



# PEP OPEN HOUSE

PERSONALIZED EDUCATION PROGRAM

## Personalized Education Program (PEP) Open House

February 22<sup>nd</sup>, 2024



# Agenda

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Scholarship Updates & Reminders

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Funding Updates

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MyScholarShop: New Vendor Alert

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Parent/Guardian Handbooks

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





# Scholarship Updates

## Scholarships for Florida Schoolchildren



Dear Parent/Guardian,

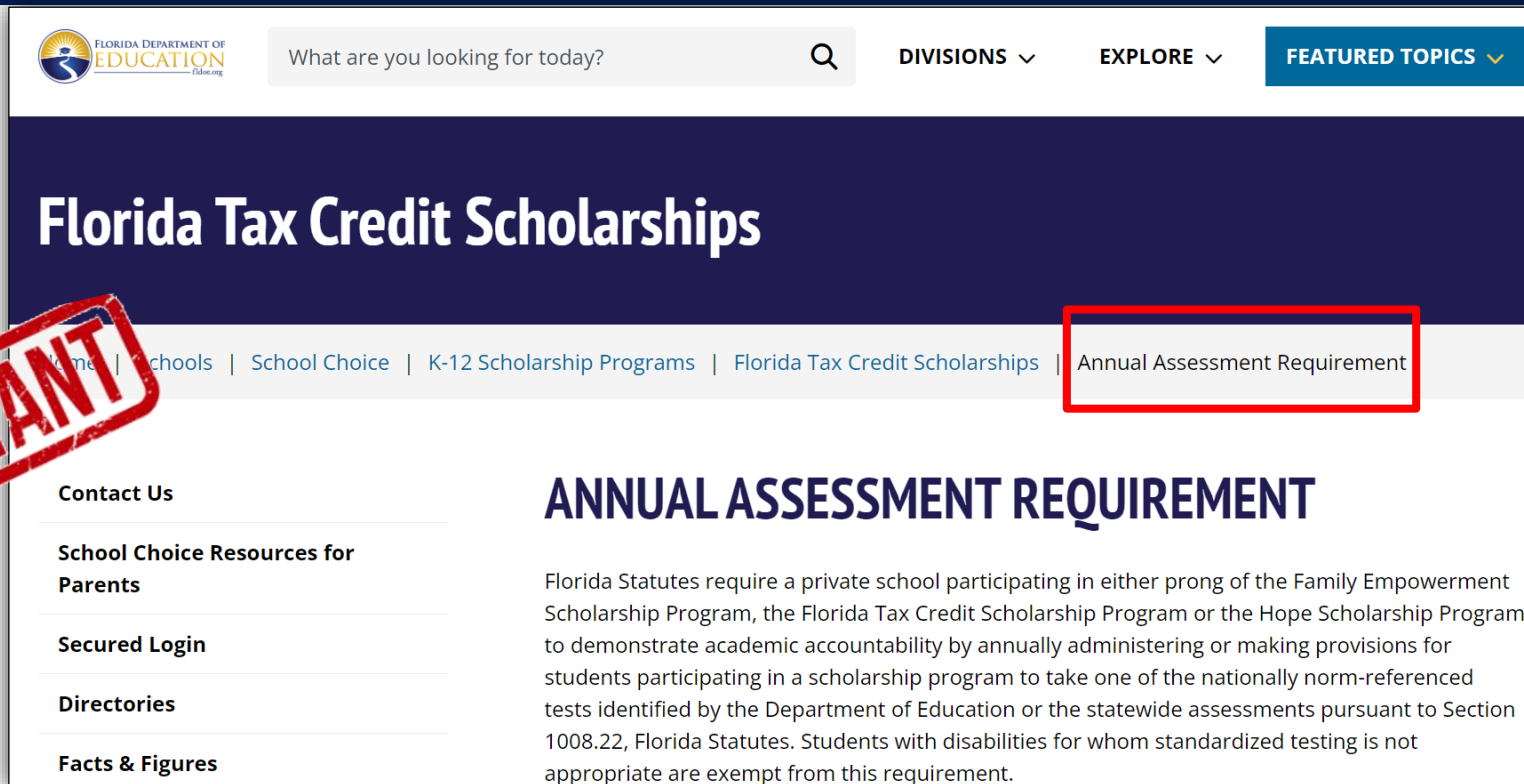
You are receiving this message because you selected "PayPal®" as your preferred payment method within EMA for reimbursements.

As shared on [PayPal®'s website](#), "Beginning January 1, 2024, the Internal Revenue Service (IRS) implemented new reporting requirements for payments received for goods and services, which will lower the reporting threshold to \$600 USD for the 2024 tax season from 2023's threshold of USD 20,000 and 200 transactions."

