

NEW WORLDS SCHOLARSHIP ACCOUNTS PARENT/GUARDIAN HANDBOOK

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Overview

Step Up For Students is a state-approved, nonprofit Scholarship Funding Organization (SFO) that empowers families to pursue and engage in the most appropriate learning options for their children. Step Up For Students administers Florida's education choice programs.

These programs include the Family Empowerment Scholarship for Educational Opportunities (FES-EO), the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA), the Florida Tax Credit Scholarship Program (FTC), the Hope Scholarship for students who are bullied or are victims of violence in a public school, and the New Worlds Scholarship Program for public school students in kindergarten through fifth grades who struggle with math and/or reading.

In 2018, the Florida Legislature established Reading Scholarship Accounts to provide educational options for public school students in grades 3 through 5 who struggle with reading. In 2022, the program was renamed the New Worlds Reading Scholarship Accounts Program and the Florida Legislature expanded eligibility for the scholarship to include public school students in grades K-5 who have a substantial reading deficiency. In 2023, the program was renamed the New Worlds Scholarship Accounts Program and was expanded to include public school students in grades K-5 who have a substantial math deficiency.

Florida is the first state to offer an education savings account program for students enrolled in public schools. The program provides parents with access to education savings accounts, worth \$500 each, to pay for tuition and fees related to part-time tutoring in reading and/or math, summer and afterschool programs designed to improve reading/literacy or math skills, instructional materials, which includes limited technology, or curriculum related to reading/literacy or math.

The sections following this introduction will guide you as you utilize your New Worlds Scholarship Accounts funding.

Qualifying for a New Worlds Scholarship Account

New Worlds Scholarship Accounts are available to students who are enrolled in a Florida Public School in grades K-5 who:

- Have a substantial reading deficiency or exhibit characteristics of dyslexia as identified under s. <u>1008.25(5)</u>, F.S.
- Or scored below a Level 3 on the statewide, standardized English Language Arts (ELA) assessment in the prior school year.
- Or have a substantial deficiency in mathematics or the characteristics of dyscalculia as identified under s. <u>1008.25(6)</u>, F.S.



• Or scored below a Level 3 on the statewide, standardized Mathematics assessment in the prior school year.

An eligible student who is classified as an English Language Learner and is enrolled in a program or receiving services that are specifically designed to meet the instructional needs of English Language Learner students shall receive priority.

Applying for a New Worlds Scholarship

Families will need to create a Step Up For Students Education Marketplace Assistant (EMA) Account before applying. If you have already created an EMA account, please skip to <u>Add</u> <u>Students to Your EMA Account</u>.

Create a Step Up For Students EMA Account

To create a new account, a valid email address is required.

- 1. New families can <u>click here</u> to create their account.
- 2. From the EMA login screen, select "Sign Up".



3. In the Email Address box, enter your Email Address, and select **SEND CODE**. The Verification Code is sent to the entered Email Address.

IMPORTANT: Step Up will email critical information about your student's scholarship to the email address you use in this step. Make sure to use an email address you use regularly.



4. In the Verification code box, enter the Verification code from the email, and then select **CONFIRM**.



5. Select CONTINUE.

	Welcome to EMA
Education Market Assistant	For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code. Your email address has been successfully verified. Please continue to the next step. Email Address
	CONTINUE Back to Sign In

6. Choose a username, enter your first and last name, and create a password. The password must contain a lowercase character, uppercase character, number, and special symbol (! @ #, etc.). Select **CONTINUE**.

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Electron Market Assistant	Welcome to EMA Email
	Username
	First Name
	First Name Last Name
12 10 10 K	Last Name Create Password
	Show
₫ [₽] ₽	Confirm Password Show
	Lowercase characters Uppercase characters Symbols
	CONTINUE

7. Complete the security questions and then select **CONTINUE**.

Security Question	
Security Question	~
Answer	
Security Question	
Security Question	`
Answer	
Security Question	
Security Question	```
Answer	

8. Check the box to certify the Terms & Conditions and select **OK**.



9. Complete the Guardian Profile, Mailing Address, Physical Address, and Contact Information fields.



IMPORTANT: Step Up will email critical information about your student's scholarship to the Primary Email address listed in the Contact Information section. Be sure to use an email address you check regularly.

Guardian Prof Please confirm that all	file profile information is accurate. This data	a will also be used to complete	your applicati	ions.	
Quardian ID:	Name:*				
Marital Status.*		Primary Language.*			
Select		- English			
Mailing Addre	ISS	Address Line 2:			
Street Address		Suite/Apartment (Suite/Apartment (Optional)		
City:*	County:*	State:*		Zip Code:*	
Enter City	Enter County	Select		Enter Zip	
Physical Addr	ess				
Street Address:*		Address Line 2:			
Street Address		Suite/Apartment (Optional)			
City:*	County:*	State:*		Zip Code:*	
Enter City	Enter County	Select	-	Enter Zip	
Contact Inform	nation				
Primary Phone:*		Secondary Phone:	Secondary Phone:		
(000) 000-0000		(000) 000-0000	(000) 000-0000		
Primary Email:*		Secondary Email:	Secondary Email:		
		Secondary Email			

Note: When setting up your profile, you will see a section for Adding a Payment Method. This step will be unavailable until you have a funded student and should only be completed if you plan to submit a reimbursement request. See <u>Choosing A Payment</u> <u>Method</u> section below for further instructions.

Payment M	ethod
Families submitting payment and provic be kept up to date a one funded student	reimbursement requests for students with available funds must select how they would like to receive le any applicable information. This is done by clicking the "Manage" button below. This information must ind can be updated at any time. Note: The "Manage" button becomes available once you have at least t. This step should only be completed if you intend to submit reimbursement requests.
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10. Complete the Manage Consents section by selecting "Yes" or "No" for each of the categories. Your consent or lack of consent will have no effect on your student's scholarship eligibility.

