Renewal Application Process

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

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

Important Notice: Renewal FTC/FES-EO/FTCPEP Application

Here are a few tips before you get started on your renewal FTC/FES-EO/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 at the same time.**

- Each time you log onto the EMA platform, you must complete a multi-factor authentication. We recommend you use a cell phone or phone number that does not answer as a recording.

- It can take up to 6 weeks for applications to be processed. You will receive updates via email when your application review is complete.

Important Notice: FTC/FES-EO/FTCPEP Renewal Application

Additional information:

Schools will need your student(s) "Award ID" for enrollment. You only need your student's "Award ID" to enroll them through EMA.

To view student scholarship status …

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

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

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

Very Important!
You will ONLY able to locate your students' Award ID number once the application status is "Complete" and they are awarded!
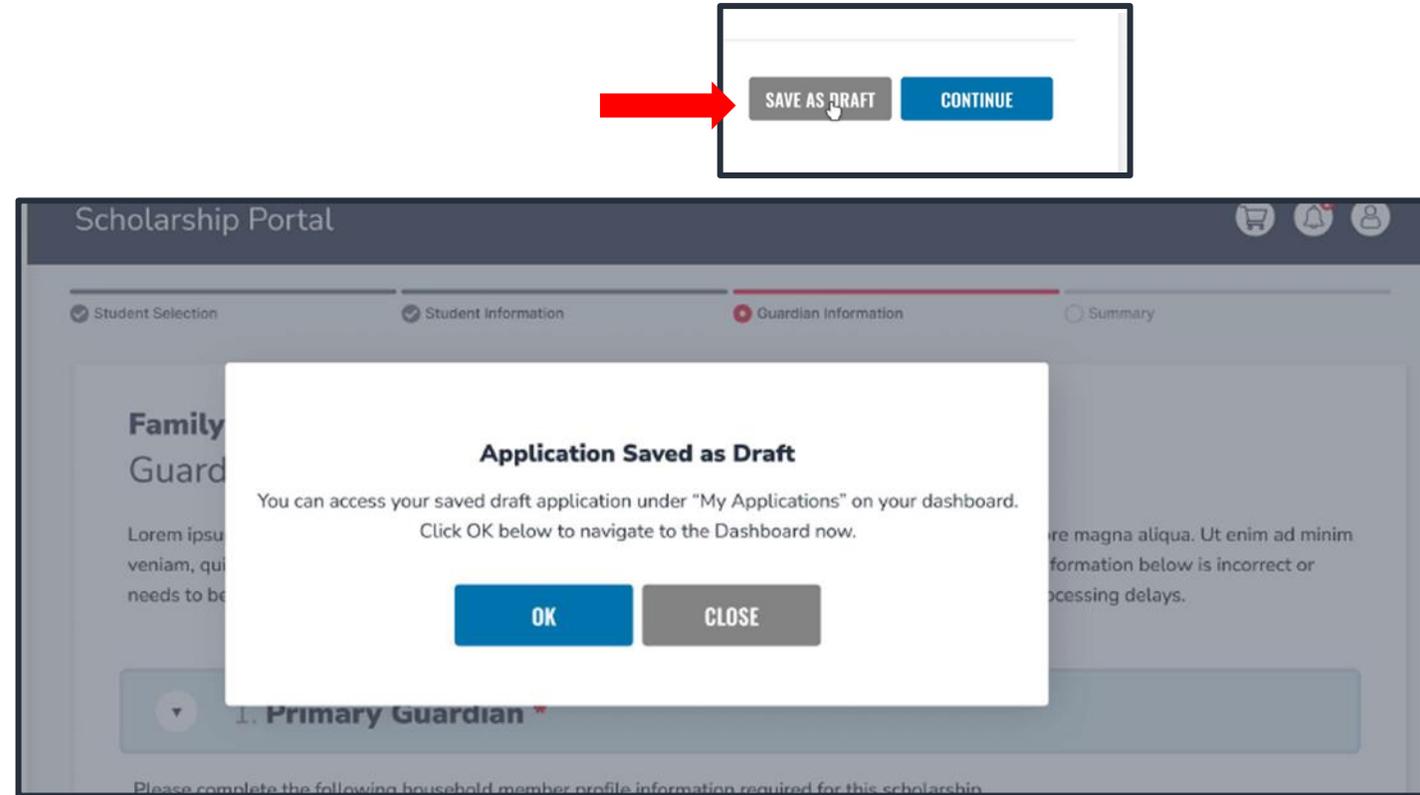
Renewal Family
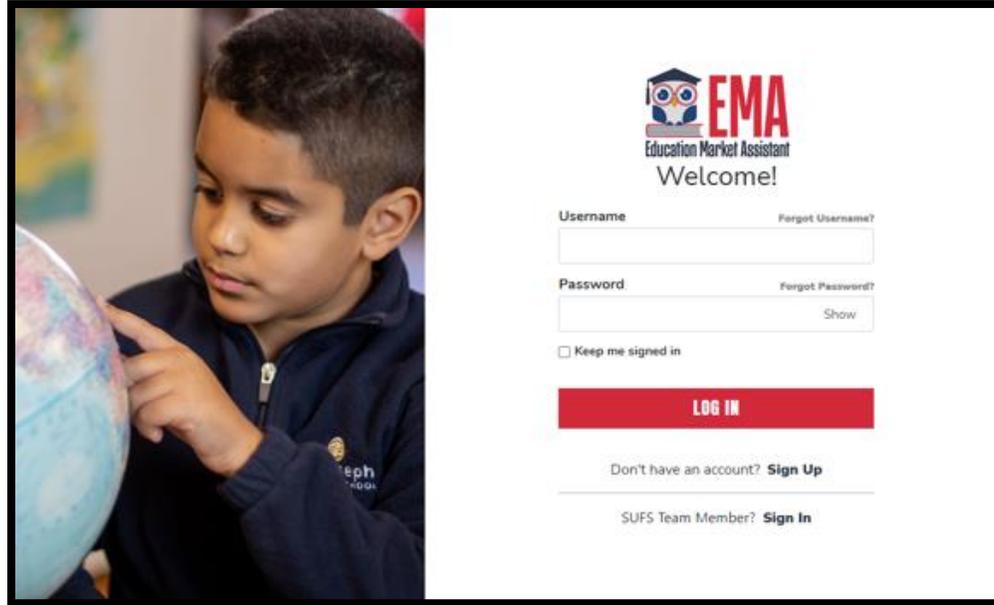
Completing an FTC/FES-EO/FTCPEP Renewal Application

