



Step Up For Students



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Step Up For Students

Accessing Choice Scholarships as a New Revenue Source





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1

How many students are on scholarships?

2

How can these scholarships be used outside of private school tuition and fees?

3

How do you service scholarship students?



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2024-2025

Scholarship Participation





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What are the programs, and who qualifies?

- The **Florida Tax Credit** and **Family Empowerment Scholarship for Education Opportunities** require private school enrollment; every school-age child in the state of Florida is eligible.
- The **Family Empowerment Scholarship for Student with Unique Abilities** requires an IEP or eligible diagnosis; students can but are not required to enroll at a private school.
- The **Personalized Education Program** is for students who are not enrolled full-time in private or public school.
- **New Worlds Scholarship Accounts** are VPK and public elementary school students needing academic support.



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The 2024-2025 Math on Florida Scholarships

| Scholarship | 2023-24 Students | 2024-25 Students | 2024-25 Projected \$ | Notes |
|------------------------|------------------|------------------|----------------------|------------------------------------|
| FTC & FES-EO | 263,745 | 295,193 | \$2.3 Billion | Requires Private School Enrollment |
| FES-UA Enrolled | 46,956 | 60,356 | \$604 Million | Enrolled in a Private School |
| FES-UA Not Enrolled | 44,413 | 59,165 | \$592 Million | Not Enrolled at a Private School |
| FTCPEP | 18,883 | 60,000 | \$480 Million | Can't Enroll at a Private School |
| New Worlds Scholarship | 16,493 | 33,213 | \$29 Million | Enrolled in a Public School |



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How can funds be used?*

| Category | FES-UA | FTCPEP | New Worlds |
|---|--------|--------|------------|
| <u>Contracted Service Provided by a Public School or District</u> | Yes | Yes | No |
| <u>Part-time Tutoring**</u> | Yes | Yes | Yes |
| <u>Occupational, Physical and Speech Therapy**</u> | Yes | No | No |
| Part-time Enrollment at an Eligible Private School | Yes | Yes | No |
| <u>Summer and After-School Education Programs</u> | Yes | Yes | Yes |

***This list is not exhaustive; rather, it is meant to capture the categories most relevant to this audience.**

****These categories require a qualified and approved individual.**



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What does this mean for you?

- In 2024-25, there will be over a **billion dollars** in scholarships that **won't be used to pay full-time tuition to an eligible private school**. How can you innovate and serve this population of students?
- Can you develop a program to serve homeschool students as part of **contracted services**?
- Can students come for part of the day to complete a distinct course of study: mathematics, science/technology, extracurriculars?
- Can you develop an **after-school tutoring program** that provides extra income for your teachers?
- Can you utilize your exception student educators to provide **OT, PT, and SLP**?



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How do you participate?

- Schools, Providers, and Parents/Guardians interact in our **Education Market Assistant (EMA) Platform**
- Student accounts are funded quarterly. Parents can reserve funds to pay a participating provider directly.
- Once services are rendered, the provider can submit an invoice for payment. Payments take a few business days to deliver.
- Parents can also pay out-of-pocket and seek reimbursement (except for New Worlds).
- **What does it cost you?** Nothing. We do not collect transaction fees on any part of this process.



Step Up For Students

To create an EMA account, click on the "Sign Up" link located under the LOGIN bar.



Username [Forgot Username?](#)

Password [Forgot Password?](#)

 [Show](#)

Keep me signed in

[LOG IN](#)

Don't have an account? [Sign Up](#)



SUFS Team Member? [Sign In](#)



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Service Providers are defined as a person or organization authorized to provide services to scholarship students.

Please make sure you select the proper account type.

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
n*****@sufs.org

Account Type
Service Provider

Username
[Empty field]

First Name
First Name

Last Name
Last Name

Create Password
[Empty field] Show

Confirm Password
[Empty field] Show

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



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Businesses handle the accounting and billing.

SERVICE PROVIDER

Which of the following best describes you:

If you have a business and also provide services, please select business profile first.

| | |
|---|--|
| BUSINESS | INDIVIDUAL |
| <ul style="list-style-type: none">• Sets up business information and profile.• If applicable, accepts individuals as a service provider.• Will manage accounting and billing. | <ul style="list-style-type: none">• Persons who provide approved services for students.• Does not manage invoicing or billing.• Individuals who provide approved services and are paid through a business. |
| SELECT | SELECT |

Individuals are those who provide approved services that are paid through a business.



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Once you select the type account you want to create the page will refresh and you may need to login again.



Username [Forgot Username?](#)

Password [Forgot Password?](#)

 [Show](#)

Keep me signed in

[LOG IN](#)

Don't have an account? [Sign Up](#)

SUFS Team Member? [Sign In](#)





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The Primary Phone Number listed must be multifactor authentication compatible. This means we need to be able to text or call the number with a code.

**Please Note:
Numbers that are answered with an automated recording will not work.**

A screenshot of the Education Market Assistant (EMA) Two-Step Verification page. The page features the EMA logo (an owl wearing glasses) and the text "EMA Education Market Assistant". Below the logo, it says "Two-Step Verification" and "For added security, we will send a One-Time Password (OTP) to your phone." There are two radio buttons: "Text me" (selected) and "Call me". Below these are two input fields: "Country Code" with a dropdown menu showing "American Samoa (+1)" and "Phone Number" with the value "9206505215". A blue "Send Code" button is positioned below the phone number field. A red arrow points to the right side of the "Send Code" button. At the bottom, there is a note: "If you have any issues, please contact us at 1-833-622-6819. Standard messaging and data rates may apply. Return to [Log In](#)".



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Once you log back in, you'll see your business profile. On this page you'll need to fill out your business information and the description of your business.

