





Personalized Education Program

Important Note:

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

FTC/FES-EO PEP Purchasing Guide pg.11

Approved Items For Tactile Learning Academic Practice Or Creative Play



Legos



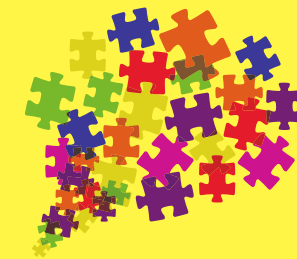
Dominoes/Marbles



Chess/Checker Sets



Dolls (and accessories)



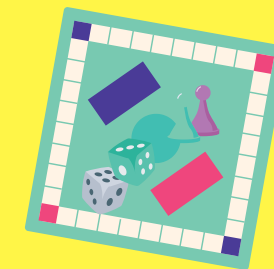
Puzzles



Dress Up Clothing



Stuffed Animals



Board Game



Play Kitchens



Blocks



Card Games



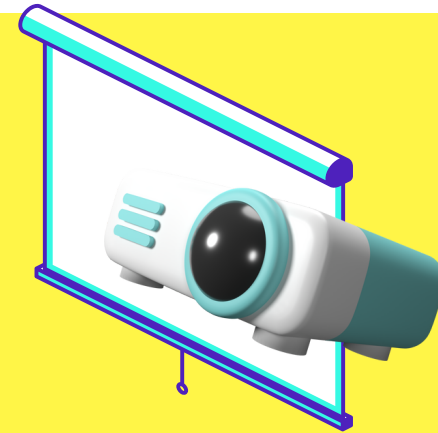
Water Tables



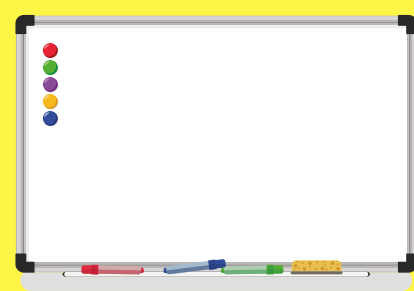
Personalized Education Program

Approved Furnishings Used To Create An At-Home Classroom

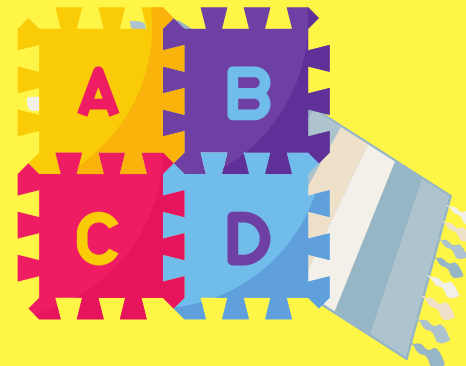
FTC/FES-EO PEP Purchasing Guide pg.11



**Indoor Projector/
Standing or Drop-
Down Screens**



Whiteboards



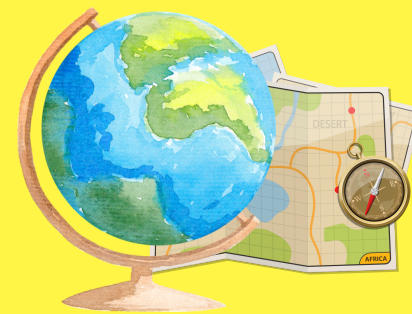
Rugs or Foam Tiles



**Desk/Chair (age/size
appropriate)**



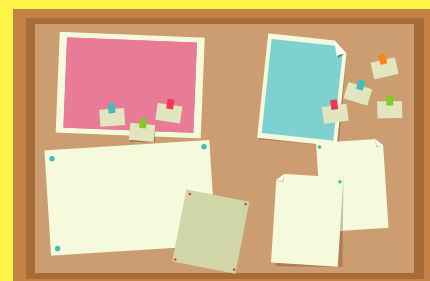
Timers/Clocks



Maps/Globes/Atlases



**Educational
Posters/Visual Supports**



Bulletin Boards



**Architect/Drafting Table
(age/size appropriate)**



**Storage (including
bookshelves and
storage or organization
containers)**



Personalized Education Program



FTC/FES-EO PEP Purchasing Guide pg.11

