CONNECTING COMMUNITIES TO EDUCATIONAL CHOICE.

Step Up For Students

Summer Edition

Office Hours

July 18th, 2024

Paula Nelson, Ed.S., Vice President, Community Relations
Ronda Dry, Ed.D., Senior Director, Community Relations
David Heroux, Director, Community Relations
Jamila Wiltshire, Assistant Director

AGENDA

- Welcome
- Communications
- Scholarship Information
- Funding Updates & Timeline for Future Quarter Payments
- Schools: Submitting Tuition & Fee Invoices for Approval
- Closing

COMMUNICATION

Subject: Next FTC/FES-EO Enrollment Deadline is July 26, 2024!

Date: July 18, 2024

Dear Step Up Partner School,

Step Up For Students is committed to resolving outstanding 2023-24 funding issues as quickly as possible.

Please be advised that some invoices for students benefiting from the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) program were recently generated in error.

Yesterday, Step Up removed all FES-UA tuition and fee invoices generated on July 8, 2024, including approved and in-process invoices, meaning they should no longer appear on your "Billing" tab.

Over the coming weeks, some schools will see corrected invoices generated. Please monitor your EMA account during this time.

- If all of your FES-UA students are fully paid for the 2023-24 school year, no additional invoices will be generated at this time and no further action is needed from your school.
- If, however, a corrected 2023-24 invoice is generated for an FES-UA student in the coming weeks, please approve, edit, or decline the corrected invoice as appropriate.

We understand this has caused confusion and sincerely apologize for any extra work this has caused your staff as they reviewed and reconciled the invoices generated on July 8.

Questions?

Chat with a live agent at www.sufs.org.
Please click here to view our contact information.

Subject: 2023-24 FES-UA Invoice Update
Date: Coming to your inbox soon!

Scholarship Information, Funding Updates and Timeline for Future Quarter Payments

2024-25 Scholarship Updates

FES-EO and FTC

Students on Applications: 323,702
Total Students Awarded: 311,621

PEP

2023-24 20K Students
2024-25 60K Students
Applications: 54,195 Awarded: 50,368

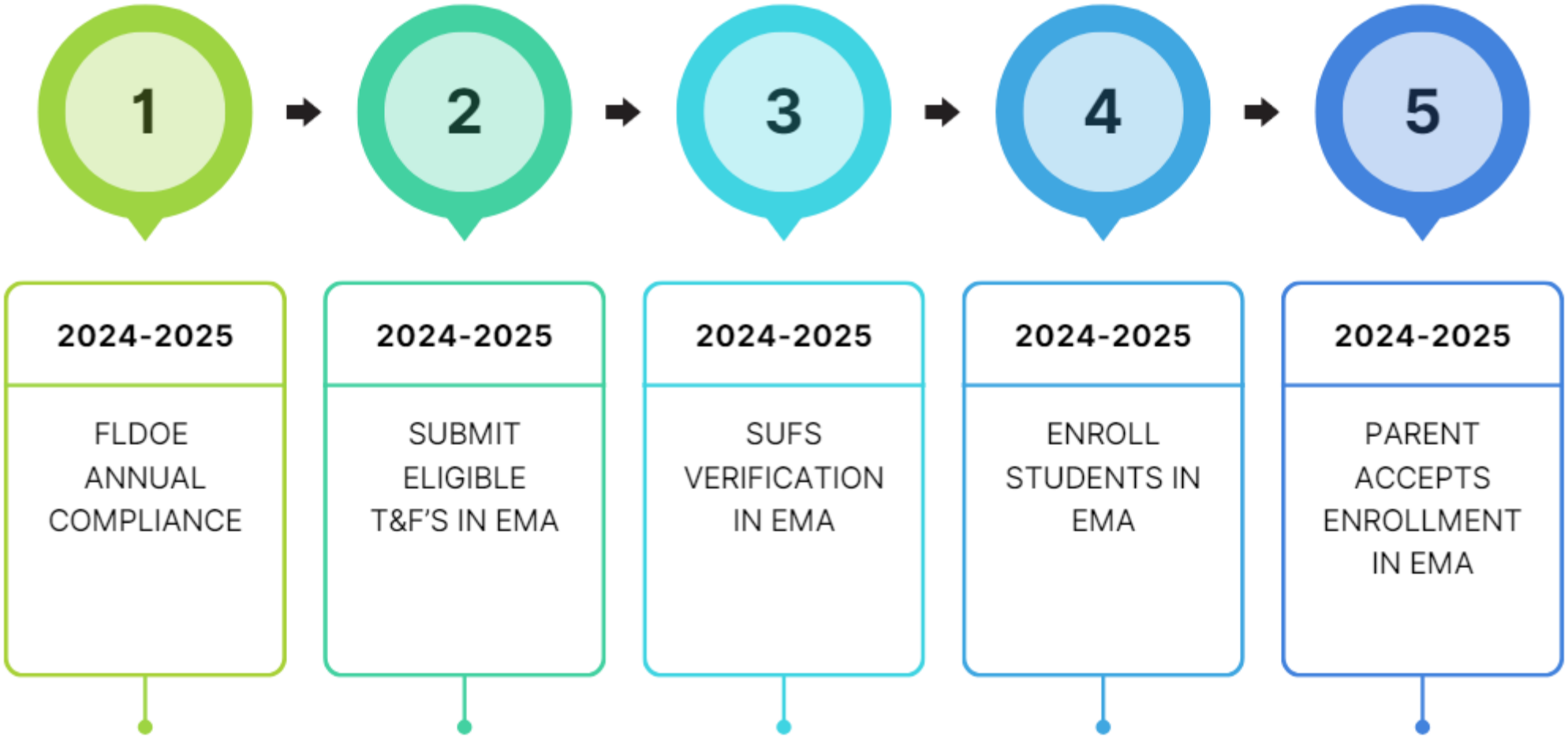
FES-UA

Students on Applications: 110,897
Total Students Awarded: 104,094

Step Up for students

Steps to Enrollment with SUFS

Where is your school in this process?



Tuition & Fees Reminders

School Tuition and Fees (T&F) should be entered now and verified by SUFS. Once you submit maximum schedules and enroll students, those schedules will be locked. You **CAN** add additional schedules at a lower amount, but you can't change the maximum schedules.

Once you submit your Tuition and Fees (T&F) and are DOE Compliant, you can start enrolling students in EMA.

GOOD NEWS! **2289** out of **2656** schools are all verified and enrolling!!!

Tuition & Fees Reminders

Tuition and fees required for enrollment at an eligible private school are covered by the FESEO/FTC Scholarship.

Eligible Fees

- Application Fees (payable in the Fiscal Year preceding the academic year)
- Registration Fees (payable in the Fiscal Year preceding the academic year)
- Uniform Fees (basic uniform pieces purchased from a school-required vendor; shoes and accessories are not eligible)
- Book Fees
- Technology Fees
- Test Fees
- Athletics and Club Fees
- Graduation Fees

Tuition & Fees Reminders

You can help us review your tuition & fees expeditiously by being mindful of the following:

Ineligible Tuition Rates

- Online Tuition Rates
- Umbrella Tuition Rate
- Homeschool Tuition Rate
- Tuition for other locations or other program names

Ineligible Fees

- Lunch/Food
- Aftercare
- Fundraising/Events
- Annual Funds
- Giving Funds/Building Funds
- Therapies
- "Scholarship Fees”
- Optional Fees

FES-UA students are eligible for preschool enrollment (3-5 years old).

Enrollment – Funding – Payment Process

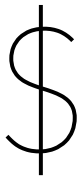
The school submits the enrollment request, and the guardian approves it.

Eligible students are placed into a file and presented for funding. FES-EO students must have a completed enrollment to appear on the file.

The FLDOE provides the funds for individual students to Step Up For Students.

(This step pertains to FES programs)

Step Up For Students funds student accounts; school invoices are generated in EMA for schools and guardians to approve.



T&F payment made within 7 business days of BOTH school and guardian approval.

