



NEW WORLDS SCHOLARSHIP ACCOUNTS PROVIDER HANDBOOK



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NOTE: **GREEN text** indicates new or updated information effective October 2023

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Step Up For Students 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 kindergarten through 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 kindergarten through 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.



Partner with Step Up For Students

Step Up For Students is pleased to offer the New Worlds Scholarship Accounts program for kindergarten through fifth-graders in public school who are struggling with reading and/or math. The \$500 scholarship can be used by eligible students for part-time tutoring, instructional materials and after-school or summer programs designed to help boost reading and/or math skills.

Step Up For Students welcomes tutors, after-school, and summer program providers to participate in the scholarship program at any time of year. As an approved part-time tutor or program provider, you can work with Step Up For Students to receive payment for eligible students directly from Step Up For Students.

Partnering with Step Up For Students is an efficient way to assist your students in an environment they know well. It eliminates the out-of-pocket expense for parents of scholarship recipients, making the process simpler for students to receive support.

Please review the [Provider Checklist](#) to identify the documents needed for setting up your account.

Sign Up as a Part-Time Tutoring Partner

If you provide part-time reading and/or math tutoring services, you can work with Step Up For Students to receive payment for eligible students directly from Step Up For Students.

1. Create an account in [EMA](#).

Please watch the following video to learn more about setting up your EMA account:

1. [Creating a Business Account](#)

This video demonstrates:

- How to create a business account (only one person from the business will need to create a business account)
- How to add user(s)/contacts to the business account

2. Through EMA, submit documentation to become an approved provider.

When creating your EMA account, you must provide documentation to verify your eligibility. Acceptable documents can be found in the [“Approved Uses of New Worlds Scholarship Accounts Funds”](#) section of this handbook.



Please watch the following videos to learn more about submitting documentation to your EMA Account:

1. [Creating a Personal Account](#)

This video demonstrates:

- How to create a personal account as a credentialed employee
- How to add a personal account to a business account

2. [Linking a Personal Account to a Business](#)

This video demonstrates:

- Personal account—Request to join a business
- Business account—Approve request to join business

3. Add your services to the EMA Marketplace

You **MUST** specify that your services are for reading and/or math to be approved for the New Worlds Scholarship Accounts program.

1. Navigate to the “Service Offerings” Tab.
2. Enter your business’ location.
3. Add a service offering.

4. You're all set! Monitor your email for any further communications.

Sign Up as a Program Partner

If you provide fee-based after-school or summer reading and/or math programs, you can work with Step Up For Students to receive payment for eligible students directly from Step Up For Students.

1. Create an account in [EMA](#).

Please watch the following video to learn more about setting up your EMA account:

1. [Creating a Business Account](#)

This video demonstrates:

- How to create a business account (only one person from the business will need to create a business account)
- How to add user(s)/contacts to the business account

2. Add your services to the EMA Marketplace

You **MUST** specify that your services are for reading and/or math to be approved for the New Worlds Scholarship Accounts program.

1. Navigate to the “Service Offerings” Tab.
2. Enter your business’ location.



3. Add a service offering. You must attach a document demonstrating your program is focused on reading and/or math improvement.

3. You're all set! Monitor your email for any further communications.

How do families qualify and apply for the scholarship?

Qualifying for a Scholarship

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 exhibits characteristics of dyslexia as identified under s. [1008.25\(5\)](#)
- 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. [1008.25\(6\)](#)
- 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.



Scholarship Application

It is the responsibility of the parent/guardian, not the service provider, to complete the application and provide any documents required by Step Up For Students. Completing an application on behalf of a parent/guardian may result in a provider losing their ability to participate in the scholarship program.

To receive a New Worlds Scholarship, a parent of an eligible K-5 public school student must apply online by clicking [here](#).

The submitted application must include all the required student information to be considered complete. Incomplete applications cannot be processed.

Step Up For Students and the Florida Department of Education will work together to determine if the student qualifies for a New Worlds Scholarship. Parents/guardians will receive email notifications to the email address listed in their EMA Guardian Profile when there is an update in the scholarship status. Parents can also login to their [EMA Account](#) 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.

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 [login](#) 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 no money has been spent from the 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 Account 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
Accounts Receivable
4655 Salisbury Rd, Suite 400
Jacksonville, FL 32256

If parents wish to close their student's New Worlds Scholarship Account, they must contact Step Up For Students at newworlds@sufs.org or 1-877-735-7837.



Approved Uses of New Worlds Scholarship Accounts 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, Florida Statutes; or
- A person who holds an adjunct teaching certificate given by a Florida school district pursuant to s. 1012.57, Florida Statutes; 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), Florida Statutes.

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.

How do I Receive Payment?

New Worlds Reading Scholarship Parents have 2 options for using their scholarship funds:

- 1.) They can choose one of our preapproved direct pay options to avoid having to pay out-of-pocket. [Please see the Partner With Step Up For Students section to learn how to become a direct pay provider.](#)



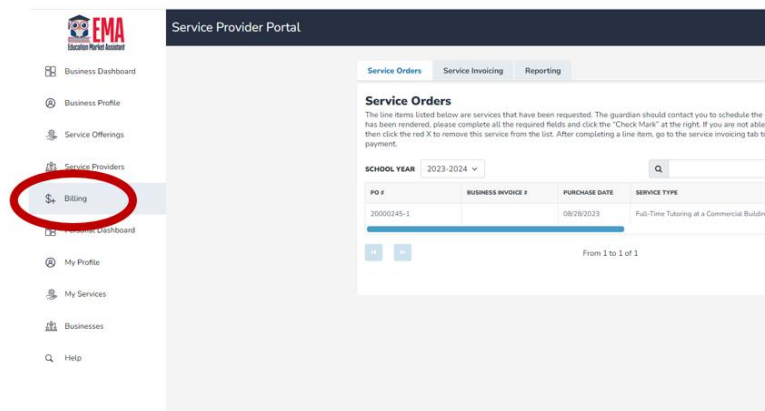
2.) They can pay for the cost of literacy and/or math-related products or services upfront and submit the receipt to Step Up For Students to be reimbursed.

