



**Personalized Education Program**

**August 22nd, 2024**

**Presented by Step Up For Students**

**OPEN HOUSE  
PEP**





## Personalized Education Program

# Agenda



**Scholarship Updates**

**Recent Communications**

**Legislative Updates and Scholarship Overview**

**MyScholarShop: New Vendor Alert**

**How to submit a Pre-Authorization**

**Purchasing Guide Hot Topics**

**Handbook Highlight**

**Q&A**

**Resources**

**Contact Us**



## Personalized Education Program



# Communications

**Subject: Phishing Attempt**

**Date: August 3, 2024**



Dear Parent/Guardian,

We are aware that someone is impersonating Step Up For Students by asking for donations as well as photos of your debit or credit cards. Please do not click on any links or open any attachments, forward all emails to [concerns@sufs.org](mailto:concerns@sufs.org). Your privacy and security are our top priorities. Always be vigilant in reviewing any contact from Step Up For Students.

*Best regards,*

*Step Up For Students*



## Personalized Education Program

# Communications

**Subject: Your student's 2024-2025  
PEP scholarship payment**

**Date: August 6, 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 for the **2023-24** school year. Following is helpful information regarding your student's funding.

**Your EMA Account:** As a reminder, starting with the 2023-24 school year, the FTC/FES-EO programs, including PEP, are now education savings accounts (ESAs), giving families even more flexibility in how to use their student's scholarships.





## Personalized Education Program

# Communications

**Subject: PEP Purchasing Guide Update**

**Date: August 3, 2024**



Dear Parent/Guardian,

The 2024-25 Purchasing Guide for the following programs is now available.

- Florida Tax Credit Scholarship (FTC)
- Family Empowerment Scholarship for Educational Options (FES-EO)
- Personalized Education Program (PEP)

[View the 2024-25 Purchasing Guide](#)

For a helpful one-pager highlighting some of the changes within the new guide, please [click here](#).

As a reminder, the FTC/FES-EO/PEP programs are education savings accounts (ESAs), giving families even more flexibility in how to use their student's scholarships.



## Personalized Education Program

# Step Up For Students

## Mission

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



## Personalized Education Program

# Who is Step Up For Students?

Step Up For Students is a state-approved, nonprofit, Scholarship Funding Organization (SFO) with a mission to help students find their place within Florida's public and private education system.

These programs include:

The Family Empowerment Scholarship for Educational Options (FES-EO)

The Florida Tax Credit Scholarship (FTC)

Personalized Education Program (FTCPEP)

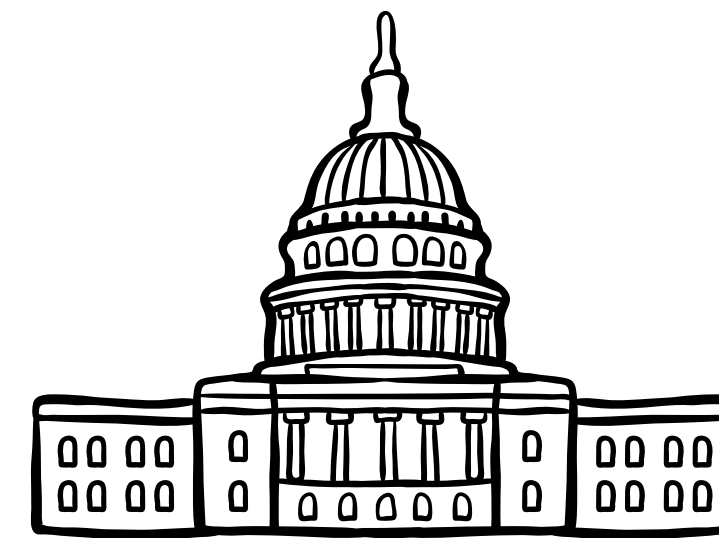
The Family Empowerment Scholarship for Students with Unique Abilities (FES-UA)

The Transportation Stipend

The New Worlds Scholarship Program



## Personalized Education Program



## Legislative Updates

### Personalized Education Program (PEP)

Allow PEP students to use scholarship funds to pay for tuition at hybrid private schools, approved by the DOE to participate in PEP. Students must attend at least two school days per week at the school's physical location. A student learning plan must explain remaining instructional hours occurring outside of the hybrid school.



## Personalized Education Program

### Hybrid School Option



**Please be aware that this provision does not extend to non-participating private schools or entities already authorized under s.1002.395(6)(d), which covers full-time tutoring, home education programs, and more.**

**The Department of Education (DOE) will furnish SUFS with a list of approved participating private schools.**



## Personalized Education Program

# Overview of the Personalized Education Program (FTCPEP)

Florida students in grades K-12 who are not enrolled full-time in a private or public school may access the Personalized Education Program (PEP). This scholarship is an education savings account (ESA) that can be used to support the educational needs of eligible students.

The program can serve up to 60,000 students in the 2024-25 school year and may grow by 40,000 annually.





## Personalized Education Program

# Overview of the Personalized Education Program (FTCPEP) cont...

### PEP students must:

- **Declare a grade level for eligibility and scholarship values.**
- **Maintain an annual Student Learning Plan (SLP) in order to be funded.**
- **Withdraw as a full-time public or private school student or terminate a home education program with their school district before receiving PEP scholarship funding**
- **Take a norm-referenced test annually and submit results to Step Up For Students.**



## Personalized Education Program

# Overview of the Personalized Education Program (FTCPEP) cont...

## How Does It Work?

PEP scholarships provide access to an education savings account (ESA) that functions like a bank account. Families direct these funds to pay for:

- Instructional Material
- Curriculum
- A virtual program approved by the FLDOE
- Fees for services provided by a Choice Navigator
- Contracted services provided by a public school or school district, including classes
- Tuition for an eligible home education instruction program
- Fees for nationally standardized norm-referenced tests and other assessments
- Tuition and fees for private tutoring programs
- Tuition as a private pay student at Florida Virtual School
- Education at an eligible postsecondary educational institution or approved apprenticeship program
- Digital materials exclusive of digital devices such as a laptop



