



NEW WORLDS SCHOLARSHIP ACCOUNTS PROVIDER HANDBOOK



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Overview

The New Worlds Scholarship Accounts program provides \$1,200 to help eligible students who struggle with reading or math.

Step Up For Students is a state-approved, eligible 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 is one of the SFOs that administers Florida's education choice programs, including the New Worlds Scholarship Accounts program.

In 2024, the Florida Legislature increased the scholarship amount from \$500 to \$1,200 per student and expanded the scholarship to include students in Voluntary Prekindergarten (VPK) programs.

This handbook guides providers through the process of participating in the New Worlds Scholarship Accounts program.

Partner with Step Up For Students

Step Up For Students welcomes tutoring, after-school, and summer program providers to participate in the scholarship program at any time of year. Approved program providers can receive payment for eligible students directly from Step Up For Students.

The [Provider Checklist](#) will help to identify the documents needed for setting up an account.

Sign Up as a Part-Time Tutor

Providers of part-time reading or math tutoring must do the following to list their offerings and accept payments in EMA:

- Create Business and Personal accounts in [EMA](#). The Business Account is for the provider's company, and the Personal Account is for the individual tutor to upload their credentials. The following videos have more information on these topics:
 - [Creating a Business Account](#)
 - [Creating a Personal Account](#)
- Submit documentation to become an approved provider using EMA. Acceptable documents can be found in the [Tuition and Fees For Part-Time Tutoring Services](#) section of this handbook.
- Add your services to the EMA Marketplace. You must specify whether your services are for reading or math to be approved for the New Worlds Scholarship Accounts program.
 - Navigate to the "Service Offerings" tab
 - Enter your business address
 - Add a service offering



Sign Up as a Program Partner

Fee-based after-school or summer reading or math program providers must do the following to list their offerings and accept payments in EMA:

- Create an account in [EMA](#). The [Creating a Business Account](#) video has more information about setting up a business account in EMA.
- Add services to the EMA Marketplace. You must specify that your services are for reading or math to be approved for the New Worlds Scholarship Accounts program.
 - Navigate to the “Service Offerings” tab.
 - Enter your business address
 - Add service offerings. Documentation demonstrating that the program is focused on reading or math improvement must be included.

How Do I Receive Payment?

New Worlds Reading Scholarship Parents must choose one of our preapproved direct pay options to make purchases. Watch this video about how to handle [Orders and Invoicing](#).

Payment Requests

Invoices will be processed as they are received and may be submitted for services rendered from July 1, 2024 – June 30, 2025.

Requests for payments for the 2024-25 school year must be submitted, with all the required supporting documentation, no later than August 31, 2025, to be considered for payment.

Qualifying for a New Worlds Scholarship Account

New Worlds Scholarship Accounts are available to students who are enrolled in a VPK Education Program or a Florida public school in kindergarten through grade five (5) who:

- Have a substantial deficiency in either reading or mathematics;
- Exhibit characteristics of dyslexia or dyscalculia;
- Scored below a Level 3 on the most recent statewide, statewide, standardized English Language Arts (ELA) or Mathematics assessment; or
- For VPK students enrolled in public school or private school programs, exhibit a substantial deficiency in early literacy skills based on the most recent progress monitoring results.

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

Applying for a New Worlds Scholarship Account

Step Up For Students and the Florida Department of Education (FLDOE) will determine if a student is eligible for the New Worlds Scholarship Accounts program. This process may take several weeks. Parents and guardians will receive email notifications to the email address listed



in their guardian profile when there is an update in the scholarship status. Parents and guardians can view an application's status at any time by logging into EMA.

Step Up For Students requires parents and guardians to submit a complete scholarship application each year through their account in EMA, which can be accessed [here](#).

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

Parents and guardians must notify Step Up For Students if their student intends to participate in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs or intends to leave the Florida public school system. Leaving the Florida public school system or a VPK program at an eligible private school could affect the student's scholarship eligibility.

Program at Capacity

The number of applications received by Step Up For Students may exceed program capacity. The number of scholarships available each school year is limited by the amount of funds the Florida Legislature appropriates to the program in its annual state budget.

Once the program reaches capacity, Step Up will award additional scholarships if funds become available later in the school year. There is no guarantee additional funds will become available once the program reaches capacity. Awarded students will receive an email notification if they are awarded a scholarship after the initial capacity is reached.

Multiple Scholarships

An eligible student may participate in the Transportation Stipend and the New Worlds Scholarship Accounts program at the same time. A student may not participate in the New Worlds Scholarship Accounts program and any other Florida K-12 scholarship program at the same time.

Funding for New Worlds Scholarship Accounts

Funding for the New Worlds Scholarship Accounts program comes from the State of Florida. The scholarship award amount is \$1,200 per student for the 2024-25 school year.

Step Up typically receives the scholarship funds from the FLDOE within forty-five (45) days of a student being found eligible. After Step Up receives the funds, they are deposited into the student's account, typically within ten (10) business days. Funding will be disbursed on a first-come, first-served basis, with students who are English Language Learners receiving priority.

Parents and guardians will be notified via email when funds have been deposited into their student's New Worlds Scholarship Account. Parents and guardians may view their student's funding status by logging into EMA.



Once funds have been deposited into the student's account, parents and guardians may use the scholarship funds for a variety of products and services (see the Authorized Uses of New Worlds Scholarship Account Funds section, below).

