



PEP OPEN HOUSE

PERSONALIZED EDUCATION PROGRAM

Personalized Education Program

Family Open House **October 26th, 2023**



Agenda

- Scholarship Updates & Reminders
- Finding a provider in EMA
- Using MyScholarShop in EMA
- Resources
- 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

Funding Information and Resources



PEP Parent Handbook



Purchasing Guide

Educational Benefit Form: What is it?



Educational Benefit Form

Student Name: _____

Student ID: _____

Reimbursement Type (example: PE equipment, field trip, etc.): _____

Item for which Reimbursement is Requested (the item you purchased or plan to purchase): _____

Learning subject area(s) (for example: math, reading, physical education, social development): _____

Supporting curriculum or course description (curriculum or course with which the item requested will be used; curriculum may either be purchased or parent-designed. **Note:** This section required for Cooking, Gardening, Mechanical, and Woodworking Equipment and Supplies): _____

How will this item help my student learn? (Describe **in as much detail as you can** how this purchase will benefit your student's education): _____

The Educational Benefit Form (EBF) helps you better define the educational benefit of a purchase and **MUST** be submitted for reimbursement requests in the **Elective or Field Trips categories.**

Educational Benefit Form: What's its purpose?

- The EBF was added for the Electives and Field Trip categories as these two categories have substantially grown based on parent/guardian feedback. This form allows us to collect more detailed information about the educational benefit of some of the more innovative uses of the ESAs.
 - Parents/guardians are welcome to use it for reimbursements in other categories as well, but it will help our teams make more informed decisions, ultimately allowing faster responses as well as fewer reimbursements being placed on hold.
- 

Educational Benefit Form

- This form must be used by new families in EMA .
 - Elective and Field Trip reimbursements that do not include the EBF will be put on hold until the form is submitted.
 - If a reimbursement is miscategorized and should have been in the electives or field trip category, then the reimbursement will be re-categorized and put on hold if the EBF was not submitted.
 - If a parent/guardian seeks reimbursement for something like Legos or blocks or other items that already have their own defined category to go under curriculum, then the parent/guardian needs to give the curriculum demonstrating that it's required. The definition of curriculum includes required supplemental materials, so please demonstrate this at the time of submission.
- 



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

The screenshot shows the EMA Scholarship Portal dashboard. 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 contains three sections: 'Your Student's Learning Plan', 'My Students', and 'My Applications'. The 'Your Student's Learning Plan' section includes a text block explaining the plan and a 'GET STARTED' button. The 'My Students' section has input fields for 'Student ID' and a table with columns 'PROGRAM' and 'FUNDS AVAILABLE'. The 'My Applications' section has a table with columns 'School Year', 'Application ID', and 'Application Status'.

EMA
Florida State
Education Management Association

Scholarship Portal

Dashboard

Reimbursements

My Students

Marketplace

Help

Your Student's Learning Plan

A Student Learning Plan is a plan developed by a parent/guardian to guide instruction for his or her student. **Florida state law requires that a Student Learning Plan be completed for a Personalized Education Program (PEP) student**, but this tool is available to be used by students in any scholarship program. Your SLP may be used to help identify goods or services that can help address a student's learning priorities. Please note: For PEP students, a Student Learning Plan is required to receive scholarship funds.

GET STARTED

My Students

Student ID:

| PROGRAM | FUNDS AVAILABLE |
|------------|-----------------|
| FTC/FES-EO | \$0.00 |

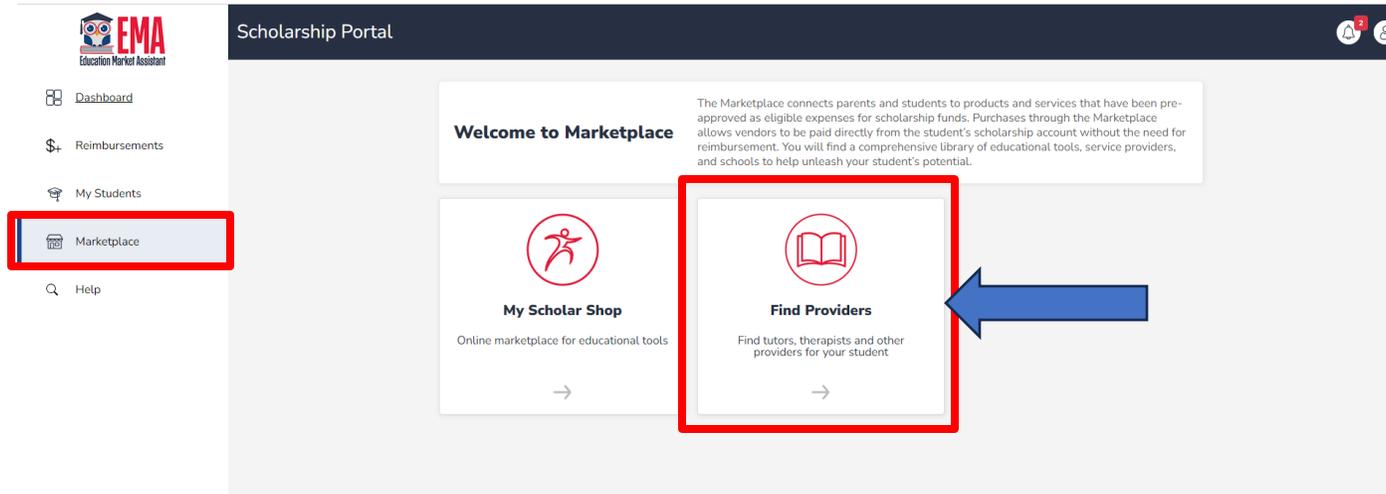
My Applications

FTC/FES-EO [VIEW ALL](#)

| School Year | Application ID | Application Status |
|-------------|----------------------|--------------------------|
| 2023-2024 | <input type="text"/> | Complete |

Log-in to your EMA account.

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 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 blue callout box with the text 'Choose the student in the dropdown' points to the dropdown menu. Below the search bar is a yellow warning message: 'The student must be selected before a search can be performed.' At the bottom, there are navigation arrows, a pagination indicator 'From 0 to 0 of 0', and a page size selector '8'.

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

Scholarship Portal

MARKETPLACE > FIND PROVIDERS

Find a Provider SELECT STUDENT Mickey Mouse -ET v

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).

Service Category v Service Type v Class Type v **SEARCH**

Academy for Positive Learning
Tutoring
Academy for Positive Learning offers one on one tutoring to students to enhance and enrich student's learning to achieve student's grade level proficiency.
Online/Virtual & In Person
Individual & Group

Coach Kelly LIVE
Part-Time Tutoring Services
We provide one on one reading, math and virtually any subject sessions between a certified reading teacher and your student to close reading gaps identified by ready, teacher feedback and FAST testing or to align with the homeschool plan you have for your student. We offer convenient sessions on weekdays and weekends over zoom.
Online/Virtual & In Person
Individual & Group

Dayspring Academy
Tutoring
Dayspring's Spotlight after-school reading tutoring program provides targeted reading instruction two times per week to small groups of learners. The reading instruction is provided by certified teachers and provides individualized, differentiated lessons according to the needs of the learners. Learners who participate in the program will have the opportunity to gain skills and strategies to improve their literacy skills. This program is...
In Person
Group

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

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with items: Dashboard, Reimbursements, My Students, Marketplace, and Help. The main content area is titled 'Scholarship Portal' and shows the breadcrumb 'MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS'. The provider name 'LET IT SNOW EARLY CHILDHOOD SCHOOL' is displayed twice. Below the second instance is a dropdown menu with the text 'Select A Location To View Services' and 'Select a location' below it. A red box highlights the dropdown menu, and a blue arrow points to it from the right.

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 displays the 'Scholarship Portal' interface. On the left is a navigation menu with items: Dashboard, Reimbursements, My Students, Marketplace, and Help. The main content area shows the 'Provider Details' for 'LET IT SNOW EARLY CHILDHOOD SCHOOL'. It includes a location selection dropdown, a table for 'LOCATION DETAILS' and 'HOURS OF OPERATION', and a 'Services Offered' table. The 'Services Offered' table has columns for Service Category, Service Type, Description, Price, and Quantity. One service is listed: 'Programs Offered by VPK and School Readiness Providers' with a price of '\$8,148.00 / Year'. At the bottom of the service list are buttons for 'Continue Shopping', 'GO TO CART', and 'ADD TO CART'. The footer of the page reads '2023 - SUFS - Privacy'.