## Personalized Education Program

# Declining Scholarship Form



Decline Form (English)



Decline Form (Spanish)



Step Up for Students Website



# Personalized Education Program



## PEP Award Amounts



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

#### Basic Scholarship Amounts for 2024-25

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

District	Grades K-3	Grades 4-8	Grades 9-12
Alachua	\$8,147.00	\$7,518.00	\$7,401.00
Baker	\$8,722.00	\$8,076.00	\$7,955.00
Bay	\$8,255.00	\$7,626.00	\$7,509.00
Bradford	\$8,815.00	\$8,169.00	\$8,048.00
Brevard	\$8,202.00	\$7,573.00	\$7,456.00
Broward	\$8,310.00	\$7,665.00	\$7,545.00
Calhoun	\$9,062.00	\$8,416.00	\$8,295.00
Charlotte	\$8,693.00	\$8,064.00	\$7,947.00
Citrus	\$8,127.00	\$7,498.00	\$7,381.00
Clay	\$8,159.00	\$7,530.00	\$7,413.00
Collier	\$9,908.00	\$9,249.00	\$9,126.00
Columbia	\$8,378.00	\$7,732.00	\$7,611.00
Dade	\$8,467.00	\$7,824.00	\$7,705.00
De Soto	\$8,692.00	\$8,046.00	\$7,925.00
Dixie	\$8,799.00	\$8,153.00	\$8,032.00
Duval	\$8,246.00	\$7,612.00	\$7,493.00
Escambia	\$8,230.00	\$7,601.00	\$7,484.00
Flagler	\$8,067.00	\$7,438.00	\$7,321.00
Franklin	\$9,733.00	\$9,087.00	\$8,966.00
Gadsden	\$8,640.00	\$7,994.00	\$7,873.00
Gilchrist	\$9,034.00	\$8,388.00	\$8,267.00
Glades	\$9,326.00	\$8,680.00	\$8,559.00
Gulf	\$9,394.00	\$8,748.00	\$8,627.00
Hamilton	\$9,027.00	\$8,381.00	\$8,260.00
Hardee	\$8,433.00	\$7,787.00	\$7,666.00
Hendry	\$8,116.00	\$7,470.00	\$7,349.00
Hernando	\$8,112.00	\$7,483.00	\$7,366.00
Highlands	\$8,368.00	\$7,722.00	\$7,601.00
Hillsborough	\$8,251.00	\$7,615.00	\$7,496.00
Holmes	\$8,999.00	\$8,353.00	\$8,232.00
Indian River	\$8,495.00	\$7,866.00	\$7,749.00
Jackson	\$8,745.00	\$8,099.00	\$7,978.00
Jefferson	\$10,224.00	\$9,578.00	\$9,457.00
Lafayette	\$9,126.00	\$8,480.00	\$8,359.00

District	Grades K-3	Grades 4-8	Grades 9-12
Lake	\$8,109.00	\$7,480.00	\$7,363.00
Lee	\$8,596.00	\$7,962.00	\$7,844.00
Leon	\$8,201.00	\$7,572.00	\$7,455.00
Levy	\$8,848.00	\$8,202.00	\$8,081.00
Liberty	\$9,200.00	\$8,554.00	\$8,433.00
Madison	\$8,684.00	\$8,038.00	\$7,917.00
Manatee	\$8,276.00	\$7,647.00	\$7,530.00
Marion	\$8,131.00	\$7,502.00	\$7,385.00
Martin	\$8,769.00	\$8,135.00	\$8,017.00
Monroe	\$11,983.00	\$11,330.00	\$11,209.00
Nassau	\$8,553.00	\$7,924.00	\$7,807.00
Okaloosa	\$8,294.00	\$7,665.00	\$7,548.00
Okeechobee	\$8,511.00	\$7,865.00	\$7,744.00
Orange	\$8,264.00	\$7,629.00	\$7,511.00
Osceola	\$8,164.00	\$7,535.00	\$7,418.00
Palm Beach	\$8,698.00	\$8,044.00	\$7,922.00
Pasco	\$8,157.00	\$7,528.00	\$7,411.00
Pinellas	\$8,440.00	\$7,809.00	\$7,691.00
Polk	\$8,164.00	\$7,535.00	\$7,418.00
Putnam	\$8,614.00	\$7,968.00	\$7,847.00
St. Johns	\$8,244.00	\$7,615.00	\$7,498.00
St. Lucie	\$8,278.00	\$7,649.00	\$7,532.00
Santa Rosa	\$8,138.00	\$7,509.00	\$7,392.00
Sarasota	\$8,936.00	\$8,297.00	\$8,178.00
Seminole	\$8,205.00	\$7,576.00	\$7,459.00
Sumter	\$8,761.00	\$8,132.00	\$8,015.00
Suwannee	\$8,399.00	\$7,753.00	\$7,632.00
Taylor	\$8,667.00	\$8,021.00	\$7,900.00
Union	\$8,885.00	\$8,239.00	\$8,118.00
Volusia	\$8,067.00	\$7,438.00	\$7,321.00
Wakulla	\$8,412.00	\$7,766.00	\$7,645.00
Walton	\$9,878.00	\$9,249.00	\$9,132.00
Washington	\$9,026.00	\$8,380.00	\$8,259.00



## Personalized Education Program

# MyScholarShop New Vendor Alert





Company Name	Description Of Services	Website
Master Books	Master Books publishes Christian homeschool curriculum that will grow students' faith in their Creator and His Word in a way that will have a lasting and eternal impact. They serve grades Pre-K through 12th grade.	
Denison Algebra	Denison Algebra is a curriculum company built for homeschool families to provide quality, digital instruction in middle and high school math, particularly algebra. As homeschoolers ourselves, we understand the issues - from ill-fitting curriculum options to the onset of shaky confidence - that often come up when students hit higher level math. So, we set out to address the problem with clear, easy-to-understand courses designed for confidence-building retention and brain-friendly mastery.	





