



For Students

New Application Process

Florida Tax Credit (FTC) Scholarship, Family Empowerment Scholarship for Educational Options (FES-EO), the Personalized Education Program (PEP) and the Hope Scholarship

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



Important Notice: FTC/FES-EO and FTCPEP Application

A few tips before your get started on your new FTC/FES-EO and FTCPEP 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**.
- Each time you log onto the EMA platform, you must complete a multi-factor authentication. Please ensure you use a cell phone or phone number that does not answer as a recording as the phone number in your account.
- 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: FTC/FES-EO and FTCPEP 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

Tip: 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, they may use “Ctrl + P” (for Windows PC) or “Command + P (for Apple Mac).

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

Very Important!

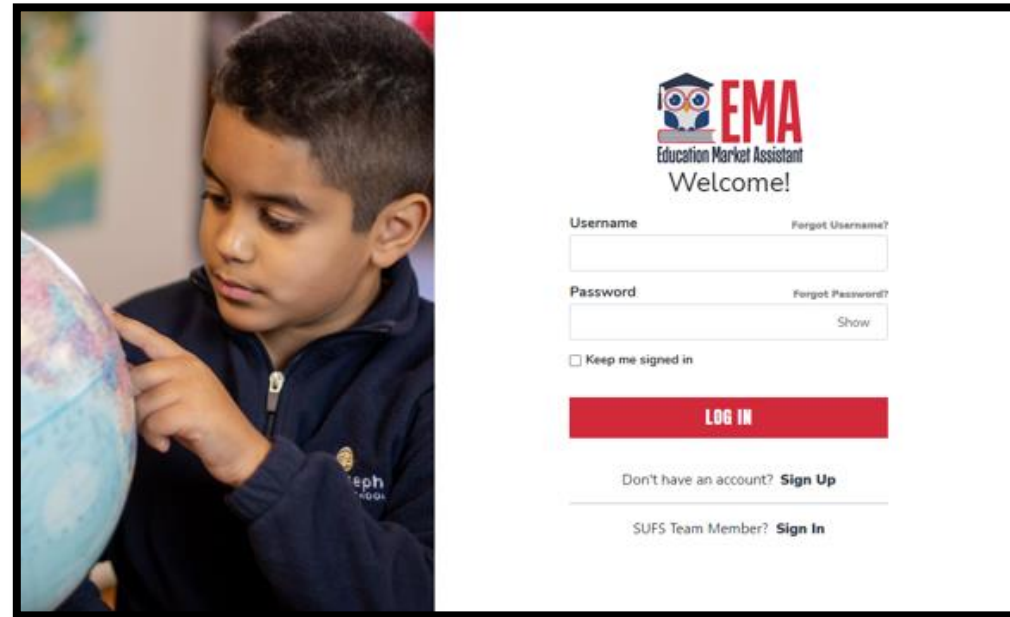
You will ONLY able to locate your students’ Award ID number once the application status is "Complete" and they are awarded!



New Family

Completing an FTC/FES-EO and FTCPEP
Application for New Students

FTC/FES-EO and FTCPEP New Applicant Process

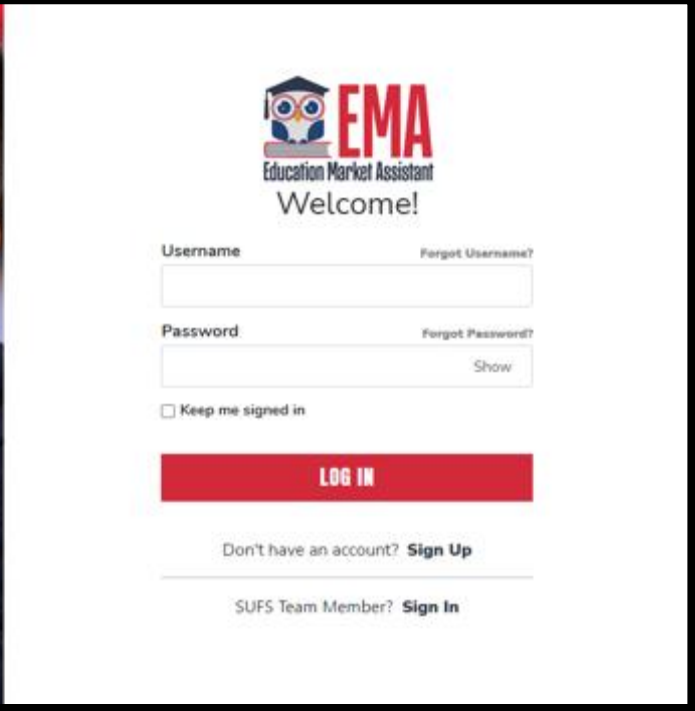



Please go to stepupforstudents.org to apply for the Florida Tax Credit (FTC) Scholarship, Family Empowerment Scholarship for Educational Options (FES-EO), and the Personalized Education Program (PEP).

FTC/FES-EO and FTCPEP New Applicant Process

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

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



The image shows a young boy in a dark blue school uniform pointing at a globe. To his right is a screenshot of the EMA (Education Market Assistant) login page. The page features the EMA logo at the top, which includes an owl icon and the text 'EMA Education Market Assistant Welcome!'. Below the logo are two input fields: 'Username' and 'Password'. Each field has a 'Forgot' link next to it. There is a 'Show' link next to the password field. Below the input fields is a checkbox labeled 'Keep me signed in'. At the bottom of the login form is a red button labeled 'LOG IN'. Below the login form are two links: 'Don't have an account? Sign Up' and 'SUFS Team Member? Sign In'.

FTC/FES-EO and FTCPEP 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

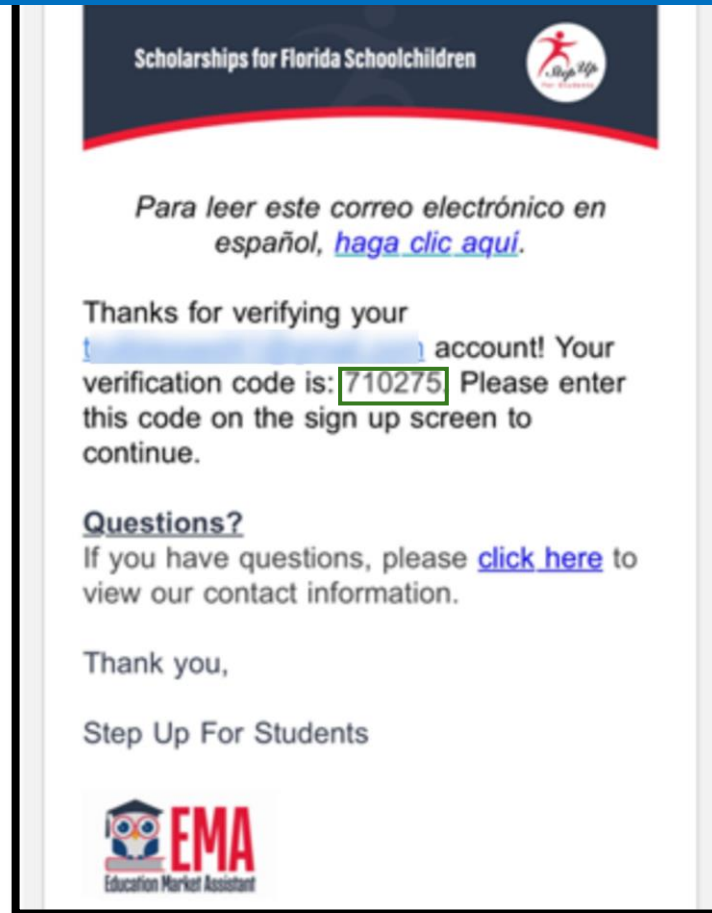
[Back to Sign In](#)

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

New Users


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

FTC/FES-EO and FTCPEP New Applicant Process



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

FTC/FES-EO and FTCPEP 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.”

FTC/FES-EO and FTCPEP 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.”

FTC/FES-EO and FTCPEP 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
(Your 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

FTC/FES-EO and FTCPEP 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.

FTC/FES-EO and FTCPEP New Applicant Process



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.

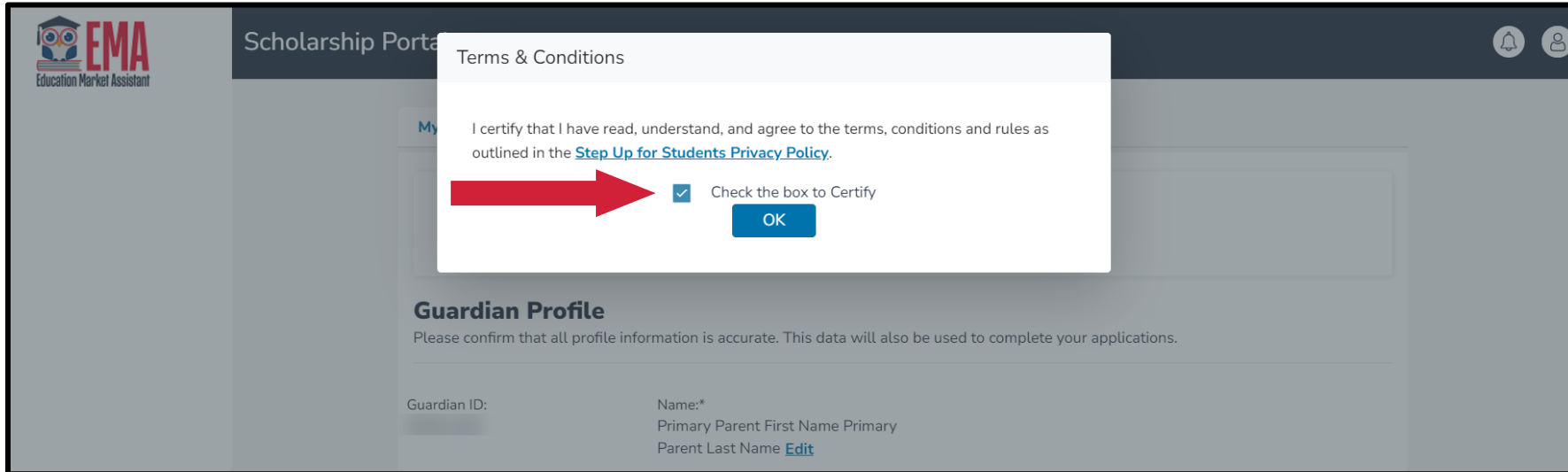
Return to [Log In](#)

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.

