



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 and Education Choice handbooks 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