Ineligible Items & Purchase Frequency for At Home Classroom Furnishings



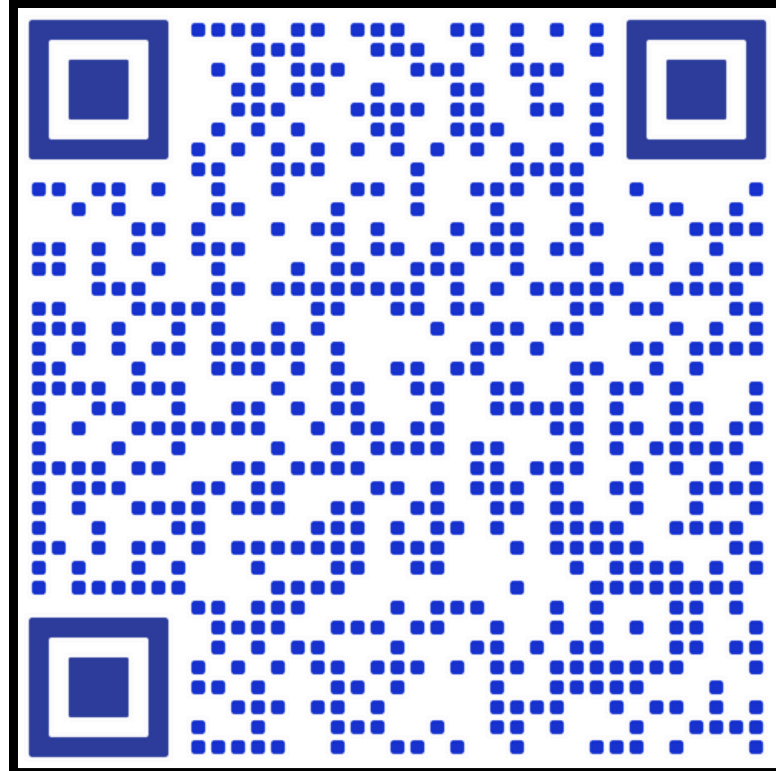
- Multiple of a single At-Home Classroom Furnishings item that exceeds \$50 Requires a Pre-Authorization
- At-Home Classroom Furnishings may be purchased once every 2 years.
- At-Home Classroom Furnishings projectors may be eligible sooner than once every two (2) years with a pre-authorization



Personalized Education Program

Educational Benefit Form Explained

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



Educational Benefit Form

Sample of Educational Benefit Form



Educational Benefit Form

Student Name: **Johnny Doe**

Student ID: **1234567890**

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

Music Lessons

What is the Educational Benefit of this item?

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

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

Parent Name: **Jane Doe**

Parent Signature:

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



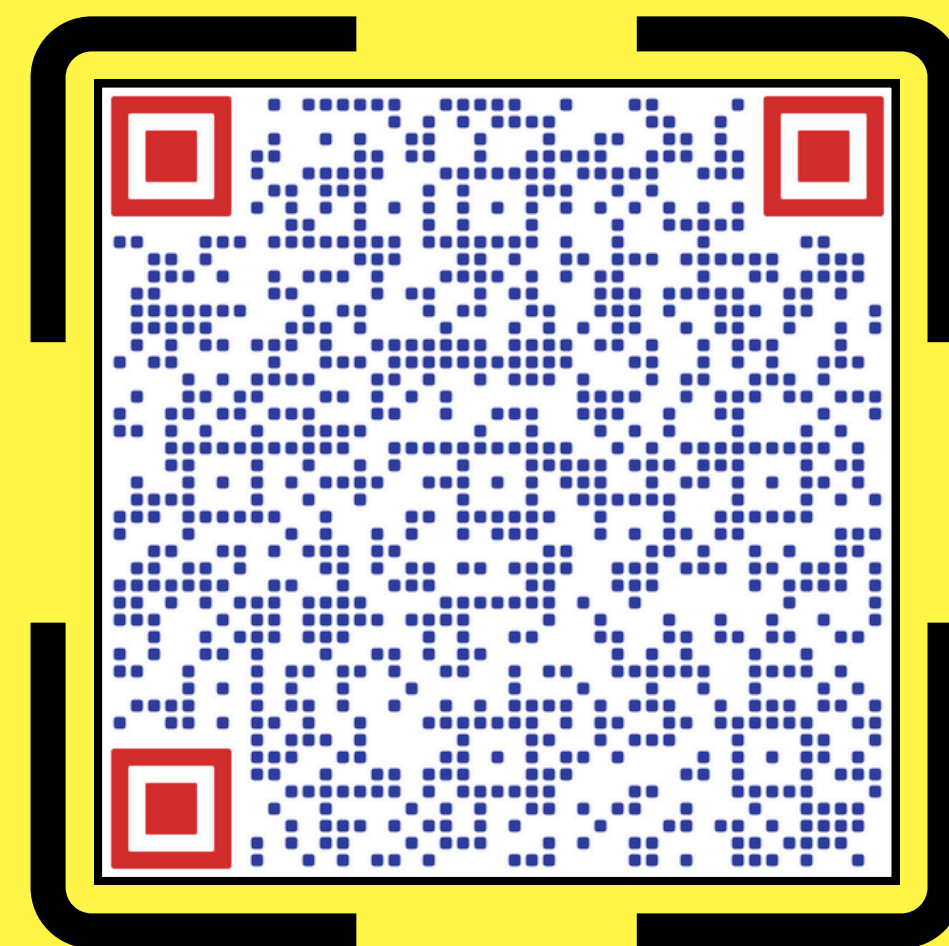
Personalized Education Program

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](#)



Step Up For Students

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





Step Up For Students



EMA
Education Market Assistant
Welcome!

