



# **Family Empowerment Scholarship for Unique Abilities (FES-UA)**

## **Open House**

February 15, 2024



# Agenda

---

Scholarship Updates & Reminders

---

More Ways to Receive Reimbursements

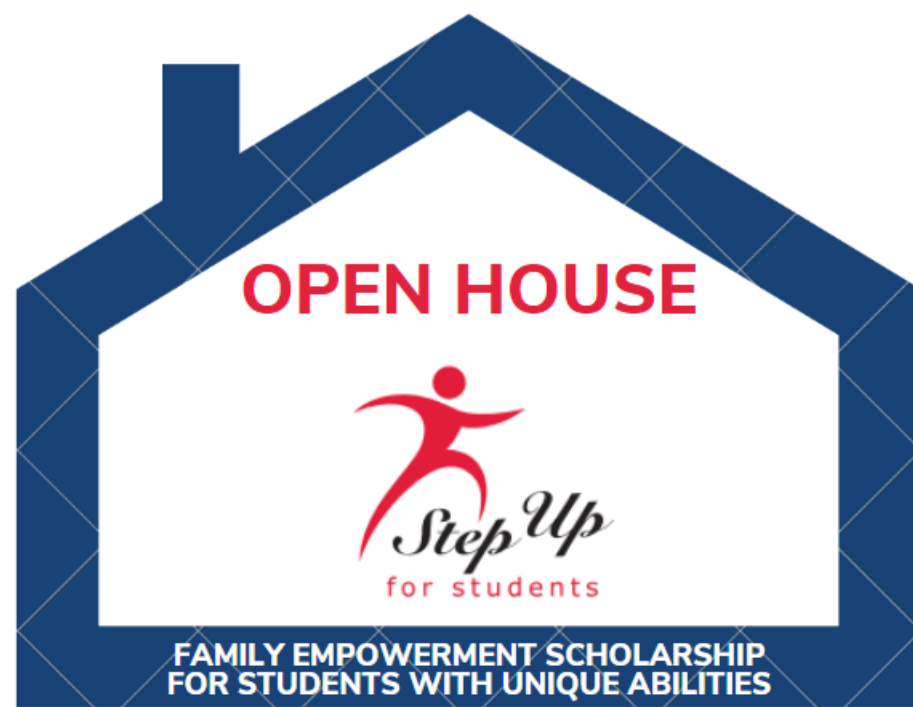
---

Using the FES-UA Handbook

---

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





# **Scholarship Updates & Reminders**





# Scholarship Updates

## Family Empowerment Scholarship for Students with Unique Abilities



---

*Please note: Certain functions within EMA will be unavailable daily from 5:30 to 8:30 p.m. ET through February 16. More details can be found below. Please plan accordingly.*

---

Dear Parent/Guardian,

Third quarter funds have been added to your student's Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) account. Following is helpful information regarding your student's funding:

Your 2023-24 scholarship funds can be used towards personalizing your child's education for items purchased and services rendered between July 1, 2023 and June 30, 2024. This includes schools, therapists, specialists, curriculum,

**Subject:** Your student's quarter 3 FES-UA scholarship payment

**Sent:** 2.2.24

## Scholarships for Florida Schoolchildren



Dear School Administrator,

As previously shared, for Quarter 3, we will be funding a batch of students each day, rather than funding all students later in February for the following programs:

- Florida Tax Credit Scholarship
- Family Empowerment Scholarship for Educational Options
- Family Empowerment Scholarship for Students with Unique Abilities

Funding began last Thursday and is anticipated to continue through February 16, or until all accounts are funded.

Invoices will be generated daily for students whose accounts have been funded.

**ACTION NEEDED:** Please [log in to your EMA account](#) NOW to see if any invoices are available for your students. We kindly ask that, for this quarter, you review your EMA account **DAILY** and approve any available invoices **immediately**. (Note: Schools may continue to see two invoices available for students. For a reminder on why this occurs, [please click here](#).)