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.

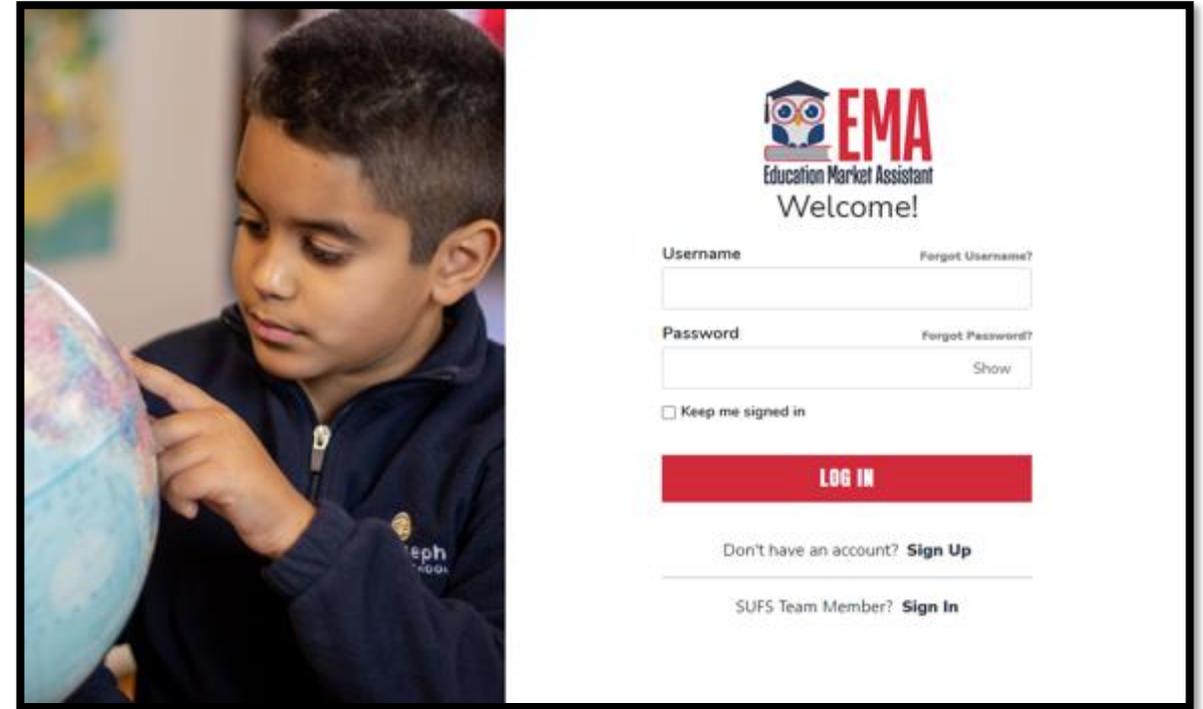# FTC/FES-EO/FTCPEP Renewal Applicant Process

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

FTC/FES-EO/FTCPEP Renewal Applicant Process

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.

FTC/FES-EO/FTCPEP Renewal Applicant Process

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

You can find the **"Available Scholarships"** section by scrolling down the page. To renew your FTC/FES-EO/FTCPEP application, click the **"Apply"** button next to the "Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP)" scholarship description.

FTC/FES-EO/FTCPEP Renewal Applicant Process
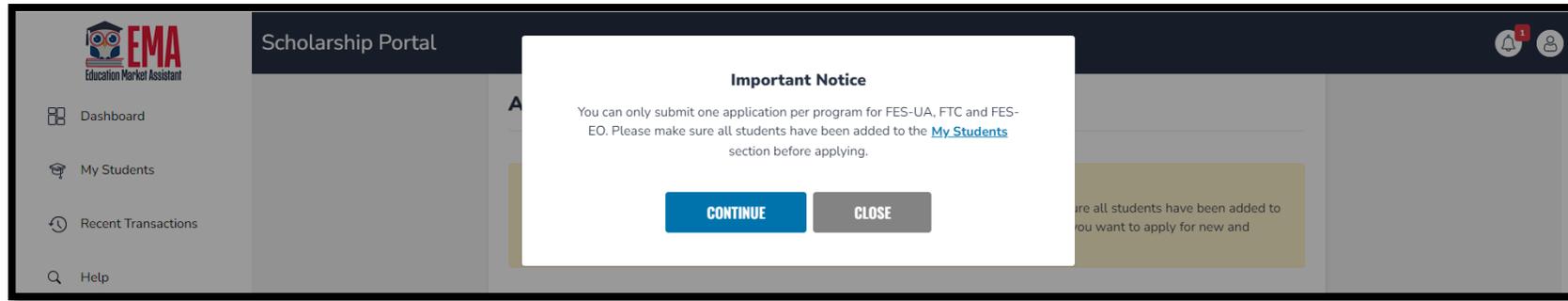
Important Notice:

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

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

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?
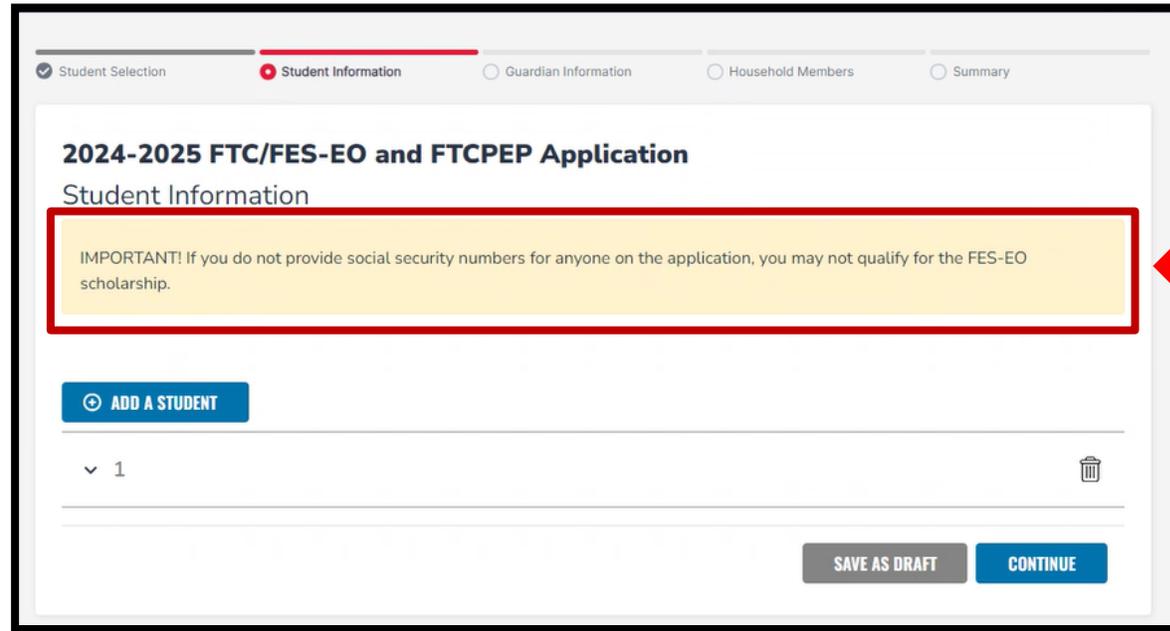
○ Yes ● No

Who Are You Applying For?

APPLY?	STUDENT NAME	STATUS
⬜		New
⬜		New

Select the student for whom you wish to complete the renewal application for FTC/FES-EO or FTCPEP. *Each student can only apply for one program at a time.*

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

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

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 Renewal 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. 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

Date of Birth	Gender		Race
08/31/2017	Male		Black or African American +1

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.

Relationship to Guardian*	Student's SSN / ITIN	...TIN *
Son		/ ITIN

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.

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

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 Renewal 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.

- o 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 *
2023-2024	Florida . Home School	N/A	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 *
2024-2025	Charter School	1

FTC/FES-EO and FTCPEP Renewal 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

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 PEP question.

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.

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.

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 Renewal 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.)

[Enter Document Name] **UPLOAD**

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

FTC/FES-EO and FTCPEP Renewal Applicant Process

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

Enter Document Name | **UPLOAD**

⚠ 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.

SAVE AS DRAFT | **CONTINUE**

Please ensure that any files you are uploading are not password-protected!
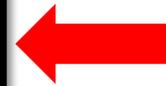
Once you are done completing all the sections, click **"Continue"** in the bottom right corner to proceed or **"Save As Draft"** to save and return to complete the application at a later time.

Families <u>can only apply for ONE scholarship per student.</u>

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.

FTC/FES-EO and FTCPEP Renewal Applicant Process

Once you have completed the "Student Information" section, you will proceed to the **"Guardian Information"** section.

FTC/FES-EO and FTCPEP Renewal Applicant Process

You must review the information listed here to ensure its accuracy.

If you need to make any changes, 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.

