



# Private School Scholarship Family Open House

**November 9<sup>th</sup> , 2023**



# Agenda

- Scholarship Updates & Reminders
- MyScholarShop: Vendor Alert
- Finding a provider in EMA
- Using MyScholarShop in EMA
- Resources
- FTC/EO: Handbook Highlight
- 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 & Reminders**



**Title:** Important Notice About Your Student's  
Upcoming Scholarship Payment  
**Date:** 11.3.23

*Please note: Upcoming maintenance details can be found below. Please plan accordingly.*

Dear Parent/Guardian,

We are writing to let you know that a quarterly distribution will soon be made to the scholarship account of the student(s) named below.

For the 2023-24 school year, scholarship funds for students will be distributed into the student's individual scholarship accounts. After a student's account has been funded, *the school must initiate the invoicing process in EMA* to make payments from the student's account to their enrolled school.

***DO NOT BE ALARMED if your student's available balance displays as \$0.00 after your funds arrive. This is because your quarterly funds are reserved for your student's tuition and fees per your acceptance of your student's private school enrollment in EMA.***

As a reminder, when you confirmed your student's enrollment at your selected eligible private school, you consented to payments to the school in the amount of your student's agreed-upon tuition and fees or scholarship award amount, whichever is less. *(Image below.)*

**PLEASE NOTE: Q2 funds have not yet arrived in student accounts.** These second-quarter funds will be available in student accounts within the coming weeks. Families will receive an email notifying them once funds have been



**NEW MyScholarShop VENDOR ALERT**

# MyScholarShop New Vendors



**FIRST // FRETS**  
Guitar & Ukulele Lessons

**First Frets Guitar & Ukulele:** First Frets has helped thousands of students of all ages learn the guitar and ukulele! Learn from the comfort of home, at a fraction of the cost of in-person lessons. Short, bite-sized video lessons (most lessons are around 5 minutes long), take students from beginner to advanced, one simple step at a time.

**Website:** <https://beta.firstfrets.com/>



**eat2explore** is an award winning food & culture experience-in-a-box cooking kit designed to bring CULTURAL EDUCATION alive through the exploration of WORLD CUISINES for families.

**Website:** <https://eat2explore.com/>



**Homeschool In A Box** offers hands-on learning unit studies designed with a multi-sensory approach to engage and captivate every child in learning. Boxes come with a week-by-week printed unit study and supplies needed to complete weekly activities. Subjects include Science, History, Language Arts, Literature, Physical Education, Foreign Language, Home Economics, Cooking, Woodworking, Art, and Geography. Each unit study is shipped one time, so no waiting for your materials to arrive each month!

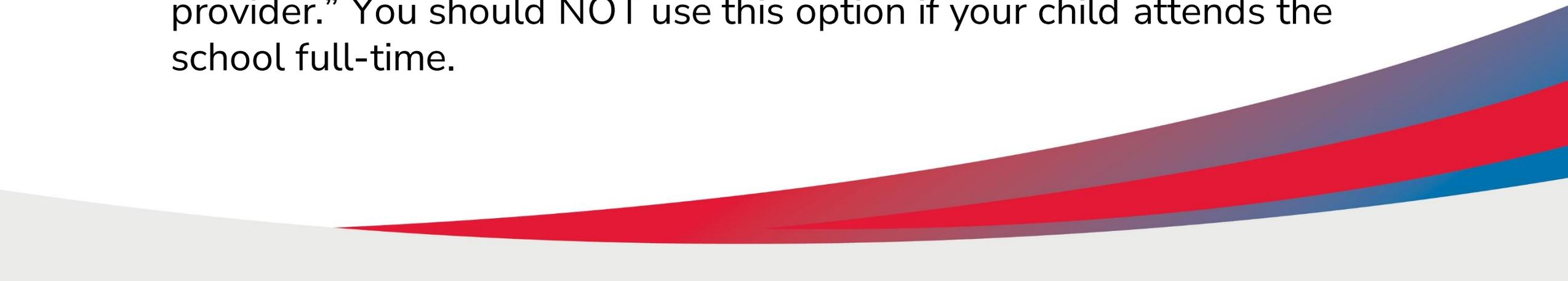
**Website:** <https://www.homeschoolinabox.com/>



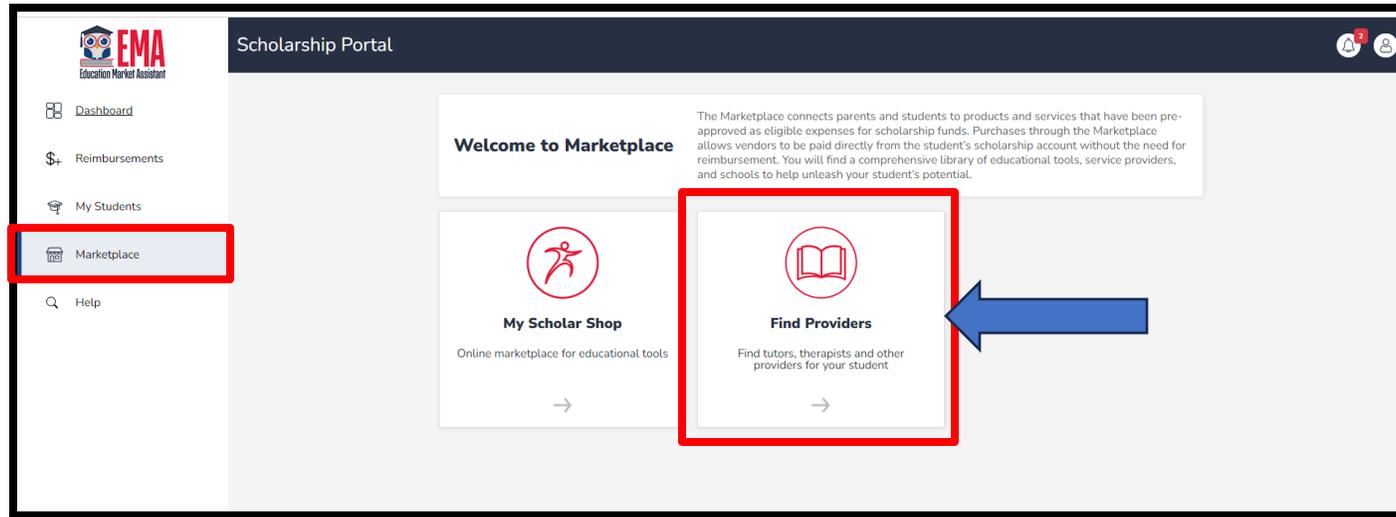


# **FINDING PROVIDERS & SERVICES IN THE MARKETPLACE**

## Helpful Tips

- Providers are individuals and businesses credentialed or licensed who have been vetted and approved by Step Up to provide services in the Provider Marketplace. This could include tutors at your child's school as well.
  - A part-time education school may be found in EMA when “finding a provider.” You should NOT use this option if your child attends the school full-time.
- 

# FINDING PROVIDERS & CHOOSING SERVICES IN THE MARKETPLACE



On the left menu on the dashboard, click on “Marketplace.” Once on the page, click on the “Find Providers” link to search for a particular provider in the marketplace.