**Subject:**  Begin approving your Quarter 3 invoices now  
**Sent:** 2.5.24








**Q3 Funding as Arrived! 99% of FES-UA Accounts have been Funded!**

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.co/">https://www.hiveclass.co/</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>

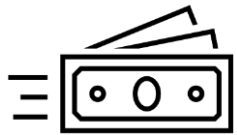




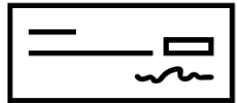
# **Reimbursement Updates**

# 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.*

# Important Notice Concerning PayPal



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 \$20,000 USD and 200 transactions.”

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 able to answer further questions related to the 1099-K form or provide tax advice. Please speak with a tax professional for more information.

Due to this change, PayPal® may ask you to enter your tax ID before funds can be added to your account.

# Check Out Our Revised Video!



English Video

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. This video covers how families may submit reimbursements in EMA by selecting a payment method before submitting new requests. This step should only be completed if you intend to submit reimbursement requests. Note: FES-UA renewal families are NOT impacted at this time and will continue to use the legacy system until further notice.





# **FES-UA Parent/Guardian Handbook**

**FAMILY EMPOWERMENT SCHOLARSHIP FOR  
STUDENTS WITH UNIQUE ABILITIES**  
PARENT/GUARDIAN HANDBOOK

# FES- UA Parent/Guardian Handbook



The FES-UA 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 FES-UA scholarship.



# **How to submit Pre-Authorizations in EMA**

# Pre-Authorizations

If the item or service is **not available** on MyScholarShop, listed in the Purchasing Guide, or is indicated to require a pre-authorization, a pre-authorization must be submitted before purchasing the item or service.


The pre-authorization is for the item or service only and is based on the rules at the time of approval. The pre-authorization *is not a confirmation of the provider's eligibility* or the funding available for the reimbursement.



# Pre-Authorizations

A pre-authorization will require supporting documentation and an explanation of how the item fits into an eligible expense category, will meet the student's individual educational needs, and/or will allow the student to access instruction or instructional content.


In other words, parents/guardians will need to demonstrate how the item or service is an eligible expense that helps their student learn.



# Pre-Authorizations

The pre-authorization should be specific to the student and contain as much detail about the specific item or service being requested, including the approximate cost of the item or service.

If approved, the items or services submitted on the reimbursement that corresponds to the preauthorization should match those on the pre-authorization. If they do not, Step Up For Students reserves the right to deny the reimbursement request.



