



New Application Process

Family Empowerment Scholarship for Unique Abilities (FES-UA)

We empower Florida students with personalized PreK3-12 education scholarships.



Important Notice: New FES-UA Application

A few tips before your get started on your new FES-UA application . . .



- Click the link or scan the QR code here to review the [required application documents](#).
- Per new legislation [families can only apply for ONE scholarship per student at the same time.](#)
- Each time you log onto the EMA platform, you must complete a multi-factor authentication. We recommend you use a cell phone or phone number that does not answer as a recording.
- It can take up to 6 weeks for applications to be processed. You will receive updates via email when your application review is complete.

Important Notice: FES-UA Application

Legislative Update

Parents, if your student turns 3 or 4 years old before December 15 of the school year in which they are applying, they will now be eligible for FES-UA. To apply, you will need to submit the child's birth certificate as documentation in addition to proof of residency and diagnosis.

Important Notice: FES-UA New Application

Additional information:

Your schools will need your student(s) “Award ID” for enrollment. You only need your student’s “Award ID” to enroll them through EMA.

To view student scholarship status ...

1. Click on the “My Students” tab within their EMA account
2. Click view next to your active student’s name
3. Scroll down to see the Award ID under the “Scholarship Status” section

Tip: Families, you may take a screenshot of their student’s “Award ID” number and award status. To print the screen on a desktop or laptop computer, they may use “Ctrl + P” (for Windows) or “Command + P (for Apple).

Important: Please note that the current amounts displayed will be updated once new award amounts are published by the State.

Very Important!

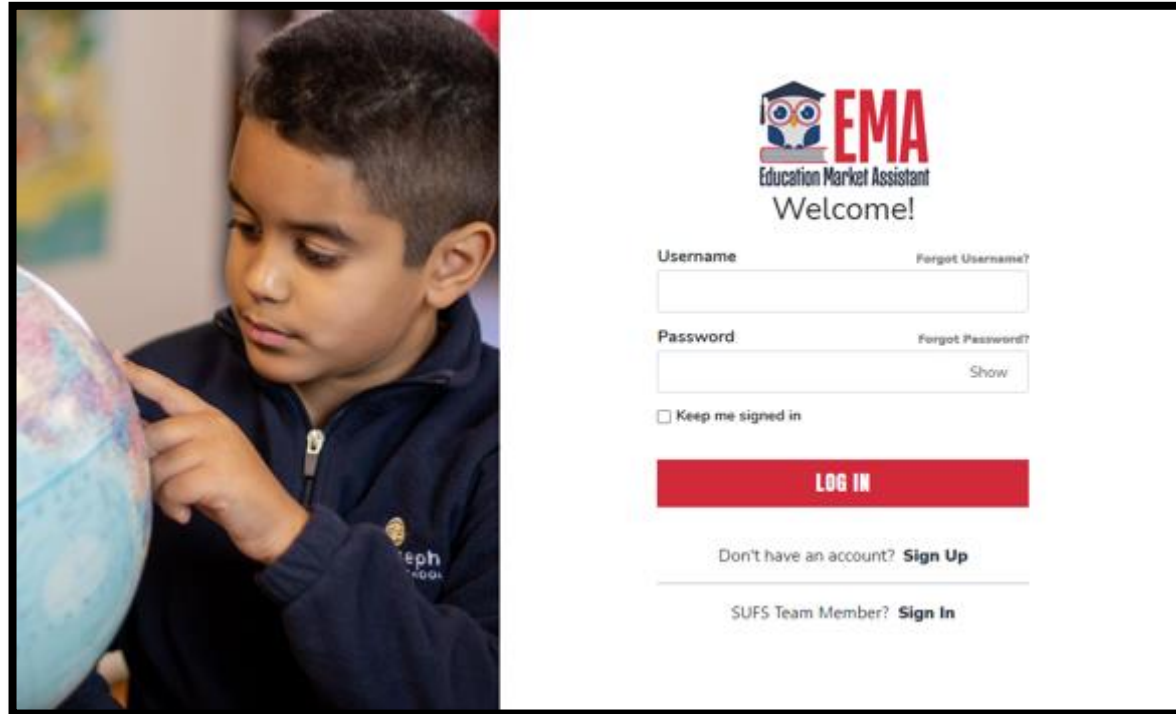
You will ONLY be able to locate your students' Award ID number once the application status is "Complete" and they are awarded!



New Family

Completing an FES-UA Application for
New Students.

FES-UA New Applicant Process

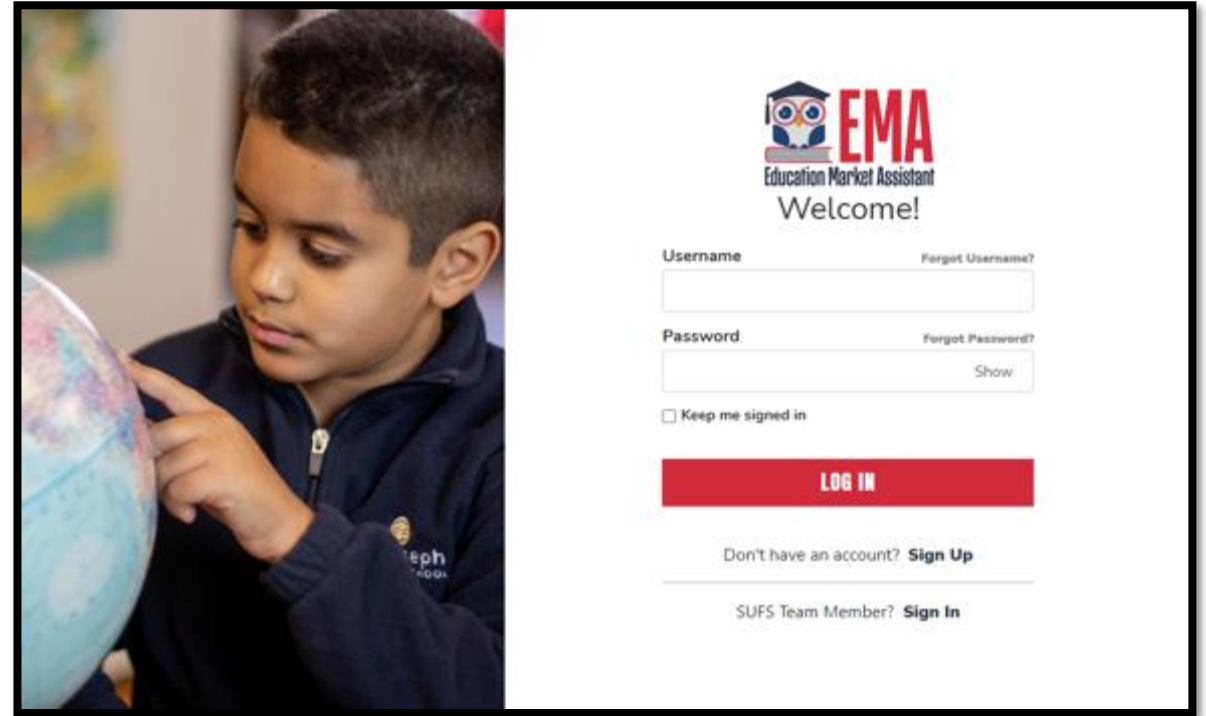


Please go to stepupforstudents.org to apply for the Family Empowerment Scholarship for Unique Abilities (FES-UA).

FES-UA New Applicant Process

If you have an EMA account, please enter your username/ password.

If you do not have an EMA account, please click **“Sign Up.”**



FES-UA New Applicant Process



Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Email Address

SEND CODE

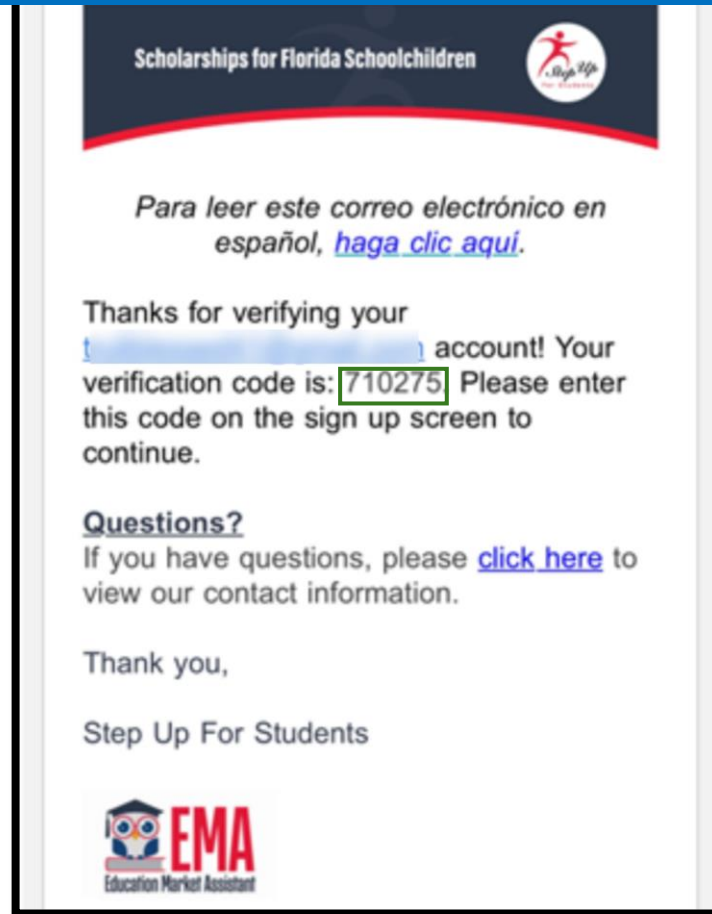
[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).