The screenshot shows a web interface for a 'Business Profile'. At the top, there are navigation tabs: 'Profile' (selected), 'Contacts', 'Users', and 'Terms & Conditions'. Below the tabs is the 'Business Profile' section with the instruction 'Please complete your business profile.' The main content is divided into two sections: 'Business Information' and 'Description'. The 'Business Information' section contains several input fields: 'Legal Business Name*' (The Learning Center), 'Doing Business As (DBA)*' (The Learning Center), 'Business Email*' (nlpuat304@sufs.org), 'Primary Phone*' ((920) 650-5215), 'Primary Phone Type*' (Mobile), 'Secondary Phone' ((000) 000-0000), 'Secondary Phone Type' (Select), 'Website' (learningcenter.com), and 'Fax Number' ((000) 000-0000). A red arrow points to the 'Business Information' section header. The 'Description*' section contains a text area with the text 'The Learning Center will help with all your students educational needs.' A blue arrow points to the 'Description*' section header.



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When entering payment information, providers will be required to select whether they are an individual or a business and provide basic contact information.

Phone numbers require a country code, for the U.S we use +1.

In this case, “individual” means a business where the provider of services is also the business entity being paid.

A screenshot of a web form titled "Setup Payment" with a close button (X) in the top right corner. Below the title, a message states "Banking and tax information is not saved within EMA." A yellow error banner contains the text "Invalid! Please update your banking information to proceed." Below this is a progress indicator with four steps: "1 Address", "2 Payment Method", "3 Tax Forms", and "4 Done". The "1 Address" step is highlighted with a blue circle. To the right of the progress indicator, it says "Powered by tipalti". The main form area is titled "Enter Your Information" with a red arrow pointing to it. Below the title, it says "Please enter your contact details as they appear on your bank records." The form includes a "Type" section with radio buttons for "Individual" and "Company", where "Company" is selected. Below this are input fields for "Contact Email", "Phone Number" (with a dropdown menu and a country code field), "First Name", and "Middle Name".



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Be consistent and use the same names and addresses for each set of fields, as applicable.

Setup Payment

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. If you have been notified by the IRS that you are currently subject to backup withholding, you must cross out item #2 above. You will need to print a hard copy of this form, cross out item #2 and e-mail a scanned copy of the signed form to test@tipalti.com. To download the form, [click here](#).

By typing my name and contact email address, I confirm that I agree to the electronic submission of my completed W9 form and that I accept that the information provided constitutes a legally binding digital signature.

Date Signed

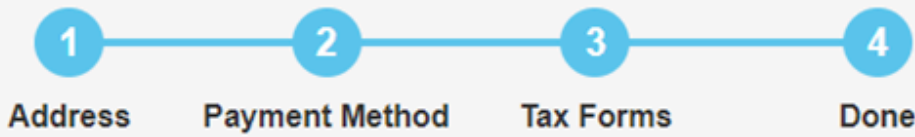
Contact Email ⓘ



Step Up For Students

Setup Payment

Banking and tax information is not saved within EMA.



Done

You are all set. Payments will be made per your selections.

If you want to review your information, press the back button to review previous forms.
If you wish to edit any details, click the edit button on the appropriate form. After editing please proceed through all the steps again until this final confirmation.

← Back

Please wait until you see the green valid banner.

Setup Payment

Banking and tax information is not saved within EMA.

Valid! Thank you for connecting your bank account.



Done

You are all set. Payments will be made per your selections.

If you want to review your information, press the back button to review previous forms.
If you wish to edit any details, click the edit button on the appropriate form. After editing please proceed through all the steps again until this final confirmation.

Once you click on Next and the system gives you the “Done” message.



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Direct Pay

Business Service Providers with a valid bank account and tax ID on file will be able to receive payments directly into their bank account with parent approval. Please click on Manage to add or edit your banking information. Please keep in mind, if your banking information changes at any point, you will have limited access to the system until the banking information is corrected.

Valid! Thank you for connecting your bank account.

MANAGE

SAVE



Please note your information must still be validated with the IRS. This process can take up to 24 hours.