| LOCATION DETAILS | HOURS OF OPERATION | |
|------------------|------------------------|--------------|
| | Sun: Closed | Thur: Closed |
| | Mon: 7:30 AM - 6:00 PM | Fri: Closed |
| | Tue: Closed | Sat: Closed |
| | Wed: Closed | |

| SERVICE CATEGORY | SERVICE TYPE | DESCRIPTION | PRICE | QUANTITY |
|--|--------------|-------------|-------------------|----------------------|
| Programs Offered by VPK and School Readiness Providers | Tuition | -- | \$8,148.00 / Year | <input type="text"/> |

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

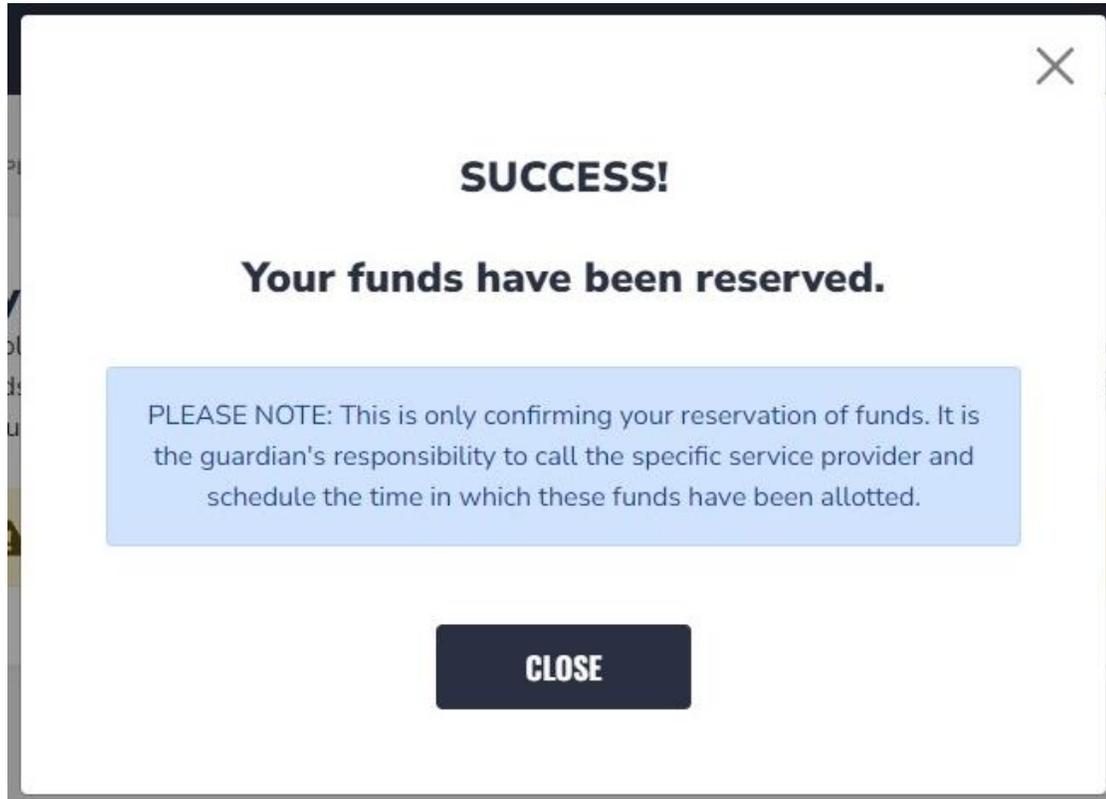
2 CONFIRM

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:

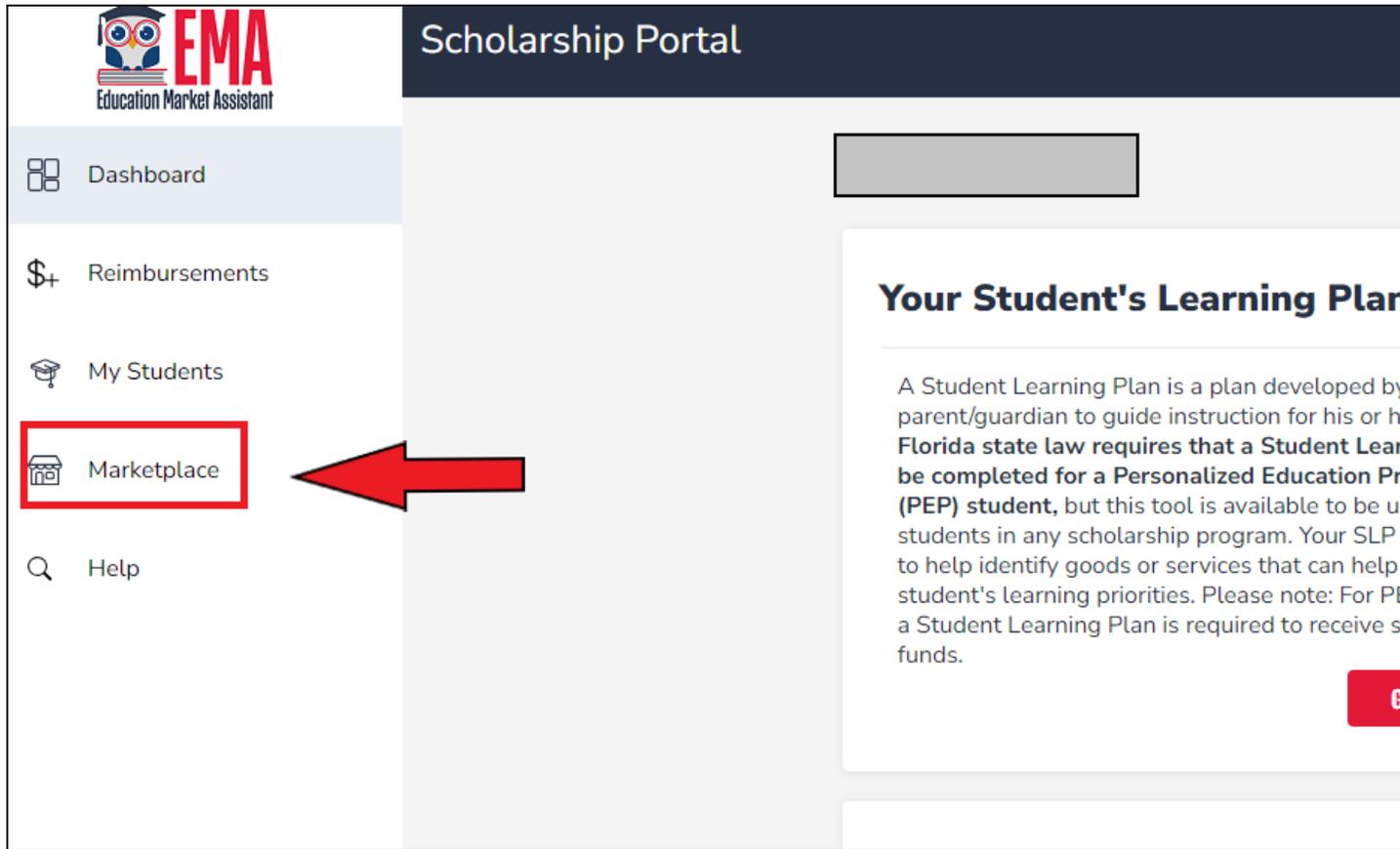
- **Payments to Providers are now parent/guardian initiated.** This means parents/guardians must first reserve available funds for payment to an approved provider. The provider can only submit an invoice for services after the funds have been reserved for the provider by the parent/guardian. The provider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

Welcome to



NAVIGATING MyScholarShop IN EMA

Navigating MyScholarShop in EMA



To access MSS for newly funded students, click the Marketplace 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