New Users


Please provide your email address and then click on the “**Send Code**” button.

FES-UA New Applicant Process



You will receive an email with a code to enter on the signup screen to continue.

FES-UA New Applicant Process



EMA
Education Market Assistant

Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address
[Redacted]@sufs.org

Verification Code
514362

CONFIRM

↻ Resend verification code

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).

Please enter the code received via email in the verification code box and then click **“Confirm.”**

FES-UA New Applicant Process



Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Your email address has been successfully verified. Please continue to the next step.

Email Address

CONTINUE

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#)

Click “Continue.”

FES-UA New Applicant Process

Create an Account

All of the following details are required to complete your account sign up.

GUARDIANS: Please enter Your Legal First and Legal Last Name as it should appear on the account profile and scholarship applications (not your student's name). The names provided must match your Proof of Residency documentation. You cannot manually change this information once you click **Continue**.

ACCOUNT TYPES:
Parent/Guardian: The person designated to administer or manage a scholarship student's account.

Service Provider: A person or organization authorized to provide services to scholarship students.

Please select the appropriate account type below.

Email

Select Account Type
Parent/Guardian ▼

Username

Legal First Name

Legal Last Name

Create Password
 Show

Confirm Password
 Show

Lowercase characters Numbers (0-9)
 Uppercase characters Symbols

CONTINUE

By signing up, you agree to EMA Privacy Policy

Please fill out all open boxes

- **Account Type:** is Parent/Guardian.
- **Username:** will be your login username. *(The email address is preferred)*
- **Legal First Name and Legal Last Name:** is the Parent/Guardian Name.
- **Password:** This along with username will be how you access the system.

FES-UA New Applicant Process

Set up your security questions

Security Question

Answer

Security Question

Answer

Security Question

Answer

CONTINUE

Please select **3** security questions and corresponding answers. The answers to the security questions will be used to verify your identity when you contact Step Up For Students.

FES-UA New Applicant Process



For added security, we will send a One-Time Password (OTP) to your phone.

Text me

Call me

Country Code

United States (+1) ▼

Phone Number

Phone number

Send Code

If you have any issues, please contact us at 1-877-735-7837.

Standard messaging and data rates may apply.

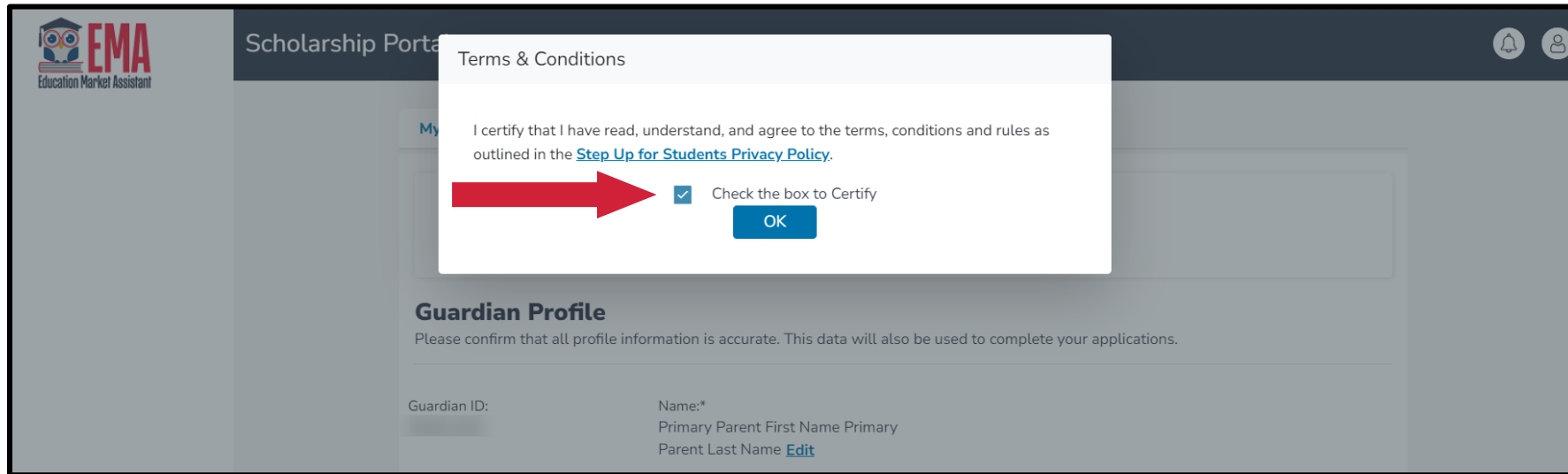
Return to [Log In](#)

Now you will be prompted to complete the 2-step verification process.

The Primary Phone Number listed must be multifactor authentication compatible.

We recommend you use a cell phone or phone number that does not answer as a recording.

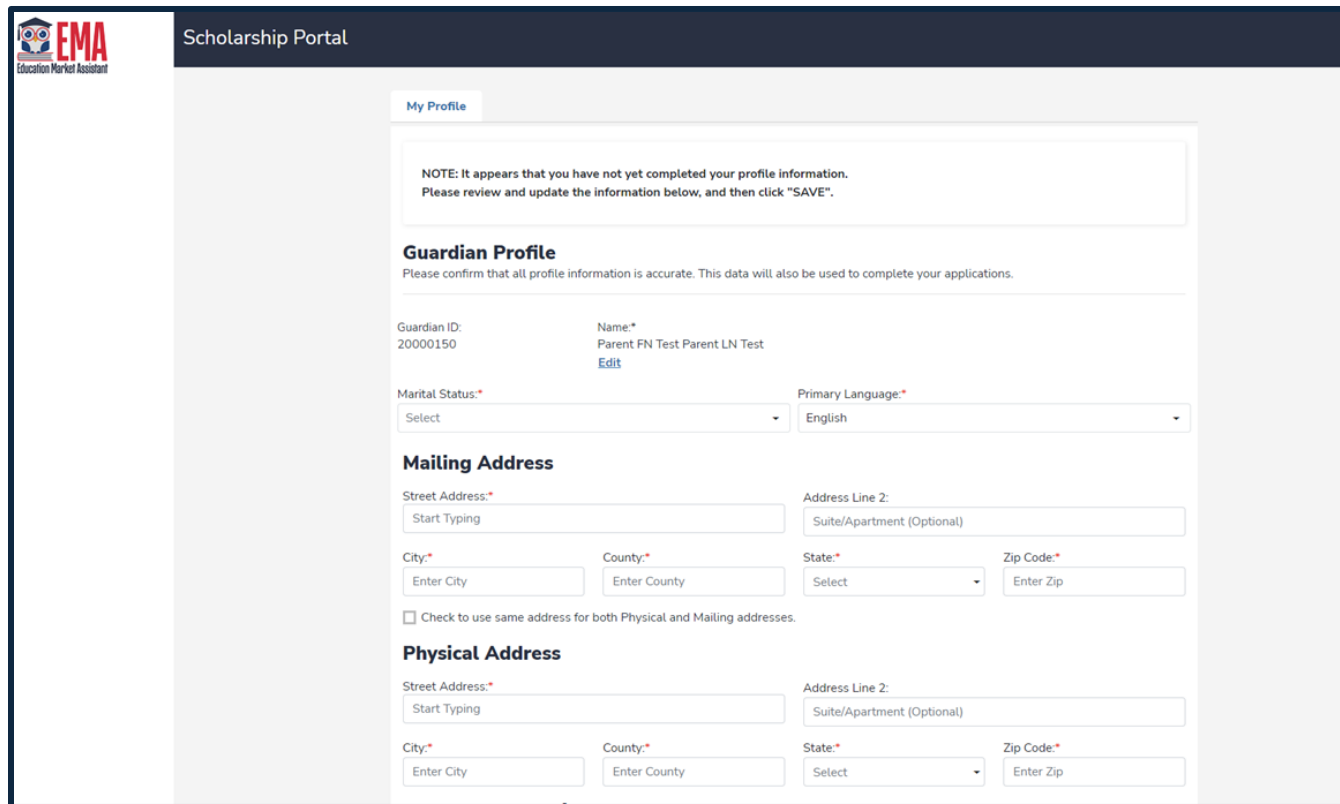
FES-UA New Applicant Process



The screenshot shows a web interface for the Scholarship Portal. A modal dialog box titled "Terms & Conditions" is displayed in the center. The dialog contains the text: "I certify that I have read, understand, and agree to the terms, conditions and rules as outlined in the [Step Up for Students Privacy Policy](#)." Below this text is a checkbox labeled "Check the box to Certify" which is checked. A red arrow points to this checkbox. To the right of the checkbox is a blue "OK" button. The background of the page is dimmed, showing the "EMA Education Market Assistant" logo in the top left and a "Guardian Profile" section below the dialog. The "Guardian Profile" section includes a note: "Please confirm that all profile information is accurate. This data will also be used to complete your applications." and fields for "Guardian ID:" and "Name:*" with sub-fields for "Primary Parent First Name Primary" and "Parent Last Name [Edit](#)".