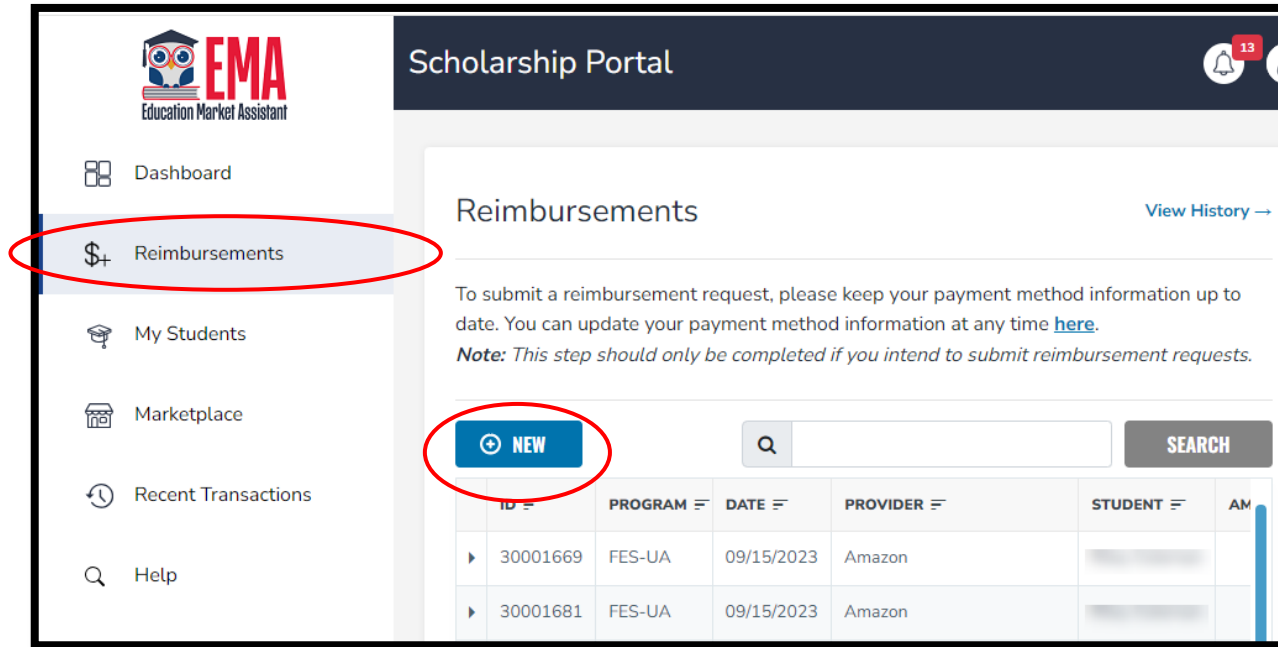
# Pre-Authorizations

Approval of pre-authorization requests are made on a case-by-case basis relevant to the circumstances of the individual student. An approved pre-authorization is valid for purchases in the school year in which it was approved.

Please note: pre-authorizations for approved items or services will be denied.



# Pre-Authorizations in EMA



The screenshot shows the EMA Scholarship Portal interface. On the left sidebar, the 'Reimbursements' tab is highlighted with a red circle. The main content area is titled 'Reimbursements' and includes a 'View History' link. Below the title, there is a note about submitting reimbursement requests and a 'NEW' button, which is also circled in red. A table below the button displays reimbursement records.

**Reimbursements** [View History →](#)

To submit a reimbursement request, please keep your payment method information up to date. You can update your payment method information at any time [here](#).  
**Note:** This step should only be completed if you intend to submit reimbursement requests.

[NEW](#)  [SEARCH](#)

ID	PROGRAM	DATE	PROVIDER	STUDENT	AM
▶ 30001669	FES-UA	09/15/2023	Amazon		
▶ 30001681	FES-UA	09/15/2023	Amazon		

After logging in to EMA, click on the “Reimbursement” tab on the left panel.