Quarter 1

FIRST Q1 ENROLLMENT DEADLINES AND PAYMENTS

- Student Enrollment Deadline: **June 28th,2024.**
- FLDOE send funds to SFO: **August 1, 2024.**
  - Once student is funded, SFO reconciles & places funds in student account
- Invoice is created in EMA for school approval and then parent approval.
- Payments can only be made after both parent and school have approved an invoice.
- SFO must initiate payment to school by 7 business days **from parent approval**
- Payment takes approx. 3-5 days for ACH transfer once initiated.

Quarter 1

SECOND Q1 ENROLLMENT DEADLINE & PAYMENTS

- Student Enrollment Deadline: **July 26th ,2024.**
- **SFO submits FES eligible students to DOE.**
- FLDOE send funds to SFO: **September 1, 2024.**
  - Once student is funded, SFO reconciles & places funds in student accounts
- Invoice is created in EMA for school approval and then parent approval.
- Payments can only be made after both parent and school have approved invoices.
- SFO must initiate payment to school by 7 business days **from parent approval**
- Payment takes approx. 3-5 days for ACH transfer once initiated

Additional Funding Dates

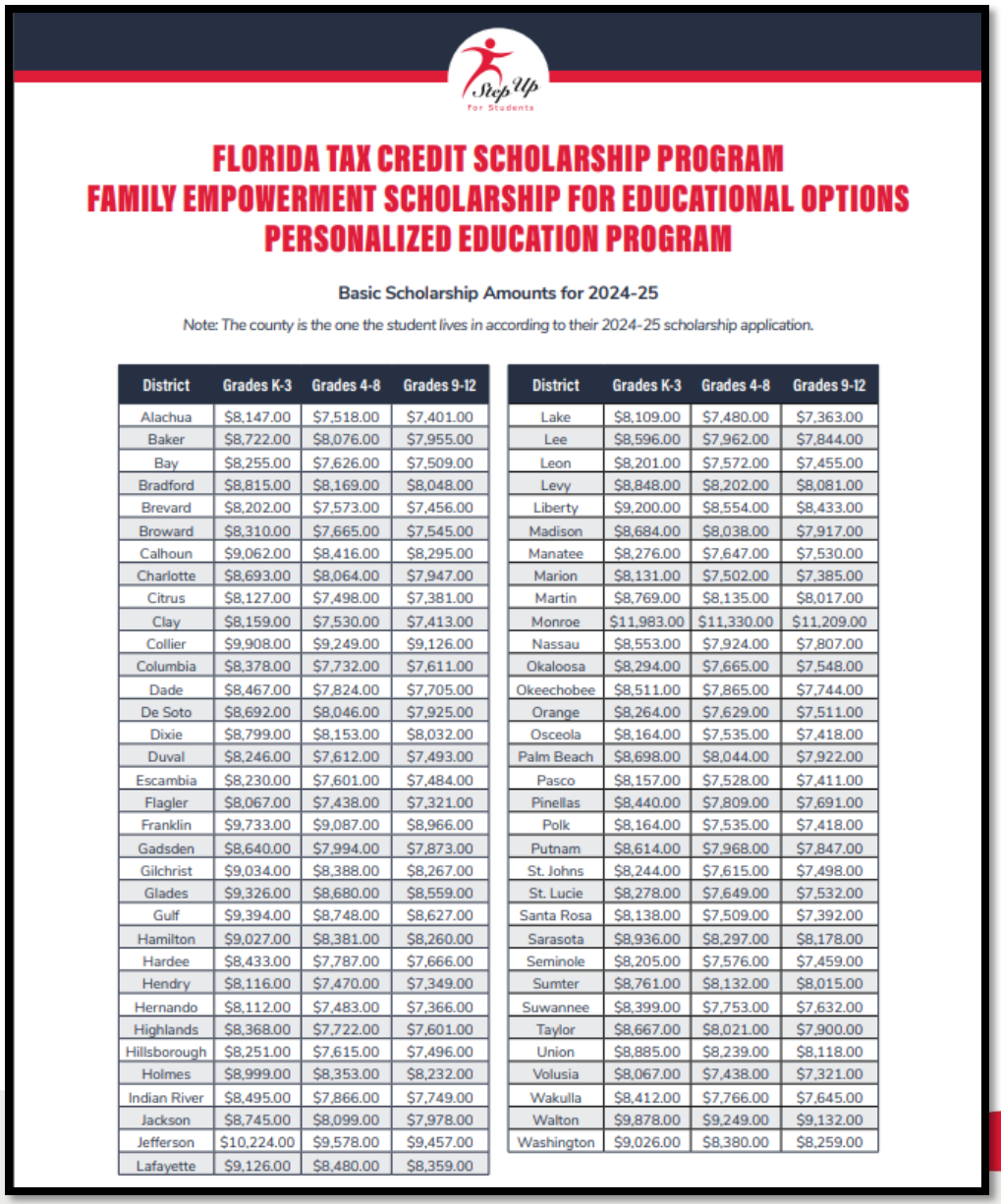
Important Dates to Remember

Quarter 2 November 1, 2024

Quarter 3 February 1, 2025

Quarter 4 April 1, 2025

2024 -2025 Award Amounts



FLORIDA TAX CREDIT SCHOLARSHIP PROGRAM
FAMILY EMPOWERMENT SCHOLARSHIP FOR EDUCATIONAL OPTIONS
PERSONALIZED EDUCATION PROGRAM

Basic Scholarship Amounts for 2024-25

Note: The county is the one the student lives in according to their 2024-25 scholarship application.

District	Grades K-3	Grades 4-8	Grades 9-12
Alachua	$8,147.00	$7,518.00	$7,401.00
Baker	$8,722.00	$8,076.00	$7,955.00
Bay	$8,255.00	$7,626.00	$7,509.00
Bradford	$8,815.00	$8,169.00	$8,048.00
Brevard	$8,202.00	$7,573.00	$7,456.00
Broward	$8,310.00	$7,665.00	$7,545.00
Calhoun	$9,062.00	$8,416.00	$8,295.00
Charlotte	$8,693.00	$8,064.00	$7,947.00
Citrus	$8,127.00	$7,498.00	$7,381.00
Clay	$8,159.00	$7,530.00	$7,413.00
Collier	$9,908.00	$9,249.00	$9,126.00
Columbia	$8,378.00	$7,732.00	$7,611.00
Dade	$8,467.00	$7,824.00	$7,705.00
De Soto	$8,692.00	$8,046.00	$7,925.00
Dixie	$8,799.00	$8,153.00	$8,032.00
Duval	$8,246.00	$7,612.00	$7,493.00
Escambia	$8,230.00	$7,601.00	$7,484.00
Flagler	$8,067.00	$7,438.00	$7,321.00
Franklin	$9,733.00	$9,087.00	$8,966.00
Gadsden	$8,640.00	$7,994.00	$7,873.00
Gilchrist	$9,034.00	$8,388.00	$8,267.00
Glades	$9,326.00	$8,680.00	$8,559.00
Gulf	$9,394.00	$8,748.00	$8,627.00
Hamilton	$9,027.00	$8,381.00	$8,260.00
Hardee	$8,433.00	$7,787.00	$7,666.00
Hendry	$8,116.00	$7,470.00	$7,349.00
Hernando	$8,112.00	$7,483.00	$7,366.00
Highlands	$8,368.00	$7,722.00	$7,601.00
Hillsborough	$8,251.00	$7,615.00	$7,496.00
Holmes	$8,999.00	$8,353.00	$8,232.00
Indian River	$8,495.00	$7,866.00	$7,749.00
Jackson	$8,745.00	$8,099.00	$7,978.00
Jefferson	$10,224.00	$9,578.00	$9,457.00
Lafayette	$9,126.00	$8,480.00	$8,359.00

