



# COMMUNITY RELATIONS

CREATING AMAZING EXPERIENCES WITH EVERY INTERACTION

## Office Hours

December 1<sup>st</sup>, 2023

Paula Nelson, Ed.S., Vice President, CR

Ronda Dry, Ed.D., Senior Director, CR



# AGENDA

A decorative wreath with white pine needles, pinecones, and gold ornaments hanging on a wall. The wreath is the central focus of the image, with a soft, warm light background.

- Scholarship Information
- Funding Updates & Timeline for Future Quarter Payments
- Communications
- Links & Resources
- Closing



# Scholarship Updates

# 2023-24 Scholarship Updates

## FES-EO and FTC

Students on Applications: 381,251  
Total Students Awarded: 365,058

## PEP

Total Students Awarded: 18,758  
Interest List for 24/25: 32,134

## FES-UA

Students on Applications: 103,364  
Total Students Awarded: 92,175

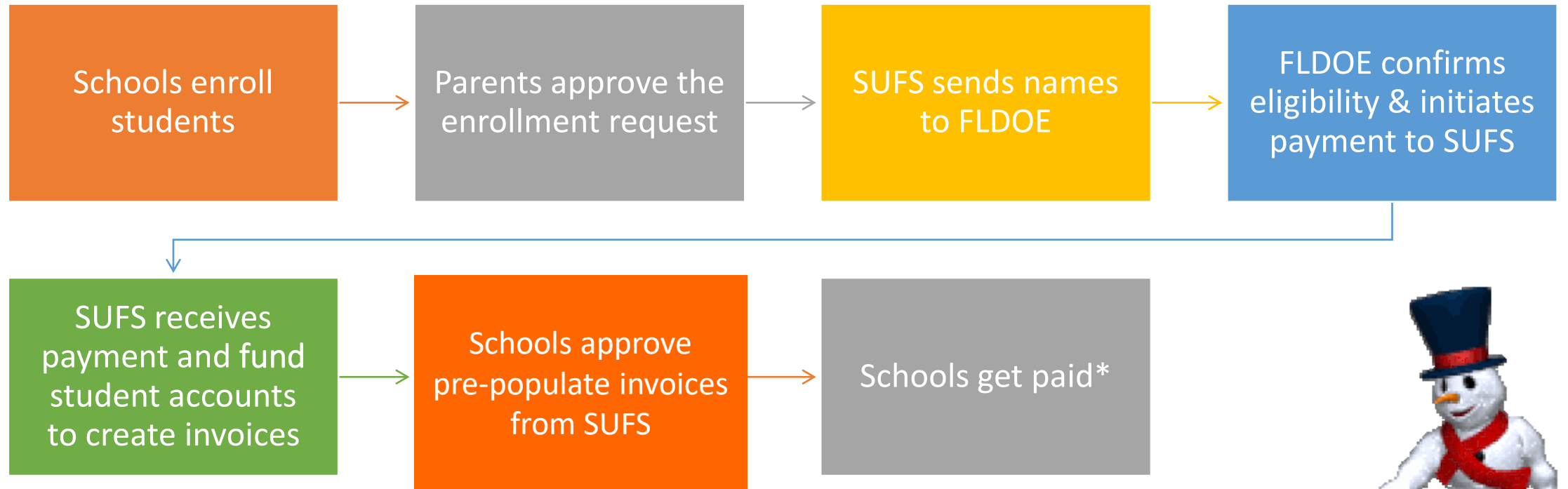




# Funding Updates



# 23-24 School Year Payment Process for SUFS FES-EO and FTC Providers



# Remittance Reports

Step Up For Students - West Virginia  
4655 Salisbury RD STE 400  
Jacksonville FL 32256

Phone: 1-877-735-7837  
Fax: 904-758-3491

Date: 2/22/2023  
Page 1

No: 95      **Remittance Advice**

**Payment:**

Bank/Remit To: Tipalti      Email:

USD

Invoice	Date	Description	Student Name	Net Amount
20002955-1	2/8/2023	20002955-1		2,307.50
20002955-2	2/8/2023	20002955-2		1,991.10

Schools will receive two remittances via email. The first remittance, which they receive, is a notification that money is on the way. This notification is from **Tipalti** and does not contain any student details.  
(Received the day SUFS makes the payment)

The second remittance will come from **Epicor** during the payment posting process. The remittances generated from **Epicor** will include the student's details.  
(Received approx. 72 hours from when SUFS makes the payment)

**Note:** Both remittances will be sent from [APReports@sufs.org](mailto:APReports@sufs.org). Contact your Step Up Regional Manager if you still need assistance.

# Funding Timelines – Q2

- Student Enrollment Deadline: **October 1, 2023**. This list is sent to the FLDOE by the SFO.
- FLDOE send funds to SFO: **November 1, 2023**.
- SFO reconciles and sends funds to individual student accounts within 14 business days of receipt of funds.
  - Survey of EO parents to be sure they are still in the private school.
- Once student is Funded, an Invoice is created and shows for the school in EMA for approval.
- Q2 Payments should be made to schools between **November 15-December 1st**.
- SUFS pays weekly. Approved Invoices by Friday will receive funds by following Friday.
- Payment takes 3-5 days for ACH transfer once initiated.
- NOTE: Students not funded in Q1 should be included in your Q2 payment. This should also result in two separate Invoices to approve.



# Funding Timelines – Q3

- Student Enrollment Deadline: **January 1, 2024.** This list is sent to the FLDOE by the SFO.
- FLDOE send funds to SFO: **February 1, 2024.**
- SFO reconciles and sends funds to individual student accounts within 14 business days of receipt of funds.
  - Survey of EO parents to be sure they are still in the private school.
- Once student is Funded, an Invoice is created and shows for the school in EMA for approval.
- Q3 Payments should be made to schools between **February 21st - March 6th.**
- SUFS pays weekly. Approved Invoices by Friday will receive funds by following Friday.
- Payment takes 3-5 days for ACH transfer once initiated.



# Funding Timelines – Q4

- Student Enrollment Deadline: **March 1, 2024**. This list is sent to the FLDOE by the SFO.
- FLDOE send funds to SFO: **April 1, 2024**.
- SFO reconciles and sends funds to individual student accounts within 14 business days of receipt of funds.
  - Survey of EO parents to be sure they are still in the private school.
- Once student is Funded, an Invoice is created and shows for the school in EMA for approval.
- Q4 Payments should be made to schools between **April 22nd - May 6th**.
- SUFS pays weekly. Approved Invoices by Friday will receive funds by following Friday.
- Payment takes 3-5 days for ACH transfer once initiated.
- Payment deposited to schools and providers on a weekly basis.





**DEADLINE APPROACHING:**

FTC/FES-EO scholarship applications for the 2023-2024 school year are due by 12/15/23 at 5 p.m. ET

Dear Parent/Guardian,

Additional information is needed to complete the processing of your FTC/FES-EO scholarship application.

FTC/FES-EO scholarship applications for the 2023-2024 school year **MUST** be submitted before 5 p.m. ET on Dec. 15, 2023.

Please take a moment now to [log into EMA](#) to view the status of your application for your student(s) on your Dashboard. After logging in, you may complete your application and/or submit your documents.

If you see an "On Hold" status, please click the blue "On Hold" link/text for more information. The On Hold reason may be viewed underneath the comments section on the "Application Details" page.

For additional information about how to view your application status, what each status means, or how to upload documents within EMA, please [click here](#).

As a reminder, we cannot process applications until all documents have been received. For more information about required documentation, please view the [Scholarship Application Checklist](#).