Please click on the link for terms, conditions, and rules. Once you have read and agreed to the terms and conditions, select the check box to certify and click **“OK.”**

FES-UA New Applicant Process



The screenshot shows the 'My Profile' page in the Scholarship Portal. At the top left is the EMA logo (Education Market Assistant). The page title is 'Scholarship Portal'. Below the title is a 'My Profile' tab. A note states: 'NOTE: It appears that you have not yet completed your profile information. Please review and update the information below, and then click "SAVE".' The main section is titled 'Guardian Profile' with a sub-note: 'Please confirm that all profile information is accurate. This data will also be used to complete your applications.' The form contains the following fields:

- Guardian ID: 20000150
- Name: Parent FN Test Parent LN Test (with an 'Edit' link)
- Marital Status: Select (dropdown menu)
- Primary Language: English (dropdown menu)
- Mailing Address section:
 - Street Address: Start Typing (text input)
 - Address Line 2: Suite/Apartment (Optional) (text input)
 - City: Enter City (text input)
 - County: Enter County (text input)
 - State: Select (dropdown menu)
 - Zip Code: Enter Zip (text input)
 - Checkbox: Check to use same address for both Physical and Mailing addresses.
- Physical Address section:
 - Street Address: Start Typing (text input)
 - Address Line 2: Suite/Apartment (Optional) (text input)
 - City: Enter City (text input)
 - County: Enter County (text input)
 - State: Select (dropdown menu)
 - Zip Code: Enter Zip (text input)

The next step is to complete your Guardian Profile, a one-time step. This is where you will come if information, such as your address, needs to be updated.

If you want everything to be in Spanish, please select Primary Language as Spanish.

FES-UA New Applicant Process

Contact Information

Primary Phone:* Phone Type - Primary:* Secondary Phone: Phone Type - Secondary:

Primary Email:* Secondary Email:

Authorized Caller

[+ ADD A CALLER](#)

Authorized Caller ✕

Setup a 4-digit PIN for your Authorized Caller ⓘ

4-DIGIT PIN *

First Name * Last Name *

Email *

Primary Phone * Phone Type - Primary *

[CANCEL](#) [ADD](#)

- Enter your contact information.
- If you would like to allow anyone other than yourself to call in on your behalf, please select “Add a Caller” to add an authorized caller.
- For the authorized caller, set up a 4-digit PIN, and make sure your authorized caller knows the PIN.
- All fields are mandatory.
- Once completed click “**ADD**”.

FES-UA New Applicant Process

- The next section of your profile set up is “**Manage Consents**”.
- This gives Step Up For Students permission to contact you.
- Please read and select “**Yes**” or “**No**” to each section.

Manage Consents

By providing an email address, I consent to receive updates about my scholarship application status as well as other emails necessary for scholarship processing and management.

Messages

I authorize Step Up For Students, and its affiliates, to use the information I have provided to deliver messages to me, including, but not limited to, prerecorded messages or e-mail messages, and further authorize Step Up For Students to deliver such messages to the telephone numbers I provide. Such messages may include, but are not limited to, general information regarding status updates, programs offered by Step Up For Students, updates to the offered programs, and other information that may be relevant to me or my child. Message and data rates may apply. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No

Marketing Purposes

I authorize Step Up For Students, and its affiliates, to use the information I have provided for general marketing purposes and driving awareness. This may help Step Up find families like mine who could benefit from the programs Step Up offers. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No

Parental Empowerment

I authorize Step Up For Students, and its affiliates, to use the information I have provided for the purpose of providing me with information regarding parental empowerment and school choice. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No

Share Contact Information

I authorize Step Up For Students, and its affiliates, to share the information I have provided with organizations who want to provide me with information about candidates for public office. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No

Text/SMS Information

I authorize Step Up For Students to deliver text messages to the mobile telephone number(s) I provide and certify that I am the legal owner of the mobile device I registered and understand I will incur any charges that may result from receiving text messages. I further understand I may unsubscribe from SMS correspondence at any time. Message and data rates may apply. To opt-out or to view full SMS Terms and Conditions click here: <https://www.stepupforstudents.org/sms-terms/>. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No

FES-UA New Applicant Process

Manage Contact Preferences

For critical updates on my account, I prefer to be notified by...

- Email (Required)
- Text
- Personal phone call
- Pre-recorded phone message

For transactions I make on the platform, I prefer to be notified by...

- Email (Required)
- Text
- Pre-recorded phone message


For new features & promotional announcements, I want to be notified by...

- Email
- Text
- Pre-recorded phone message

SAVE

This section gives you the opportunity to select additional ways for us to communicate with you by adding your contact preferences. For example, if you want us to text you, then please select the box next to **“TEXT”**. Once completed click **“SAVE”**.

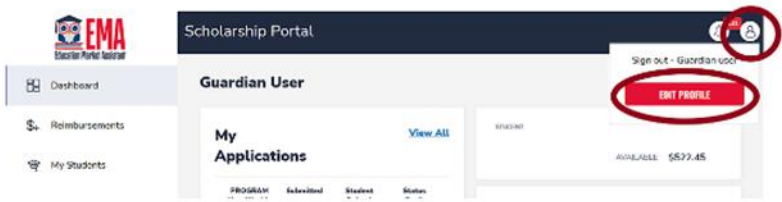
FES-UA New Applicant Process

Scholarships for Florida Schoolchildren 

Greetings,

An update has been made to your EMA profile. If you would like to review the update, please log in to [EMA](#). Once you have logged in, please click the profile icon at the top right corner (*pictured below*).


Next, please click "EDIT PROFILE" (*pictured below*) to review your information. If all information is correct, no further action is needed by you at this time.



Questions?
If you have questions, please [click here](#) to view our contact information.

Thank you,

Step Up For Students



You will receive an email notification every time an update is made to your profile.

FES-UA New Applicant Process

Scholarship Portal

MY STUDENTS

[FIND STUDENTS](#) [ADD A STUDENT](#)

My Students

⚠️ If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.
If you have a **NEW** student, please click the 'ADD A STUDENT' button.

No students were found, please add a student by clicking on the add students button.

Active Students

STUDENT ID	STUDENT NAME	DATE OF BIRTH
------------	--------------	---------------

Below, you will find a list of your inactive students. If you need to add one of these students to your applications you will need to click on the green plus button, to make them an active student. Each student is only allowed on one EMA account. If you are not applying for a student or they do not reside with you, you do not need to do anything, please leave them as inactive.

Inactive Students

STUDENT ID	STUDENT NAME	DATE OF BIRTH
------------	--------------	---------------

Once you click “SAVE,” you will be automatically taken to your “**My Students**” Section; here, you can find your renewal students, if applicable, and add new students.

FES-UA New Applicant Process

Scholarship Portal

MY STUDENTS

[FIND STUDENTS](#) [ADD A STUDENT](#)

My Students

No students were found please add a student by clicking on the add students button

Active Students

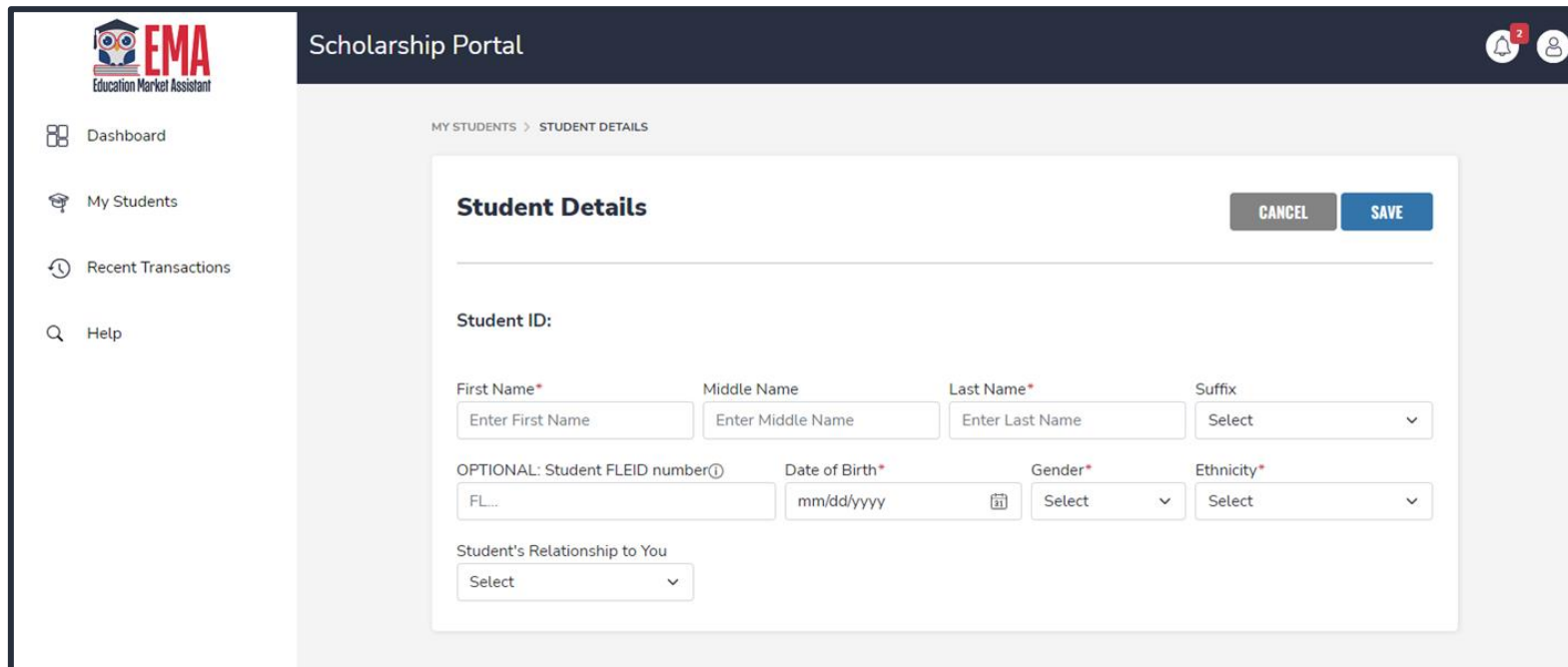
STUDENT ID	STUDENT NAME	DATE OF BIRTH
------------	--------------	---------------

Inactive Students

STUDENT ID	STUDENT NAME	DATE OF BIRTH
------------	--------------	---------------

Click the blue box, **“Add A Student”**, in the top right corner to get started.