**Subject: An update about PayPal®**  
**Sent: 2.12.24**

*Important: Although scholarships are not taxable to the recipient, families who receive more than \$600 through PayPal® may automatically receive a 1099-K form. Step Up is not permitted to answer further questions related to the 1099-K form or provide tax advice. Please speak with your tax professional for more information.*

# PEP & Assessments



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What are you looking for today?

DIVISIONS  EXPLORE  FEATURED TOPICS

## Florida Tax Credit Scholarships

Home | Schools | School Choice | K-12 Scholarship Programs | Florida Tax Credit Scholarships | **Annual Assessment Requirement**

**VERY IMPORTANT**

Contact Us

School Choice Resources for Parents

Secured Login

Directories

Facts & Figures

### ANNUAL ASSESSMENT REQUIREMENT

Florida Statutes require a private school participating in either prong of the Family Empowerment Scholarship Program, the Florida Tax Credit Scholarship Program or the Hope Scholarship Program to demonstrate academic accountability by annually administering or making provisions for students participating in a scholarship program to take one of the nationally norm-referenced tests identified by the Department of Education or the statewide assessments pursuant to Section 1008.22, Florida Statutes. Students with disabilities for whom standardized testing is not appropriate are exempt from this requirement.

In compliance with statute, all PEP families are required to provide a standardized assessment result prior to scholarship renewal. Please refer to <https://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/ftc/annual-assessment-requirement.stml> for further details.

Information on the submission process will be coming in the spring. **Please be aware that scores are required for funding and they must be submitted by July 31st.**








NEW

MyScholarShop

VENDORS

# MyScholarShop New Vendors



	<p>Virtual gym class for sports ie- aquatics, lacrosse, yoga, strength and conditioning training, basketball, dance, field hockey, fitness, gymnastics, pickleball, self-defense, tennis, volleyball</p>	<p><a href="https://www.hiveclass.com/">https://www.hiveclass.com/</a></p>
	<p>Mathematics supplemental course that will do a placement/ evaluation test and design a curriculum for that student Elephant learning uses a puzzle method for teaching.</p>	<p><a href="https://www.elephantlearning.com/">https://www.elephantlearning.com/</a></p>
	<p>An interactive learning approach that uses multimedia like music videos, animations, and interactive pieces to teach the basics they provide an extensive online catalog of engaging, mastery-based courses for students in grades K-12. In addition to core curriculum, Ignite offers a wide range of tech electives on topics that students love including Adobe Creative Cloud Digital Art and Video Production, 2D/3D Animation, 3D Printing, Game Design, Minecraft STEAM Foundations, and more!</p>	<p><a href="http://learningignite.com">Ignite Learning - Homepage (learningignite.com)</a></p>
	<p>Foundation in Sounds is designed for parents, tutors, teachers, and other professionals who want to use the Barton Reading &amp; Spelling System or other Orton-Gillingham influenced programs, but their students could not pass Part C of the Barton Screening. Foundation in Sounds is an easy-to-use program for students of all ages that will improve a student's auditory discrimination, auditory memory size, and auditory sequencing skills When a student has finished all 12 lessons in Foundation in Sounds, the student will be able to pass Part C of the Barton Student Screening.</p>	<p><a href="http://www.foundationinsounds.com">www.foundationinsounds.com</a></p>
	<p>This vendor provides curriculum for students from infant to toddler as well as K-12 as well as classroom furnishings.</p>	<p><a href="https://www.alisonsmontessori.com/">https://www.alisonsmontessori.com/</a></p>



# FTC/FES-EO/PEP Parent/Guardian Handbook



# PEP Parent/Guardian Handbook



**The PEP parent handbook serves as a guide on how to utilize your scholarship funds.**

**Over the next few slides, we will show you where to find answers to some of the most frequently asked questions we get about the PEP scholarship.**

**Where can I find a complete list of approved vendors and approved reimbursements?**



# MyScholarShop

Step Up For Students has developed an e-purchasing platform to assist you in purchasing without any upfront cost to you!

Items available through MyScholarShop are approved for purchase using your PEP funds. If you do not see an item in MyScholarShop or in the Purchasing Guide, it does not mean the item is not approved; however, it is strongly suggested you submit a pre-authorization form prior to purchasing if you are unsure if the item is eligible for reimbursement. Please be sure to read the forms instructions very carefully.

Refer to p. 20 of the Parent Handbook

**Do the remaining funds at the end of each school year roll over to the following school year ?**



# Account Balances

A student's unspent ESA funds may be rolled over from one year into the next school year. However, if the student's scholarship account balance reaches \$24,000, Step Up For Students will not transfer scholarship funds into the student's scholarship account.

