



NEW WORLDS READING SCHOLARSHIP ACCOUNTS



PARENT HANDBOOK



*Click on any line within the Table of Contents to be taken directly to that section.

Table of Contents

OVERVIEW	2
QUALIFYING FOR A NEW WORLDS READING SCHOLARSHIP ACCOUNT	3
APPLYING FOR A NEW WORLDS READING SCHOLARSHIP	3
CREATE A STEP UP FOR STUDENTS EMA ACCOUNT	3
ADD STUDENTS TO YOUR EMA ACCOUNT.....	10
COMPLETE A NEW WORLDS READING SCHOLARSHIP ACCOUNTS APPLICATION	12
APPLICATION PROCESSING STATUS DEFINITIONS	17
FUNDING FOR NEW WORLDS READING SCHOLARSHIP ACCOUNTS.....	17
WAITLIST.....	19
APPROVED USES OF NEW WORLDS READING SCHOLARSHIP ACCOUNT FUNDS.....	19
PART-TIME TUTORING SERVICES.....	19
FEES ASSOCIATED WITH SUMMER EDUCATION PROGRAMS.....	21
FEES ASSOCIATED WITH AFTER-SCHOOL EDUCATION.....	21
INSTRUCTIONAL MATERIALS	21
CURRICULUM	21
DIRECT PAYMENT AUTHORIZATION	21
MYSCHOLARSHOP	23
PURCHASING	24
RETURNS	24
STATUS DEFINITIONS.....	24
REIMBURSEMENT REQUESTS	25
HOW TO SUBMIT A REIMBURSEMENT REQUEST	26
DOCUMENTS REQUIREMENTS TO SUBMIT A REIMBURSEMENT.....	28
Instructional Materials and Curriculum Related to Reading or Literacy	28
Part-Time Tutoring.....	28
Summer and After-school Education Programs Designed to Improve Reading and Literacy Skills ..	28
REIMBURSEMENT STATUS DEFINITIONS:	29
DENIED REIMBURSEMENTS	29
IMPORTANT ITEMS TO NOTE.....	30
USEFUL LINKS	30
VIDEOS	30



CONTACT US 31

Overview

Step Up For Students is a state-approved nonprofit scholarship funding organization that empowers families to pursue and engage in the most appropriate learning options for their children. By pursuing this mission, we help public education fulfill the promise of equal opportunity.

One of the primary focuses of Step Up For Students is the administration of four scholarships for students in Florida: the Florida Tax Credit Scholarship Program (FTC) for lower to middle income families; the Family Empowerment Scholarship (FES), which has two components, one for students with Unique Abilities (FES-UA) and a second for lower to middle income families and for students who meet other categorical requirements (FES-EO); the Hope Scholarship for students who are bullied or are victims of violence, and the New Worlds Reading Scholarship Accounts Program (formerly Reading Scholarship Accounts Program) for public school students in kindergarten through fifth grades who struggle with reading.

In 2018, the Florida Legislature established Reading Scholarship Accounts to provide educational options for public school students in grades 3 through 5 who struggle with reading. In 2022, the program was renamed the New Worlds Reading Scholarship Accounts program and the Florida Legislature expanded eligibility for the scholarship to include public school students in grades kindergarten through 5 who have a substantial reading deficiency.

Florida is the first state to offer an education savings account program for students enrolled in public schools. The program provides parents with access to Education Savings Accounts (ESAs), worth \$500 each, to pay for tuition and fees related to part-time tutoring in reading, summer and afterschool programs designed to improve reading or literacy skills, instructional materials, which includes limited technology, or curriculum related to reading and literacy.

The sections following this introduction will guide you as you utilize your New Worlds Reading Scholarship Accounts funding.



Qualifying for a New Worlds Reading Scholarship Account

New Worlds Reading Scholarship Accounts are available to Florida public and charter school students in:

- Grades 3-5 who scored below Level 3 on the statewide, standardized English Language Arts (ELA) assessment in the prior school year (2021-2022)
- Grades 3-5 who score a Level 1 or Level 2 on the Grades 3-10 FAST ELA Reading for Progress Monitoring 1 (PM1), PM2 or PM3 in 2022-2023 **OR**
- Grades K-2 in 2022-2023 who are identified with a substantial reading deficiency per Rule 6A-6.053 F.A.C.

Funding priority will be given to students indicated as English Language Learners who are enrolled in a program or receiving services specifically designed to meet their instructional needs.

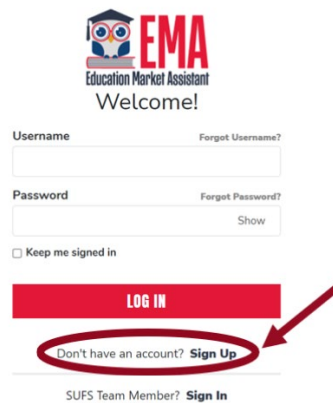
Applying for a New Worlds Reading Scholarship

Families will need to create a Step Up For Students Education Marketplace Assistant (EMA) Account before applying. If you have already created an EMA account, please skip to "[Add Students to Your EMA Account](#)".

Create a Step Up For Students EMA Account

To create a new account, a valid email address is required.

1. New families can [click here](#) to create their account.
2. From the Step Up For Students New Worlds Reading Scholarship portal, select Sign Up.





3. In the Email Address box, enter your Email Address, and select SEND CODE. The Verification Code is sent to the entered Email Address.

IMPORTANT: Step Up will email critical information about your student's scholarship to the email address you use in this step. Make sure to use an email address you use regularly.



Welcome to EMA

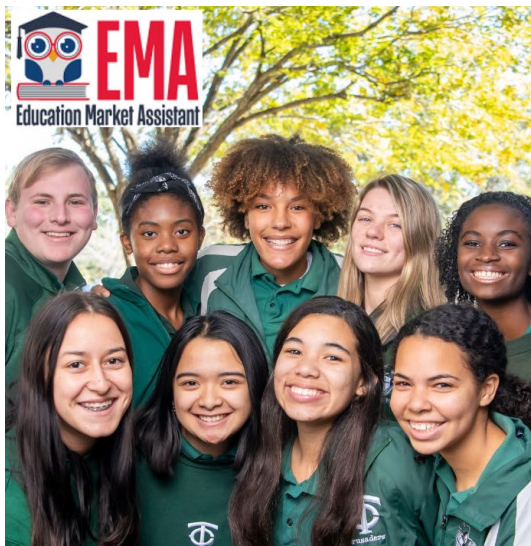
For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Email Address

SEND CODE

[Back to Sign In](#)

4. In the Verification code box, enter the Verification code from the email, and then select CONFIRM.



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

Verification Code

CONFIRM

[↻ Resend verification code](#)

[Back to Sign In](#)



5. Select CONTINUE.



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

[Back to Sign In](#)

6. Choose a username, enter your first and last name, and create a password. The password must contain a lowercase character, uppercase character, number, and special symbol (! @ #, etc.). Select CONTINUE.



