



# FTC/FES-EO Family Open House

May 9<sup>th</sup>, 2024



# Agenda

---

Scholarship Updates & Reminders

---

Funding Updates

---

MyScholarShop: New Vendor Alert

---

EMA: Enrollment for Families

*Please note: We do not have the Q&A option available; but you can submit questions in the post-webinar survey.*







# Scholarship Updates



Dear Parent/Guardian,

We would like to share some exciting news!

After a year of history-making growth, and for the first time in 16 years, Step Up For Students is welcoming a new chief executive to lead our efforts to expand educational opportunities for Florida students.

Our new CEO, Gretchen Schoenhaar, comes to us from Barclays, a top-10 global investment bank. Her two decades of executive leadership have focused on improving payment systems, integrating technology to delight customers, and skillfully navigating government regulations.

Gretchen brings a skillset from another industry that will be critical to ensuring Step Up delivers on our most essential task: empowering families to customize their children's education by delivering scholarship funding as seamlessly as possible.

**Subject: Exciting news from Step  
Up For Students!**  
**Sent: 04/30/2024**



## Action Needed For Your Reimbursement!

*Please disregard if you have already re-submitted your reimbursement.*

Dear ,

One or more of your 2023-24 reimbursement requests was denied because your document was not uploaded due to a system error. Please log in to [EMA](#) to view which reimbursement request(s) was denied.

If you previously encountered issues uploading documents to a reimbursement request rest assured that the problem has been fixed. There is no need to file an appeal for this reimbursement request. Please take a moment to re-submit your reimbursement request.

We apologize for the inconvenience and appreciate your patience as we worked to resolve the issue.

**Subject: Please re-submit your 2023-24 reimbursement!**

**Sent: 05/06/2024**

# Reimbursement Best Practices



**Need help identifying the proper documentation needed when submitting a reimbursement?**

We have some help for you. Use the link or the QR code to access our newest resource, “Reimbursement Best Practices for Families.”

[Reimbursement Best Practices for Families](#)





## Reminder: It's Time to Apply!

*Due to the excitement surrounding the 2024-25 application season, we may be experiencing high call volumes and high traffic to our systems. If you encounter any delays, please try again later. We apologize for the inconvenience and appreciate your patience.*

Dear Parent/Guardian,

Applying for a 2024-25 scholarship through the Florida Tax Credit Scholarship or Family Empowerment Scholarship for Educational Options programs is easy!

### **APPLY TODAY:**

Step 1: Click the button below.

Step 2: Once on our Log In/Apply page, click the "FTC/FES-EO/PEP" icon.

**Subject: Reminder: APPLY NOW for a  
2024-25 scholarship for your student!  
Sent: 05/06/2024**

# FTC/FES-EO Student Application Checklist



**Step Up For Students** **Renewal Student Application Checklist**

**Documents required for all renewal applications (FTC, FES-EO, FTCPEP and FES-UA)**  
 A student is considered a renewal if funded for the 2023-24 school year.

**Proof of Florida residency (for primary parent/guardian only)**  
 All documents must be current (within 2 months from the submission date, if a recurring bill/statement), valid, and match the primary parent's/guardian's full name and the current physical street address provided on the application.  
 Proof of Residence can be established with one document from Column A or two different documents from Column B.

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

\*A secondary document is necessary.  
 New for the 2024-25 school year: Proof of residency is no longer required for secondary guardians.

The application checklist for new and renewals can be found using the link below.

[Application Checklist](#)

**Application Season is Open  
24 – 25 SY**

**Step Up For Students** **New Student Application Checklist**

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

**Proof of Florida residency (for primary parent/guardian only)**  
 All documents must be current (within 2 months from the submission date, if a recurring bill/statement), valid, and match the primary parent's/guardian's full name and the current physical street address provided on the application.  
 Proof of Residence can be established with one document from Column A or two different documents from Column B.

