

### **Renewal Application Process**

# Family Empowerment Scholarship for Unique Abilities (FES-UA)

We empower Florida students with personalized education scholarships.

# Important Notice: Renewal FES-UA Application

# A few tips before your get started on your renewal 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.
- Please clear your cache and cookies if you receive an error while trying to complete your application!
- 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 31<sup>st</sup> 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 Renewal 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 your students' 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 your student's "Award ID" number and award status. To print the screen on a desktop or laptop computer, use "Ctrl + P" (for Windows PC) or "Command + P (for Apple Mac). The Award ID for the current school year will be different from the previous school year.</u>

**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!



# **Renewal Family**

### **Completing an FES-UA Renewal Application**



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

Log into your EMA account by entering your username and password.

If you have forgotten your username, click on the **"Forgot Username"** button; if you have misplaced your password, click the "Forgot Password" button.



Username	Forgot Username?
Password	Forgot Password?
	Show
Keep me signed in	
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### **New Dashboard Alert**

Dashboard	Rene	wal				
Reimbursements My Students	Update "C	n Items	>	My Recent Applica 2024-2025: FTC	tions	View All -
Marketplace				2024-2025: FES-UA 2023-2024: New World	• ds: John Smith	ON HOLD
Recent Transactions				2023-2024: FES UA		COMPLETE
Help						
		FES-UA (24-25)       ● Pending         △       Award ID: Pending ①         ①       Program Award Amount: Pending ①         New Worlds Scholarship       ● On Hold         Accounts (23-24)       ● On Hold         △       Award ID: Pending ①         ①       Program Award Amount: Pending ①         ①       Program Award Amount: Pending ①         Ward ID: Student       Program Award Amount: Pending ①	FES-UA (23-24) Award ID: Program Award Am Constraint of the second o	Funded      Tount: \$10,000.00      with YOUNG KIDS IN MY INC (8/21/23)  STUDENT	FTC (24-25)       Draft         Award ID: Pending ①       Program Award Amount: Pending ①         FES-UA (23-24)       • Funded         Award ID:       ①         Program Award Amount: \$10,000.00 ①       •         Enrolled in EMA with YIN YANG       ACADEMY (8/21/23)	_

The parent/guardian view of the dashboard has a new look. There are two new sections:

- 1. Action Items
- 2. My Students

### **Action Items**

- Action items in EMA are limited to On-Hold applications or reimbursements that require action from the parent/guardian.
- EMA takes the parent/guardian directly to the corresponding section by clicking the line item.



### **New Dashboard Alert**



### **My Students**

This section provides parents with a fresh perspective on tracking their child's application and enrollment status.

They can also view the Award ID, the enrolled school, and the amount of the program award.

Education Market Assistant	VIEW STUDENT
Dashboard	
H Reimbursements	
भू My Students	Available Scholarships
窗 Marketplace	IMPORTANT NOTICE
Recent Transactions	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.
ک Help	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 (FTCPEP) FTC and FES-EO allow families attending an eligible Florida private school or participating in the Personalized Education Program (FTCPEP) to direct funds towards combination of schooling options and other eligible appropriate lange is mind that a Durdent Learning flaw will be conjugate to scolar funds for ETCPEP
	Students with Unique Abilities (FES-UA)
	PES-UA allows parents of students with Unique Abluities to direct funds toward a combination of programs and approved providers.
	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

Once you are logged into EMA, you will land on the "Dashboard."

Locate the "Available Scholarships" section by scrolling down the page. To renew your FES-UA application, click the "Apply" button next to the "Students with Unique Abilities" scholarship description.

	Scholarship Portal			6" 8
Education Market Assistant	A You can only	Important Notice submit one application per program for FES-UA, FTC and FES-		
Mv Students	EO. Please	make sure all students have been added to the <u>My Students</u> section before applying.		
		CONTINUE CLOSE	ire all students have been added to	
• Recent mansactions			rou want to apply for new and	
Q Help				

### **Important Notice:**

You may not apply for multiple scholarships 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 Renewal 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.



Education Market Assistant				
Dashboard	Student Selection	Student Information	Guardian Information	Summary
\$+ Reimbursements	2024-2025 Fl	ES-UA Application		
😌 My Students	Family Empow	verment Scholarship	o for Students with Uniqu	e Abilities
裔 Marketplace	Before beginning you The FES-UA scholarsh who have an eligible o	r application, please note: nip is available to Florida resident lisability and a current IEP or diag	students who are 3, 4, or 5 years old or mosis as described in Florida Statute 100	eligible to enroll in a Florida public school, and 02.385. Please verify the appropriate eligibility
① Recent Transactions	for your student in the	Family Empowerment Scholarsh	ip for Students with Unique Abilities <u>har</u>	ndbook.
(?) Help	IMPORTANT NOT Scholarship Progra both an FES-UA an or processed under You can only submi <u>Students</u> " section of students you want	ICE m statutes prohibit a student fror d FTC/FES-EO scholarship will re the FTC/FES-EO application. t one application per program for on the left before applying for eac to apply for that scholarship prog	n applying for more than one scholarship main on the FES-UA scholarship applica FES-UA and FTC/FES-EO. Please make h scholarship program. After you click "A rram.	o at the same time. Students who apply for tion for processing and will not be reviewed sure all students have been added to the "My apply" select all the new and renewal
	Who Are You App	olying For?		
	APPLY? STUDENT	NAME	STATUS	
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	Shelby W	ashington	New	
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Select the student(s) for whom you wish to apply for FES-UA.