Welcome to EMA

Email

Username

First Name

Last Name

Create Password

Confirm Password

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- Symbols



7. Complete the security questions and then select CONTINUE.

Set up your security questions

Security Question

Answer

Security Question

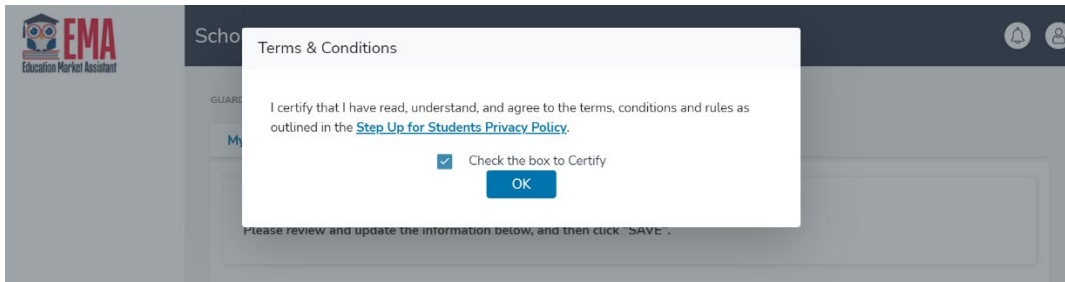
Answer

Security Question

Answer

CONTINUE

8. Check the box to certify the Terms and Conditions and select OK.



9. Complete the Guardian Profile, Mailing Address, Physical Address, and Contact Information fields.

IMPORTANT: Step Up will email critical information about your student's scholarship to the Primary Email address listed in the Contact Information section. Be sure to use an email address you check regularly.



NOTE: GREEN text indicates new or updated information effective March 2023

Guardian Profile
Please confirm that all profile information is accurate. This data will also be used to complete your applications.

Guardian ID: _____ Name: * [Edit](#)

Marital Status: * Primary Language: *

Mailing Address

Street Address: * Address Line 2:

City: * County: * State: * Zip Code: *

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

Physical Address

Street Address: * Address Line 2:

City: * County: * State: * Zip Code: *

Contact Information

Primary Phone: * Secondary Phone:

Primary Email: * Secondary Email:

10. Complete the Manage Consents section by selecting “Yes” or “No” for each of the categories. Your consent or lack of consent will have no effect on your student’s scholarship eligibility.

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



NOTE: GREEN text indicates new or updated information effective March 2023

11. Complete the Manage Contact Preferences section by selecting how you would like Step Up to contact you about your student's account, scholarship transactions, and announcements. You may select multiple categories, but "Email" is required for critical updates and transactions.

IMPORTANT: Step Up will email critical information about your student's scholarship to the email address associated with your guardian profile. Be sure to check that email regularly.

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

12. Select SAVE. Congratulations, your account is created!

Scholarship Portal

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

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

Scholarship Portal

GUARDIANS > MY PROFILE

My Profile

Your guardian profile is complete.
Please visit your dashboard to see available scholarships.

MY DASHBOARD

Guardian Profile

Please confirm that all profile information is accurate. This data will also be used to complete your applications.



EMA allows parents and guardians access to:

- Apply for scholarships
- Review and update your contact information
- Change your account password
- Check the status of your scholarship application
- Upload documents to your application or print documents associated with your application
- View your student's account statement
- Shop for pre-approved service providers and approve direct payments from your student's scholarship account
- Shop for pre-approved educational materials using funds directly from your student's scholarship account
- Submit a reimbursement request
- Upload documents to a reimbursement

Please DO NOT provide your login information to ANYONE. Providing login information will allow them to access this critical information, make changes, and approve expenditures from your student's account. Step Up For Students will not be responsible for changes and/or charges made by anyone other than the account owner if the login information has been shared.