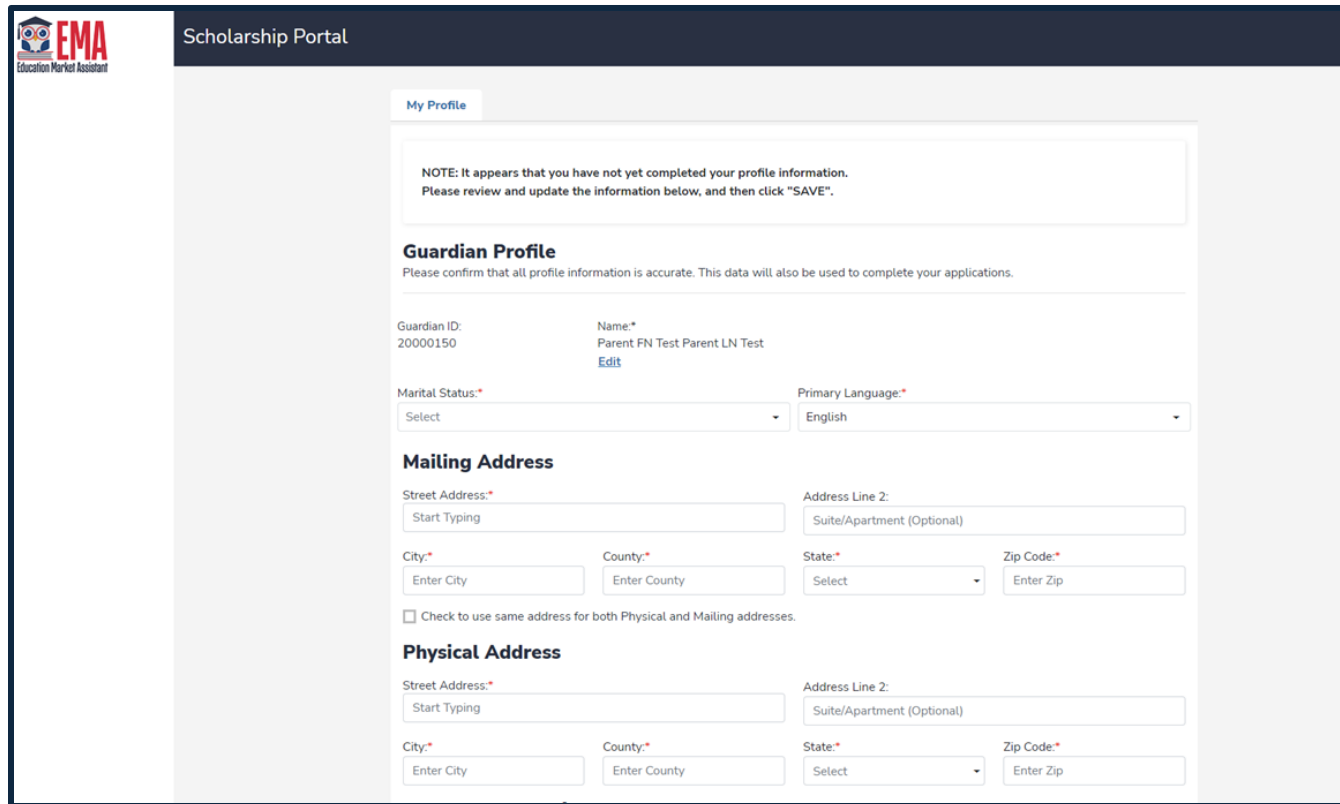
FTC/FES-EO and FTCPEP New Applicant Process



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 "Guardian ID" field and a "Name:" field 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, conditions, and rules, select the check box to certify and click **“OK.”**

FTC/FES-EO and FTCPEP 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'. 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 'Guardian Profile' section includes a note: 'Please confirm that all profile information is accurate. This data will also be used to complete your applications.' The form fields are as follows:

Guardian ID: 20000150	Name: Parent FN Test Parent LN Test Edit
Marital Status: Select	Primary Language: English

Mailing Address

Street Address: Start Typing	Address Line 2: Suite/Apartment (Optional)		
City: Enter City	County: Enter County	State: Select	Zip Code: Enter Zip

Check to use same address for both Physical and Mailing addresses.

Physical Address

Street Address: Start Typing	Address Line 2: Suite/Apartment (Optional)		
City: Enter City	County: Enter County	State: Select	Zip Code: Enter Zip

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 to change the language to Spanish, please select Primary Language as Spanish.

FTC/FES-EO and FTCPEP 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 *

- 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”**

FTC/FES-EO and FTCPEP 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

FTC/FES-EO and FTCPEP 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.

For example, if you want us to text you, then please select the box next to **“TEXT”**. Once completed, click **“SAVE”**.

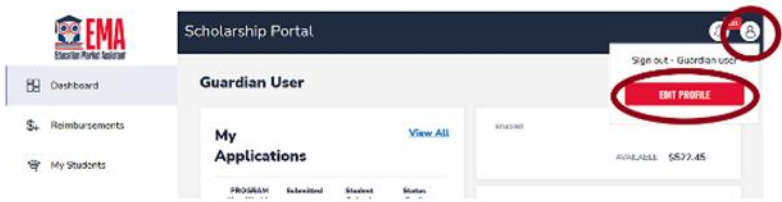
FTC/FES-EO and FTCPEP New Applicant Process

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.

FTC/FES-EO and FTCPEP 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
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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

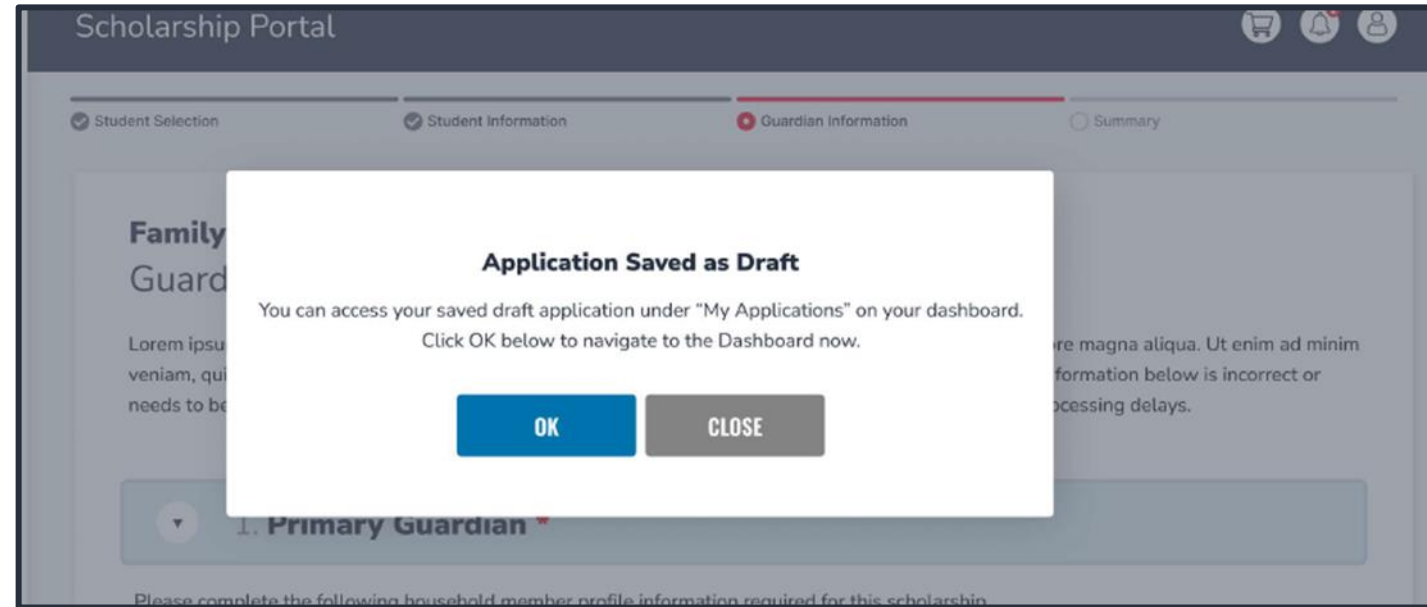
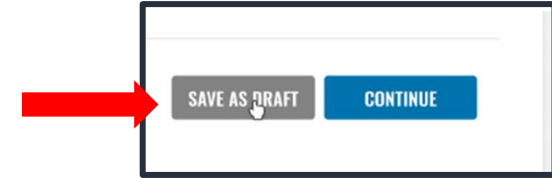
STUDENT ID	STUDENT NAME	DATE OF BIRTH
------------	--------------	---------------

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.