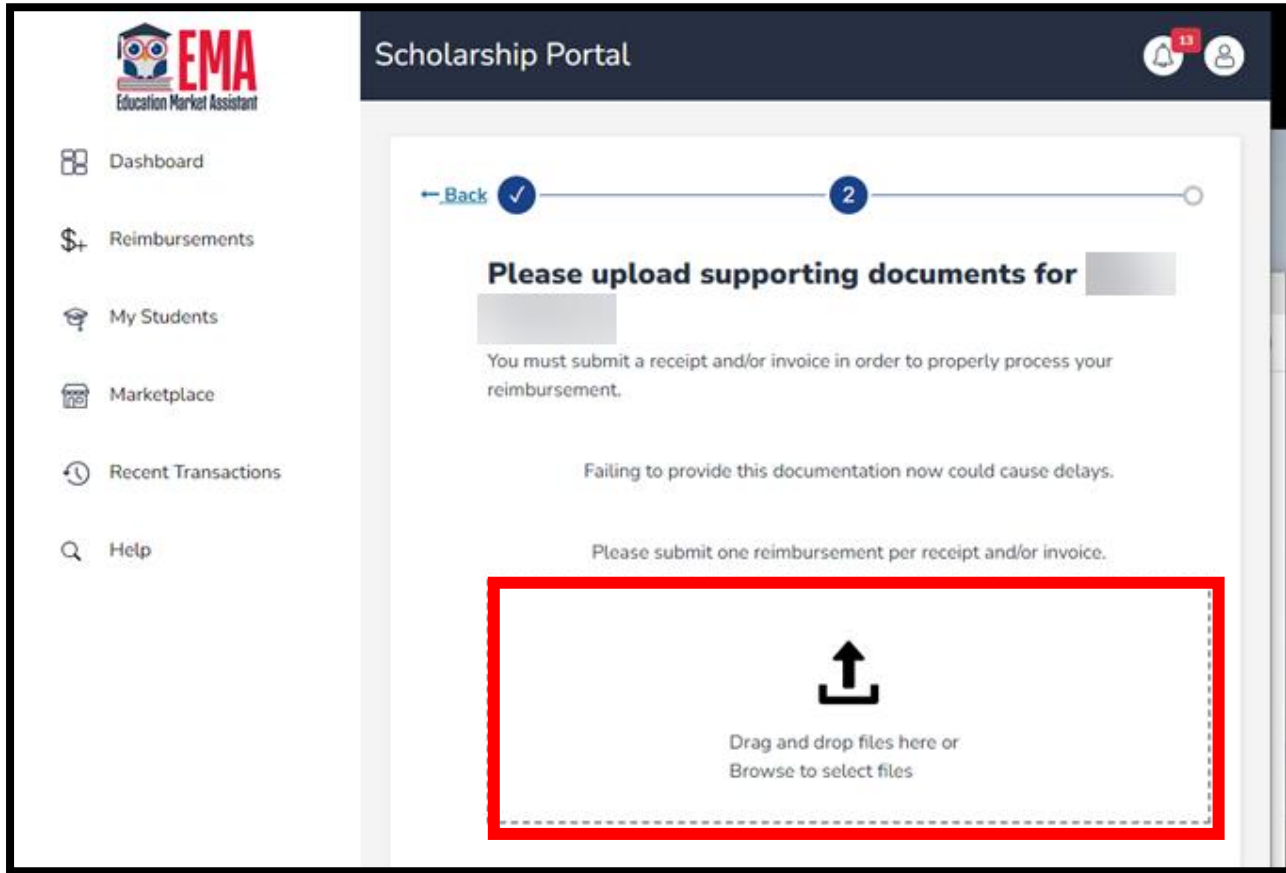


# Pre-Authorizations in EMA

Choose the student for whom you wish to complete the preauthorization and press “continue.”

The screenshot displays the EMA Scholarship Portal interface. On the left is a sidebar with the EMA logo (Education Market Assistant) and a menu containing: Dashboard, Reimbursements, My Students, Marketplace, and Recent Transactions. The main content area is titled 'Scholarship Portal' and features a progress bar at the top with a single step labeled '1'. Below the progress bar, a red rectangular box highlights a form section. This section contains the text 'Which student is this reimbursement for?' above a dropdown menu that currently shows 'Select a student'. Below the dropdown is a grey button labeled 'CONTINUE'. In the top right corner of the portal, there are notification and user profile icons, with a red badge showing the number '13' next to the notification icon.

# Pre-Authorizations in EMA



The screenshot displays the 'Scholarship Portal' interface. On the left is a sidebar with navigation links: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area shows a progress bar with two steps; the second step is active. Below the progress bar, it says 'Please upload supporting documents for' followed by a redacted name. A message states: 'You must submit a receipt and/or invoice in order to properly process your reimbursement.' Below this, it says 'Failing to provide this documentation now could cause delays.' and 'Please submit one reimbursement per receipt and/or invoice.' At the bottom, there is a red-bordered box containing an upload icon and the text 'Drag and drop files here or Browse to select files'.

Scholarship Portal

← Back 2

Please upload supporting documents for [Redacted]

You must submit a receipt and/or invoice in order to properly process your reimbursement.

Failing to provide this documentation now could cause delays.

Please submit one reimbursement per receipt and/or invoice.

Drag and drop files here or  
Browse to select files

Add the required supporting document(s) for the purchase.

# Pre-Authorizations in EMA

After uploading the supporting document, you'll be prompted to add the date of purchase and the invoice number, select "Pre-Authorization" as the category, fill in the amount, and list an educational benefit.

*\*If unclear about the invoice number, use the date of purchase and the student ID number.*

You may add additional items, or click on the "Done" button to proceed.

The screenshot displays the EMA Scholarship Portal interface. On the left is a sidebar menu with options: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and shows a progress bar with three steps, the third of which is active. Below the progress bar, a heading reads 'Please enter the requested information below' with a sub-note: 'Providing accurate details now, ensures no delays occur while processing reimbursements.' A text input field contains 'the good and beautiful invoice finished copy.jpg' with a 'Quick View' link. Below this is a form for 'ITEM 1' with fields for 'Purchase Date' (02/05/2024), 'Invoice #' (1234), 'Category' (Pre-Authorization), 'Amount' (\$10.00), and 'Educational Benefit' (to assist my child with reading). The 'Category' field is highlighted with a red box. At the bottom are 'ADD ITEM' and 'DONE' buttons. A red callout box at the bottom of the slide points to the 'Educational Benefit' field with the text: 'Make sure the explanation provided supports the purchase.'