# FINDING PROVIDERS & CHOOSING SERVICES IN THE MARKETPLACE

The screenshot shows the EMA Scholarship Portal dashboard. The left sidebar contains navigation links: Dashboard, Reimbursements, My Students, Marketplace, and Help. The main content area is titled "Scholarship Portal" and features three primary sections:

- Your Student's Learning Plan:** A text block explaining that a Student Learning Plan is developed by a parent/guardian to guide instruction. It notes that Florida state law requires a Student Learning Plan to be completed for a Personalized Education Program (PEP) student. A red "GET STARTED" button is located at the bottom of this section.
- My Students:** A section with a "Student ID:" field and a "PROGRAM" field. The "PROGRAM" field displays "FTC/FES-EO" and the "FUNDS AVAILABLE" field displays "\$0.00".
- My Applications:** A table showing application details. The table has columns for "School Year", "Application ID", and "Application Status". One row is visible for the school year "2023-2024" with a "Complete" status.

School Year	Application ID	Application Status
2023-2024		Complete

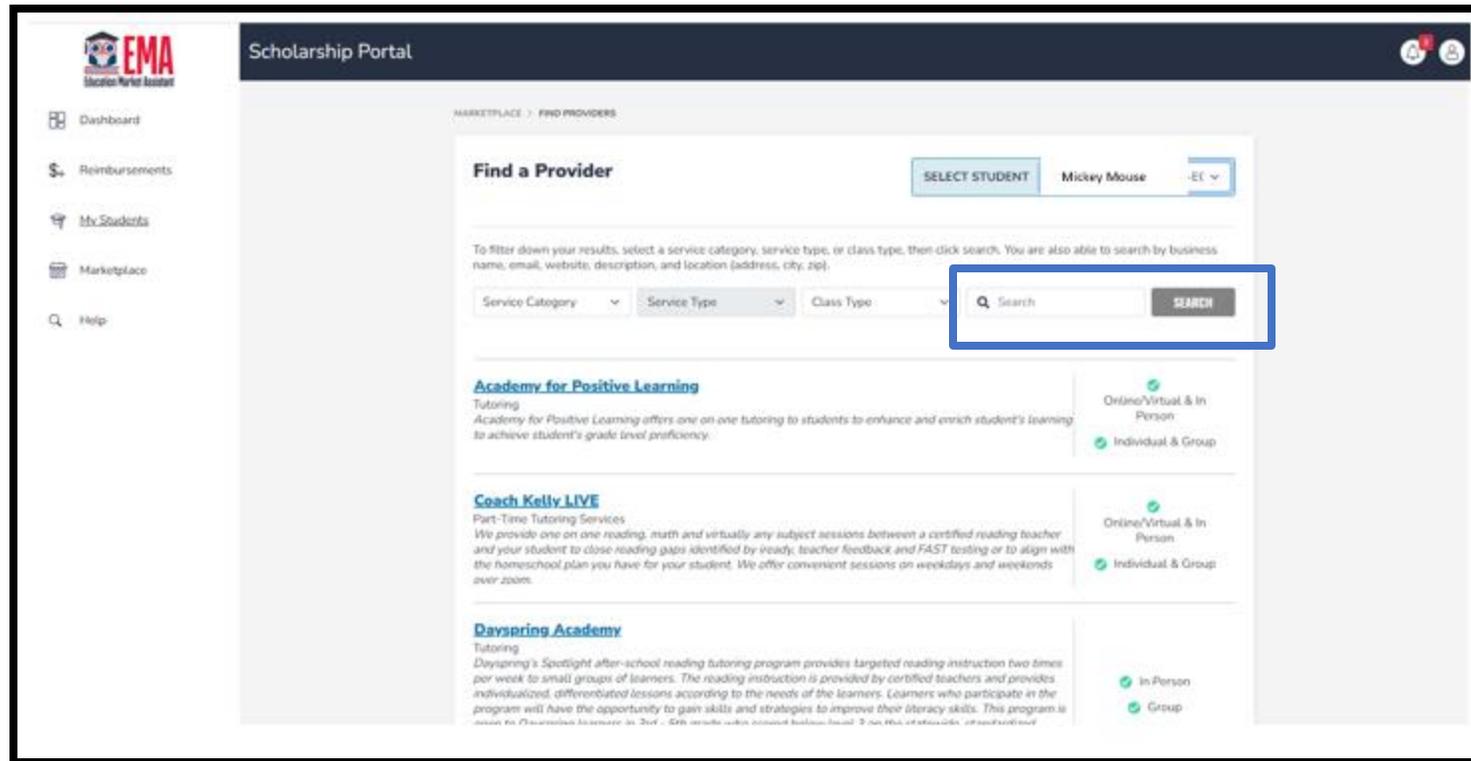
Log into your EMA account.

# FINDING PROVIDERS & CHOOSING SERVICES IN THE MARKETPLACE

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with the EMA logo and links for Dashboard, Reimbursements, My Students, Marketplace, and Help. The main content area is titled 'Scholarship Portal' and 'MARKETPLACE > FIND PROVIDERS'. It features a 'Find a Provider' search bar and a 'SELECT STUDENT' dropdown menu. A yellow warning message states: 'The student must be selected before a search can be performed.' Below the search bar, there are navigation arrows, a pagination indicator 'From 0 to 0 of 0', and a page size selector '8'. A blue callout box with a pointer to the dropdown menu contains the text: 'Choose the student in the dropdown'.

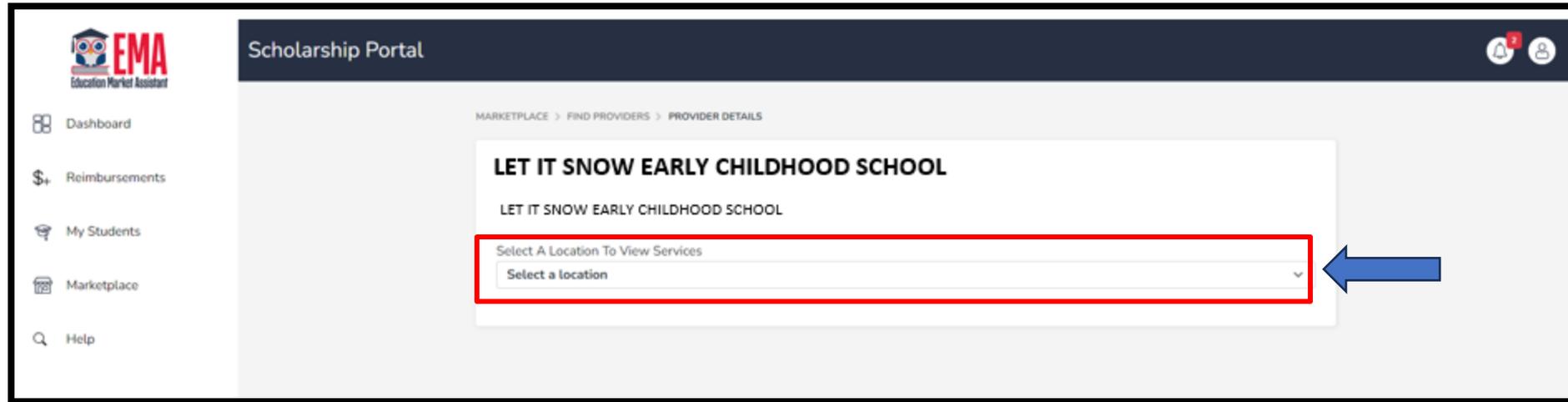
When using the "Find a Provider" search bar, select the student from the dropdown menu for whom the service should be rendered.