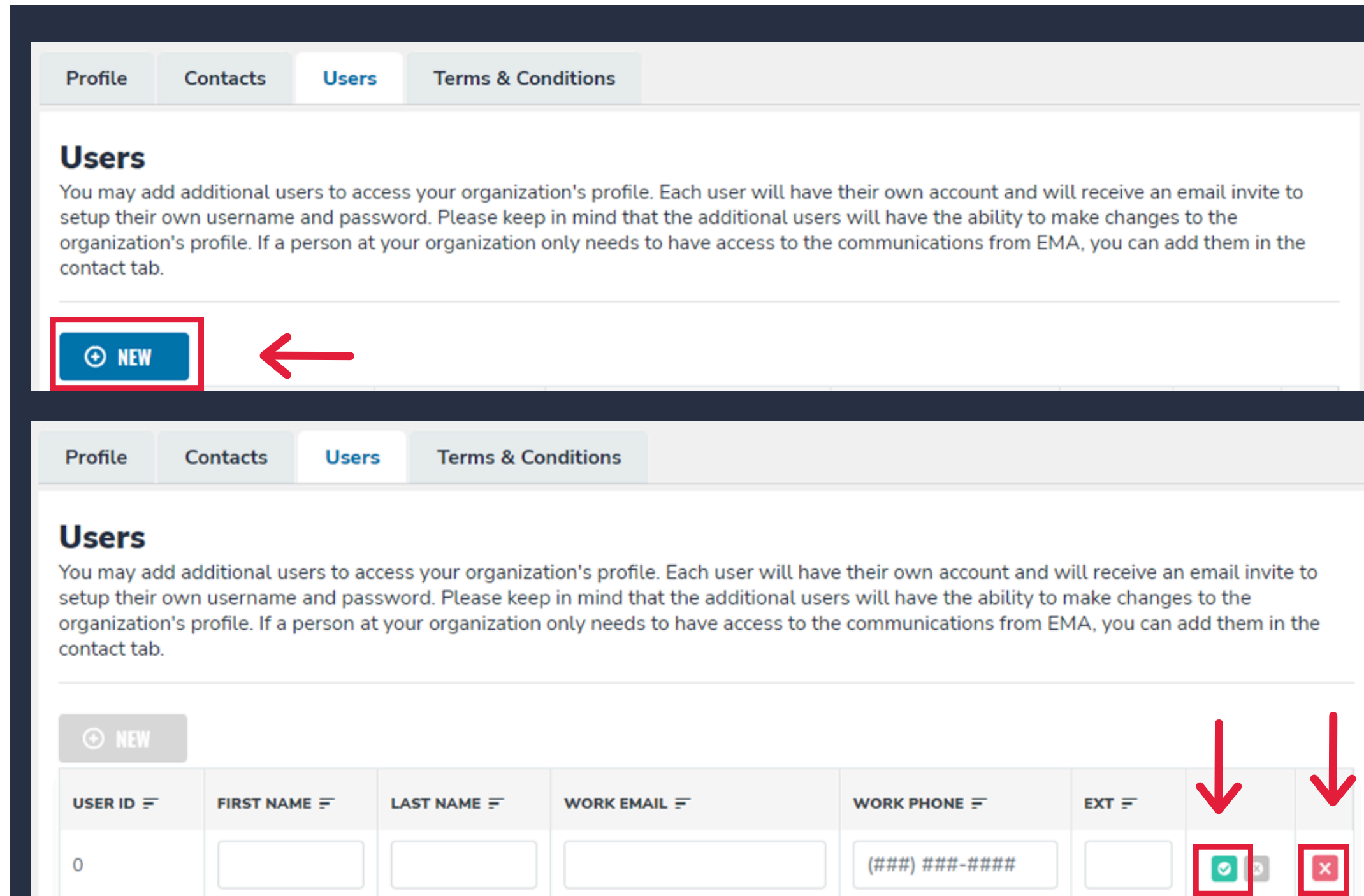


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Adding a new users is simple. Click on the blue  button and fields will appear below.

- First Name
- Last Name
- Email
- Contact Type (primary school or finance contact)

To save the information, click on the  mark. If you need to delete the line, click on the red 



The screenshot shows the 'Users' management interface. At the top, there are tabs for 'Profile', 'Contacts', 'Users', and 'Terms & Conditions'. Below the tabs, the 'Users' section contains a heading, a descriptive paragraph, and a blue 'NEW' button with a plus icon, which is highlighted with a red box and a red arrow pointing to it. Below this is a table with columns for 'USER ID', 'FIRST NAME', 'LAST NAME', 'WORK EMAIL', 'WORK PHONE', and 'EXT'. The first row of the table has a '0' in the 'USER ID' column and empty input fields for the other columns. At the bottom right of the table, there are two icons: a green checkmark in a square and a red 'X' in a square, both highlighted with red boxes and red arrows pointing to them.

| USER ID | FIRST NAME | LAST NAME | WORK EMAIL | WORK PHONE | EXT | | |
|---------|------------|-----------|------------|----------------|-----|---|---|
| 0 | | | | (###) ###-#### | |  |  |



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Users will have the ability to make changes to the organization's profile.

Important Tip:

The email address and phone for each contact and user should be unique to that individual. The system will not allow multiple individuals to utilize the same contact information.



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Review the Terms & Conditions and mark the boxes to indicate that you have received them.

Profile Contacts Users **Terms & Conditions**

Terms & Conditions

In accordance with the statutory and regulatory guidance of Florida's various school choice programs, including the Florida Tax Credit Scholarship, Family Empowerment Scholarship, New Worlds Reading Scholarship Accounts, and Hope Scholarship programs, I affirm that:

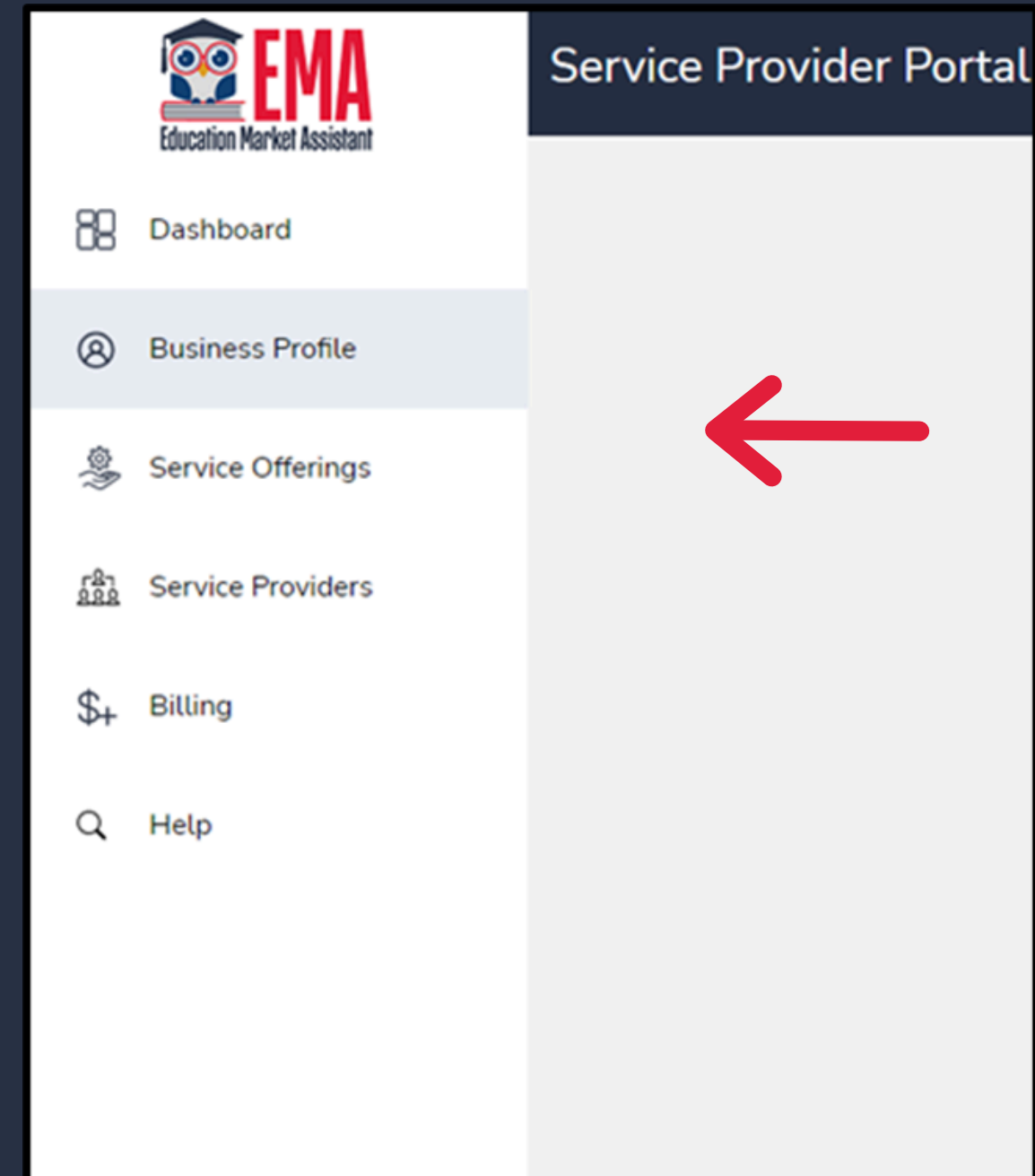
- If applicable, Private School Eligibility and Obligations: I certify that I will comply with all requirements for private schools participating in state school choice scholarship programs pursuant to s. 1002.421. I understand that participating private schools must abide by the policies of Step Up For Students associated with, but not limited to the timely submission of School Commitment Forms, tuition and fee schedules, Exit Confirmation Forms, or completion student attendance verification. Failure to comply with relevant deadlines may result in a student's ineligibility to receive a quarterly payment.
- If applicable, Annual Assessments: I certify that I will annually administer or make provisions for students participating in the scholarship program in grades 3 through 10 to take one of the nationally norm-referenced tests identified by the Department of Education or the statewide assessments pursuant to s. 1008.22. Students with disabilities for whom standardized testing is not appropriate are exempt from this requirement. A participating private school may choose to offer and administer the statewide assessments to all students who attend the private school in grades 3 through 10 and must submit a request in writing to the Department of Education by March 1 of each year in order to administer the statewide assessments in the subsequent school year.
- If applicable, Annual Assessments Reporting: I certify that I will report scholarship student annual assessment scores to the parent. I further certify that I understand that I must annually report by August 15 the scores of all participating students to the state university designated for reporting purposes under these statutes.
- If applicable, Financial Reporting Requirements: I certify that if the private school receives more than \$250,000 in scholarship dollars from the Florida Tax Credit Scholarship, the Family Empowerment Scholarship, or the Hope Scholarship, or in aggregate scholarship dollars from multiple programs and/or multiple Scholarship Funding Organizations in a single academic year, that the school must submit a financial report to Step Up For Students (or the scholarship funding organization from whom they receive most scholarship funds) no later than September 15th of the following year (i.e., for the 2022-23 school year, reports will be due by September 15, 2023). The Agreed Upon Procedures are identified in additional detail in the Provider Handbooks. I understand that failure to submit a timely Agreed Upon Procedures Report, as required in s. 1002.421, may result in the schools suspension of program participation or ineligibility to participate.





