

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.
- You will receive updates via email when your application review is complete.



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

<u>**Tip:**</u> 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 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.



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

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

If you <u>do not</u> have an EMA account, please click **"Sign Up."**







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

Email Address

SEND CODE	
Back to Sign In	

New Users

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

By signing up, you agree to EMA Privacy Policy



signup screen to continue.



Velcome 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.

ail Address		
@sufs.org	3	
rification Code		
14362		
	CONFIRM	
	C 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."**



Click "Continue."

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 appropr	iate account type below.	
Email		
-		
Select Account Type		
Parent/Guardi	an	~
Username		
Legal First Name		
Legal First Name		
Legal Last Name		
Logal Last Name		
Create Password		
		Show
Confirm Password		
		Show
 Lowencase characters Uspencase characters 	 Numbers (2-9) Symbols 	
	CONTINUE	
De anno anno anno anno anno anno anno ann	in you arrive to DMA Drivery Brillion	

Please fill out all open boxes

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

Security Question	~
Security Question	
Answer	
Security Question	
Security Question	~
Answer	
Security Question	
Security Question	~
Answer	

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.

Education Market Assistant Two-Step Verification
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.



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."**

🕸 EMA	Scholarship Portal				6 8		
Dashboard	My Profile						
Reimbursements	Guardian Profile Please confirm that all profile information is ac	ccurate. This data will also be used to complete your applications.					
My Students							
Marketplace	Guardian ID:	Name:" <u>Edit</u>					
Recent Transactions	Marital Status:*		Pr	rimary Language:* English			
Help	Mailing Address						
	Street Address:*		A	ddress Line 2:			
				Suite/Apartment (Optional)			
	City:*	County:*	St	tate:*	Zip Code:*		
	MIAMI	MIAMI-DADE		FL	- 33175-4211		
	Enter address manually						
	Check to use same address for both Physic	al and Mailing addresses.					
	Physical Address						
	Please NOTE: your Physical Address must mat	tch with your Proof of Residency documentation.					
	Street Address:*		A	ddress Line 2:			
	-			Suite/Apartment (Optional)			
	City:*	County:*	St	tate:*	Zip Code:*		
	MIAMI	MIAMI-DADE		FL	- 33175-4211		
	Enter address manually						
	Contact Information						
	Primary Phone:*	Phone Type - Primary:*	Se	econdary Phone:	Phone Type - Secondary		
	(786) 444-4444	Mobile	~] [(786) 555-5555	Home ~		
	Primary Email:*		Se	econdary Email:			
				Secondary Email			

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.

Contact Information				
Primary Phone:*	Phone Type - Primary:*	Secondary Phone:	Phone Type - Secondary	
(786,	Mobile	(786)	Home	~
Primary Email:*		Secondary Email:		
		Secondary Email		
Authorized Caller 0				
⊙ ADD A CALLER			Authorized Call	ler 🛛 🔿
-			Setup a 4-digit PIN for yo	our Authorized Caller (i)
			4-DIGIT PIN * XXXX	
Enter your c	ontact information.		First Name *	Last Name *
If you would	like to allow anyone ot	her than yourself to	Enter First Name	Enter Last Name
	ur bobalf plaace coloct	"Add a Callor" to	Email *	
	ui benati, please select	Aud a Caller to	Enter Email	
add an auth	orized caller.		Primary Phone *	Phone Type - Primary *
For the auth	orized caller. set up a 4-	-digit PIN, and	(000) 000-0000	Select type of phone
	vour outborized collor kn	ave the DIN		
make sure y	our authorized catter kn	ows the Fin.		
All fields are	e mandatory.		CANCE	L ADD

• Once completed click "ADD".

- 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.

O 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.

O Yes

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

O 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

O No

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
Text
Pre-recorded phone message
For new features & promotional announcements, I want to be notified by
Text
Pre-recorded phone message

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".**

SAVE

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. **⊠EM** Scholarship Portal 678 **Guardian User** 89 Deshboard Reimbursement My View Al Application ANALAELE \$527.45 · My Students Questions? If you have questions, please click here to view our contact information. Thank you, Step Up For Students 109 - M

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

😰 EMA	Scholarship Portal			Q ¹ @
bucanon marker assistant	MY STUDENTS		Q FIND STUDENTS	STUDENT
ন্থি My Students	My Students			
Recent Transactions	My students			
Q, Help	If you have a RENEWAL so connect your renewal stud funded students as new so If you have a NEW studen No stud	tudent (child currently receiving scholarship fur dent to your EMA account. Renewal students sh tudents will delay your funding. It, please click the 'ADD A STUDENT' button. dents were found, please add a student by click	ding), please use the 'FIND STUDENTS' button ould not be added as a new student. Adding curn added as a new student. Adding curn added students button.	to rrently
		Active Students		
	STUDENT ID	STUDENT NAME	DATE OF BIRTH	
	Below, you will find a list of your the green plus button, to make t student or they do not reside wit STUDENT ID	inactive students. If you need to add one of the nem an active student. Each student is only allo h you, you do not need to do anything, please la Inactive Students STUDENT NAME	se students to your applications you will need to wed on one EMA account. If you are not applying eave them as inactive. DATE OF BIRTH	o click on g for a

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.