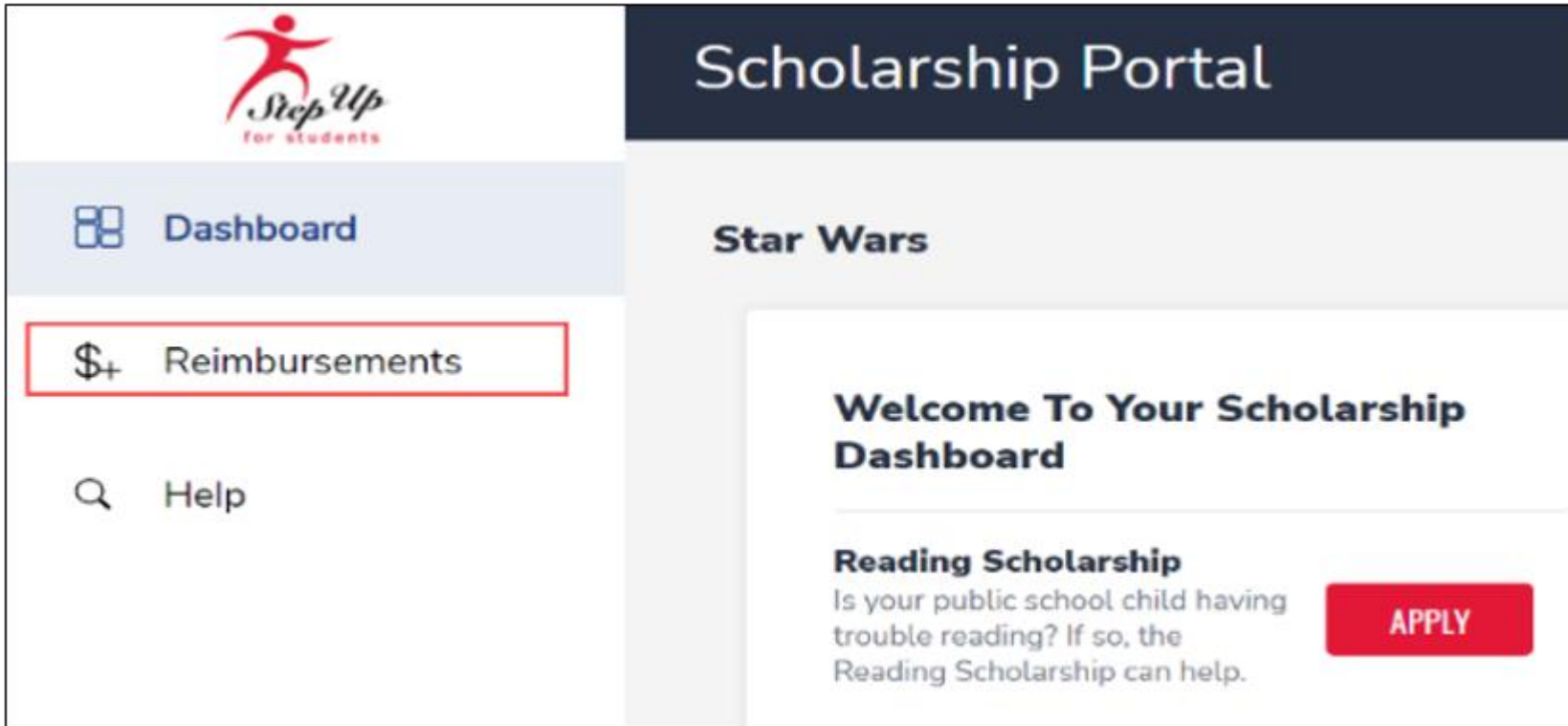
Parents/guardians are encouraged to monitor their student's scholarship balance and spending to ensure that they remain eligible for scholarship payments.

Refer to p. 22 of the Parent Handbook

**Where do PEP families submit reimbursements for their students?**



# PEP Reimbursements




The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with the 'Step Up for students' logo at the top. Below the logo are three menu items: 'Dashboard' (with a grid icon), 'Reimbursements' (with a '\$+' icon and highlighted by a red box), and 'Help' (with a magnifying glass icon). The main content area is titled 'Star Wars' and contains a 'Welcome To Your Scholarship Dashboard' message. Below this is a 'Reading Scholarship' section with the text: 'Is your public school child having trouble reading? If so, the Reading Scholarship can help.' and a red 'APPLY' button.