Manage Consents By providing an email address, I consent to receive updates about my scholarship application status as well as other emails necessary for cholarship processing and management. Messages authorize Step Up For Students, and its affiliates, to use the information I have provided to deliver messages to me, including, but not limited automation reproduced to be an experience of the information matter information methods to deliver such messages to the information matter information methods to deliver such messages to the telephone numbers I provide. Such messages may include, but are not limited to, general information regarding status updates, programs offered by Step Up For Students, updates to the offered programs, and other information that may be relevant to me or my child. Message and data rates may apply. My consent or lack of consent will have no effect on my child's scholarship eligibility.) Yes) No Marketing Purposes authorize Step Up For Students, and its affiliates, to use the information I have provided for general marketing purposes and driving wareness. This may help State Up find families like mine who could benefit from the programs Step Up offers. My consent or lack of consent will have no effect on my child's scholarship eligibility.) Yes) No Parental Empowerment I authorize Step Up For Students, and its affiliates, to use the information I have provided for the purpose of providing me with information egarding parental empowerment and school choice. My consent or lack of consent will have no effect on my child's scholarship eligibility. Yes) No Share Contact Information authorize Step Up For Students, and its affiliates, to share the information I have provided with organizations who want to provide me with nformation about candidates for public office. My consent or lack of consent will have no effect on my child's scholarship eligibility.) Yes ⊖ No Text/SMS Information authorize Step Up For Students to deliver text messages to the mobile telephone number(s) I provide and certify that I am the legal owner of the mobile device I registered and understand I will incur any charges that may result from receiving text messages. I further understand I may unsubscribe from SMS correspondence at any time. Message and data rates may apply. To opt-out or to view full SMS Terms and Conditions click here: https://www.stepupforstudents.org/sms-terms/. My consent or lack of consent will have no effect on my child's scholarship ligibility.) Yes No

11. Complete the Manage Contact Preferences section by selecting how you would like Step Up to contact you about your student's account, scholarship transactions, and announcements. You may select multiple categories, but "Email" is required for critical updates and transactions.

IMPORTANT: Step Up will email critical information about your student's scholarship to the email address associated with your guardian profile. Be sure to check that email regularly.

Manage Contact Preferences
For critical updates on my account, I prefer to be notified by
🗹 Email (Required)
Text
Personal phone call
Pre-recorded phone message
For transactions I make on the platform, I prefer to be notified by
🗹 Email (Required)
Text
Pre-recorded phone message
For new features & promotional announcements, I want to be notified by
lext
Pre-recorded phone message

12. Select SAVE. Congratulations, your account is created!

	Includus and poly relaxionation to device the thread approver that thread approver transfer that may relax the relaxion transfer that may relaxion transfer that m
	No
	Manage Contact Preferences For critical updates on my account, I prefer to be notified by Grant (Required) Personal phane call Persocrided phane message For transactions I make on the platform, I prefer to be notified by Enable (Required) For transactions I make on the platform, I prefer to be notified by Pre-recorded phane message
	For critical updates on my account, I prefer to be notified by
	Text
	Pre-recorded phone message For transactions I make on the platform, I prefer to be notified by Email (Required) Text Pre-recorded phone message
	For transactions I make on the platform, I prefer to be notified by E transit (Required) Text Pre-recorded phone message
	Text Pre-recorded phone message
	C Lieuennen binne mesanke
	For new featurer & momotional appointments, I want to be notified by
	Email
	Text Pre-recorded phone message
Schola	arship Portal
B Dashboard	GUARDIANS > MY PROFILE
	My Profile
My Students	
Recent Transactions	Your guardian profile is complete. Please visit your distriburd to see available scholarships.
Hetp	MY DASHBALBO
	Guardian Profile

EMA allows parents and guardians access to:

- Apply for scholarships
- Review and update your contact information
- Change your account password
- Check the status of your scholarship application
- Upload documents to your application or print documents associated with your application
- View your student's account statement
- Shop for pre-approved service providers
- Shop for pre-approved educational materials using funds directly from your student's scholarship account
- Submit a reimbursement request
- Upload documents to a reimbursement

Please DO NOT provide your login information to ANYONE. Providing login information will allow them to access this critical information, make changes, and approve payments from your student's account. Step Up For Students will not be responsible for changes and/or charges made by anyone other than the account owner if the login information has been shared.

Add Students to Your EMA Account

Before you can apply for a scholarship, you will need to add your student(s) to your <u>EMA</u> <u>Account</u>.

Follow the instructions below to add students to your <u>EMA Account</u>.

1. Log in to EMA if you are not already signed in. Navigate to the My Students page.

		Scholarship Portal	Ø <mark>"</mark> 8
88	Dashboard	GUARDIANS > MY PROFILE	
(a)-	My Students	My Profile	
0	Recent Transactions	Your guardian profile is complete. Please visit your dashboard to see available scholarships.	
ď	Help	MY DASHBOARD	

2. Select ADD A STUDENT.

APPLY FOR SCHOLARSHIPS	Q FIND STUDENTS	⊙ ADD A STUDENT
My Students	L	
If you have a RENEWAL student (child currently receiving s connect your renewal student to your EMA account. Renew currently funded students as new students will delay your If you have a NEW student, please click the 'ADD A STUDE	cholarship funding), please use the 'FIND ST al students should not be added as a new st 'unding. 'NT' button.	TUDENTS' button to tudent. Adding
Below, you will find a list of your active students. Please make sur Keeping this information current will help streamline the process v to an application and considered for funding.	e that the information for each student is acc vhen applying for scholarships. Only active s	curate and up-to-date. students can be added

3. Complete the Student ID section. Select SAVE.

Please note: The FLEID number field is optional. This number can be found on your student's FSA score report, if applicable.