District	Grades K-3	Grades 4-8	Grades 9-12
Lake	$8,109.00	$7,480.00	$7,363.00
Lee	$8,596.00	$7,962.00	$7,844.00
Leon	$8,201.00	$7,572.00	$7,455.00
Levy	$8,848.00	$8,202.00	$8,081.00
Liberty	$9,200.00	$8,554.00	$8,433.00
Madison	$8,684.00	$8,038.00	$7,917.00
Manatee	$8,276.00	$7,647.00	$7,530.00
Marion	$8,131.00	$7,502.00	$7,385.00
Martin	$8,769.00	$8,135.00	$8,017.00
Monroe	$11,983.00	$11,330.00	$11,209.00
Nassau	$8,553.00	$7,924.00	$7,807.00
Okaloosa	$8,294.00	$7,665.00	$7,548.00
Okeechobee	$8,511.00	$7,865.00	$7,744.00
Orange	$8,264.00	$7,629.00	$7,511.00
Osceola	$8,164.00	$7,535.00	$7,418.00
Palm Beach	$8,698.00	$8,044.00	$7,922.00
Pasco	$8,157.00	$7,528.00	$7,411.00
Pinellas	$8,440.00	$7,809.00	$7,691.00
Polk	$8,164.00	$7,535.00	$7,418.00
Putnam	$8,614.00	$7,968.00	$7,847.00
St. Johns	$8,244.00	$7,615.00	$7,498.00
St. Lucie	$8,278.00	$7,649.00	$7,532.00
Santa Rosa	$8,138.00	$7,509.00	$7,392.00
Sarasota	$8,936.00	$8,297.00	$8,178.00
Seminole	$8,205.00	$7,576.00	$7,459.00
Sumter	$8,761.00	$8,132.00	$8,015.00
Suwannee	$8,399.00	$7,753.00	$7,632.00
Taylor	$8,667.00	$8,021.00	$7,900.00
Union	$8,885.00	$8,239.00	$8,118.00
Volusia	$8,067.00	$7,438.00	$7,321.00
Wakulla	$8,412.00	$7,766.00	$7,645.00
Walton	$9,878.00	$9,249.00	$9,132.00
Washington	$9,026.00	$8,380.00	$8,259.00

The award amounts for the 2024-2025 scholarships have been announced. For specific award amounts, please refer below.

Click on each scholarship program title below to view the associated award amounts:

Florida Tax Credit Scholarship Program, Family Empowerment Scholarship for Educational Options, and the Personalized Education Program

Family Empowerment Scholarship for Unique Abilities

True Receivables

True receivables (paid to the school but owed back to the student account) can be mailed back to:

Step Up For Students
Attn: Accounts Receivable
P.O. Box 54429
Jacksonville, FL 32245-4367

*Include the student's name(s), student ID #(s), and the amount per student (if multiple)

Updates 2024-2025 Schools: Submitting Tuition & Fee Invoices for Approval

Step Up For Students

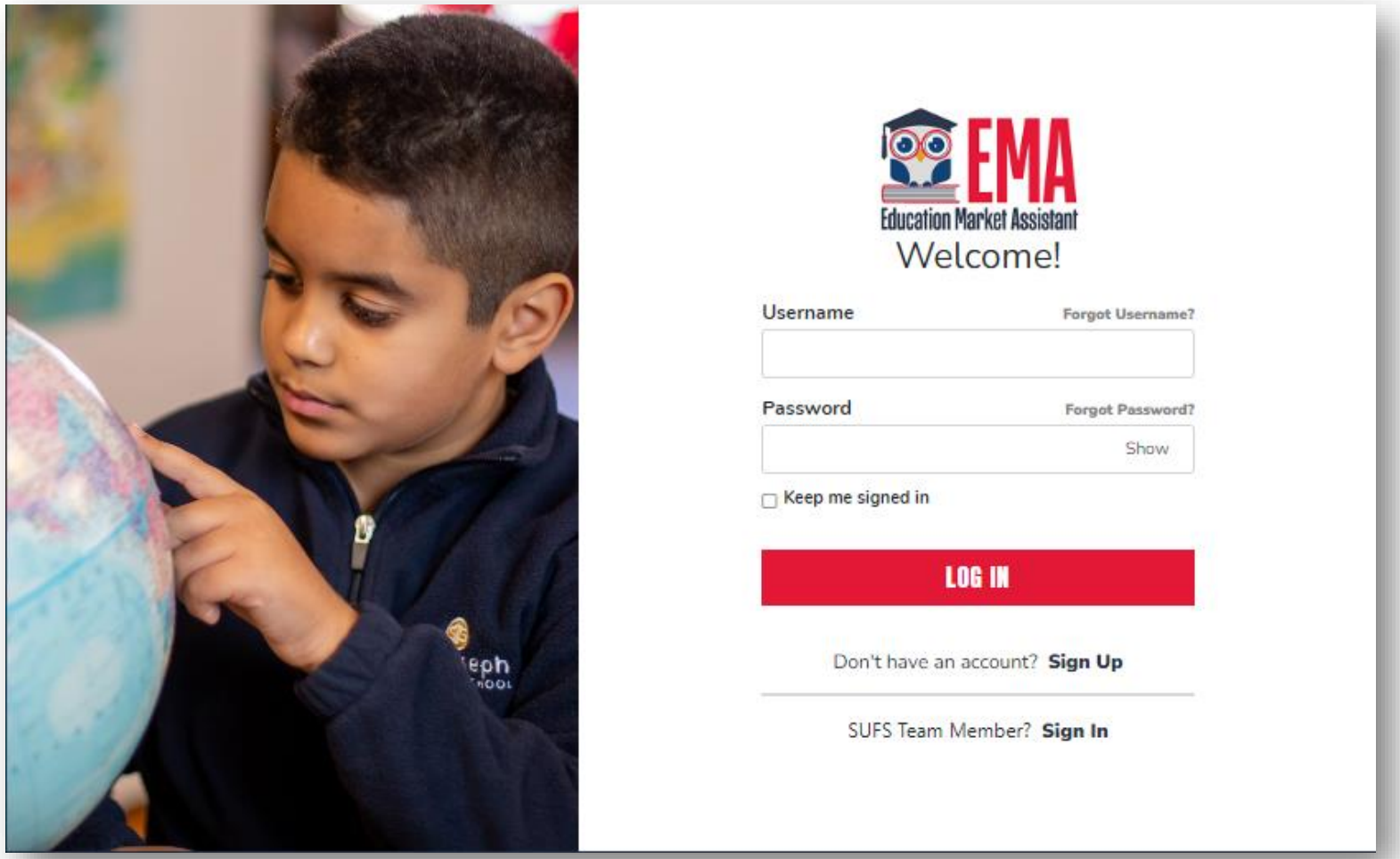
Important Notice

Once Step Up receives funding, we generate the invoice for the school to approve, edit/approve, or deny.

Next, the parent/guardian will approve/deny the invoice.

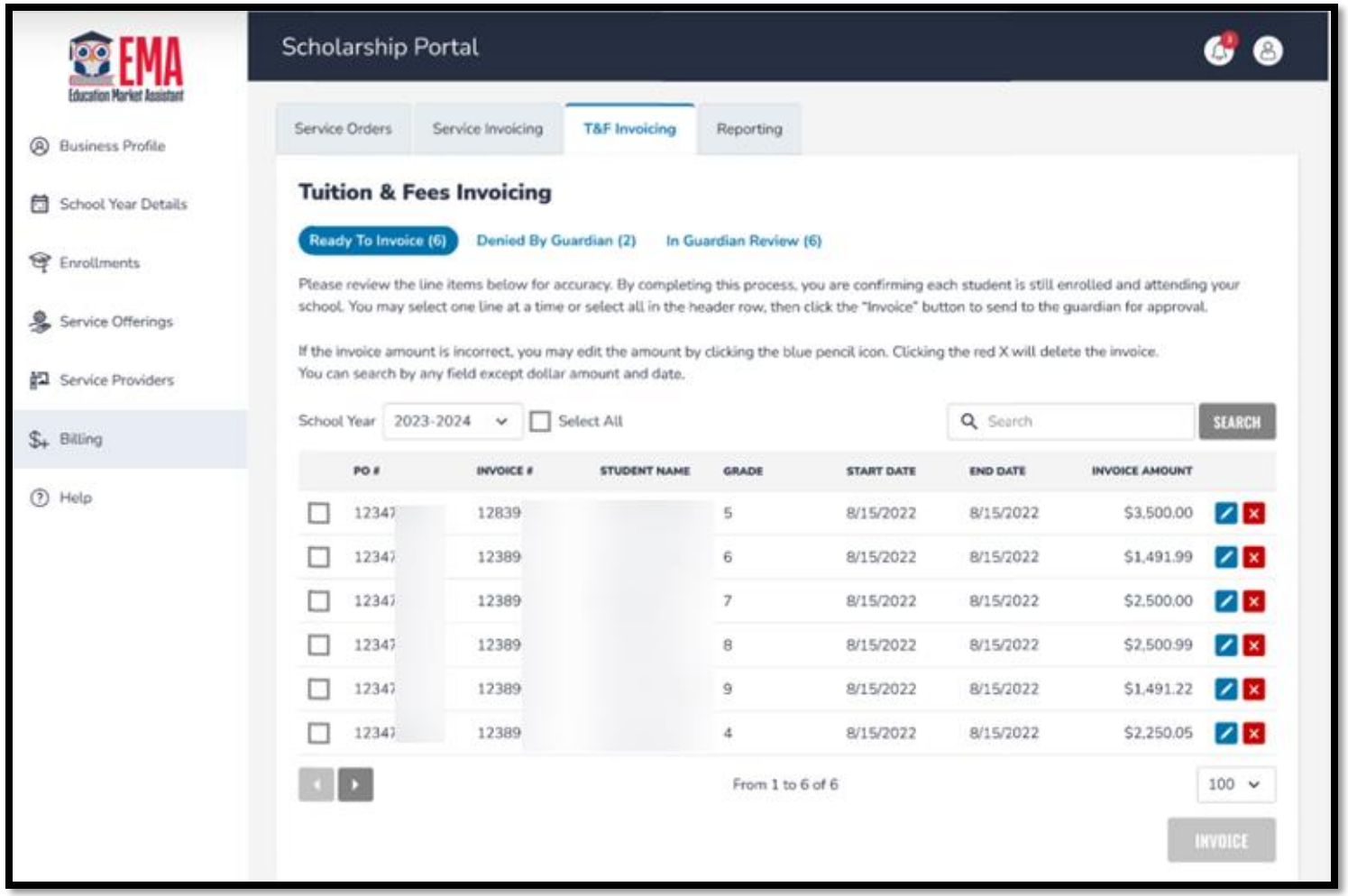
Please note, schools are unable to submit an invoice for approval until the student's funds are available in EMA.