A few days after funds are deposited into the student's account, tabs will appear in the student's EMA portal to allow parent/guardians to search and shop for approved goods and services directly through Step Up's Marketplace and in MyScholarShop. See the [Making Purchases Using Scholarship Funds](#) section for more information. Any unused funds will be rolled over for use in subsequent school years, as long as the account remains active.

Authorized Uses of New Worlds Scholarship Account Funds

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

Instructional Materials

Instructional materials must be related to reading and literacy or math, including, but not limited to:

- Digital devices, limited to desktop computers, laptop computers, and tablets
- Digital materials or stand-alone online class
- Online software programs related to reading and literacy 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 and literacy or math.

Tuition and Fees For Part-Time Tutoring Services

Part-time tutoring services must be provided by a person who holds one of the following:

- A current, valid Florida educator's certificate under [s. 1012.56, F.S.](#);
- An adjunct teaching certificate under [s. 1012.57, F.S.](#);
- A baccalaureate or graduate degree in the subject area taught;
- Demonstrated mastery of subject area knowledge under [s. 1012.56\(5\), F.S.](#);
- A micro-credential under [s. 1003.485, F.S.](#); or
- For a prekindergarten student, a person who holds a credential under [s. 1002.55\(3\)\(c\)1., F.S.](#) or an educational credential under [s. 1002.55\(4\), F.S.](#)

Mastery of Subject Area Knowledge:

Acceptable means of showing master of subject area knowledge are (under [s. 1012.56\(5\), F.S.](#)):

- For a subject requiring only a baccalaureate degree for which a Florida subject area examination has been developed, achievement of a passing score on the Florida-developed subject area examination specified in state board rule;



- For a subject for which a Florida subject area examination has not been developed, achievement of a passing score on a standardized examination specified in state board rule, including, but not limited to, passing scores on both the oral proficiency and written proficiency examinations administered by the American Council on the Teaching of Foreign Languages;
- For a subject for which a Florida subject area examination has not been developed or a standardized examination has not been specified in state board rule, completion of the subject area specialization requirements specified in state board rule and verification of the attainment of the essential subject matter competencies by the district school superintendent of the employing school district or chief administrative officer of the employing state-supported or private school;
- For a subject requiring a master's or higher degree, completion of the subject area specialization requirements specified in state board rule and achievement of a passing score on the Florida-developed subject area examination or a standardized examination that is directly related to the subject specified in state board rule;
- Documentation of a valid professional standard teaching certificate issued by another state;
- Documentation of a valid certificate issued by the National Board for Professional Teaching Standards or a national educator credentialing board approved by the State Board of Education;

Fees for Summer Education Programs

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

Fees for After-School Education Programs

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

Making Purchases Using Scholarship Funds

Direct Payment Through the EMA Marketplace

Parents and guardians will make direct purchases of goods and services through the EMA Marketplace. The EMA Marketplace cannot schedule services. It is the parent or guardian's responsibility to contact the service provider and schedule services for their student.

Parents and guardians must be aware of their student's scholarship account balance. Any purchases made that exceed the amount of funds in the student's account are the parent or guardian's responsibility and will not be reimbursed.

Step Up For Students reserves the right to deny requests or to limit or deny access to EMA or MyScholarShop.



MyScholarShop

Items available through MyScholarShop are preapproved for purchase using New Worlds Scholarship Accounts funds.

MyScholarShop orders cannot be shipped to an address that is outside of the State of Florida or to a post office box.

Access to MyScholarShop will be activated within a few days of a student's account being funded.

Step Up For Students reserves the right to deny requests or to limit or deny access to EMA or MyScholarShop.

For More Information

- [SUFIS New Worlds Scholarship Accounts Page](#)
- [New Worlds Scholarship Accounts Provider Page](#)
- [New Worlds Scholarship Accounts Statute](#)
- [New Worlds Scholarship Accounts FLDOE Rule](#)
- [EMA Provider Request Form](#)
- [Provider Feedback Form](#)

Provider Rights and Responsibilities

Providers may not limit, restrict, or attempt to control a parent or guardian's use of student funds for tuition, fees, or other eligible expenses.

Data Confidentiality

The information available behind the parent or guardian login in EMA is personal and confidential. Providers may not ask for or require a parent or guardian to provide the username or password to their scholarship account. Providers should never access a student's scholarship application or account for any reason. Doing so may result in loss of provider participation and/or scholarship eligibility and funding for the student, as well as financial or criminal penalties.

This policy is intended to prevent misuse of scholarship funds and protect the confidentiality of sensitive financial and educational information that belongs to students and their parents or guardians.

Data Security

Step Up For Students will never ask for the following information via email, phone call, or text message:

- Full account password or any part of it
- Banking details



Providers who receive any communication requesting this type of information or have received a suspicious email must not respond or click on any links. Instead, they should report the activity immediately on the [Contact Us](#) page on the Step Up For Students website.

Maintaining Up-to-Date Contact Information


Providers should keep contact information current, especially their email address. This is the primary way Step Up For Students will communicate important information.


If there is a change of FLDOE status, credentials or licenses, physical or mailing address, telephone number, or email address, the information must be updated in EMA and the FLDOE portal, when applicable.


Contact Us

Step Up For Students wishes all scholarship students a productive and fun-filled 2024-25 school year.

There are three ways to reach Step Up For Students:

 Chat with a live agent at StepUpForStudents.org

 Call (877) 735-7837

 Submit an inquiry through the [Contact Us](#) page

The Customer Engagement Center is generally open from 8:00 a.m. to 5:00 p.m. EST. During peak periods, hours may be extended. For Customer Engagement Center hours, visit the [Contact Us](#) page on the Step Up For Students website.