**Using your FES-UA scholarship for FLVS**

At the bottom of the slide, there are decorative wavy lines in shades of red, purple, and blue that sweep across the width of the image.



# FLVS

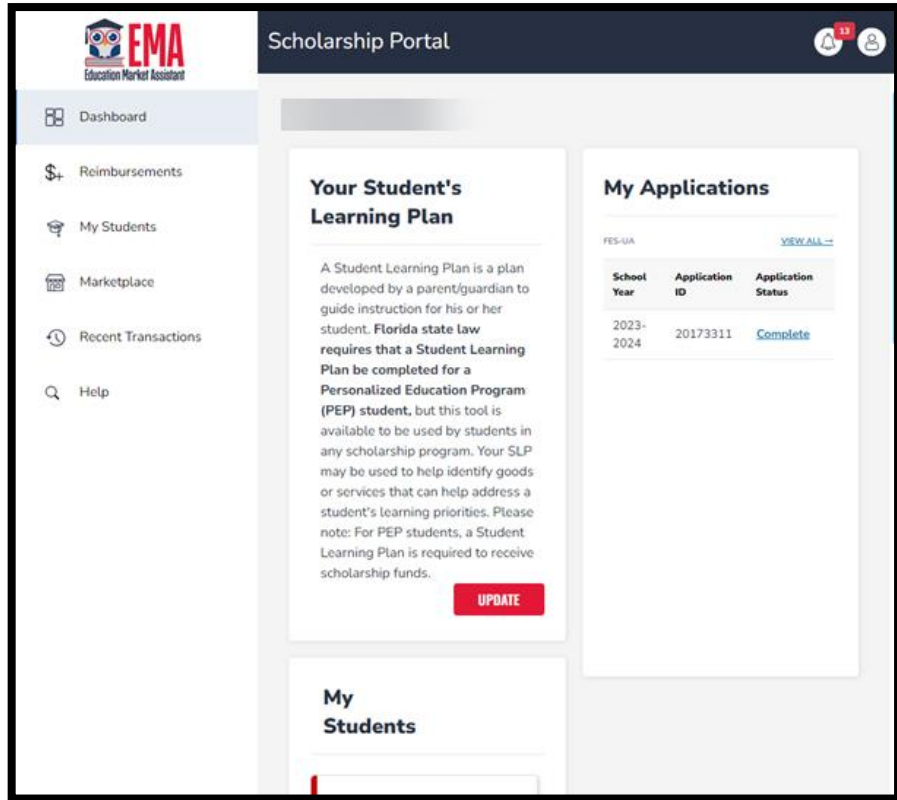
The parent/guardian may pay for services and request reimbursement or the parent may choose to bill directly for FLVS courses through the EMA Marketplace.

- The reimbursement request must include the following:
  - o The scholarship student's first and last name
  - o Student courses paid for
  - o Dates/terms for the courses
  - o A statement showing the amount paid (or billed)
  - o Proof of payment if the payee is the parent/guardian (refer to Proof of Payment section)