Username [Forgot Username?](#)

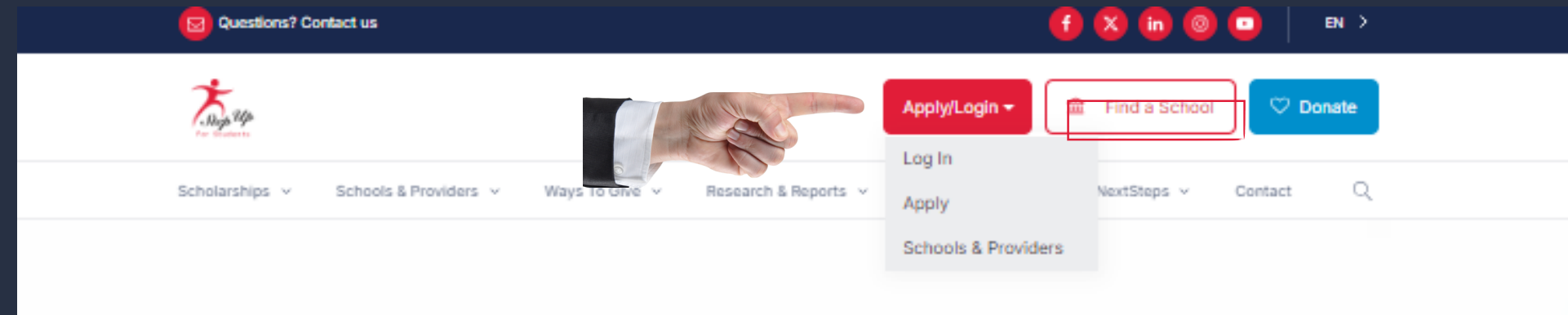
Password [Forgot Password?](#)
 [Show](#)

Keep me signed in

LOG IN

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

SUFS Team Member? [Sign In](#)



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



Step Up For Students

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

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



Step Up For Students



Dashboard



My Students



Expenditure Requests

Marketplace

Reimbursements

Pre-Authorizations



Recent Transactions



Help



Select Pre-Authorizations from the list.



Step Up For Students

A screenshot of the Scholarship Portal's Pre-Authorizations page. The page has a dark blue header with the "EMA Education Market Assistant" logo on the left and "Scholarship Portal" on the right. A sidebar on the left contains navigation links: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations (highlighted), Recent Transactions, and Help. The main content area is titled "Pre-Authorizations" and contains explanatory text about the process. Below the text is a "NEW" button with a plus icon, highlighted with a red box. To the right of the button is a search bar with a "SEARCH" button. Below these elements is a table with one row of data. The table has columns for ID, PROGRAM, SUBMITTED, PROVIDER, STUDENT, TOTAL, STATUS, and ACTIONS. The data row shows ID: 30000012, PROGRAM: FES-UA, SUBMITTED: 05/20/2024, PROVIDER: logitech.com, STUDENT: Elana Cardano, TOTAL: \$226.25, STATUS: Approved, and an ACTION button labeled "FINISH REQUEST". At the bottom of the page, there are navigation arrows, a page indicator "From 1 to 1 of 1", and a dropdown menu showing "100".

Click the  button to initiate a Pre-Authorization request.



Step Up For Students

A screenshot of the 'Scholarship Portal' web application. The interface is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with items: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area has a header with the 'Scholarship Portal' title and user icons. Below the header is a progress bar with four steps: 'Student Selection' (active), 'Item/Service Details', 'Educational Benefit', and 'Summary'. The main content area displays the question 'Which student is this pre-authorization for?' above a dropdown menu with the placeholder text 'Select a student'. A red box highlights the dropdown menu. Below the dropdown is a button labeled 'CONTINUE TO ITEM/SERVICE DETAILS'.

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



Step Up For Students



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

Scholarship Portal



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

Which student is this pre-authorization for?

Go Fish : FES-UA

CONTINUE TO ITEM/SERVICE DETAILS

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



Step Up For Students

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

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation sidebar with the 'EMA Education Market Assistant' logo and menu items: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and has a breadcrumb trail: Student Selection (selected), Item/Service Details (active), Educational Benefit, and Summary. Below the breadcrumb is a heading 'Tell us about the item or service you plan on purchasing' followed by two paragraphs of instructions. A red-bordered box highlights the 'ITEM/SERVICE DETAILS' form, which includes: 'Category*' (a dropdown menu with 'Select a Category'), 'Quantity*' (a text input with '1'), and 'Cost per Item/Service*' (a text input with '\$0.00' and a '\$0.00 total' label). Below this is a 'Supporting Documentation Required*' section with instructions and a red-bordered box containing an upload icon and the text 'Drag and drop files here or Browse to select files'. At the bottom are 'BACK' and 'CONTINUE TO EDUCATIONAL BENEFIT' buttons.



Step Up For Students

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

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

The screenshot shows the 'Scholarship Portal' interface. The left sidebar contains navigation options: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Tell us about the item or service you plan on purchasing'. It includes a progress bar with four steps: Student Selection (completed), Item/Service Details (active), Educational Benefit, and Summary. Below the progress bar, there is a heading 'Tell us about the item or service you plan on purchasing' followed by explanatory text. The form fields are: Category* (dropdown menu with 'Instructional Material' selected), Type* (dropdown menu with 'Select a Category Type' selected), Item/Service Description* (text input field), Quantity* (input field with '1' and a dropdown arrow), Cost per Item/Service* (input field with '\$0.00' and a total of '\$0.00 total'), and Who will you pay?* (dropdown menu with 'Select a Vendor' selected). Below these fields is a section for 'Supporting Documentation Required*' with instructions to upload at least one document and a dashed box for file upload with an upload icon and a 'Browse' link. At the bottom right, there are two buttons: 'BACK' and 'CONTINUE TO EDUCATIONAL BENEFIT' (highlighted with a red border).