Step Up For Students

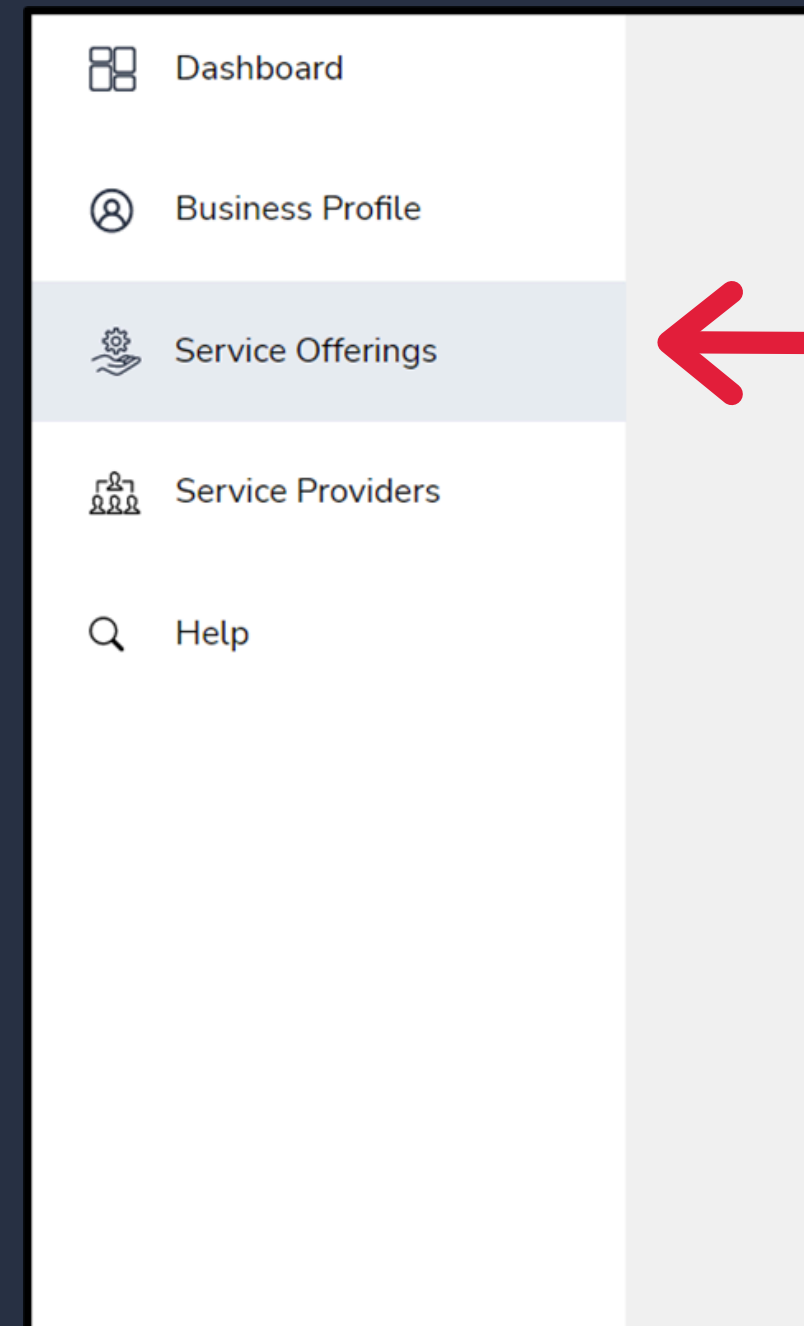
Once you complete your business profile the page will reload, and new menu items will become available. For example, you will now be able to see dashboard, service offerings, service providers, billing and help.