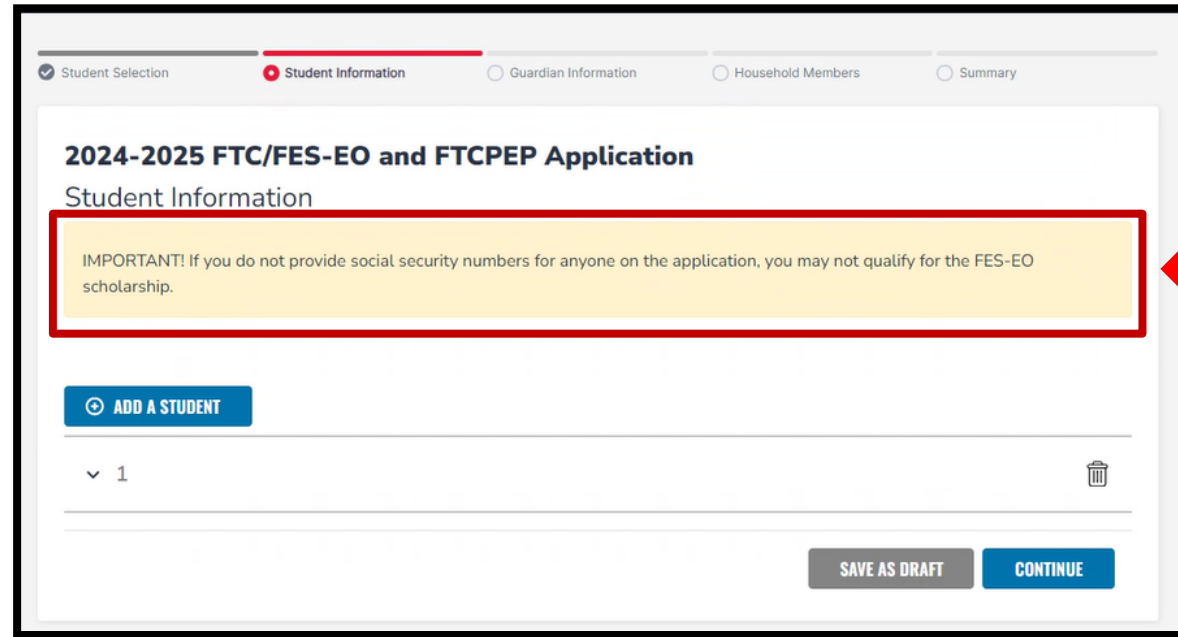
Important Tip: FTC/FES-EO and FTCPEP Application

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.



Important Tip: FTC/FES-EO and FTCPEP New Application



2024-2025 FTC/FES-EO and FTCPEP Application

Student Information

IMPORTANT! If you do not provide social security numbers for anyone on the application, you may not qualify for the FES-EO scholarship.

ADD A STUDENT

1

SAVE AS DRAFT CONTINUE

FES applications require student social security numbers. If you or your student do not have a social security number, leave this question blank. Your student will only be considered for FTC or FTCPEP.

FTC/FES-EO and FTCPEP 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.

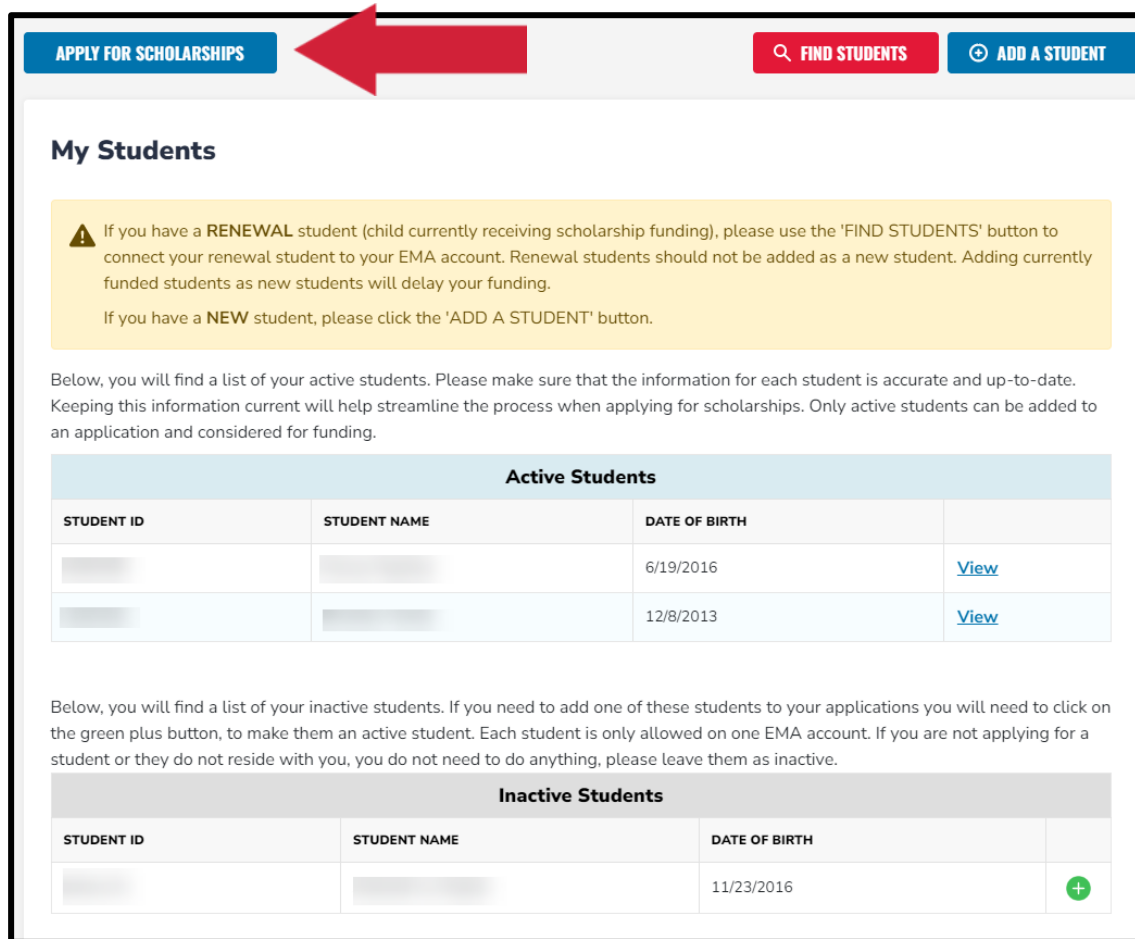
FTC/FES-EO and FTCPEP New Applicant Process

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with items: Dashboard, Reimbursements, My Students (highlighted), Marketplace, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and 'MY STUDENTS > STUDENT DETAILS'. The form is titled 'Student Details' and has a 'CANCEL' button and a 'SAVE' button (highlighted with a red box). Below the title is a section for 'Student ID' with a note: 'Please NOTE: all information supplied must exactly match your student's birth certificate. You cannot manually change this information once you click SAVE.' The form contains several input fields: 'Legal First Name*' (text), 'Legal Middle Name' (text), 'Legal Last Name*' (text), 'Suffix' (dropdown), 'OPTIONAL: Student FLEID number' (text), 'Date of Birth*' (calendar), 'Gender*' (dropdown), and 'Student's Relationship to You' (dropdown). At the bottom, there is an 'Ethnicity*' dropdown and a 'Race (Select all that apply)' section with checkboxes for: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. At the very bottom of the page, it says '2024 - SUFS - Privacy'.

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

Note: *Please refrain from using nicknames when completing this section.*

FTC/FES-EO and FTCPEP 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.

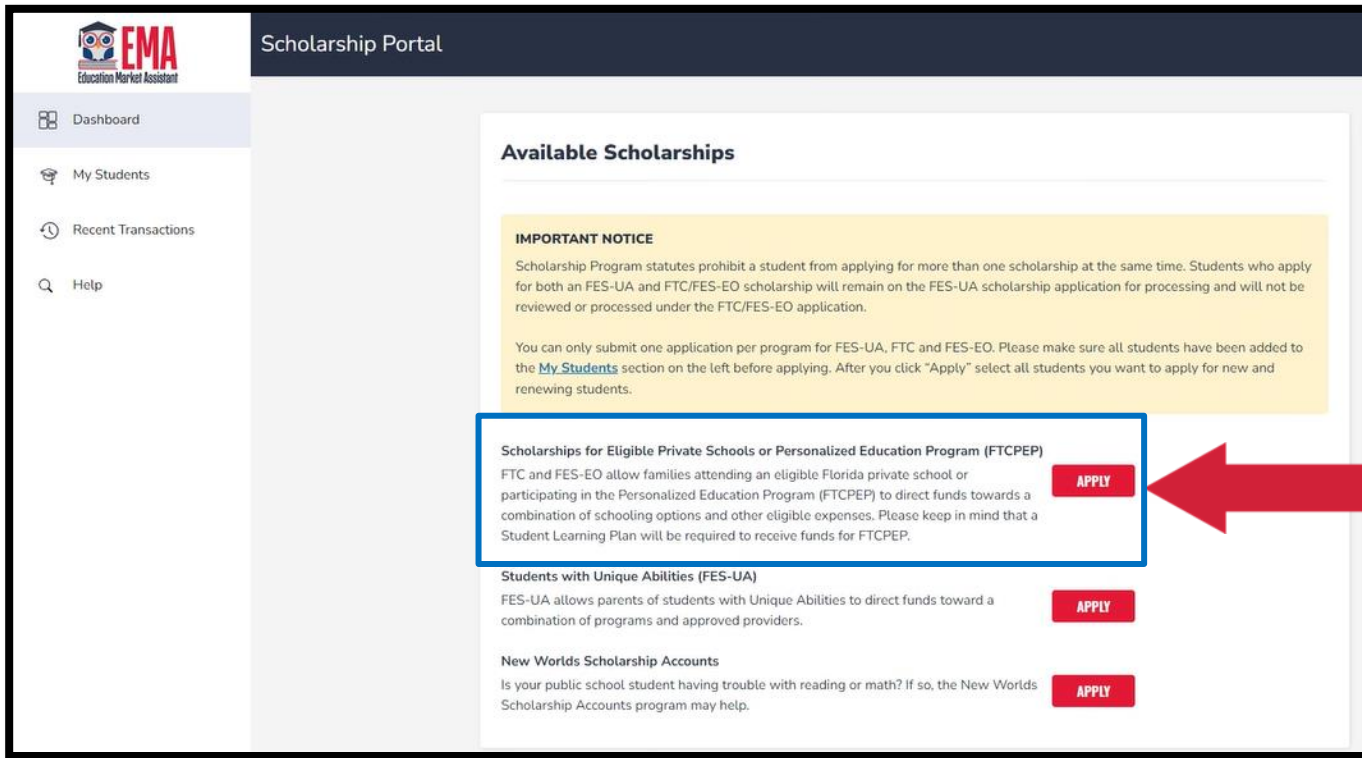
Active Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	6/19/2016	View
[REDACTED]	[REDACTED]	12/8/2013	View

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 and New, you can click on **“Apply for scholarships”** to start the application process.

