



Private School Scholarship Family Open House

January 11th, 2024



Agenda

Scholarship Updates & Reminders

Funding Updates

MyScholarShop: New Vendor Alert

Parent/Guardian Handbooks

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



Happy
New year
2024

May 2024 be your best year for you



Scholarship Updates



STAY TUNED

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



**Subject: Purchasing Guidelines for
FTC/FES-EO and PEP programs**

Sent: 12.31.23

Dear Parent/Guardian,

Florida state law now requires Scholarship Funding Organizations (SFOs), including Step Up For Students, to collaborate to prepare agreed-upon purchasing guidelines for authorized uses of scholarship funds by December 31, 2023, and to update the guidelines at least annually.

The Agreed-Upon Purchasing Guidelines, found [here](#), contain general guidelines.

As a Step Up family, we encourage you to also review the following resources as they contain more detail on policies and procedures related to scholarship spending through Step Up:

- [Step Up's FTC/FES-EO Purchasing Guide*](#)
- [FTC/FES-EO/PEP Handbook*](#)

**Please note: You will notice some changes in the agreed-upon purchasing guidelines, for example, the new inclusion of maintenance for musical instruments as an eligible expense. Additionally, all caps are being eliminated.*







FTC/FES-EO Purchasing Guide

NEW
MyScholarShop
VENDORS



MyScholarShop New Vendors



 The Piper logo consists of five colored squares (red, yellow, green, blue, red) each containing a white letter: P, I, P, E, R.	<p>Piper was created in 2014 with a simple vision: to create experiences around learning with technology that are hands-on, effective, and fun. Piper is committed to providing quality STEAM educational opportunities to students around the globe.</p>	<p>https://www.playpiper.com/</p>
 The Luminous Minds logo features a stylized purple 'L' icon followed by the text 'LuminousMinds' in a purple sans-serif font.	<p>Luminous Minds offers premium reading comprehension Phonics & Sight Word worksheets for parents and teachers, making early learning accessible for all.</p>	<p>https://www.luminousmind sinc.com/</p>
 The Leaf'd Box logo features a green plant icon above the text 'LEAF'D BOX™' and 'GARDENING REIMAGINED' below it.	<p>Pick your garden, grow your plan and enjoy your harvest. Their gardens come delivered with 30 plants and with the experience of your choosing. They offer two different experiences, Basic & Advanced.</p>	<p>https://leafdbox.com/</p>
 The Exploration Education logo features a blue circular icon with the letters 'EE' and the text 'EXPLORATION EDUCATION' in a bold, black, sans-serif font.	<p>Exploration Education focuses on project based learning that makes it enjoyable for students to learn and easy for the parent or teacher to implement.</p>	<p>https://explorationeducation.com/</p>

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



*This message does not apply to FES-UA renewal students at this time.**

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.
- **PayPal:** Opt for PayPal, a widely used and trusted online payment platform.

Important details:

- *Until further notice, FES-UA renewal students will continue to use the legacy system.
- For all other ESA students**, a payment method must be selected to continue submitting reimbursement requests. If your family is only using your student's scholarship for tuition and fees paid directly to an eligible

Subject: AVAILABLE NOW: More ways to be reimbursed!

Sent: 1.9.24



More Ways to Receive Reimbursements

Choose How to Receive Payment for Approved
Reimbursements

Important Notice

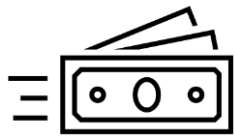
We are pleased to announce improvements to our reimbursement services for Step Up's ESA scholarship families. This new process can be managed within the family's EMA account and will replace the U.S. Bank Focus Cards.

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.*

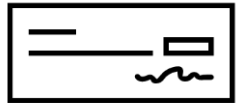
Renewal FES-UA students are not impacted at this time and will continue to use the legacy system until further notice.

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.