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.

#### Who are you applying for?



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

If you do not see your student, you will need to add that student via the **"My Students"** page.

CONTINUE

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Descense Complete the below information for each student. Social Security numbers are required for all students.       Student on the student of	Student Selection	Student Information	Guardian Information	Summary	existin
Student Information Pease complete the below information for each student. Social Security numbers are required for all students. Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.       Image: Complete the below information for each student. Social Security numbers are required for all students.         Image: Complete the below information for each student. Social Security numbers are required for all	2024 2025 5	EC 114 Application			Stude
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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 Sh First Name Middle Name Last Name Suffix Washington Hunter Date of Birth Gender Ethnicity Race 08/31/2015 Female Non-Hispanic or Latino Black or African American +1 ∨ 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

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

### Please Note:

If your student previously qualified for the FES-UA scholarship under one of the following categories, you must submit documentation to demonstrate the student qualifies under an eligible diagnosis for the 2024-25 school year:

- Students who qualified as "high-risk" and who are turning 6 on or before September 1<sup>st</sup>, 2024
- Students who qualified based on being hospitalized or homebound

#### 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:

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

Please clear your cache if you receive an error while trying to upload a document!

#### 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.

<ul> <li>File Upload Requirements</li> <li>Please ensure that any files you are uploading are not password protected.</li> <li>If you are uploading more than 1 file, you can upload up to 2 files max.</li> <li>Each file cannot exceed 5MB.</li> <li>Files types accepted: jpeg, jpg, png, PDF</li> </ul>		
Document Description       Enter Document Description		
	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 CONTINUE

**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	O Guardian Inforr	nation	Summary
2024-2025 FES	-UA Application			
Guardian Inform	ation			
	20			
<ul> <li>Primary Guardi</li> </ul>				
<ul> <li>Primary Guardi</li> <li>Please review the information</li> </ul>	tion below. If any information is inco	rrect, please go to your	Profile and make s	sure that your information is up-to-
Primary Guardi Please review the informat date to avoid processing definition	tion below. If any information is inco elays.	rrect, please go to your j	Profile and make s	sure that your information is up-to-
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<ul> <li>Primary Guardi</li> <li>Please review the informatidate to avoid processing definition of the processing definition of the processing definition of the primary</li> <li>Married</li> <li>Phone - Primary</li> <li>(904) 667-2839</li> </ul>	tion below. If any information is inco elays. Middle Name Primary Language English Phone Type - Primary Mobile Phone	rrrect, please go to your Last Name Washington Email - Prima v rhondawash Phone - Secon	Profile and make s	sure that your information is up-to- Suffix Email - Secondary M Phone Type - Secondary Select type of phone V

#### Proof of Residency \*

application

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 <u>ONE</u> 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

Under the Guardian Section, you will confirm that the auto-populated information displays correctly and you will also need to provide proof of residency.

### **Please Note:**

Previously UA primary parents were allowed to use a document with the spouse's name for proof of residency. That is no longer an approved form of Proof of Residency (POR). It has to have the primary parent/guardian's name.

Reminder: The documents must n application.	natch the primary parer	tt's/guardian's full name and the current physical street address pro	vided or	n the	Please er
File Upload Requirements • Please ensure that any files you • If you are uploading more than : • Each file cannot exceed 5MB. • Files types accepted: jpeg, jpg, p	are uploading <b>are not</b> pas I file, you can upload up to ong, PDF	sword protected. 2 files max.			valid, cur match th
Proof Documentation Type Select type of document Must not be more than two months ole Must include full name and current ph *A secondary document is necessary. Delete Florida Driver's License Delete Paystub.png	d. ysical address.	VUPLOAD			current p application for the lis
<ul> <li>Spouse/Partner</li> </ul>					
First Name *	Middle Name	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.

Proof Documentation Typ	De			
Select type of documer	nt	✓ UPLOAD		
Must not be more than two r Must include full name and o *A secondary document is n	months old. current physical address. ecessary.			
Delete Florida Driver's	s License.png			
Delete Paystub.png				
<ul> <li>Spouse/Partne</li> <li>First Name *</li> </ul>	<b>er</b> Middle Name	Last Name *	Suffix	
	Enter Middle Name		Select (optional)	~

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.



Your application has been saved as a draft under the **"My Applications"** tab. Click OK to navigate to the Dashboard.