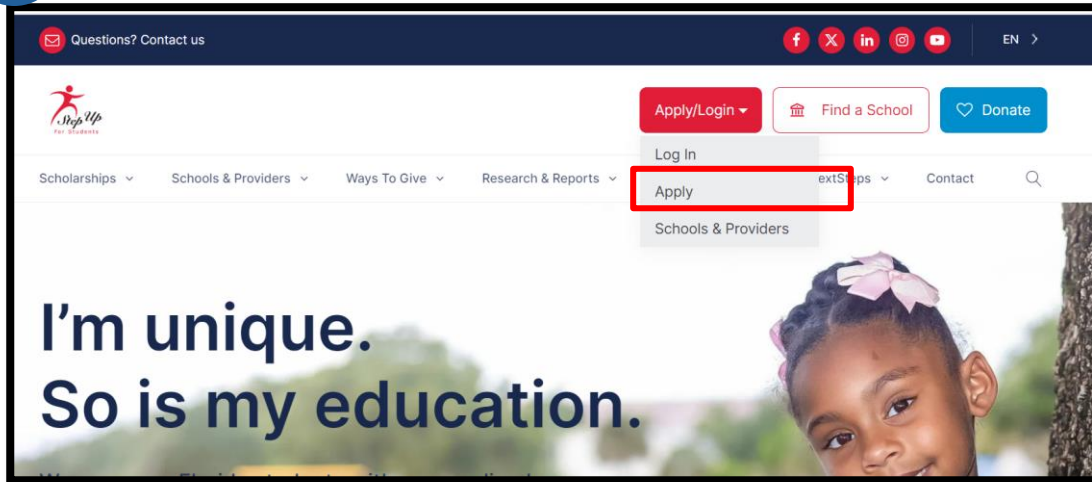
Column A (upload one document)	Column B (upload two different documents)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paystub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare,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

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



# FTC/FES-EO Application Resources

1



1. Visit [stepupforstudents.org](https://stepupforstudents.org)
2. Click on the red **“Apply/Login”** tab at the top of the page
3. Select **“Apply”** in the dropdown

4. Scroll down until you see the blue box titled, **“Resources”**
5. Under the FTC/EO section you will see all the resources mentioned for Season Open

2

**Resources**

- Scholarship Application Checklist
- Agreed-Upon Purchasing Guidelines Document Library
- FTC/FES-EO/PEP**
  - FTC/FES-EO Purchasing Guide
  - Renewal Families: Application Process Video
  - Renewal Families: Application Presentation
  - New Families: Application Process Video
  - New Families: Application Presentation
  - Adding a Student in EMA: New and Renewal
- FES-UA**
  - FES-UA Purchasing Guide
  - Renewal Families: Application Process Video
  - Renewal Families: Application Presentation

**NEW**  
**MyScholarShop**  
**VENDORS**



# MyScholarShop New Vendors



<p>My Zoo Box <a href="https://www.myzoobox.com/">https://www.myzoobox.com/</a></p>	<p>Students learn about the wonderful animal world through play and exploration. Foster Curiosity About Animals, Develop Fine Motor Skills, Exposure to Letter Forms and Letter Sounds, Build Math Skills and Number Sense.</p>	<p>Subscription Zoo Store with boxes with activities and stuff animals</p>
<p>Beautiful Feet Books <a href="https://www.beautifulfeetbooks.com/">Homeschool Curriculum Through Literature (bfbooks.com)</a></p>	<p>K-12 homeschool curriculum for history, geography, and science. Pick a subject, choose a grade level, and enjoy the joy of learning. You can teach multiple grade levels at once and comes with Open-and-go teacher guides.</p>	<p>K-12 Books Packs by Subject</p>
<p>Beautiful Discovery Box <a href="https://www.cratejoy.com/">https://www.cratejoy.com/</a></p>	<p>For kids (and their adults!) to learn math, art, science &amp; code by decoding nature's patterns. Each month's box has interactive models, art materials, Life skills, puzzles, science, technology, Engineering, math and a webpage full of videos.</p>	<p>Subscription</p>
<p>Demme Learning <a href="https://www.demmelearning.com/">Demme Learning</a></p>	<p>Focused on math, spelling, grammar, and writing A distinctive set of manipulatives to deepen understanding, increase retention, and illustrate concepts.</p>	<p>Learning set in every subject</p>
<p>Crafter <a href="https://www.crafter.com/">Home   Crafter</a></p>	<p>Craft project, from weaving and macrame to jewelry-making and dyeing techniques. Box contains high-quality tools and materials necessary to complete a project from start to finish, we provide access to exclusive video workshops.</p>	<p>Subscription</p>



# **Enrolling Students in EMA For Parents/Guardians**



# 2024 – 2025 SY for Parents/Guardians

## **Please Note:**

This function is only for eligible private schools in Florida that can bill tuition and fees directly to families on the Florida Tax Credit Scholarship (FTC), Family Empowerment Scholarship for Educational Options (FES-EO), and Family Empowerment Scholarship for Unique Ability (FES-UA).