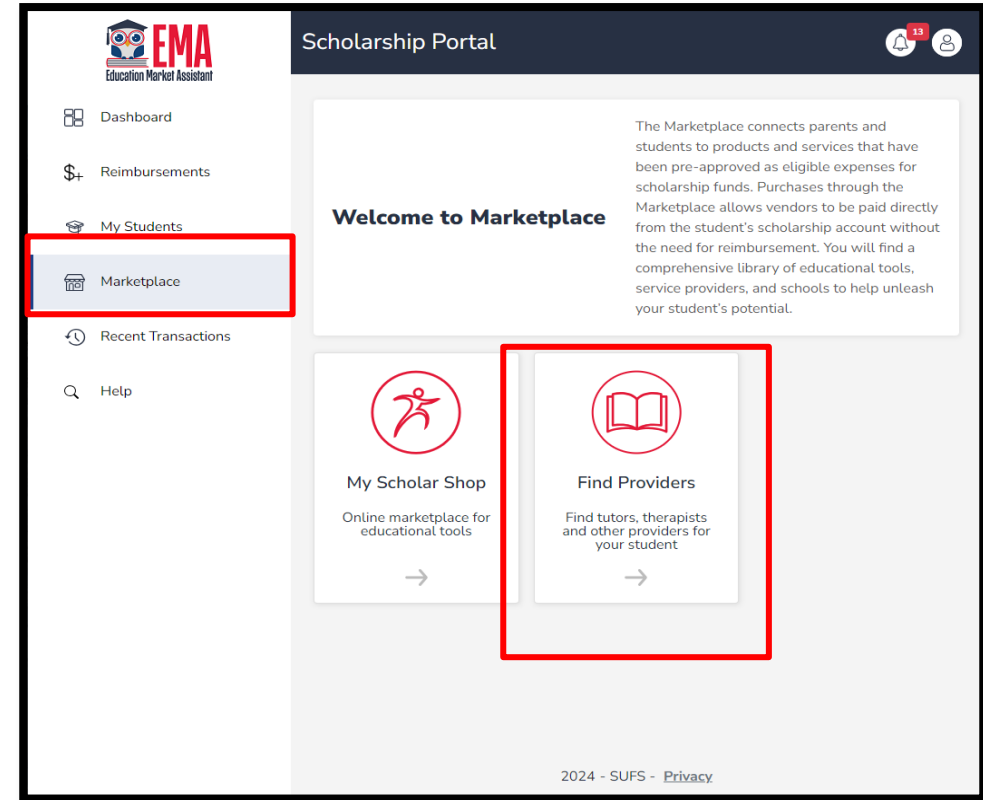


If the student withdraws from the course within 14 days a refund will be issued to the entity/individual from which payment was received.

# Purchasing FLVS in the Marketplace

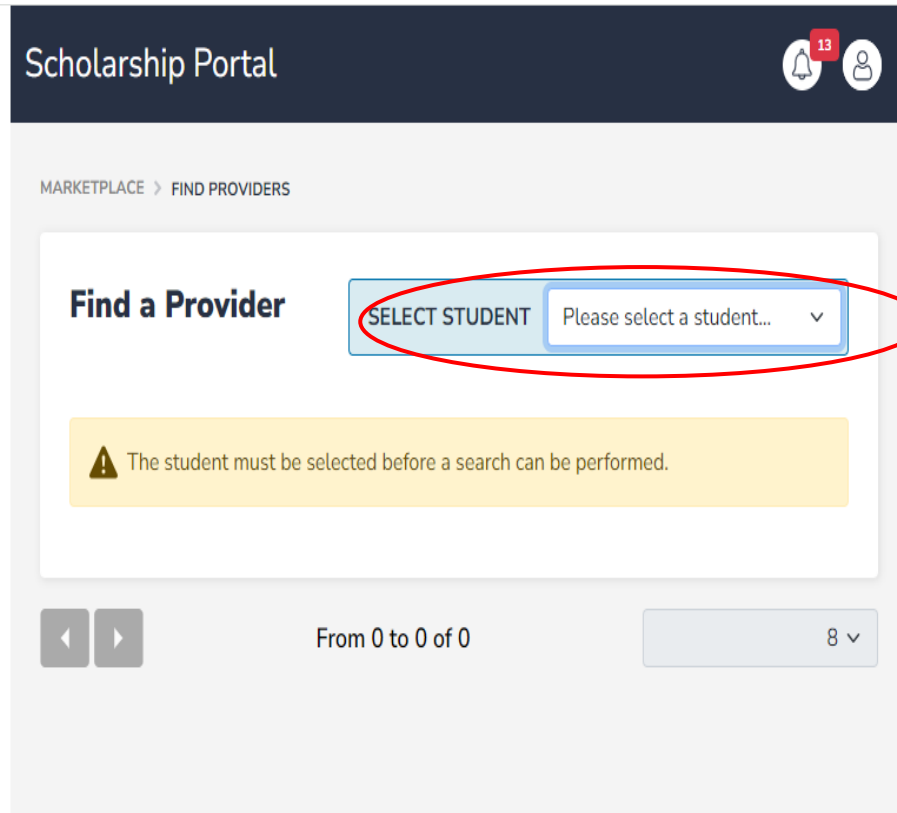


Log in to your EMA account.