Education Market Assistant	Scholarship Portal			428	
20 Dashboard	MY STUDENTS		Q FIND STUDENTS ③ ADD A STUDENT		
약 My Students ① Recent Transactions	My Students				Click the blue box,
Q. Help		No students were found please add a stud	lent by clicking on the add students button		"Add A Student", in
	STUDENT ID	Active S	DATE OF BIRTH		the top right corner to
					get started.
	STUDENT ID	STUDENT NAME	DATE OF BIRTH		

	Education Market Assistant	Scholarship Portal								Ø ² 8
88	Dashboard	MY STUDENTS > STUDENT DETAILS								
Ŷ	My Students	Student Details						CANCEL	SAVE	
Ð	Recent Transactions									
٩	Help	Student ID:								
		First Name*	Middle N	lame	Last Name			Suffix		
		Enter First Name	Enter N	/iddle Name	Enter Las	t Name		Select	~	
		OPTIONAL: Student FLEID n	umber(j)	Date of Birth*		Gender*		Ethnicity*		
		FL		mm/dd/yyyy	31	Select	~	Select	~	
		Student's Relationship to You								
		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.

APPLY FOR SCHOLARSHIPS		Q FIND STUDENTS	⊕ ADD A STUDENT				
My Students							
If you have a RENEWAL st connect your renewal stude funded students as new stu If you have a NEW student	udent (child currently receiving scholars) ent to your EMA account. Renewal stude udents will delay your funding. , please click the 'ADD A STUDENT' but	ip funding), please use the 'FIND STUDE nts should not be added as a new studer on.	NTS' button to It. Adding currently				
Below, you will find a list of your a Keeping this information current v an application and considered for	elow, you will find a list of your active students. Please make sure that the information for each student is accurate and up-to-date. eeping this information current will help streamline the process when applying for scholarships. Only active students can be added to n application and considered for funding.						
	Active Stude	nts					
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

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						
11/23/2016	Đ					

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



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

EIMA	Scholarship Portal			6" 8
Dashboard	You can only submit one app EO. Please make sure all st	Iportant Notice lication per program for FES-UA, FTC and FES- judents have been added to the <u>My Students</u>		
ন্থ্ My Students	se	tion before applying.		
 Recent Transactions 	CONTI	CLOSE	ire all students have been added to rou want to apply for new and	
Q Help				

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.

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.



Dashboard	Student Selection	Student Information	Guardian Information	Summary
\$+ Reimbursements	2024-2025 FE	S-UA Application		
🞯 My Students	Family Empow	verment Scholarship fo	r Students with Unique	Abilities
韶 Marketplace	Before beginning your The FES-UA scholarsh who have an eligible di	application, please note: p is available to Florida resident stuc sability and a current IEP or diagnosi	ients who are 3, 4, or 5 years old or e s as described in Florida Statute 1002	ligible to enroll in a Florida public school, and 2.385. Please verify the appropriate eligibility
Recent Transactions	for your student in the	Family Empowerment Scholarship fo	r Students with Unique Abilities <u>hand</u>	<u>lbook</u> .
Help	IMPORTANT NOTI Scholarship Program both an FES-UA and or processed under the You can only submit <u>Students</u> " section ou students you want t	CE In statutes prohibit a student from app IFTC/FES-EO scholarship will remain the FTC/FES-EO application. one application per program for FES In the left before applying for each scl o apply for that scholarship program.	olying for more than one scholarship a n on the FES-UA scholarship applicati -UA and FTC/FES-EO. Please make su nolarship program. After you click "Ap	at the same time. Students who apply for ion for processing and will not be reviewed ure all students have been added to the "My oply" select all the new and renewal
	Who Are You App	lying For?		
	APPLY? STUDENT N	IAME	STATUS	
	Hunter Wa	ashington	New	
	Shelby Wa	ashington	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.

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).



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

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 <u>My Students</u> 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?



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 <u>My Students</u> section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

CONTINUE

Who are you applying for?



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

				At any
				your a
Student Selection	Student Information	Guardian Information	Summary	existin
2024-2025	EE UA Application			Stude
Student Info	rmation			Stude
Please complete the	below information for each student. S	Social Security numbers are required f	or all students.	remov
				icon ne
⊕ ADD A STUDENT				
✓ 1. K			Ĩ	
			SAVE AS DRAFT 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.