FES-UA New Applicant Process



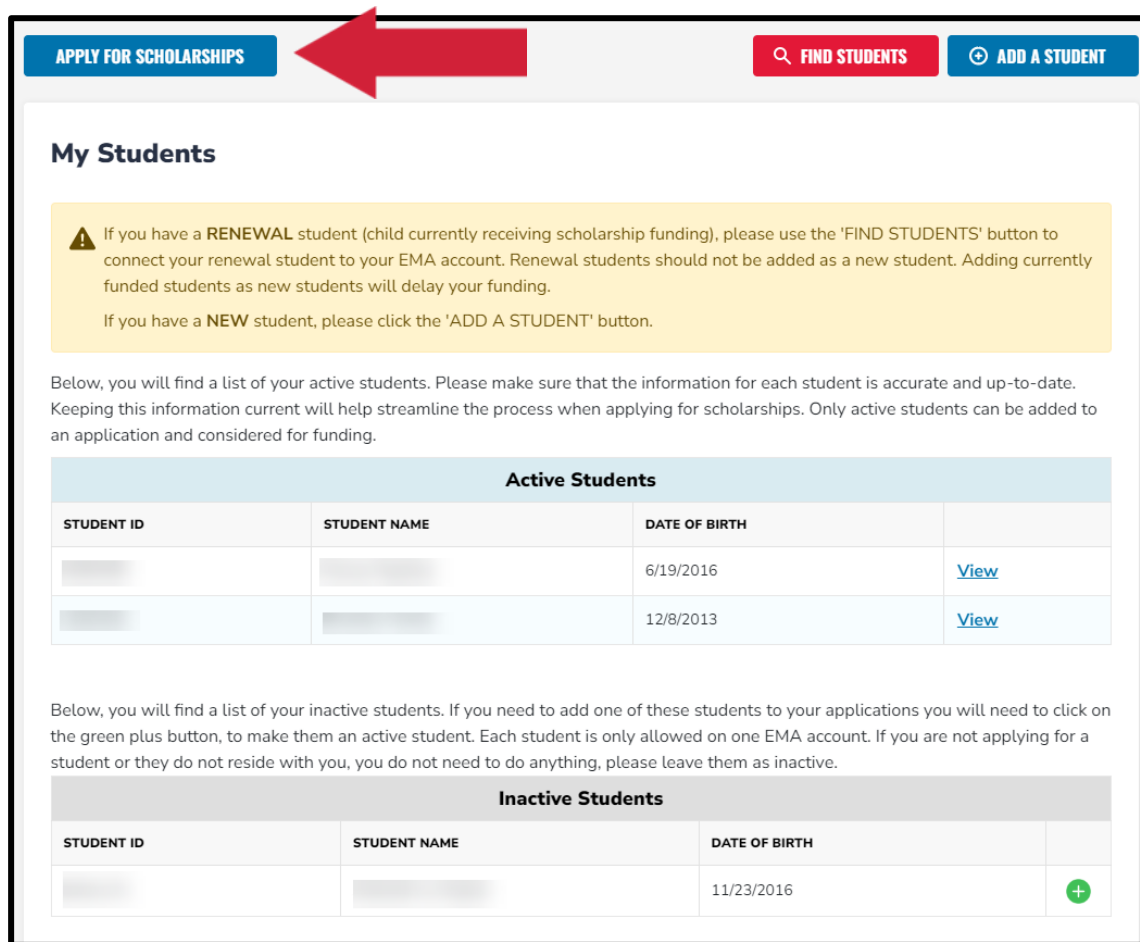
The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with the EMA logo and links for Dashboard, My Students, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and 'MY STUDENTS > STUDENT DETAILS'. The 'Student Details' form includes a 'CANCEL' button and a 'SAVE' button. The form fields are:

- Student ID:
- First Name* (text input: Enter First Name)
- Middle Name (text input: Enter Middle Name)
- Last Name* (text input: Enter Last Name)
- Suffix (dropdown menu: Select)
- OPTIONAL: Student FLEID number① (text input: FL...)
- Date of Birth* (text input: mm/dd/yyyy with a calendar icon)
- Gender* (dropdown menu: Select)
- Ethnicity* (dropdown menu: Select)
- Student's Relationship to You (dropdown menu: Select)

Please fill out all the boxes and verify for accuracy. Once you are done, click **“Save”**.

Please refrain from using nicknames when completing this section.

FES-UA New Applicant Process



APPLY FOR SCHOLARSHIPS **FIND STUDENTS** **ADD A STUDENT**

My Students

⚠ If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.
If you have a **NEW** student, please click the 'ADD A STUDENT' button.

Below, you will find a list of your active students. Please make sure that the information for each student is accurate and up-to-date. Keeping this information current will help streamline the process when applying for scholarships. Only active students can be added to an application and considered for funding.

Active Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	6/19/2016	View
[REDACTED]	[REDACTED]	12/8/2013	View

Below, you will find a list of your inactive students. If you need to add one of these students to your applications you will need to click on the green plus button, to make them an active student. Each student is only allowed on one EMA account. If you are not applying for a student or they do not reside with you, you do not need to do anything, please leave them as inactive.

Inactive Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	11/23/2016	+

Once you add all your students both Renewal (if applicable) and New, you can click on **“Apply for scholarships”** to start the application process.

FES-UA New Applicant Process

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main content area is titled 'Available Scholarships' and contains an 'IMPORTANT NOTICE' box. Below the notice are three scholarship options, each with an 'APPLY' button. The 'Students with Unique Abilities (FES-UA)' option is highlighted with a blue rectangular box, and a large red arrow points from the right towards its 'APPLY' button.

Scholarship Portal

Available Scholarships

IMPORTANT NOTICE
Scholarship Program statutes prohibit a student from applying for more than one scholarship at the same time. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.
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.

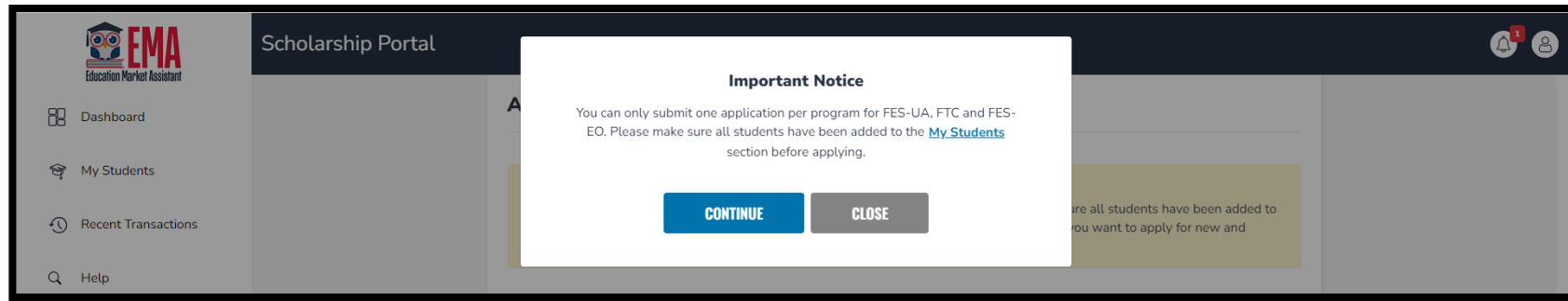
Scholarships for Eligible Private Schools or Personalized Education Program (FTCPPEP)
FTC and FES-EO allow families attending an eligible Florida private school or participating in the Personalized Education Program (FTCPPEP) to direct funds towards a combination of schooling options and other eligible expenses. Please keep in mind that a Student Learning Plan will be required to receive funds for FTCPPEP. **APPLY**

Students with Unique Abilities (FES-UA)
FES-UA allows parents of students with Unique Abilities to direct funds toward a combination of program and personal expenses. **APPLY**

New Worlds Scholarship Accounts
Is your public school student having trouble with reading or math? If so, the New Worlds Scholarship Accounts program may help. **APPLY**

You will be taken to your dashboard where you can select the scholarship program you wish to apply for.