## Personalized Education Program

# MyScholarShop Vendor Alert

Company Name	Description Of Services	Website
Craftsman Crate & Raising Real Men	Receive monthly boxes that contain what you need to learn a real skill and produce real projects – it's a curriculum for becoming an artisan! Every month you'll get to try a new hobby. It's fun, it's satisfying, it's authentic.	 The logo for Craftsman Crate is a dark wood-grain rectangular stamp. It features a circular emblem in the center containing two crossed tools, a hammer and a saw. The words "CRAFTSMAN CRATE" are printed in a bold, sans-serif font across the middle of the stamp.
Epic! Creations, Inc.	Epic is the leading digital reading platform—built on a collection of 40,000+ popular, high-quality books from 250+ of the world's best publishers—that safely fuels curiosity and reading confidence for kids 12 and under.	 The logo for Epic! is the word "epic!" written in a bold, blue, lowercase, sans-serif font. The exclamation point is also blue and matches the font style.





## Personalized Education Program

# MyScholarShop Vendor Alert

Company Name	Description Of Services	Website
Pix Brix	Pix Brix are a multi-award-winning pixel puzzle brick that utilizes a unique patented connection system. This simple 1-piece slide + stack system allows the user to create 2D pixel art and 3D builds by connecting vertically, horizontally, and even diagonally. Pix Brix are a certified <u>STEM/STEAM</u> open ended building toy that fosters play, creativity, and imagination.	The logo for Pix Brix features the words "PIX BRIX" in a bold, pixelated font, with a red gear icon between the words, and "PIXEL PUZZLE BRICKS" in a smaller font below.
Apologia	Apologia's Christian homeschool curriculum is developed in a way that puts your child first, creating content that is exciting, challenging, and rewarding to motivate students to want to learn more about the world around them.	The logo for Apologia features a blue shield with a white cross, followed by the word "apologia" in a lowercase, serif font.
TalkBox.Mom	With this program, you learn a foreign language as a family the same way you learned your first: talking as life happens! The program offers learning guides to put up and use, native speaker audio practice. You may use your phone or tablet to practice.	TALKBOX.MOM



## Personalized Education Program

# What is the Purchasing Guide?

- It serves as a helpful reference for families navigating the scholarship process.
- Updated at least annually.
- It is not intended to provide detailed instructions or to prescribe any educational program.
- Please refer to Step Up For Student's FTC/FESEO/PEP Parent Handbook for more detailed information.



## Personalized Education Program

# Purchasing Guide Hot Topics



## School Supplies & At Home Classroom Furnishings



## Personalized Education Program

**Approved School  
Supplies Generally  
Found Or Required  
In Classrooms**

- Paper
- Notebooks
- Folders
- Binders
- Planners
- Organizers
- Writing Utensils
- Crayons
- Lunchboxes
- Math tools (Abacus/Compasses/Protractors/Rulers)
- Bookbags (Backpacks, Tote Bag, Messenger Bags)
- Colored Pencils
- Markers
- Tape
- Paperclips
- Staplers
- Calculators



## Personalized Education Program

# Approved Furnishings Used To Create An At-Home Classroom



- \*Multiples of an item type will not be approved
- \*Televisions may be purchased once every 2 years.

- Desk (age/size appropriate)
- Chair (age/size appropriate)
- Standing or Drop-Down Screens
- Educational Posters/Visual Supports
- Architect/Drafting Table (age/size appropriate)
- Storage (including bookshelves and storage or organization containers)
- Picnic Table
- Whiteboards
- Timers/Clocks
- Bulletin Boards
- Indoor Projector
- Rugs or Foam Tiles
- Maps/Globes/Atlases
- Televisions (up to 55")