Once you are signed into EMA, click **Reimbursements** on the left panel of the Dashboard

YouTube: <https://youtu.be/6MSa1goqACM?si=y8WzOOVAgPVX37i6>

**Can you please review part-time and  
Choice Navigator services? What  
documentation is required when  
submitting the reimbursement?**






# Part-time Tutoring or Choice Navigator Services

**Part-time tutoring and Choice Navigator services include tuition and fees for services provided by a person who:**

- Holds a valid Florida educator's certificate pursuant to s. 1012.56, F.S.
- Holds an adjunct teaching certificate pursuant to s. 1012.57, F.S.
- Has a bachelor's degree or a graduate degree in the subject area in which instruction is given
- Is certified by a nationally or internationally recognized research-based training program as approved by the department or
- Has demonstrated a mastery of subject area knowledge pursuant to s. 1012.56(5), F.S.

Refer to p.17-18 of the Parent Handbook

# Tutoring Reimbursement Requirements



**MILLER TUTORING**

September 29, 2023

Bill To		Payment To Tutor	
Parent/Guardian	Susan Doe (mother)	Tutor	Thompson Miller
Student	Johnny Doe (student) 12345 Hodges Rd Jacksonville, FL 32114	Address	1553 Cedar Bay Rd Jacksonville, FL 32218
Phone	904-524-3004	Phone	904-327-6446
Payment Due	September 29, 2023	Email	<a href="mailto:Thompsonma31@gmail.com">Thompsonma31@gmail.com</a>
Amount Due	\$600.00	License #	1251543
		Expiration Date	06/30/2024

Qty.	Item#	Description	Unit Price	Line Total
1	TUT	Tutoring – Reading Comprehension / Strategies Location – Student's home private tutoring session Tutoring sessions 09/25/2023 – 09/29/2023	\$600.00	\$600.00
1	PMT	Check #145	(\$600.00)	\$0.00
Estimated Final Balance Due				\$0.00

## Tutoring Invoice Requirements:

Student's full name, date(s) of service (including the month, day, and year), hourly rate and quantity of hours, type of service rendered, provider's full name, business address and license number, and amount due.

Refer to the p.16-18 of the Parent Handbook

# Tutoring Reimbursement Requirements



## Huntington Learning Center

6300 N Wickham Rd. Ste. 125  
Melbourne, FL 32940  
(321) 757-0379



## Invoice

07/05/2023

Invoice for  
Susan Smith

Description	Qty(hrs.)	Unit price	Total price
Tuition - by the hour	16	\$89.00	\$1,424.00

Notes:  
Taught by:  
David Perry  
Doctorate in Education Administration  
Columbia University, 1986

Subtotal **\$1,424.00**

**\$1,424.00**


### **Missing Information:**

Based on the sample provided here, this invoice for tutoring services would be placed “On Hold.” It only has the tutor’s name and not the tutor’s credentials. It also is missing the dates of service.

# Tutoring Reimbursement Requirements

**Florida Teacher Certification Examinations  
SCORE REPORT**

Social Security Number: 123456789 Score Report Date: October 24, 2012



This barcode contains unique examinee information (including Pass/Fail status). Any attempt to manipulate this barcode and/or the contents of the score report will result in distortion of the barcode and/or mismatch of data.

Passing the Subject Area Examination, the Professional Education Test, and the multiple-choice subtests of the General Knowledge Test requires a scale score of 200 or higher on each. Passing the General Knowledge Essay requires a score of 6 or higher.

**Current Test Administration Results**

Test	Status	Date
Elementary Education K-6	Pass	October 18, 2012
Exceptional Student Education K-12	Pass	October 16, 2012


**Cumulative Results\* as of October 24, 2012**

Test	Status	Date
Elementary Education K-6	Pass	October 18, 2012
Exceptional Student Education K-12	Pass	October 16, 2012
Professional Education (PED)	Pass	September 28, 2012
GK Subtest 4: Mathematics	Pass	December 30, 2011
GK Subtest 3: Reading	Pass	August 5, 2011
GK Subtest 2: English Language Skills (ELS)	Pass	August 5, 2011
GK Subtest 1: Essay	Pass	August 5, 2011

\*Includes all Subject Area Examinations passed, your status on the Professional Education Test, and your status on each section of the General Knowledge Test and/or CLAST, as of the score reporting date. Note that for the purposes of certification, General Knowledge and CLAST are interchangeable; equivalent subtests from either test may be used in combination across the 2 tests to satisfy the basic skills requirement. If applicable, your status on each section of German or Speech test, as of the score reporting date, is also provided.

## Part-Time Tutoring Instructor Credentials:

A College Degree in the subject area, Florida Department of Education license number, or Florida Teacher Certification Exam Score



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**License Details**

Press "Search Results" to return to the Search Results list.  
Press "New Search Criteria" to do another search of this type.  
Press "New Search" to start a new search.