FES-UA New Applicant Process



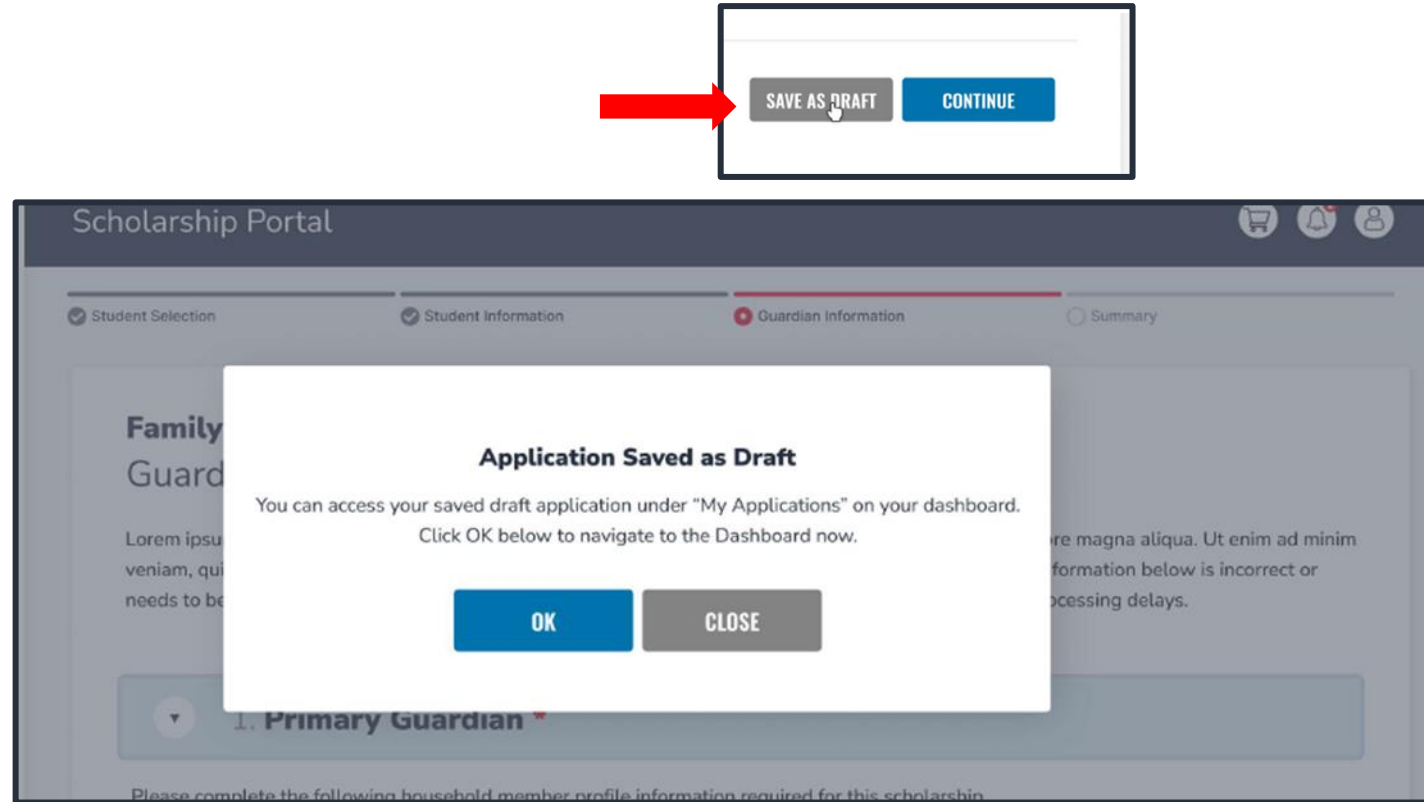
Important Notice:

You may not apply for multiple scholarships under FES and FTC for an individual student at the same time. Please ensure all students have been added to the “My Students” section before applying.

Important Tip: FES-UA Application

Please note:

At any time, you may select **“Save as a Draft”** to save your progress and come back later. You can find all your saved drafts on your dashboard, and you can select the saved drafts to continue the process.



FES-UA New Applicant Process

The screenshot shows the LMA Education Market Assistant interface. The left sidebar contains navigation options: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled "2024-2025 FES-UA Application" and "Family Empowerment Scholarship for Students with Unique Abilities". It includes a "Before beginning your application, please note:" section with eligibility criteria and a link to a handbook. Below this is an "IMPORTANT NOTICE" box with a yellow background, stating that students cannot apply for more than one scholarship at the same time. At the bottom, there is a section titled "Who Are You Applying For?" with a table of students and their application status.

2024-2025 FES-UA Application
Family Empowerment Scholarship for Students with Unique Abilities

Before beginning your application, please note:
The FES-UA scholarship is available to Florida resident students who are 3, 4, or 5 years old or eligible to enroll in a Florida public school, and who have an eligible disability and a current IEP or diagnosis as described in Florida Statute 1002.385. Please verify the appropriate eligibility for your student in the Family Empowerment Scholarship for Students with Unique Abilities [handbook](#).

IMPORTANT NOTICE
Scholarship Program statutes prohibit a student from applying for more than one scholarship at the same time. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.

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

Who Are You Applying For?

APPLY?	STUDENT NAME	STATUS
<input checked="" type="checkbox"/>	Hunter Washington	New
<input type="checkbox"/>	Shelby Washington	New
<input type="checkbox"/>	Jayce Washington	New

Select the student for whom you wish to apply for FES-UA.

Each student can only apply for one program at the same time.

FES-UA New Applicant Process

For each student you select you must answer if they have graduated from 12th grade or have completed a high school equivalency (GED or similar).

Who Are You Applying For?

APPLY?	STUDENT NAME	STATUS
<input checked="" type="checkbox"/>	Bugs Bunny	New
	1. Has the student graduated from the 12th grade?	
	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	2. Has the student completed a high school equivalency (GED or similar)?	
	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input checked="" type="checkbox"/>	Ernie Bert	New
	1. Has the student graduated from the 12th grade?	
	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	2. Has the student completed a high school equivalency (GED or similar)?	
	<input type="radio"/> Yes <input checked="" type="radio"/> No	

FES-UA Renewal Applicant Process

If you select 'Yes' to either question, your student is not eligible for FES-UA and will not be added to the application.

Scholarship Portal

Before beginning your application, please note:
The FES-UA is available only to students with one or more diagnoses, as described in Florida Statute 1002.385. Please verify the appropriate diagnosis for your student on page 48 of the Family Empowerment Scholarship for Students with Unique Abilities [Handbook](#).

IMPORTANT NOTICE
Scholarship Program statutes prohibit a student from applying for more than one scholarship at the same time. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.
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.

Who are you applying for?

APPLY?	STUDENT NAME	STATUS
<input checked="" type="checkbox"/>	Cleatus Smith	New

1. Has the student graduated from the 12th grade?
 Yes No

2. Has the student completed a high school equivalency (GED or similar)?
 Yes No

This student is ineligible and will not be added to the application.

FES-UA New Applicant Process

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.

Who are you applying for?

APPLY?	STUDENT NAME	STATUS
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Cleatus Smith

New

1. Has the student graduated from the 12th grade?

Yes No

2. Has the student completed a high school equivalency (GED or similar)?

Yes No



Debbie Gray

New

CONTINUE

Once you are done selecting students, click **“Continue”** in the bottom right corner.



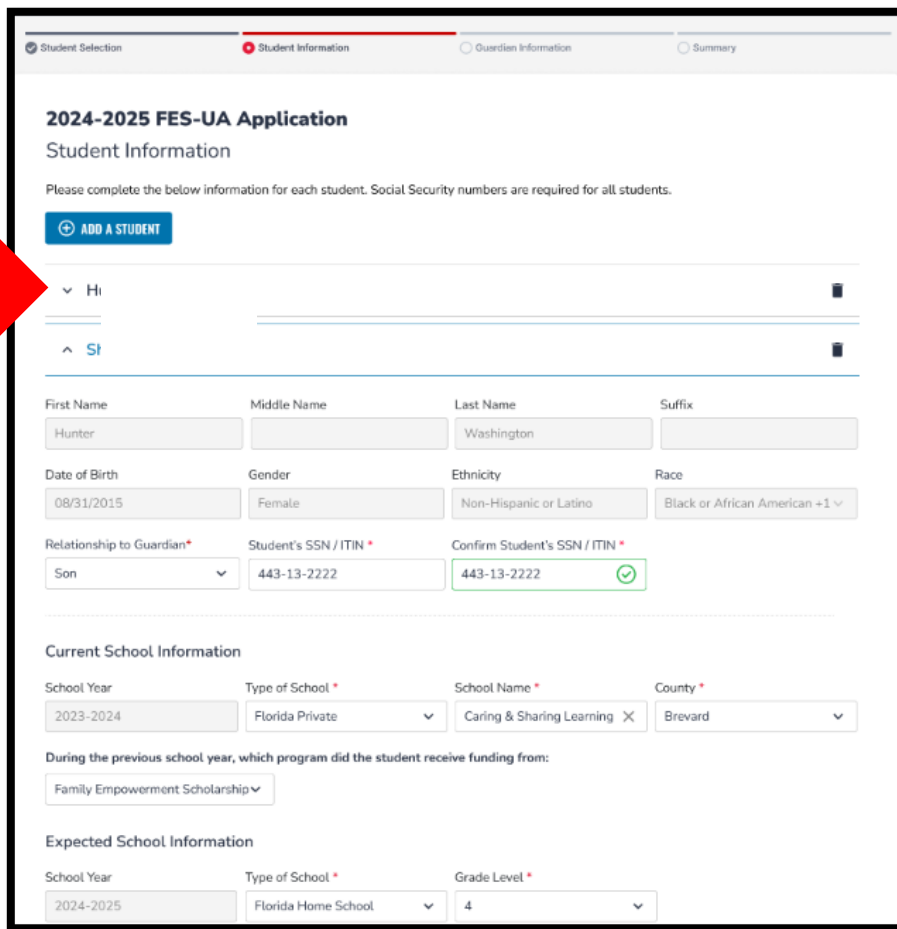
FES-UA New Applicant Process

The screenshot displays a web application interface for the FES-UA New Applicant Process. At the top, there is a progress bar with four steps: 'Student Selection' (checked), 'Student Information' (active, highlighted in red), 'Guardian Information', and 'Summary'. Below the progress bar, the main heading is '2024-2025 FES-UA Application' followed by 'Student Information'. A sub-heading reads 'Please complete the below information for each student. Social Security numbers are required for all students.' A blue button labeled 'ADD A STUDENT' is positioned on the left. Below it, a student entry is shown with a dropdown arrow, the name '1. K', and a trashcan icon to its right. At the bottom of the form, there are two buttons: 'SAVE AS DRAFT' and 'CONTINUE'.