## Personalized Education Program



**2024-2025**

**Purchasing Guide**



**2024-25**

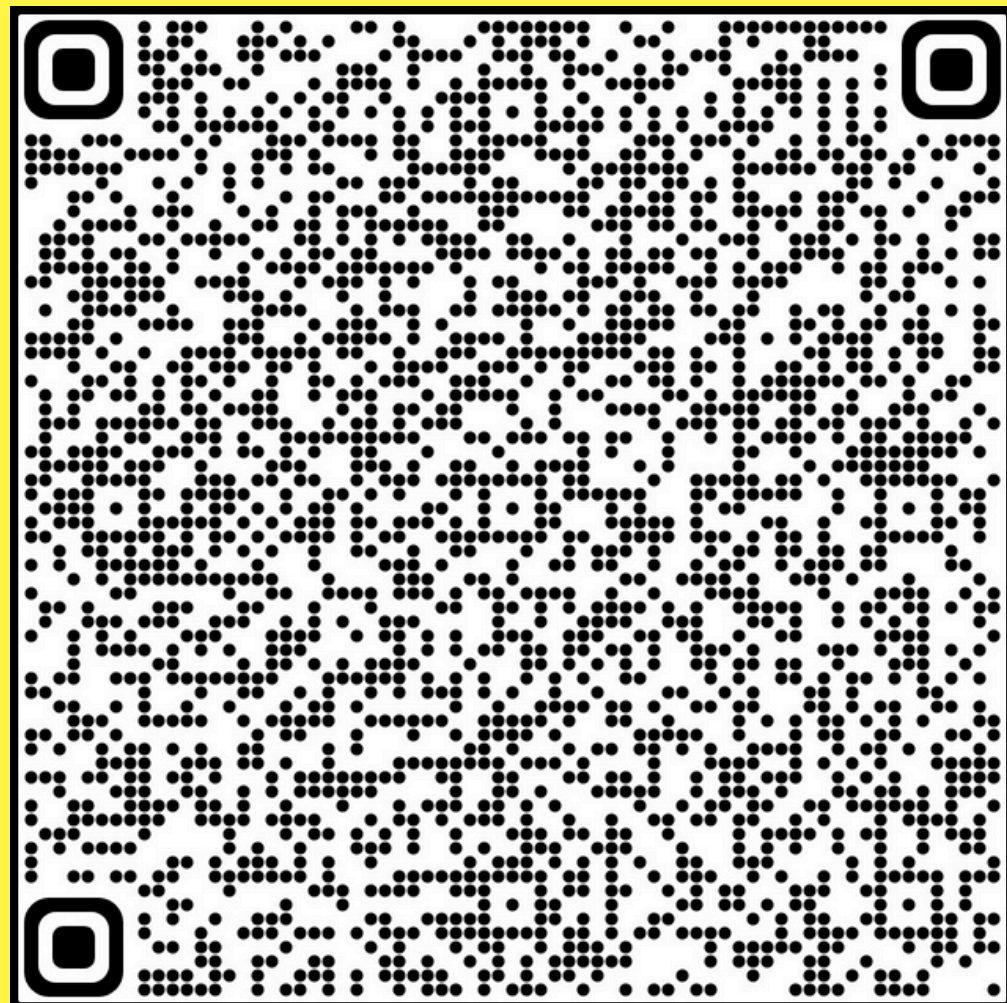
**PURCHASING GUIDE**

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





# Personalized Education Program



[What's New in the 2024-2025 FTC/FES-EO/PEP Purchasing Guide](#)



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

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

### What's new for you?

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

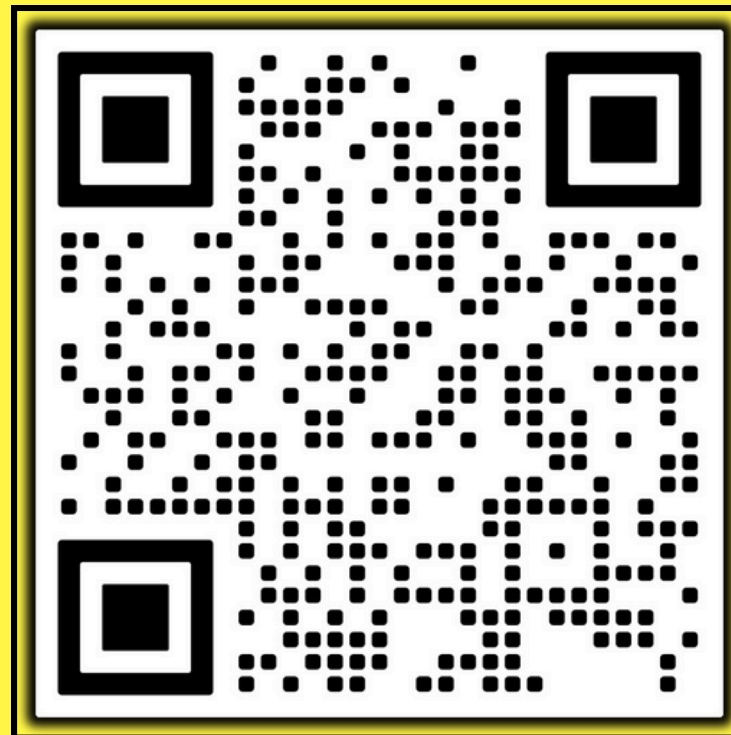
\*The **Educational Benefit Form** was created to help guardians demonstrate the educational benefit of an item, product or service that supports their student's learning and education. [Click here to access the form.](#)



## Personalized Education Program



# How To Submit A Pre-Authorization



[How To Submit A Pre-Authorization](#)





## Personalized Education Program

# Where To Find The Pre-Authorization Form

1. Visit [www.sufs.org](http://www.sufs.org)
2. Click on the red 'Apply/Login' button at the top of the page
3. Choose 'Apply' from the drop down menu
4. Under the Resources section, click on "Pre-Authorization Form"

**\*\*Legacy families will need to continue using the Legacy system to submit their Pre-Authorizations.**

A screenshot of the Step Up For Students website. The top navigation bar includes a "Questions? Contact us" link, social media icons, and a language selector. The main navigation menu features "Apply/Login", "Find a School", and "Donate". A red box highlights the "Apply/Login" button, with a blue circle and the number "1" next to it. A dropdown menu is open, showing "Log In" and "Apply" (highlighted with a red box and a blue circle with the number "2"). Below the navigation, a banner reads "any requests for this information, please forward them to [concerns@sufs.org](mailto:concerns@sufs.org)". A row of icons represents various programs: FTC/FES-EO/PEP, FES-UA, New Worlds, Hope, and Transportation. A red arrow points from the "Hope" icon to a "Resources" sidebar on the right. The "Resources" sidebar lists "Pre-Authorization Form" (highlighted with a red box and a blue circle with the number "3"), "Scholarship Application Checklist", "Purchasing Guides", "Document Library", "FTC/FES-EO/PEP", "2024-25 FTC/FES-EO Purchasing Guide", "Renewal Families: Application Process Video", and "Renewal Families: Application". Below the icons, a section titled "Private School and PEP Scholarships Login" contains text about renewing or applying for a 2024-25 scholarship for the Family Empowerment Scholarship for Educational Options (FES-EO) and the Florida Tax Credit (FTC) Scholarship, including the Personalized Education Program (PEP). A "Helpful Tips:" section is partially visible at the bottom.



# Personalized Education Program



## 2024-2025 Pre-Authorization Form



Dear Parent/Guardian,

A process is now available for families to submit 2024-25 pre-authorization requests. Pre-authorizations are needed when an item or service is not listed in the Purchasing Guide, or is indicated as requiring a pre-authorization request (this includes items on MyScholarShop requiring a pre-authorization.)

Please [click here](#) to watch a helpful video about how to submit a pre-authorization request. You may also read through the steps below.