# FINDING PROVIDERS & CHOOSING SERVICES IN THE MARKETPLACE



Once you have identified the student in the dropdown, you may use the drop-down menus or search the provider in the search bar.

# FINDING PROVIDERS & CHOOSING SERVICES IN THE MARKETPLACE



**When you have found your provider, select a location in the dropdown to begin adding a service to the chosen student's account.**

# FINDING PROVIDERS & CHOOSING SERVICES IN THE MARKETPLACE

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with options: Dashboard, Reimbursements, My Students, Marketplace, and Help. The main content area is titled 'Scholarship Portal' and 'MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS'. The provider name is 'LET IT SNOW EARLY CHILDHOOD SCHOOL'. Below the name is a dropdown menu for 'Select A Location To View Services' with 'LET IT SNOW EARLY CHILDHOOD SCHOOL' selected and an 'In Person' dropdown. The 'LOCATION DETAILS' section is empty. The 'HOURS OF OPERATION' section shows: Sun: Closed, Mon: 7:30 AM - 6:00 PM, Tue: Closed, Wed: Closed, Thur: Closed, Fri: Closed, Sat: Closed. The 'Services Offered' section contains a table with one row: 'Programs Offered by VPK and School Readiness Providers' under 'SERVICE CATEGORY', 'Tuition' under 'SERVICE TYPE', a price of '\$8,148.00 / Year', and a quantity dropdown. At the bottom are buttons for 'Continue Shopping', 'GO TO CART', and 'ADD TO CART'. The footer text is '2023 - SUFS - Privacy'.

Review the services offered by the provider. Select the quantity desired and click “ADD TO CART.”  
Note: you can only reserve services up to your available account balance.

# FINDING PROVIDERS & CHOOSING SERVICES IN THE MARKETPLACE

MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS > SHOPPING CART

## My Shopping Cart

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.

STUDENT TOTAL : **\$50.00**

PROVIDER	SERVICE TYPE	LOCATION	PRICE	QUANTITY	SUBTOTAL	REMOVE
	Speech-Language Pathologist (SLP) Services		\$50.00 / hr.	<input type="text" value="1"/>	\$50.00	

[RESERVE FUNDS](#)

**Click the shopping cart in the top right corner.  
Review your selections and click "Reserve Funds."**

# FINDING PROVIDERS & CHOOSING SERVICES IN THE MARKETPLACE

**You are about to reserve funds.**

Do you give us permission to send your contact information to the provider? By checking "Yes" and clicking CONFIRM, you will be able to reserve funds for specified services

1  Yes, my contact information may be sent to the provider

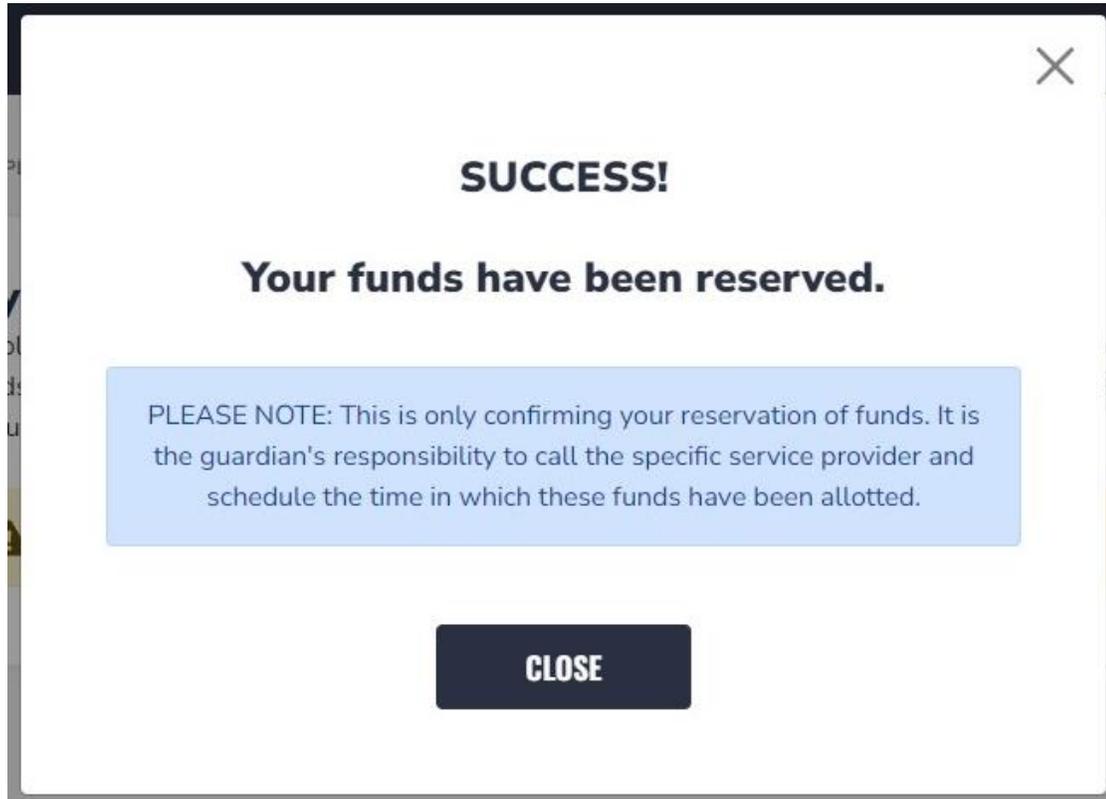
2 CONFIRM

PROVIDER SERVICE TYPE LOCATION PRICE

The image shows a white dialog box with a black border and a close button (X) in the top right corner. The title is "You are about to reserve funds." Below the title is a question: "Do you give us permission to send your contact information to the provider? By checking 'Yes' and clicking CONFIRM, you will be able to reserve funds for specified services". There are two main elements: a checkbox labeled "1" with a blue arrow pointing to it, and a grey button labeled "CONFIRM" with a blue arrow pointing to it. At the bottom of the dialog box, there are four column headers: "PROVIDER", "SERVICE TYPE", "LOCATION", and "PRICE".

After clicking on the "Reserve Funds" button, you will be redirected to a screen where you will be required to grant permission to the service provider to access your contact information. You will have to check the "Yes" box and click "Confirm" to reserve funds for the service you are requesting from the provider.