**Subject:** Action needed by 12/15/23 for your 2023-24 scholarship application  
**Sent:** 11.20.23

**CLOSING SOON**

**FTC/FES-EO Scholarship applications for this school year are due by 12/15/23 at 5pm ET.**

## Scholarships for Florida Schoolchildren



Dear School Administrator,

Based on our calculations, your school will receive more than \$250,000 in scholarship dollars from the Florida Tax Credit Scholarship, the Family Empowerment Scholarship for Educational Options, the Family Empowerment Scholarship for Students with Unique Abilities, the Hope Scholarship or in aggregate scholarship dollars from multiple programs for the 2022-23 school year.

Per Florida statute 1002.421(1)(q), your school must contract with a currently licensed Florida Certified Public Accountant (CPA) with a firm licensed to perform attest engagements to conduct a set of Agreed Upon Procedures (AUP), regarding your usage of those funds. The Agreed Upon Procedures Report must be received on or before September 15, 2023.

**Failure to meet this deadline could result in the loss of eligibility to participate in scholarship programs. This email will serve as a 30-day notice.**

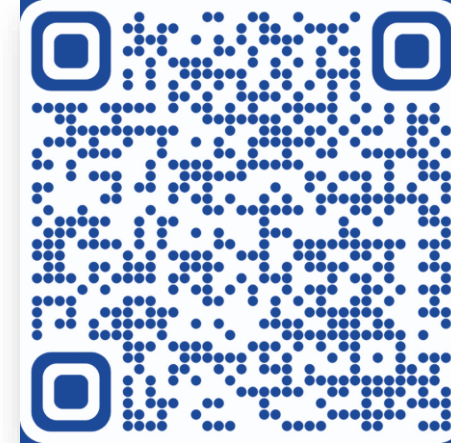
A full copy of the Agreed Upon Procedures may be found by [clicking here](#).

All questions regarding the AUP Report should be directed to [AUP@StepUpForStudents.org](mailto:AUP@StepUpForStudents.org).

**Subject:** Agreed Upon Procedures Report Due in 30 Days

**Date Sent:** 8.17.23

**Audience:** Select Schools



### Who is required to complete an AUP?

Private schools receiving more than \$250,000 in scholarship dollars from the Florida Tax Credit Scholarship, the John M. McKay Scholarship for Students with Disabilities, the Hope Scholarship, the Family Empowerment Scholarship or in aggregate scholarship dollars from multiple programs and/or multiple SFOs in a single academic year must submit a financial report to Step Up For Students (or the scholarship funding organization from whom they receive most scholarship funds) **no later than September 15th of the following year (i.e., for the 2022-23 school year, reports will be due by September 15, 2023).**

Agreed Upon Procedures are required by ss. 1002.395(6)(o) and 1002.421(1)(q), F. S..

We support **your** vision.

**2023-24 Schedule**

<del>Oct. 26</del>	<del>Memphis, Tenn.</del>
<del>Nov. 14</del>	<del>Virtual (Zoom)</del>
Dec. 12	Virtual (Zoom)
Jan. 23	Virtual (Zoom)
Feb. 20	Virtual (Zoom)

Information Sessions  
for  
**Aspiring Private  
School Founders**

LEARN MORE & REGISTER ONLINE at  
[www.DrexelFund.org/info-session](http://www.DrexelFund.org/info-session)

The Drexel Fund



Drexel Info Sessions



# What is “Next Steps”?

**\*Next Steps is a rebrand of reimaginED\***

We are looking ahead to the upcoming legislative session, and we would love the chance to highlight some key storylines, including:

- Schools that are preparing to serve more students or expand or diversify their offerings as a result of HB 1
- Families that are newly able to access education choice as a result of HB 1
- Schools that are “unbundling” individual courses or services for families or creating programs that break the mold
- Schools that are trying to expand but running into barriers (such as local government zoning hurdles or restrictions on part-time and hybrid programs)