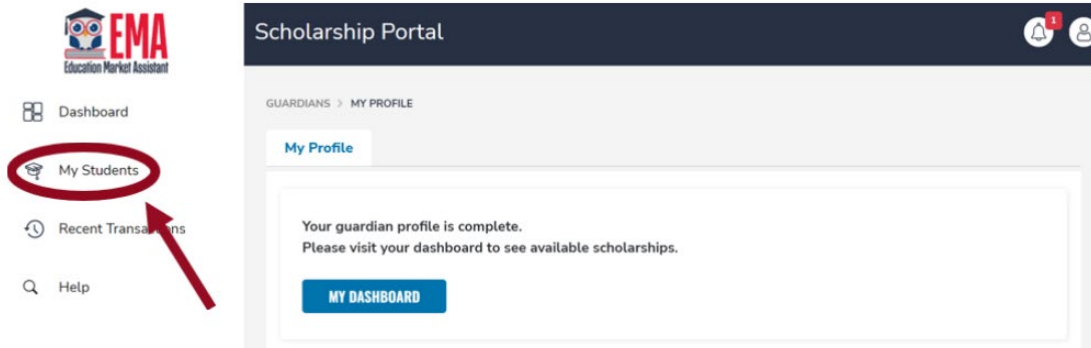


Add Students to Your EMA Account

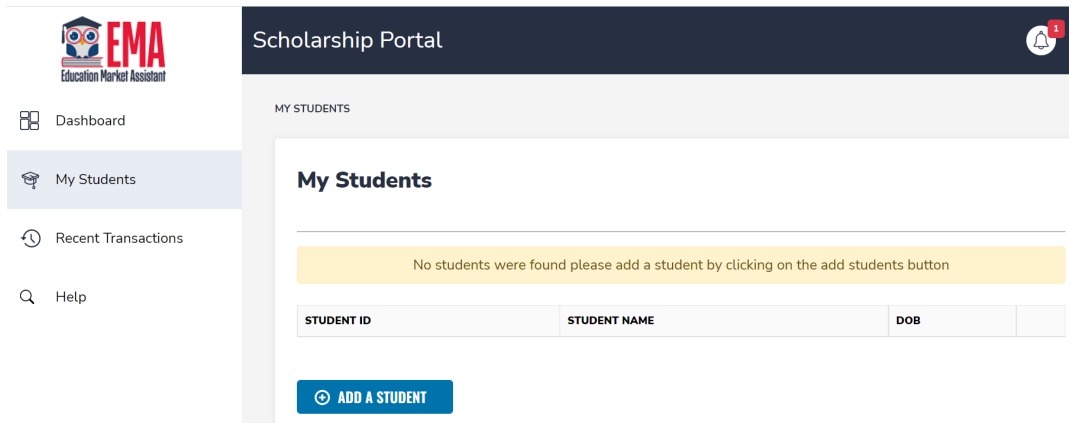
Before you can apply for a scholarship, you will need to add your student(s) to your [EMA Account](#).

Follow the instructions below to add students to your [EMA Account](#).

1. Log in to EMA if you are not already signed in. Navigate to the My Students page.



2. Select ADD A STUDENT.



3. Complete the Student ID section. Select SAVE.

Please note: The FLEID number field is optional. This number can be found on your student's English Language Arts FSA score report, if applicable.



Scholarship Portal

MY STUDENTS > STUDENT DETAIL

Student Details

CANCEL **SAVE**

Student ID:

First Name* Middle Name Last Name* Suffix

OPTIONAL: Student FLEID No. Date of Birth* Gender* Ethnicity*

Student's Relationship to You

4. If you have additional students to add, navigate back to the My Students page and select ADD A STUDENT.

Scholarship Portal

MY STUDENTS

My Students

No students were found please add a student by clicking on the add students button

STUDENT ID	STUDENT NAME	DOB
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ADD A STUDENT

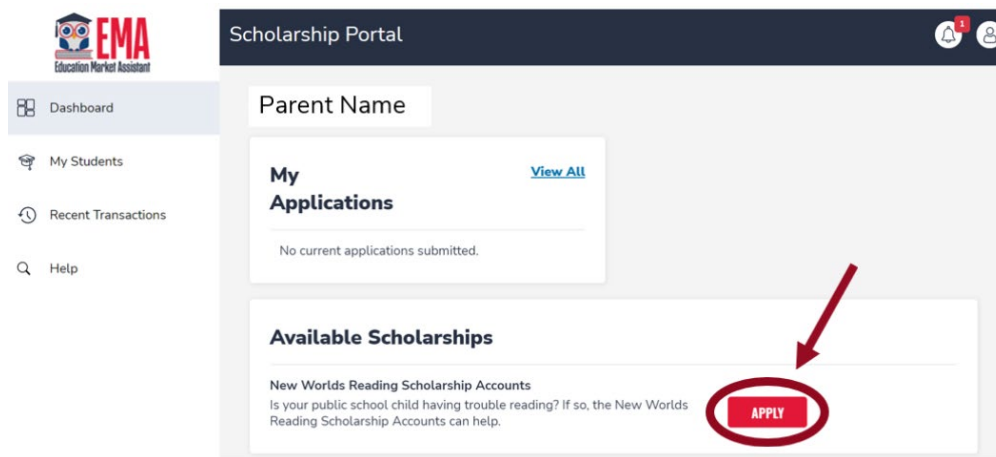


Complete a New Worlds Reading Scholarship Accounts Application

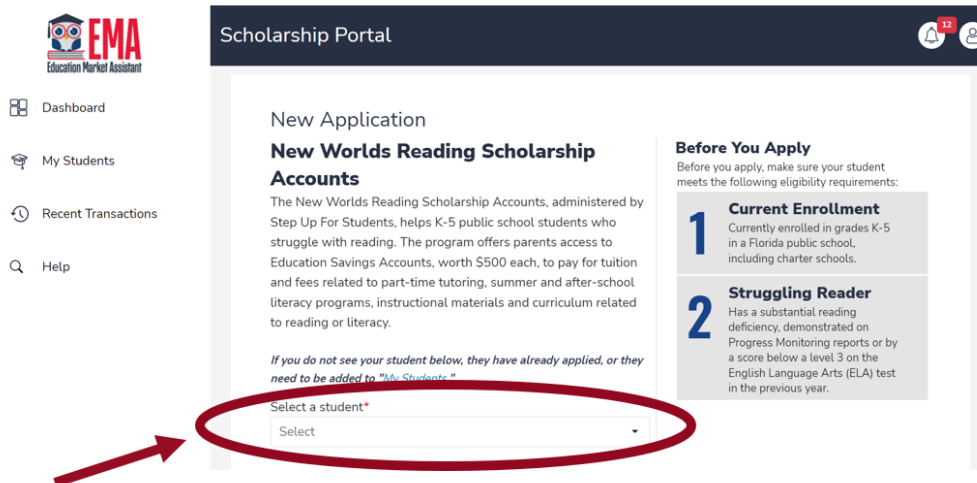
Families can apply online by logging into their EMA Account. There is no fee to apply. You must add students to the My Students page before you apply. See previous section for instructions on how to add a student.

Follow the instructions below to complete your application.

1. From your Dashboard, locate the New Worlds Reading Scholarship Accounts under Available Scholarships and select APPLY. The New Worlds Reading Scholarship Accounts application will display.



2. Select the student you would like to apply for from the drop down menu. If you have not added your student to your account, please see the previous section for instructions.





- Your student's information will already be entered from the My Students page. Scroll down to review your student's information. If any of the information is not correct, navigate back to the My Students page to edit your student's information. You will need to provide your student's school name and grade level on the application.

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with 'My Students' selected. The main content area is titled 'Student Information'. It contains several input fields: First Name (A), Middle Name, Last Name (Student), Suffix, Date Of Birth (10/11/2016), Gender (Female), Ethnicity (Non-Hispanic or Latino), Race (Hispanic), Student FLEID No., School Name (with a search dropdown), and Grade Level (with a dropdown menu). A red circle highlights the 'School Name' and 'Grade Level' fields, with two red arrows pointing to them from below.