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.

*Proof of residency is no longer required for additional household members

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	*A secondary document is necessary.
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.

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.

"Household Members" is the next section you will be prompted to complete. Here you will have an opportunity to add non-scholarship members of your family residing at the same address.

FTC/FES-EO and FTCPEP Renewal Applicant Process

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

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

After adding family members, based on the criteria mentioned, press continue to move on to the **"Summary Section."**

In the **"Summary Section,"** you will complete the following task:
- Annual Household Income
- Parent/Guardian Terms and Conditions
- Sworn Compliance Statement

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.

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

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.

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
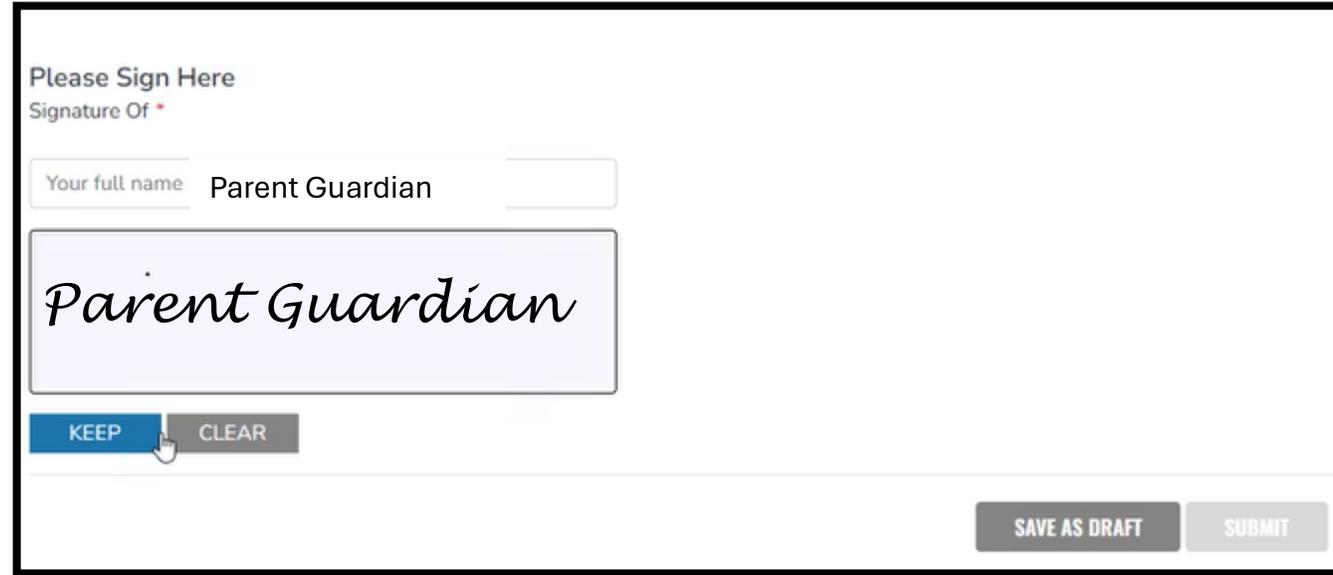
Please type your name in the box and sign your name in the signature box. Please click **"Keep"** if you are satisfied with your signature. If you want to change your signature you can click **"Clear"** and sign again. After you select **"Keep"** you may **"Submit"** your application.