# 2024 – 2025 SY for Parents/Guardians

## Identifying next steps...

After a student is awarded, the enrollment cycle begins. Schools and scholarship families must work together to ensure that the following steps are taken:

1. **Schools** must set up their 2024 – 2025 profile in EMA.
2. **Parent(s)/Guardian(s)** must locate the student's award ID number and submit it to their eligible school of choice.
3. **Schools** will use the award ID to enroll students in EMA.
4. **Parent(s)/Guardian(s)** will be prompted in EMA to accept the enrollment request and approve scholarship payments.

Schools must confirm student admission and parents must approve each payment to schools before scholarship funds may be transferred from the student's account by the SFO.

# 2024 – 2025 SY for Parents/Guardians

To locate the Award ID of a student on the parent/guardian dashboard, follow the steps below:

1. Log in to your EMA Account.
2. Scroll down to the Guardian Dashboard and locate the "My Students" section. Alternatively, click on the "My Students" menu option.
3. Review the scholarship status section and write down the Award ID.
4. Provide the Award ID to the participating school.

*If your student is not displayed, you may need to select "**View All**" to see all of your students.*

# 2024 – 2025 SY for Parents/Guardians

The screenshot displays the Scholarship Portal interface. On the left is a navigation menu with items: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and "Renewal". It features two "NEW" callouts (red circles with stars) pointing to the "Action Items" and "My Students" sections. The "Action Items" section shows a task: "Update 'On Hold' New Worlds Scholarship Accounts Application". The "My Recent Applications" section lists four applications with their statuses: 2024-2025: FTC (DRAFT), 2024-2025: FES-UA (SUBMITTED), 2023-2024: New Worlds: John Smith (ON HOLD), and 2023-2024: FES UA (COMPLETE). The "My Students" section displays three student profiles with their scholarship details and "VIEW STUDENT" buttons.

Application	Status
2024-2025: FTC	DRAFT
2024-2025: FES-UA	SUBMITTED
2023-2024: New Worlds: John Smith	ON HOLD
2023-2024: FES UA	COMPLETE

Student	Scholarship	Status
[Redacted]	FES-UA (24-25)	Pending
[Redacted]	New Worlds Scholarship Accounts (23-24)	On Hold
[Redacted]	FES-UA (23-24)	Funded
[Redacted]	FTC (24-25)	Draft
[Redacted]	FES-UA (23-24)	Funded

Let's go over the latest improvements that have been made to the parent experience.