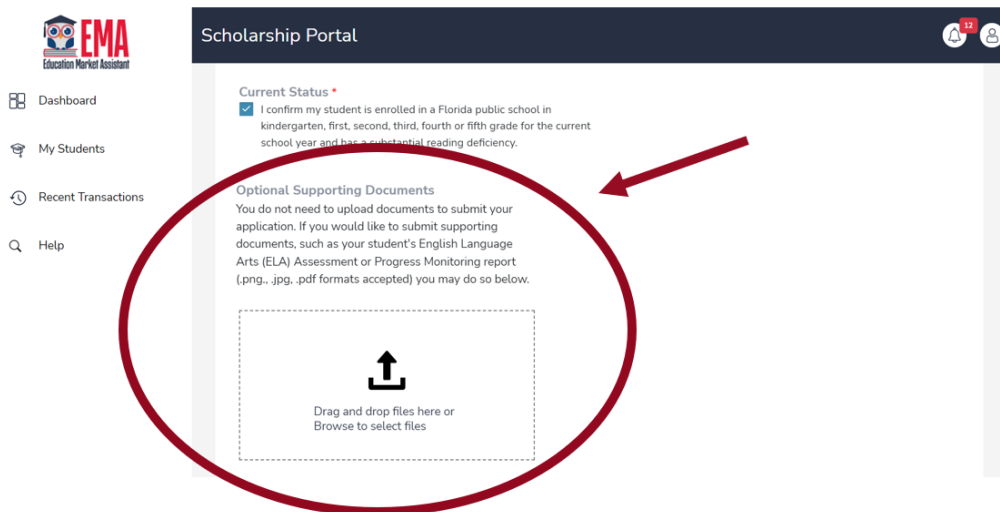
- Check the box in the Current Status section to confirm your student is enrolled in a Florida public school in kindergarten, first, second, third, fourth or fifth grade for the current school year and has a substantial reading deficiency.

This screenshot shows the 'Current Status' section of the 'Scholarship Portal'. The 'School Name' is now set to 'ALACHUA ELEMENT' and the 'Grade Level' is 'Kindergarten'. The 'Current Status' section has a checkbox that is checked, with the text: 'I confirm my student is enrolled in a Florida public school in kindergarten, first, second, third, fourth or fifth grade for the current school year and has a substantial reading deficiency.' This checkbox and its text are circled in red, with a red arrow pointing to it from the left.

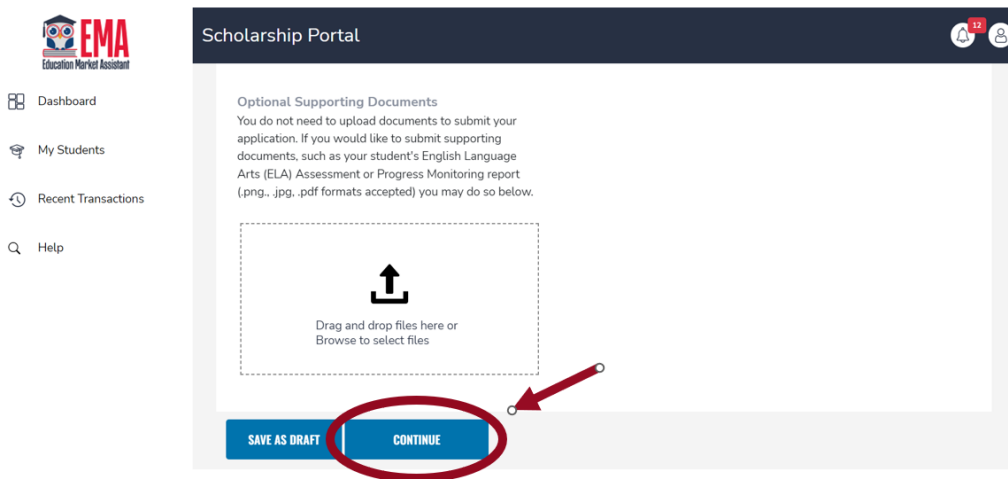
- If you would like to upload supporting documents, you may do so in the Optional Supporting Documents section. You do not need to submit documents to submit your application.



Supporting documents might include your student's prior year ELA Assessment score report or a copy of your student's Progress Monitoring report.



6. Select CONTINUE.

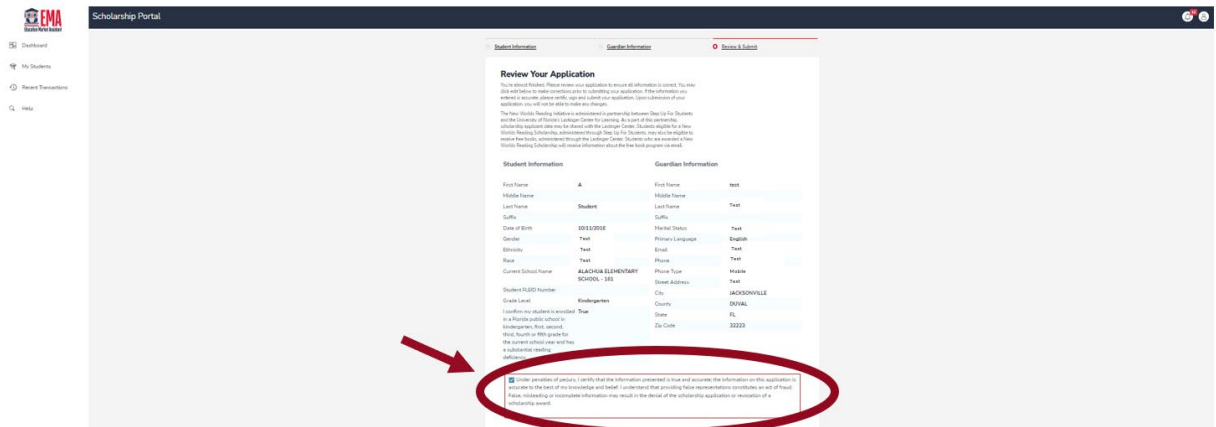


7. From the Guardian Information section, confirm the information in the Identity and Location sections. The information from your Guardian Profile will already be entered into the Guardian Information section. If you need to update it, select Edit Profile. You will need to select the "Phone Type" associated with the phone number in your profile.