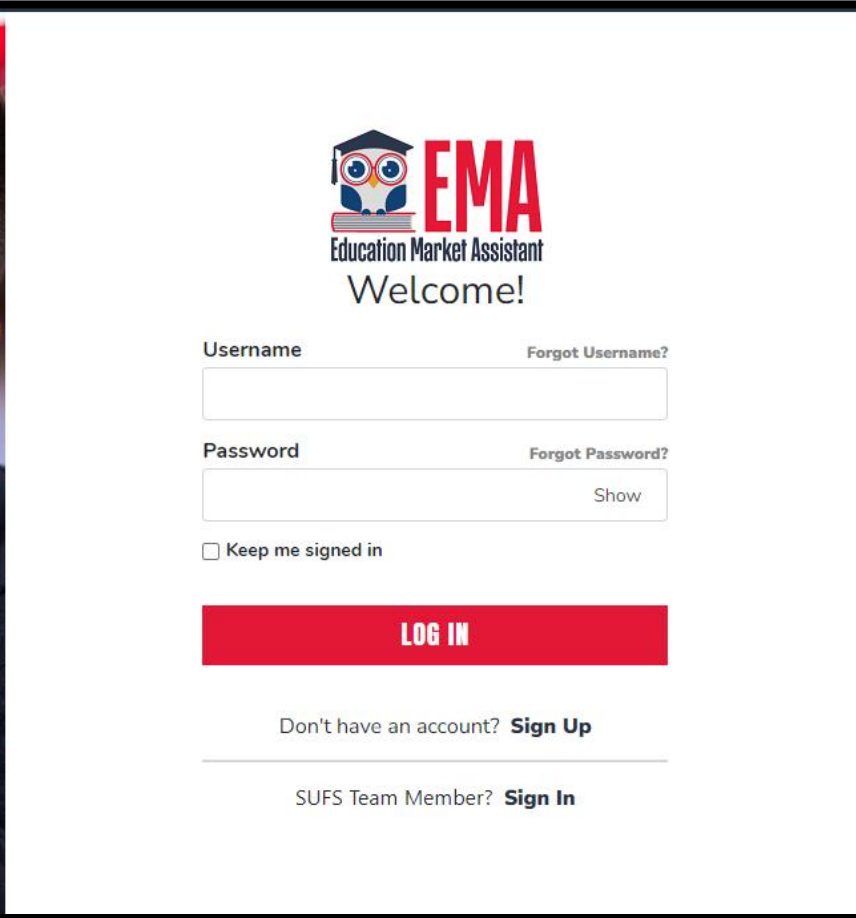


Check: For a more traditional approach, you can select a physical check for your reimbursement payment method. The check will be mailed to your provided address.