## Two New Sections:

- Action Items
- My Students

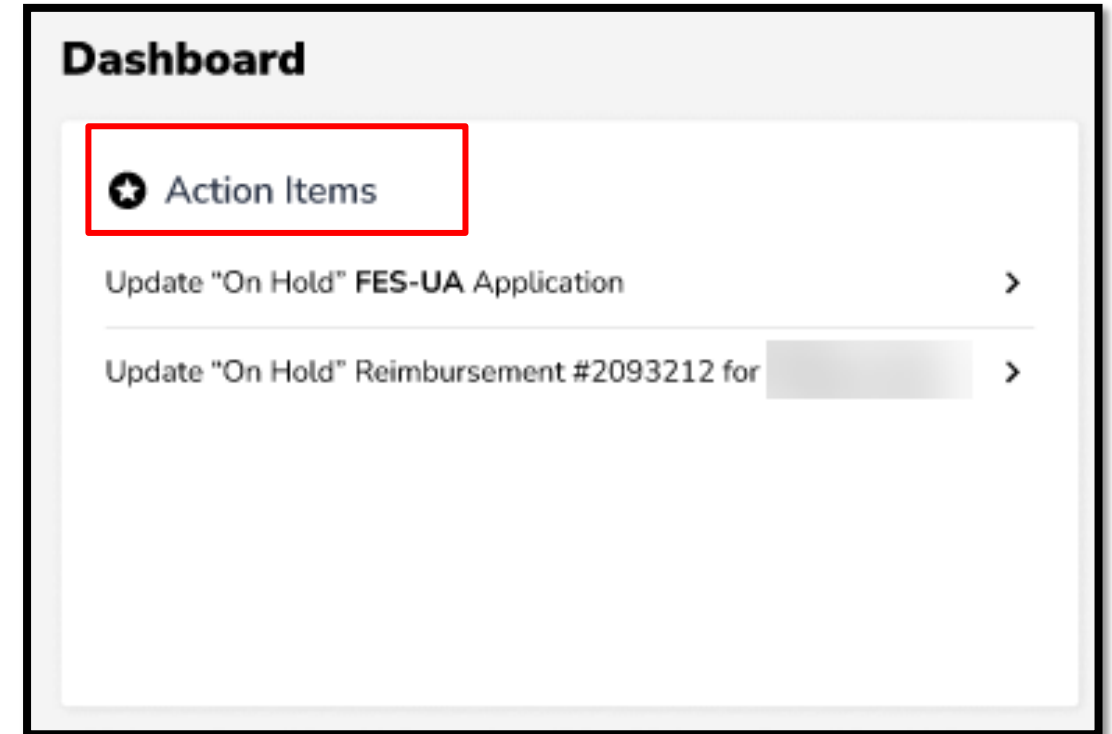


# 2024 – 2025 SY for Parents/Guardians

## Action Items

Action Items: in EMA are limited to On-Hold applications or reimbursements requiring guardian action.

Clicking on the line item takes the parent/guardian directly to the corresponding section.



# 2024 – 2025 SY for Parents/Guardians

**NEW**

## My Students

**FES-UA (24-25)** Pending  
Award ID: Pending ⓘ  
Program Award Amount: Pending ⓘ

**New Worlds Scholarship Accounts (23-24)** On Hold  
Award ID: Pending ⓘ  
Program Award Amount: Pending ⓘ

**VIEW STUDENT**

**FES-UA (23-24)** Funded  
Award ID: [redacted] ⓘ  
Program Award Amount: \$10,000.00 ⓘ

★ Enrolled in EMA with YOUNG KIDS IN MOTION ACADEMY INC (8/21/23)

**VIEW STUDENT**

**FTC (24-25)** Draft  
Award ID: Pending ⓘ  
Program Award Amount: Pending ⓘ

**FES-UA (23-24)** Funded  
Award ID: [redacted] ⓘ  
Program Award Amount: \$10,000.00 ⓘ

★ Enrolled in EMA with YIN YANG ACADEMY (8/21/23)

**VIEW STUDENT**

# 2024 – 2025 SY for Parents/Guardians

## Student on the Parent/Guardian Dashboard

Parents/guardians can use this section to keep track of their child's application and enrollment status. The Award ID, the name of your child's school, and the amount of their program award can be viewed. This will give you a fresh perspective on your child's academic progress.

It's important to note that the program award amount reflects the amount that the student was awarded, *not* the amount currently available.

The screenshot displays a dashboard for a student's application and enrollment status. At the top, there is a blurred header area. Below it, two application entries are listed:

- FTC (24-25)**: Status is **Draft**. Award ID is Pending. Program Award Amount is Pending.
- FES-UA (23-24)**: Status is **Funded**. Award ID is [blurred]. Program Award Amount is \$10,000.00.

Below the application entries, a star icon indicates the student is **Enrolled in EMA with YIN YANG ACADEMY (8/21/23)**. At the bottom of the dashboard, there is a **VIEW STUDENT** button.

# 2024 – 2025 SY for Parents/Guardians

## Please Note:

You can only view your student's available funds by going to the "**My Students**" page, then clicking on 'View Student'.



# 2024 – 2025 SY for Parents/Guardians

## New Families



Dashboard

My Students

Recent Transactions

Help

## Locating a student Award ID

Locate a student's Award ID under the "My Students" tab in the menu. This menu will display all the students listed on the account.

Select "View Student" at the bottom of the student box.