Step Up For Students

Service Offerings allow you to view the locations and offerings associated with your business. Here you can view and add locations and services.





Step Up For Students

Service Offerings allows you to view the locations and offerings associated with your business.

Here you can view and add locations and services.

A screenshot of the Step Up For Students web application interface. The left sidebar contains navigation links: Dashboard, Business Profile, Service Offerings (highlighted), Service Providers, and Help. The main content area has two tabs: 'Locations' (active) and 'Service Offerings'. Under the 'Locations' tab, there is a heading 'Locations' followed by a paragraph of instructions: 'If your business has more than one physical location, please enter it below. Each location must be under the same tax ID and bank account for invoicing purposes. Please enter a name for each location as you want it to appear in Marketplace search results (Examples: ABC Learning: SW Charleston, ABC Learning: NE Jacksonville)'. Below this is a table with columns: LOCATION NAME, STREET ADDRESS, ADDRESS LINE 2, CITY, STATE, ZIP CODE, and a checkbox column. The table contains five rows of data, each with a checked checkbox. At the bottom of the table is a blue button with a plus icon and the text 'ADD A LOCATION'.



Step Up For Students





Now that you've added your location you can add your services.


Business Profile Service Offerings Service Provider Billing

Locations Service Offerings

Service Offerings

Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

| CATALOG ITEM ID | SERVICE CATEGORY | SERVICE TYPE | RATE | PER | SUBMITTED DATE | STATUS | |
|-----------------|-------------------------|-----------------------------------|--------|---------|----------------|----------|---|
| 20000005 | Educational Svcs, Other | Contracted Public School Services | \$3.00 | Session | 11/30/2022 | Approved |   |
| 20000021 | Tutoring | Reading | \$2.00 | Session | 01/04/2023 | Denied |   |

[+ ADD A SERVICE OFFERING](#) 



Step Up For Students

Schools/Businesses will have to list each of the services they provide. These service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

Locations **Service Offerings**

Service Offerings
Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

Service Category * Educational Svcs, Other
Service Type * Select Type
Locations *
Rate * \$0.00
Per * Select

- Select Type
- Contracted Public School Services
- Summer Educations Programs
- Post-Secondary Programs
- After-School Education Programs
- Homeschool
- Virtual
- Program of Study
- Alternative Education Program
- Testing
- Specialized Services
- Dual Credit or College Courses
- Transportation

CANCEL SAVE

Locations **Service Offerings**

Service Offerings
Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

Service Category * Tutoring
Service Type * Select Type
Locations *
Rate * \$0.00
Per * Select

- Select Type
- Writing
- Math
- Science
- Foreign Language
- Reading
- Computer Science
- Test Prep

CANCEL SAVE

Locations **Service Offerings**

Service Offerings
Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

Service Category * Therapy
Service Type * Select Type
Locations *
Rate * \$0.00
Per * Select

- Select Type
- Behavioral Therapy
- Speech Therapy
- Educational Therapy
- Occupational Therapy
- Social Skills Therapy
- Art Therapy
- Horse Therapy
- Music Therapy

CANCEL SAVE



Step Up For Students

Businesses may have individuals request to partner with them to provider services.

Those request can be found in Service Provider under “Request to Join”

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". On the left is a navigation sidebar with the "EMA Education Market Assistant" logo and menu items: "Business Profile", "Enrollments", "Service Offerings", "Service Providers" (which is highlighted), and "Help". The main content area has two tabs: "Requests to Join" (active) and "Service Providers". Below the tabs, there is a heading "Requests To Join" followed by a paragraph: "Please review the requests below from individual service providers. If you accept an individual service provider, you will be able to manage their billing and services." Below this is a search bar with a magnifying glass icon and a "SEARCH" button. A table with the following columns is shown: PROVIDER NAME, PHYSICAL ADDRESS, PHONE NUMBER, REQUEST DATE, ACCEPT, and DECLINE. The table content is empty, displaying "No records to display." At the bottom of the table area, there are navigation arrows and the text "From 1 to 0 of 0" next to a dropdown menu set to "10". In the bottom right corner of the page, there is a footer: "2023 - SUFS - Privacy".



Step Up For Students

Any individual with whom the business has agreed to partner will appear under the Service Providers tab.

Business Profile Enrollments Service Offerings Service Provider Billing

Requests to Join **Service Providers**

Service Providers

| PROVIDER NAME | PHYSICAL ADDRESS | PHONE NUMBER | REQUEST DATE | REMOVE |
|-----------------|------------------|----------------|--------------|----------------------------------|
| single provider | 121 CAPITOL ST | (767) 222-3923 | 09/08/2022 | <input type="button" value="X"/> |