Step Up For Students

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

EMA
Education Market Assistant

Scholarship Portal

Student Selection | Item/Service Details | **Educational Benefit** | Summary

Educational Benefit of Requested Item/Service

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

EDUCATIONAL BENEFIT

Learning Subject Area(s)*

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

Item/Service URL

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

PLEASE NOTE: Any violation of scholarship statute, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. For more information, please review the Parent/Guardian Handbooks for [FES-UA](#), [FTC/FES-EQ](#) (including PEP) or [NWSA](#).

Please Sign Here

Signature Of*

BACK **CONTINUE TO SUMMARY**



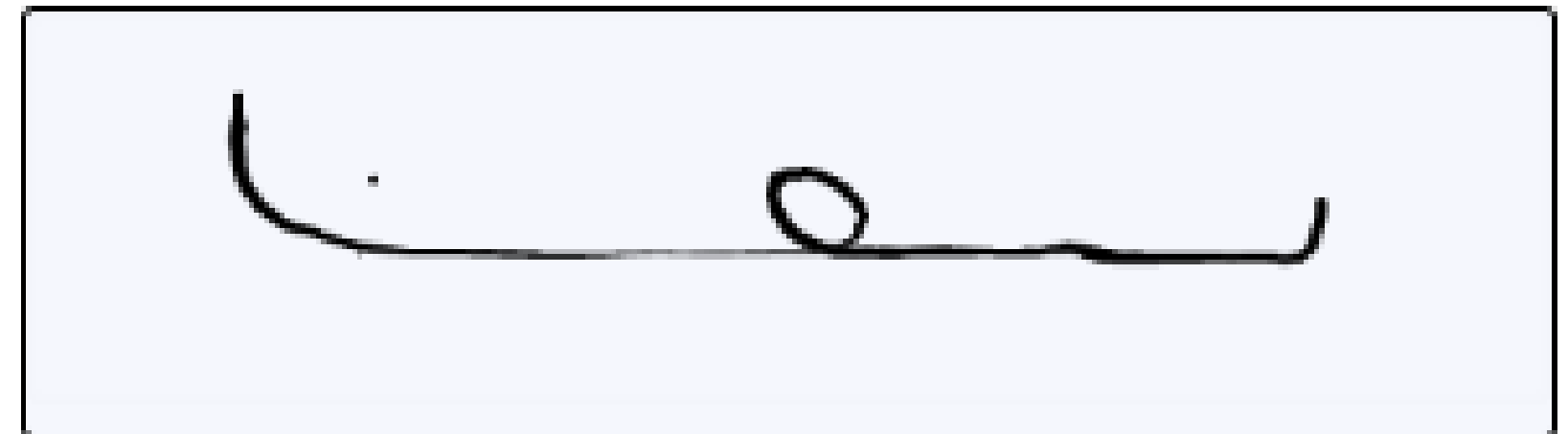
Step Up For Students

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

Please Sign Here

Signature Of *

Sunny Day



KEEP

CLEAR



Step Up For Students

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

Educational Benefit of Requested Item/Service

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

EDUCATIONAL BENEFIT

Learning Subject Area(s) *

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

Item/Service URL


Scholarship Program Compliance Agreement *

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

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

Please Sign Here

Signature Of *





Step Up For Students

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

Review your Pre-Authorization for Go Fish

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

BACK

SUBMIT FOR APPROVAL



Step Up For Students

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

Next Steps:

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

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

Thank you for submitting your pre-authorization request.

Next Steps:

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

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

REQUEST A REIMBURSEMENT

REQUEST ANOTHER PRE-AUTHORIZATION

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



Step Up For Students

Pre- Authorization: Approved Status

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

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

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

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

Next Steps:

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





Step Up For Students



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

Scholarships for Florida Schoolchildren



PRE-AUTHORIZATION NOTIFICATION

Dear Parent/Guardian,

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

NEXT STEPS:

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

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

Questions?

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

Thank you,

Step Up For Students



Step Up For Students



EMA
Education Market Assistant

Scholarship Portal

Pre-Authorizations

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

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

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

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

[NEW](#) [SEARCH](#)

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

From 1 to 1 of 1

Once your Pre-Authorization is approved, you will see the [FINISH REQUEST](#) button. Please click the [FINISH REQUEST](#) button to continue with the reimbursement process.





Step Up For Students



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

Choose How to Complete Your Pre-Authorization

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


 <p>Reimbursement</p> <p>Choose this option if you have already purchased the item and wish to submit a reimbursement request.</p>	 <p>MyScholarShop®</p> <p>Choose this option to purchase the approved item directly from MyScholarShop®.</p>
--	--

CANCEL **CONTINUE**



Step Up For Students



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

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

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

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

BACK

CONTINUE TO REIMBURSEMENT



Step Up For Students



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

A screenshot of the Scholarship Portal interface. The left sidebar shows the EMA logo and navigation menu with "Reimbursements" selected. The main content area shows a progress bar with step 2 active, a heading "Please upload supporting documents for Elana", and instructions to upload receipts or invoices. A dashed box contains an upload icon and a "Browse" link.

EMA
Education Market Assistant

Scholarship Portal

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

1 2

Please upload supporting documents for Elana

You must submit a receipt and/or invoice in order to properly process your reimbursement.

Failing to provide this documentation now could cause delays.


Please submit one reimbursement per receipt and/or invoice.

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



Step Up For Students



Next, please enter your receipt information and click  button.