---

**License Number:** \_\_\_\_\_ *Current Date: 01/17/2024 03:15 PM*

**Name:** \_\_\_\_\_

**License Type:** 5 Year Renewable Professional

**License Status:** Certified

**Expiry Date:** 06/30/2024

**Effective Rank Date:** 07/01/2014

**District Affiliation**

**Licensee's Role:** Individual

**Related Party Role:** District

Related Party Name	License Type	Address
DUVAL	District	JACKSONVILLE , FL DUVAL 32207

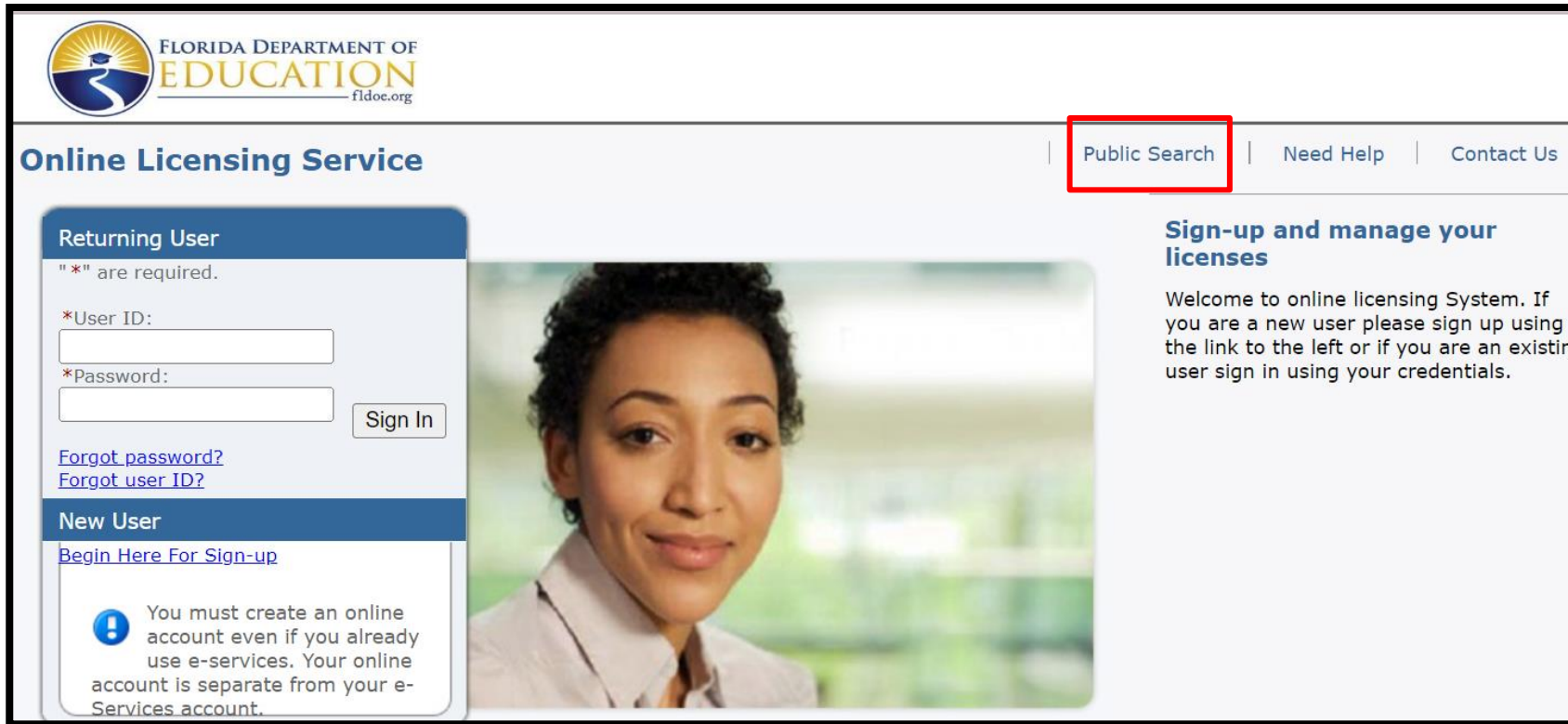
Subject Area(s)	Rank	Status	Effective Date	Expiration Date
Prekindergarten/Primary Education	5 Year Renewable Professional	Issued	11/30/2018	06/30/2024
Autism Spectrum Disorders	5 Year Renewable Professional	Issued	07/01/2014	06/30/2024
English for Speakers of Other Languages	5 Year Renewable Professional	Issued	07/01/2014	06/30/2024
Exceptional Student Education	5 Year Renewable Professional	Issued	07/01/2014	06/30/2024

[Search Results](#)
[New Search Criteria](#)
[New Search](#)
[Print](#)

## Full-Time Tutoring Instructor Credentials:

A valid and active Florida Department of Education license

# Steps for Locating Instructor's Credentials



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**Online Licensing Service**

Public Search | Need Help | Contact Us

**Returning User**  
"\*" are required.


\*User ID:

\*Password:

Sign In

[Forgot password?](#)  
[Forgot user ID?](#)

**New User**  
[Begin Here For Sign-up](#)

 You must create an online account even if you already use e-services. Your online account is separate from your e-Services account.