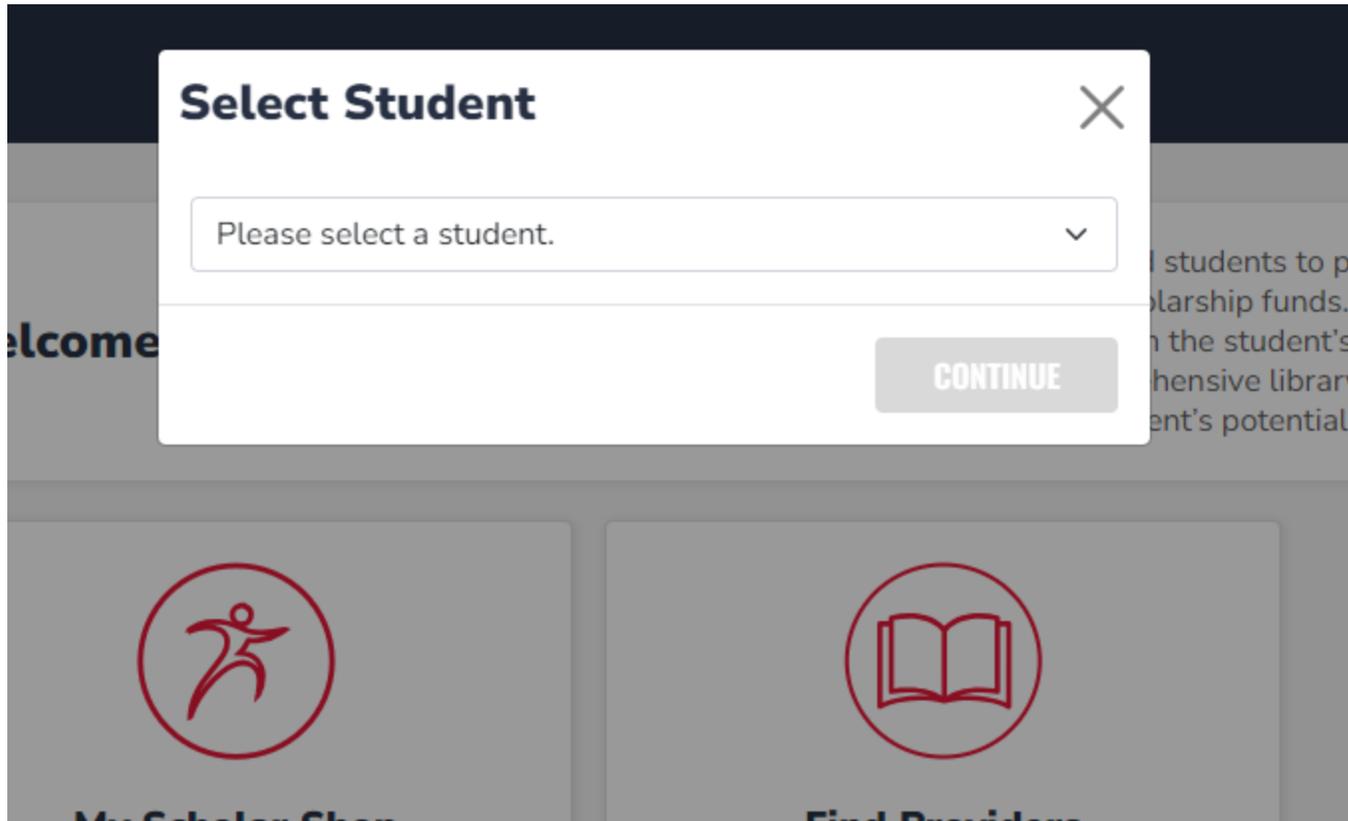
Find Providers

Find tutors, therapists and other providers for your student



On this page, you will select My Scholar Shop.

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 store associated with 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, uses, and shares 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 per



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

Navigating MyScholarShop in EMA

ed Buying



Find goods and services



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

Your requests Your approvals

New
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](#)

IMPORTANT

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

Recommended for you

| | | |
|--|--|---|
|  <p>APPLE IPAD 10.2 9TH WIFI 64GB SL</p> <p>\$336.99 USD</p> |  <p>PENCILS COLORED CRAYOLA 24PK</p> <p>\$2.02 USD</p> |  <p>Readability Reading Tutor App – 1 Year</p> <p>\$79.99 USD</p> |
|--|--|---|

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



Navigating MyScholarShop in EMA

Find goods and services   

You have **3 items** in your cart 



CALCULATOR SCNTFC TI30XII ...
Texas Instruments TI-30X IIS Solar Scienti...

\$14.45 USD [Delete](#)

Quantity

- 1 +

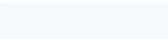


Elapsed Time Instant Learning ...
Elapsed Time Instant Learning Center Stu...

\$37.59 USD [Delete](#)

Quantity

- 1 +



Galaxy Donuts STEAM Based C...