Schools: Submitting Tuition & Fee Invoices for Approval



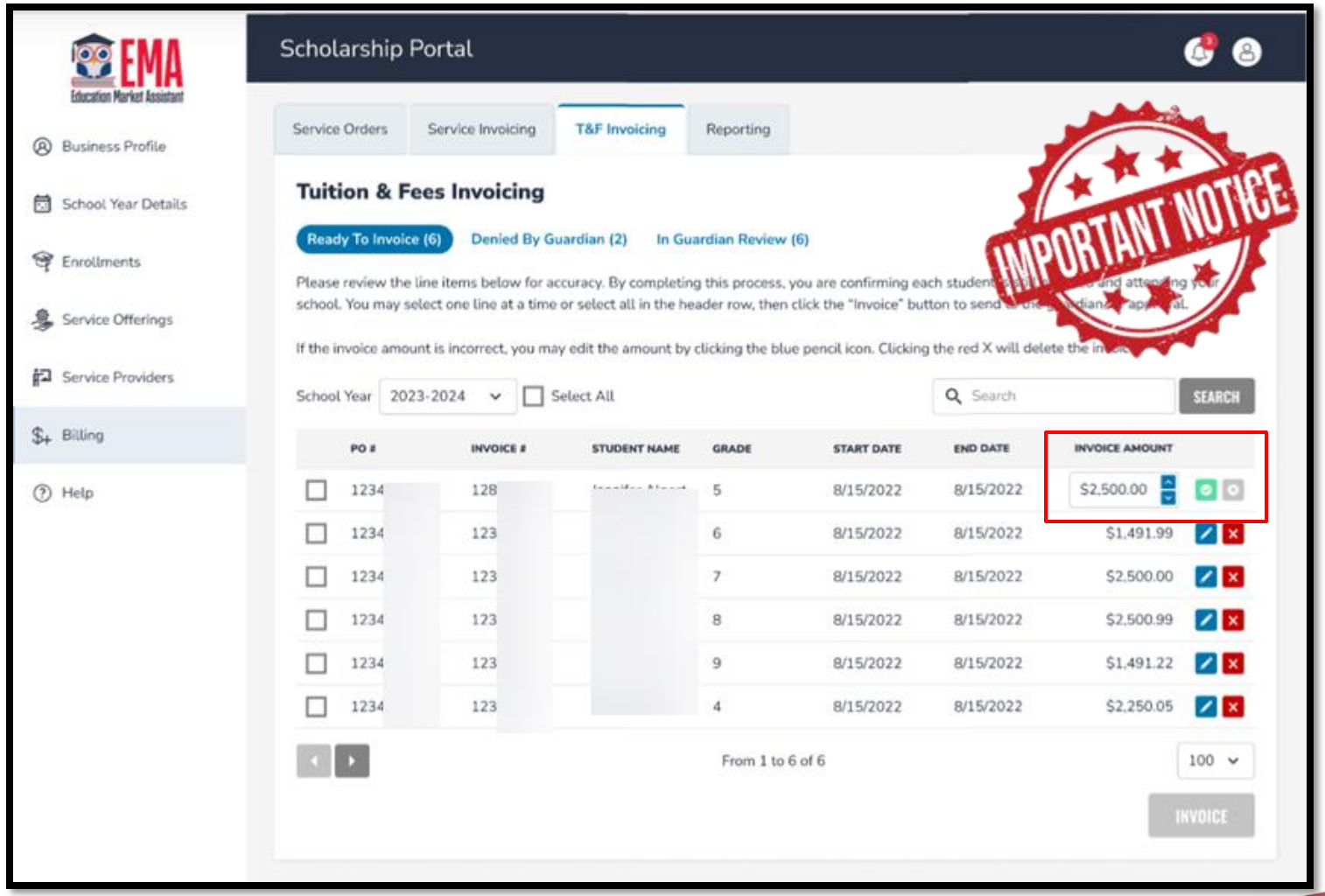
Log in to your school's EMA account.

Schools: Submitting Tuition & Fee Invoices for Approval



Once a student has been funded, the school will receive an invoice alert. Schools can then send tuition and fee invoices generated by Step Up to guardians for approval or denial and view invoices that have been denied or are still under review by guardians.

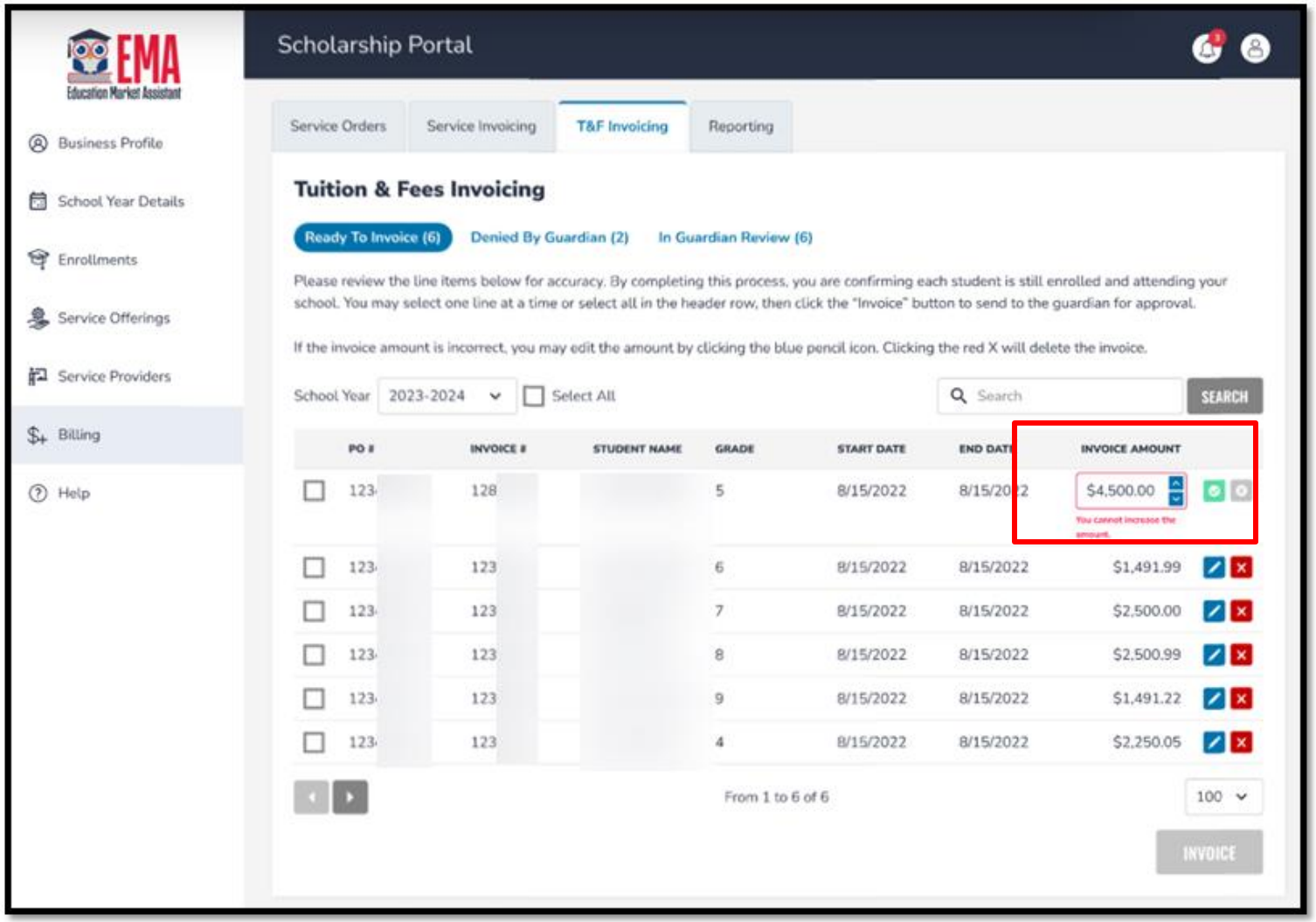
Schools: Submitting Tuition & Fee Invoices for Approval