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



2



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

CONTINUE



Step Up For Students



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

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

Please Note the following boxes cannot be changed

- Category
- Type
- Description

Then upload your supporting documents and click the


DONE

1 2 3

Please enter the requested information below

Providing accurate details now, ensures no delays occur while processing reimbursements.

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

sept office hours 24.png  Your Receipt

ITEM 1

Purchase Date

Invoice #

Category

Type

Description

Amount


Who did you pay?

Provider Name

Educational Benefit

Attach Additional Documents

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



Drag and drop files here or
Browse to select files

DONE



Step Up For Students



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

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

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

Print	\$50.00
TOTAL	\$50.00

SUBMIT FOR APPROVAL



Step Up For Students



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



Thank you! We received your reimbursement request.

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

REQUEST ANOTHER REIMBURSEMENT

[Check the status of your reimbursements](#)



Step Up For Students

Pre-Authorization Status

If Pre-Authorization is placed on hold:

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

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



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

- On hold reason stated

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



Step Up For Students



Pre-Authorizations

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

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

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

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

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

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

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



Step Up For Students



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

Reason for Hold:

Documentation provided is password protected

Comments:



Please upload Documentation that is not password protected.

 EDIT



Step Up For Students



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

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

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

Reason for Hold:

Documentation provided is password protected

Comments:

Please upload Documentation that is not password protected.

CANCEL

 **RESUBMIT**



Step Up For Students



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

✕

Pre-Authorization Resubmitted

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

[BACK TO PRE-AUTHORIZATION](#)



Step Up For Students



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

✕

Are You Sure You Want to Cancel?

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

GO BACK DISCARD CHANGES



Step Up For Students

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

Pre-Authorization Status

If Pre-Authorization is denied:

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

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

DENIED

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

- Denial reason stated



Step Up For Students



Pre-Authorizations

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

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

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

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

What to Do If Your Pre-Authorization is Denied:

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



Step Up For Students



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

Reason for Denial:

Outside of purchase frequency guidelines

Comments:

Only one per student every two years

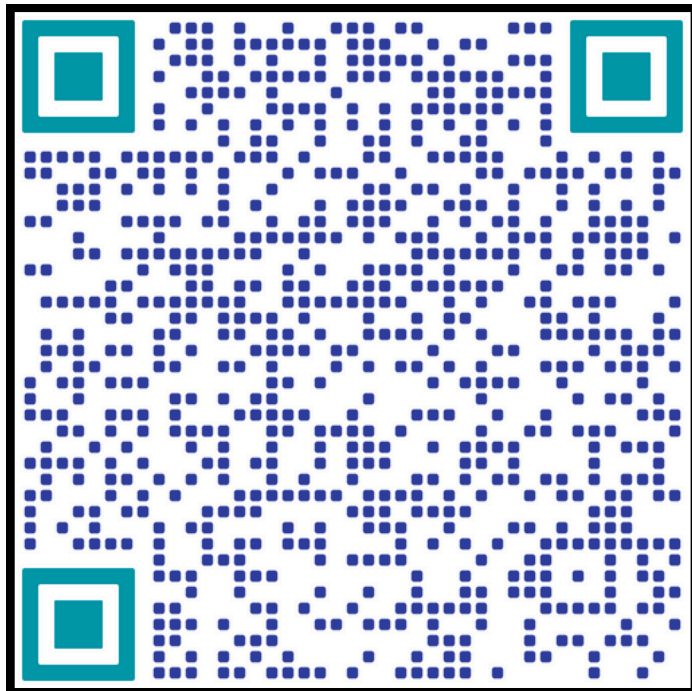


Personalized Education Program

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 Presentation YouTube Video](#)



Scholarship Change Request

How can you decline your Students award?

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

Required information that you will need to provide on the call

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



Award ID vs Student ID

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

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". At the top, there are three buttons: "Apply For Scholarship", "Open Student Learning Plan", and "New Reimbursement". The main content area is divided into two columns. The left column is titled "Student Profile" and contains a table of student information: Name (TestKH Test), DOB (6/15/2018), Gender (Male), Ethnicity (Hispanic or Latino), Race (Black or African American), and Relationship To You. There is an "EDIT" button next to the Student ID field. The right column is titled "Current Funds Available" and shows "New Worlds Scholarship Accounts" with a balance of "\$0.00". Below this is the "Applications" section, which lists "New Worlds Scholarship Accounts" with an "Award ID" and a "Program Award Amount" of "\$5,000.00". A "VIEW APPLICATION" button is visible next to the application entry. A red arrow points from the text on the left to the Student ID field, and a blue arrow points from the text on the right to the Award ID field.

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



Personalized Education Program

Sign up now for updates about scholarships from Step Up For Students for the 2025-26 school year!

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

**SCAN
ME**



[Sign up now for updates](#)



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



PEP Handbook Highlights

Personalized Education Program (PEP) 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 PEP scholarship.




Personalized Education Program



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



Q: What is the time frame for reimbursement requests to be reviewed/processed?

A: Per the parent handbook pg. 25, please allow up to 60 days for a reimbursement request that includes all the required supporting documentation to be fully reviewed. Failure to include all of the necessary supporting documentation may result in processing delays.

Q: I am interested in the PEP Hybrid option for my student. Where would I find a list of schools in my area /county that are participating?