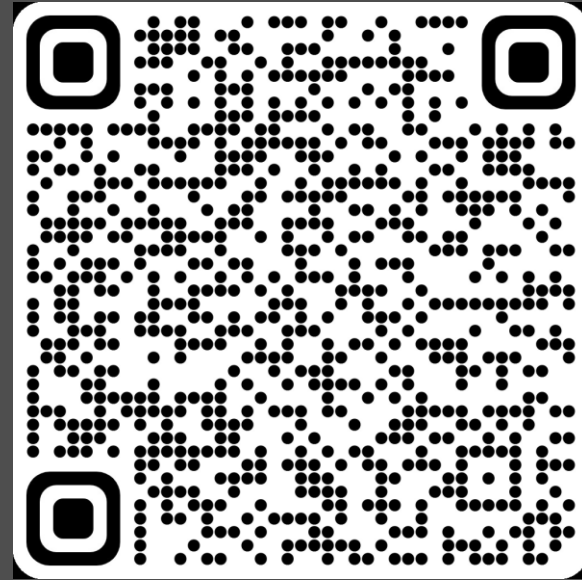
If you have other news or stories to share, please reach out to editor Travis Pillow, [tpillow@sufs.org](mailto:tpillow@sufs.org)



**NEXT  
STEPS**







Scan to read  
this featured  
article!

FEATURED SCHOLARSHIP IMPLEMENTATION

## Chimpanzees and sewing lessons: Flexible scholarship fuels Florida student's unconventional education

11/14/23 | LISA BUIE



# YouTube Links for School Providers

## [Navigating the Service Marketplace as a School Provider-](#)

**Description:** This informational webinar reviews the steps and process for schools to serve as a provider of services in EMA

## [FES-UA Pre-K Tuition and Fees](#)

**Description:** This video is specifically created for schools catering to FES-UA preschoolers who need to pay for tuition and fees to ensure their readiness for school. This applies only to those approved as a Voluntary Prekindergarten Education (VPK) provider or county school readiness provider. **\*Please note that FTC and FES-EO program scholarships are only available for kindergarten through 12th grade.\***

## [Invoicing Tuition and Fees \(Revised\)-](#)

**Description:** Schools: Invoicing Tuition and Fees

## [EMA Providers: Orders and Invoicing](#)

**Description:** EMA businesses/providers can view orders, complete invoicing and review transaction history through the Education Market Assistant platform.

# YouTube Links for School Providers

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

**Description:** This video provides guidance for parents/guardians to find providers and services in the Education Market Assistant (EMA).

## [Families: Submitting Reimbursements in EMA](#)

**Description:** This video outlines the EMA reimbursement process for new 2023-2024 scholarship families.

## [Navigating MyScholarShop in EMA](#)

**Description:** This video provides guidance for new families using the MyScholarShop platform in EMA. \*Please note, that renewal FES-UA families should continue to access MyScholarShop through the legacy site.