When editing an invoice, the new amount must be lower than the original invoice amount.

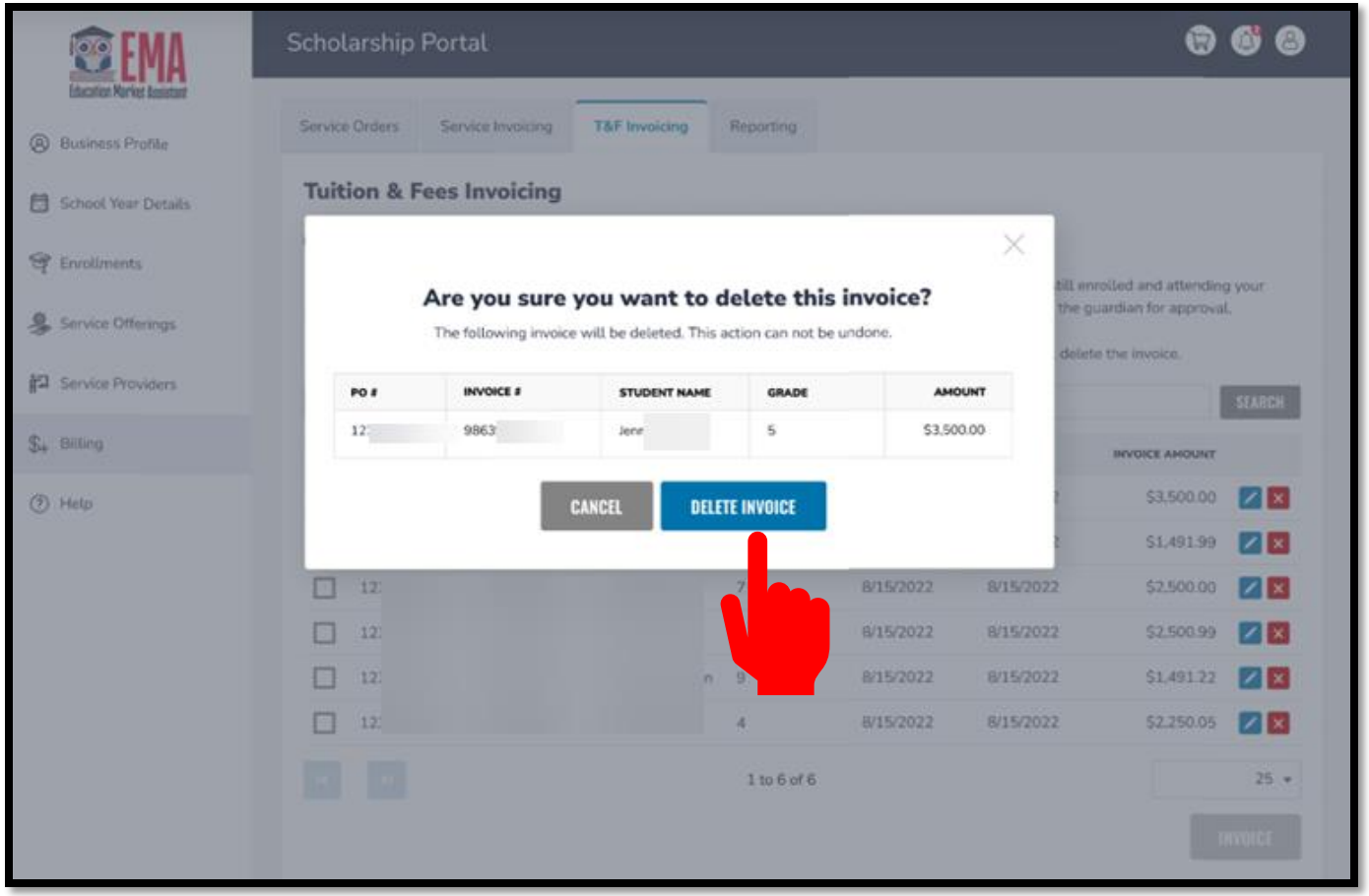
Click to edit.
Click to delete.

Schools: Submitting Tuition & Fee Invoices for Approval



If the amount entered when editing an invoice exceeds the original invoice amount, an error message will appear stating, "You cannot increase the amount," and you will not be able to submit this invoice for approval.

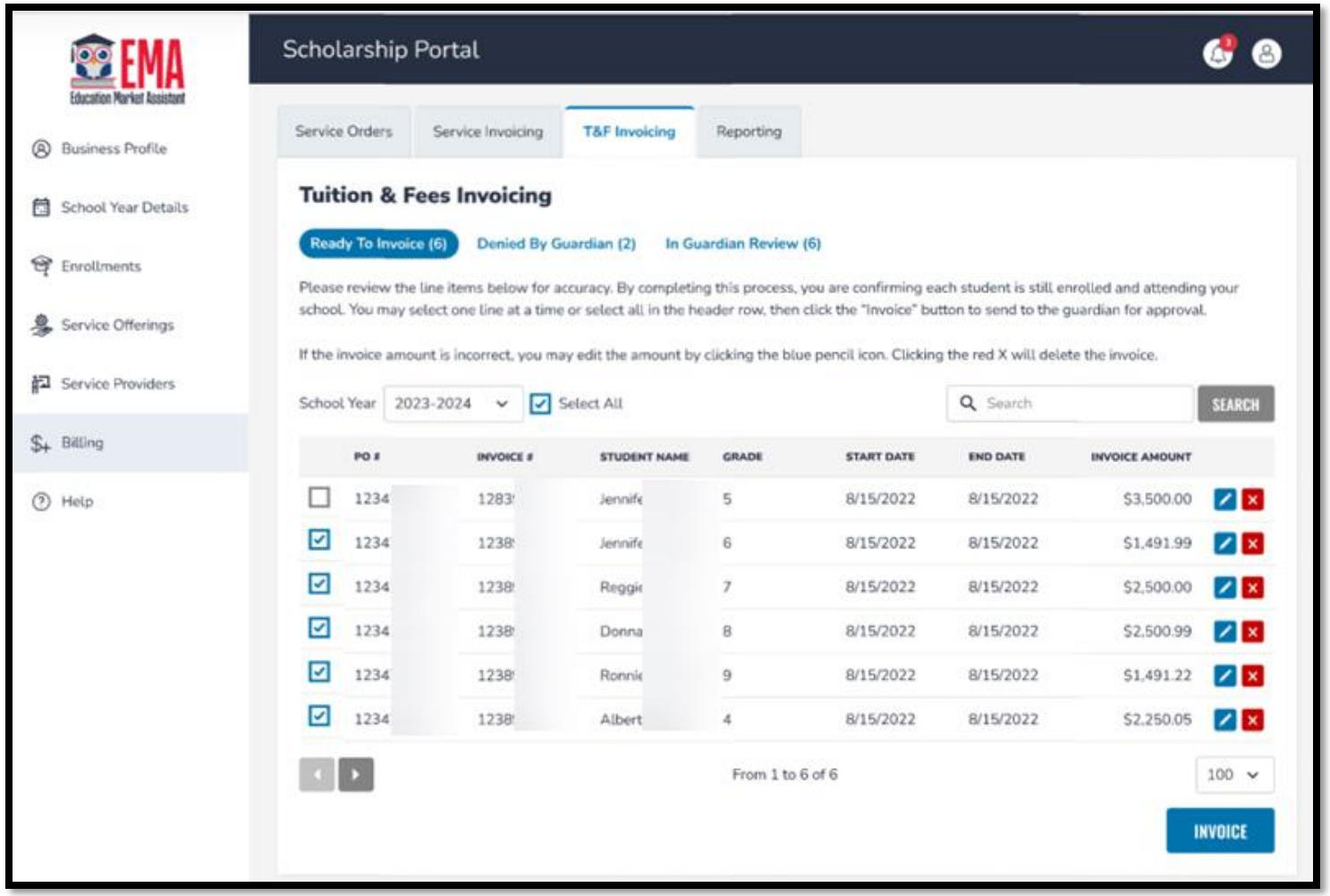
Schools: Submitting Tuition & Fee Invoices for Approval



