



# Summer Edition

## Office Hours

July 18<sup>th</sup>, 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

The logo features the text "Hello Summer" in a white, sans-serif font for "Hello" and a yellow, cursive font for "Summer". The "o" in "Hello" has three yellow lines radiating from its top right. Below the text is a white, horizontal brushstroke underline. The background is a vertical gradient from teal at the top to orange at the bottom, with a dark silhouette of mountains at the very bottom.

Hello  
Summer



**COMMUNICATION**



**Next FTC/FES-EO Enrollment Deadline:  
Friday, July 26 at 8 p.m. ET**

Dear Step Up Partner School,

As a reminder, FTC/FES-EO students who were not enrolled by June 30 must be enrolled in EMA by **8 p.m. ET on Friday, July 26** to be available for review for the second round of first-quarter funding.

**This is a two-step process! Both steps must be completed by this deadline.**

**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](http://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

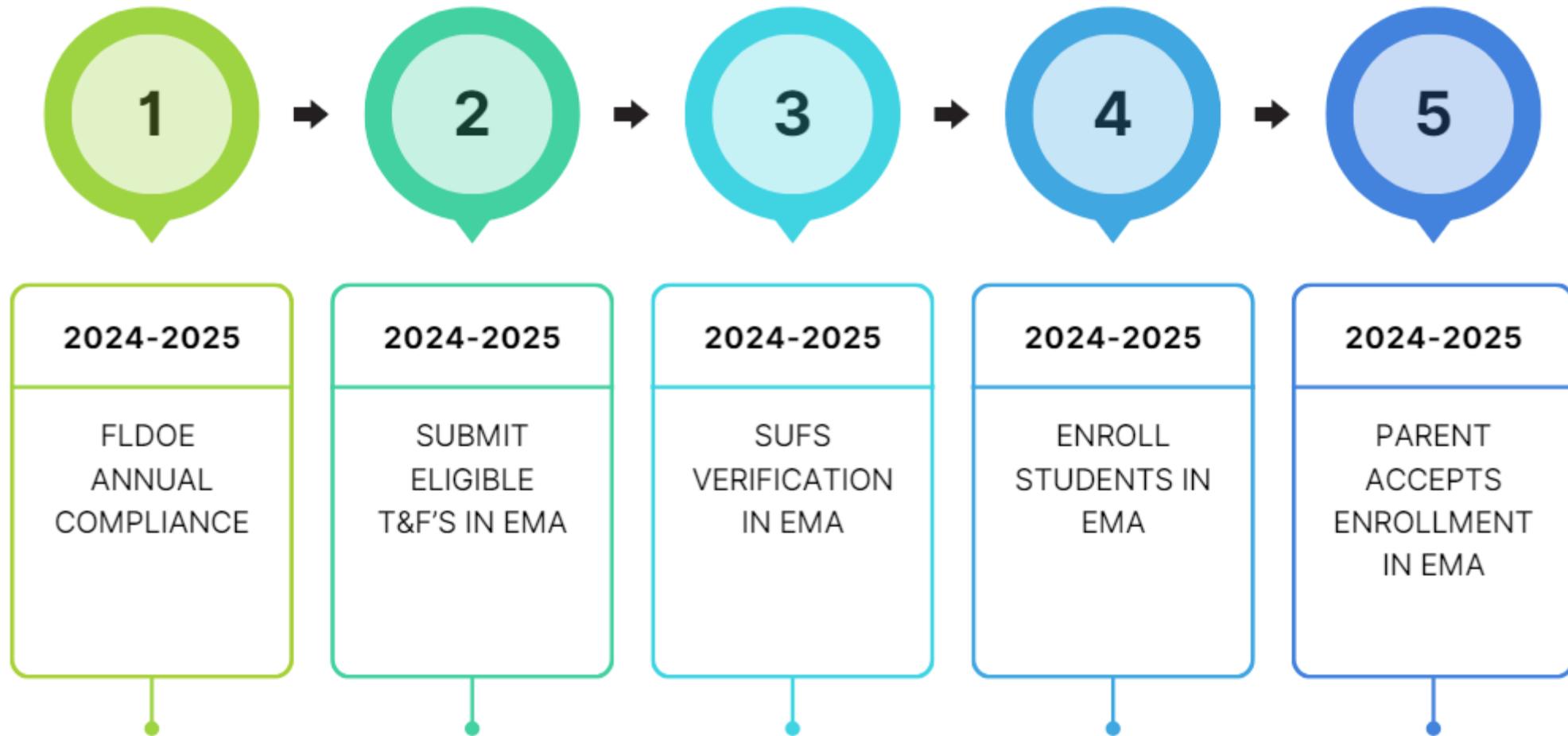
Students on Applications: 110,897

Total Students Awarded: 104,094



# 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 28<sup>th</sup>, 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 26<sup>th</sup>, 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	District	Grades K-3	Grades 4-8	Grades 9-12
Alachua	\$8,147.00	\$7,518.00	\$7,401.00	Lake	\$8,109.00	\$7,480.00	\$7,363.00
Baker	\$8,722.00	\$8,076.00	\$7,955.00	Lee	\$8,596.00	\$7,962.00	\$7,844.00
Bay	\$8,255.00	\$7,626.00	\$7,509.00	Leon	\$8,201.00	\$7,572.00	\$7,455.00
Bradford	\$8,815.00	\$8,169.00	\$8,048.00	Levy	\$8,848.00	\$8,202.00	\$8,081.00
Brevard	\$8,202.00	\$7,573.00	\$7,456.00	Liberty	\$9,200.00	\$8,554.00	\$8,433.00
Broward	\$8,310.00	\$7,665.00	\$7,545.00	Madison	\$8,684.00	\$8,038.00	\$7,917.00
Calhoun	\$9,062.00	\$8,416.00	\$8,295.00	Manatee	\$8,276.00	\$7,647.00	\$7,530.00
Charlotte	\$8,693.00	\$8,064.00	\$7,947.00	Marion	\$8,131.00	\$7,502.00	\$7,385.00