**Sign-up and manage your licenses**

Welcome to online licensing System. If you are a new user please sign up using the link to the left or if you are an existing user sign in using your credentials.

## Step 1:

Navigate to  
<https://flcertify.fldoe.org/datamart/mainMenu.do>

Click on "Public Search"

# Steps for Locating Instructor's Credentials

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**License Verification**

Click on the type of search below to enter search criteria.  
Press "Previous" to return to the previous screen.

[Search by Educator's Name](#)

[Search by Educator's Name within a Specific License Type](#)

[Search by License Number](#)

[Search by City](#)

[Search by County](#)

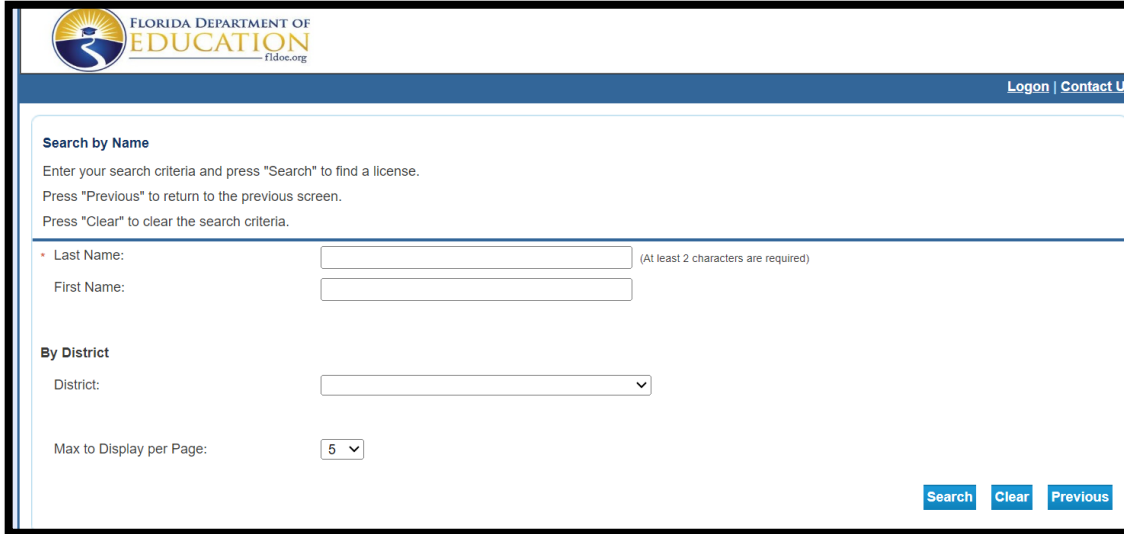
Previous

## **Step II:**

There are two options you may use to search for the instructor's credentials.

1. Educator's Name
2. License Number

# Steps for Locating Instructor's Credentials



The screenshot shows the Florida Department of Education website with the 'Search by Name' form. The form includes a search bar for last and first names, a dropdown for district, and a 'Max to Display per Page' dropdown set to 5. There are 'Search', 'Clear', and 'Previous' buttons at the bottom right.

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**Search by Name**

Enter your search criteria and press "Search" to find a license.  
Press "Previous" to return to the previous screen.  
Press "Clear" to clear the search criteria.

Last Name:  (At least 2 characters are required)  
First Name:

**By District**

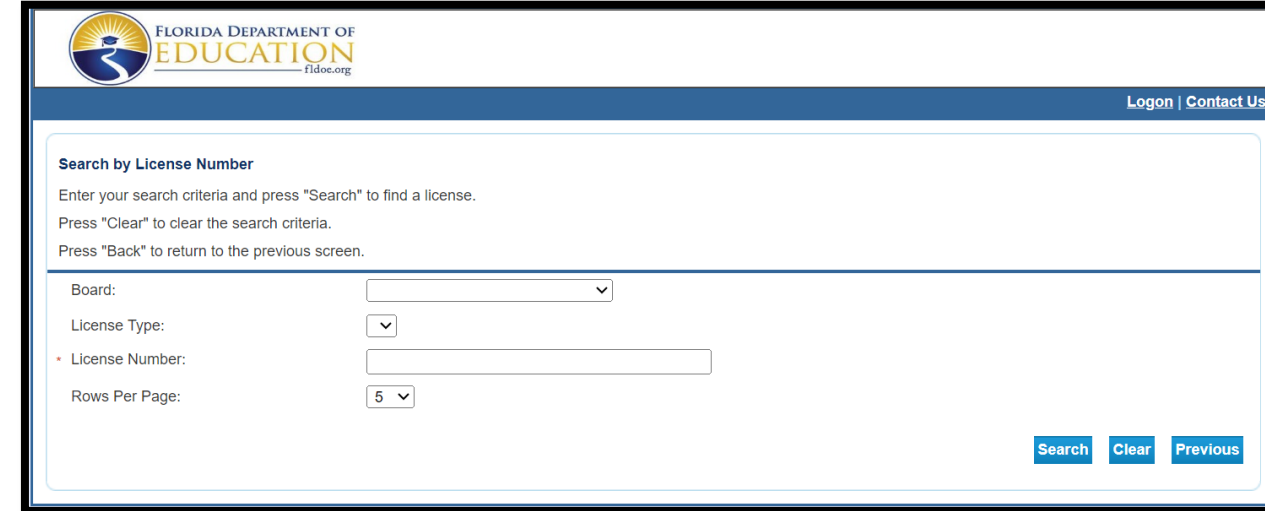
District:

Max to Display per Page:

Search Clear Previous

## **Step III by Name:**

Enter the instructor's last name and first name; the district field is optional. Then press "search."



The screenshot shows the Florida Department of Education website with the 'Search by License Number' form. The form includes dropdowns for board and license type, a search bar for license number, and a 'Rows Per Page' dropdown set to 5. There are 'Search', 'Clear', and 'Previous' buttons at the bottom right.

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**Search by License Number**

Enter your search criteria and press "Search" to find a license.  
Press "Clear" to clear the search criteria.  
Press "Back" to return to the previous screen.

Board:

License Type:

License Number:

Rows Per Page:

Search Clear Previous

## **Step III by License Number:**

Enter the instructor's license number. The other fields are optional. Then press "search."

**I applied for the scholarship for the first time this school year. What is the renewal process like? Will there be guidance provided?**



# Scholarship Continuity

Once a student qualifies for a scholarship, as long as the student is a resident of the state of Florida and eligible to enroll in a Florida public school, the student is eligible for the scholarship. They will remain eligible until he or she returns to public school, graduates from High School or turns 21, whichever occurs first, regardless of income.

**"Renewal"** – a student who utilized scholarship funding in the prior school year. Renewal students are not subject to income prioritization after their initial eligibility year. Students must renew each year they wish to remain in the program.

Refer to p.5 of the Parent Handbook



**STAY TUNED**

**Could you please provide an update  
on the reimbursement card?**



**Florida Tax Credit Scholarship Program &  
Family Empowerment Scholarship for Educational Options**



Dear Parent/Guardian,

We are pleased to announce that Step Up For Students families may NOW choose how they would like to be reimbursed.

Families may choose from these three options:

- **Direct Bank Transfer:** Securely deposit funds directly into your bank account via an ACH transfer.
- **Check:** Have a physical check mailed to your provided address.

**Subject: AVAILABLE NOW: More ways to be reimbursed!**  
**Sent: 1.9.24**

# Important Notice

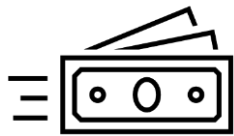
We are pleased to announce improvements to our reimbursement services for Step Up's ESA scholarship families. This new process can be managed within the family's EMA account and **will replace the U.S. Bank Focus Cards.**

Families submitting reimbursement requests in EMA must select a payment method before submitting a new request. *Note: This step should only be completed if you intend to submit reimbursement requests.*

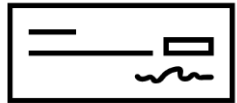
**Reminder: Renewal FES-UA students are not impacted at this time and will continue to use the legacy system for reimbursements until further notice.**

# Payment Method Options

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



**Direct Bank Transfer:** Securely deposit funds directly into your bank account via an ACH transfer.



**Check:** For a more traditional approach, you can select a physical check for your reimbursement payment method. The check will be mailed to your provided address.



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

***Note:** By selecting this method, families may be subject to receiving a 1099-K form. [Click here](#) to learn more.*

# Managing Funds Already On Your Reimbursement Card

This slide only pertains to families with a balance on their U.S. Bank Focus Card. They can:

- Continue to use those funds until they run out
  - Families can use the card like any other debit card to make purchases or get cash
- Withdraw them at a bank
  - Cardholders can make a cash withdrawal from a network of ATMs
- Call U.S. Bank and request a check for the balance that remains on the card
  - Families can call the number on the back of their card (888-863-0681) to request to withdraw their funds. They should be prepared to verify their address on this call.