### Pre-Authorization Steps:

Step 1: Parent/guardian submits a pre-authorization request using this [form](#).

Step 2: Step Up reviews if the pre-authorization is eligible for reimbursement or a MyScholarShop purchase.

Step 3: Parent/guardian will receive an email explaining whether the pre-authorization request is approved, placed on hold, or denied.

- **If a pre-authorization request is approved:** Parent/guardian may submit a MyScholarShop order OR a reimbursement request for their pre-authorized item/service by adding the pre-authorization number in the reimbursement comments section. This will allow processors to verify the item was pre-authorized.
- **If a pre-authorization request is placed on hold:** Parent/guardian will submit the documents requested by Step Up to complete the process for the pre-authorization. This can be done by completing the [on hold form](#).
- **If a pre-authorization request is denied:** Parent/guardian's request is not eligible for pre-authorization. An appeal for a denied request may only be submitted once by completing this [form](#). Select "yes" on the appeal drop-down, and include the pre-authorization request number in the appeal description box.

**IMPORTANT:** Students who have been using the Family Empowerment Scholarship for Students with Unique Abilities program since the 2022-23 school year and before, must submit pre-authorization and reimbursement requests through their legacy [Parent Portal](#) account. Reimbursements submitted in EMA for these students will be denied.

### Questions?

Chat with a live agent at [www.sufs.org](http://www.sufs.org)



## Personalized Education Program

# How To Submit A Pre-Authorization

**Many items and services have been pre-approved as authorized uses of scholarship funds.**

**However, some require parents/guardians to submit a pre-authorization request in advance of making the purchase.**



## Personalized Education Program

# List of Items Requiring a Pre- Authorization

- Overnight or day educational camps with documentation of educational benefit
- Multiple of a single At-Home Classroom Furnishings item that exceeds \$50
- Multiple of a single digital periphery device that exceeds \$50
- Multiples of a single elective item that exceeds \$50
- Assistive devices not enumerated in this guide
- Adaptive exercise equipment
- P.E. activities occurring outside of the state of Florida





## Personalized Education Program

# List of Items Requiring a Pre- Authorization

- Curriculum that is not publicly available
- Full or half-day education programs for students aged 16 and up
- Televisions over 55 inches
- Fees associated with standardized testing or examinations not listed in the handbook
- Non-school affiliated field trip activities occurring outside of the State of Florida, but within the United States
- Items or services that fall outside the frequency of purchase requirements listed in the handbook (within Digital Devices, P.E., Electives, At-Home Classroom Furnishings)



# Personalized Education Program



## 2024-25 Pre-Authorization Request

You may complete a pre-authorization request by submitting the information below. Please ONLY submit one item per form. Thank you!

**Student ID \***

You can find your Student ID under the "My Students" tab on your EMA account or the "Account Activity" tab on the legacy system.

**Program \***

**Student First Name \***

**Student Last Name \***

**Parent/Guardian First Name \***

**Parent/Guardian Last Name \***

**Parent/Guardian Email Address \***

Please use the same email that is on your student's application.

**Item Quantity \***

**Price of Item/Service \***

**Reimbursement Category, Type, and Detail \***

**Please make sure to complete each field of the form with accurate and correct information.**



# Personalized Education Program

# Sample of Completed Form



## 2024-25 Pre-Authorization Request

You may complete a pre-authorization request by submitting the information below. Please ONLY submit one item per form. Thank you!

**Student ID \***

You can find your Student ID under the "My Students" tab on your EMA account or the "Account Activity" tab on the legacy system.

123456789

**Program \***

FES-UA

**Student First Name \***

Jane

**Student Last Name \***

Doe

**Parent/Guardian First Name \***

John

**Parent/Guardian Last Name \***

Doe

**Parent/Guardian Email Address \***

Please use the same email that is on your student's FES-UA application.

johndoe@gmail.com

**Item Quantity \***

1

**Price of Item/Service \***

\$14.99

**Reimbursement Category, Type, and Detail \***

Educational Software Subscription- Online streaming services

**Please provide an explanation of the educational benefit of the item/service you're requesting a pre-authorization for. \***

Please describe in detail how the item or service being requested will be educationally beneficial to your student specifically.

Disney Plus has multiple shows and movies that are educational. Jane will learn Science and History among other things to assist in her Home Education program.



# Personalized Education Program

# Sample of Completed Form



## 2024-25 Pre-Authorization Request

You may complete a pre-authorization request by submitting the information below. Please ONLY submit one item per form. Thank you!

Item Quantity \*

1

Price of Item/Service \*

\$14.99

Reimbursement Category, Type, and Detail \*

Educational Software Subscription- Online streaming services

Please provide an explanation of the educational benefit of the item/service you're requesting a pre-authorization for. \*

Please describe in detail how the item or service being requested will be educationally beneficial to your student specifically.

Disney Plus has multiple shows and movies that are educational. Jane will learn Science and History among other things to assist in her Home Education program.

Please provide the link to the item/service you're requesting a pre-authorization for. \*

Disneyplus.com

Is this an appeal? \*

No

Appeal description

Please provide a brief description of the item/service you're requesting an appeal for.

Please attach any applicable documents.

Drag and drop files here or [browse files](#)

Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)



## Personalized Education Program

# Best Practices for a Pre- Authorization

**Please ensure that you thoroughly complete all required fields and provide a detailed description in the pre-authorization form.**

**Please make sure to upload all appropriate documentation, including an image or screenshot of the requested item.**

**Additionally, include any doctor's notes, prescriptions, referral letters, etc., that support the request.**



## Personalized Education Program

# Best Practices for a Pre- Authorization

If approved, the items or services submitted on the reimbursement must match those on the pre-authorization. If they do not, Step Up For Students reserves the right to deny the reimbursement request.

An approved pre-authorization is valid for purchases in the school year in which it was approved.

If an item requires pre-authorization, the pre-authorization process must be completed and there must be an approval prior to placing the order.