# FINDING PROVIDERS & CHOOSING SERVICES IN THE MARKETPLACE



**When funds are reserved, the provider can submit payment for services without further parent approval.**

# Find a Provider

## Important information about “Find a Provider”

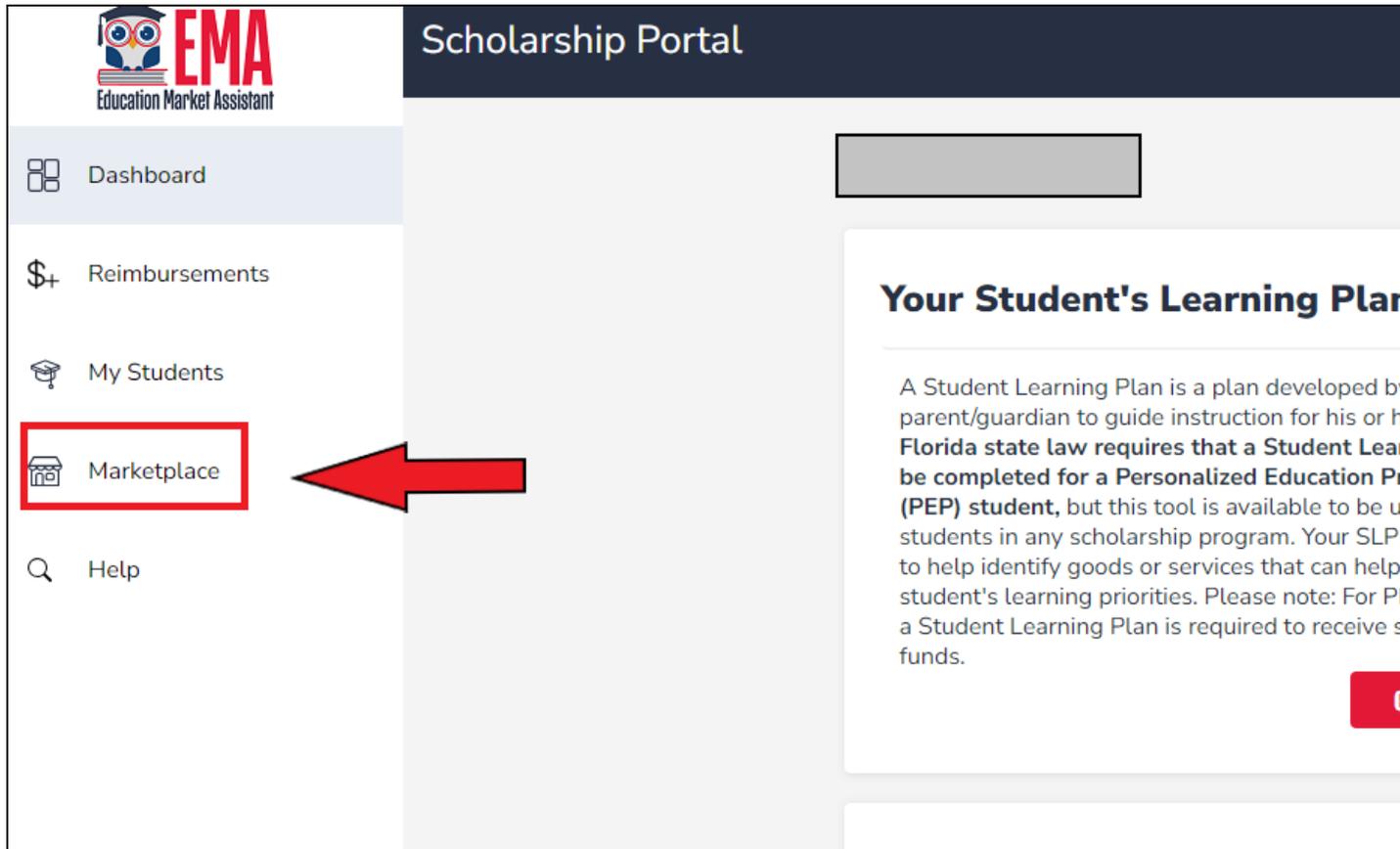
- **Payments to Providers are now parent/guardian initiated.** This means parents/guardians must first reserve available funds for payment to an approved provider. The provider can only submit an invoice for services after the funds have been reserved for the provider by the parent/guardian. The provider also can delete reserved funds and send them back to the ESA.

Welcome to



**NAVIGATING MyScholarShop IN EMA**

# Navigating MyScholarShop in EMA



To access MyScholarShop (also referred to as MSS) for newly funded students, click the Marketplace button in your EMA profile.

# Navigating MyScholarShop in EMA

## Welcome to Marketplace

The Marketplace connects parents and students to products approved as eligible expenses for scholarship funds. Purchases allow vendors to be paid directly from the student's scholarship reimbursement. You will find a comprehensive library of products and schools to help unleash your student's potential.