A: Please visit the Florida School Choice website <https://www.floridaschoolchoice.org/information/privateschooldirectory/>. Select your County and click on the PEP Hybrid Schools tab for a list of currently approved Providers.

Q: How can I return an item I bought on MyScholarshop?

A: Per the parent handbook pg. 24, returns are completed through the vendor they were purchased from and not through Step Up For Students. Items may not be returned to a store. Individual vendors list their return policies and instructions in MyScholarShop. Once the vendor has received the item, it may take up to a few weeks for the funds to be credited to the student's scholarship account.



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 [here](#). Your input can have a meaningful impact on a child's educational experience. Thank you for your support.



New Provider Survey

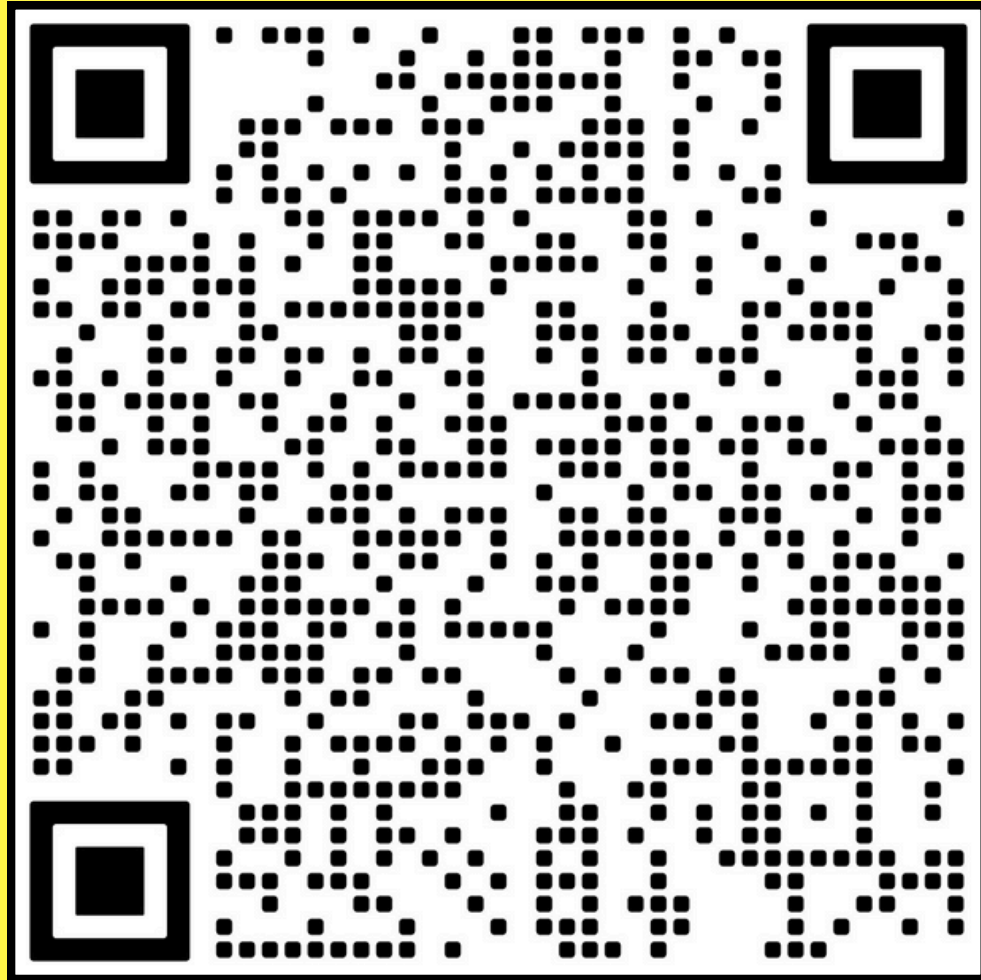


- Citrus
- Gilcrest
- Glades
- Gulf
- Hardee
- Hamilton
- Hendry
- Jefferson
- Lafayette
- Levy
- Liberty
- Madison
- Monroe
- Taylor
- Union
- Wakulla

