

Office Hours

January 12th, 2024

Paula Nelson, Ed.S., Vice President, CR
Ronda Dry, Ed.D., Senior Director, CR

AGENDA

- ❖ Scholarship Information
- ❖ Funding Updates & Timeline for Future Quarter Payments
- ❖ Communications
- ❖ Links & Resources
- ❖ Closing





Scholarship Updates

2023-24 Scholarship Updates



**OVER
\$1.3B
Q2 School
Payments**

FES-EO and FTC

Students on Applications: 388,176

Total Students Awarded: 371,701

Total Students Enrolled: 267,121

PEP

2023-24 20K Students

2024-25 60K Students

FES-UA

Students on Applications: 105,406

Total Students Awarded: 93,036





STAY TUNED

Legislative Session is Open

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1/11/24 House Choice & Innovation Subcommittee



Today's Schedule

11 Thursday January 2024

TV 24/7 LIVE STREAMS

09:03 pm WATCH NOW >>
09:30 pm House in Session
TV 24/7 Live

09:30 pm Senate Committee on Children, Families, and Elder Affairs (from January 10)
TV 24/7

09:50 pm Perspectives – Senator Bobby Powell (D) – District 24 – West Palm Beach
TV 24/7

Click on Live Streams to watch today's LIVE events. Click on TV 24/7 to watch The Florida Channel's TV feed. Click off Live Streams or TV 24/7 to view a combined list of both.



View legislative activities:

<https://thefloridachannel.org/>

Be sure to follow House Bill 1403!

Click [here](#) to read the bill and all it entails!

Family Empowerment Scholarship for Students with Unique Abilities



Dear Parent/Guardian,

EXCITING NEWS! On November 13, Governor DeSantis signed House Bill 3C which allows for more students to participate in the FES-UA program for the 2023-24 school year.

Funds are expected to be deposited into your student's scholarship account by mid-December. In anticipation of that funding, your student has been moved from the waitlist to an "Awarded" status within EMA.

If you have more than one FES-UA student, please check the status of each student by logging into [your EMA account](#), selecting "My Students" and then "View" by your student's name.

Please monitor your email for additional information about FES-UA funding for your student.

In the meantime, please click the button below for more information regarding your FES-UA scholarship award.

[Click Here To View Award Information](#)

Subject: IMPORTANT UPDATE about YOUR student's 2023-24 FES-UA scholarship status

Sent: 12.8.23

This email was sent to UA Families affected!

FTC/FES-EO to FES-UA

If you have a student who was initially enrolled on FTC/EO and they were subsequently Funded FES-UA:

Verify with the parent the amount they'd like to commit to the school for tuition. *Generally speaking, if the child has received full funding so far and has been enrolled all year:*

- Withdraw from FTC/EO to the 1st day of school with 0 days
- Reenroll with the new FES-UA Award ID from the 1st day of school

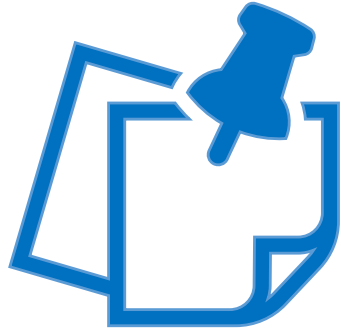
Every situation is unique. Please discuss with your families and reach out to your Regional Manger for additional assistance.

Please inform parents that the "**Award Amount**" in the student Scholarship Status view may not reflect actual funding. The **Parent Dashboard** will indicate an accurate account balance for funded UA students who have not yet generated invoices to an enrolled school for payment.



Funding Updates

Remittance Reports and AUP



Step Up For Students will provide schools with documentation for Auditors addressing remittances for the 23-24 School Year. We will also provide this documentation to known CPAs on the school's behalf.

How to Navigate the Tipalti Remittance Report

1

The schools are receiving an email with a list of payments from Tipalti without details.