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. AGE STUDENTS GRADE DIAGNOSIS DOCUMENTATION 6 Hunter Washington 1 Autism Spectrum Disorder birth-certificate.jpg diagnosis2.pdf adoption.pdf Shelby Washington 8 3 Down Syndrome diagnosis1.pdf adoption.pdf leo.jpg TYPE GUARDIANS DOCUMENTATION Florida Drivers License.png Rhonda Washington Primary 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.

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

Family Empower Application S Please verify you have no	erment Scho ummary required information	missing an	o for Unique Abilities	S on 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 DOC	UMENATION
2.		Sec	condary doc	ument.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	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.

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

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

Family Emp Applicatic Please verify you h	Application Submitted Congratulations! Your application was successfully submitted.	process by clicking submit.
STUDENTS	noo will be redirected monientarry	DOCUMENTATION

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

My Recent Applications	<u>View All</u> →
2024-2025: FTC	DRAFT
2023-2024: New Worlds: Kimora	DRAFT
2023-2024: New Worlds: Amaja	• SUBMITTED >
2023-2024: New Worlds: Kammy	• ON HOLD >
2023-2024: FES-EO	• COMPLETE >

Once you have submitted your application, you will return to your dashboard. Under 'My Recent Applications' on the dashboard, you can view the status of your application(s). Click the arrow to access the application details.

PPLICATION ID 20001580	APPLICATION TYPE FES UA New	status Complete		
Student Details			⊙ ADD A STUDE	NT
~			Awarded	
× .	Application	n Details		
Guardian Details	APPLICATION ID	APPLICATION TYPE FES UA New	status Complete	
✓ 1. Primary Guardian	Student Details			⊕ ADD A ST
	^ 1.			Awarded
	First Name			
	Middle Name			
	Last Name		1	
	Suffix			
	Date of Birth			
	Gender		Female	
	Ethnicity		Hispanic	
	Race			
	Relationship to Guar	rdian	Granddaughter	
	Student's SSN / ITIN	l	*****-9999 <u>View</u>	
	Expected School Yea	ar		

The hyperlink will open your **"Application Details"** page with more details 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.

#### Enrollment Requests NEW

Please review the pending enrollment request(s) for your student(s) below. Enrollment in the EMA platform is required for FTC/FES-EO private school scholarship students. Enrollment in the EMA platform is necessary for direct payment to schools for FES-UA scholarship students.

#### 2024-2025

#### Smith Elementary

Start Date: 8/15/2024
 Annual Tuition & Fees: \$5,000.00
 Discount: \$1,000.00 (i)
 Amount Due To School: \$4,000.00 (i)

Please note the Amount Due To School should not be higher than a student's scholarship annual award amount.

If the Amount Due To School is equal to the amount you owe the school from your student's scholarship please confirm enrollment. If this amount is not correct or if your student will not attend this school please select decline enrollment.

O Confirm Enrollment

O Decline Enrollment

SUBMIT

#### 2024-2025

#### Alachua Special Education

Start Date: 8/15/2024
 Annual Tuition & Fees: \$5,000.00
 Discount: \$1,000.00 ()
 Amount Due To School: \$4,000.00 ()

Please note the Amount Due To School should not be higher than a student's scholarship annual award amount.

If the Amount Due To School is equal to the amount you owe the school from your student's scholarship please confirm enrollment. If this amount is not correct or if your student will not attend this school please select decline enrollment.

Confirm Enrollment

O Decline Enrollment

SUBMIT

#### 2024-2025

#### Taylor Jones, Smith Elementary

Start Date: 8/15/2024
 Annual Tuition & Fees: \$5,000.00
 Discount: \$1,000.00 (i)
 Amount Due To School: \$4,000.00 (i)

Please note the Amount Due To School should not be higher than a student's scholarship annual award amount.

>

If the Amount Due To School is equal to the amount you owe the school from your student's scholarship please confirm enrollment. If this amount is not correct or if your student will not attend this school please select decline enrollment.

Confirm Enrollment

Decline Enrollment

SUBMIT

# Accepting the enrollment request

After the eligible private school enrolls the student in EMA, the parent will receive a notification to log in to their account and review the request. The parents will be able to view the student's start date, annual tuition amount, any applied discounts, and the total amount due to the school.



#### Are you sure you want to decline enrollment?

By declining enrollment, your student will not be enrolled in the requested private school in the EMA platform.

FTC/FES-EO private school scholarship students who are not enrolled in a private school in EMA will not be eligible for any scholarship funding; therefore, scholarship funds will not be reserved for payment to the private school. For FES-UA scholarship students, scholarship funds will not be reserved for or paid directly to the private school.

If you decline enrollment, the school may hold you responsible for any payment due for your student's education. For FES-EO/FTC private school scholarship students, your student's scholarship status may be impacted by a failure to enroll in a private school in the EMA platform.

2	024-2025	Braden Jones	Smith Elementary	10/15/2023	\$5,000	\$1,000	\$4,000
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### **Confirm Enrollment**

After selecting Confirm Enrollment, a pop-up will appear asking the parents if they are sure they want to enroll. They should review the information one last time before accepting.



### Contact Us Step Up for Students



# Monday-Friday 8:00 AM – 6:30 PM f 💟 🞯