FTC/FES-EO and FTCPEP 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 features an 'IMPORTANT NOTICE' box. Below the notice are three scholarship options, each with an 'APPLY' button. A red arrow points to the 'APPLY' button for the first option, 'Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP)'.

EMA
Education Market Assistant

Scholarship Portal

Dashboard

My Students

Recent Transactions

Help

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.

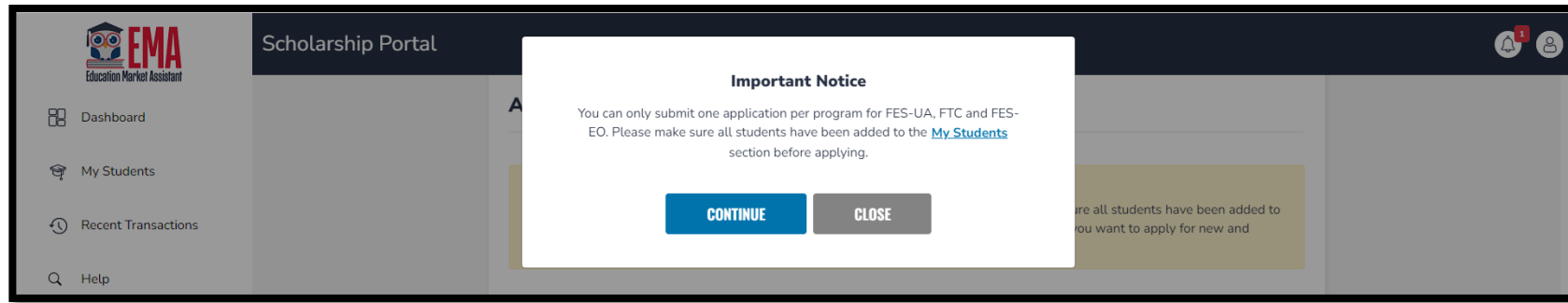
Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP)
FTC and FES-EO allow families attending an eligible Florida private school or participating in the Personalized Education Program (FTCPEP) to direct funds towards a combination of schooling options and other eligible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

Students with Unique Abilities (FES-UA)
FES-UA allows parents of students with Unique Abilities to direct funds toward a combination of programs and approved providers. **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.

FTC/FES-EO and FTCPEP New Applicant Process



Important Notice:

You can only submit one application per program for FTC/FES-EO or FTCPEP at a time. Please ensure all students have been added to the “My Students” section before applying.

FTC/FES-EO and FTCPEP New Applicant Process

2024-2025 FTC/FES-EO and FTCPEP Application
Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP)

Step Up For Students offers two scholarships that are available to all Florida residents eligible to enroll in a K-12 Florida public school. The Family Empowerment Scholarship for Educational Options (FES-EO) allows awarded students to receive an Educational Savings Account while attending an eligible Florida Private School. The Florida Tax Credit Scholarship (FTC) program provides Education Savings Accounts options for students attending an eligible Florida Private School as well as students who wish to participate in parent-directed learning through the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP).

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.

Are you or anyone in your household an owner, president, officer, or director of an eligible nonprofit Scholarship-Funding Organization OR a person with equivalent decision-making authority over an eligible nonprofit Scholarship-Funding Organization?

Yes No

PLEASE NOTE: By answering "Yes" to this question, you are **REQUIRED** to provide Social Security Numbers for all people on your application.

Who are you applying for?

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

CONTINUE

Select the student for whom you wish to apply for FTC/FES-EO or FTCPEP. *Students cannot apply for multiple scholarships at the same time.*

Please indicate if anyone in your household has decision-making authority in an eligible nonprofit Scholarship Funding Organization (SFO) that offers scholarships.

FTC/FES-EO and FTCPEP New Applicant Process

Who Are You Applying For?

APPLY?	STUDENT NAME	STATUS
<input checked="" type="checkbox"/>		New
<input checked="" type="checkbox"/>		New
<input type="checkbox"/>	Jaxon Washington	New
<input type="checkbox"/>	Carter Washington	New

[CONTINUE](#)

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

FTC/FES-EO and FTCPEP New Applicant Process

The screenshot shows the 'Student Information' section of the application. At the top, there are navigation tabs: 'Student Selection' (checked), 'Student Information' (active), 'Guardian Information', 'Household Members', and 'Summary'. Below the tabs is the title '2024-2025 FTC/FES-EO and FTCPEP Application' and the sub-section 'Student Information'. A yellow warning box contains the text: 'IMPORTANT! If you do not provide social security numbers for anyone on the application, you may not qualify for the FES-EO scholarship.' Below this is a blue button labeled 'ADD A STUDENT'. Underneath, there is a list of students, with the first entry showing a dropdown arrow, the number '1.', a blurred name, and a trashcan icon. At the bottom right of the form are two buttons: 'SAVE AS DRAFT' and 'CONTINUE'.

At any point before submitting your application, you can either 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.

FTC/FES-EO and FTCPEP New Applicant Process

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

- Relationship to Guardian
- Current School Information
- Expected School Information
- Additional Information
 - For FTCPEP – Please select “Florida Homeschool” from the dropdown to get the PEP question

You will be required to submit a government-issued birth certificate for a rising Kindergarten and first-grade student (5-6 years old on or before September 1, 2024) during the school year you are applying for. If submitting a passport, it must be a valid government-issued passport that is active as of the date of application for the scholarship program.

2024-2025 FTC/FES-EO and FTCPEP Application
Student Information

IMPORTANT! If you do not provide social security numbers for anyone on the application, you may not qualify for the FES-EO scholarship.

[+ ADD A STUDENT](#)

Please review the information below. If any information is incorrect, please go to [My Students](#) to update.

First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Gender		Race
<input type="text" value="08/31/2017"/>	<input type="text" value="Male"/>		<input type="text" value="Black or African American +1"/>
Relationship to Guardian*	Student's SSN / ITIN		Passport / ITIN *
<input type="text" value="Son"/>	<input type="text"/>		<input type="text"/>

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

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

Note: The birth certificate that is submitted must be a government issued birth certificate. Hospital or other documents with information of the child's birth are not valid. The passport that is submitted must be a valid government issued passport that is active (non-expired) as of the date of application for scholarship program.

Important Tip: FTC/FES-EO and FTCPEP Application

First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Gender	Ethnicity	Race
<input type="text"/>	Male	Non-Hispanic or Latino	Black or African American +1 ▾

Please note: If you would like to make changes to greyed-out fields, you must navigate to the “My Students” page, select that student, and make the necessary changes. This includes race and ethnicity.

FTC/FES-EO and FTCPEP New Applicant Process

Current School Information

Indicate the type of school your student(s) is attending for the 23-24 SY and the county the school is in

Expected School Information

Indicate the type of school your student(s) plans to attend for the 24-25 SY and the grade level

- For FTCPEP – Please select "Florida Homeschool" from the dropdown to get the FTCPEP question

Current School Information

School Year	Type of School *	School Name	County *
<input type="text" value="2023-2024"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Florida . Home School"/>	<input type="text" value="N/A"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Brevard"/>

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year	Type of School *	Grade Level *
<input type="text" value="2024-2025"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Charter School"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="1"/>

FTC/FES-EO and FTCPEP New Applicant Process

Current School Information

School Year: 2023-2024
Type of School *: Florida Private
School Name *: ABC
School County *: Bay

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

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

Do you intend to use this scholarship for FTC PEP (Personalized Education Program)?*

Yes No

The FTCPEP scholarship program is for children who will be participating in parent-directed education only. If you answer **"No"** to this question, please edit your Expected School Type OR your confirmation of intended use of FTCPEP application to proceed.

Do you intend to use this scholarship for FTCPEP (Personalized Education Program)? If you select your expected school as "Florida Home School", you will be required to answer the FTCPEP question.

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year: 2024-2025
Type of School *: Florida Home School
Grade Level *: 3

Do you intend to use this scholarship for FTCPEP (Personalized Education Program)?*

Yes No

⚠ Please NOTE: You have selected FTCPEP as your Expected School Type and Indicated "No" to applying for an FTCPEP Scholarship. The FTCPEP scholarship program is for children who will be participating in parent-directed education only. Please edit your Expected School Type OR your confirmation of FTCPEP application to Proceed.

FTC/FES-EO and FTCPEP New Applicant Process

Does the student you are applying for have a sibling participating in the FES-UA (formerly Gardiner) who resides in the same household? If YES, please provide the FES-UA ID. *

Yes No

FES-UA ID

If you have another student in your household that receives the FES-UA scholarship you may indicate their FES-UA Student ID # here, but it is **NOT MANDATORY**.

FTC/FES-EO and FTCPEP New Applicant Process

Additional Information

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

Is this student adopted? *

Yes No

Has this student been in foster care in the last two calendar years? *

Yes No

Has this student been in Out-Of-Home Care in the last two calendar years? *

Yes No

Is this student the dependent child of a member of the United States Armed Forces? *[See More](#)

Yes No

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

Yes No

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


Documentation Type(You may upload up to 5 files.)