### My Scholar Shop

Online marketplace for educational tools



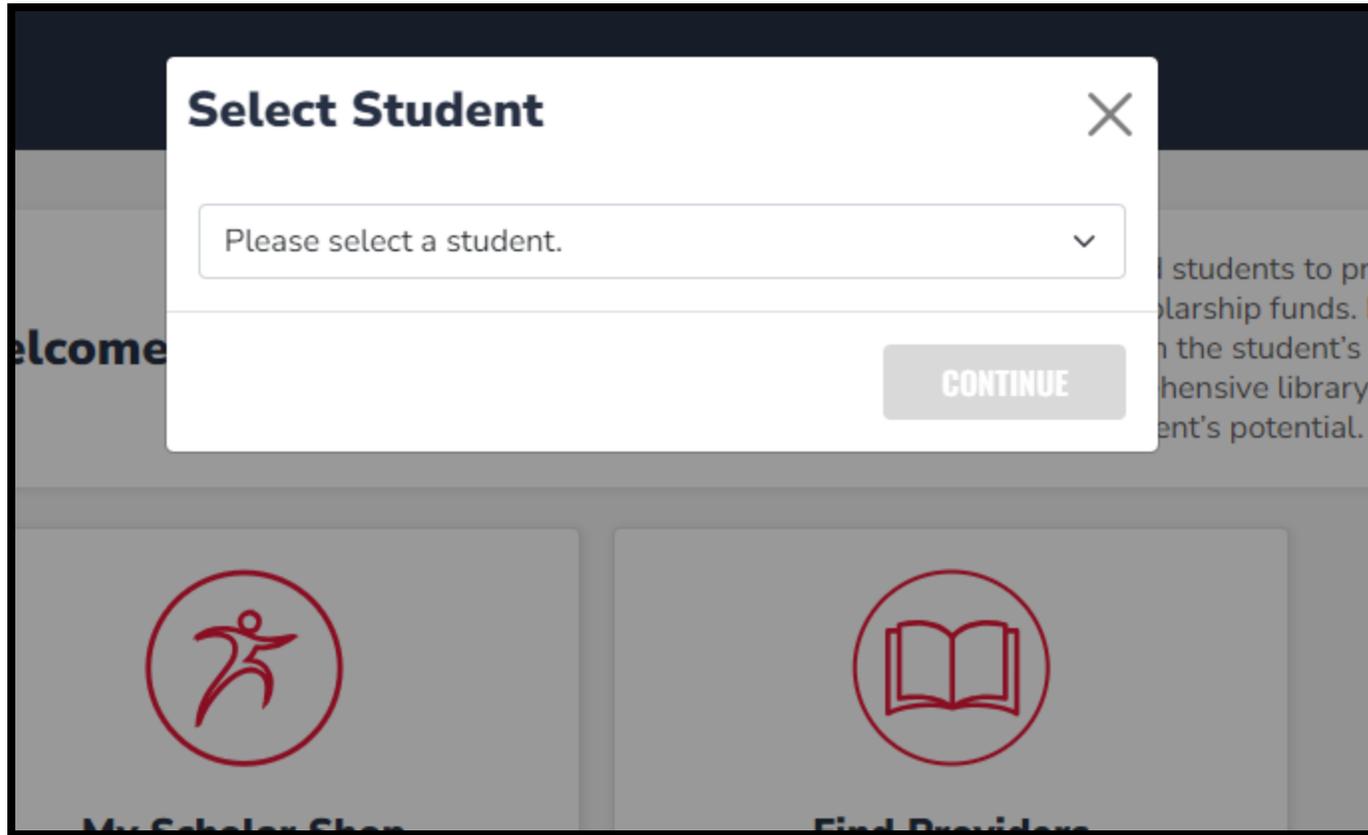
### Find Providers

Find tutors, therapists and other providers for your student



On this page, you will select MyScholarShop.

# Navigating MyScholarShop in EMA



A pop-up will prompt you to select who you are shopping for. This is great if you have another student on a different ESA as MyScholarShop will only load the preapproved stores associated with the scholarship of the student selected.

# Navigating MyScholarShop in EMA

## Privacy Statement

Welcome to the use of an SAP Ariba cloud-based application. This application does not require you to enter any personal data, also known as "contact data" may be transferred outside of the country or jurisdiction in which you are located.

SAP Ariba's obligations as a processor of your contact data are governed by the agreement between SAP Ariba and your company or organization,

### Cookie Notice.

This site uses cookies to store information on your computer. Some cookies are essential to make our site work; others help us improve the user experience. We collect, use, and share data in [Ariba Privacy Statement Version 1](#)

### Customer Privacy Statement

By checking this box, I acknowledge that I have read the [MyScholarShop User Agreement, Version 2](#) and consent to the processing of my personal data.

The first time you access MSS, you will be asked to acknowledge the privacy statement.

# Navigating MyScholarShop in EMA

ed Buying

**my ScholarSHOP**

Find goods and services

**PICK IT** **CLICK IT** **SHIP IT**

Your requests Your approvals

**IMPORTANT:**  
Before placing an order, please make sure the ship to address indicated on the Checkout screen is your current physical address. Any costs associated with shipments sent to an incorrect address will be the...  
[Learn more](#)

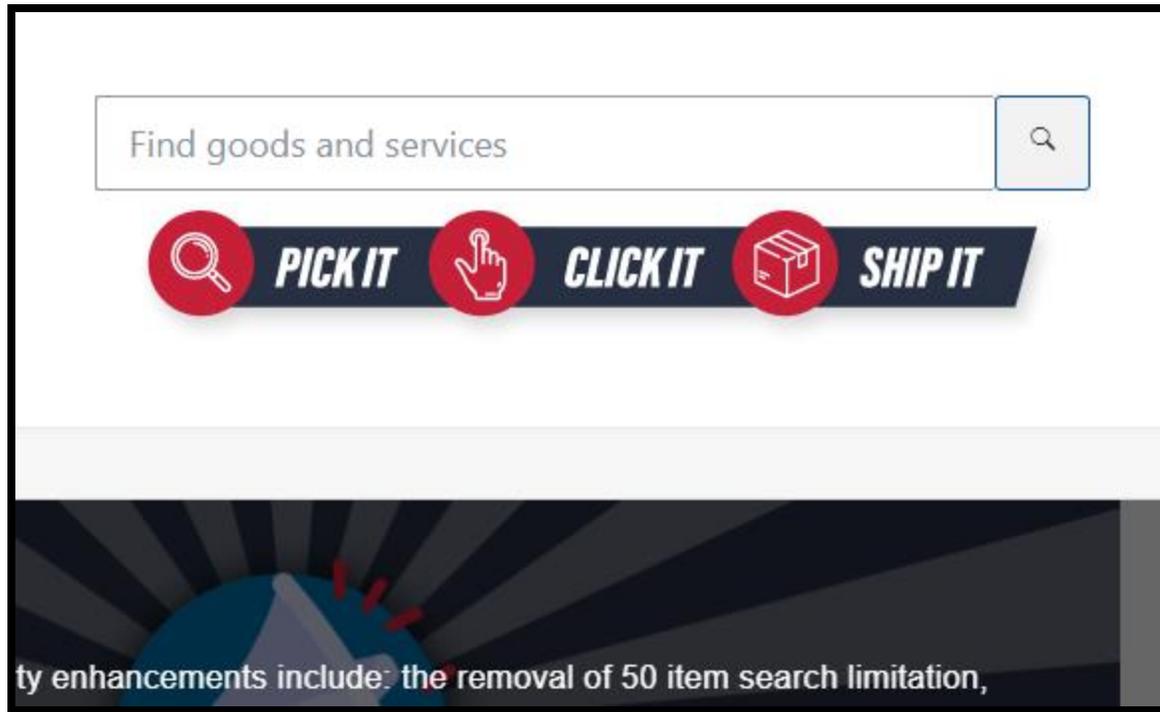
Recent requests  
No recent requests  
[See all >](#)