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

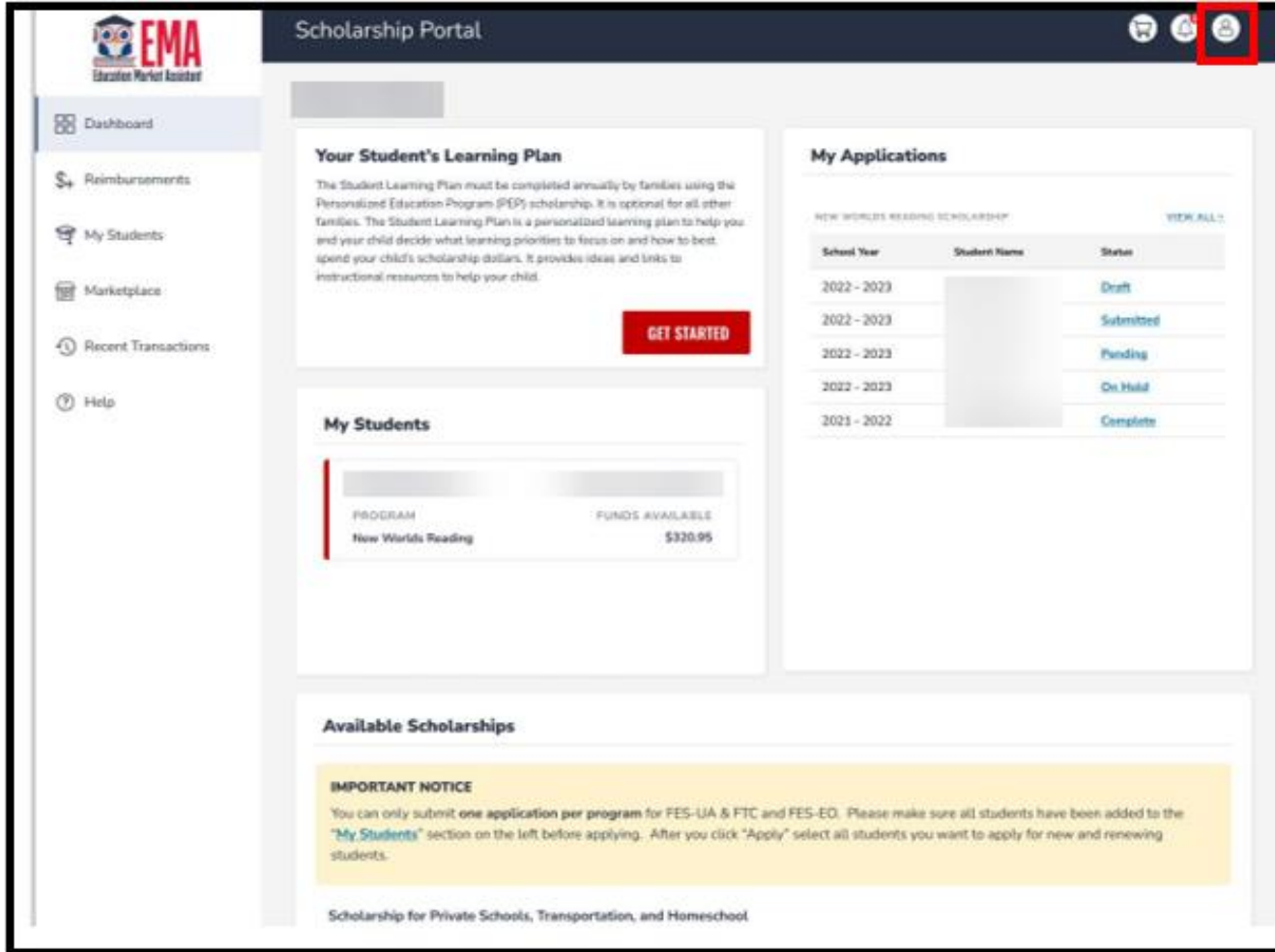
Setting Up Your Payment Profile



The image shows a 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 letters 'EMA' in large red font and 'Education Market Assistant' in smaller black text below it. Underneath the logo is the text 'Welcome!'. Below this is a login form with two input fields: 'Username' and 'Password'. The 'Username' field has a 'Forgot Username?' link to its right. The 'Password' field has a 'Forgot Password?' link to its right and a 'Show' button to its left. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom of the form is a prominent red button with the text 'LOG IN' in white. Below the button, there are two links: 'Don't have an account? Sign Up' and 'SUFS Team Member? Sign In'.

Log in to your EMA account.

Setting Up Your Payment Profile



The screenshot shows the Scholarship Portal dashboard. The top right corner features three icons: a shopping cart, a lock, and a person icon. The person icon is highlighted with a red box. The dashboard includes a sidebar with navigation options: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is divided into several sections: 'Your Student's Learning Plan' with a 'GET STARTED' button, 'My Applications' with a table of applications, 'My Students' with a table of student programs, and 'Available Scholarships' with an important notice.

Your Student's Learning Plan

The Student Learning Plan must be completed annually by families using the Personalized Education Program (PEP) scholarship. It is optional for all other families. The Student Learning Plan is a personalized learning plan to help you and your child decide what learning priorities to focus on and how to best spend your child's scholarship dollars. It provides ideas and links to instructional resources to help your child.

My Applications

School Year	Student Name	Status
2022 - 2023		Draft
2022 - 2023		Submitted
2022 - 2023		Pending
2022 - 2023		On Hold
2021 - 2022		Complete

My Students

PROGRAM	FUNDS AVAILABLE
New Worlds Reading	\$320.95

Available Scholarships

IMPORTANT NOTICE

You can only submit one application per program for FES-UA & FTC and FES-EO. Please make sure all students have been added to the "My Students" section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

Scholarship for Private Schools, Transportation, and Homeschool

Click on the person icon on the top right corner of the dashboard and then click **“Edit Profile.”**

Setting Up Your Payment Profile

Scroll down to the **“Payment Method”** section on your profile and click the **“Manage”** button. This information must be kept up to date and can be updated at any time, however, the address should not be altered and must match the information in your guardian profile.

Payment Method

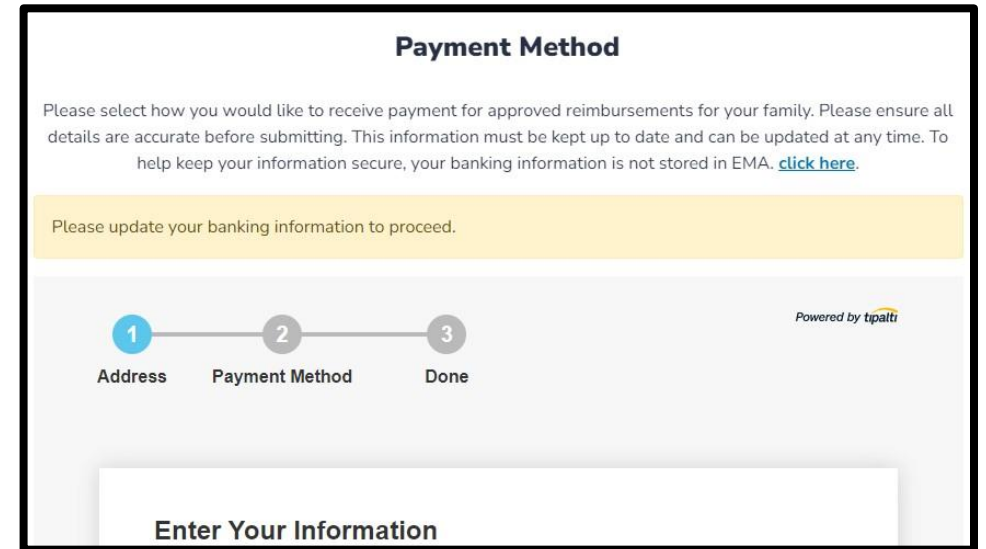
Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the “Manage” button below. This information must be kept up to date and can be updated at any time. **Note:** The “Manage” button becomes available once you have at least one funded student. This step should only be completed if you intend to submit reimbursement requests.

[MANAGE](#) ⚠ Payment Method Needs Attention

Note: The “Manage” button becomes available after the profile is saved for the first time.

Setting Up Your Payment Profile

- Once you click “**Manage**,” you’ll be brought to the payment method screen.
- Your address information will be pre-populated from your EMA profile.
 - **DO NOT EDIT YOUR ADDRESS HERE.**
 - If you need to change your address, please do so in your EMA parent profile then return to the Payment Method screen.
- Click “**Next**” to continue to select a payment method.