To delete an invoice, click on the red ‘X’ next to a student's name. A window will pop up to confirm that you wish to delete the invoice.

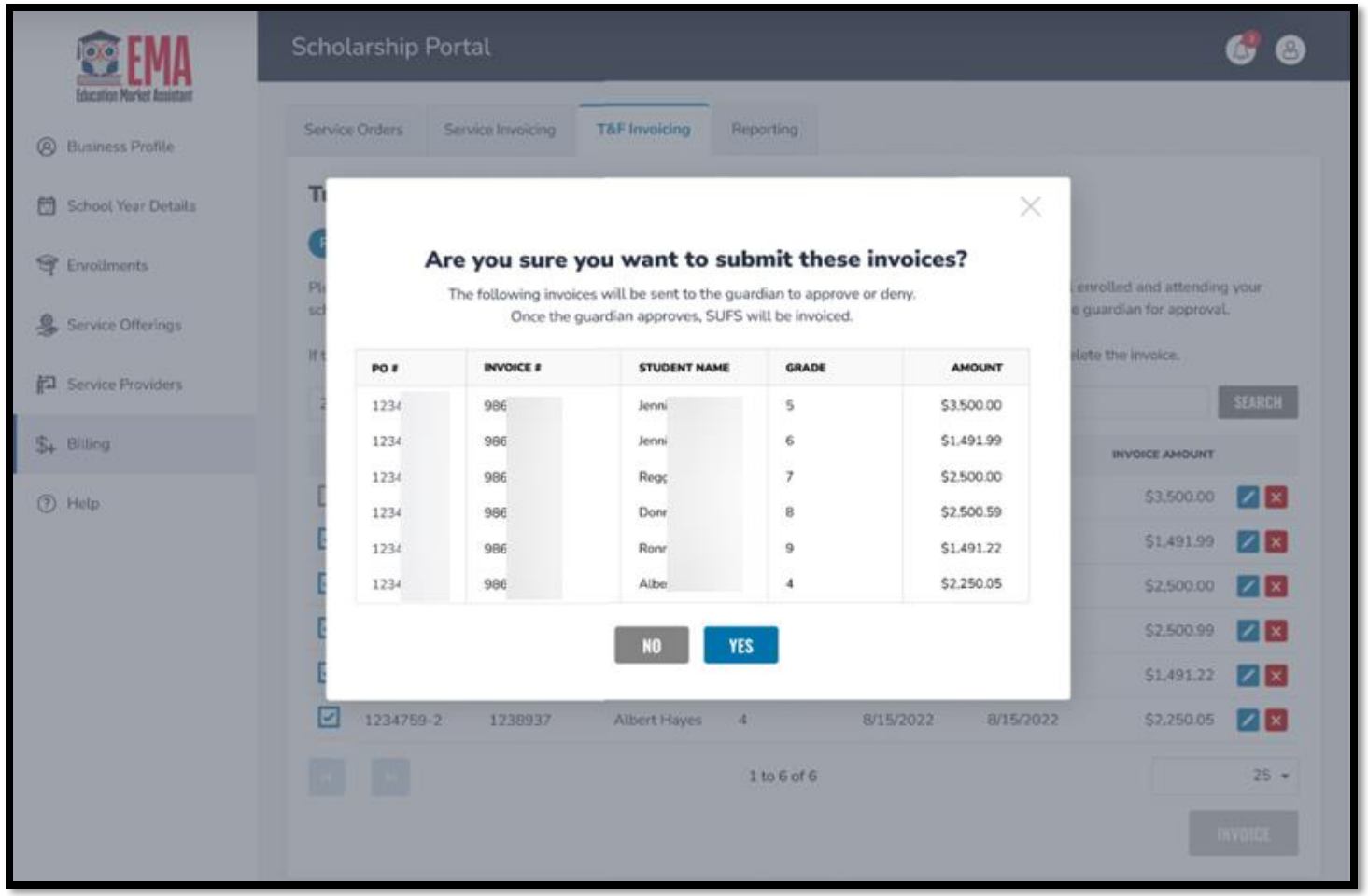
Please note that funds from a deleted invoice will be returned to the students’ Educational Savings Account (ESA).

Schools: Submitting Tuition & Fee Invoices for Approval



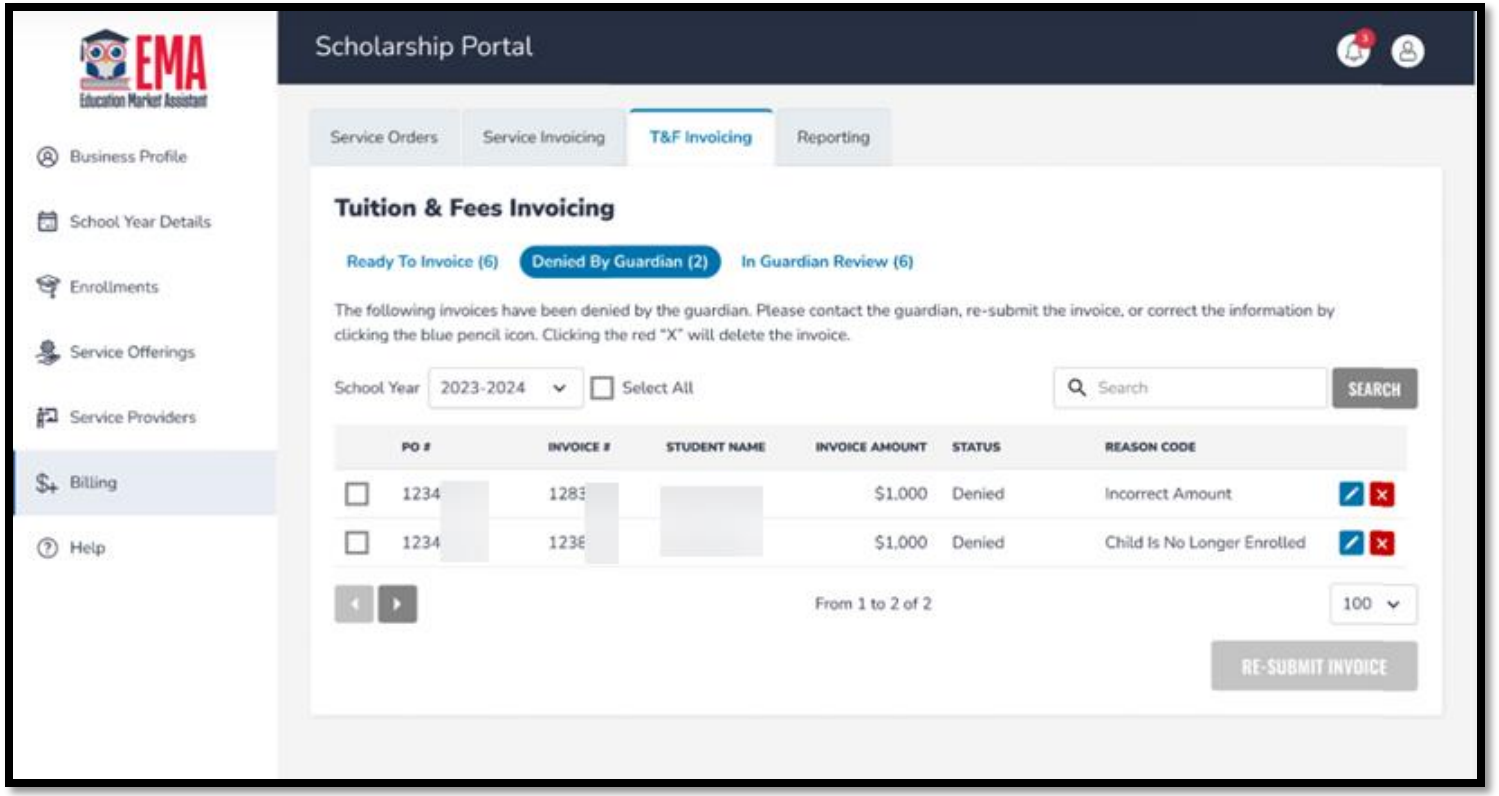
A school may select one or multiple students to invoice by checking off the box to the left of the Purchase Order (PO) number column.