Recommended for you

 <p>APPLE IPAD 10.2 9TH WIFI 64GB SL</p> <p><b>\$336.99 USD</b></p>	 <p>PENCILS COLORED CRAYOLA 24PK</p> <p><b>\$2.02 USD</b></p>	 <p>Readability Reading Tutor App – 1 Year</p> <p><b>\$79.99 USD</b></p>
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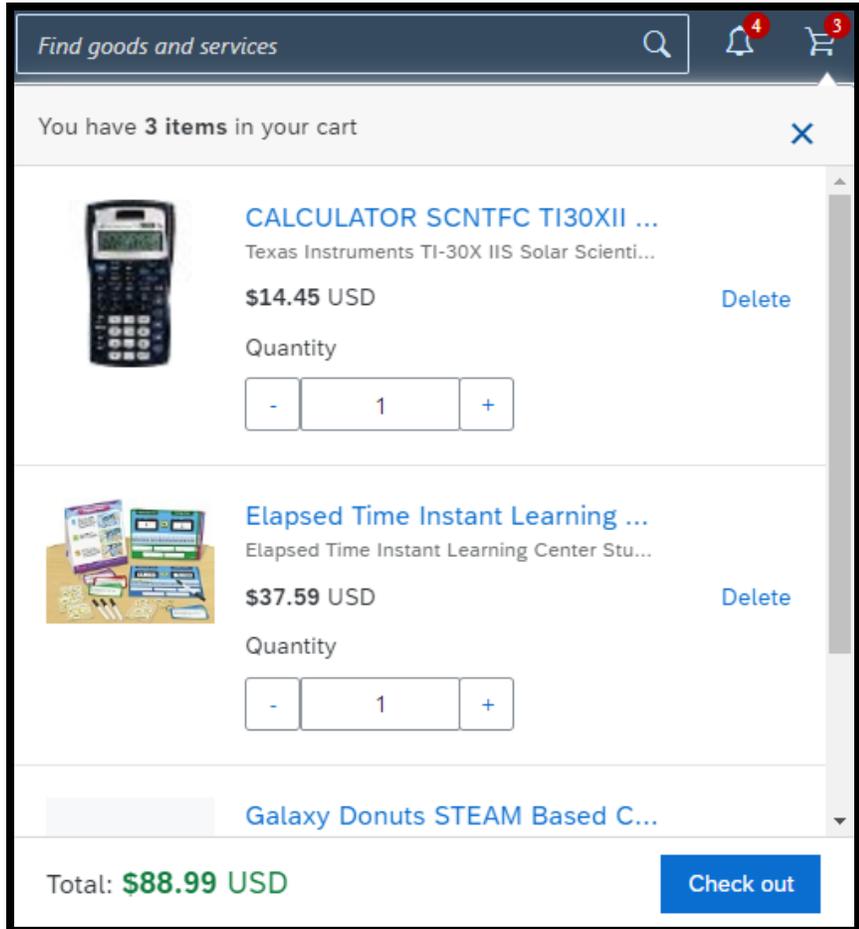
This is the landing page of MSS. Here, you will see updates about the program and be able to shop for your student.

# Navigating MyScholarShop in EMA



You can search like a regular online store and find items for your student.

# Navigating MyScholarShop in EMA



The screenshot shows a shopping cart interface with the following items:

- Item 1:** CALCULATOR SCNTFC TI30XII ...  
Texas Instruments TI-30X IIS Solar Scienti...  
Price: \$14.45 USD  
Quantity: 1
- Item 2:** Elapsed Time Instant Learning ...  
Elapsed Time Instant Learning Center Stu...  
Price: \$37.59 USD  
Quantity: 1
- Item 3:** Galaxy Donuts STEAM Based C...

**Total: \$88.99 USD**

[Check out](#)

As you shop, you can add as many items as you want to your shopping cart for checkout later.

# Navigating MyScholarShop in EMA

The screenshot shows the checkout page in MyScholarShop. The shipping address is highlighted with a red box. The page includes a shipping section, a charge to section, a total cost summary, and a list of items.

Ship to	Manage locations	Charge to	Manage details	Total cost	\$95.66 USD
John Doe 12345 SW Sesame Street Orlando, FL 32789		Cost Center (Family Empowerment Scholarships for Unique Abilities)		Net amount	\$88.99 USD
				Taxes	+ \$6.67 USD

Items (3)

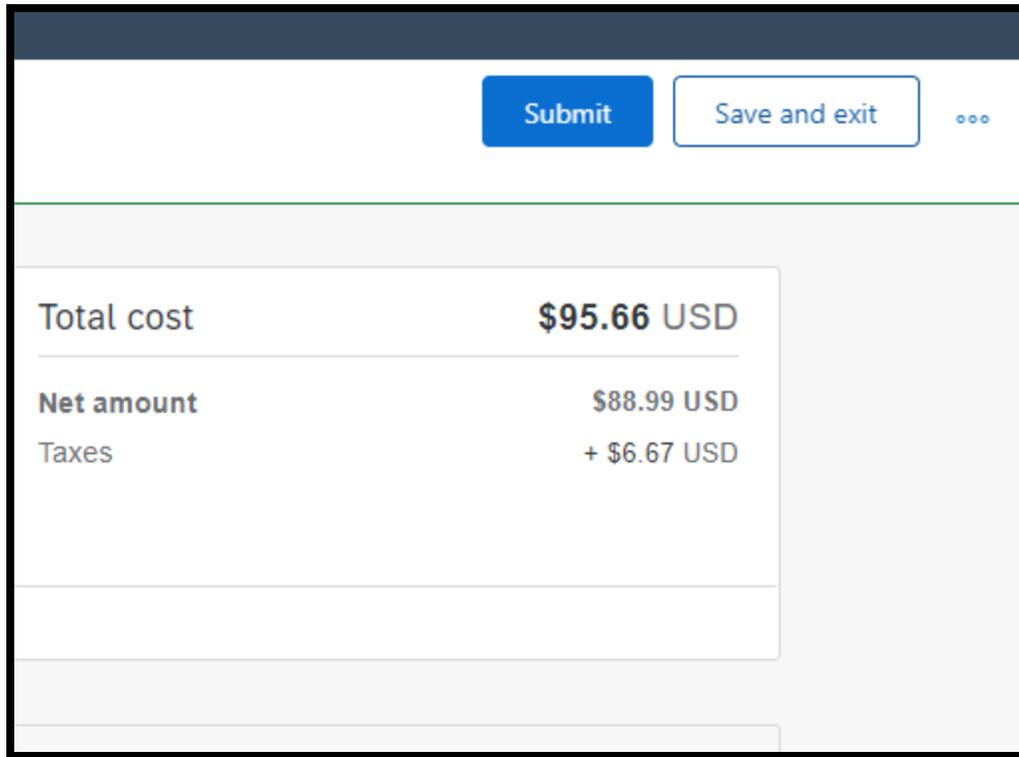
Item	Quantity	Price	Net Amount
 CALCULATOR SCNTFC TI30XII BLK ODP Business Solutions	1 each	\$14.45 USD	\$14.45 USD
 Elapsed Time Instant Learning Center Lakeshore Learning	1 each	\$37.59 USD	\$37.59 USD

Before you check out, please double-check that the address is your home address, which is found in EMA. If you need to change your address, you will need to go back to EMA and update your address there. If the shipping address is not the same as the one in EMA, then the order will be denied.

## Note:

It may take up to 48 hours for your address to update in MSS after you update it in EMA.