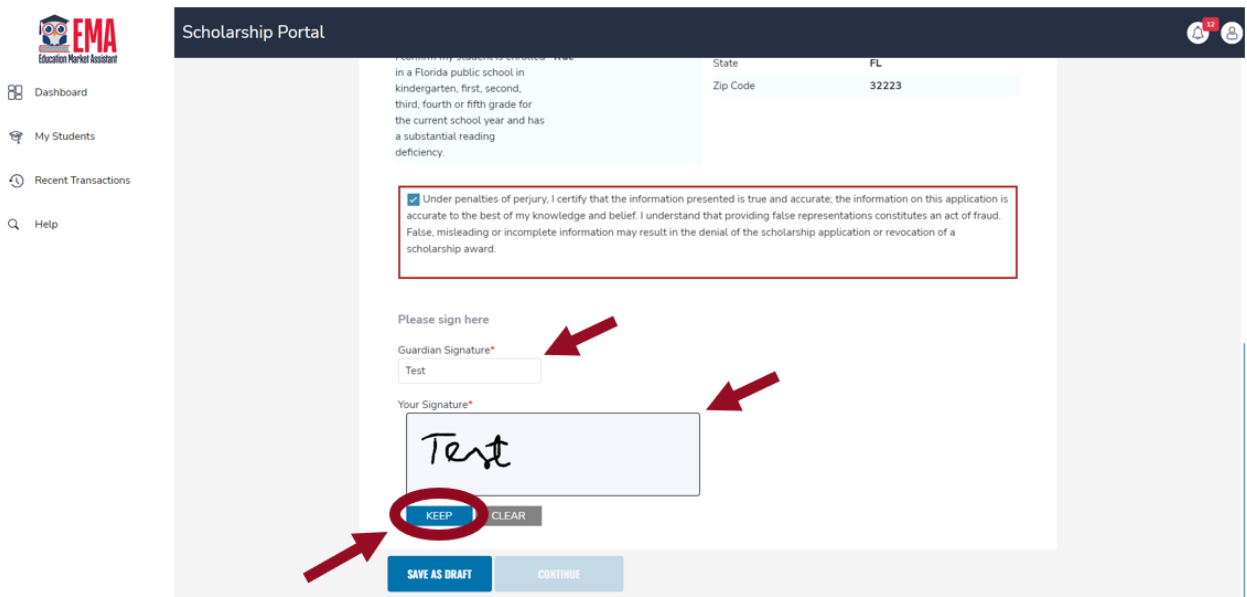


8. Select CONTINUE.

9. Review Your Application details. If you need to correct any information, navigate to the Student Information or Guardian Information pages. Once you have confirmed all information is correct, you must certify that all information is true and accurate by checking the box.



10. In the Guardian Signature field, enter your full name. Then in the Your Signature box, write your full name. After you have written your full name, the KEEP and CLEAR options will display.



11. Select KEEP, and then select SUBMIT to complete your application.



The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with 'EMA Education Market Assistant' logo and links for Dashboard, My Students, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and contains a certification statement: 'Under penalties of perjury, I certify that the information presented is true and accurate; the information on this application is accurate to the best of my knowledge and belief. 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.' Below this is a 'Please sign here' section with 'Guardian Signature*' and 'Your Signature*' fields. The 'Your Signature*' field contains the word 'Text' in a cursive font. At the bottom, there are three buttons: 'REDO', 'SUBMIT' (circled in red with a red arrow pointing to it), 'SAVE AS DRAFT', and 'CONTINUE'.

Step Up For Students and the Florida Department of Education will work together to determine if your student qualifies for a New Worlds Reading Scholarship. Parents/guardians will receive email notifications to the email address listed in their Guardian Profile when there is an update in the scholarship status. Parents can also login to their [EMA Account](#) to view their application status at any time.

A student may only receive one scholarship at a time. Parents must notify Step Up if the student leaves the Florida Public School system. Leaving the Florida Public School system could affect the student's scholarship status.

Application Processing Status Definitions

- **Pending Review** - The application has been received and is being reviewed for eligibility.
- **On Hold** – The application did not have the information needed to determine eligibility. The parent/guardian must submit additional information.
- **DOE Confirmed Eligible/Awarded** - The Florida Department of Education has confirmed the student's eligibility for the scholarship.
- **Denied** – The student was found not eligible for a New Worlds Reading Scholarship and will not be funded.

Funding for New Worlds Reading Scholarship Accounts

Funding for the New Worlds Reading Scholarship Accounts comes from the State of Florida. Each scholarship is \$500.



Program funding is limited.

If a student has been found eligible by the Florida Department of Education, scholarship funds will be deposited into a student's scholarship account approximately 30 days after receiving confirmation of eligibility, as long as program funds are available. Funding will be established on a first-come, first-served basis, with English Language Learner students receiving priority. Students are required to be enrolled in a Florida public school to be funded.

Parents will be notified via email when the student's account has been funded by the Florida Department of Education, and funds have been deposited into the student's New Worlds Reading Scholarship account. Parent may also [login](#) to their EMA account to view their funding status.

Once funds have been deposited into the student's account, parents may use the scholarship funds for a variety of services (described in the sections below). **Please note: It may take a few days for your Marketplace tab (including MyScholarShop) to appear in EMA after funds are applied to your account.** Any unused funds will be rolled over for use in subsequent school years.

A student's scholarship account must be closed, and any remaining funds must be sent back to the Florida Department of Education after:

- Denial or revocation of scholarship eligibility by the Commissioner of Education for fraud or abuse, including but not limited to, the student or student's parent accepting any payment, refund, or rebate, in any manner, from a provider of any services; or
- Three (3) consecutive fiscal years in which an account has been inactive.

Note: An account is considered inactive if you do not spend any money from your student's account for three consecutive fiscal years (July 1 – June 30).

Parents of students receiving scholarship funds through a New Worlds Reading Scholarship Account may not take possession of funds at any time, unless provided as a reimbursement by Step Up For Students. If a parent receives a refund for any services or goods purchased with New Worlds Reading Scholarship funds, those funds must be returned to Step Up For Students for deposit into the student's scholarship account.