At any point before submitting your application, you can add an existing student via the “**Add A Student**” blue button, or you can remove a student via the trashcan icon next to the student's name.



FES-UA New Applicant Process



2024-2025 FES-UA Application
Student Information

Please complete the below information for each student. Social Security numbers are required for all students.

[+ ADD A STUDENT](#)

▼ Hi

^ SI

First Name: Hunter
Middle Name:
Last Name: Washington
Suffix:
Date of Birth: 08/31/2015
Gender: Female
Ethnicity: Non-Hispanic or Latino
Race: Black or African American +1
Relationship to Guardian*: Son
Student's SSN / ITIN*: 443-13-2222
Confirm Student's SSN / ITIN*: 443-13-2222 ✓

Current School Information

School Year: 2023-2024
Type of School*: Florida Private
School Name*: Caring & Sharing Learning
County*: Brevard

During the previous school year, which program did the student receive funding from:
Family Empowerment Scholarship

Expected School Information

School Year: 2024-2025
Type of School*: Florida Home School
Grade Level*: 4

To proceed with a selected student, click on the arrow to the left of the student's name and complete the fields below:

- Current School Information
- Expected School Information
- Diagnosis
- Diagnosis Related Documentation
- Additional Information

FES-UA New Applicant Process

Scholarship Portal

Expected School Information

School Year: 2024-2025
Type of School *: Undecided
Grade Level *: Pre-K

Current School Information

School Year: 2023-2024
Type of School *: Florida Private
School County *: Broward

During the previous school year, which program did the student...
Select...

Diagnosis *

The FES-UA scholarship is available only to students who have... disabilities described in Florida Statute 1002.385. Please note "Other Health Impairment" means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli; that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems. For more details please see the [Manual](#).

Please be advised that you now have the option to choose 3 and 4 years old when choosing a grade level.

You will be required to upload a copy of a birth certificate if any of the children on your application are between the ages of 3 - 6 years old.

Please be advised that you now have the option to choose 3 and 4 years old when choosing a grade level. Please note that students must be 3 or 4 years old by December 15 of the school year for which they are applying.

Valid Birth certificate (or a Non-Expired Passport) Required ⓘ

New students between the ages of 3-6 years-old as of September 1 of the school year that you are applying for must upload a valid Birth certificate or a Non-Expired Passport.

File Upload Requirements

- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

UPLOAD

FES-UA New Applicant Process

Please select the student's diagnosis. You must select one. However, you may select more than one if needed.

Then upload required diagnosis-related documentation. **You must upload at least 1 file.**

Diagnosis *

The FES-UA scholarship is available only to students who have one or more of the following disabilities described in Florida Statute 1002.385. Please note "Other Health Impairment" under the Diagnosis section means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems. For more details please see the [Handbook](#).

You must make at least one selection:

<input checked="" type="checkbox"/> A Specific Learning Disability	<input type="checkbox"/> High-Risk Child	<input type="checkbox"/> Prader-Willi Syndrome
<input type="checkbox"/> Anaphylaxis	<input type="checkbox"/> Hospital or Homebound	<input type="checkbox"/> Rare Diseases
<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Speech Impairment
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Language Impairment	<input type="checkbox"/> Spina Bifida
<input type="checkbox"/> Down Syndrome	<input type="checkbox"/> Muscular Dystrophy	<input type="checkbox"/> Traumatic Brain Injured
<input type="checkbox"/> Dual Sensory Impaired	<input type="checkbox"/> Orthopedic Impairment	<input type="checkbox"/> Visually Impaired
<input type="checkbox"/> Emotional or Behavioral Disability	<input type="checkbox"/> Other Health Impairment	<input type="checkbox"/> Williams Syndrome
<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> PheLan-McDermid Syndrome	

Diagnosis Related Documentation

To document your child's disability, you will be required to submit a copy of the student's current, valid Florida or out-of-state Individual Education Plan (IEP), a diagnosis from a licensed Florida physician, Autonomous Advanced Practice Registered Nurse, or psychologist, or a diagnosis from a physician with an active license issued by another state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

File Upload Requirements

- Please ensure that any files you are uploading are **not** password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

FES-UA New Applicant Process

Is this student a dependent of a law enforcement officer? * [See Less](#)

"Law enforcement officer" means any person who is elected, appointed, or employed full time by any municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state. This definition includes all certified supervisory and command personnel whose duties include, in whole or in part, the supervision, training, guidance, and management responsibilities of full-time law enforcement officers, part-time law enforcement officers, or auxiliary law enforcement officers but does not include support personnel employed by the employing agency (See Florida statute §943.10(1)).

Yes No

If you answer "Yes" to any of the questions above, you are required to upload supporting documentation to avoid processing delays.

File Upload Requirements

- Please ensure that any files you are uploading are not password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Document Description

UPLOAD

SAVE AS DRAFT

CONTINUE

Once you are done completing all the sections, click **“Continue”** in the bottom right corner to proceed or **“Save As Draft”** to save and return to complete the application at a later time.

FES-UA New Applicant Process



A screenshot of a web application interface for adding students. A large red arrow points to a blue button labeled "ADD A STUDENT" with a plus icon. Below the button is a list of students, with the first entry showing a dropdown arrow, the text "1. K", a greyed-out input field, and a trashcan icon. At the bottom right of the interface are two buttons: "SAVE AS DRAFT" (grey) and "CONTINUE" (blue).

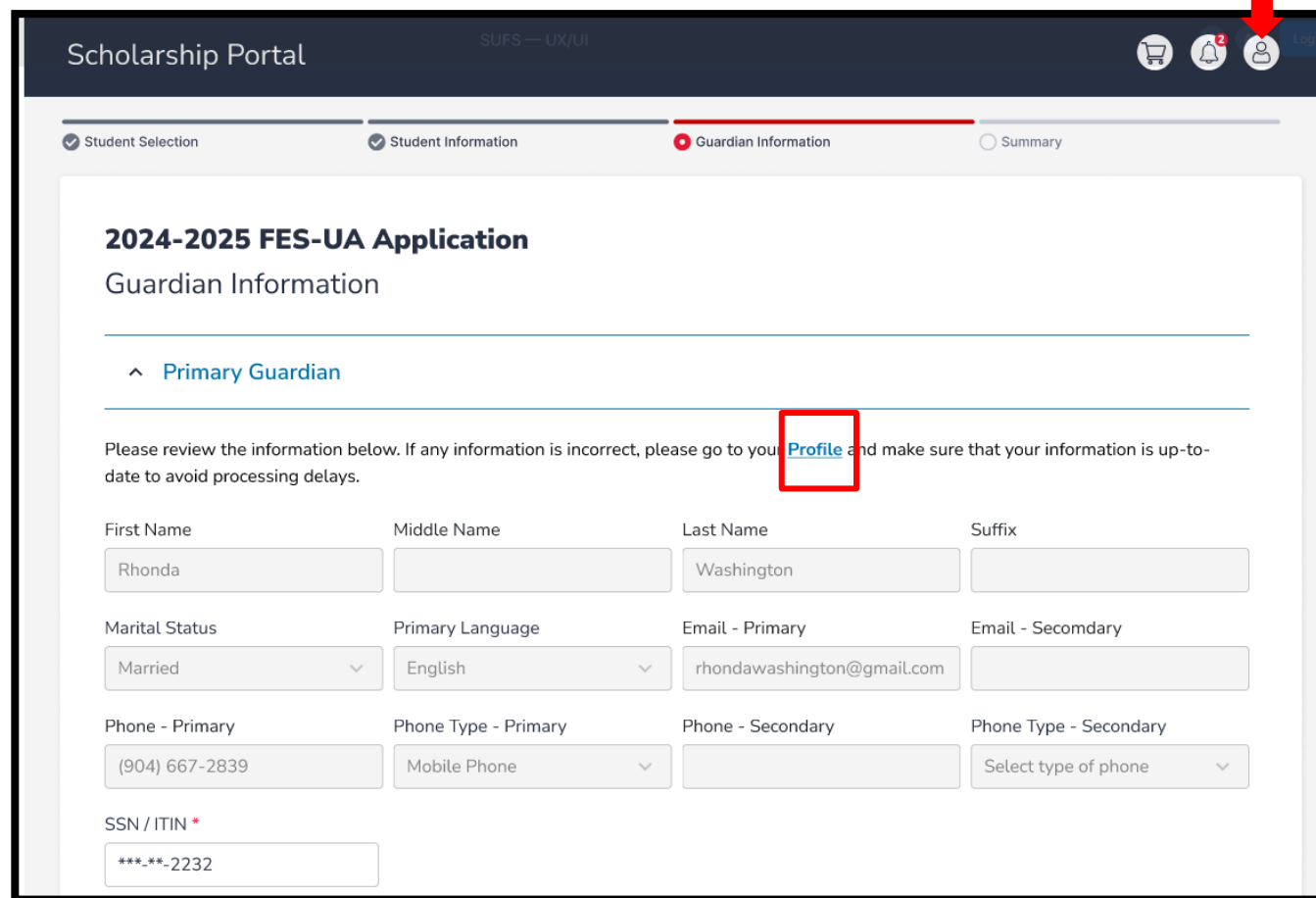
Reminder: At any point before submitting your application, you can add an existing student via the **“Add A Student”** blue button, or you can remove a student via the trashcan icon next to the student's name.