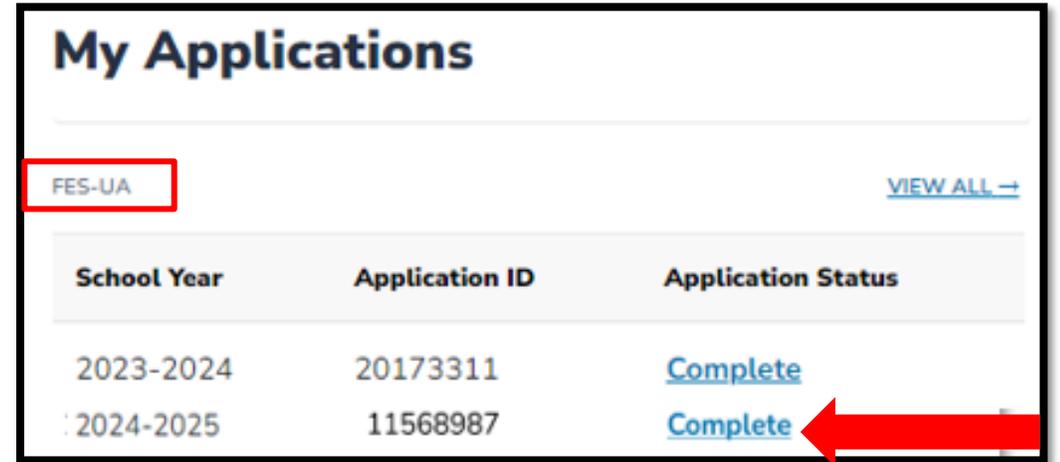
FTC/FES-EO and FTCPEP Renewal Applicant Process
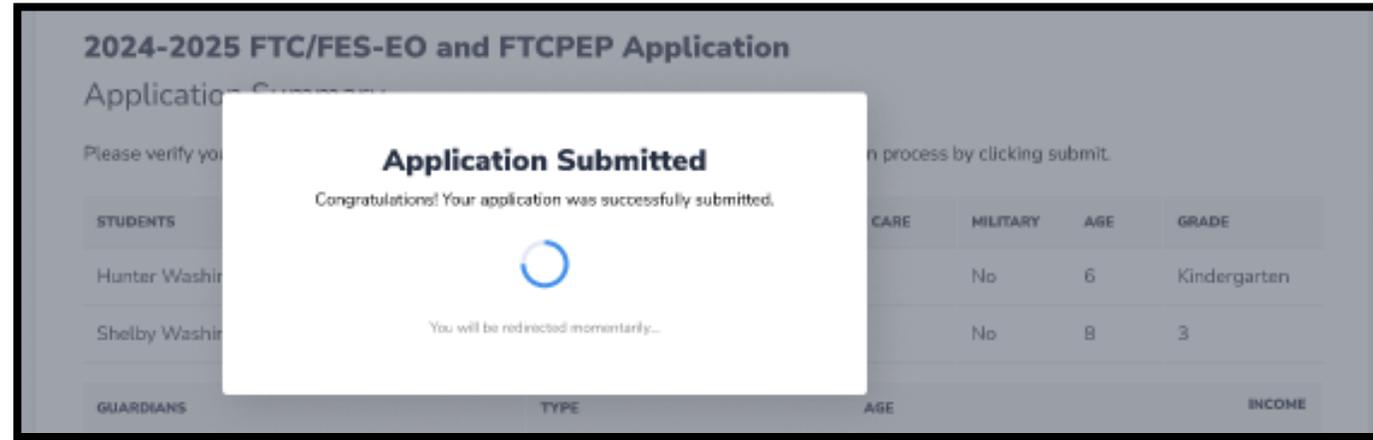
By clicking "**Submit",** your application will be sent for processing. You will get a confirmation notice on your screen.

FTC/FES-EO and FTCPEP Renewal Applicant Process

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

My Applications

FES-UA   VIEW ALL →

School Year	Application ID	Application Status
2023-2024	20173311	Complete
2024-2025	11568987	Complete

FTC/FES-EO and FTCPEP Renewal Applicant Process

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.

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.

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.

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.

You can view and approve enrollment requests from the Dashboard.

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 in $1,000, and the scholarship is $400 with two yearly deposits, you are approving two payments of $200 for the selected school.

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

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

Contact Us

Step Up For Students

📞 877.735.7837

Monday – Friday

8:00 AM – 5:00 PM

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