If you answer "Yes" to any of the following questions, you will be required to upload supporting documentation.

FTC/FES-EO and FTCPEP New Applicant Process

Documentation Type(You may upload up to 5 files.)

Enter Document Name

 Please ensure that any files you are uploading are not password protected. Uploading a password protected file may cause delays in your application being processed.

Please ensure that any files you are uploading are not password-protected!

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.



FTC/FES-EO and FTCPEP New Applicant Process



The screenshot shows a web application interface for adding students to a scholarship application. It features two student entries, each with a dropdown arrow on the left and a trash icon on the right. The first entry is labeled '1. Sa' and the second is '2. K'. Below the entries are two buttons: 'SAVE AS DRAFT' and 'CONTINUE'.

Families can only apply for ONE scholarship per student. Families cannot apply for multiple scholarships under FES and FTC for an individual student at the same time.

Please ensure all students you are requesting an FTC/FES-EO/FTCPEP scholarship for are on this application. You will only submit one application for your household for these scholarships. You may use the arrows next to the student's name to expand or collapse their student section to fill out the details for each student on this application.

Please Note:

To add students to an already submitted application, please contact customer support, as no exceptions can be made.


Path Number



If the parent/guardian selects "**No**" to automatically being considered over the 400% FPG, income documentation must be submitted for all members of the household 18 years and up.

Important Notice: FTC/FES-EO and FTCPEP

You must enter your accurate household income with verification documents to be considered for income priority. If you do not input income and/or choose not to upload verification documents, your application will NOT receive income priority. Step Up For Students is obligated to award scholarships to students from income-priority households first.



FTC/FES-EO and FTCPEP New Applicant Process

Scholarship Portal

Student Selection Student Information Guardian Information Household Members Summary

2024-2025 FTC/FES-EO and FTCPEP Application

Guardian Information

Would you like to opt out of providing income documentation? If you select yes, then you will be considered above the 400% Florida Poverty Guideline and will be marked the lowest priority for processing.

Yes No

Primary Guardian INDIVIDUAL INCOME \$0

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
Rhonda		Washington	

Marital Status	Primary Language	Email - Primary	Email - Secondary
Married	English	rhondawashington@gmail.com	

Phone - Primary	Phone Type - Primary	Phone - Secondary	Phone Type - Secondary
(904) 667-2839	Mobile Phone		Select type of phone

SSN / ITIN *
***-**-2232

Physical Address

Street Address	Address Line 2
123 Street Lane	

City	County	State	Zip Code
Jacksonville	Duval	Florida, FL	92123

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 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.

FTC/FES-EO and FTCPEP 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, if a recurring bill/statement), 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 <u>TWO DIFFERENT</u> 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	Mortgage acceptance letter*
Migrant Address Verification Letter	*A secondary document is necessary.
Property deed	

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 of 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.

Please ensure that the documents you submit are:

1. Valid
2. Current (dated within 2 months, if a recurring bill/statement)
3. 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.

Important Tip: FTC/FES-EO and FTCPEP New Applicant Process

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	Mortgage acceptance letter*
Migrant Address Verification Letter	<i>*A secondary document is necessary.</i>
Property deed	

If you submit only one document from column B, you will receive an error message. However, you can easily fix this by simply scrolling up and submitting another document type.

You're missing a Proof of Residency document.

⚠ Because you uploaded a "Automobile insurance statement**" document type, you will need to provide a total of 2 Proof of Residency documents. Please reference Column B in the Document Guidelines table. [Update information.](#)

SAVE AS DRAFT CONTINUE

- If you submit a FL driver's license, you will also need to submit another document type, such as an automobile insurance statement.
- If you submit two paystubs for income verification/POR, the paystubs will only count as one document type. Therefore, you will still need to submit another document.

FTC/FES-EO and FTCPEP New Applicant Process

Complete the “**Employment Income**” section next. You will need to provide information about your employer and the income received.

Please upload income verification documents. Examples of approved documentation can be found in the new application checklist [here](#).

- Pay stubs from the 30 consecutive days closest to when you submit the application
- Any other sources of income, such as unemployment, social security and/or child support benefits

The screenshot shows the 'Guardian Information' section of the Scholarship Portal application. It includes a question about opting out of income documentation, fields for Primary Guardian and Spouse/Partner income, and a detailed 'Employment Income' section with dropdowns for employment status, company name, and payment frequency. There are also fields for phone numbers and SSN/TIN, and a file upload section for income verification documents.

Scholarship Portal

2024-2025 FTC/FES-EO and FTCPEP Application
Guardian Information

Would you like to opt out of providing income documentation? If you select yes, then you will be considered above the 400% Florida Poverty Guideline and will be marked the lowest priority for processing.

Yes No

Primary Guardian INDIVIDUAL INCOME: \$26,000.00

Spouse/Partner INDIVIDUAL INCOME: \$0

First Name * Middle Name Last Name * Suffix

Rhonda Washington Suffix (optional)

Phone - Primary Phone type - Primary Phone - Secondary Phone type - Secondary

(904) 667-2839 Mobile Phone (000) 000-0000 Select type of phone

SSN / TIN *

***-**-2232

Employment Income

Employment Information * Employer Company Name * Employment Role * Employed Self-Employed

Are you paid by check or direct deposit? * Yes No Payment amount (gross) * Paid how often? *

Are any of these wages paid in cash? * Yes No Payment amount (gross) * Paid how often? *

If you are paid in cash, please download a copy of Form-900X and upload below.

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.
- File types accepted: .jpeg, .jpg, .png, .pdf

Income Verification Documents *

If weekly: Must be a copy of four consec pages plus all 41 and vector factorial.

Additional Income Source ⓘ

[+ Add Other Income Source](#)

FTC/FES-EO and FTCPEP New Applicant Process

The screenshot shows a web form titled "Employment Income". It contains several input fields and a dropdown menu. The "Employment Information" dropdown is open, showing options: "Employed", "Homemaker", "Unemployed", "Disabled", and "Student". The "Employer Company Name" field contains "ON". The "Employment Role" section has radio buttons for "Employed" (selected) and "Self-Employed". There are two "Payment amount (gross)" fields, both containing "\$0.00", and two "Paid how often?" dropdown menus, both set to "Select...". At the bottom left, there is a note: "If you are paid in cash please complete Form 1055 and upload below. Download [FORM 1055](#)". A red arrow points to this link.

Note, if you are a homemaker, unemployed, or a student, you may need to provide proof living expenses.

Please download the Form 1055 if you receive payment in cash. You will need to then attach this form to your application.

FTC/FES-EO and FTCPEP 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.

FTC/FES-EO and FTCPEP New Applicant Process

2024-2025 FTC/FES-EO and FTCPEP Application

Guardian Information

▼ Primary Guardian*

^ Spouse / Partner*

First Name*	Middle Name	Last Name*	Suffix
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Middle Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Select Suffix..."/>
Phone - Primary*	Phone Type - Primary*	Phone - Secondary	Phone Type - Secondary
<input type="text" value="(000) 000-0000"/>	<input type="text" value="Select type of phone"/>	<input type="text" value="(000) 000-0000"/>	<input type="text" value="Select type of phone"/>
SSN/ITIN	Confirm SSN/ITIN		
<input type="text" value="***-**-XXXX"/>	<input type="text" value="***-**-XXXX"/>		

First Name * Middle Name Last Name * Suffix

Rhonda Enter Middle Name Washington Select (optional)

SAVE AS DRAFT **CONTINUE**

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.

Important Tip: FTC/FES-EO and FTCPEP Application

Scholarship Portal

Student Selection Student Information Guardian Information **Household Members** Summary

2024-2025 FTC/FES-EO and FTCPEP Application

Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.
A household member is **any non-scholarship person** residing at the same address.
If the household member is under the age of 18, they must be your dependent to be included on the application.
If the household member is over the age of 18, employment information must be provided for this person if they share expenses or income with you.

By checking this box, I am confirming that I have read and understand the definition of a household member.

[+ ADD MEMBER](#)

[SAVE AS DRAFT](#) [CONTINUE](#)

Now you will be prompted to complete the “**Additional Household Members**” section. It is mandatory that you add **ALL** members of the household on this application. **ALL** members are inclusive of any non-scholarship persons residing at the same address.

Once you have reviewed the definition of Additional Household Members, you must check the box to proceed.

FTC/FES-EO and FTCPEP New Applicant Process

Scholarship Portal

Student Selection Student Information Guardian Information **Household Members** Summary

2024-2025 FTC/FES-EO and FTCPEP Application

Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.
A household member is **any non-scholarship person** residing at the same address.
If the household member is under the age of 18, they must be your dependent to be included on the application.
If the household member is over the age of 18, employment information must be provided for this person if they share expenses or income with you.

By checking this box, I am confirming that I have read and understand the definition of a household member.

ADD MEMBER

Household Member INDIVIDUAL INCOME \$0

Household Member INDIVIDUAL INCOME \$0

First Name * Middle Name Last Name * Suffix

Gladys Knight Suffix (optional)

SSN / ITIN * Date of Birth * Relationship To You *

***-**-2232 01/01/1979 Mother-in-law

To add members to the application, use the **"Add Member"** tab and add as many members as needed.

You will automatically be prompted to input employment type if the additional household member is 18 years and older.

FTC/FES-EO and FTCPEP New Applicant Process

2024-2025 FTC/FES-EO and FTCPEP Application

Application Summary

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

STUDENTS	ADOPTED	FOSTER CARE	OUT OF HOME CARE	MILITARY	AGE	GRADE
Hunter Washingto	No	No	No	No	6	Kindergarten
Shelby Washingto	No	No	No	No	8	3

GUARDIANS	TYPE	AGE	INCOME
Rhonda Washingto	Primary Guardian		\$26,000.00
Kyle Washington	Spouse / Partner		\$26,000.00
Gladys Washingto	Other Adult	65	\$0.00
Alicia Washington	Other Child	3	\$0.00

TOTAL HOUSEHOLD INCOME \$52.00.00

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 and change anything you would like. You can use the headers on the page to navigate to different sections.

