



# Personalized Education Plan Open House

December 28<sup>th</sup>, 2023



# Agenda

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Scholarship Updates & Reminders

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MyScholarShop: New Vendor Alert

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Using the PEP Purchasing Guide

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Frequently Asked Questions

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





# Scholarship Updates

# PEP Waitlist

**IMPORTANT  
NOTICE**

At this time, our PEP Scholarship is at capacity, and we are utilizing a waitlist. If you have completed the PEP Interest Survey and have not been switched to the PEP program, nor do you see your student showing as "FTCPEP" in your EMA portal, your student is on the waitlist. We evaluate the program capacity regularly and award the PEP Scholarship as openings become available.



## **PEP Waitlist Survey**

“At this time, we have activated a waitlist for the PEP Scholarship to ensure we do not over-award as we approach the 2023-2024 scholarship capacity.”

# Funding Timelines – Q3

- Student Enrollment Deadline: **January 1, 2024**. This list is sent to the FLDOE by the SFO.
- FLDOE send funds to SFO: **February 1, 2024**.
- Step Up reconciles and sends funds to individual student accounts within 14 business days of receipt of funds.
- Q3 Payments should be between **February 21st - March 6th**.
- SUFS pays weekly.

# PEP Funding Timelines

Funding for the **Personalized Education Plan (PEP)** comes from the State of Florida.

Funds will be deposited on a quarterly basis in the student's accounts by Step Up For Students. Step Up For Students will receive funding from the Department of Education on the following dates:

- August 1 (or when 75% of FTC has been obligated)
- November 1
- February 1
- April 1

Funds will be deposited into the students' accounts *within two weeks of receiving the funds from the state.* After funds have arrived, families will be notified by email. Please note, the dates above are for regularly scheduled funding distribution. Students who miss a regularly scheduled distribution may be paid in a supplemental payment.