## Renewal Families



Dashboard

Reimbursements

My Students

Marketplace

Recent Transactions

Help

# 2024 – 2025 SY for Parents/Guardians

The screenshot displays a 'My Students' dashboard with three student profiles:

- Kimora:** New Worlds Scholarship Accounts (23-24), Draft status. Award ID: Pending, Program Award Amount: Pending. A 'VIEW STUDENT' button is present.
- Kammy:** FTC (24-25), Draft status. Award ID: Pending, Program Award Amount: Pending. Below this, New Worlds Scholarship Accounts (23-24), On Hold status. Award ID: Pending, Program Award Amount: Pending. A 'VIEW STUDENT' button is present, with a blue arrow pointing to it.
- Bella:** New Worlds Reading Scholarship Accounts (22-23), Funded status. Award ID: Pending, Program Award Amount: \$10,000.00. A 'VIEW STUDENT' button is present.

A 'VIEW ALL' link is located in the top right corner of the dashboard.

You can now view student details at a glance, similar to the dashboard view. If you wish to view more details, select **‘View Student’**.

# 2024 – 2025 SY for Parents/Guardians

## Please Note:

Each student will have their own information box displaying application details, such as the:

- Award ID
- Program Award Amount
- Current Funds Available
- Student Status
- Enrollment Information

The screenshot shows a user interface for viewing student information. It features two main sections, one for a 'Draft' status and one for a 'Funded' status. Each section lists application details such as Award ID, Program Award Amount, and Current Funds Available. The 'Funded' section also includes enrollment information for YIN YANG ACADEMY and a 'VIEW STUDENT' button.

**FTC (24-25)** ● Draft

👤 Award ID: Pending ⓘ

🏠 Program Award Amount: Pending ⓘ

📁 Current Funds Available: Pending ⓘ

---

**FES-UA (23-24)** ● Funded

👤 Award ID: [REDACTED] ⓘ

🏠 Program Award Amount: \$10,000.00 ⓘ

📁 Current Funds Available: \$7,480.00 ⓘ

★ Enrolled in EMA with YIN YANG ACADEMY (8/21/23)

[VIEW STUDENT](#)

# 2024 – 2025 SY for Parents/Guardians

## Enrollment Requests NEW

Please review the pending enrollment request(s) for your student(s) below. Enrollment in the EMA platform is required for FTC/FES-EO private school scholarship students. Enrollment in the EMA platform is necessary for direct payment to schools for FES-UA scholarship students.

2024-2025

### Smith Elementary

- 📅 Start Date: 8/15/2024
- 💰 Annual Tuition & Fees: \$5,000.00
- 🔍 Discount: \$1,000.00 ⓘ
- 💵 Amount Due To School: \$4,000.00 ⓘ

Please note the Amount Due To School should not be higher than a student's scholarship annual award amount.

If the Amount Due To School is equal to the amount you owe the school from your student's scholarship please confirm enrollment. If this amount is not correct or if your student will not attend this school please select decline enrollment.

- Confirm Enrollment
- Decline Enrollment

SUBMIT

2024-2025

### Alachua Special Education

- 📅 Start Date: 8/15/2024
- 💰 Annual Tuition & Fees: \$5,000.00
- 🔍 Discount: \$1,000.00 ⓘ
- 💵 Amount Due To School: \$4,000.00 ⓘ

Please note the Amount Due To School should not be higher than a student's scholarship annual award amount.

If the Amount Due To School is equal to the amount you owe the school from your student's scholarship please confirm enrollment. If this amount is not correct or if your student will not attend this school please select decline enrollment.

- Confirm Enrollment
- Decline Enrollment

SUBMIT

2024-2025

### Smith Elementary

- 📅 Start Date: 8/15/2024
- 💰 Annual Tuition & Fees: \$5,000.00
- 🔍 Discount: \$1,000.00 ⓘ
- 💵 Amount Due To School: \$4,000.00 ⓘ

Please note the Amount Due To School should not be higher than a student's scholarship annual award amount.

If the Amount Due To School is equal to the amount you owe the school from your student's scholarship please confirm enrollment. If this amount is not correct or if your student will not attend this school please select decline enrollment.

- Confirm Enrollment
- Decline Enrollment

SUBMIT

## Accepting the enrollment request

Once the private school has enrolled your student in EMA, you will receive a notification to log in to your account and review the request. You will be able to see your student's start date, annual tuition amount, any discounts applied, and the total amount due to the school.



# 2024 – 2025 SY for Parents/Guardians

## Are you sure you want to enroll?

By confirming enrollment, the Amount Due To School will be reserved from your student's scholarship account for payment to the selected private school. Funds will be distributed on a quarterly basis.