<u>Amount</u>	<u>Type</u>	<u>Document number</u>	<u>Document date</u>
USD 1,943.50	Invoice	12789	8/29/2023
USD 1,943.50	Invoice	14136	8/29/2023
USD 1,943.50	Invoice	14137	8/29/2023

Invoice Date: Aug 29, 2023
Month of activity: [%Custom1%]
Invoice Ref: 20001479-1
SAP ID: [%Custom2%]

FROM:
[Redacted]

United States

TO:
Step Up For Students
P.O. Box 54429
Jacksonville
FL 32245
United States

Item #	Description	Quantity	Unit Price	Tax Code	Tax Amount	Total
	Tuition and Fees					USD 1,943.50
TOTAL						USD 1,943.50

2

If they click on the hyperlink, they will see the complete invoice number and amount for each student. However, the student name isn't available on either document. Finance is working on including student names.

3

The school can compare the invoice number in EMA.

PO #	BUSINESS INVOICE #	PURCHASE DATE	SERVICE TYPE
20001479-1		08/29/2023	Tuition and Fees

STUDENT NAME
[Redacted]

How to use the Billing-Reporting Export

Service Orders Service Invoicing T & F Invoicing Reporting

Reporting

To create a report, select the school year to view all transactions that have been submitted within a school year. You may also use the search function to refine the report. This report will show you the status of each Service Order. You may use the export button to download a copy of the report for your reporting records.

SCHOOL YEAR 2022-2023

STUDENT NAME	INDIVIDUAL PROVIDER	START DATE	END DATE	AMOUNT	STATUS
		08/24/2022	01/11/2023	\$3,050.00	Approved

- In EMA, navigate to **Billing, Reporting** and click “Export;” Save the .csv file.
- Open the file, click **File, Save As**, name it what you’d like, and change the file type to Excel (.xlsx if you have a recent version of excel).
- From the spreadsheet, click the triangle pointing down and right at the top left corner to highlight every cell, then from the toolbar click **Format, AutoFit Column Width**.
- You can delete columns C and H-L as they will not be relevant.

How to use the Billing-Reporting Export

- Click the letter at the top of the Student Name column to highlight that entire column. “Cut” this column and “Paste” it to the far right of your workbook. Then follow these steps:
 - From the toolbar, Select **Data** then **Text to Columns**.
 - In the “Convert Text to Columns Wizard,” select **Delimited** > **Next**.
 - For the Delimiter, select **Space**
 - Select **Next**, Then **Finish**, Then **Okay**.
 - You can rename the columns Student First and Student Last
- Click 1 at row 1 to highlight the top row
- From Home at the top toolbar, click **Sort & Filter** then **Filter**
- You can now use the arrows at the top of each column to sort alpha by student name, by earliest to most recent paid invoices, and to sort paid vs. approved invoices.

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.**
- SFO reconciles and sends funds to individual student accounts within 14 business days of receipt of funds.
 - Survey of EO parents to be sure they are still in the private school.
- Once student is Funded, an Invoice is created and shows for the school in EMA for approval.
- Q3 Payments should be made to schools between **February 21st - March 6th.**
- SUFS pays weekly. Approved Invoices by Friday will receive funds by following Friday.
- Payment takes 3-5 days for ACH transfer once initiated.

Funding Timelines – Q4

- Student Enrollment Deadline: **March 1, 2024**. This list is sent to the FLDOE by the SFO.
- FLDOE send funds to SFO: **April 1, 2024**.
- SFO reconciles and sends funds to individual student accounts within 14 business days of receipt of funds.
 - Survey of EO parents to be sure they are still in the private school.
- Once student is Funded, an Invoice is created and shows for the school in EMA for approval.
- Q4 Payments should be made to schools between **April 22nd - May 6th**.
- SUFS pays weekly. Approved Invoices by Friday will receive funds by following Friday.
- Payment takes 3-5 days for ACH transfer once initiated.
- Payment deposited to schools and providers on a weekly basis.

Enrollment Drive Coming!