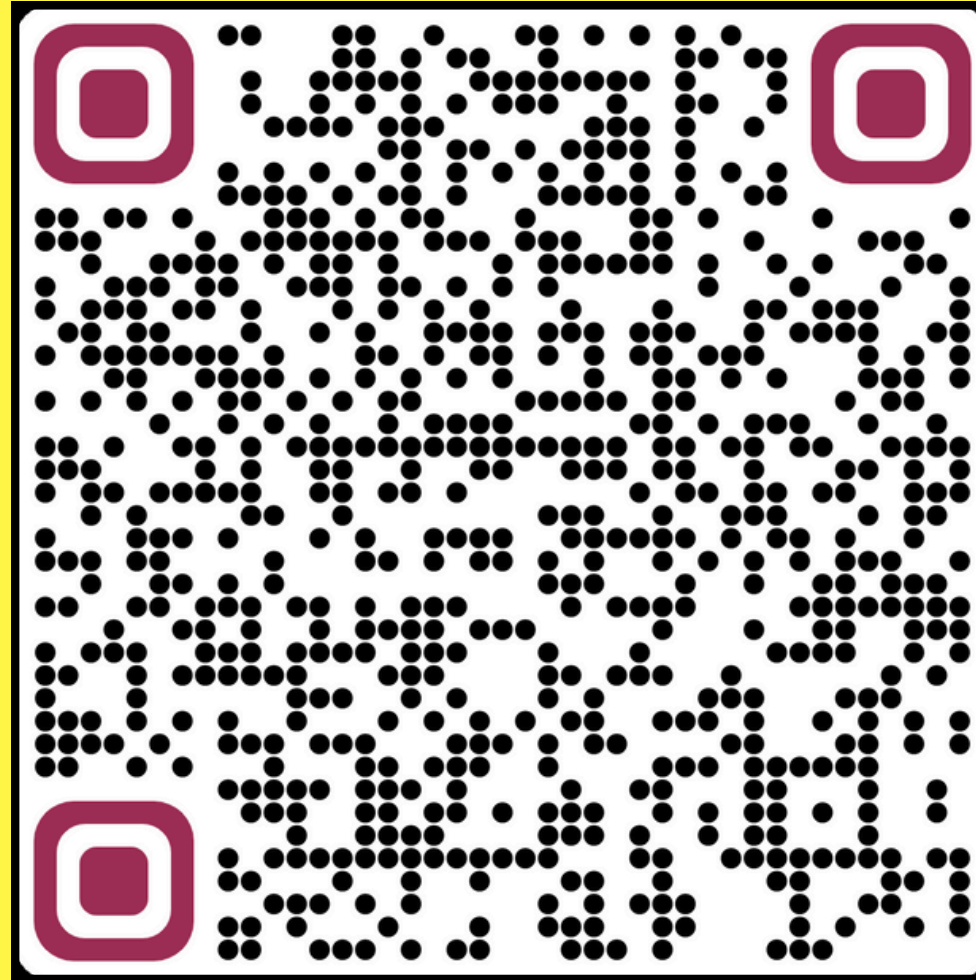


Personalized Education Program

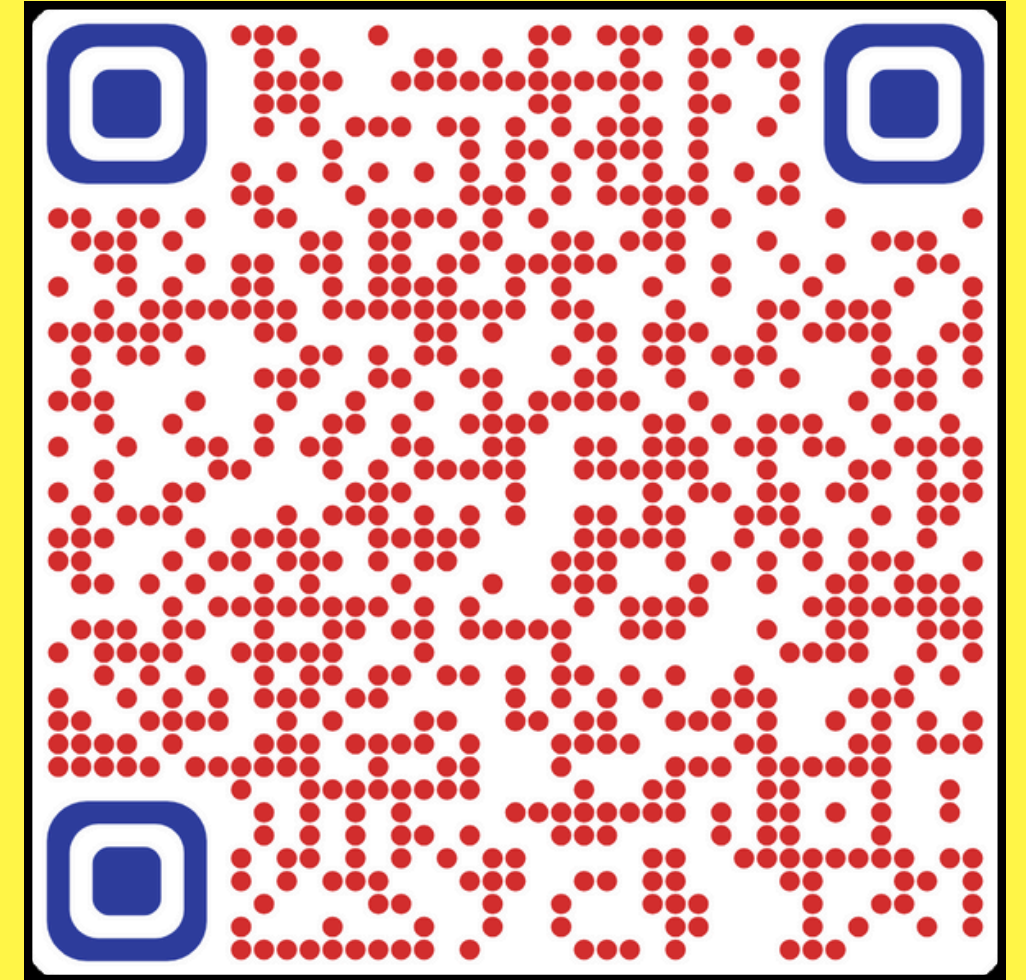
Past PEP Open Houses



[September Open House](#)



[October Open House](#)