Schools: Submitting Tuition & Fee Invoices for Approval



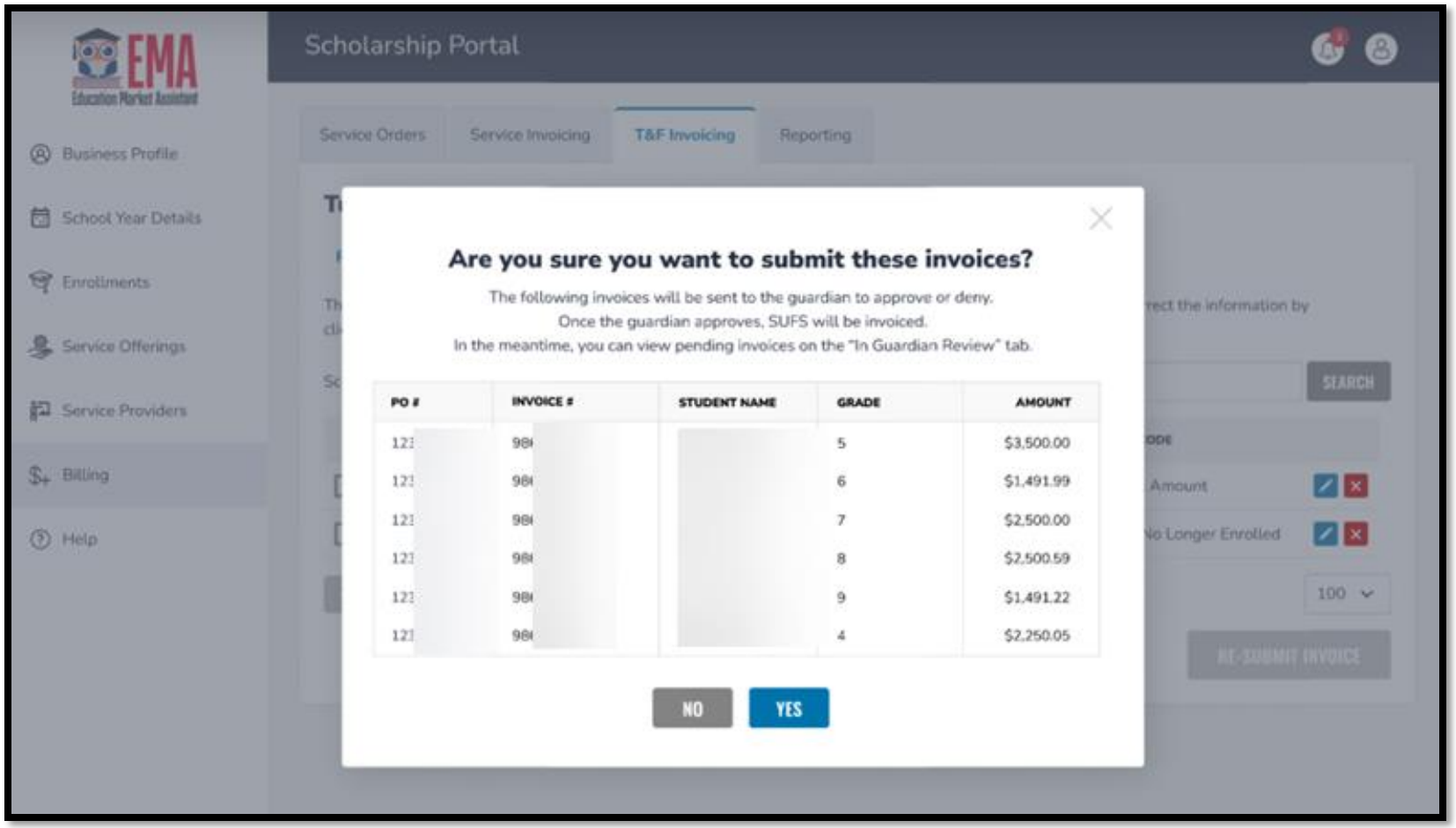
Once your school has chosen one or more students for invoicing, a pop-up window will appear. Click 'Yes' to confirm the selected invoices, or 'No' to make further edits.

Schools: Submitting Tuition & Fee Invoices for Approval



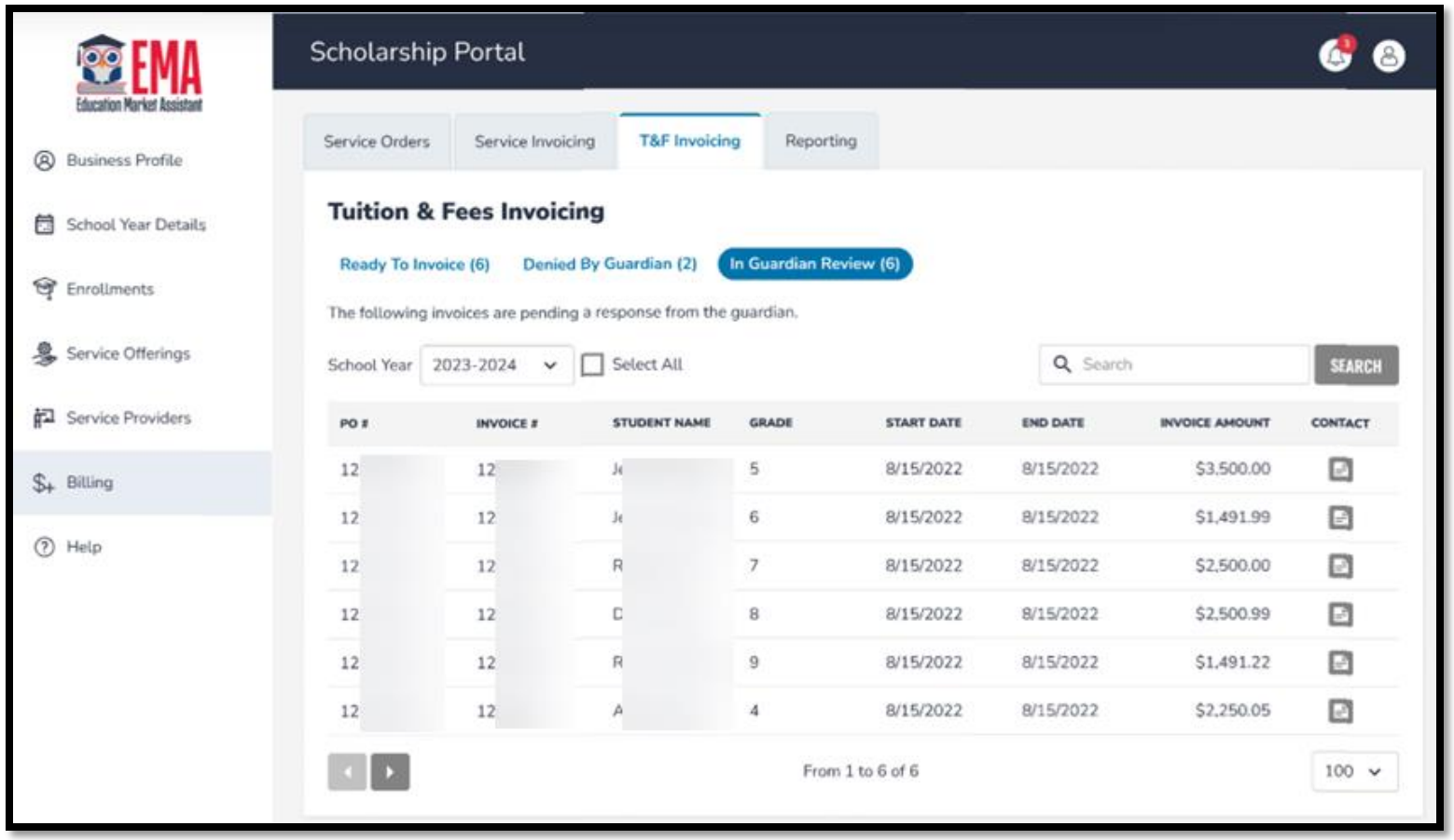
Your school has access to invoices that have been denied by a guardian, along with the reason provided. The invoice can be reduced or deleted and then sent back to the guardian.