Student Selection Student Information Guardian Information Summary 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 ĩ A Sł First Name Middle Name Last Name Suffix Washington Hunter Date of Birth Gender Ethnicity Race Black or African American +1 ∨ 08/31/2015 Female Non-Hispanic or Latino Relationship to Guardian* Student's SSN / ITIN Confirm Student's SSN / ITIN 443-13-2222 \odot Son ✓ 443-13-2222 Current School Information School Year Type of School * School Name County * Florida Private \sim Caring & Sharing Learning X Brevard During the previous school year, which program did the student receive funding from: Family Empowerment Scholarship Expected School Information Type of School Grade Level School Year 2024-2025 Florida Home School × 4 \sim

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



Valid Birth certificate (or a Non-Expired Passport) Required ①

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

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. <u>Please note that students must be 3 or 4 years old by</u> December 15 of the school year for which they are applying. 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. <u>You must upload at least 1</u> <u>file.</u>

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 <u>Handbook</u>.

You must make at least one selection:

2	A Specific Learning Disability	High-Risk Child	Prader-Willi Syndrome
	Anaphylaxis	Hospital or Homebound	Rare Diseases
	Autism Spectrum Disorder	Intellectual Disability	Speech Impairment
	Cerebral Palsy	Language Impairment	Spina Bifida
	Down Syndrome	Muscular Dystrophy	Traumatic Brain Injured
	Dual Sensory Impaired	Orthopedic Impairment	Visually Impaired
	Emotional or Behavioral Disability	Other Health Impairment	Williams Syndrome
	Hearing Impaired	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

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 prote • 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	ected.	
Document Description		
Enter Document Description UPLOAD		
	SAVE AS DRAFT	CONTIN

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.

	✓ 1. K	
	SAVE AS DRAFT CONT	INUE

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.

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 righthand 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.

dent Selection	Student Information	 Guardian Information 	Summary
2024-2025 FES	-UA Application		
Guardian Inform	nation		
Primary Guard	ian		
.,			
Please review the informa	tion below. If any information is inco	prrect, please go to your <mark>Profile</mark>	and make sure that your information is up-to-
Please review the informa date to avoid processing d First Name	ition below. If any information is inco lelays. Middle Name	prrect, please go to your <mark>Profile</mark> Last Name	and make sure that your information is up-to- Suffix
Please review the informa date to avoid processing d First Name Rhonda	ition below. If any information is inco delays. Middle Name	prrect, please go to your Profile Last Name Washington	and make sure that your information is up-to-
Please review the informa date to avoid processing d First Name Rhonda Marital Status	tion below. If any information is inco delays. Middle Name Primary Language	Last Name Washington Email - Primary	and make sure that your information is up-to- Suffix Email - Secomdary
Please review the informa date to avoid processing d First Name Rhonda Marital Status Married	tion below. If any information is inco delays. Middle Name Primary Language	Dirrect, please go to your Profile Last Name Washington Email - Primary V rhondawashingtor	and make sure that your information is up-to- Suffix Email - Secomdary
Please review the informa date to avoid processing d First Name Rhonda Marital Status Married Phone - Primary	tion below. If any information is inco delays. Middle Name Primary Language English Phone Type - Primary	Dirrect, please go to your Profile Last Name Washington Email - Primary rhondawashingtor Phone - Secondary	Suffix Email - Secondary Phone Type - Secondary
Please review the informa date to avoid processing d First Name Rhonda Marital Status Married Phone - Primary (904) 667-2839	tion below. If any information is inco lelays. Middle Name Primary Language Comparison English Phone Type - Primary Mobile Phone	orrect, please go to your Profile Last Name Washington Email - Primary rhondawashingtor Phone - Secondary	and make sure that your information is up-to- Suffix Email - Secondary @gmail.com Phone Type - Secondary Select type of phone

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)
Jtility 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

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.

Reminder: The document application.	s must match the primary paren	t's/guardian's full name and the current physical street address pro	ovided or	n the	Please
File Upload Requirement Please ensure that any If you are uploading m Each file cannot excee Files types accepted; jj	ts y files you are uploading are not pas iore than 1 file, you can upload up to d 5MB. peg, jpg, png, PDF	sword protected. 2 files max.			valid, cu match tł
Proof Documentation Typ Select type of documen Must not be more than two n Must include full name and c *A secondary document is ne Delete Florida Driver's Delete Paystub.png	be it months old. surrent physical address. sccessary. s License.png	VPLOAD			current applicat for the li
 Spouse/Partne First Name * 	er Middle Name	Proof of Documentation Type			
Rhonda	Enter Middle M	Select type of document Delete Property deed.ipg	~	UPLOAD	
		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.