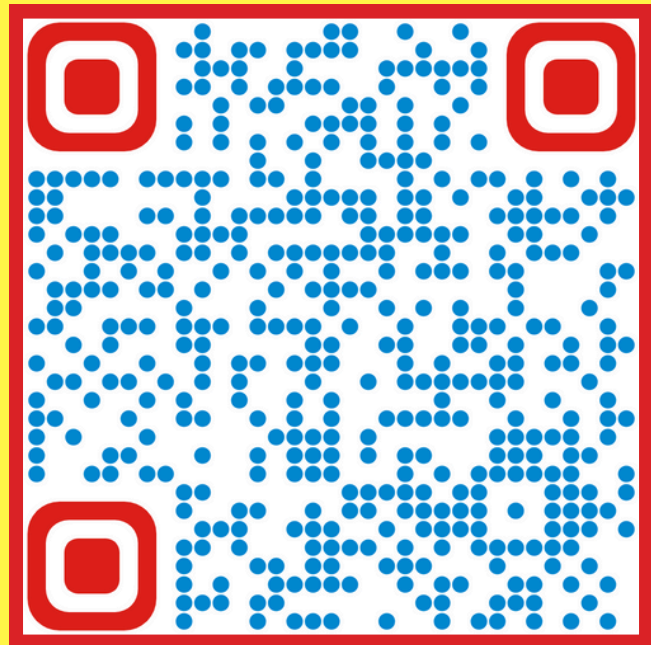
[November Open House](#)



Personalized Education Program

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

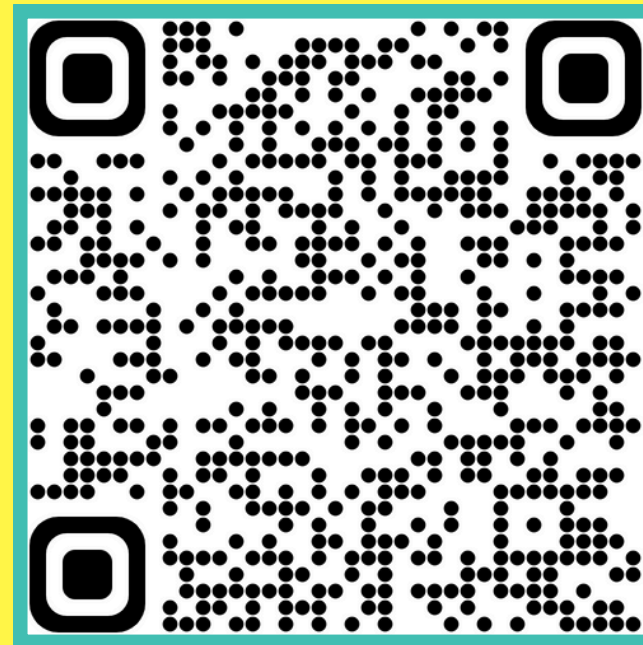
REGISTER NOW!



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



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



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



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



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



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](#)



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



Step Up For Students

@stepup4students · 10.8K subscribers · 73 videos

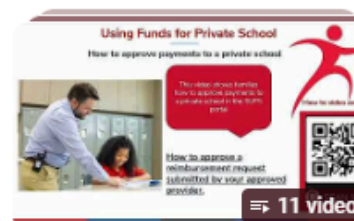
Step Up For Students empowers parents to pursue and engage in the most appropriate le...more

stepupforstudents.org

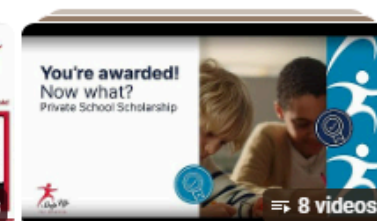
Subscribed

Home Videos Shorts **Playlists**

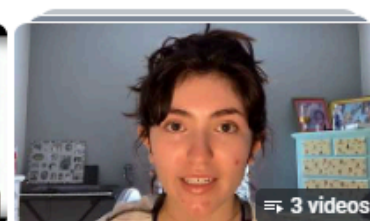
Created playlists



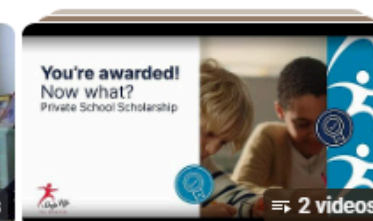
Step Up Parents
Updated 3 days ago
[View full playlist](#)



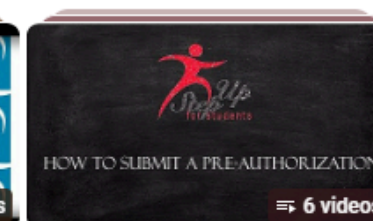
Step Up Parent
Updated 3 days ago
[View full playlist](#)



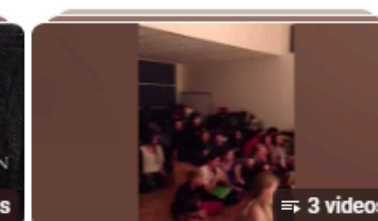
Income-based scholarships testimonials
[View full playlist](#)



The Florida Tax Credit Scholarship
[View full playlist](#)



The Gardiner Scholarship
[View full playlist](#)



Thank you from our Step Up families
[View full playlist](#)





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!

Upcoming webinar: January 23rd, 2024

[Registration Link](#)



Happy
Holidays

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