- Be on the lookout in your inbox for a survey form related to EMA **enrollments**.
- We want to capture any student that you have not been able to enroll at your school in EMA.
- Our goal is to have this issue resolved so you can have all students enrolled by **Thursday, February 1st**. This will ensure that these previously un-enrolled students are presented to the DOE for funding in a timely manner.
 - Remember, enrollment also requires the two-click parent approval. Students “Pending” on your Reporting tab are not enrolled on your Roster.

After 3rd Quarter Funding arrives, we will conduct a similar process for funding and payments.

We support **your** vision.

2023-24 Schedule

~~Oct. 26~~ ~~Memphis, Tenn.~~
~~Nov. 14~~ ~~Virtual (Zoom)~~
~~Dec. 12~~ ~~Virtual (Zoom)~~
Jan. 23 Virtual (Zoom)
Feb. 20 Virtual (Zoom)

Information Sessions
for
**Aspiring Private
School Founders**

LEARN MORE & REGISTER ONLINE at
www.DrexelFund.org/info-session

The Drexel Fund



Drexel Info Sessions

RISING STARS 2024

SAVE THE DATE

Region	Date of Ceremony
Pensacola	4.23.24
Jacksonville	
Miami A	
Tampa A	4.24.24
Tallahassee	
Orlando A	4.25.24
Naples/Ft. Myers	
Orlando B	4.30.24
Marion	
Seminole	
Miami B	5.1.24
Ft. Lauderdale	
Tampa B	5.2.24



JOIN US!

YouTube Links for School Providers

[Navigating the Service Marketplace as a School Provider-](#)

Description: This informational webinar reviews the steps and process for schools to serve as a provider of services in EMA

[FES-UA Pre-K Tuition and Fees](#)

Description: This video is specifically created for schools catering to FES-UA preschoolers who need to pay for tuition and fees to ensure their readiness for school. This applies only to those approved as a Voluntary Prekindergarten Education (VPK) provider or county school readiness provider. ***Please note that FTC and FES-EO program scholarships are only available for kindergarten through 12th grade.***

[Invoicing Tuition and Fees \(Revised\)-](#)

Description: Schools: Invoicing Tuition and Fees

[EMA Providers: Orders and Invoicing](#)

Description: EMA businesses/providers can view orders, complete invoicing and review transaction history through the Education Market Assistant platform.

****Please note that you may use the links provided in the PDF of the Office Hours slides to access the videos by hovering over the titles.***

YouTube Links for School Providers

[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.

[More Ways to Receive Reimbursements: Choose How to Receive Payment for Approved Reimbursements](#)