FTC/FES-EO and FTCPEP 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.

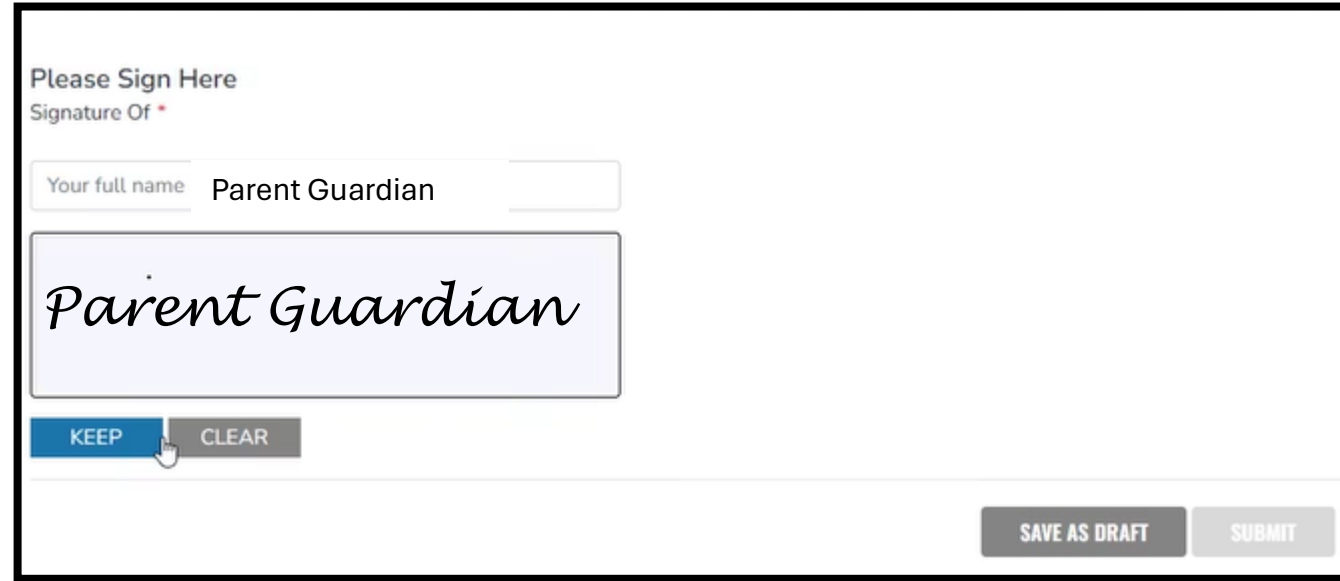
You will also be required to complete the “**Parent/Guardian Terms & Conditions**” and “**Sworn Compliance Statement**.”

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.

FTC/FES-EO and FTCPEP New Applicant Process



Please Sign Here
Signature Of *

Your full name Parent Guardian

Parent Guardian

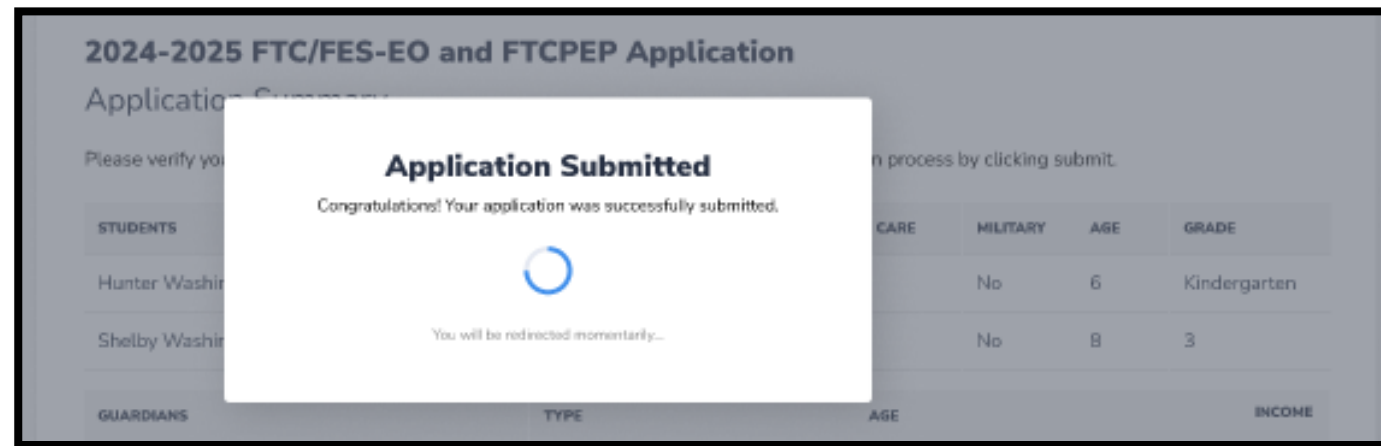
KEEP CLEAR

SAVE AS DRAFT SUBMIT

The screenshot shows a digital signature interface. At the top, it says "Please Sign Here" and "Signature Of *". Below this is a text input field containing "Parent Guardian". Underneath the input field is a large, light blue signature box containing the handwritten text "Parent Guardian". Below the signature box are two buttons: "KEEP" (highlighted in blue) and "CLEAR" (grey). At the bottom right of the form 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 are satisfied with your signature. If you want to change your signature you can click **“Clear”** and sign again. After you select **“Keep”** you may **“Submit”** your application.

FTC/FES-EO and FTCPEP New Applicant Process



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

Path Number



This is the path if the Guardian chooses “**YES**” and will **NOT** be providing Income Information

FTC/FES-EO and FTCPEP New Applicant Process

The screenshot shows the 'Scholarship Portal' interface. The top navigation bar includes the EMA logo and the title 'Scholarship Portal'. Below the navigation bar, there are five tabs: 'Student Selection', 'Student Information', 'Guardian Information' (which is active and highlighted in red), 'Household Members', and 'Summary'. The main content area is titled '2024-2025 FTC/FES-EO and FTCPEP Application' and 'Guardian Information'. A yellow callout box contains the text: 'Would you like to opt out of providing income documentation? If you select yes, then you will be considered above the 400% Florida Poverty Guideline and will be marked the lowest priority for processing.' Below this text are two radio buttons: 'Yes' (which is selected) and 'No'. At the bottom of the form, there is a section for 'Primary Guardian' and a field for 'INDIVIDUAL INCOME' which is currently set to '\$0'.

Choose “**YES**” if you will **NOT** be providing income documentation.

FTC/FES-EO and FTCPEP New Applicant Process

Scholarship Portal

Student Selection Student Information Guardian Information Household Members Summary

2024-2025 FTC/FES-EO and FTCPEP Application

Guardian Information

Would you like to opt out of providing income documentation? If you select yes, then you will be considered above the 400% [Florida Poverty Guideline](#) and will be marked the lowest priority for processing.

Yes No

Primary Guardian INDIVIDUAL INCOME \$0

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"/>	<input type="text"/>	<input type="text"/>	<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"/>	<input type="text" value="Mobile Phone"/>	<input type="text"/>	<input type="text" value="Select type of phone"/>
SSN / ITIN *			
<input type="text" value="***-**-2232"/>			
Physical Address			
Street Address	Address Line 2		
<input type="text" value="123 Street Lane"/>	<input type="text"/>		
City	County	State	Zip Code
<input type="text" value="Jacksonville"/>	<input type="text" value="Duval"/>	<input type="text" value="Florida, FL"/>	<input type="text" value="92123"/>

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)/individual taxpayer identification number (ITIN) and provide proof of residency.

FTC/FES-EO and FTCPEP New Applicant Process

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

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 <u>TWO DIFFERENT</u> 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	Mortgage acceptance letter*
Migrant Address Verification Letter	<i>*A secondary document is necessary.</i>
Property deed	

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.

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.

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 *

Rhonda

Proof Documentation Type

Select type of document

Automobile insurance statement*

Declaration of domicile

Florida driver's license or state-issued ID*

Health insurance statement*

Home phone bill*

Homeless Verification or Certificate

Homeowners or renters insurance policy*

Homestead or Property tax statement/assessment

Mortgage acceptance letter*

Mortgage statement or residential lease agreement

Migrant Address Verification Letter

Permanent change of station (PCS) military orders

Proof of current government benefits: Social Security, Veterans Affairs...

Property deed

Paystub*

USPS confirmation of address change request*

Utility bill (electric, gas, water)

AS DRAFT

CONTINUE

FTC/FES-EO and FTCPEP New Applicant Process

Additional Information

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR?

Yes No

I have a Proof Documentation Type

Must be a copy of lorem ipsum dolor...

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

▼ Spouse/Partner INDIVIDUAL INCOME \$0

After you have uploaded two forms of **“Proof of Residency”**, you will be asked if anyone in the household receives the Supplemental Nutrition Assistance Program (SNAP), TANF, or FDPIR. If **“No”**, proceed to adding a spouse/partner (if applicable).

If **“Yes”**, you will be required to declare which assistance you receive and upload a proof of documentation.

FTC/FES-EO and FTCPEP New Applicant Process

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

The screenshot shows the 'Scholarship Portal' interface for the '2024-2025 FTC/FES-EO and FTCPEP Application'. The 'Guardian Information' section is active, indicated by a red dot in the progress bar. A yellow callout box asks if the user wants to opt out of providing income documentation, with 'Yes' selected. Below, there are sections for 'Primary Guardian' (with an income of \$26,000.00) and 'Spouse/Partner' (with an income of \$0). The form includes fields for First Name, Middle Name, Last Name, Suffix, Phone - Primary (with a dropdown for 'Mobile Phone'), Phone - Secondary, and SSN/ITIN. A red box highlights the 'CONTINUE' button at the bottom right.