The screenshot shows the "Payment Method" screen. At the top, it says "Payment Method". Below that, there is a paragraph of text: "Please select how you would like to receive payment for approved reimbursements for your family. Please ensure all details are accurate before submitting. This information must be kept up to date and can be updated at any time. To help keep your information secure, your banking information is not stored in EMA. [click here](#)." Below this is a yellow banner that says "Please update your banking information to proceed." At the bottom, there is a progress indicator with three steps: "1 Address", "2 Payment Method", and "3 Done". The "2 Payment Method" step is currently active. To the right of the progress indicator, it says "Powered by tpatr". At the very bottom, there is a white box with the text "Enter Your Information".

Setting Up Your Payment Profile

Payment Method

Please select how you would like to receive payment for approved reimbursements for your family. Please ensure all details are accurate before submitting. This information must be kept up to date and can be updated at any time. To help keep your information secure, your banking information is not stored in EMA. [click here](#).

1 Address 2 **Payment Method** 3 Done

Powered by tipalti

Payment Method: Direct Deposit / ACH

Name on Account: test twohundred

Bank Name: Required field

Routing Code: Required field

Account Number: Required field

Account Type: Checking Savings

Next, select how you would like to receive payment for approved reimbursements. You can choose from: **Direct Bank Transfer, Check or PayPal.**

The fields will vary based on the **Payment Method** selection.

Please ensure all details are accurate before submitting.

Please note: To help keep your information secure, your banking information is not stored in EMA.

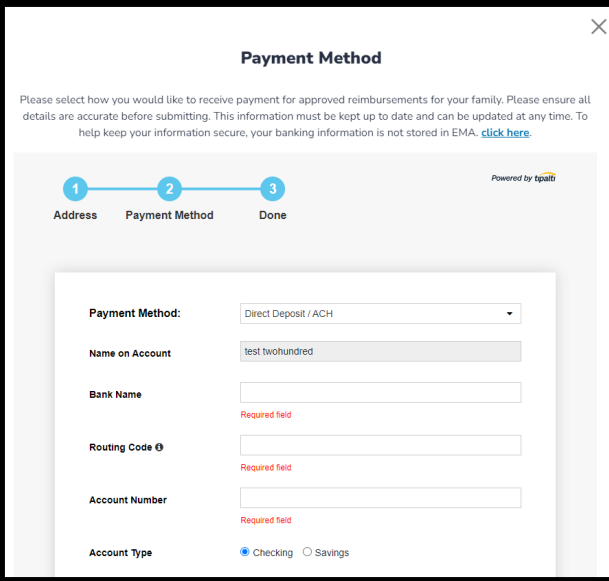
Setting Up Your Payment Profile

Payment Options

Direct Deposit: Once a reimbursement request is approved, Step Up will initiate the transfer of funds which will be electronically transferred into the families' bank account two business days later. This option requires a bank account and is convenient for families who prefer an automated process.

Mailed Check: A check will be mailed roughly one week after the reimbursement request is approved by Step Up. This option may be preferred by those who are more comfortable with traditional transactions and/or families who do not have a bank account.

PayPal: Transactions often occur in real-time or within a few hours. However, it may take additional time to transfer funds from a PayPal account to a bank account or a credit/debit card. PayPal is also widely accepted on various websites, and it allows for quick peer-to-peer transfers.



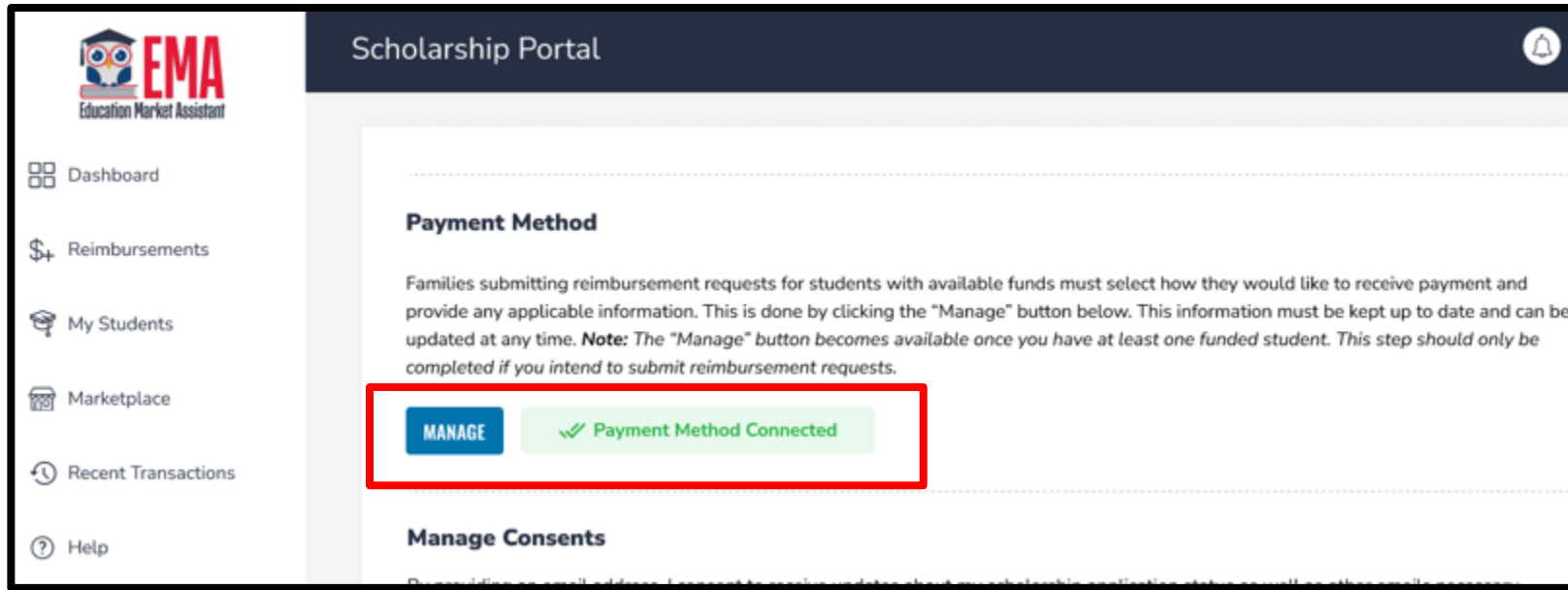
The screenshot shows a web form titled "Payment Method" with a close button (X) in the top right corner. Below the title is a disclaimer: "Please select how you would like to receive payment for approved reimbursements for your family. Please ensure all details are accurate before submitting. This information must be kept up to date and can be updated at any time. To help keep your information secure, your banking information is not stored in EMA. [click here](#)".