Total: **\$88.99 USD** [Check out](#)

As you shop, items will appear in your shopping cart for checkout later.

Navigating MyScholarShop in EMA

Ship to

[Manage locations](#)

Charge to

[Manage details](#)

Total cost

\$95.66 USD

Cost Center (Family Empowerment Scholarships for Unique Abilities)

Net amount

\$88.99 USD

Taxes

+ \$6.67 USD

[Show additional details](#)

Items (3)



CALCULATOR SCNTFC TI30XII
BLK
ODP Business Solutions

Quantity
- 1 + each

Price
\$14.45 USD

Net Amount
\$14.45 USD

Gross Amount ⓘ
\$15.53 USD



Elapsed Time Instant Learning
Center
Lakeshore Learning

Quantity
- 1 + each

Price
\$37.59 USD

Net Amount
\$37.59 USD

Gross Amount ⓘ
\$40.41 USD

Quantity

Price

Net Amount

Before you check out, please double-check that the address is your home address, which is found in EMA. If you have changed addresses, you will need to go 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

Submit Save and exit ...

| | |
|------------|--------------------|
| Total cost | \$95.66 USD |
| 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

 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 populate, 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



When you are finished, make sure you completely log out to prevent an unauthorized purchase from 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

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

For additional assistance, click on the below link:

[Additional Contact Information](#)

Chat assistance can be found on the 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.



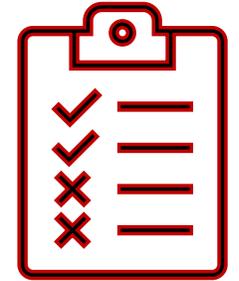
HOW TO FIND YOUR USERNAME OR RESET YOUR PASSWORDS

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

ANNUAL ASSESSMENT REQUIREMENT



Florida Statutes require a private school participating in either prong of the Family Empowerment Scholarship Program, the Florida Tax Credit Scholarship Program or the Hope Scholarship Program to demonstrate academic accountability by annually administering or making provisions for students participating in a scholarship program to take one of the nationally norm-referenced tests identified by the Department of Education or the statewide assessments pursuant to Section 1008.22, Florida Statutes.