From 1 to 1 of 1



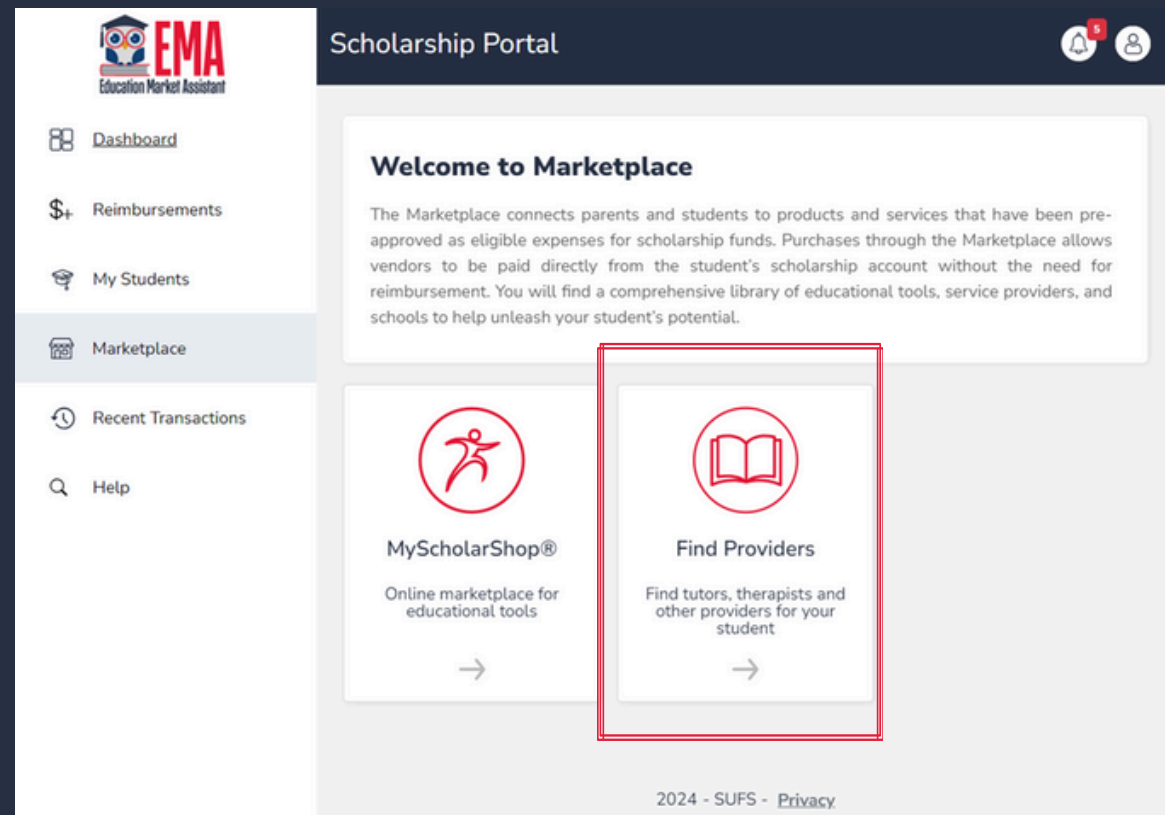
Making Payments for Tuition & Fees in the Marketplace

A screenshot of the Scholarship Portal dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Reimbursements, My Students, Marketplace (highlighted with a red box), Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and includes a notification bell icon with a red "5" badge and a user profile icon. Below the title is a "Welcome to Marketplace" section with a paragraph of text. At the bottom of the main area are two cards: "MyScholarShop®" with a red icon of a person and the text "Online marketplace for educational tools", and "Find Providers" with a red icon of an open book and the text "Find tutors, therapists and other providers for your student". Both cards have a right-pointing arrow at the bottom. The footer of the page reads "2024 - SUFS - Privacy".

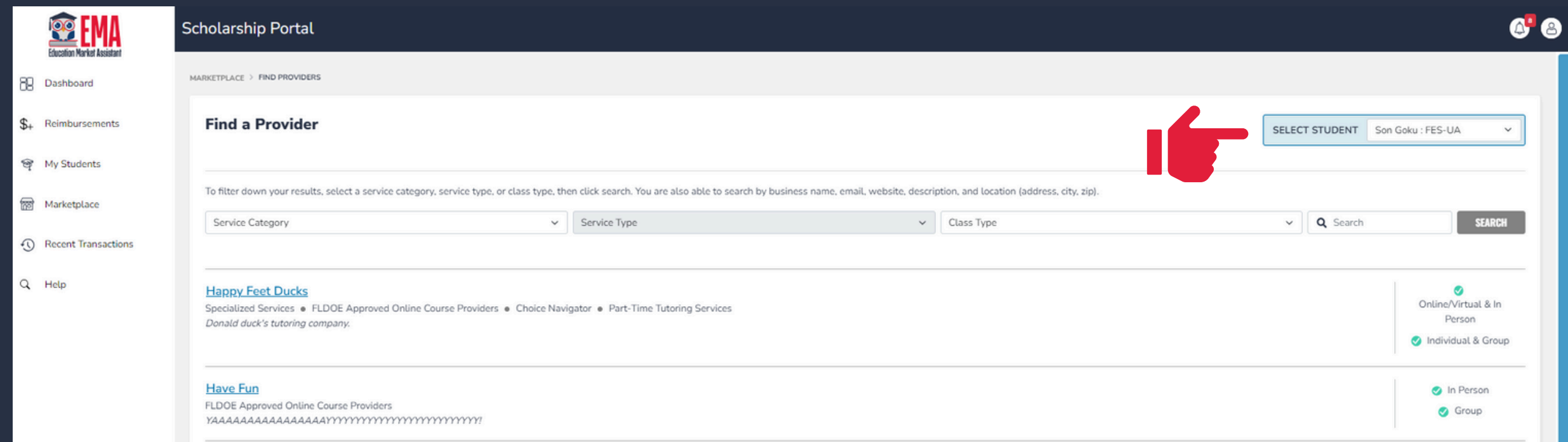
From the dashboard, select the 'Marketplace' on the left panel.



Making Payments for Tuition & Fees in the Marketplace



Select the 'Find Providers' icon.



Select the 'Find Providers' icon. Select the intended student from the dropdown menu.



Making Payments for Tuition & Fees in the Marketplace

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with 'EMA Education Market Assistant' at the top, followed by 'Dashboard' and 'Reimbursements'. The main content area is titled 'MARKETPLACE > FIND PROVIDERS'. A 'Find a Provider' section includes a 'SELECT STUDENT' dropdown menu currently set to 'Son Goku : FES-UA'. Below this is a search area with three dropdown menus for 'Service', 'Service', and 'Class T', a search input field, and a 'SEARCH' button. A pop-up message on the left asks if the user knows the provider's name, with two options: 'I have the Provider's name' and 'I'm unsure of the Provider's name'. The search results list two providers: 'Happy Feet Ducks' and 'Have Fun'. 'Happy Feet Ducks' is a 'Specialized Services' provider, 'FLDOE Approved Online Course Providers', and 'Choice Navigator', offering 'Part-Time Tutoring Services' and being a 'Donald duck's tutoring company'. It is marked as 'Online/Virtual & In Person' and 'Individual & Group'. 'Have Fun' is also an 'FLDOE Approved Online Course Provider' and is marked as 'In Person' and 'Group'.