FES-UA New Applicant Process

After completing the current section, you'll be directed to the "**Guardian Information**" section. You must review the information listed here to ensure its accuracy.

If you need to make any changes, simply click on the **Profile** icon in the upper right-hand corner of the page, and make the necessary corrections.

Failure to do so may result in processing delays. You will need to enter your social security number (SSN) or individual taxpayer identification number (ITIN) and provide proof of residency.



Scholarship Portal

SUFS — UX/UI

Student Selection Student Information Guardian Information Summary

2024-2025 FES-UA Application

Guardian Information

^ Primary Guardian

Please review the information below. If any information is incorrect, please go to your [Profile](#) and make sure that your information is up-to-date to avoid processing delays.

First Name	Middle Name	Last Name	Suffix
<input type="text" value="Rhonda"/>	<input type="text"/>	<input type="text" value="Washington"/>	<input type="text"/>
Marital Status	Primary Language	Email - Primary	Email - Secondary
<input type="text" value="Married"/>	<input type="text" value="English"/>	<input type="text" value="rhondawashington@gmail.com"/>	<input type="text"/>
Phone - Primary	Phone Type - Primary	Phone - Secondary	Phone Type - Secondary
<input type="text" value="(904) 667-2839"/>	<input type="text" value="Mobile Phone"/>	<input type="text"/>	<input type="text" value="Select type of phone"/>
SSN / ITIN *	<input type="text" value="***.**-2232"/>		

FES-UA New Applicant Process

Proof of Residency *

Step Up For Students requires detailed Proof of Residency provided by the primary parent/guardian. All documents must be current (less than two months old), valid and match the primary parent's/guardian's full name and the current physical street address provided on the application.

Proof of Residence can be established with one document from Column A or two different documents from Column B (see below). Please select the type of document you are submitting, then upload.

You will not be able to continue with the application unless the required documents are uploaded.

COLUMN A (UPLOAD ONE DOCUMENT)	COLUMN B (UPLOAD TWO DIFFERENT DOCUMENTS)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paystub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF correspondence	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Home phone bill*
Migrant Address Verification Letter	Mortgage acceptance letter*
Declaration of domicile	USPS confirmation of address change request*
Property deed	*A secondary document is necessary

Reminder: The documents must match the primary parent's/guardian's full name and the current physical street address provided on the application.

Under the Guardian Section, you will confirm that the auto-populated information displays correctly, you will need to enter your social security number (SSN)/individual taxpayer identification number (ITIN) and provide proof of residency.

FES-UA New Applicant Process

Reminder: The documents must match the primary parent's/guardian's full name and the current physical street address provided on the application.

File Upload Requirements

- Please ensure that any files you are uploading are **not** password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Proof Documentation Type

Select type of document

UPLOAD

*Must not be more than two months old.
Must include full name and current physical address.
A secondary document is necessary.

Delete [Florida Driver's License.png](#)

Delete [Paystub.png](#)

^ Spouse/Partner

First Name *

Middle Name

Rhonda

Enter Middle N

Proof of Documentation Type

Select type of document

UPLOAD

Delete [Property deed.jpg](#)

*Must not be more than two months old.
Must include full name and current physical address.
A secondary document is necessary.

Please ensure that the documents you submit are valid, current (dated within the last two months), and match the primary guardian's full name as well as the current physical street address provided on the application. Refer to the guidelines listed on the slide for the list of acceptable documents for submission.

FES-UA New Applicant Process

Proof Documentation Type

Select type of document

*Must not be more than two months old.
Must include full name and current physical address.
A secondary document is necessary.

[Delete](#) [Florida Driver's License.png](#)

[Delete](#) [Paystub.png](#)

^ Spouse/Partner

First Name *

Middle Name

Last Name *

Suffix

Once you have completed all the questions in the “**Guardian Information**” section, click “**Continue**” to proceed to the next section.

FES-UA New Applicant Process

2024-2025 FTC/FES-EO and FTCPEP Application

Guardian Information

▼ Primary Guardian*

^ Spouse / Partner*

First Name* Middle Name Last Name* Suffix

Phone - Primary* Phone Type - Primary* Phone - Secondary Phone Type - Secondary

SSN/ITIN Confirm SSN/ITIN

First Name* Middle Name Last Name* Suffix

If applicable, complete the **"Spouse/Partner"** section with the required information indicated by a red asterisk.

When you have completed the **"Guardian Information"** section, you may press the continue button to proceed.

FES-UA New Applicant Process

✔ Student Selection ✔ Student Information ✔ Guardian Information **● Summary**

2024-2025 FES-UA Application

Application Summary

Please verify you have no required information missing and can continue with the application process by clicking submit.

STUDENTS	AGE	GRADE	DIAGNOSIS	DOCUMENTATION
Hunter Washington	6	1	Autism Spectrum Disorder	birth-certificate.jpg diagnosis2.pdf adoption.pdf
Shelby Washington	8	3	Down Syndrome	diagnosis1.pdf adoption.pdf leo.jpg

GUARDIANS	TYPE	DOCUMENTATION
Rhonda Washington	Primary	Florida Drivers License.png paystub.png
Kyle Washington	Secondary	

Now you should be on the “**Summary**” section of the application. The summary page gives you an overview of all submitted documents and completed sections.

FES-UA New Applicant Process

You can review to go back and change anything you would like. You can use the headers on top of the page to navigate to different sections.

Student Selection Student Information Guardian Information **Summary**

Family Empowerment Scholarship for Unique Abilities

Application Summary

Please verify you have no required information missing and can continue with the application process by clicking submit.

STUDENTS	AGE	GRADE	DIAGNOSIS	DOCUMENTATION
1.	6	1	Autism Spectrum Disorder	diagnosis1.jpg diagnosis2.pdf adoption.pdf
2.	8	3	Down Syndrome	diagnosis1.jpg adoption.pdf leo.jpg

GUARDIANS	TYPE	DOCUMENTATION
1.	Primary	document.jpg
2.	Secondary	

FES-UA New Applicant Process

Parent/Guardian Terms & Conditions

By submitting this scholarship application, under the penalties of perjury, I certify the following:

- I certify that I and any applying student meet the residency requirements for the scholarship programs in the State of Florida and understand that continued physical residency is a requirement for scholarship participation. I understand that I must notify Step Up For Students if either myself or my student move out of the State of Florida while my student is participating in a scholarship program.
- I certify that the information I am providing in the course of the scholarship application and management process is true and accurate. I understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the denial of the scholarship application or revocation of a scholarship award.
- I understand additional information and/or documentation related to my application can/may be requested at any time post-award for auditing purposes. I understand if a post-award audit determines my student is not eligible, the scholarship may be rescinded.
- I have read, understand, and agree to the terms, conditions and rules as outlined in the Step Up For Students Parent/Guardian Materials, including [Parent/Guardian Handbook](#), [Program Purchasing Guide](#), Terms & Conditions and Sworn Compliance Statement. Step Up reserves the right to routinely update, modify, or alter the Parent/Guardian Materials without notifying me of any such updates. I understand that I am bound by the terms of these Materials.

Make sure to click on each box once you have read and agreed to the terms and conditions.

I have read and agree to the compliance statement.

You will also be required to complete the **Parent/Guardian Terms & Conditions and Sworn Compliance Statement.**

Sworn Compliance Statement

The Family Empowerment Scholarship program statute includes parent and student responsibilities that parents and students must follow to participate in the scholarship programs. Pursuant to s. 1002.394(10), F.S. I affirm that:

- I will enroll the student in a parochial, religious, or denominational school; private school; or a home education program that meets regular school attendance requirements as required by s. 1003.01(13)(b), (c) or (d), F.S., as provided for in the Family Empowerment Scholarship program statute.
- I will use the Family Empowerment Scholarship Program for Students with Unique Abilities (FES-UA) funds only for authorized purposes serving the student's educational needs, as described in the Family Empowerment Scholarship program statute (s. 1002.394(4)(b), F.S.).
- I will not transfer any prepaid college plan or college savings funds to another beneficiary.
- I will not receive a payment, refund, or rebate from an approved provider of any services under this program.
- I understand that I am responsible for the payment of all eligible expenses in excess of the amount of the FES-UA scholarship account in accordance with the terms agreed to between the parent/guardian and the providers.
- I will ensure that the student's educational progress is evaluated each year by complying with the requirement of the private school I choose or a home education program.
- I understand if the student is enrolled in an eligible private school, the student must take an assessment selected by the private school pursuant to s. 1002.395(8)(c), F.S. If the student is enrolled in a home education program, the parent/guardian may choose any of the evaluation methods provided for in s. 1002.41(1)(c), F.S. I will require the child to take any pre- and post-assessments selected by the provider if the child is four years of age and is enrolled in a program provided by an eligible Voluntary Prekindergarten Education program provider. A student with disabilities for whom a pre- and post-assessment is not appropriate is exempt from this requirement.
- I understand if the student is enrolled in a home education program, the parent/guardian may choose any of the evaluation methods provided for in s. 1002.41(1)(c), F.S.