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... >

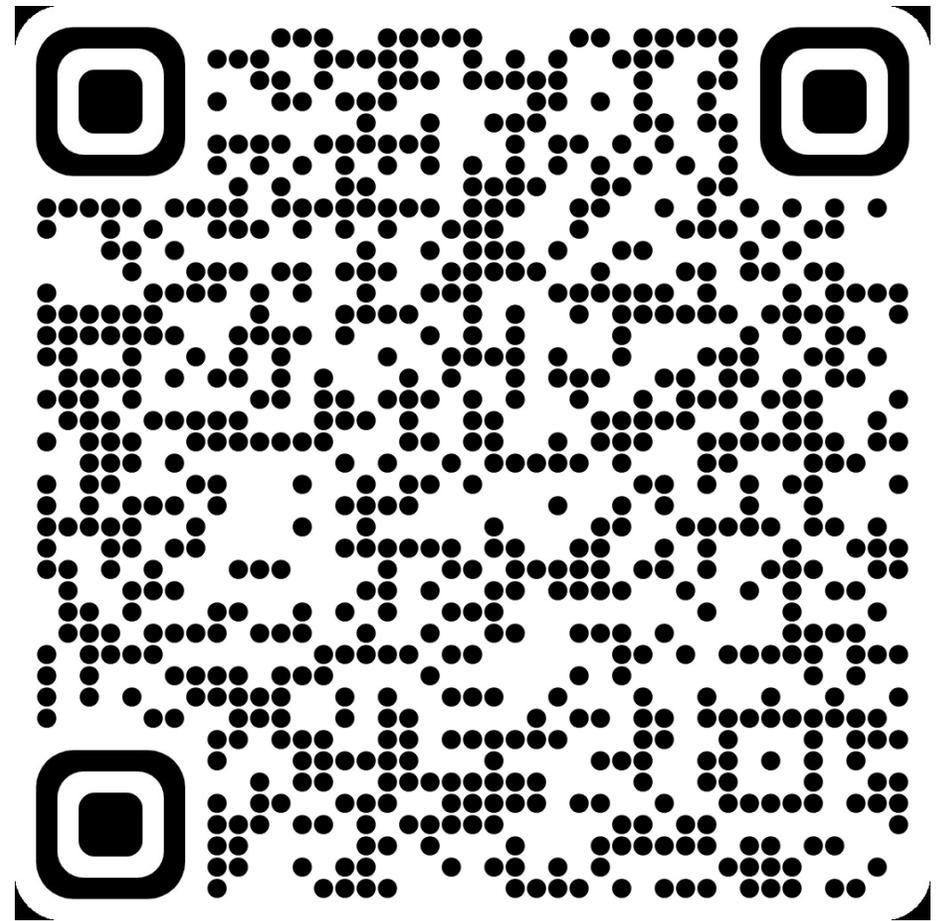
stepupforstudents.org

 Subscribed 





In case you missed it...



September PEP Open House
Recording



**Personalized
Education Program
(PEP)
YouTube Overview**





It's Q & A Time!



It's Q & A Time!

If you want to withdraw from PEP mid-year, do you just file a county notice of intent, or would spend \$ need 2 be returned? Spent money is not returned. No further funding would be received for the remaining quarters.

I submitted several reimbursement requests several weeks ago and haven't heard anything. What is the timeframe to receive a response? Please continue to monitor your email and your EMA account for updates.

Can I be a part-time tutor as well as a Guardian? You can be a guardian and a part-time tutor but are not allowed to be paid to tutor your child.

Can you use the scholarship debit card in Amazon for educational equipment? Yes, once a reimbursement is approved and funds are available, you can spend those funds in any way you see fit.

My private school is having trouble enrolling us as PEP students part-time. Is there a clear process for this? We are working with the Department of Education to ensure this process is clearly communicated to our schools.

Can funds all be spent in a single quarter but reimbursed throughout the year? Funds are deposited quarterly, you will be able to spend the full amount each quarter. Ex: If you would like to spend more during the first two quarters and then submit for reimbursement during the second two quarters, you can do that.

I need advice on homeschooling to provide the best experience for my son's first year as a homeschool student. MSS offers SUFS-vetted options and they are approved. We also encourage utilizing your scholarship funds for a Choice Navigator to help support you.

Can I buy a more affordable baby doll and high-chair from Walmart or cheaper storage from Ikea and get reimbursed? Or do I need to purchase the items that are available on MyScholarShop? Also, how long does it take to receive reimbursement after making a request? Direct purchases require approval for reimbursements.

Can I teach my daughter a cooking class and be reimbursed for it because I have a teaching certificate with Florida? No, you cannot pay yourself for teaching your child.

It's Q & A Time!

Why are we not allowed digital devices? Public and private school kids have access to tablets, laptops, and desktops in school and at home from the school. TV's are allowed. Many of us would prefer digital devices like laptops and tablets over TVs.

Per statute, FTC/EO/PEP authorized uses of funds include “digital materials”. The FES-UA allows for “digital devices” (see below). With guidance from the DOE, and legislature, this clear distinction, between “digital materials” and “digital devices” is why PEP students are unable to purchase items such as computers, laptops, etc.

1002.394

(4) AUTHORIZED USES OF PROGRAM FUNDS.—

(a) Program funds awarded to a student determined eligible pursuant to paragraph (3)(a) may be used for:

1. Tuition and fees at an eligible private school.; or
2. Transportation to a Florida public school in which a student is enrolled and that is different from the school to which the student was assigned or to a lab school as defined in s. 1002.32
3. Instructional materials, including *digital materials* and Internet resources...

(b) Program funds awarded to a student with a disability determined eligible pursuant to paragraph (3)(b) may be used for the following purposes:

1. Instructional materials, including *digital devices*, digital periphery devices, and assistive technology devices that allow a student to access instruction or instructional content and training on the use of and maintenance agreements for these devices.

Step Up is aware of this need, but unfortunately, the statute limits us from approving those items for PEP families. We always encourage parent advocacy.



November PEP Open
House

November 23rd, 2023

Will be pre-recorded!





Contact Us

Step Up For Students

 877.735.7837

Monday – Friday

8:00 AM – 6:30 PM



**Frequently Asked
Questions & EMA Support**



Help Us Serve You Better...

**PLEASE COMPLETE
OUR SURVEY!**

Thank you for attending our webinar

Upcoming Webinar

PEP

November 23rd

Will be pre-recorded

See you next time!