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1	

Education Market Assistant	Scholarship Portal						@ ¹³ (8
B Dashboard	MY STUDENTS > STUDENT DETAIL						
😌 My Students	Student Details					CANCEL	SAVE
Recent Transactions							
Q Help	Student ID:						
	First Name*	Middle N	ame	Last Name	•	Suffix	
	Enter First Name	Enter M	1iddle Name	Enter La	st Name	Select	~
	OPTIONAL: Student FLEID N	D.(j)	Date of Birth*		Gender*	Ethnicity*	
	FL		mm/dd/yyyy	31	Select	∽ Select	~
	Student's Relationship to You						
	Select	~					

4. If you have additional students to add, navigate back to the My Students page and select ADD A STUDENT.

	🕸 EMA	Scholarship Portal
	Education Market Assistant	
89	Dashboard	MY STUDENTS
\$+	Reimbursements	APPLY FOR SCHOLARSHIPS Q. FIND STUDENTS Image: ADD a student
(D)-	My Students	My Students
a	Marketolace	
•	Recent Transactions	If you have a RENEWAL student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your ENAA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding. If you have a DEW student of the student of the student students and the student student. Adding currently funded students as new students will delay your funding.
Q	Help	

Complete a New Worlds Scholarship Accounts Application

Families can apply online by logging into their EMA Account. There is no fee to apply. You must add students to the My Students page before you apply. See previous section for how to <u>Add</u> <u>Students to Your EMA Account</u>.

Follow the instructions below to complete your application.

 From your Dashboard, scroll down to the Available Scholarships section and find the New Worlds Scholarship Accounts application under Available Scholarships and select APPLY. The New Worlds Scholarship Accounts application will display.

EMA	Scholarship Portal	e" 6" e
Dashboard	Available Scholarships	
জ্জ My Students জ্ঞি Marketplace	IMPORTANT NOTCE This can only submit one application per program for FIS-UA, FTC and FIS-ID. Rease make sure all students have been added to the Mr States section on the left before applying. After you cidi' Apply select all students you want to apply for new and	
Recent Transactions Help	Tensioning Studiets. Schotarship for Philodes. FCL and TS-C0 payle Scholar, Transportation, and Homeschool FCL and TS-C0 payles Scholar, Transportation, and Homeschool to Philing Studiet Scholar,	
	Personalizate doublen Person (FC VPC) which previous exclusional tunts to home excluded solution. Prove Keng in mich that 3 dollard Lawring Pain will be required to receive thirds for FC VPC. Students with Usinger Abilities (FS-LA) FES-LA Jakon parents of mutders with Usinger Abilities to direct finds toward a (PPC)	
	combination of anyones and approved provides. New World Schedulering Account Is your public schedul scheduler with reading or match If so, the New Vic 1 Jave	

 Select the student you would like to apply for from the dropdown menu. If you have not added your student to your account, please see previous section to <u>Add Students to</u> <u>Your EMA Account</u>.



3. Your student's information will already be entered from the My Students page. Scroll down to review your student's information. If any of the information is not correct, navigate back to the My Students page to edit your student's information. You will need to provide your student's school name and grade level on the application.

If you do not see your st added to <u>My Students</u>	udent below, they have already applied.	d, they do not meet the age requiremer	nts for the scholarship, or they need to be
First Name	Middle Name	Last Name	Suffix
Charles	Andrew		
Date Of Birth	Gender	Ethnicity	Race
1/5/2016	Male	Non-Hispanic or Latino	Black or African American
OPTIONAL: Student FL	EID number School Name:	*i) Grade Level *	
	Search scho	ools 🗸 Select	-



4. Check the box in the Current Status section to confirm your student is enrolled in a Florida public school in kindergarten, first, second, third, fourth or fifth grade for the current school year and has a substantial reading and/or math deficiency. You will also need to indicate if your student is struggling with reading and/or math.

Current Status *
I confirm my student is enrolled in a Florida public school in kindergarten, first, second, third, fourth or fifth grade for the current school year and the district has informed me that my student has a substantial reading and/or math deficiency.
Is your student struggling with Reading? *
◯ Yes ◯ No
Is your student struggling with Math? *

 If you would like to upload supporting documents, you may do so in the Optional Supporting Documents section. You do not need to submit documents to submit your application.

Supporting documents might include your student's prior year ELA Assessment score report or a copy of your student's Progress Monitoring report.

6. Select CONTINUE.



7. From the Guardian Information section, confirm the information in the Identity and Location sections. The information from your Guardian Profile will already be entered into the Guardian Information section. If you need to update it, select Edit Profile. You will need to select the "Phone Type" associated with the phone number in your profile.

	Iarship Portal			
B Dashboard	Student Information	O Guardian Information		Review & Submit
জ্বি My Students	Guardian Informat	ion		
③ Recent Transactions	If you would like to update the	information below, please visit the pa	ge <u>Edit Profile</u>	
Q. Help	Identity Name	Marital Status	F	Primary Language
	Test	Married		English
	Email	Phone		Phone Type*
	Test	Test		Mobile -
	Location			
	Street Address		Address Line	
	Test			
	City	County	State	Zip Code
	JACKSONVILLE	DUVAL	FL	32223

8. Select CONTINUE.

	EMA Forester Mariet Mariet	Scholarship Portal						6"8
88	Dashboard	Email	F	Phone		Phone Typ	e*	
পি	My Students	Test		Test		Mobile		¥
~	Decent Transactions	Location						
•0	Recent mansactions	Street Address			Address Line 2			
Q	Help	Test						
		City	County		State		Zip Code	
		JACKSONVILLE	DUVAL		FL		32223	
		SAVE AS DRAFT	CONTINUE					

9. Review Your Application details. If you need to correct any information, navigate to the Student Information or Guardian Information pages. Once you have confirmed all information is correct, you must certify that all information is true and accurate by checking the box.

Under penalties of perjury, I certify that the information presented is true and accurate; the information on this application is accurate to the best of my knowledge and belief. I understand that providing false representations constitutes an act of fraud. False, misleading or incomplete information may result in the denial of the scholarship application or revocation of a scholarship award.



10. In the Guardian Signature field, enter your full name. Then in the Your Signature box, write your full name. After you have written your full name, the KEEP and CLEAR options will display.