# Navigating MyScholarShop in EMA

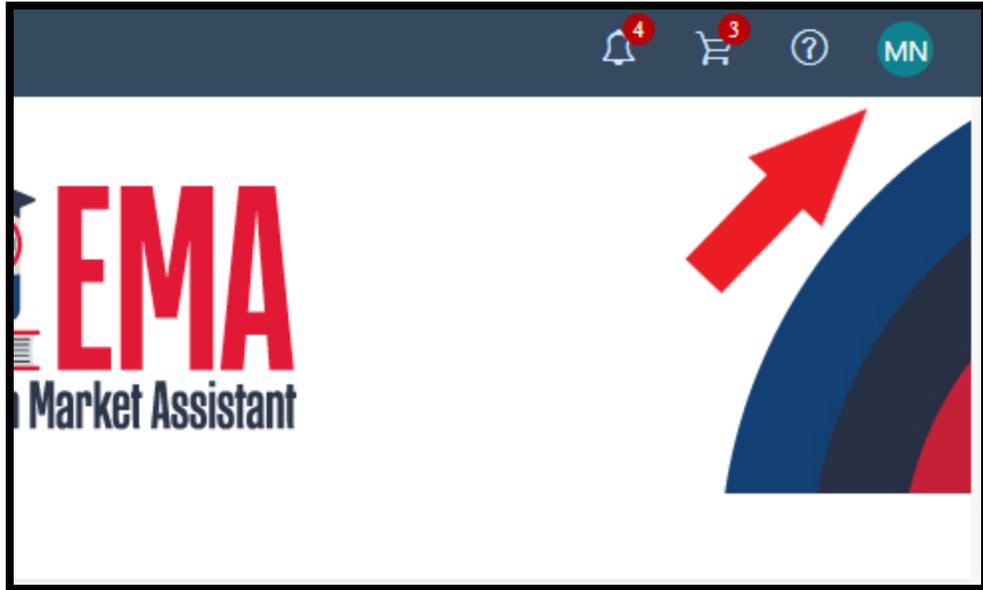


The screenshot shows a shopping cart interface with a dark blue header bar. At the top right of the header, there are two buttons: a blue 'Submit' button and a white 'Save and exit' button with a blue border. To the right of the 'Save and exit' button is a three-dot menu icon. Below the header is a light gray area containing a table with the following items:

Total cost	<b>\$95.66 USD</b>
Net amount	\$88.99 USD
Taxes	+ \$6.67 USD

Once you are all finished shopping, you may save the cart or submit for purchase.

# Navigating MyScholarShop in EMA



When you are finished, make sure you completely log out to prevent any unauthorized purchases in MSS.

Once you log out, you will need to go back to EMA to shop for a different student and log back in. You cannot change students while inside of MSS.

# Navigating MyScholarShop in EMA

 The following errors were received from the external system:  
: This request exceeds available funds, please remove \$  of items from your cart before checking out.

If your purchase exceeds your available balance, this error will display, preventing you from completing the order. In this instance, you may adjust your cart or save it for the next quarter when your next deposit arrives.

# Navigating MyScholarShop in EMA

## Need help?

For information, quick reference guides, FAQ documents and more, go to the [Family Resource Center](#)

[MyScholarShop Product Request Form](#)

[MyScholarShop Vendor Request Form](#)

## Contacts

**Service Center Normal Hours of Operation**

Monday – Friday: 8:30a.m.-4:30p.m. ET

Tel: 877-735-7837

MyScholarShop Email:  
[MyScholarShop@sufs.org](mailto:MyScholarShop@sufs.org)

For additional assistance, click on the below link:

[Additional Contact Information](#)

Chat assistance can be found on the [www.StepUpForStudents.org](http://www.StepUpForStudents.org) website.

If you need assistance with anything in MSS, scroll to the bottom of the page to find these helpful links.

# MyScholarShop

## Important information about MyScholarShop:

- MyScholarShop allows you to purchase items without having to spend money upfront. The funds will come directly from your student's ESA.
- MyScholarShop returns are done through the vendors. Return information is available on the MSS Vendor Page. SUFS cannot process a return of a purchase from MSS.
- Please follow the vendor return info in MSS and do NOT attempt to return the items to a physical store.



**Resources**

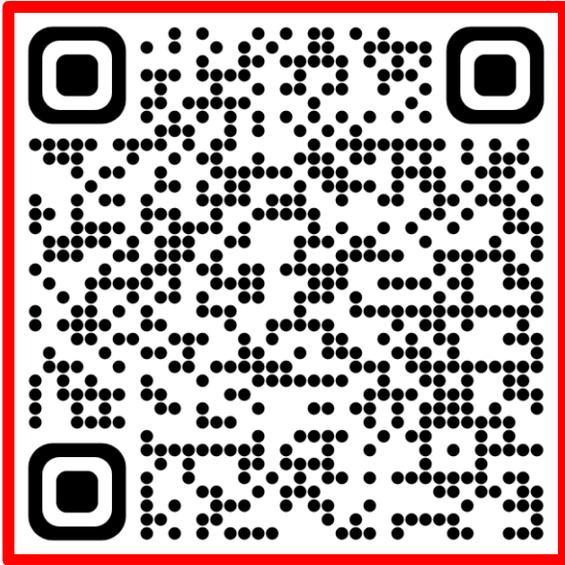
# HOW TO FIND YOUR USERNAME OR RESET YOUR PASSWORDS

The image shows the login page for the Education Market Assistant (EMA) system. At the top, there is a logo featuring an owl wearing a graduation cap, with the text "EMA Education Market Assistant Welcome!". 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". A prominent red button labeled "LOG IN" is centered below the form. At the bottom, 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. The "Forgot Username?" link is highlighted with a blue border, and the "Forgot Password?" link is highlighted with a red border.

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

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

# Information and Resources



FES-EO/FTC Parent  
Handbook



Purchasing Guide



Step Up For Students empowers families to pursue and engage in the most appropriate learning options for their children.



# Step Up For Students

@stepup4students · 7.16K subscribers · 130 videos

Step Up For Students empowers parents to pursue and engage in the most appropriate lea... >

[stepupforstudents.org](http://stepupforstudents.org)

 Subscribed 



# YouTube Links for Families

## [Student Learning Plan](#)

**Description:** This presentation will explain what the Student Learning Plan is and how to use it. Why it is important and much more; if you have any questions about the information shared in this video, please feel free to contact our service center.

## [Parents: Finding Providers and Services in the Marketplace](#)

**Description:** This video provides guidance for parents/guardians to find providers and services in the Education Market Assistant (EMA).

## [Families: Submitting Reimbursements in EMA](#)

**Description:** This video outlines the EMA reimbursement process for new 2023-2024 scholarship families.

## [Navigating MyScholarShop in EMA](#)

**Description:** This video provides guidance for new families using the MyScholarShop platform in EMA. \*Please note, that renewal FES-UA families should continue to access MyScholarShop through the legacy site.



**It's Q & A Time!**

# It's Q & A Time!

I heard that you must confirm enrollment each quarter to get funded but I was fully funded at the beginning of the year- do I still need to get funded?

While you have been awarded for the entire year, we still ask that you confirm your enrollment prior to each quarter to ensure that schools are paid efficiently and only if the student is still in attendance.

Can you have a webinar specifically for the PEP scholarship?

Much like for FTC/FES-EO, we offer a PEP Open House every month!

Private school tuition exceeds the scholarship amount. Are we still able to receive two books per month program I have heard about or is that only if we have funds available to cover costs?

Students are only able to utilize scholarship funds on other authorized uses if they have remaining funds in their account after paying tuition/fees to their private school.

How do I get a reimbursement card? I have not received one.