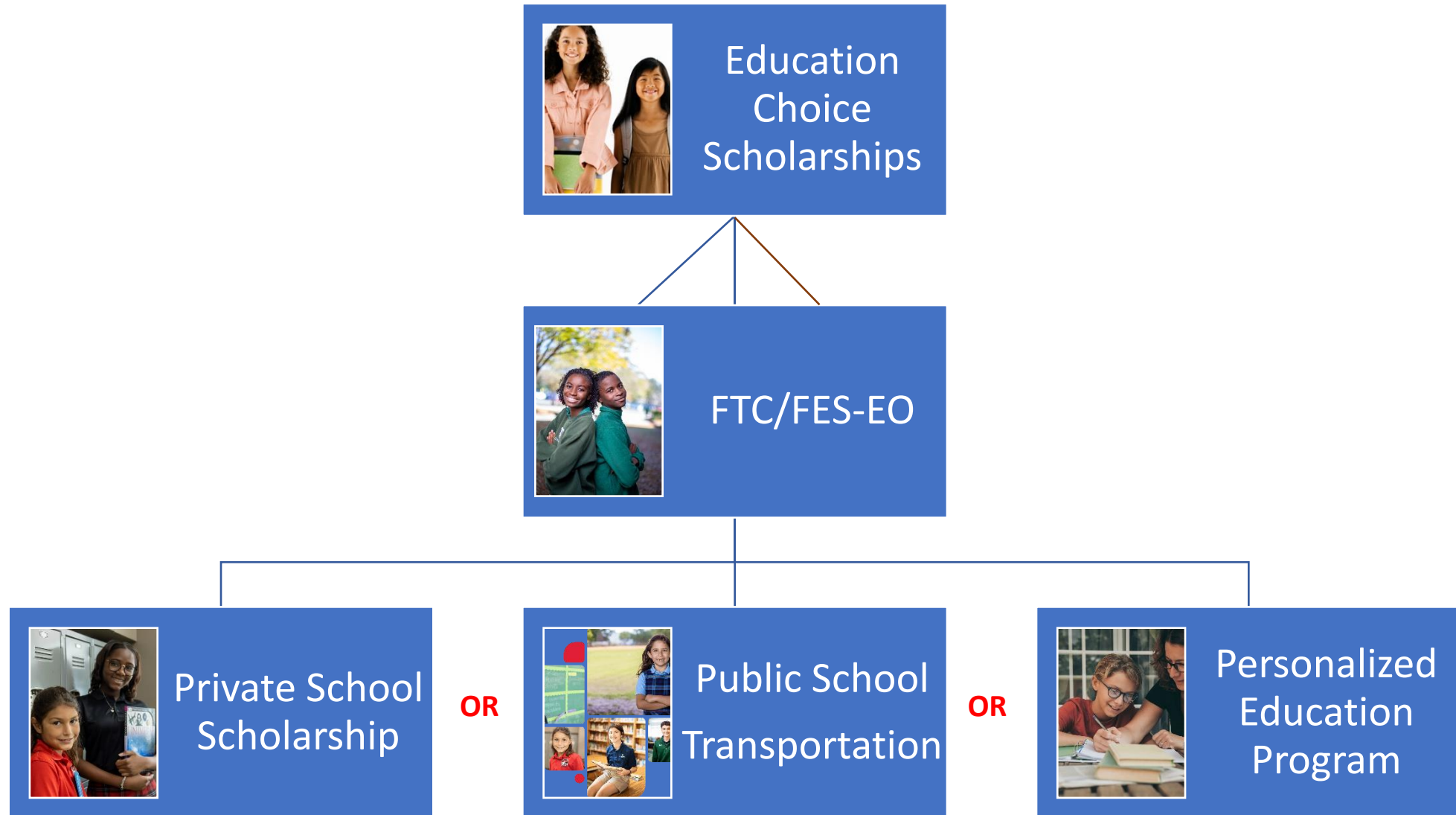


# PEP Funding Timelines cont.

Scholarship funding is deposited into the student scholarship account four times a year for the Private School and PEP options, and at least twice a year for the Transportation option. Scholarship Funds for Private school and PEP students will be deposited into the student's scholarship account on or around the following dates:

- ~~Quarter 1: August 15 – September 15~~
- ~~Quarter 2: November 15 – December 1~~
- Quarter 3: January 15 – February 1
- Quarter 4: April 15 -May 1

# How the FTC/FES-EO Scholarships Work: K-12 Students



**Families can only use ONE scholarship program! Requests to switch to another scholarship program must be submitted to our Service Center!**



# NEW MyScholarShop VENDOR ALERT





# MyScholarShop New Vendors



**Raddish Kids:** Raddish Clubs are for kids ages 4-14+. For all recipes, young children will enjoy working alongside an adult in the kitchen, while older kids will work more independently. The Baking Club features a Quick Bake and Star Bake recipe. The Star Bake consists of more steps and advanced skills, and may require more adult support for younger children and novice bakers.

**Website:** <https://raddishkids.com>



**miacademy**

**Miacademy:** Miacademy offers hundreds of lessons in math, language arts, science, and social studies, covering all of K-8. In addition to the core subjects, Miacademy has a variety of electives from introductions to several languages to life skills. Click here to learn more about accredited homeschooling.

**Website:** <https://parents.miacademy.co>



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# PEP Purchasing Guide

# PEP Purchasing Guide

**The PEP Purchasing Guide was created as a result of legislation passed during the 2023 legislative session. Its main goal is to help families understand which purchases are pre-approved for reimbursement, speeding up the process and avoiding delays. In the following slides, we will show you where to find some of the most commonly searched items in the purchasing guide.**

**Items that are not listed in the purchasing guide may still be eligible for reimbursement, but they require pre-authorization beforehand. If you submit a pre-authorization for an item that is already approved in the purchasing guide, the pre-authorization request will be denied.**

# PEP Purchasing Guide

**Product Safety:** For safety reasons, SFOs review manufacturers' recommended minimum age use when determining if an education product is appropriate for a student.

**Prorating Payments for Multi-User Items:** Other family members often use products purchased with scholarship funds. Consequently, funding for these multi-user items is prorated to only cover the scholarship student's cost.