Scholarship Portal

Student Selection Student Information **Guardian Information** Household Members Summary

2024-2025 FTC/FES-EO and FTCPEP Application

Guardian Information

Would you like to opt out of providing income documentation? If you select yes, then you will be considered above the 400% [Florida Poverty Guideline](#) and will be marked the lowest priority for processing.

Yes No

Primary Guardian INDIVIDUAL INCOME \$26,000.00

Spouse/Partner INDIVIDUAL INCOME \$0

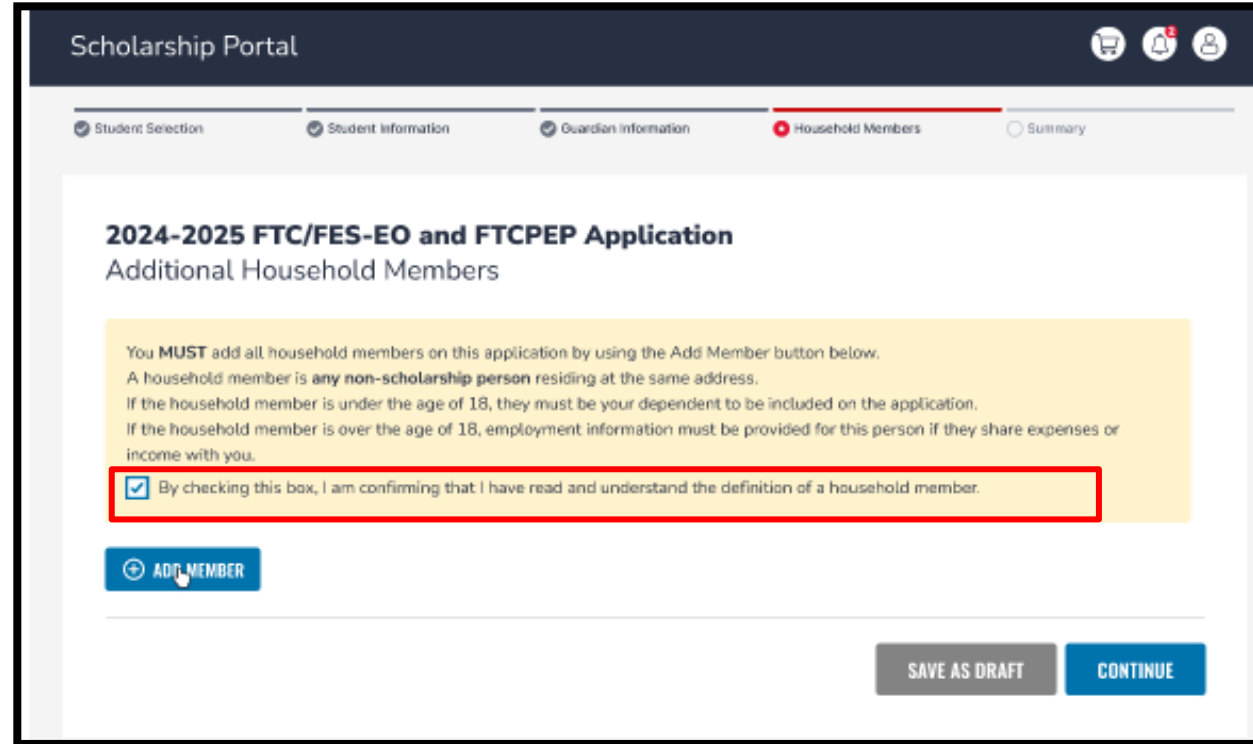
First Name * Middle Name Last Name * Suffix
Suffix (optional)

Phone - Primary Phone Type - Primary Phone - Secondary Phone Type - Secondary
Mobile Phone (000) 000-0000 Select type of phone

SSN / ITIN *
***-**-2232

SAVE AS DRAFT **CONTINUE**

Important: FTC/FES-EO and FTCPEP New Application



The screenshot shows the 'Scholarship Portal' interface. At the top, there is a navigation bar with the title 'Scholarship Portal' and three icons (shopping cart, notification, user profile). Below this is a progress bar with five steps: 'Student Selection', 'Student Information', 'Guardian Information', 'Household Members' (which is highlighted with a red circle), and 'Summary'. The main content area is titled '2024-2025 FTC/FES-EO and FTCPEP Application' and 'Additional Household Members'. A yellow box contains the following text: 'You **MUST** add all household members on this application by using the Add Member button below. A household member is **any non-scholarship person** residing at the same address. If the household member is under the age of 18, they must be your dependent to be included on the application. If the household member is over the age of 18, employment information must be provided for this person if they share expenses or income with you.' Below this text is a checkbox that is checked, with the text 'By checking this box, I am confirming that I have read and understand the definition of a household member.' This checkbox and its text are enclosed in a red rectangular border. Below the checkbox is a blue button labeled '+ ADD MEMBER'. At the bottom right of the form are two buttons: 'SAVE AS DRAFT' (grey) and 'CONTINUE' (blue).

Now you will be prompted to complete the “**Additional Household Members**” section. It is mandatory that you add **ALL** members of the household on this application. **ALL** members are inclusive of any non-scholarship persons residing at the same address.

Once you have reviewed the definition of Additional Household Members, you must check the box to proceed.

FTC/FES-EO and FTCPEP New Applicant Process

Scholarship Portal

Student Selection Student Information Guardian Information **Household Members** Summary

2024-2025 FTC/FES-EO and FTCPEP Application

Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.
A household member is **any non-scholarship person** residing at the same address.
If the household member is under the age of 18, they must be your dependent to be included on the application.

By checking this box, I am confirming that I have read and understand the definition of a household member.

ADD MEMBER

Household Member INDIVIDUAL INCOME \$0

Household Member INDIVIDUAL INCOME \$0

First Name * Middle Name Last Name * Suffix

Gladys Knight Suffix (optional)

SSN / ITIN * Date of Birth * Relationship To You *

***-**-2232 01/01/1979 Mother-in-law

SAVE AS DRAFT **CONTINUE**

To add members to the application, use the **"Add Member"** tab and add as many members as needed.

You will automatically be prompted to input employment type if the additional household member is 18 years of age or older.

FTC/FES-EO and FTCPEP 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.

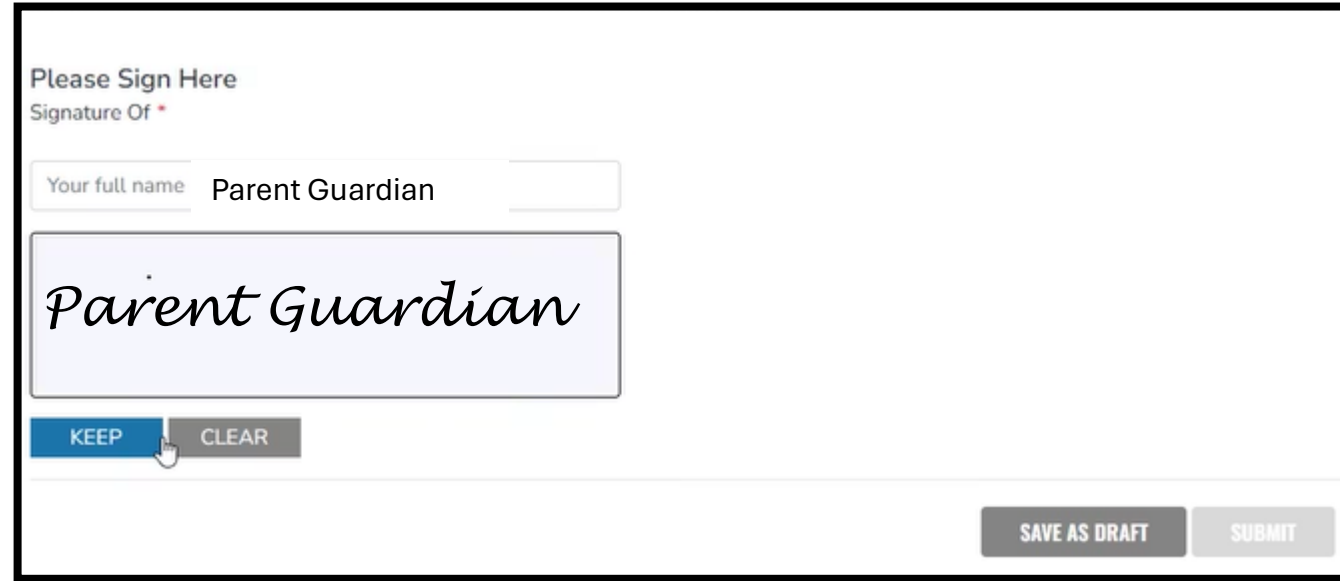
You will also be required to complete the **Parent/Guardian Terms & Conditions** and **Sworn Compliance Statement**.

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.