New reimbursement funds will not be added to the U.S. Bank Focus Card after [January 8, 2024](#), if you need assistance with your U.S. Bank Focus Card, call (888) 863-0681.

# Check Out Our Revised Video!

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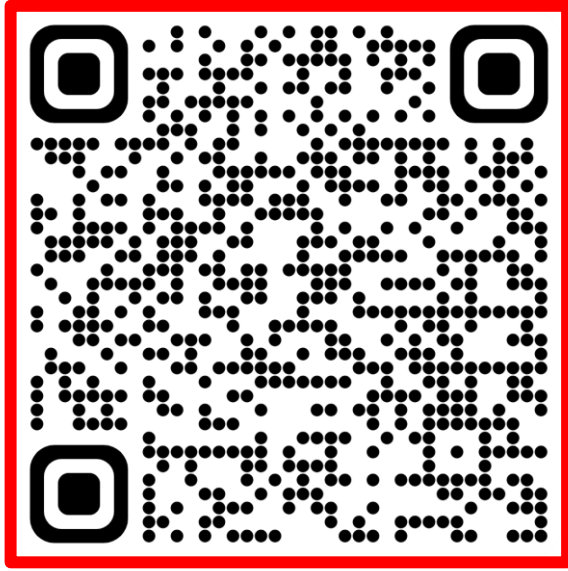


English Video

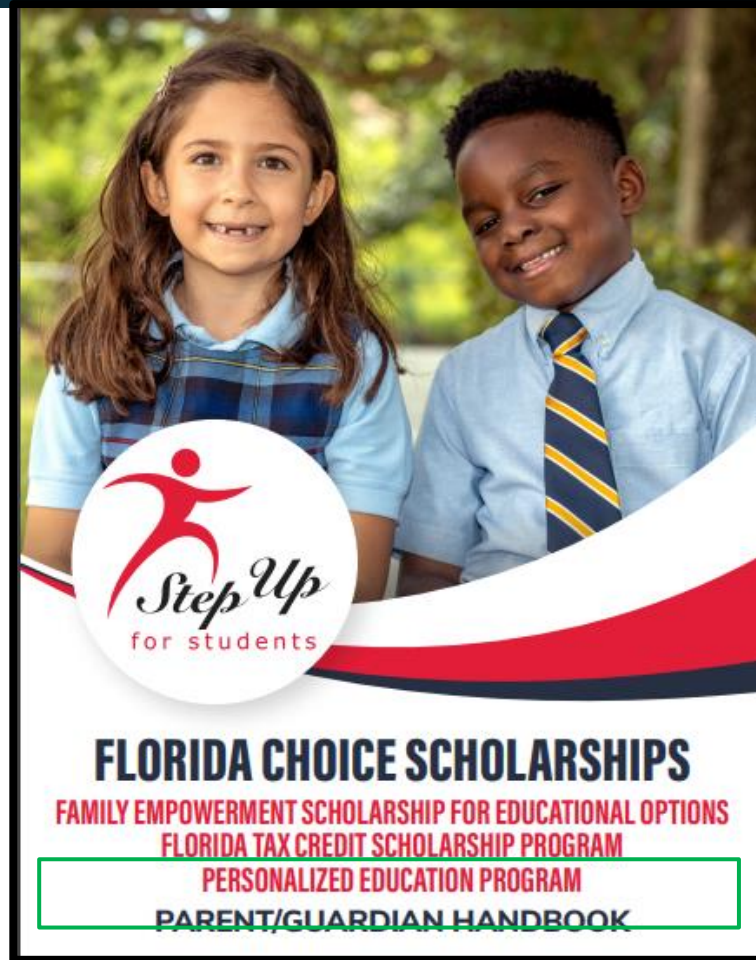
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# Funding Information and Resources



FTC/EO Parent  
Handbook



Purchasing Guide



December Open House

# REWIND



January Open House

DID YOU MISS A PEP OPEN HOUSE?  
NOT TO WORRY, WE HAVE THE RECORDINGS HERE FOR YOUR REVIEW.

# Subscribe to Our YouTube Channel!



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## Created playlists

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Hope WV Parent

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Step Up Schools

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7 videos

Step Up Parents

[View full playlist](#)

3 videos

Step Up Parent

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# Contact Us

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



**Call: 877-735-7837**



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



**Thank you  
for attending  
our webinar**

**Upcoming Webinar**

**March 21, 2024**

**See you next time!**