Select "Marketplace" on the left panel, then click on the "Find Providers" tab.

# Purchasing FLVS in the Marketplace



The screenshot shows the 'Scholarship Portal' interface. On the left is a sidebar with navigation links: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled 'MARKETPLACE > FIND PROVIDERS'. It features a 'Find a Provider' section with a button labeled 'SELECT STUDENT' and a dropdown menu with the text 'Please select a student...'. A red circle highlights this button and dropdown. Below this, a yellow warning box states: 'The student must be selected before a search can be performed.' At the bottom of the section, there are pagination controls showing 'From 0 to 0 of 0' and a dropdown for '8' items per page.

Please select the student you want to order classes with from the dropdown menu.

# Purchasing FLVS in the Marketplace

After selecting the student, search for "FLVS" using the search box. It will auto-populate below the search bar. Once it populates, click on the "FLVS" hyperlink in blue.

The screenshot displays the Scholarship Portal interface. On the left is a sidebar with the EMA logo and navigation links: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and 'MARKETPLACE > FIND PROVIDERS'. Under the 'Find a Provider' section, a dropdown menu labeled 'SELECT STUDENT' is set to 'Riley Coleman : FES-UA'. Below this, a search filter section includes dropdowns for 'Servi' and 'Clas', and a search box containing 'flvs'. A 'SEARCH' button is to the right of the search box. The search results show a link for 'Florida Virtual School (FLVS)' in blue. Below the link is a detailed description of the school. To the right of the description are two checked options: 'Online/Virtual' and 'Individual'.

**Scholarship Portal**

MARKETPLACE > FIND PROVIDERS

**Find a Provider** SELECT STUDENT Riley Coleman : FES-UA

To filter down your results, select a service category, service type, or class type, then click search. You are also able to search by business name, email, website, description, and location (address, city, zip).

Servi Servi Clas flvs SEARCH

[Florida Virtual School \(FLVS\)](#)

Florida Virtual School (FLVS)

Florida Virtual School® (FLVS®) is a fully accredited educational option offering more than 190 flexible online courses to Kindergarten-12 students. Each course segment meets all the Florida Standards and is taught by a state-certified instructor. One course segment equals one semester, half a credit, or half a year in a traditional school. Students can access courses whenever or wherever they need and interact with their instructor through phone, email, text, and live lessons. For more than 25 years, students have enjoyed the freedom of creating their own path at Florida Virtual School. Are you ready to take true ownership of your education?

✓ Online/Virtual  
✓ Individual

# Purchasing FLVS in the Marketplace



- Dashboard
- Reimbursements
- My Students
- Marketplace
- Recent Transactions
- Help

**Scholarship Portal**

MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS

**Florida Virtual School (FLVS)**  
Florida Virtual School® (FLVS®) is a fully accredited educational option offering more than 190 flexible online courses to Kindergarten-12 students. Each course segment meets all the Florida Standards and is taught by a state-certified instructor. One course segment equals one semester, half a credit, or half a year in a traditional school. Students can access courses whenever or wherever they need and interact with their instructor through phone, email, text, and live lessons. For more than 25 years, students have enjoyed the freedom of creating their own path at Florida Virtual School. Are you ready to take true ownership of your education?