Making Payments for Tuition & Fees in the Marketplace

A screenshot of the Scholarship Portal's "Find a Provider" page. The page has a header "Scholarship Portal" and a breadcrumb "MARKETPLACE > FIND PROVIDERS". Below the header, there's a "Find a Provider" section with a "SELECT STUDENT" dropdown menu set to "Son Goku : FES-UA". A search filter section contains three dropdown menus: "Eligible Private School", "Tuition", and "In Person". A "SEARCH" button is to the right. A list of providers is shown below, including "Happy Feet Ducks", "Have Fun", "KING ACADEMY LLC", "Mission Possible", "Newhart", and "Seven". A dropdown menu for "Class Type" is open, showing options: "Online/Virtual", "In Person", "Individual", and "Group". To the right of the provider list, there are checkmarks indicating which class types are available for each provider.

A screenshot of the Scholarship Portal's "Hello Kitty & Friends" provider details page. The page has a header "Scholarship Portal" and a breadcrumb "MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS". The provider name "Hello Kitty & Friends" is displayed, along with the tagline "We teach about love, friendships and values." Below this, there's a "Select A Location To View Services" section with a "Select a location" dropdown menu. The selected location is "Hello Kitty & Friends, Skunk-Ape, 40904 TAMIAMI TRAIL E, OCHOPEE, FL 34141-2004".

Choose 'Eligible Private School' from the 'Service Category' dropdown menu. Next, select your provider from the available list.

Once you have selected the school or provider, be sure to pick the appropriate site for your student to attend. If there are multiple sites available, ensure you select the right one.



Making Payments for Tuition & Fees in the Marketplace

Once you have selected your precise location, a screen will display with the location details of schools and the services they provide.

Next, you can specify the amount of service required.

Scholarship Portal

MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS

Hello Kitty & Friends

We teach about love, friendships and values.

Select A Location To View Services

Hello Kitty & Friends, Skunk-Ape, 40904 TAMIAMI TRAIL E, OCHOPEE, FL 34141-2004

| LOCATION DETAILS | HOURS OF OPERATION | |
|--|--|--|
| Skunk-Ape - OCHOPEE 40904 TAMIAMI TRAIL E OCHOPEE, FL 34141-2004 (239) 695-2275 | Sun: 10:00 AM - Mon: Closed Tue: Closed Wed: Closed | Thur: Closed Fri: Closed Sat: 10:00 AM - 4:00 PM |

Services Offered

FLDOE APPROVED ONLINE COURSE PROVIDERS

| | | |
|--|---------------------------|---------------|
| EdisonLearning Let's learn | Rate \$17.00 / Session | Quantity ▼ |
| FLDOE APPROVED ONLINE COURSE PROVIDERS | Rate | Quantity |
| Accelerate Education | \$10.00 / Hour | ▼ |
| FLDOE APPROVED ONLINE COURSE PROVIDERS | Rate | Quantity |
| Edmentum / Apex Learning | \$10.00 / Hour | ▼ |
| FLDOE APPROVED ONLINE COURSE PROVIDERS | Rate | Quantity |
| eDynamic Learning ULC | \$20.00 / Hour | ▼ |
| FLDOE APPROVED ONLINE COURSE PROVIDERS | Rate | Quantity |
| Founders Education LLC | \$12.00 / Hour | ▼ |

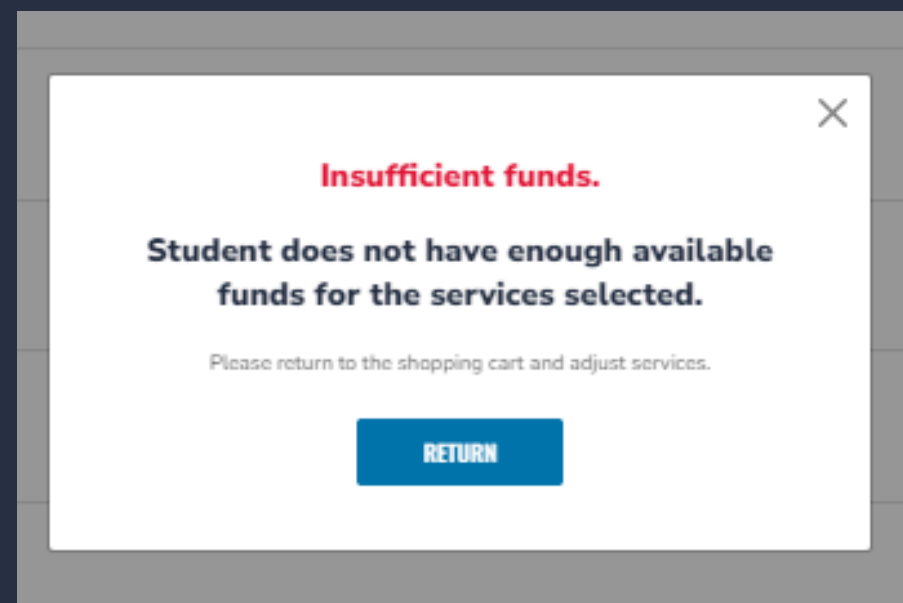


Making Payments for Tuition & Fees in the Marketplace

| HOME EDUCATION TUITION / FEES | Rate | Quantity |
|-------------------------------|----------------|----------|
| Tuition | \$21.00 / Hour | 4 |

[Continue Shopping](#) [GO TO CART](#) [ADD TO CART](#)

After selecting the desired tuition quantity, click on 'Add To Cart'. To review your cart, click on 'Go To Cart'.



When attempting to add an item to the cart without enough funds in the account, this message will be displayed.



Making Payments for Tuition & Fees in the Marketplace

MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS > SHOPPING CART

My Shopping Cart

By placing your order you agree to reserve scholarship funds for your requested service provider. If you cancel your service request, these funds will be available again within 3 business days. If you are unable to complete the transaction, it may be the student does not have enough available funds.