EMA	Scholarship Portal				
Education Market Resistant		in a Florida public school in kindergarten, first, second, third. fourth or fifth grade for	State Zip Code	FL 32223	
🎯 My Students		the current school year and has a substantial reading deficiency.			
Recent Transactions		Under penalties of perjury, I certify that the in	nformation presented is true and accur	rate: the information on this application is	
Q, Help		accurate to the best of my knowledge and beliet False, misleading or incomplete information may scholarship award.	. I understand that providing false rep y result in the denial of the scholarship	resentations constitutes an act of fraud. o application or revocation of a	
		Please sign here			
		Guardian Signature*			
		Your Signature*			
	,	KEEP CLEAR			
		SAVE AS DRAFT CONTINUE			

11. Select KEEP, and then select SUBMIT to complete your application.

	EMA Education Market Assistant	Scholarship Por	tal	¢"8
88	Dashboard		denciency.	
Ŷ	My Students		Under penalties of perjury. I centify that the information presented is true and accurate: the information on this application is accurate to the best of my knowledge and belief. I understand that providing false representations constitutes an act of fraud. False, misleading or incomplete information may result in the denial of the scholarship application or revocation of a	
G	Recent Transactions		scholarship award.	
Q	Help		Please sign here	
			Guardian Signature* Test	
			Your Signature*	

Step Up For Students and the Florida Department of Education will work together to determine if your student qualifies for a New Worlds Scholarship. This process may take several weeks. Parents/guardians will receive email notifications to the email address listed in their Guardian Profile when there is an update in the scholarship status. Parents can also login to their <u>EMA</u> <u>Account</u> to view their application status at any time.

A student may only receive one scholarship at a time. Parents must notify Step Up if the student leaves the Florida Public School system. Leaving the Florida Public School system could affect the student's scholarship status.



Application Processing Status Definitions

- **Submitted:** The application has been received and is being reviewed for eligibility.
- **On Hold:** The application did not have the information needed to determine eligibility. The parent/guardian must submit additional information.
- **Eligible/Awarded:** The Florida Department of Education has confirmed the student's eligibility for the scholarship.
- Ineligible: The student was found not eligible for a New Worlds Scholarship and will not be funded.

Funding for New Worlds Scholarship Accounts

Funding for the New Worlds Scholarship Accounts comes from the State of Florida. Each scholarship is \$500.

Program funding is limited.

If a student has been found eligible by the Florida Department of Education, Step Up For Students will work with the State of Florida to deposit funds into a student's scholarship account, as long as program funds are available. This process may take several weeks after the student is found eligible. Funding will be established on a first-come, first-served basis, with English Language Learner students receiving priority. Students are required to be enrolled in a Florida public school to be funded.

Parents will be notified via email when funds have been deposited into the student's New Worlds Scholarship account. Parents may also <u>login</u> to EMA to view their funding status.

Once funds have been deposited into the student's account, parents may use the scholarship funds for a variety of services (described in the sections below). Please note: It may take a few days for the Marketplace tab (including MyScholarShop) to appear in EMA after funds are applied to the student's account. Any unused funds will be rolled over for use in subsequent school years.

A student's scholarship account must be closed, and any remaining funds must be sent back to the Florida Department of Education after:

- Denial or revocation of scholarship eligibility by the Commissioner of Education for fraud or abuse, including but not limited to, the student or student's parent accepting any payment, refund, or rebate, in any manner, from a provider of any services; or
- Three (3) consecutive fiscal years in which an account has been inactive.

Note: An account is considered inactive if you do not spend any money from your student's account for three consecutive fiscal years (July 1 - June 30).



Parents of students receiving scholarship funds through a New Worlds Scholarship Account may not take possession of funds at any time, unless provided as a reimbursement by Step Up For Students. If a parent receives a refund for any services or goods purchased with New Worlds Scholarship funds, those funds must be returned to Step Up For Students for deposit into the student's scholarship account.

To return funds to the student's New Worlds Scholarship Account, the parent/guardian must send a check that includes the student's name and student ID number to:

Step Up For Students Attn: Accounts Receivable P.O. Box 54429 Jacksonville, FL 32245-4367

If you wish to close your student's New Worlds Scholarship Account, you must contact Step Up For Students at <u>NewWorlds@SUFS.org</u> or (877) 735-7837.

Waitlist

The number of applications received by Step Up For Students may exceed program capacity. Statutory guidelines limit the number of scholarships available each school year, with the annual number of available scholarships determined by statute. In the event that program capacity is met, a waitlist will be instituted.

We strongly encourage you to submit your application as soon as possible. Applications are reviewed on a first-come, first-served basis. After the annual statutory scholarship cap has been met, all students found eligible after that date will be placed onto a waitlist. There is no guarantee that a student will be moved from the waitlist. If program capacity allows additional awards, students may come off the waitlist. You will receive an email notification regarding your updated application status if your student is moved from the waitlist. Award amounts are based on the date of award, not the date of eligibility.

Approved Uses of New Worlds Scholarship Account Funds

The following categories of items are approved uses of funds for the New Worlds Scholarship Account.

Part-Time Tutoring Services

Part-time tutoring includes tuition and fees for part-time tutoring services provided by a person who holds one of the following:

- A current, valid Florida educator's certificate pursuant to s. 1012.56, F.S.; or
- A person who holds an adjunct teaching certificate given by a Florida school district pursuant to s. 1012.57, F.S.; or

• A baccalaureate or graduate degree in Reading, Math, Elementary Education, or English Education

The part-time tutor may be a person who has demonstrated a mastery of subject area knowledge pursuant to s. 1012.56(5), F.S.

Mastery could be achieved through one or more of the following:

- An official Florida Teacher Certification Examination (FTCE) score report indicating a passing score on a Florida subject area exam, not more than 10 years old; OR
- A passing score report that is not more than 10 years old, above the intermediate level, on both the oral and written exams for a foreign language subject area (excluding French, German or Spanish) administered by the American Council on the Teaching of Foreign Language (ACTFL); OR
- A form provided by a Florida school district and signed by the school district, indicating there is no standardized exam in the subject area, but the person has attained the essential subject matter competencies and subject area specialization requirements; OR
- A valid certificate issued by the National Board for Professional Teaching Standards (NBPTS); OR
- A valid certificate issued by the American Board for Certification of Teacher Excellence (ABCTE); OR
- A valid Statement of Status of Eligibility (SOE) issued by Educator Certification that indicates the educator is ELIGIBLE for a Professional Certificate; OR
- For a subject requiring a master's or higher degree (i.e., Educational Leadership, Guidance Counseling, Reading, or School Psychologist) a score report indicating a passing score on a Florida subject area exam (not more than 10 years old) AND a valid Statement of Status of Eligibility (SOE) issued by Educator Certification that indicates the educator is ELIGIBLE for a Temporary or Professional Certificate; OR
- A valid Statement of Status of Eligibility (SOE) issued by Educator Certification that indicates the educator is ELIGIBLE for a Temporary Certificate but does not list a passing score on the subject area exam under the Professional Certificate requirements

Fees Associated with Summer Education Programs

Summer education programs must be designed to improve reading/literacy and/or math skills.