Schools: Submitting Tuition & Fee Invoices for Approval



When resubmitting invoices previously denied by the guardian, a pop-up window will appear to confirm your submission. Select ‘Yes’ to proceed or ‘No’ if further edits are required.

Schools: Submitting Tuition & Fee Invoices for Approval



To access invoices pending approval or denial by the guardian, or to access guardian contact information, click the 'In Guardian Review' button under the T&F Invoicing tab.

Toll Free Hotline: 1-800-447-1636

www.floridaschoolchoice.org

Region 1

Karla Hernandez
850-245-0064
Karla.Hernandez@fldoe.org

Alachua	Gadsden	Nassau
Baker	Gilchrist	Okaloosa
Bay	Gulf	Putnam
Bradford	Hamilton	Santa Rosa
Calhoun	Holmes	St. Johns
Clay	Jackson	Suwannee
Columbia	Jefferson	Taylor
Dixie	Lafayette	Union
Duval	Leon	Volusia
Escambia	Levy	Wakulla
Flagler	Liberty	Walton
Franklin	Madison	Washington

Region 2

Mellia Mckenzie
850-245-9145
Mellia.Mckenzie@fldoe.org

Brevard	Orange	Sumter
Lake	Osceola	
Marion	Seminole	

Region 4

Jessi Edens
850-245-0872
Jessica.Edens@fldoe.org

Broward	Indian River
Charlotte	Lee
Collier	Martin
DeSoto	Monroe
Glades	Okeechobee
Hardee	Palm Beach
Hendry	St. Lucie
Highlands	

Region 5

Joanna Chowdhury
850-245-0682
Joanna.Chowdhury@fldoe.org
Miami - Dade

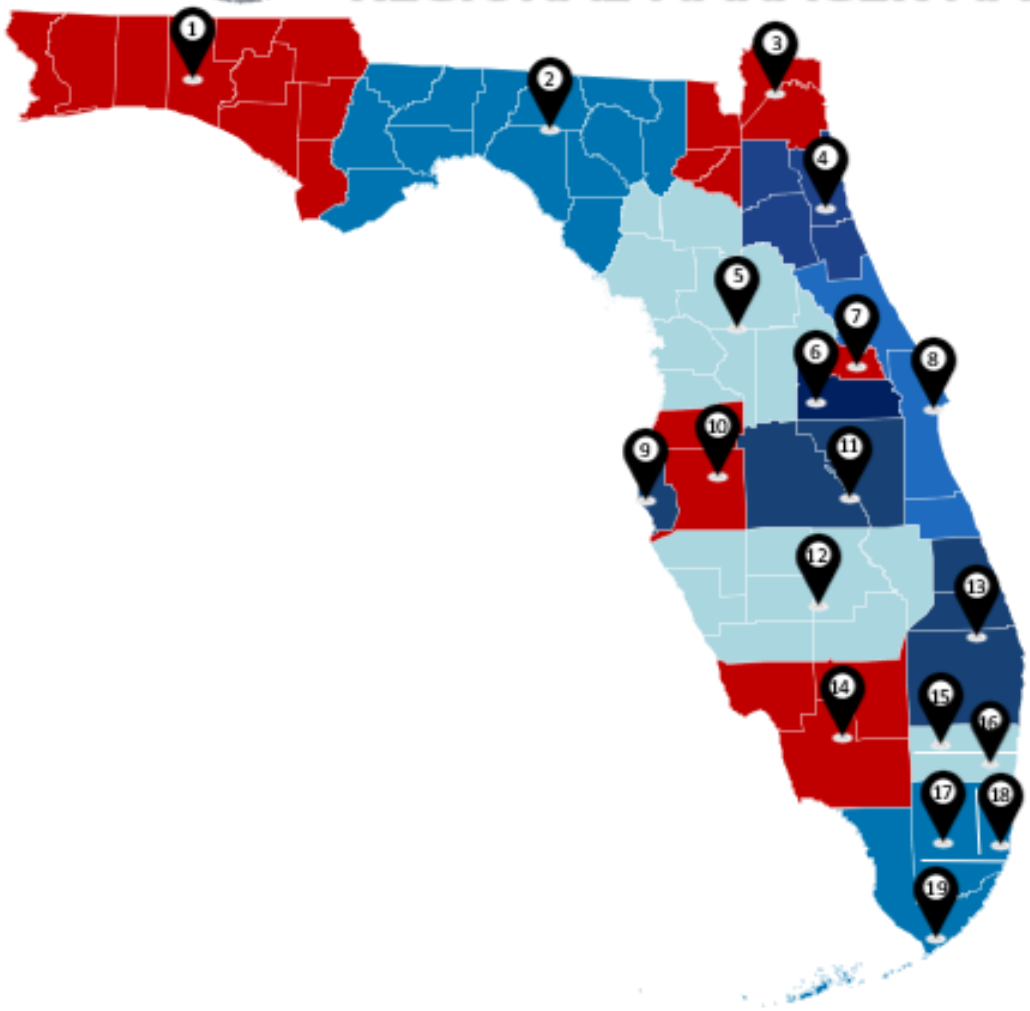
New Scholarship Schools - 850-245-0902
Scott Earley
Scott.Earley@fldoe.org

Compliance Supervisor– 850-245-0650
Jackelyn Baldwin

FLORIDA DEPARTMENT OF EDUCATION

SCHOOL CHOICE

Community Relations
REGIONAL MANAGER MAP



REGIONAL MANAGERS

Region 1: Pat Fidler

Region 2: Liz Heron

Region 3: Amanda McCook

Region 4: Kate Coughlin

Region 5: Laurie Baluyot

Region 6: Jonathan Cajigas

Region 7: Nathan Nadeau

Region 8: Ric Speigner

Region 9: Stephanie Love

Region 10: Melissa Jaramillo

Region 11: Katie Swingle

Region 12: Kristin O'Brien

Region 13: Carla Justamante

Region 14: Amy Allman

Region 15: Sacha Walker

Region 16: Gaby Citelli

Region 17: Carla Hernandez

Region 18: Dina Damus

Region 19: Crisceli Acosta

How To Contact Us

There are 3 ways to reach us:

- Chat with a live agent at www.sufs.org
- Email us at info@sufs.org
- ☎ Call us at (877) 735-7837

Service Center Hours:
Monday – Friday
8:00 a.m. – 5:00 p.m. ET

OUR NEXT SUMMER EDITION OF OFFICE HOURS IS SCHEDULED FOR

July 25th,2024

REMINDER:
OFFICE HOURS WILL BE CONDUCTED AT 10 AM & 1 PM

To register for future sessions, use the QR code here.