FES-UA New Applicant Process



Please Sign Here
Signature Of *

Parent Guardian

Parent Guardian

KEEP CLEAR

SAVE AS DRAFT SUBMIT

The screenshot shows a digital signature interface. At the top, it says "Please Sign Here" and "Signature Of *". Below that, the name "Parent Guardian" is displayed. A large, light blue box contains the handwritten signature "Parent Guardian" in a cursive font. Below the signature box are two buttons: "KEEP" (highlighted in blue) and "CLEAR" (grey). At the bottom right of the interface are two more buttons: "SAVE AS DRAFT" and "SUBMIT".

Please type your name in the box and sign your name in the signature box.
Please click **“Keep”** if you wish to keep your signature. If you want to change your signature, you can click **“Clear”** and sign again.

FES-UA New Applicant Process



Please Sign Here
Signature Of *

Parent Guardian

Parent Guardian

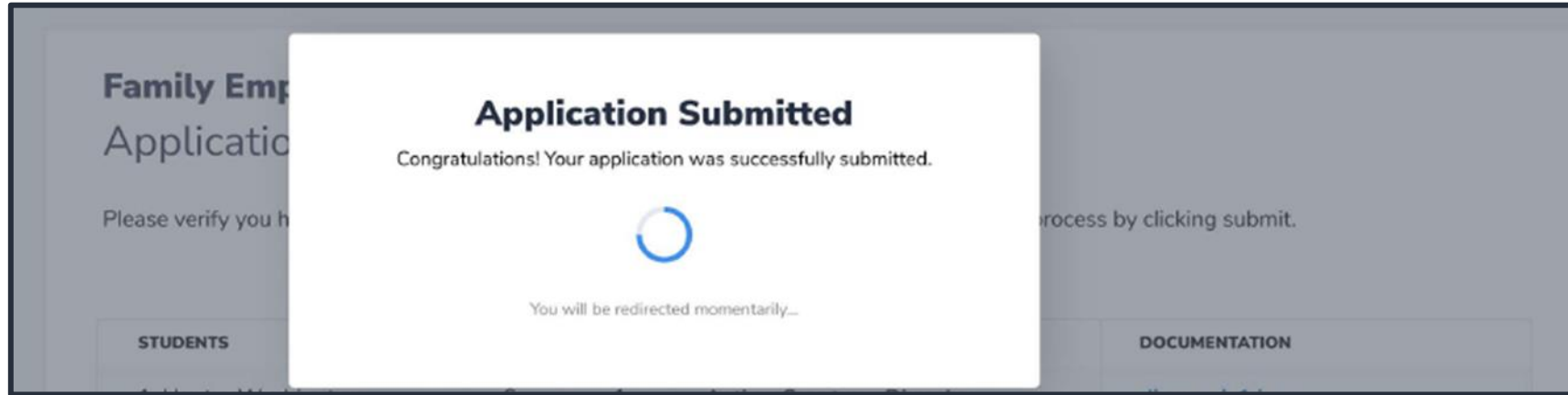
KEEP CLEAR

SAVE AS DRAFT SUBMIT

The screenshot shows a digital signature interface. At the top, it says "Please Sign Here" and "Signature Of *". Below that, the text "Parent Guardian" is displayed. A large rectangular box contains the handwritten signature "Parent Guardian" in a cursive font. Below the signature box are two buttons: "KEEP" (highlighted in blue) and "CLEAR" (grey). At the bottom right of the interface are two more buttons: "SAVE AS DRAFT" and "SUBMIT".

After approving your signature, you may choose the **“Save As Draft”** option to complete your application later or **“Submit”**.

FES-UA New Applicant Process



By clicking “**Submit**”, your application will be sent for processing. You will get a confirmation notice on your screen.

FES-UA New Applicant Process

Once you have submitted your application, you will return to your dashboard. On the dashboard you can see the status of your application(s). If you want to see details, click the status (blue hyperlink) under the Application Status header.

My Applications

NEW WORLDS [VIEW ALL](#)

School Year	Student Name	Application Status
2023-2024		On Hold
2023-2024		Awarded
2023-2024		Awarded

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

School Year	Application ID	Application Status
2024-2025		Complete
2024-2025		Complete

FES-UA [VIEW ALL](#)

School Year	Application ID	Application Status
2024-2025		
2023-2024		Complete

FES-UA New Applicant Process

Application Details SUBMIT

APPLICATION ID: 20001580 APPLICATION TYPE: FES UA New STATUS: Complete

Student Details ADD A STUDENT

▼

Guardian Details

▼ 1. Primary Guardian

Application Details SUBMIT

APPLICATION ID: APPLICATION TYPE: FES UA New STATUS: Complete

Student Details ADD A STUDENT

^ 1. **Awarded**

First Name	
Middle Name	
Last Name	
Suffix	
Date of Birth	
Gender	Female
Ethnicity	Hispanic
Race	
Relationship to Guardian	Granddaughter
Student's SSN / ITIN	***.**-9999 View
Expected School Year	

The hyperlink will open your “**Application Details**” page with and will show the application(s) status and student(s) status.

You can click on the arrow adjacent to the student’s names to see the application details.

Application Statuses

Status	Meaning
Pending	Your student's eligibility status is still under review. Please monitor your EMA account for updates.
Awarded	Your application was approved, and the student has been determined eligible for a scholarship. Please note, your student has not yet been "funded" for the applying school year.
Funded	Your student's scholarship has been funded to your EMA account. You may now utilize the funds in your account.

FES-UA New Applicant Process



After a student is awarded, if you plan to use your student's scholarship at an eligible participating school, you need to contact the school to start the enrollment process.

FES-UA New Applicant Process



ENROLLMENT NOTIFICATION

Dear [REDACTED]

You have received a request to approve a School Enrollment Form from School [REDACTED] for the student named below.

Student's Name: [REDACTED]

Academic Year: 2024-2025

A School Enrollment Form links your student to the selected private school for billing purposes. When you accept a School Enrollment Form, you are approving the use funds from your student's [REDACTED] Scholarship Account to pay the school directly for the amount of the tuition and fees or the available balance in your student's account, whichever is less. Payments to the school will be divided by the number of deposits made into the students' account. For example, if the student's tuition is \$1,000, and the scholarship is \$400 with two yearly deposits, you are approving two payments of \$200 for the selected school.

Once an eligible private school enrolls the student in their system, you will receive an email notification asking you to log in and review the enrollment request.

FES-UA New Applicant Process

The screenshot shows the Scholarship Portal interface for a user named Doug Test. The page is divided into several sections:

- Navigation Menu (Left):** Includes Dashboard (selected), Reimbursements, My Students, Marketplace, Recent Transactions, and Help.
- Header:** Displays the EMA Education Market Assistant logo and the title "Scholarship Portal".
- Section: Doug Test**
 - Your Student's Learning Plan:** A text box explaining that a Student Learning Plan (SLP) 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 "UPDATE" button is located at the bottom right of this section.
 - My Students:** A table showing student information for Wendy Pan.

Student Name	Student ID	PROGRAM	FUNDS AVAILABLE
Wendy Pan	21001575	FTC/FES-EO	\$0.00
- Section: My Applications**
 - NEW WORLDS:** A table with columns for School Year, Student Name, and Application Status.

School Year	Student Name	Application Status
2022-2023	Peter Pan	Eligible
 - FTC/FES-EO:** A table with columns for School Year, Application ID, and Application Status.

School Year	Application ID	Application Status
2023-2024	20352970	Complete
2024-2025	20353118	Submitted
 - FES-UA:** A table with columns for School Year, Application ID, and Application Status.

School Year	Application ID	Application Status
2023-2024	20352971	Complete

You can view and approve enrollment requests from the Dashboard.

FES-UA New Applicant Process

✕

Are you sure you want to enroll?

School Year	STUDENT NAME	SCHOOL NAME	REQUEST DATE	TOTAL AMOUNT
2024-2025	[REDACTED]	[REDACTED]	01/06/2023	\$4,150.00

IMPORTANT: By accepting the School Enrollment Form, you are approving payment for the tuition and fees for your students at the selected private school OR your student's award amount, whichever is less. Payments will be divided by the number of deposits made into the students' account. For example, if the student's tuition is \$1,000, and the scholarship is \$400 with two yearly deposits, you are approving two payments of \$200 for the selected school.

PLEASE NOTE: Your total amount reflects an adjustment of **\$1,000.00** applied by the school due to your students enrollment being after the start of the school year or due to an agreed adjustment amount previously discussed with the school.

YES NO

When you accept the School Enrollment Form for your student, you also approve payment for the tuition and fees associated with the private school you have selected.


Approving the payment to the selected private school is required for your student to receive their scholarship funds.

FES-UA New Applicant Process



Contact Us

Step Up For Students

 877.735.7837

Monday – Friday

8:00 AM – 5:00 PM