Please refer parents to the New Worlds Scholarship Accounts Parent Handbook for additional information on how they can submit a reimbursement request.

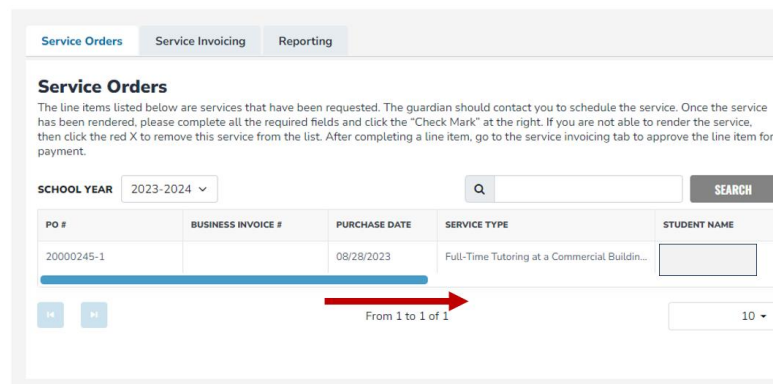
Step Up For Students has direct pay partnerships with providers across the state, as well as with virtual providers. These partnerships prevent upfront costs to New Worlds Scholarship families.

Receiving Payment as a Direct-Pay Provider

1. [Login](#) to your EMA business account.
2. Navigate to the “billing tab”.



3. Providers can view any orders scholarship families have submitted on the Service Orders page. Orders should remain here until services have been rendered. Once services have been rendered, scroll to the right.





Click the blue “edit” icon enter any relevant information needed to complete billing.

The screenshot shows the 'Service Orders' tab in a web application. At the top, there are three tabs: 'Service Orders' (selected), 'Service Invoicing', and 'Reporting'. Below the tabs is a heading 'Service Orders' followed by a paragraph of instructions. A 'SCHOOL YEAR' dropdown is set to '2023-2024'. A search bar is present with a 'SEARCH' button. Below this is a table with the following columns: 'ENT NAME', 'INDIVIDUAL PROVIDER', 'START DATE', 'END DATE', and 'AMOUNT'. The table contains one row with 'ARA COLON' in the 'ENT NAME' column and '\$120.00' in the 'AMOUNT' column. To the right of the row, there is a blue pencil icon (edit) and a red 'X' icon (remove). The edit icon is circled in red. At the bottom of the table, there are navigation arrows, the text 'From 1 to 1 of 1', and a dropdown menu set to '10'.

The information you need to enter may change based on the service your business is providing. Select the green check box to submit the service details.

Note: Business Invoice Number is a required field. You may need to scroll to the left to enter the business invoice number before selecting the green check box.

This screenshot shows the same 'Service Orders' interface as the previous one, but with more form fields visible. The 'INDIVIDUAL PROVIDER' column now has a dropdown menu with 'Select' as the current value. The 'START DATE' and 'END DATE' columns have date input fields with the placeholder 'mm/dd/yyyy' and calendar icons. The 'AMOUNT' column has a text input field with '\$120.00' and up/down arrow icons. A green checkmark icon is now visible in the rightmost column of the table row. The rest of the interface, including the tabs, school year dropdown, search bar, and pagination, remains the same.



4. Navigate to the Service Invoicing page.

Service Orders **Service Invoicing** Reporting

Service Invoicing

Please review the line items below for accuracy. If the information is not correct, please click the red X to the right and this will move the line item back to the "Service Orders." tab for corrections. You may select one line at a time or select all in the header row, then click the "Invoice" button to process the lines selected for payment.

SCHOOL YEAR: 2023-2024

SEARCH

PO#	BUSINESS INVOICE #	PURCHASE DATE	SERVICE TYPE	STUDENT NAME	INDIVIDUAL PROVIDER	START DATE	END DATE	AMOUNT
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Review the information to ensure correctness. If everything is correct, select the invoice and click the blue "invoice" button.

START DATE	END DATE	AMOUNT
08/22/2022	10/22/2022	\$1.00

INVOICE

A pop up will appear asking you to review the information associated with the invoice. This is your last chance to ensure correctness. If everything is correct, click "yes."

Are you sure you want to submit these invoices?
After submitting your invoices for payment, please use the reporting tab for payment status.

PO #	BUSINESS INVOICE #	STUDENT NAME	INDIVIDUAL PROVIDER	AMOUNT
20000001-1	20000001-1	Lake Lab	N/A	\$17.00

YES

5. You're all set! Step Up For Students has received your invoice and payment will be made to the bank account associated with your business.



Payment Requests

Invoices will be processed as they are received and may be submitted for services rendered after July 1, 2023.

Requests for payments for the 2023-2024 school year, must be submitted, with all the required supporting documentation, no later than August 31, 2024, to be considered 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 the scholarship.
- Please update your email settings to accept email from Step Up For Students so it is not sent to your Spam or Junk folder.

Contact us

There are 2 ways to reach us:

 Chat with a live agent at www.sufs.org

 Call us at 877-735-7837

For Service Center hours, please visit our [“Contact Us”](#) page on our website.

The Step Up For Students New Worlds Scholarship Accounts team wishes you a productive and fun-filled 2023-2024 school year!