Fees Associated with After-School Education

After-school education programs must be designed to improve reading/literacy and/or math skills.

Instructional Materials

Instructional materials must be related to reading/literacy and/or math. This includes, but is not limited to:

- Digital devices limited to desktop computers, laptop computers, and tablets
- Digital material or stand-alone online class
- Online software programs related to reading/literacy and/or math
- Books, including workbooks

Curriculum

Curriculum is defined as a complete course of study for a particular content area or grade level, including any required supplemental materials and associated online instruction related to reading/literacy and/or math.

Direct Payment Through the EMA Provider Marketplace

By selecting a provider through the EMA Marketplace, you will not have to pay a provider outof-pocket and wait to be reimbursed.

Please note: The EMA Marketplace cannot schedule services. It is the guardian's responsibility to call the service provider and schedule the time for services to be rendered.

To shop for direct pay providers, login to EMA.

1. Navigate to the Marketplace tab and select Find Providers.

	Education Market Assistant	Scholarship Portal	6*6
89	Dashboard		The Marketplace connects parents and students to products and services that have been pre- pages and as eligible expenses for achel achieves the marketplace.
\$+	Reimbursements	Welcome to Marketplace	appeared in a sequely explosing on the constant op candot in the cheeds an origin of the management allows wenders to be paid directly from the student's scholarship account without the need for reimbursement. You will find a comprehensive library of educational tools, service providers, and schools to help unleash your student's potential.
ę	My Students		
6	Marketplace		
0	Recent Transactions	My Scholar Shop	Find Providers
Q	Help	Online marketplace for educational tools	Find tutors, therapists and other providers for your student
		\rightarrow	→

2. Select the student you wish to shop for.



ARKETPLACE > FIND PROVIDERS	
Find a Provider	SELECT STUDENT Please select a student
The student must be selected before a search can be performed.	
From 0 to 0 of 0	8 ~

3. Search for providers that might be a good fit for your student's needs. You can filter the marketplace by selecting a service category, service type, or class type. You are also able to search by business name, email, website, description, and location (address, city, zip).

" D				(
·ind a Provider				SELECT STU	JDENT Cha	arles Veilleux : New Worl 🚿
o filter down your results, ame, email, website, desci	, select a service catego cription, and location (a	ory, service typ ddress, city, zij	pe, or class type	, then click searc	h. You are also	able to search by business
Service Category	Service Type	×	lass Type	× 0	Search	SEARCH
Service Category ~	Service Type	~ (Class Type	~ Q	Search	SEARCH
Service Category ~	Service Type	~ (Class Type	~ Q	Search	SEARCH
Service Category ~	Service Type	~ (Class Type	~ Q	Search	SEARCH
Service Category CHERRY ACADEMY ducational Svcs, Other tay ACADEMY LLC	Service Type	✓ C	Class Type • Specialized S	~ Q	Search	Online/Virtual & In Person

4. Click on the name of providers you are interested in to learn more about their services. You will need to select one of their locations to view services after clicking on the business name.

You will be able to view location details, hours of operations, and services offered.

Hello Kitty & Friends						
Ne teach about love, friendships an	id values.					
Select A Location To View Services						
Hello Kitty & Friends, Skunk-Ape	e, 40904 TAMIAMI T	RAIL E, O	CHOPEE, FL 34141-20	04		
LOCATION DETAILS	HOURS	OF OPERA	ATION			
Skunk-Ape - OCHOPEE	Sun:	10:00 AN	1 -	Thur:	Closed	
40904 TAMIAMI TRAIL E	Mon:	Closed		Fri:	Closed	
OCHOPEE, FL 34141-2004	Tue:	Closed		Sat:	10:00 AM - 4:0	10 PM
(239) 695-2275	Wed:	Closed				
Samiaa Offensel						
services Offered						
SERVICE CATEGORY	SERVICE TYPE		DESCRIPTION	PRICE		QUANTITY
FLDOE Approved Online Course Providers	EdisonLearning		Let's learn	\$	17.00 / Session	~
FLDOE Approved Online Course	Accelerate Educat	ion			\$10.00 / Hour	~

Before reserving funds for a service, you should reach out to the provider using the contact information in the EMA Marketplace to ensure the provider is a good fit for your student's needs.

5. Once you have confirmed which provider and services are best for your student, <u>login to</u> <u>EMA</u> and reserve funds.

Find your provider in the Marketplace, identify which services you want to purchase, and select the quantity you wish to purchase.

Part-Time Tutoring Services	Part-Time Tutoring Services	 \$34.00 / Hour	3	~

6. Scroll to the bottom of the page and select ADD TO CART.



7. A green box will appear confirming your order is in your cart. Select **GO TO CART**.



		Continue Shopping	GO TO CART	ADD TO CART
You have successfully a	added 1 Programs Including	Job Training / Coaching to your	r shopping cart	

8. Review your order. You may adjust the quantity from this screen, if needed. If your order is correct, select "Reserve Funds". This sets the indicated scholarship dollars aside until your provider submits an invoice for services rendered.

y placing your ord inds will be avail nough available f	der you agree to reserve scho able again within 3 business (unds.	larship funds for your days. If you are unable	requested service prov to complete the transa	ider. If you cance action, it may be	l your service reques the student does not	st, these : have
harles An	drew Veilleux				STUDENT TOTAL :	\$102.00
PROVIDER	SERVICE TYPE	LOCATION	PRICE	QUANTITY	SUBTOTAL	REMOVE

9. You will be asked to confirm that you wish to reserve your student's scholarship funds. Your confirmation also gives Step Up For Students to share your contact information with your selected provider.