Step Up For Students considers the manufacturer's recommended minimum age when processing pre-authorization requests. Prior approval of items or services due to error does not constitute policy.

Approval of pre-authorization requests are made on a case-by-case basis relevant to the circumstances of the individual student.





## Personalized Education Program

# Pre- Authorizations for Goods & Services

### Important Information:

Please review the purchasing guide to ensure that your requested item or service is not listed as an approved or eligible expense. These items do not require pre-authorization.

When requesting pre-authorization for elective courses or items related to elective courses, please be sure to describe the curriculum being used, even if the curriculum/course is parent-designed.

The pre-authorization should be specific to the student and contain as much detail about the specific item or service being requested as possible, including the approximate cost. Also, be sure to include a link or screenshot that shows the item or service.

When requesting pre-authorization for a Specialized Summer Education Program, please include the program's start and end dates in the documentation.



## Personalized Education Program

## Email Sample

# Pre- Authorizations Approved Status

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

**NEXT STEP:**

To purchase this item through the Marketplace, please log in to your EMA account.

To seek reimbursement after purchasing the item/service, please submit a reimbursement request in EMA.

**IMPORTANT:**

Students who have been using the Family Empowerment Scholarship for Students with Unique Abilities program since the 2022-23 school year and before, must submit pre-authorization and reimbursement requests through their legacy Parent Portal account. Reimbursements submitted in EMA for these students will be denied.

**IMPORTANT:** You must add the pre-authorization number (listed above) for this request in the reimbursement comments section.

This will allow processors to verify the item was pre-authorized.



# Personalized Education Program

The screenshot shows the 'Scholarship Portal' interface. On the left sidebar, the 'Reimbursements' tab is highlighted with a red circle. The main content area displays a form for adding a new reimbursement item. At the top, there are three progress indicators, with the third one being active. Below this, the text reads: 'Please enter the requested information below' and 'Providing accurate details now, ensures no delays occur while processing reimbursements.' A note states: 'Please use 'Add Item' for each line item of your receipt/invoice.' The form includes a file upload field for 'Your Receipt' with the filename 'fes ua.png'. Below this is a section for 'ITEM 1' with the following fields: 'Purchase Date' (mm/dd/yyyy), 'Invoice #' (empty), 'Category' (Select a Category), 'Amount' (50.00), and 'Educational Benefit' (empty). The 'Educational Benefit' field is highlighted with a red circle. At the bottom of the form are two buttons: 'ADD ITEM' (blue) and 'DONE' (red). The footer of the page reads '2024 - SUFS - Privacy'.