A progress indicator at the top shows three steps: 1. Address, 2. Payment Method (current step), and 3. Done. A "Powered by tpasti" logo is in the top right of the form area.

The form fields are as follows:

- Payment Method:** A dropdown menu with "Direct Deposit / ACH" selected.
- Name on Account:** A text field containing "test twohundred".
- Bank Name:** An empty text field with a red "Required field" label below it.
- Routing Code Ⓜ:** An empty text field with a red "Required field" label below it.
- Account Number:** An empty text field with a red "Required field" label below it.
- Account Type:** Radio buttons for "Checking" (selected) and "Savings".

Setting Up Your Payment Profile




When the green message
**“Payment Method
Connected”** displays,
you are good to go!

Please note: It may take up to 12 hours for this change to be reflected in your EMA account. If you continue to see the "Payment Method Needs Attention" message after updating your payment method, please log out, open a new window and log back in.

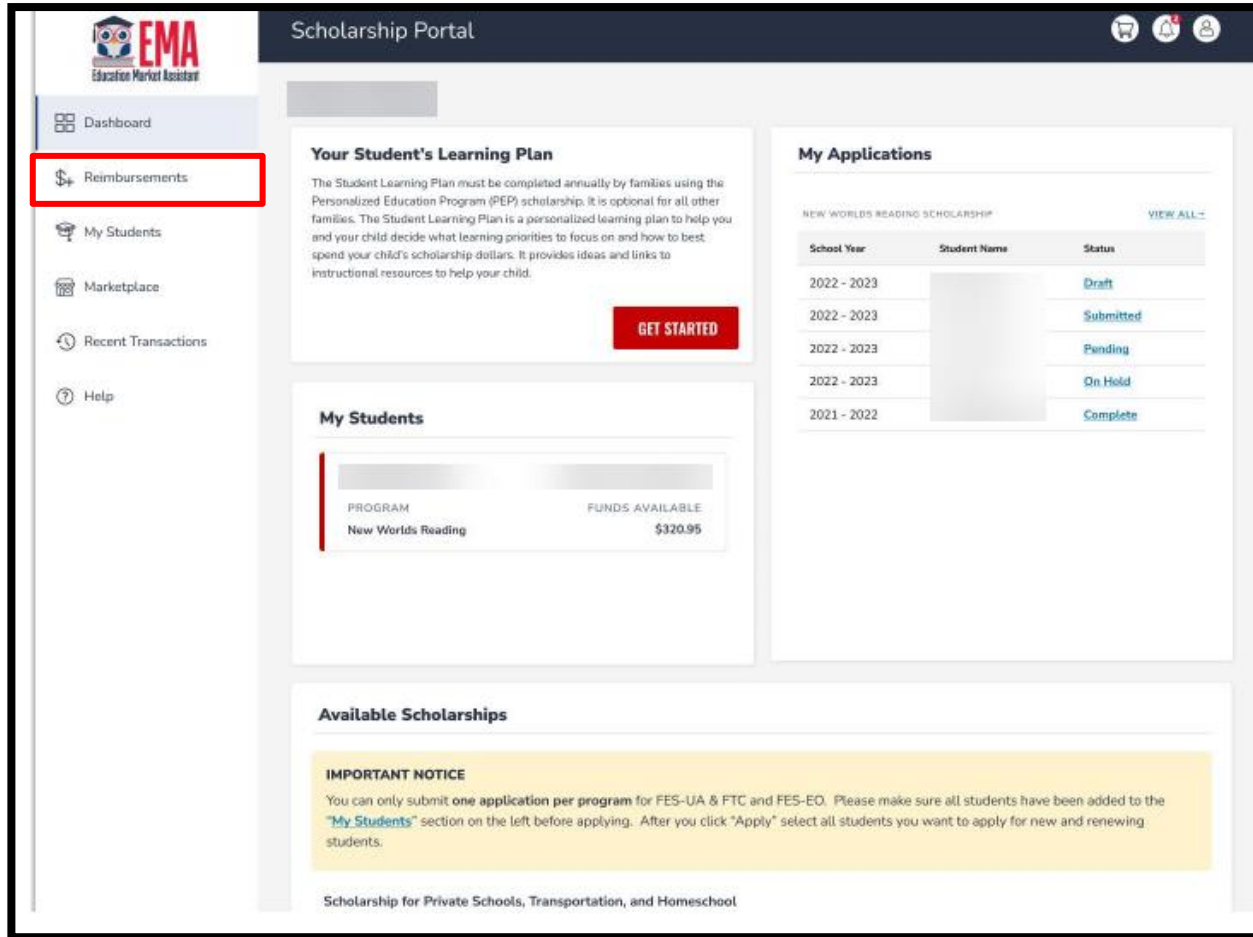
Not Ready to Update Right Now?