To initiate a reimbursement, the parent must access the reimbursement tab and fill in all the required information. However, it is important to note that the reimbursements are not initiated when they are paid, but rather when the parent requests for them. The Focus Card is sent by U.S Bank directly to the address on file. If the parent has not initiated a reimbursement for the current school year, they may not have received the card.

# It's Q & A Time!

When will the Scholarship start paying the school?

SFOs receive Q2 EO funding from the DOE on or before Nov. 1st. Upon receiving those funds, SFOs have 14 business days to fund student accounts. Once student accounts are funded, schools can then submit invoices for each student, the parent must approve the invoice, and then SUFS can initiate the payment to schools.

Is there a reason why transportation is not part of the private school scholarship?

Authorized uses of funds for the private school FTC/EO scholarship are defined in statute. Currently, transportation is not an authorized use of funds for students in the FTC/EO program attending private school.

I was awarded a scholarship but decided to attend charter instead of private school. Can I use the transportation instead or do I need to reapply? How are transportation scholarships paid?

If you have been awarded an FTC or FES-EO Scholarship you can choose to utilize your scholarship funds for Transportation. You will need to fill out the [Transportation Survey](#). Families must provide a report card or progress report quarterly to confirm the student's attendance and receive payment sent directly to families. The Transportation Scholarship cannot be used for private schools and is only available if the student attends their non-zone school, you may access the [Transportation Survey](#) here.

When applications open for 2024-2025 school year?

The date that applications for the 2024-25 school year will become available has not yet been determined. Please continue to monitor your inbox for updates.

# It's Q & A Time!

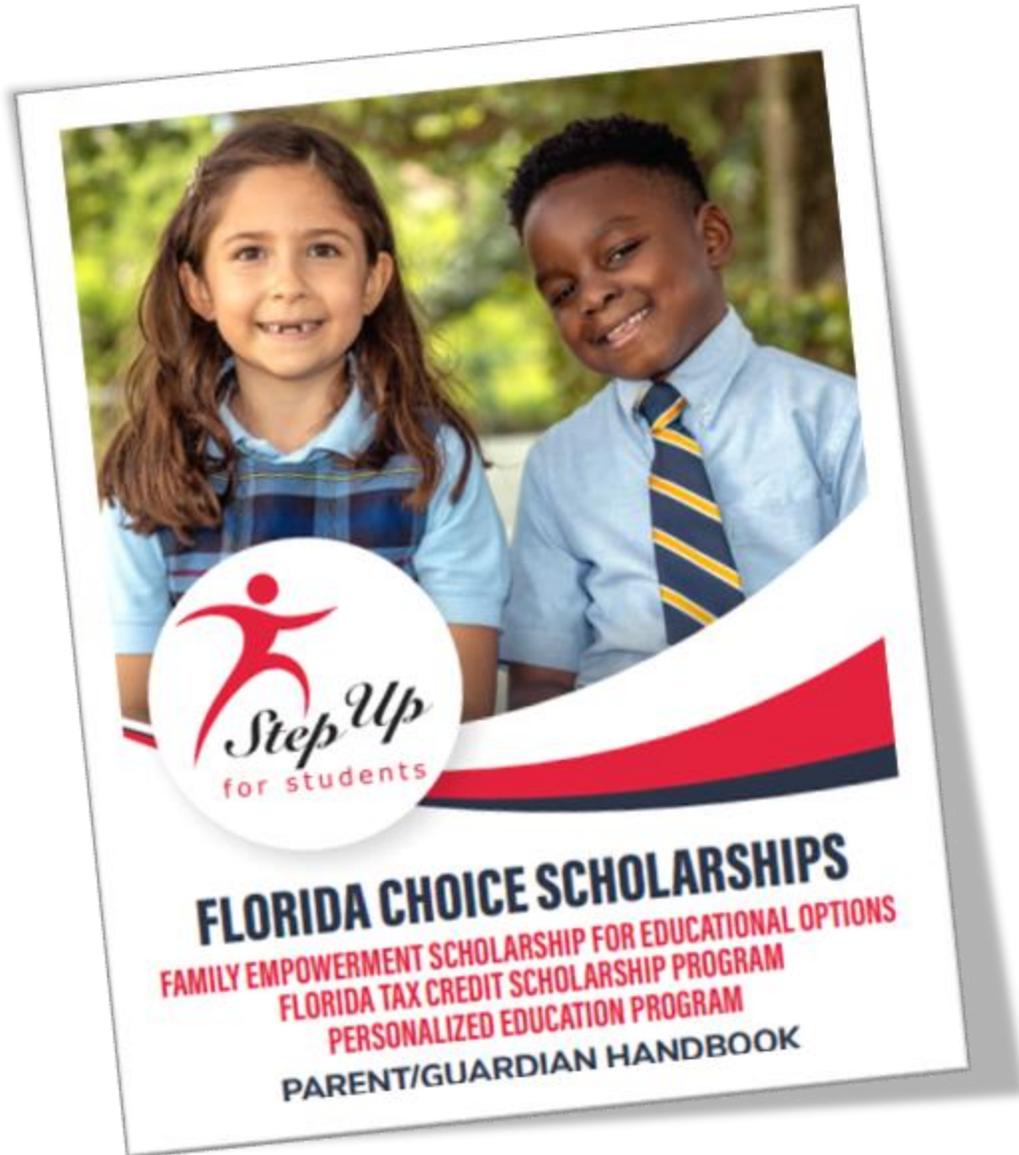
I haven't been able to find an available private school with space for my twins in the area.

You can find a full list of participating private schools via the “Find a School” tool on our website. The link will take you to [Schoolahoop](#) which is a free service that helps you explore K-12 elementary schools in your area based on what's important for your child.

How many PEP scholarships are left? How do I check on my status? How do I ensure my transfer from the FTC/FES-EO to the PEP is all set? How do I know how long I will have to wait?

We are currently at the 2023-24 capacity for our PEP Scholarship and have activated a waitlist. The program participation list is evaluated regularly for availability, and students will be moved to and awarded the PEP Scholarship on a first-come, first-served basis.

# Handbook Highlight



## Public School Transportation Option

Students have the option to utilize the [transportation scholarship](#), which provides at least \$750 per student to offset the cost of transportation to a Florida public school other than the one to which they are assigned.

To select “Transportation Option” for your child, please complete the [Transportation Form](#) online

**Please note:** Parents/Guardians will need to upload a report card or progress report from the student’s school to receive payment. Please monitor your email for additional info.

Refer to page 7 of  
the Parent Handbook



[September FTC/FES-EO Open House Recording](#)



[October FTC/FES-EO Open House Recording](#)

WISHING YOU A SEASON  
OF LAUGHTER AND LIGHT

happy  
holidays!

**December FTC/FES-EO Open House  
December 14<sup>th</sup> 2023  
Will be pre-recorded!**



**Frequently Asked  
Questions & EMA Support**

# **Contact Us**

**Step Up For Students**

 877.735.7837

**Monday – Friday**

**8:00 AM – 5:00 PM**





**Help Us Serve You Better...**

**PLEASE COMPLETE  
OUR SURVEY!**