## Once Your Pre-Authorization Is Approved:

1. Return to EMA

2. Click on the 'Reimbursement' tab on the left

3. Create a new reimbursement.

4. Upload all required documents.

5. Fill in all required boxes.

6. Reference the pre-authorization number in the educational benefit box.



## Personalized Education Program

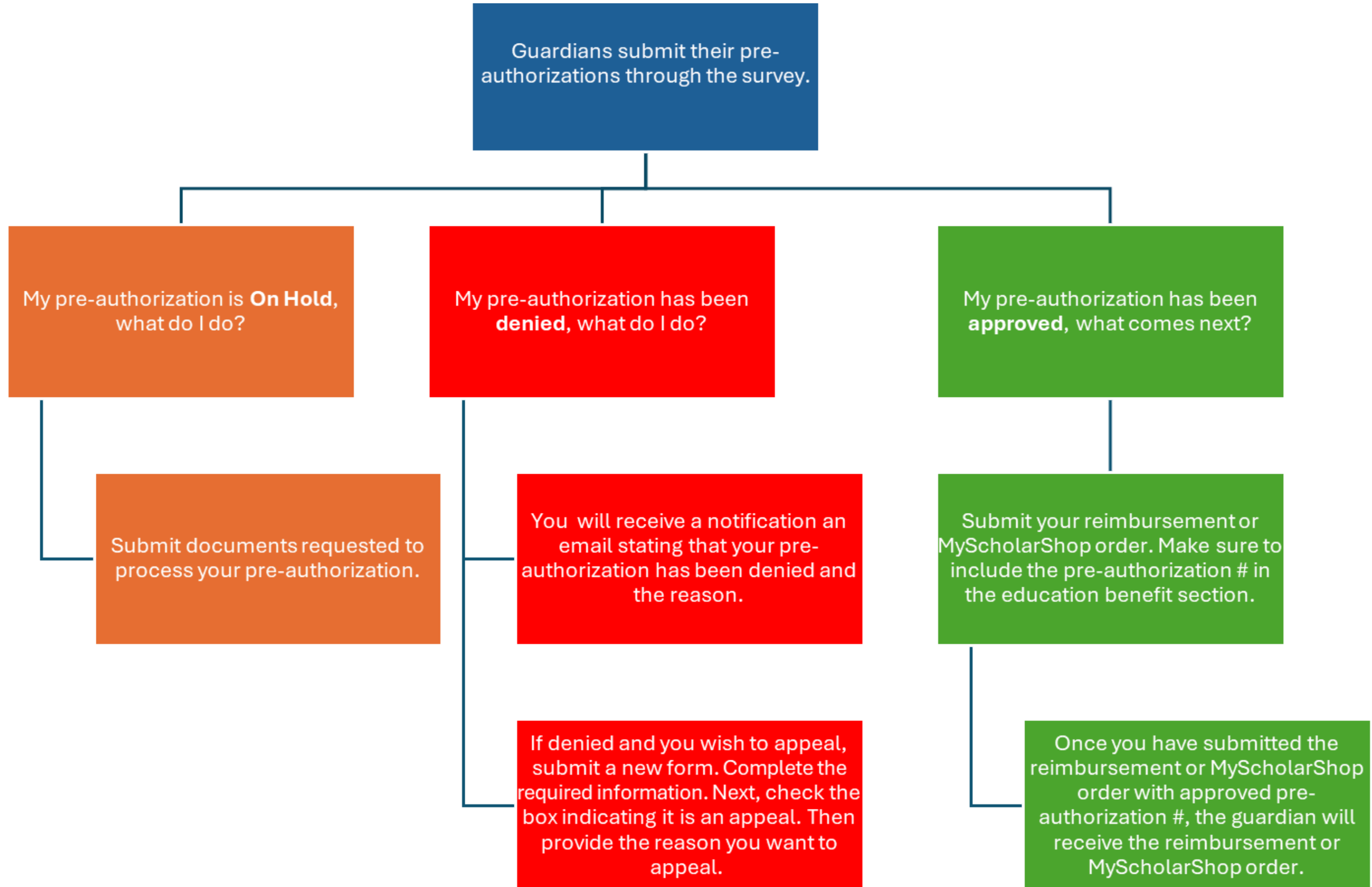
# Pre- Authorization Status

**If a pre-authorization request is placed “On Hold”:** Parent/guardian will need to re-submit your pre-authorization request. A new form will be emailed to the parent to complete. Please include the required information, documentation and or the link associated with your item or service.

**If a pre-authorization request is “Denied”:** Parent/guardian's request is not eligible for pre-authorization. An appeal for a denied request may only be submitted once by completing this form. Select “yes” on the appeal drop-down menu and include the pre-authorization request number in the appeal description box. The appeal decision for Step Up For Students is final.



# Pre-Authorization Process For Guardians





## Personalized Education Program



### Handbook Highlight

**The Personalized Education Program (PEP) parent handbook serves as a guide on how to utilize your scholarship funds.**

**Over the next few slides, we will show you where to find answers to some of your most frequently asked questions we get about the Personalized Education Program (PEP) scholarship.**





## Personalized Education Program

**Transferring Among Scholarship Funding Organizations**  
**pgs. 16-17**

**Step Up For Students is one of Florida's approved Scholarship Funding Organizations (SFOs). A student may only have a scholarship funded through one SFO at a time. Scholarship applications and awards are not transferable between SFOs. A student awarded a scholarship by one SFO who has not yet received funding and wants to move to a different SFO must decline their scholarship with their current SFO and submit a new scholarship application with a different SFO. Step Up For Students' scholarship decline form is available [here](#).**

**A parent or guardian of a student awarded scholarships by multiple SFOs must select the organization they would like to administer their scholarship and decline scholarships from the others. Step Up cannot receive incoming transfer requests. If a student has received funding from one SFO, and the parent or guardian would like to transfer administration of their student's scholarship to a different SFO, they must initiate a transfer as follows:**

**Students transferring into Step Up: A parent or guardian of a student with a scholarship funded by another SFO who wishes to transfer to Step Up For Students should contact their current SFO to initiate a transfer process.**

**Students transferring out of Step Up: A parent or guardian of a student with a scholarship currently funded by Step Up For Students should contact Step Up to request a transfer to another SFO. Step Up will work with the other SFO to begin the transfer process. Transferring funds may take several months to complete.**



# Personalized Education Program



**2024-2025**

**Parent/Guardian Handbook**



## **FLORIDA CHOICE SCHOLARSHIPS**

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



## Personalized Education Program

**FEEDBACK**



SCAN ME



Are you interested in providing feedback on the handbook? Your input is valuable to us.





## Personalized Education Program

**Q: What digital devices(computers/printers) are approved for reimbursement? and will there be an updated purchasing guide for 2025?**

**A: Currently, digital devices are not statutorily allowed for the PEP scholarship. The 2024-2025 Purchasing Guide can be accessed using the QR code or by click the link [here](#).**





## Personalized Education Program

**Q: After graduation, if there are funds still in the account, what can they be used for?**

**A: After graduation, approved items that are found in the Purchasing Guide can still be purchased. Some of these purchases that can be made are tuition and Fees at an Eligible Postsecondary Institution Tuition and fees required for enrollment at an eligible postsecondary institution, or a program offered by an eligible postsecondary institution, are covered by FTC/FES-EO. Eligible postsecondary institutions include:**

- A Florida College System institution
- A school district technical center
- A state university
- A school district adult general education center
- An independent college or university that is eligible to participate in the William L Boyd, IV Effective Access to Student Education Grant Program under s. 1009.89, F.S.
- An accredited independent postsecondary educational institution, as defined in s. 1005.02, F.S., which is licensed to operate in the state of Florida (under part III of Effective August 2024) or

**Tuition and fees for an organized course of instruction designed to prepare a person 16 years of age or older to become an apprentice in a course approved by and registered with the department and sponsored by a registered apprenticeship program under s. 446.042, F.S. Funds can continue to be used until the account is depleted. The account must remain active by making at least one purchase per year. If the account remains dormant for two or more years, then the funds are returned to the Department of Education.**





## Personalized Education Program

**Q: What types of providers (extra curricular activities, music, sports, foreign language, etc.) can you utilize with your scholarship dollars? What qualifications do they need?**

**A: Providers of extracurricular activities including but not limited to dance lessons, sports lessons (including individual training or group training), art lessons, cooking lessons, drama lessons, music lessons, sewing lessons, and foreign language lessons can be paid using scholarship funds.**

**Eligible providers for enrichment or elective subjects should have one of the following:**

- **Certification or national accreditation in the relevant subject area.**
- **Currently enrolled in a postsecondary educational institution as a student of the relevant subject area;**
- **Degree from a postsecondary educational institution in the relevant subject area;**
- **Eligible to provide part-time tutoring services as identified in the requirements listed in the Tuition and Fees for Part-Time Tutoring Services or Fees for Choice Navigator Services**
- **Minimum of three years of experience in the relevant subject area as demonstrated by employment records (i.e. a resume, website, LinkedIn profile, etc.); or**
- **Valid or expired Florida educator's certificate**