To continue submitting reimbursement requests within EMA, you will need to select a payment method.

If you do not update this information in your profile today, you will be reminded on various screens in EMA before you can submit a reimbursement.



Setting Up Your Payment Profile



The screenshot shows the Scholarship Portal interface. The left sidebar contains navigation tabs: Dashboard, Reimbursements (highlighted with a red box), My Students, Marketplace, Recent Transactions, and Help. The main content area is divided into several sections:

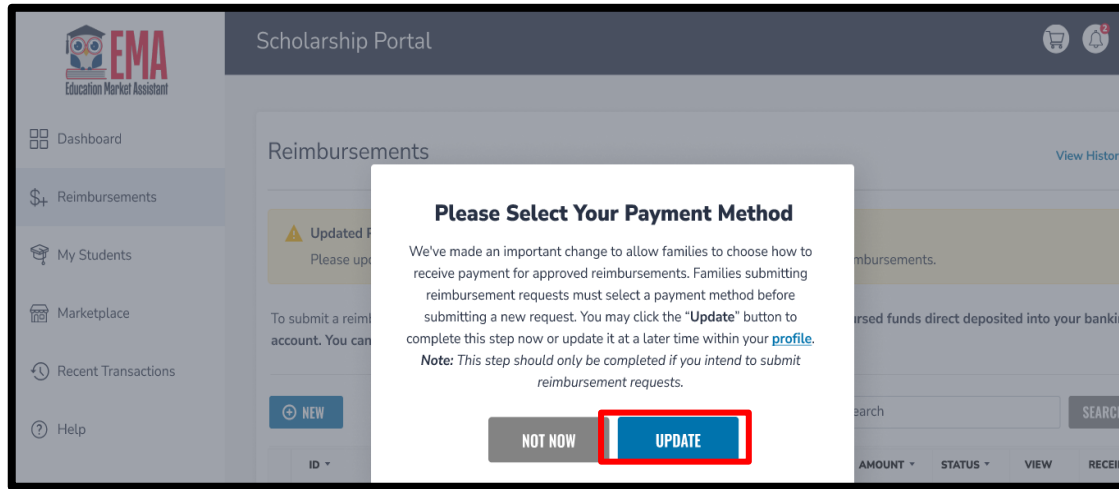
- Your Student's Learning Plan:** A section with a "GET STARTED" button and explanatory text about the Personalized Education Program (PEP) scholarship.
- My Applications:** A table listing applications for the "NEW WORLDS READING SCHOLARSHIP".
- My Students:** A table showing the "New Worlds Reading" program with "\$320.95" in funds available.
- Available Scholarships:** A section with an "IMPORTANT NOTICE" and a link to "Scholarship for Private Schools, Transportation, and Homeschool".

School Year	Student Name	Status
2022 - 2023		Draft
2022 - 2023		Submitted
2022 - 2023		Pending
2022 - 2023		On Hold
2021 - 2022		Complete

PROGRAM	FUNDS AVAILABLE
New Worlds Reading	\$320.95

Another way you'll be prompted to update your Payment Method is when you click on the **"Reimbursements"** tab on the left panel on the dashboard.