**Public and Private Schools Equivalency:** Whether a product or service is available in public or private schools helps SFOs determine whether an item may be purchased with scholarship funds. SFOs also consider the availability of services and products in other Florida learning options supported by choice program funds (e.g., full time tutoring).

**Out-of-State Activities:** Out-of-state activities that meet general expense criteria may be eligible with Pre-Authorization.

**Purchase Location:** Purchases made online through the direct buying platform must be shipped to the Florida residential address associated with the student's scholarship account.

# Instructional Materials cont.

This category includes most physical items eligible for reimbursement. In addition to educationally related items, this category is where you would find:

- Digital Materials
- Stand Alone online classes
- Internet resources
- Physical Education Classes and Supplies (PE)
- Elective courses
- Field Trips
- Educational Subscription Kits
- Educational Software/Subscriptions
- And so much more...

***\*\*\*Field Trips and Electives MUST include the submission of the Educational Benefit Form.\*\*\****



# Books, Musical Instruments and Equipment

## Books

Books are neither capped in annual spending nor subject to frequency of purchase. Two copies of a book are permitted in the event that the second copy is used as a parent or companion reader. However, requests for more than two copies of the same book will be denied. Books with content that may pose a threat to the student or others or promote violence or criminal behavior are ineligible for purchase.

## Musical Instruments & Equipment

Annual Musical Instrument & Equipment Categorical Spending Cap: \$3,000 Frequency of Purchase: 4 years per item Prohibited Expenses: Maintenance, tuning, insurance or service agreements, and repair of instruments.



# Learning Manipulatives/Creative Play Items

**Eligible items utilized for tactile learning, academic practice, or creative play include:**

- Legos
- Stuffed Animals
- Puzzles
- Chess/Checker Sets
- Play Kitchens
- Dolls (and accessories)
- Blocks Dominoes/Marbles
- Board/Card Games
- Dress Up Clothing
- Water Tables

Games or puzzles with content that may pose a threat to the student or others or that promote violence or criminal behavior are ineligible for purchase.

# Ineligible Items/Services

Here are a few items from this list that are ineligible and need to be highlighted:

Any item for which the scholarship student does not meet the manufacturer's minimum age recommendation.

- Digital Devices including laptops or desktops
- Live animals
- Food or housing for live animals
- Gas or electric powered gardening tools
- Ornamental plants (shrubs, landscaping, houseplants).
- **Please note**: this does not include seeds, seedlings, or fruit/vegetable/herb plants, which are eligible expenses
- Household items other than cooking supplies or items on the classroom furnishings list
- Commercial-grade tools/equipment
- Blades or knives or items with blades or knives (with the exception of scissors, math tools, or some cooking equipment)
- Water parks admission or annual pass ....

# Resources

A decorative graphic featuring the word "Resources" in a bold, dark grey sans-serif font. The text is centered and surrounded by various colorful elements: a large yellow and green rainbow arching over the text, a blue gear on the left, a pink gear-like shape, a teal gear on the right, and several circular patterns including a blue spiral, a green semi-circle with diagonal lines, and a yellow sunburst. The background is white with a subtle shadow beneath the central graphic.

# HOW TO FIND YOUR USERNAME OR RESET YOUR PASSWORDS

The image shows the login page for the Education Market Assistant (EMA) system. At the top center is the EMA logo, which features a stylized owl wearing a graduation cap, with the text "EMA Education Market Assistant" and "Welcome!" below it. Below the logo are two input fields: "Username" and "Password". To the right of the "Username" field is a link labeled "Forgot Username?". To the right of the "Password" field is a link labeled "Forgot Password?". Below the password field is a "Show" button. There is a checkbox labeled "Keep me signed in" below the password field. A large red button labeled "LOG IN" is positioned below the "Keep me signed in" checkbox. At the bottom of the page, there are two links: "Don't have an account? Sign Up" and "SUFS Team Member? Sign In". Two red arrows point from text boxes on the right towards the "Forgot Username?" and "Forgot Password?" links respectively.