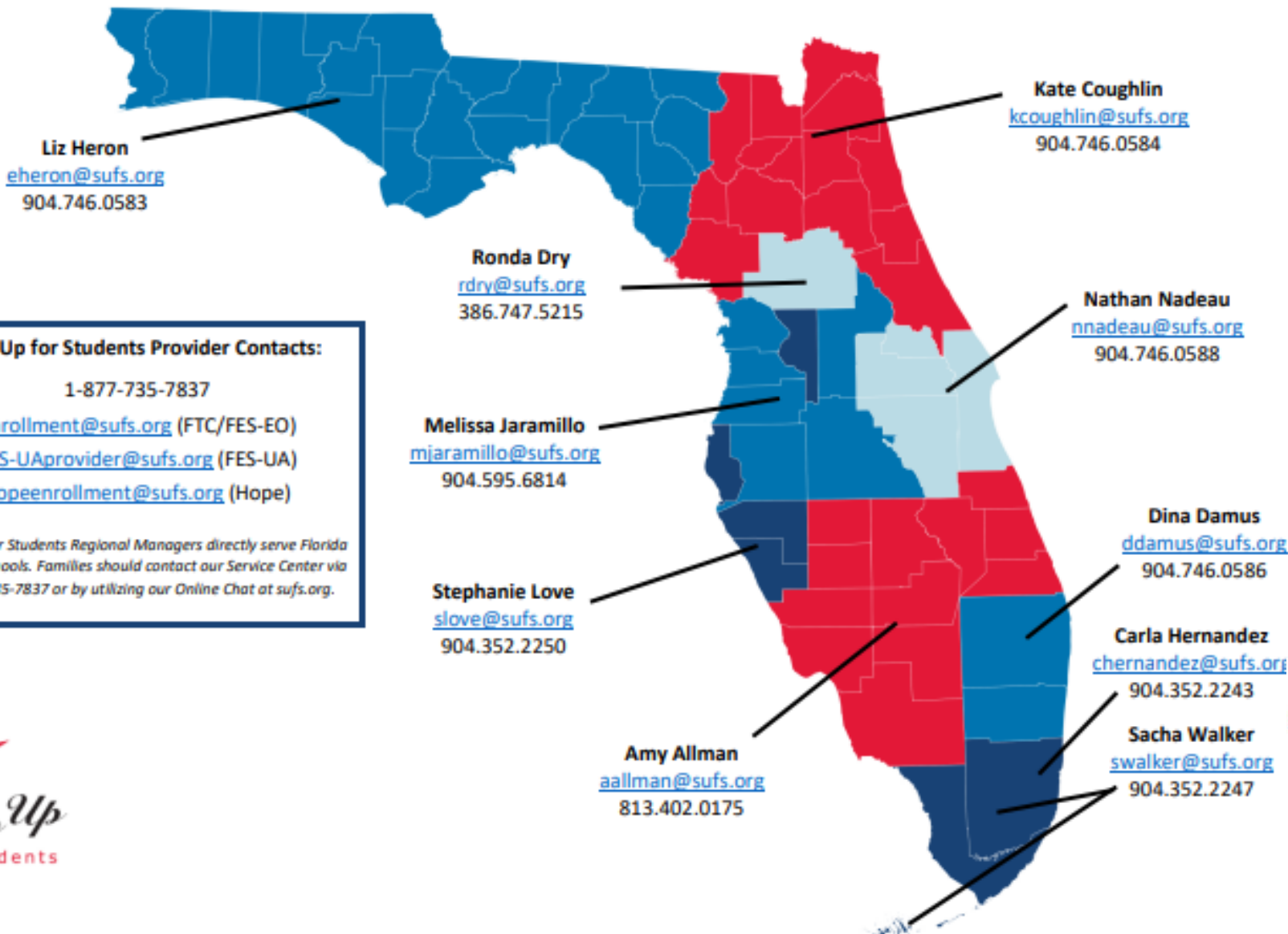
Description: We are pleased to announce improvements to our reimbursement services for Step Up's ESA scholarship families. This new process can be managed within the family's EMA account and will replace the U.S. Bank Focus Cards. This video covers how families may submit reimbursements in EMA by selecting a payment method before submitting new requests. *This step should only be completed if you intend to submit reimbursement requests.*

Still have questions?



Step Up for Students Provider Contacts:
1-877-735-7837
enrollment@sufs.org (FTC/FES-EO)
FES-UAprovider@sufs.org (FES-UA)
hopeenrollment@sufs.org (Hope)

Step Up for Students Regional Managers directly serve Florida private schools. Families should contact our Service Center via 1-877-735-7837 or by utilizing our Online Chat at sufs.org.



Contact Us

Step Up For Students

☎ 877.735.7837

Monday – Friday

8:00 AM – 5:00 PM



CELEBRATING



January 21-27, 2024



Share your National School Choice Week photos with us here at Step Up for Students!

Use the following hashtags on Twitter, Facebook & Instagram:

@StepUp4Students

#schoolchoiceweekSUFS

OUR NEXT OFFICE
HOURS IS SCHEDULED
FOR
FEBRUARY 2nd

REMINDER:
OFFICE HOURS WILL BE
CONDUCTED AT 10 AM & 4 PM



To register for future sessions, use the QR code here.