Setting Up Your Payment Profile

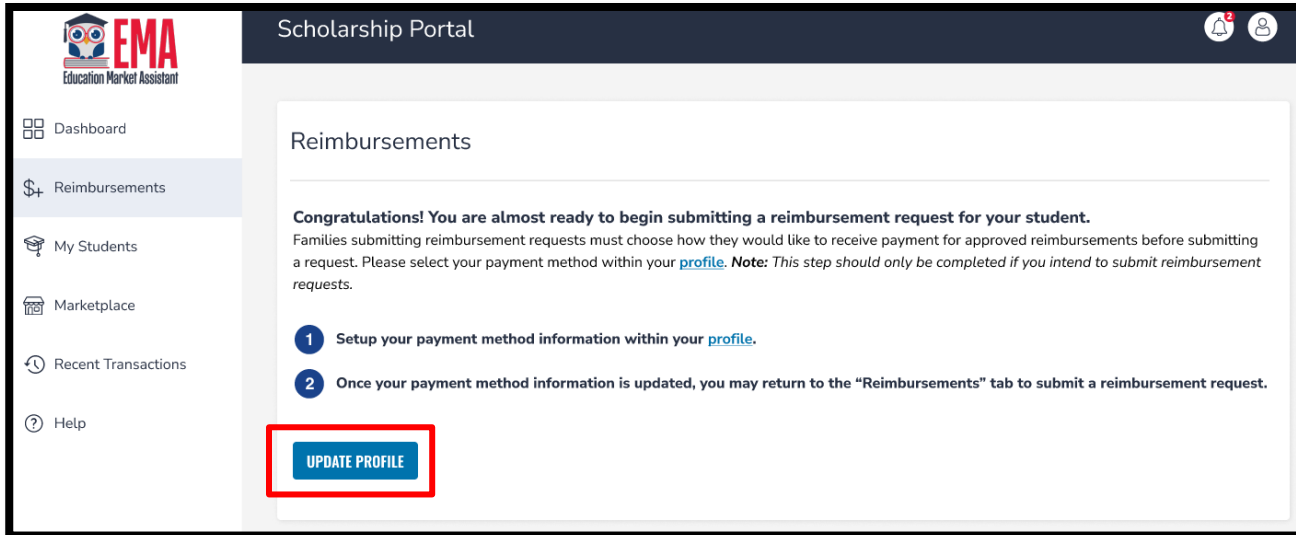


If you **HAVE** submitted a reimbursement previously and have **NOT** already selected your payment method, a window will appear asking you to update your payment method information. Again, this change is required to continue submitting reimbursements.

Note: If you bypass this popup, you will see another reminder on the Reimbursements page.

Click the **“UPDATE”** button to complete this step now or update it later within your profile.

Setting Up Your Payment Profile



If you **HAVE NOT** submitted a reimbursement previously **AND** have a funded student, you will see a message on the “Reimbursements” screen prompting you to select your payment method on your profile.

Click the **“Update Profile”** button to complete this step now or update it later within your profile.

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.

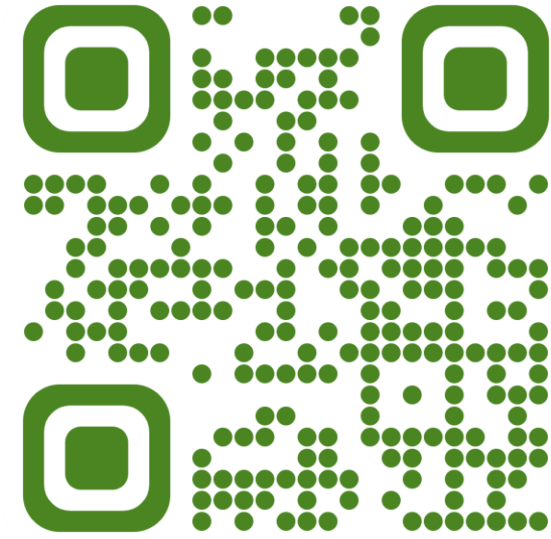
- Families can call the number on the back of their card (888-863-0681) to request to withdraw their funds. They should be prepared to verify their address on this call.

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.



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.



Spanish Video

Nos complace anunciar mejoras en nuestros servicios de reembolso para las familias de beca de la ESA de Step Up. Este nuevo proceso se puede administrar dentro de la cuenta EMA de la familia y sustituirá a las Tarjetas Focus de U.S. Bank. Este video cubre cómo las familias pueden presentar reembolsos en EMA seleccionando un método de pago antes de presentar nuevas solicitudes. Este paso sólo debe completarse si tiene intención de enviar solicitudes de reembolso.

Nota: Las familias de renovación de FES-UA NO se verán afectadas en este momento y continuarán utilizando el sistema anterior hasta nuevo aviso.



FTC/FES-EO Parent/Guardian Handbook

FTC/FES-EO Parent/Guardian Handbook



The FTC/FES-EO 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 FTC/FES-EO scholarship.

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 remains eligible for the scholarship until he or she returns to public school, graduates from High School or turns 21, whichever occurs first, regardless of income.

Student Categories

Eligible students will fall into one of the following categories:

- **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.
- **New** – a student who did not utilize scholarship funds in the prior year.



Scholarship Amounts

The Family Empowerment Scholarship maximum allowable award amounts are based on the county of residence and grade of the student for the Eligible Private School and PEP scholarship programs, and the county of residence for the student for the Transportation scholarship.

Click [here](#) to view the 2023-24 Private School and PEP Scholarship Award Amounts.

Click [here](#) to view the 2023-24 Transportation Scholarship Award Amounts.