[Redacted] **STUDENT TOTAL : \$84.00**

| PROVIDER | SERVICE TYPE | LOCATION | PRICE | QUANTITY | SUBTOTAL | REMOVE |
|-----------------------|--------------|-------------|---------------|----------|----------|--------|
| Hello Kitty & Friends | Tuition | Ochopee, FL | \$21.00 / hr. | 4 | \$84.00 | |

RESERVE FUNDS



Step Up For Students

The line items listed under Service Orders in your Billing menu option are services that have been requested by guardians. The guardian should contact the business to schedule the service.

Service Orders Service Invoicing Reporting

Service Orders

The line items listed below are services that have been requested. The guardian should contact you to schedule the service. Once the service has been rendered, please complete all the required fields and click the "Check Mark" at the right. If you are not able to render the service, then click the red X to remove this service from the list. After completing a line item, go to the service invoicing tab to approve the line item for payment.

SCHOOL YEAR: 2022-2023



| PO # | BUSINESS INVOICE # | PURCHASE DATE | SERVICE TYPE | STUDENT NAME |
|------------|--------------------|---------------|--------------------|--------------|
| 20000029-1 | | 10/20/2022 | Behavioral Therapy | Serena W |
| 20000029-2 | | 10/20/2022 | Behavioral Therapy | Serena W |
| 20000029-3 | | 10/20/2022 | Behavioral Therapy | Serena W |
| 20000029-4 | | 10/20/2022 | Behavioral Therapy | Serena W |
| 20000029-5 | | 10/20/2022 | Behavioral Therapy | Serena W |
| 20000029-6 | | 10/20/2022 | Behavioral Therapy | Serena W |
| 20000029-7 | | 10/20/2022 | Behavioral Therapy | Serena W |
| 20000029-8 | | 10/20/2022 | Behavioral Therapy | Serena W |

From 1 to 10 of 15



Step Up For Students

| SCHOOL YEAR | INDIVIDUAL PROVIDER | START DATE | END DATE | AMOUNT | | |
|-------------|---------------------|------------|------------|--------|-------------------------------------|--------------------------|
| 2022-2023 | Select | mm/dd/yyyy | mm/dd/yyyy | \$1.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Once the service has been rendered, the school can complete all the required fields and click the Green  at the right. If you are not able to render the service, then click the Red  to remove this service from the list.



Step Up For Students

Now that the provider/business has saved the service order and enter the appropriate information the order will appear under Service Invoicing, here the provider will have one last chance to review the information before invoicing the parent's account.

Service Invoicing


Please review the line items below for accuracy. If the information is not correct, please click the red X to the right and this will move the line item back to the "Service Orders." tab for corrections. You may select one line at a time or select all in the header row, then click the "Invoice" button to process the lines selected for payment.


SCHOOL YEAR: 2022-2023

| <input type="checkbox"/> | PO# | BUSINESS INVOICE # | PURCHASE DATE | SERVICE TYPE | STUDENT NAME | INDIVIDUAL PROVIDER | START DATE | END DATE | AMOUNT | <input type="checkbox"/> |
|--------------------------|------------|--------------------|---------------|--------------|--------------|---------------------|------------|------------|--------|--------------------------|
| <input type="checkbox"/> | 20000261-1 | | 10/23/2022 | Math | Test Student | | 08/22/2022 | 10/22/2022 | \$1.00 | <input type="checkbox"/> |




Step Up For Students



| START DATE | END DATE | AMOUNT | |
|------------|------------|--------|---|
| 08/22/2022 | 10/22/2022 | \$1.00 |  |

 [INVOICE](#)

[SEARCH](#)

| INDIVIDUAL PROVIDER | START DATE | END DATE | AMOUNT | |
|---------------------|------------|------------|--------|--|
| | 06/01/2022 | 06/02/2022 | \$1.00 |  |

[INVOICE](#)

Orders should remain here until the services have been rendered. Additionally, if changes need to be made to the information previously entered the provider can simply click on the red . Once you select the item you can scroll to the right to see the Red 

If the information is correct the provider may select the line item and click the [INVOICE](#)



Step Up For Students

Reporting allows the business access to view transactional history, such as payments that have gone out, are pending, or were declined.

From this tab, you may also export a report with this information for the business' records or auditing purposes.

The screenshot shows a web application interface with three tabs: "Service Orders", "Service Invoicing", and "Reporting". The "Reporting" tab is active. Below the tabs, there is a heading "Reporting" and a paragraph of instructions: "To create a report, select the school year to view all transactions that have been submitted within a school year. You may also use the search function to refine the report. This report will show you the status of each Service Order. You may use the export button to download a copy of the report for your reporting records." Below this text, there is a "SCHOOL YEAR" dropdown menu set to "2022-2023", a search input field with a magnifying glass icon, and two buttons labeled "SEARCH" and "EXPORT". Below these controls is a table with the following columns: "STUDENT NAME", "INDIVIDUAL PROVIDER", "START DATE", "END DATE", "AMOUNT", and "STATUS". The table contains 10 rows of data. At the bottom of the interface, there are navigation arrows, a pagination indicator "From 1 to 10 of 14", and a dropdown menu showing "10".

| STUDENT NAME | INDIVIDUAL PROVIDER | START DATE | END DATE | AMOUNT | STATUS |
|--------------|---------------------|------------|------------|--------|----------|
| Nadal m | Service Provider | 11/07/2022 | 11/16/2022 | \$2.00 | Pending |
| Nadal m | Service Provider | 11/08/2022 | 11/15/2022 | \$1.00 | Approved |
| Nadal m | Service Provider | 08/28/2022 | 09/08/2022 | \$2.00 | Approved |
| Nadal m | Service Provider | 11/07/2022 | 11/15/2022 | \$7.00 | Approved |
| Maine a | | | | \$7.00 | Pending |
| Maine a | | | | \$1.00 | Pending |
| Maine a | | | | \$1.00 | Pending |
| Maine a | | | | \$7.00 | Pending |
| Maine a | | | | \$7.00 | Pending |
| Maine a | | | | \$7.00 | Pending |



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Contact Us

Monday-Friday 8:00am-5:00pm EST



Chat with us through [sufs.org](https://www.sufs.org)



Call us at 877-735-7837



Contact me directly: dheroux@sufs.org



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Thank you!