To return funds to the student's New Worlds Reading Scholarship Account, the parent/guardian must send a check that includes the student's name and student ID number to:



Step Up For Students
Accounts Receivable
4655 Salisbury Rd, Suite 400
Jacksonville, FL 32256

If you wish to close your student's New Worlds Reading Scholarship Account, you must contact Step Up For Students at reading@sufs.org or 1-877-735-7837.

Waitlist

The number of applications received by Step Up For Students may exceed program capacity. Statutory guidelines limit the number of scholarships available each school year, with the annual number of available scholarships determined by statute. In the event that program capacity is met, a waitlist will be instituted.

We strongly encourage you to submit your application as soon as possible. Applications are reviewed on a first-come, first-served basis. After the annual statutory scholarship cap has been met, all students found eligible after that date will be placed onto a waitlist. There is no guarantee that a student will be moved from the waitlist. If program capacity allows additional awards, students may come off the waitlist. You will receive an email notification regarding your updated application status if your student is moved from the waitlist. Award amounts are based on the date of award, not the date of eligibility.

Approved Uses of New Worlds Reading Scholarship Account Funds

The following categories of items are approved uses of funds for the New Worlds Reading Scholarship Account.

Part-Time Tutoring Services

Part-time tutoring includes tuition and fees for part-time tutoring services provided by a person who holds one of the following:

- A current, valid Florida educator's certificate pursuant to s. 1012.56, Florida Statutes; or



- A person who holds an adjunct teaching certificate given by a Florida school district pursuant to s. 1012.57, Florida Statutes; or
- A baccalaureate or graduate degree in Reading, Elementary Education, or English Education

The part-time tutor may be a person who has demonstrated a mastery of subject area knowledge pursuant to s. 1012.56(5), Florida Statutes.

Mastery could be achieved through one or more of the following:

- An official Florida Teacher Certification Examination (FTCE) score report indicating a passing score on a Florida subject area exam, not more than 10 years old; OR
- A passing score report that is not more than 10 years old, above the intermediate level, on both the oral and written exams for a foreign language subject area (excluding French, German or Spanish) administered by the American Council on the Teaching of Foreign Language (ACTFL); OR
- A form provided by a Florida school district and signed by the school district, indicating there is no standardized exam in the subject area, but the person has attained the essential subject matter competencies and subject area specialization requirements; OR
- A valid certificate issued by the National Board for Professional Teaching Standards (NBPTS); OR
- A valid certificate issued by the American Board for Certification of Teacher Excellence (ABCTE); OR
- A valid Statement of Status of Eligibility (SOE) issued by Educator Certification that indicates the educator is ELIGIBLE for a Professional Certificate; OR
- For a subject requiring a master's or higher degree (i.e., Educational Leadership, Guidance Counseling, Reading, or School Psychologist) a score report indicating a passing score on a Florida subject area exam (not more than 10 years old) AND a valid Statement of Status of Eligibility (SOE) issued by Educator Certification that indicates the educator is ELIGIBLE for a Temporary or Professional Certificate; OR
- A valid Statement of Status of Eligibility (SOE) issued by Educator Certification that indicates the educator is ELIGIBLE for a Temporary Certificate but does not list a passing score on the subject area exam under the Professional Certificate requirements



Fees Associated with Summer Education Programs

Summer education programs must be designed to improve reading or literacy skills.

- This means a summer education program that is primarily focused on reading, literacy, English language, English usage, grammar, comprehension, vocabulary, literature, and informational text, or writing in English.

Fees Associated with After-School Education

After-school education programs must be designed to improve reading or literacy skills.

- This means an after-school education program that is primarily focused on reading, literacy, English language, English usage, grammar, comprehension, vocabulary, literature, and informational text, or writing in English.

Instructional Materials

Instructional materials must be related to reading or literacy. This includes, but is not limited to:

- Digital devices—limited to desktop computers, laptop computers, and tablets
- Digital material or stand-alone online class
- Online software programs related to reading or literacy
- Books, including workbooks

Curriculum

Curriculum is defined as a complete course of study for a particular content area or grade level, including any required supplemental materials and associated online instruction related to reading or literacy.

Direct Payment Authorization

Step Up For Students has direct pay partnerships with reading and literacy providers across the state, as well as with virtual providers. These partnerships prevent upfront costs to New Worlds Reading Scholarship families.

New Worlds Reading Scholarship families with funds remaining in their student's account can access the link to our Payment Authorization tool by clicking on the "Marketplace" tab in their [EMA account](#). They will be able to select their provider from an easy-to-use drop down list, complete the form, and authorize payment electronically.



This link should not be shared with providers to prevent a provider from authorizing payment on behalf of parents/guardians.

By selecting a provider through Step Up For Students' payment authorization tool, you will not have to pay a provider out-of-pocket and wait to be reimbursed.

Once you have the link, please follow the instructions below to use the direct pay option:

- **Search for a provider**
 - You can search for a provider on the "Provider Search" page on our website.
 - Select the direct pay filter to only see direct pay providers.
 - **You should contact the provider before selecting them to make sure they are a good fit for your student.**
 - When you reach out to a provider, **make sure to ask about pricing.** You will need to enter an amount you're allowing them to bill to your student's account later in this process.
- **Select a provider**
 - We will give you a drop-down menu of direct pay providers to select from. Start typing your provider's name and click on them when they appear.
 - Please note: Only direct pay providers will appear in the drop-down. If your provider is not on the list, they have not yet been approved for direct pay.
- **Enter your information and sign**
 - We'll need your contact information and some information about your student in order to allow your provider to bill your child's New Worlds Reading Scholarship Account.
 - You will be able to electronically sign the document.
- **Keep a copy for your records**
 - Many providers will want to see proof of completion before they provide services to your student.
 - Print or take a screenshot of the last page to send to your provider. See below for an example of that page.



Reading Direct Payment Authorization

Thank You!

Thank you for selecting a direct pay provider. Below is a summary of your Payment Approval Authorization. Please save, take a screen shot, or [print this page](#) to show your provider. Many providers will not provide services to your student until they see proof of Payment Approval Authorization. We've added the "Find a Provider" tool at the bottom of this page just in case you need to pull up your provider's contact info.