To retrieve your username, click the "Forgot Username?" link here

To reset your password, click the "Forgot Password?" link here

# Two Helpful YouTube Videos!



Submitting  
Reimbursements in EMA:  
New Families



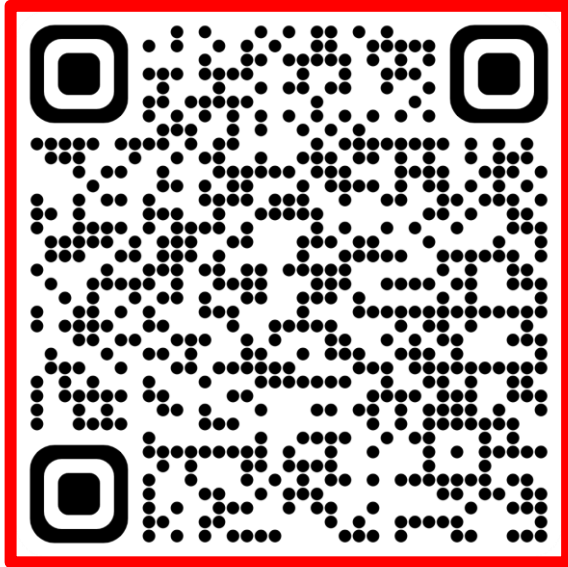
ARENDELLEKINGDOM | TUMBLR



How to Reset Your  
Password in EMA



# Funding Information and Resources

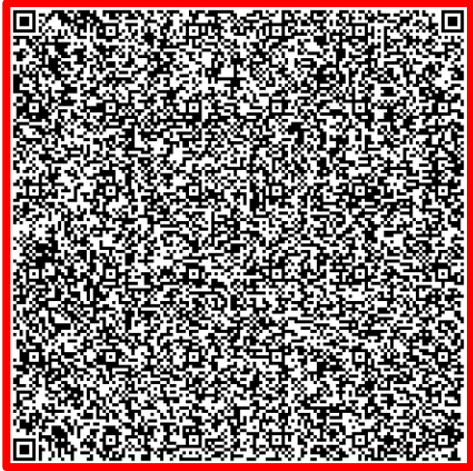


PEP Parent Handbook



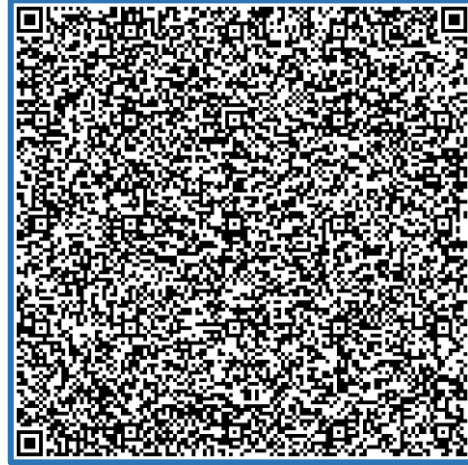
Purchasing Guide

# Missed A Previous PEP Open House?



## Topics covered in September

- Legislative Updates
- Scholarship Overview
- Funding Information
- MyScholarShop
- Purchasing Guide-instructional materials and specialized services
- Reimbursements in EMA



## Topics covered in October

- Scholarship Updates and Reminders
- Finding a Provider in EMA
- Using MyScholarShop in EMA
- Resources



## Topics covered in November

- Scholarship Updates and Reminders
- Reimbursement reminders and refreshers
- How to best use the PEP Handbook



# Subscribe to Our YouTube Channel!



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## Created playlists

Sort by

2 videos

Hope WV Provider

[View full playlist](#)

1 video

Hope WV Parent

[View full playlist](#)

4 videos

Step Up Schools

[View full playlist](#)

7 videos

Step Up Parents

[View full playlist](#)

3 videos

Step Up Parent

[View full playlist](#)



**Frequently Asked  
Questions & EMA Support**

# **Contact Us**

**Step Up For Students**

 877.735.7837

**Monday – Friday**

**8:00 AM – 6:30 PM**



**Thank you  
for attending  
our webinar**

**Upcoming Webinar**

**January 25, 2024**

**HAPPY  
NEW  
YEAR**

**See you next time!**

Happy  
Holidays