Scholarship	Por			×		
MAF	RKETPI	You are abou				
	My By pl fund: enou Ch:	Do you give us permission the provider? By checking " be able to reserve Yes, my contact inform	to send your contact inf 'Yes" and clicking CONFI funds for specified serv nation may be sent to th CONFIRM	formation to IRM, you will ices he provider	er. If you cance tion, it may be t	Lyour service reques he student does not STUDENT TOTAL : 1
	PROVIDER	SERVICE TYPE	LOCATION	PRICE	QUANTITY	SUBTOTAL
	Hello Kitty	Part-Time Tutoring Services	Skunk-Ape	\$34.00 / hr.	3	\$102.00
						RESERVE

10. You will see a pop up indicating your funds have been reserved. **Please note:** This is only confirming your reservation of funds. It is the guardian's responsibility to call the specific service provider and schedule the time in which these funds have been allotted.



1		\times
	SUCCESS!	
	Your funds have been reserved.	ei
	PLEASE NOTE: This is only confirming your reservation of funds. It is the guardian's responsibility to call the specific service provider and schedule the time in which these funds have been allotted.	tio
	CLOSE	

MyScholarShop

MyScholarShop is an educational e-purchasing platform built to assist you in purchasing instructional materials using your scholarship funds without any upfront cost to you.

- Items available through MyScholarShop are approved for purchase using the New Worlds Scholarship Accounts funds. If you do not see an item in MyScholarShop, it does not mean the item is not approved.
- Make sure you have available funds in your scholarship account to cover the entire purchase.
- This partnership is ONLY for goods purchased through MyScholarShop and does NOT apply to in-store purchases or purchases from the vendor's website.
- MyScholarShop orders cannot be shipped out-of-state or to a post office box.
- When purchasing multiple items, include ALL items on one order!
- Please be aware that Step Up For Students reserves the right to deny requests.
- Access to MyScholarShop will be activated once your student's account has funding.
- Step Up For Students reserves the right to limit or deny access to MyScholarShop.

Purchasing

Please note: Before shopping on MyScholarShop, please confirm your mailing address in your guardian profile in EMA. If your address is incorrect in EMA, please update and allow a couple of business days for the new address to populate in MyScholarShop. Step Up For Students is not responsible for any purchases shipped to an incorrect address.

To access MyScholarShop, you will need to login to EMA by clicking <u>here</u>. MyScholarShop will appear under the Marketplace option and will only appear in the portal once your student's funds have been deposited in their account.



- 1. Log in using your current credentials (email and password).
- 2. Select the "Marketplace" tab.

When logging in the first time to the MyScholarShop platform, you will be required to read and acknowledge the Privacy Statement.

- 3. Select the student account.
- 4. Search for the items you wish to purchase.
- 5. Choose the tile with the item category or type the item name in the search bar.
- 6. Hover or select the item and select "Add to Cart".
- 7. Review your cart.

After reviewing the cart, choose "Check Out".

- 8. Review your 'ship to' information.
- 9. Choose "Submit" to complete the purchase.

Returns

Returns are done through the vendor they were purchased from and not through Step Up For Students.

- 1. To return an item purchased via MyScholarShop click here.
- 2. Find the correct vendor and follow the instructions.

Once the vendor has received the item, it may take up to 14 days for the funds to be credited to the student's scholarship account.

Status Definitions

- **Composing:** The MyScholarShop request is pending; the cart has not been submitted for purchase.
- **Submitted:** The MyScholarShop request was submitted and is pending review.
- Approved: The order has been approved and sent to the vendor(s) for fulfillment
- **Denied:** Items requiring review have been denied. One appeal is allowed.
- **Ordering:** A fully approved order is in the process of being generated. Once the order is fully generated, it will be sent to the vendor(s) for fulfillment and the status will be updated to "Ordered".
- **Ordered:** All items associated with an order or requisition have been sent to the vendor to fulfil.



- Cancelling: The order was cancelled after it was placed.
- Cancelled: An order cancelled after being submitted and approved.
- **Receiving:** Ordered items have been shipped and are in the process of being delivered.
- **Received:** Ordered items have been fully received.

For more in-depth information on MyScholarShop, click here.

Reimbursement Requests

Parents/guardians may also choose to pay out-of-pocket for educational services and/or products and submit a request for reimbursement through EMA. These educational services and/or products must be related to reading/literacy and/or math.

Families with an approved reimbursement request can select from one of the following payment methods:

Direct Bank Transfer

Securely deposit funds directly into your bank account via an ACH transfer. If direct deposit (ACH) is selected, families will be asked to submit personal banking information.

Note: To help keep your information secure, your banking information is not stored in EMA.

Check

If you prefer a more traditional approach, you can select to have a check mailed to the address in your EMA profile.

PayPal®:

Opt for PayPal®, a widely used and trusted online payment platform, to receive your reimbursement with ease.

Reimbursements for multiple scholarship students on multiple scholarship programs will be paid separately. Please <u>click here</u> to learn more about how reimbursement payments are made and how to receive your payment.

Choosing a Payment Method

If submitting a reimbursement for the first time, you will need to follow the steps below to select your payment method. The same steps can be followed to update your payment method at any time.

1. From your EMA dashboard, select the **person icon** at the top right corner of the screen.

Election Revice Assistant	Scholarship Portal			٥	8
Dashboard	-			1	
\$+ Reimbursements		Your Student's Learning Plan	My Applications		
역 My Students		A Student Learning Plan is a plan developed by a	NEW WORLDS NEW ALL		



2. Select **EDIT PROFILE** from the popup window that displays.



3. The **Guardian Profile** screen displays (under the My Profile tab). Scroll down to the **Payment Method** section (middle of the page) and select **MANAGE**.

Please note: The **MANAGE** button only becomes available once you have at least one funded student.