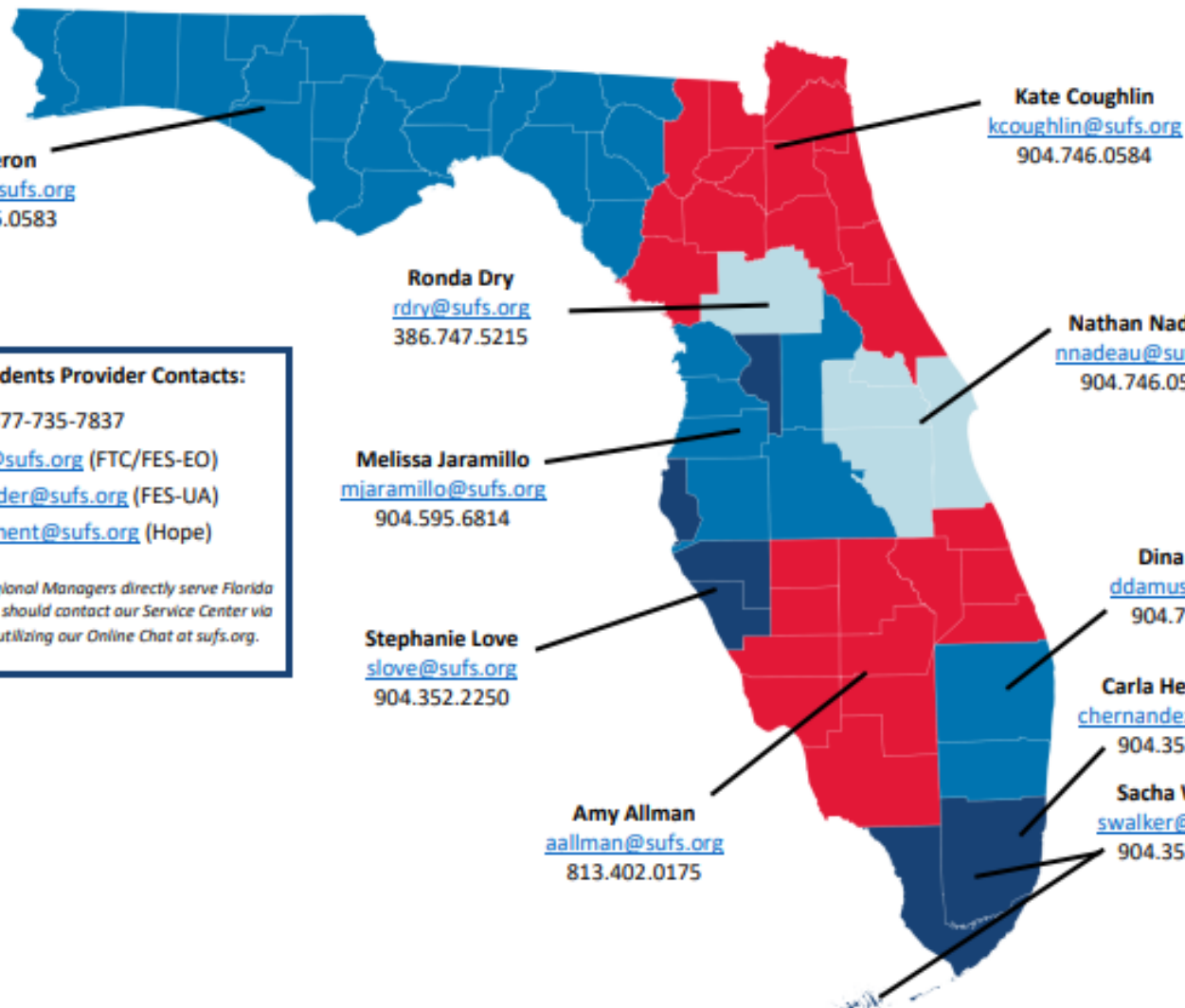
*\*Please note that you may use the links provided in the PDF of the Office Hours slides to access the videos by hovering over the titles.*

# Still have questions?



## CUSTOMER EXPERIENCE

CREATING AMAZING EXPERIENCES WITH EVERY INTERACTION



**Step Up for Students Provider Contacts:**  
1-877-735-7837  
[enrollment@sufs.org](mailto:enrollment@sufs.org) (FTC/FES-EO)  
[FES-UAprovider@sufs.org](mailto:FES-UAprovider@sufs.org) (FES-UA)  
[hopeenrollment@sufs.org](mailto:hopeenrollment@sufs.org) (Hope)

*Step Up for Students Regional Managers directly serve Florida private schools. Families should contact our Service Center via 1-877-735-7837 or by utilizing our Online Chat at [sufs.org](https://sufs.org).*



**Contact Us**  
Step Up For Students

877.735.7837

Monday – Friday

8:00 AM – 5:00 PM





**HAPPY  
NEW  
YEAR!**

OUR NEXT OFFICE  
HOURS IS SCHEDULED  
FOR  
**JANUARY 12<sup>TH</sup>**  
AS JANUARY 5<sup>TH</sup>  
SCHOOLS ARE STILL ON  
WINTER BREAK.

BEGINNING JANUARY 2024  
OFFICE HOURS WILL BE  
CONDUCTED AT 10 AM & 4 PM



Happy  
Holidays