Proof Documentation Ty	ре		
Select type of docume	nt	✓ UPLOAD	
Must not be more than two Must include full name and *A secondary document is r	months old. current physical address. aecessary.		
Delete Florida Driver	's License.png		
Delete Paystub.png			
 Spouse/Partr First Name * 	ier Middle Name	Last Name *	Suffix
	Enter Middle Name		Select (optional)
			SAVE AS DRAFT

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

Primary Guardian*			
Spouse / Partner*			
First Name*	Middle Name	Last Name*	Suffix
Enter First Name	Enter Middle Name	Enter Last Name	Select Suffix 🗸
Phone - Primary*	Phone Type - Primary*	Phone - Secondary	Phone Type - Secondary
(000) 000-0000	Select type of phone 🗸 🗸	(000) 000-0000	Select type of phone 🗸 🗸
SSN/ITIN	Confirm SSN/ITIN		
***_**-XXXX	***_**_XXXX		
First Name *	Middle Name	Last Name *	Suffix
Rhonda	Enter Middle Name	Washington	Select (optional)

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.

Student Selection

Student Information

O 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	<u>birth-certificate.jpg</u> <u>diagnosis2.pdf</u> <u>adoption.pdf</u>
Shelby Washington	8	3	Down Syndrome	diagnosis1.pdf adoption.pdf leo.jpg
GUARDIANS		ТҮРЕ		DOCUMENTATION
Rhonda Washington		Primary		Florida Drivers License.png paystub.png
Kyle Washington		Secondary		

Guardian Information

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. 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.

pplication Su	ummary	car sinp		
ase verify you have no i	required information	n missing an	d can continue with the applic	ation 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		түр	E	DOCUMENATION
1.		Prir	mary	document.jpg

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.

Please Sign Here Signature Of *		
Parent Guardian		
Parent Guardían		
KEEP CLEAR		
	SAVE AS DRAFT SU	IBMIT

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.

Please Sign Here Signature Of *		
Parent Guardian		
Parent Guardían		
KEEP	SAVE AS DRAFT SUBM	п

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

Family Emp Applicatio Please verify you h	Application Submitted Congratulations! Your application was successfully submitted.	process by clicking submit.
STUDENTS		DOCUMENTATION

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

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

	VIEW ALL
A	Student Name Application Status
<u>0</u>	On Hold
A	Awarded
A	Awarded
	VIEW ALL -
A	Application ID Application Status
2	Complete
2	Complete
	VIEW ALL -
A	Application ID Application Status
c	Complete

Application De	tails		s	JBMIT
APPLICATION ID 20001580	APPLICATION TYPE FES UA New	status Complete		
Student Details			⊙ ADD A ST	JDENT
~			Awarded	
× .	Application	Details		
Guardian Details	APPLICATION ID	APPLICATION TYPE FES UA New	status Complete	
✓ 1. Primary Guardian	Student Details			⊙ ADD A S
	^ 1.			Awarded
	First Name			
	Middle Name			
	Last Name		1	
	Suffix			
	Date of Birth			
	Gender		Female	
	Ethnicity		Hispanic	
	Race			
	Relationship to Guard	lian	Granddaughter	
	Student's SSN / ITIN		***_**-9999 <u>View</u>	
	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.

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.



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.



ENROLLMENT NOTIFICATION

Dear

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

Student's Name:

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 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 in \$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.

Education Market Ass	Scholarship Portal				
B Dashboard		Doug Test			
\$+ Reimburseme	nts	Your Student's Learning Plan	My Appl	ications	
🤤 My Students		A Student Learning Plan is a plan developed by a	NEW WORLDS		VIEW ALL
m Marketplace		parent/guardian to guide instruction for his or her stud Florida state law requires that a Student Learning P	ent. Lan School Year	Student Name	Application Status
		be completed for a Personalized Education Program (PEP) student, but this tool is available to be used by	2022-2023	Peter Pan	Eligible
Recent Transa	ctions	students in any scholarship program. Your SLP may be to help identify goods or services that can help addres	e used is a FTC/FES-EO		VIEW ALL
کر Help		student's learning priorities. Please note: For PEP stud a Student Learning Plan is required to receive scholars	ents, School Year	Application ID	Application Status
		funds.	2023-2024	20352970	Complete
		UP	2024-2025	20353118	Submitted
			FES-UA		VIEW ALL
		My Students	School Year	Application ID	Application Status
			2023-2024	20352971	Complete
		Wendy Pan Student ID: 21001	575		
		PROGRAM FUNDS AVAILA	BLE		
		FTC/FES-EO \$	0.00		

You can view and approve enrollment requests from the Dashboard.

Are you sure you	want to enroll?	2
------------------	-----------------	---

School Year	STUDENT NAME	SCHOOL NAME	REQUEST DATE	TOTAL AMOUNT
2024-2025			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 in \$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.

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.

YES NO



Contact Us Step Up for Students



Monday-Friday 8:00 AM – 6:30 PM