Your student's Amount Due To School may be less than the total student tuition & fees owed to your school. You are responsible for any additional financial obligations beyond the Amount Due To School.

If this amount is not correct or if your student will not attend this school, please select cancel and then decline enrollment.

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	ANNUAL TUITION	DISCOUNT	AMOUNT DUE TO SCHOOL
2024-2025		Smith Elementary	10/15/2023	\$5,000	\$1,000	\$4,000

CANCEL

CONFIRM ENROLLMENT

## Are you sure you want to decline enrollment?

By declining enrollment, your student will not be enrolled in the requested private school in the EMA platform.

FTC/FES-EO private school scholarship students who are not enrolled in a private school in EMA will not be eligible for any scholarship funding; therefore, scholarship funds will not be reserved for payment to the private school. For FES-UA scholarship students, scholarship funds will not be reserved for or paid directly to the private school.

If you decline enrollment, the school may hold you responsible for any payment due for your student's education. For FES-EO/FTC private school scholarship students, your student's scholarship status may be impacted by a failure to enroll in a private school in the EMA platform.

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	ANNUAL TUITION	DISCOUNT	AMOUNT DUE TO SCHOOL
2024-2025		Smith Elementary	10/15/2023	\$5,000	\$1,000	\$4,000

CANCEL

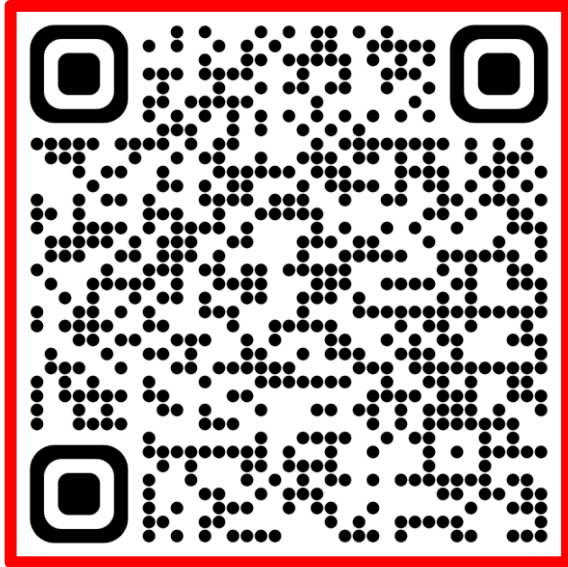
DECLINE ENROLLMENT

## Confirm Enrollment & Decline Enrollment

After selecting **Confirm Enrollment** or **Decline Enrollment**, a pop-up will appear asking you if you are sure you want to continue with the action. Please review the information one last time before moving forward.

If you decline enrollment due to an incorrect amount or another concern, the school will have to redo the process and send a new enrollment request. At this point you will need to review and confirm enrollment again.

# Funding Information and Resources



FTC/EO Parent  
Handbook



Purchasing Guide





February Open House



March Open House



April Open House

DID YOU MISS AN FTC/FES-EO OPEN HOUSE?  
NOT TO WORRY, WE HAVE THE RECORDINGS HERE FOR YOUR REVIEW.

# Subscribe to Our YouTube Channel!



**SUBSCRIBE**



HOME

VIDEOS

SHORTS

**PLAYLISTS**

COMMUNITY

CHANNELS

ABOUT



## Created playlists

Sort by

2 videos

Hope WV Provider

[View full playlist](#)

1 video

Hope WV Parent

[View full playlist](#)

4 videos

Step Up Schools

[View full playlist](#)

7 videos

Step Up Parents

[View full playlist](#)

3 videos

Step Up Parent

[View full playlist](#)





**From all of us at Step Up For Students, thank you for your service.**



# Contact Us

**Monday – Friday 8:00 AM – 5:00 PM ET**




**Call: 877-735-7837**



**Chat:  
[www.stepupforstudents.org](http://www.stepupforstudents.org)**





The background of the entire image is a photograph of several tall, green-stemmed plants with clusters of small, bright pink flowers. The plants are set against a clear blue sky filled with soft, white, fluffy clouds. The lighting is bright, suggesting a sunny day.

**Thank You  
For Attending  
Our Webinar  
Please Join Us  
For Our**

Upcoming Webinar

June 13<sup>th</sup>, 2024