Provider Information

Provider/Program Name: BookNook
Amount Provider is allowed to bill to account: \$500.00

Student Information

Student Name: John Smith
Student Date of Birth: 12/08/2014
Student Home Address: 123 Main St, Tampa, FL 33788

Parent/Guardian Information

Parent/Guardian Name: Jane Smith
Parent/Guardian Email: jane.smith@gmail.com
Parent/Guardian Phone: 555-555-5555

MyScholarShop

MyScholarShop is an educational e-purchasing platform built to assist you in purchasing instructional materials using your scholarship funds *without* any upfront cost to you.

- Items available through MyScholarShop are approved for purchase using the New Worlds Reading Scholarship Accounts funds. If you do not see an item in MyScholarShop, it does not mean the item is not approved.
- Make sure you have available funds in your scholarship account to cover the entire purchase.
- This partnership is ONLY for goods purchased through MyScholarShop and does NOT apply to in-store purchases or purchases from the vendor's website.
- MyScholarShop orders cannot be shipped out-of-state or to a post office box.
- When purchasing multiple items, include ALL items on one order!
- Please be aware that Step Up For Students reserves the right to deny requests.
- Access to MyScholarShop will be activated once your student's account has funding.
- Step Up For Students reserves the right to limit or deny access to MyScholarShop.



Purchasing

To access MyScholarShop, you will need to login to your scholarship portal by clicking [here](#). MyScholarShop will appear under the Marketplace option and will only appear in the portal once your student's funds have been deposited in their account.

1. Log in using your current credentials (email and password).
2. Select the "Marketplace" tab.
 - a. When logging in the first time to the MyScholarShop platform, you will be required to read and acknowledge the Privacy Statement.
3. Confirm the address on file using the "Update Address" option.
4. Select the student account.
5. Search for the items you wish to purchase.
6. Choose the tile with the item category or type the item name in the search window.
7. Hover or select the item and click "Add to Cart".
8. Review your cart.
 - a. After reviewing the cart, choose "Check Out".
9. Review your 'ship to' information.
10. Choose "Send Request" to complete the purchase.

Returns

Returns are done through the vendor they were purchased from and not through Step Up For Students.

1. To return an item purchased via MyScholarShop [click here](#).
2. Find the correct vendor and follow the instructions.

Once the vendor has received the item, it may take up to 14 days for the funds to be credited to the student's scholarship account.

Status Definitions

- **Composing** – The MyScholarShop request is pending; the cart has not been submitted for purchase.



- **Submitted** – The MyScholarShop request was submitted and is pending review.
- **Approved** – The order has been approved and sent to the vendor(s) for fulfillment
- **Denied** – Items requiring review have been denied. One appeal is allowed.
- **Ordering** – A fully approved order is in the process of being generated. Once the order is fully generated, it will be sent to the vendor(s) for fulfillment and the status will be updated to “Ordered”.
- **Ordered** – All items associated with an order or requisition have been sent to the vendor to fulfil.
- **Cancelling** – The order was canceled after it was placed.
- **Cancelled** – An order cancelled after being submitted and approved.
- **Receiving** – Ordered items have been shipped and are in the process of being delivered.
- **Received** – Ordered items have been fully received.

For more in-depth information on MyScholarShop, [click here](#).

Reimbursement Requests

Approved reimbursements are paid using a prepaid debit card. Before creating your first reimbursement request, you will be asked to confirm your address to mail the card and for a birth date. Please enter the birth date of the [parent or guardian](#) on the account. **Parents with multiple New Worlds Reading Scholarship students will receive one card per family.**

Please [click here](#) to learn more about how reimbursement payments are made and how to activate your card. Please note: The card will not arrive with reimbursement funds loaded. You will be notified by email once your reimbursement has been processed and funds have been added to your card. Please keep the card in a safe place. **Funds will be loaded onto the card after your reimbursement is approved.** Any future reimbursements will be loaded onto the same card within 1 week after the reimbursement is approved. **Call 888-863-0681 to report your card lost/stolen and have a replacement card sent to your home address. There is no cost for the first replacement card; subsequent replacement cards are subject to a nominal fee.**

Reimbursement requests will be processed as they are received.



To submit a reimbursement request, you will need to login to your [EMA Account](#) and go to the reimbursement tab on the left side of the dashboard. The reimbursement option will only appear in the scholarship portal once your student's funds have been deposited in their account.

In the reimbursement tab, you will be able to:

- Submit a reimbursement request.
- View and search current statuses for your requests.

Reimbursements may be submitted for purchases made after July 1, 2022.

Requests for reimbursement for the 2022-23 school year, must be submitted, with all the required supporting documentation, no later than August 31, 2023, to be considered for payment.

If you would like to use a provider that is not on the pre-approved list and you don't know if they meet the requirements, please show the provider this section of the Handbook and ask them if they meet any one of the requirements needed to be eligible to serve your scholarship student.

The reimbursement process will be faster if the provider is pre-approved by Step Up For Students. Pre-approved providers may also opt-in to our direct-pay service, eliminating the need for families to pay out-of-pocket and wait to be reimbursed. If your provider would like to become pre-approved, they may contact us at ReadingProvider@sufs.org.

If a single reimbursement is submitted that totals more than the maximum scholarship award (\$500) OR the account balance at the time of submission, the reimbursement will be adjusted to the maximum scholarship amount or the amount available.

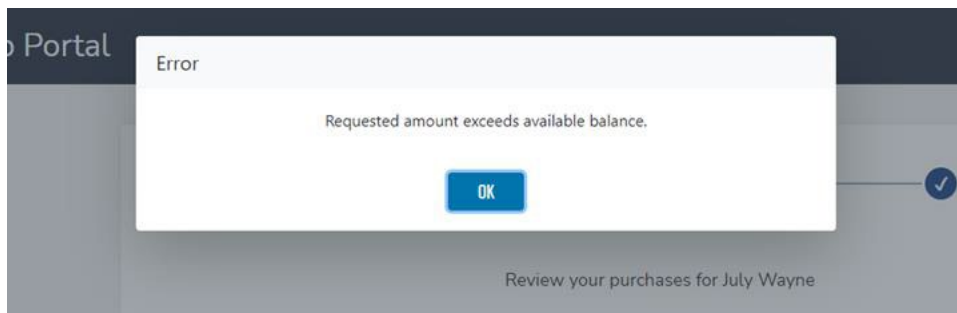
If multiple reimbursements are submitted totaling more than the maximum scholarship award (\$500) OR the account balance at the time of submission, the reimbursements will be paid in the order received by Step Up until the account balance is used. This could result in a partial payment or a denial of one or more of the reimbursements due to a lack of available funds.