# Personalized Education Program

## Resources



**[Purchasing Guide: Florida Tax Credit Scholarship, Family Empowerment Scholarship For Educational Options](#)**



**[What's New in the FTC/E0/PEP Purchasing Guide 2024-2025?](#)**



**[Submitting Reimbursements in EMA](#)**



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



## Personalized Education Program

# Past PEP Open Houses



**April Open House**



**May Open House**

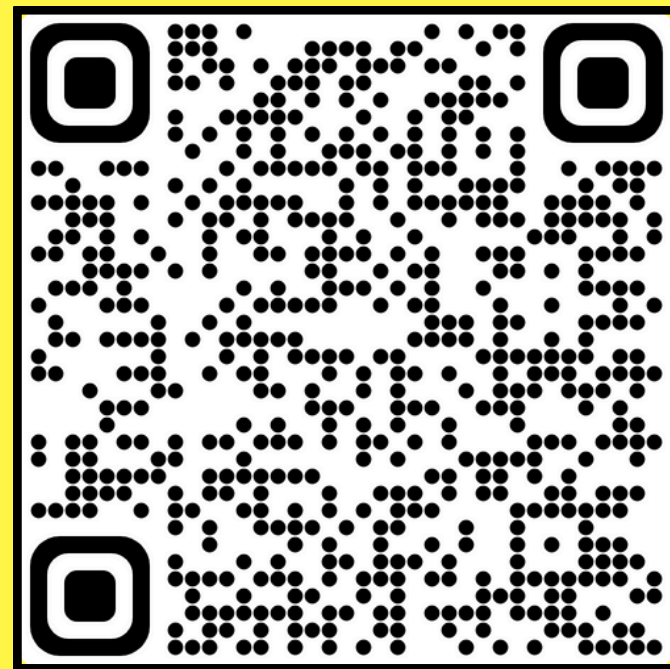


**June Open House**



## Personalized Education Program

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



**FTC/FES-EO Open House  
September 12th, 2024**



**FES-UA Open House  
September 19th, 2024**



**PEP Open House  
September 26th, 2024**



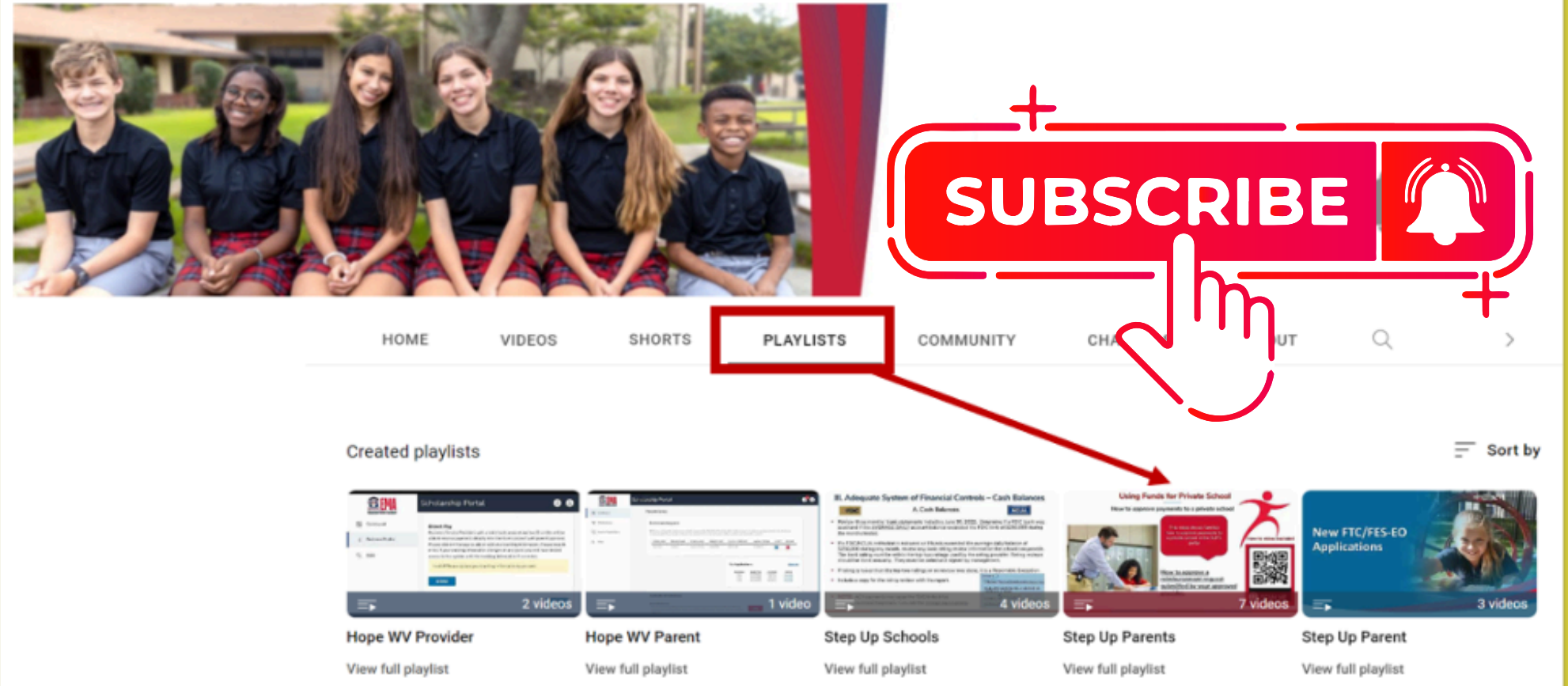
## Personalized Education Program

Are you looking for additional helpful videos?  
Scan the QR code or click the link below...



[STEP UP FOR STUDENTS YOUTUBE CHANNEL](#)

Subscribe to Our  YouTube Channel!







## Personalized Education Program

**Thank you for attending!**

**Upcoming webinar: September 26th, 2024**

**[Registration Link](#)**



## Personalized Education Program

# Contact Us

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



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



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