Select A Location To View Services  
Florida Virtual School (FLVS), Florida Virtual School (FLVS), 5422 CARRIER DR, ORLANDO, FL 32819 Virtual

LOCATION DETAILS	HOURS OF OPERATION		
Florida Virtual School (FLVS) - ORLANDO 5422 CARRIER DR SUITE 201 ORLANDO, FL 32819 (800) 374-1430	Sun:	9:00 AM - 5:00 PM	Thur: 7:00 AM - 9:00 PM
	Mon:	7:00 AM - 9:00 PM	Fri: 7:00 AM - 9:00 PM
	Tue:	7:00 AM - 9:00 PM	Sat: 9:00 AM - 5:00 PM
	Wed:	7:00 AM - 9:00 PM	

Services Offered

SERVICE CATEGORY	SERVICE TYPE	DESCRIPTION	PRICE	QUANTITY
Florida Virtual School (FLVS)	Tuition	Course fees are \$267 per half-credit (on ...	\$267.00 / Semester	<input type="text"/>
Florida Virtual School (FLVS)	Tuition	Course fees are \$534 per Full-credit (tw ...	\$534.00 / Year	<input type="text"/>

[Continue Shopping](#) **GO TO CART** **ADD TO CART**

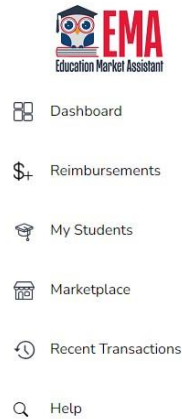
After the FLVS provider details appear on your screen, choose the displayed address. Once you select the address, the rest of the page will load.

Next, you will need to decide on the service type. You can either choose a semester at \$267 per semester or a year at \$534. Choose your quantity of semesters or full year of courses.

Click on "Add to Cart" to proceed with the purchase, then press "Go to Cart" to proceed with your purchase when you've added all items to the cart.

# Purchasing FLVS in the Marketplace

The shopping cart will then appear, review the purchase, and select “Reserve Funds” to initiate the purchase process. A pop-up window will then ask you to confirm your purchase. Select accordingly.

The screenshot shows the 'Scholarship Portal' interface. The top navigation bar is dark blue with the text 'Scholarship Portal' and three icons on the right: a shopping cart with a red '1' badge, a bell with a red '42' badge, and a user profile icon. Below the navigation bar is a breadcrumb trail: 'MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS > SHOPPING CART'. The main content area is titled 'My Shopping Cart' and includes a disclaimer: 'By placing your order you agree to reserve scholarship funds for your requested service provider. If you cancel your service request, these funds will be available again within 3 business days. If you are unable to complete the transaction, it may be the student does not have enough available funds.' Below this is a table with one item. The table has columns: PROVIDER, SERVICE TYPE, LOCATION, PRICE, QUANTITY, SUBTOTAL, and REMOVE. The item is 'Florida Virtual School' (Tuition) at a price of '\$267.00 / hr.' with a quantity of '1'. The subtotal is '\$267.00'. To the right of the table, the 'Student Total' is '\$267.00'. A blue button labeled 'RESERVE FUNDS' is located at the bottom right of the cart area.

PROVIDER	SERVICE TYPE	LOCATION	PRICE	QUANTITY	SUBTOTAL	REMOVE
Florida Virtual School	Tuition	Florida Virtual School (FLVS)	\$267.00 / hr.	1	\$267.00	<a href="#">X</a>





November Open House



December Open House



January Open House

DID YOU MISS AN FES-UA OPEN HOUSE?  
NOT TO WORRY, WE HAVE THE RECORDINGS HERE FOR YOUR REVIEW.

# Subscribe to Our YouTube Channel!



SUBSCRIBE



HOME

VIDEOS

SHORTS

PLAYLISTS

COMMUNITY

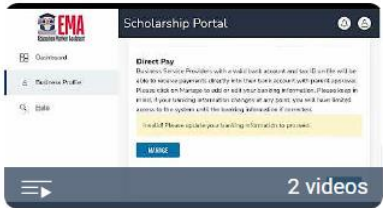
CHANNELS

ABOUT



## Created playlists

Sort by



2 videos

Hope WV Provider

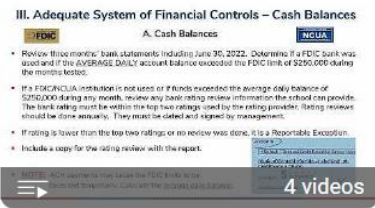
[View full playlist](#)



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](#)



Reminder!

# Contact Us

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



**Call: 877-735-  
7837**



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



**Email: [fes-ua@sufs.org](mailto:fes-ua@sufs.org)**