Payment Method	
Families submitting reimbursement requests for students with availa payment and provide any applicable information. This is done by click be kept up to date and can be updated at any time. <i>Note:</i> The "Mana one funded student. This step should only be completed if you intended on the statement of the step should only be completed on the statement of the step should only be completed on the statement of the step should only be completed on the statement of the step should only be completed on the step should on the ste	ble funds must select how they would like to receive king the "Manage" button below. This information must ge" button becomes available once you have at least d to submit reimbursement requests.
MANAGE Payment Method Needs Attention	

4. The **Payment Method** popup window displays. Your address information populates from your EMA profile (**step 1**).

	Payment Method
Phone Number	
First Name	
Middle Name	
Last Name	
Street Address	(
Address 2	
City	ORLANDO
Country	United States
State	FL
ZIP	32819
	Edit
	Next →



5. Select **Next** to continue your preferred payment method selection.

IMPORTANT: Do not edit your address here. If your address needs to be updated, please do so in your Guardian Profile.

6. On the next screen (**step 2**), use the drop-down menu to select how you will receive payment for approved reimbursements.

	Payment Method		
1 2 Address Payment Method	3 Done		Powered by tipal
Payment Method:	Direct Deposit / ACH		•
Name on Account			
Bank Name			
Routing Code			
Account Number			
Account Type	○ Checking ○ Savings		
No transaction fees.	ce and Tipalit's Privacy Policy.		
← Back		Next	÷

Your 3 payment options are:

a. Direct Deposit (ACH)

Payment Method:	Direct Deposit / ACH -
Name on Account	
Bank Name	
Routing Code 🚯	
-	
• • • • • • • • • • •	
Account Number	
Account Type	○ Checking ○ Savings
No transaction fees.	

Complete the fields:

- Name on Account
- Bank Name
- Routing Code



- Account Number
- Account Type
- Checking or
- Savings

Note: To help keep your information secure, your banking information is not stored in EMA.

b. Check

Payment Method:	Check -
Checks are sent by post to the add Checks are for deposit only, and ca The checks' currency will be as dis	ress below. Please allow 15 business days for the check to arrive. annot be transferred. played above.
Currency	USD
Name on Check	
Address to Send Check	ORLANDO, 32819, FL, United States
No transaction fees.	

Complete the fields:

- Currency
- Name on Check
- Address to Send Check
- c. Paypal

Payment Method:	PayPal			
Fees listed at www.paypal.com may apply.				
Payment Currency	USD -			
Email Address				
No transaction fees. FX fees: View tiers.				

Complete the fields:

- Payment Currency
- Email address

Note: FX fees (applied when a transaction involves foreign currency) may apply.



7. Select the **checkbox** to agree to the terms of Tipalti's Privacy Policy then select **Next**.



8. You're all set! The green **Payment Method Connected** message populates when your payment method is complete.

Payment I	1ethod
Families submitt provide any appl updated at any t completed if you	Ig reimbursement requests for students with available funds must select how they would like to receive payment and cable information. This is done by clicking the "Manage" button below. This information must be kept up to date and can b me. Note: The "Manage" button becomes available once you have at least one funded student. This step should only be intend to submit reimbursement requests.
Concernence of the concernence of the	

- 9. It may take up to 12 hours for this change to be reflected in your EMA account. If you continue to see the **Payment Method Needs Attention** message after updating your payment method, please log out, open a new window, and log back in.
- 10. When connected, you should see the screen below (above **step 3**), in addition to the green box above.

Thank you for connecting your bank account.		
1 2 Address Payment Method		Powered by tipatti
Done You are all set. Payments will be n If you want to review your informatio If you wish to edit any details, click th through all the steps again until this	made per your selections. In, press the back button to review previous steps. he edit button on the appropriate form. After editing plea final confirmation.	ise proceed
← Back		

11. Select the X in the top right corner of the screen.



12. You are returned to the Guardian Profile screen where the **Payment Method Connected** displays.

Payment Method
Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the "Manage" button below. This information must be kept up to date and can be updated at any time. Note: The "Manage" button becomes available once you have at least one funded student. This step should only be completed if you intend to submit reimbursement requests.
MANAGE V Payment Method Connected

Note: To continue submitting reimbursement requests within EMA, you will need to select a payment method. If you do not update this information in your profile today, you will be reminded on various screens in EMA before you can submit a reimbursement.

ATTENTION Important Reimbursement Information

As a result of House Bill 1361 from the 2024 Florida legislative session, reimbursements for program purchases will be eliminated after the 2023-24 school year. Students will only be able to utilize direct pay providers through the EMA marketplace and/or make direct purchases through MyScholarShop.

If you have any out-of-pocket expenses that need to be submitted for reimbursement, please note the <u>deadline for submission with documentation is September 30, 2024</u> for the reimbursement request to be reviewed. This is a hard deadline to ensure Step Up For Students complies with HB1361.

Reimbursement requests will be processed as they are received.

To submit a reimbursement request, you will need to login to your <u>EMA Account</u> and go to the reimbursement tab on the left side of the dashboard. The reimbursement option will only appear in the scholarship portal once your student's funds have been deposited in their account.

In the reimbursement tab, you will be able to:

- Submit a reimbursement request
- View and search current statuses for your requests

Reimbursements may be submitted for purchases made after July 1, 2023.

Requests for reimbursement for the 2023-24 school year must be submitted, with all the required supporting documentation, no later than August 31, 2024, to be considered for payment.

If would like to use a provider that is not on the pre-approved list and you don't know if they meet the requirements, please show the provider this section of the Handbook and ask them if they meet any one of the requirements needed to be eligible to serve your scholarship student.

The reimbursement process will be faster if the provider is pre-approved by Step Up For Students. Pre-approved providers may also opt-in to our direct-pay service, eliminating the need for families to pay out-of-pocket and wait to be reimbursed. Providers can learn more about becoming a direct-pay partner by visiting our <u>provider webpage</u>.

If a single reimbursement is submitted that totals more than the maximum scholarship award (\$500) OR the account balance at the time of submission, the reimbursement will be adjusted to the maximum scholarship amount or the amount available.

If multiple reimbursements are submitted totaling more than the maximum scholarship award (\$500) OR the account balance at the time of submission, the reimbursements will be paid in the order received by Step Up until the account balance is used. This could result in a partial payment or a denial of one or more of the reimbursements due to a lack of available funds.