How to submit a reimbursement request

1. Once logged into your [EMA Account](#), click on "Reimbursements".
2. Click "New" to add a new reimbursement request.
3. Select the student and click "Continue".
4. Upload your reimbursement document. Please see the following section for required documentation. *You will have the option of adding additional documents later if you have more reimbursement requests.*



5. Click “Continue” until you come to the page to enter reimbursement information.
6. Enter information for each line item of your receipt. Be sure to include the educational benefit for your request. The educational benefit will need to demonstrate *how the item or service will help the student learn*.
 - a. If you only have one item to submit for reimbursement on your receipt, click “Done”.
 - b. If there are multiple items on your receipt, click “Add Item”. You may add as many items as needed. After adding all items, click “Done”.
7. Review your reimbursement request. Click back to make any edits or click “Submit for Approval” if the information is correct.
8. If your requested amount exceeds the balance in your student's account, an onscreen error will appear as shown below. The screen will refresh and will go back to the request form so you can adjust the amount.



If your student has enough funds in their account, your request will be submitted to Step Up for approval. You will then see an onscreen confirmation. As a reminder, reimbursements may be submitted for purchases made after July 1, 2022, until you have exhausted your funds. Requests for reimbursement for the 2022-23 school year, must be submitted, with all the required supporting documentation, no later than August 31, 2023, to be considered for payment.

When making purchases from an individual or private seller who does not accept credit or debit cards, (i.e., garage sale, flea market, etc.), payment using a cashier’s check or money order is required to be reimbursed. Using a cashier’s check or money order provides the required proof of payment method for the purchase. **Reimbursement requests for purchases paid with cash will be denied.**



Documents requirements to submit a reimbursement

Instructional Materials and Curriculum Related to Reading or Literacy

- Proof of payment **must** include the following:
 - The item purchased related to reading or literacy; **and**
 - The date of purchase; **and**
 - The place of purchase or vendor/provider; **and**
 - The amount of the purchase; **and**
 - The method of payment

Part-Time Tutoring

- A form for invoicing for part-time tutoring is now available. It can be found [here](#). This form may be submitted with proof of payment.
- If not using the invoice form, an invoice on business letterhead or receipt must include the following:
 - The New Worlds Reading Scholarship Accounts student's first and last name; and
 - The New Worlds Reading Scholarship Accounts student's FLEID number; and
 - The tutor's first and last name; and
 - The company name, if applicable; and
 - Dates and hours of instruction; and
 - Hourly rate; and
 - Proof of payment
- If the provider has not been pre-approved, you will also need to submit documentation showing proof of credentials as a part-time tutor (See the Part-Time Tutoring Services section above for details)

Summer and After-school Education Programs Designed to Improve Reading and Literacy Skills

- An invoice on business letterhead or receipt must include the following:
 - The New Worlds Reading Scholarship Accounts student's first and last name; and
 - The New Worlds Reading Scholarship Accounts student's FLEID number; and



- Start and end dates of program, including the year; and
- Amount of fees; and
- Documentation that the program is primarily focused on reading, literacy, English language, English usage, grammar, comprehension, vocabulary, literature, and informational text, or writing in English; and
- Proof of payment (for reimbursement to parent)

Reimbursement Status Definitions:

You may login to the scholarship portal to review a reimbursement request status. The “Reimbursements” tab is on the left side of the screen.

In the reimbursement tab, you may view and search current statuses for reimbursement requests. The definitions are below:

- **Submitted** – Reimbursement request submitted.
- **In Review** – Reimbursement request is under review.
- **On Hold** – Reimbursement request is missing needed information for approval. The parent/guardian must submit more information within the scholarship portal. Step Up For Students will provide more information in an email sent to your email on file.
- **Approved** - Reimbursement request approved, and payment is on the way. [Click here](#) to learn more about how the payment process works.
- **Denied** – Reimbursement request was not approved. Step Up For Students will provide the denial reason in an email sent to your email on file.
- **Appealed** – Appeal submitted for a denied reimbursement request. *Families may appeal a reimbursement request one time.*
- **Cancelled** – Reimbursement request cancelled by the parent/guardian.

Denied Reimbursements

If a reimbursement request is denied, you may appeal that decision ONE TIME by reopening that request in the scholarship portal.

1. Open the Reimbursements tab on the left-hand side of the scholarship portal dashboard.
2. Select any request with a status of Denied. Select “Appeal” button.
3. Make any necessary edits, include new attachments, and submit.



- a. The decision made by the Step Up For Student's appeal team is final. After the appeal decision is made, any additional appeals for the same item will NOT be reviewed.
4. Step Up For Students reserves the right to deny any reimbursement request submitted for payment.

Important Items to Note

- Please keep your contact information current, especially your email address. This is the primary way Step Up For Students will communicate important information related to your student's scholarship.
- **If you do not spend any money from your account for three consecutive fiscal years (July 1 – June 30), your account will be closed, and all remaining funds will be returned to the Florida Department of Education.** If your scholarship eligibility is denied or revoked by the commissioner for fraud or abuse, including but not limited to, the student or student's parent accepting any payment, refund, or rebate, in any manner, from a provider of any services, your account will be closed, and all remaining funds will be returned to the Florida Department of Education.
- Step Up For Students staff may request additional documentation or clarification when they review a reimbursement request. These requests will arrive via email to the email address associated with your account.
- Please update your email settings to accept email from Step Up For Students so it is not sent to your Spam or Junk folder.

Useful Links

Videos

- [How to Create a New Worlds Reading Scholarship Account](#)
- [How to Apply for the New Worlds Reading Scholarship](#)



Contact us

There are 3 ways to reach us:

 Chat with a live agent at www.sufs.org

 Email us at reading@sufs.org

 Call us at 877-735-7837

For Service Center hours, please visit our ["Contact Us"](#) page on our website.

The Step Up For Students New Worlds Reading Scholarship Accounts team wishes you and your New Worlds Reading Scholarship Accounts student a productive and fun-filled 2022-23 school year!

The terms outlined in this handbook are subject to change. You may familiarize yourself with updates by occasionally checking our website at www.sufs.org.