FTC/FES-EO and FTCPEP New Applicant Process



Please Sign Here
Signature Of *

Your full name Parent Guardian

Parent Guardian

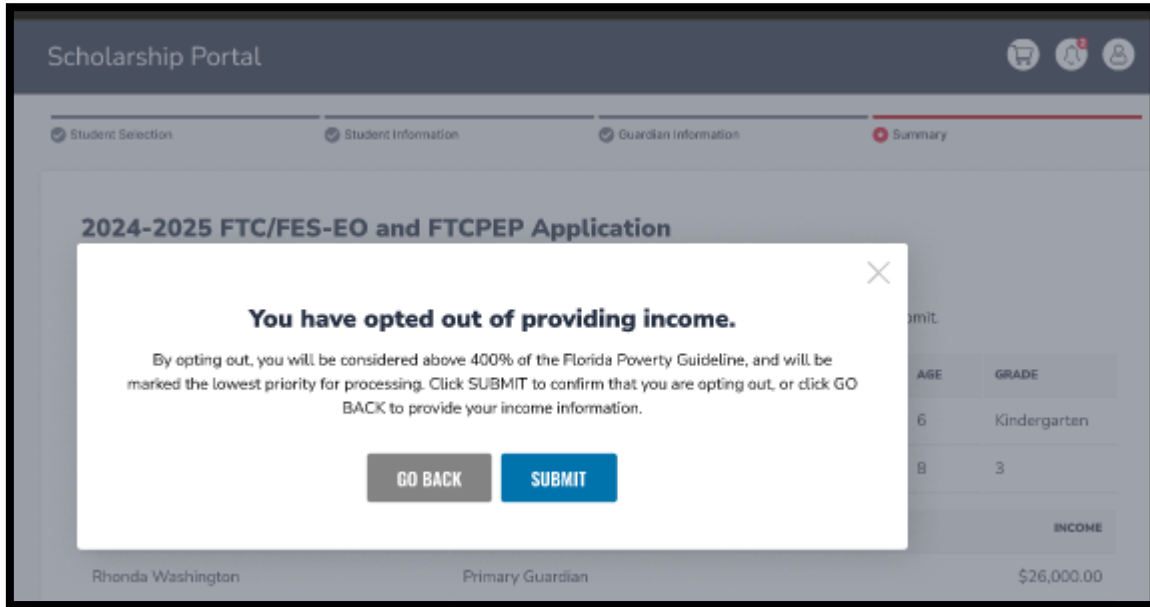
KEEP CLEAR

SAVE AS DRAFT SUBMIT

The screenshot shows a digital signature interface. At the top, it says "Please Sign Here" and "Signature Of *". Below this is a text input field containing "Parent Guardian". Underneath the input field is a signature box containing a cursive signature of "Parent Guardian". Below the signature box are two buttons: "KEEP" (highlighted in blue) and "CLEAR" (grey). At the bottom right of the form 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 are satisfied with your signature. If you want to change your signature you can click **“Clear”** and sign again. After you select **“Keep”** you may **“Submit”** your application.

Important: FTC/FES-EO and New FTCPEP Application

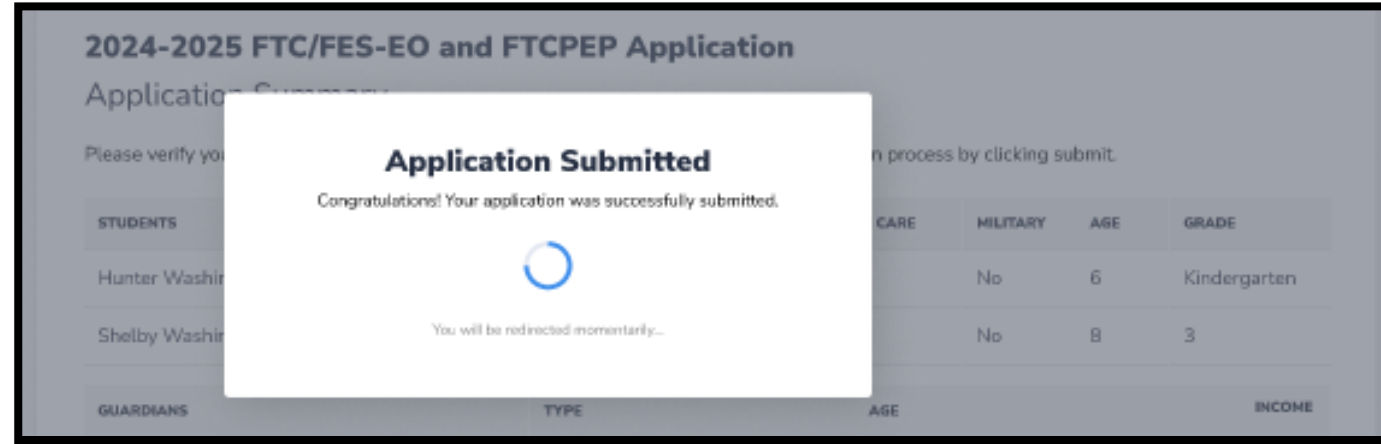


After you have completed the “**Parent/Guardian Terms & Conditions**” and “**Sworn Compliance Statement.**” A reminder will pop-up stating, “**You have opted out of providing income.**”

By opting out, you will be considered above 400% of the Florida Poverty Guideline and marked the lowest priority for processing.

Click “**Submit**” to confirm your opt-out or click “**Go Back**” to provide your income information.

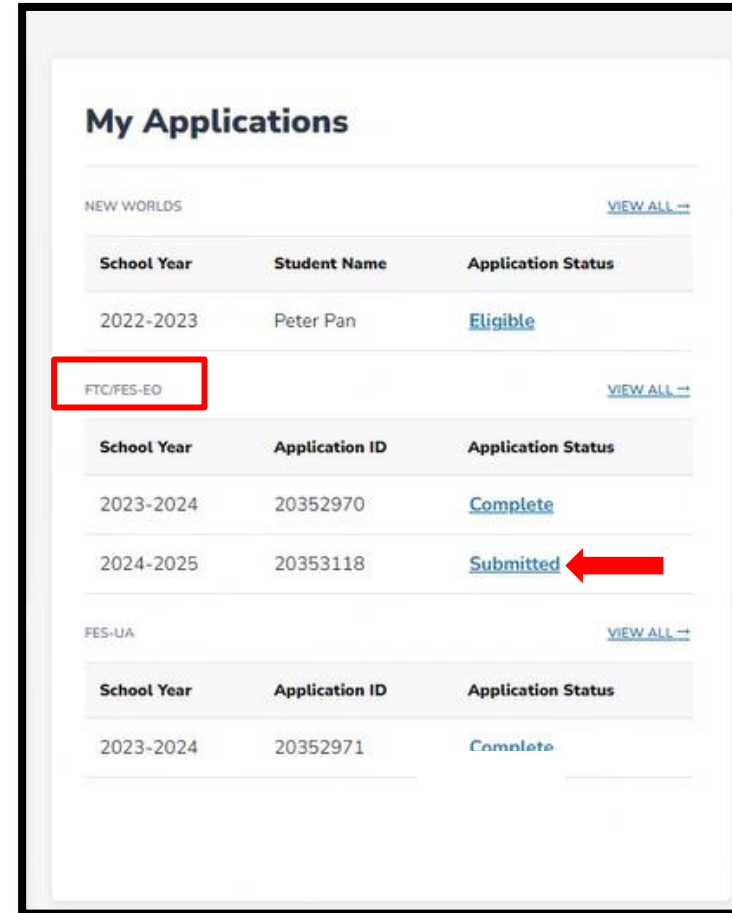
FTC/FES-EO and FTCPEP New Applicant Process



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

FTC/FES-EO and FTCPEP 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.



The screenshot displays the 'My Applications' dashboard with three sections: NEW WORLDS, FTC/FES-EO, and FES-UA. Each section contains a table of applications with columns for School Year, Student Name/Application ID, and Application Status. The 'Submitted' status in the FTC/FES-EO section is highlighted with a red arrow.

NEW WORLDS		
School Year	Student Name	Application Status
2022-2023	Peter Pan	Eligible

FTC/FES-EO		
School Year	Application ID	Application Status
2023-2024	20352970	Complete
2024-2025	20353118	Submitted

FES-UA		
School Year	Application ID	Application Status
2023-2024	20352971	Complete

FTC/FES-EO and FTCPEP New Applicant Process

Application Details SUBMIT

APPLICATION ID	APPLICATION TYPE FTC New	TOTAL HOUSEHOLD INCOME \$54,600.00	STATUS Complete
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Student Details ADD A STUDENT

1. Eligible

Guardian Details

1. Primary Guardian

Application Details SUBMIT

APPLICATION ID	APPLICATION TYPE FTC New	TOTAL HOUSEHOLD INCOME \$54,600.00	STATUS Complete
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Student Details ADD A STUDENT

1. Eligible

First Name	Tiffany
Middle Name	T
Last Name	Johnson
Suffix	
Date of Birth	1/18/2015
Gender	Female
Ethnicity	Hispanic
Race	Black or African American, White

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.

FTC/FES-EO and FTCPEP 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.

FTC/FES-EO and FTCPEP 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: 2022 - 2023

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.

FTC/FES-EO and FTCPEP New Applicant Process

The screenshot displays the Scholarship Portal interface. On the left is a navigation menu with the following items: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and features three primary sections:

- Enrollment Requests:** A table with columns for School Year, Student Name, School Name, Request Date, School Start Date, Annual Tuition, Accept, and Decline. It lists three requests, all of which have been accepted.
- My Applications:** A section with a "View All" link and a table showing two submitted applications, both of which have been awarded.
- Available Scholarships:** A section at the bottom of the dashboard.

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	SCHOOL START DATE	ANNUAL TUITION	ACCEPT	DECLINE
2022-2023	[REDACTED]	[REDACTED]	06/23/2022	09/15/2023	\$7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022-2023	[REDACTED]	[REDACTED]	06/24/2022	09/15/2023	\$7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022-2023	[REDACTED]	[REDACTED]	06/26/2022	01/15/2022	\$10,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PROGRAM	SUBMITTED	STUDENT	STATUS
[REDACTED]	06/19/2022	[REDACTED]	Awarded
[REDACTED]	06/19/2022	[REDACTED]	Awarded

You can view and approve enrollment requests from the Dashboard.

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.

FTC/FES-EO and FTCPEP New Applicant Process

✕

Are you sure you want to enroll?

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 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.

FTC/FES-EO and FTCPEP New Applicant Process



Contact Us

Step Up For Students

 877.735.7837

Monday – Friday

8:00 AM – 5:00 PM