How to Submit a Reimbursement Request

- 1. Once logged into your EMA Account, select "Reimbursements".
- 2. Select "New" to add a new reimbursement request.
- 3. Select the student and select "Continue".
- 4. Upload your reimbursement document. Please see <u>Documents Requirements to Submit</u> <u>a Reimbursement</u>. You will have the option of adding additional documents later if you have more reimbursement requests.
- 5. Select "Continue" until you come to the page to enter reimbursement information.
- 6. Enter information for each line item of your receipt. Be sure to include the educational benefit for your request. The educational benefit will need to demonstrate how the item or service will help the student learn.
 - If you only have one item to submit for reimbursement on your receipt, select "Done".
 - If there are multiple items on your receipt, select "Add Item". You may add as many items as needed. After adding all items, select "Done".



- 7. Review your reimbursement request. Click back to make any edits or select "Submit for Approval" if the information is correct.
- 8. If your requested amount exceeds the balance in your student's account, an onscreen error will appear as shown below. The screen will refresh and will go back to the request form so you can adjust the amount.

) Portal	Error		
		Requested amount exceeds available balance.	
		ОК	
		Review your purchases for July Wayne	

If your student has enough funds in their account, your request will be submitted to Step Up for approval. You will then see an onscreen confirmation. As a reminder, reimbursements may be submitted for purchases made after July 1, 2023, until you have exhausted your funds. Requests for reimbursement for the 2023-24 school year must be submitted, with all the required supporting documentation, no later than August 31, 2024, to be considered for payment.

When making purchases from an individual or private seller who does not accept credit or debit cards, (i.e., garage sale, flea market), payment using a cashier's check or money order is required to be reimbursed. Using a cashier's check or money order provides the required proof of payment method for the purchase. **Reimbursement requests for purchases paid with cash will be denied.**

Documents Requirements to Submit a Reimbursement

Instructional Materials and Curriculum Related to Reading/Literacy or Math

Proof of payment **must** include the following:

- The item purchased related to reading/literacy and/or math; and
- The date of purchase; and
- The place of purchase or vendor/provider; and
- The amount of the purchase; and
- The method of payment

Part-Time Tutoring

• A form for invoicing for part-time tutoring is now available. It can be found <u>here</u>. This form may be submitted with proof of payment.



- If not using the invoice form, an invoice on business letterhead or receipt must include the following:
 - \circ $\;$ The New Worlds Scholarship Accounts student's first and last name; and
 - The New Worlds Scholarship Accounts student's student ID number, found on the "My Students" tab in EMA; and
 - The tutor's first and last name; and
 - The company name, if applicable; and
 - Dates and hours of instruction; and
 - Hourly rate; and
 - Proof of payment
- If the provider has not been pre-approved, you will also need to submit documentation showing proof of credentials as a part-time tutor (please see <u>Part-Time Tutoring</u> <u>Services</u> section above for details).

Summer and After-School Education Programs Designed to Improve Reading/Literacy and Math Skills

An invoice on business letterhead or receipt must include the following:

- The New Worlds Scholarship Accounts student's first and last name; and
- The New Worlds Scholarship Accounts student's student ID number, found on the "My Students" tab in EMA; and
- Start and end dates of program, including the year; and
- Amount of fees; and
- Documentation that the program is primarily focused on reading, literacy, English language, English usage, grammar, comprehension, vocabulary, literature, and informational text, writing in English, or math; and
- Proof of payment (for reimbursement to parent)

Reimbursement Status Definitions

You may login to the scholarship portal to review a reimbursement request status. The "Reimbursements" tab is on the left side of the screen.

In the reimbursement tab, you may view and search current statuses for reimbursement requests. The definitions are below:

- **Submitted**: Reimbursement request submitted.
- In Review: Reimbursement request is under review.

- **On Hold:** Reimbursement request is missing needed information for approval. The parent/guardian must submit more information within the scholarship portal. Step Up For Students will provide more information in an email sent to your email on file.
- **Approved**: Reimbursement request approved, and payment is on the way. <u>Click here</u> to learn more about how the payment process works.
- **Denied**: Reimbursement request was not approved. Step Up For Students will provide the denial reason in an email sent to your email on file.
- **Appealed**: Appeal submitted for a denied reimbursement request. Families may appeal a reimbursement request one time.
- **Cancelled**: Reimbursement request cancelled by the parent/guardian.

Denied Reimbursements

If a reimbursement request is denied, you may appeal that decision ONE TIME by reopening that request in the scholarship portal.

- 1. Open the Reimbursements tab on the left-hand side of the scholarship portal dashboard.
- 2. Select any request with a status of Denied. Select "Appeal" button.
- 3. Make any necessary edits, include new attachments, and submit.

The decision made by the Step Up For Student's appeal team is final. After the appeal decision is made, any additional appeals for the same item will NOT be reviewed.

4. Step Up For Students reserves the right to deny any reimbursement request submitted for payment.

Important Items to Note

- Please keep your contact information current, especially your email address. This is the primary way Step Up For Students will communicate important information related to your student's scholarship.
- If the parent/guardian does not spend any money from their account for three consecutive fiscal years (July 1 June 30), their account will be closed, and all remaining funds will be returned to the Florida Department of Education. If scholarship eligibility is denied or revoked by the commissioner for fraud or abuse, including but not limited to, the student or student's parent accepting any payment, refund, or rebate, in any manner, from a provider of any services, their account will be closed, and all remaining funds will be returned to the Florida Department of Education.



- Step Up For Students staff may request additional documentation or clarification when they review a reimbursement request. These requests will arrive via email to the email address associated with the parent/guardian account.
- Please update email settings to accept email from Step Up For Students so it is not sent to spam or junk folders.

Contact Information

Step Up For Students wishes all scholarship students a productive and fun-filled 2023-24 school year.

There are 3 ways to reach Step Up For Students:

Chat with a live agent at <u>StepUpForStudents.org</u>

Email <u>NewWorlds@SUFS.org</u>

[©] Call (877) 735-7837

The Service Center is generally open from 8:00 a.m. - 5:00 p.m. Eastern. During peak periods, hours may be extended. For Service Center hours, please visit the <u>Contact Us</u> page on the Step Up For Students website.

The terms outlined in this handbook are subject to change. You may familiarize yourself with updates by occasionally checking our website at <u>StepUpForStudents.org</u>.