Refer to p. 6 of the Parent Handbook



FLORIDA TAX CREDIT SCHOLARSHIP PROGRAM AND FAMILY EMPOWERMENT SCHOLARSHIP FOR EDUCATIONAL OPTIONS

Basic Scholarship Amounts for 2023-24

If a student received scholarship funding in 2018-19 and has renewed and utilized the scholarship annually since, the amount of the award will be the greater of the amount calculated below OR these amounts: K-5th grade – \$6,519; 6-8th grade – \$6,815; 9-12th grade – \$7,111.

Note: The county is the one the student lives in according to their 2023-24 scholarship application.

District	Grades K-3	Grades 4-8	Grades 9-12
Alachua	\$7,915	\$7,288	\$7,226
Baker	\$8,487	\$7,842	\$7,779
Bay	\$8,003	\$7,376	\$7,314
Bradford	\$8,575	\$7,930	\$7,867
Brevard	\$7,971	\$7,344	\$7,282
Broward	\$8,070	\$7,428	\$7,365
Calhoun	\$8,805	\$8,160	\$8,097
Charlotte	\$8,355	\$7,728	\$7,666

District	Grades K-3	Grades 4-8	Grades 9-12
Lake	\$7,877	\$7,250	\$7,188
Lee	\$8,369	\$7,734	\$7,671
Leon	\$7,970	\$7,343	\$7,281
Levy	\$8,611	\$7,966	\$7,903
Liberty	\$8,963	\$8,318	\$8,255
Madison	\$8,447	\$7,802	\$7,739
Manatee	\$8,051	\$7,424	\$7,362
Marion	\$7,897	\$7,270	\$7,208

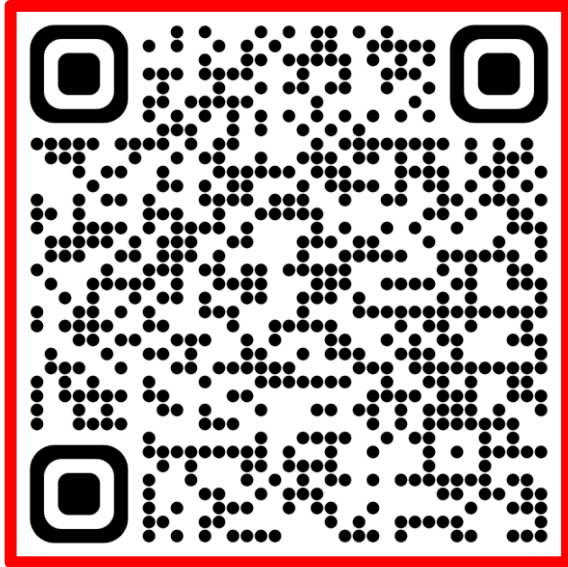
Fees for Eligible Post-Secondary Institution, a Home Education Instructional Program, a DOE-Approved Online Provider, and a DOE-Approved Online Course

Reimbursement requests submitted by the parent/guardian must include the following:

- The scholarship student's first and last name
- The name of the institution or course provider
- Course description
- Dates of course/service, including year
- Amount of tuition and fees
- Proof of payment, on institution letterhead, if applicable (refer to Proof of Payment section above).

Refer to p. 19 of the Parent Handbook

Funding Information and Resources



FTC/EO Parent Handbook



Purchasing Guide



October Open House



November Open House



December Open House

DID YOU MISS AN FTC/FES-EO 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](#)

Three new exciting YouTube Videos!



**Navigating
MyScholarShop in EMA**



**How to Reset Your
Password in EMA and
Legacy**



**Finding Providers &
Services in the EMA
Marketplace for Parents**



It's Q & A Time!

It's Q & A Time!

Should I contact the school every time funds are deposited into my account, or do they receive a notification when the funds are made available?

Once funding becomes available, the school will be notified. If they need any assistance or have questions, they will need to reach out to step up for students directly.

I want to switch to a different scholarship type for the upcoming year. Can you please explain the process for doing this?

At this time, our scholarship season is closed; however, when the scholarship season reopens in the spring, you will be able to apply for your desired scholarship at that time.

Can I use my child's scholarship funds for an out-of-state online accredited school?

No, you cannot use your child's FTC/FES-EO scholarship funds for an out-of-state online accredited school. FTC/EO scholarships must be used for in-person brick-and-mortar instruction. Private schools must meet certain requirements in order to be eligible to accept scholarships. Some of those requirements include regular and direct contact requirements of instructional hours.

“Eligible private school” means a private school, as defined in s. 1002.01, located in Florida offers an education to students in any grades K-12 and that meets the requirements in subsection (8).

If I have any remaining funds after the school year ends, what happens to them?

Once your tuition and fees are paid, you will then be able to utilize those funds for approved purchases please refer to the **Purchasing Guide using the following link** [FTC FES-EO Purchasing Guide 2023-24.pdf \(stepupforstudents.org\)](#) Any leftover funds at the end of the school year will remain in your account and rollover to the following year to be used.

Contact Us

Monday – Friday 8:00 AM – 5:00 PM ET



Call: 877-735-7837



Chat: www.stepupforstudents.org



**Thank you
for attending
our webinar**

Upcoming Webinar

February 8, 2024

See you next time!