Citrus	\$8,127.00	\$7,498.00	\$7,381.00	Martin	\$8,769.00	\$8,135.00	\$8,017.00
Clay	\$8,159.00	\$7,530.00	\$7,413.00	Monroe	\$11,983.00	\$11,330.00	\$11,209.00
Collier	\$9,908.00	\$9,249.00	\$9,126.00	Nassau	\$8,553.00	\$7,924.00	\$7,807.00
Columbia	\$8,378.00	\$7,732.00	\$7,611.00	Okaloosa	\$8,294.00	\$7,665.00	\$7,548.00
Dade	\$8,467.00	\$7,824.00	\$7,705.00	Okeechobee	\$8,511.00	\$7,865.00	\$7,744.00
De Soto	\$8,692.00	\$8,046.00	\$7,925.00	Orange	\$8,264.00	\$7,629.00	\$7,511.00
Dixie	\$8,799.00	\$8,153.00	\$8,032.00	Osceola	\$8,164.00	\$7,535.00	\$7,418.00
Duval	\$8,246.00	\$7,612.00	\$7,493.00	Palm Beach	\$8,698.00	\$8,044.00	\$7,922.00
Escambia	\$8,230.00	\$7,601.00	\$7,484.00	Pasco	\$8,157.00	\$7,528.00	\$7,411.00
Flagler	\$8,067.00	\$7,438.00	\$7,321.00	Pinellas	\$8,440.00	\$7,809.00	\$7,691.00
Franklin	\$9,733.00	\$9,087.00	\$8,966.00	Polk	\$8,164.00	\$7,535.00	\$7,418.00
Gadsden	\$8,640.00	\$7,994.00	\$7,873.00	Putnam	\$8,614.00	\$7,968.00	\$7,847.00
Gilchrist	\$9,034.00	\$8,388.00	\$8,267.00	St. Johns	\$8,244.00	\$7,615.00	\$7,498.00
Glades	\$9,326.00	\$8,680.00	\$8,559.00	St. Lucie	\$8,278.00	\$7,649.00	\$7,532.00
Gulf	\$9,394.00	\$8,748.00	\$8,627.00	Santa Rosa	\$8,138.00	\$7,509.00	\$7,392.00
Hamilton	\$9,027.00	\$8,381.00	\$8,260.00	Sarasota	\$8,936.00	\$8,297.00	\$8,178.00
Hardee	\$8,433.00	\$7,787.00	\$7,666.00	Seminole	\$8,205.00	\$7,576.00	\$7,459.00
Hendry	\$8,116.00	\$7,470.00	\$7,349.00	Sumter	\$8,761.00	\$8,132.00	\$8,015.00
Hernando	\$8,112.00	\$7,483.00	\$7,366.00	Suwannee	\$8,399.00	\$7,753.00	\$7,632.00
Highlands	\$8,368.00	\$7,722.00	\$7,601.00	Taylor	\$8,667.00	\$8,021.00	\$7,900.00
Hillsborough	\$8,251.00	\$7,615.00	\$7,496.00	Union	\$8,885.00	\$8,239.00	\$8,118.00
Holmes	\$8,999.00	\$8,353.00	\$8,232.00	Volusia	\$8,067.00	\$7,438.00	\$7,321.00
Indian River	\$8,495.00	\$7,866.00	\$7,749.00	Wakulla	\$8,412.00	\$7,766.00	\$7,645.00
Jackson	\$8,745.00	\$8,099.00	\$7,978.00	Walton	\$9,878.00	\$9,249.00	\$9,132.00
Jefferson	\$10,224.00	\$9,578.00	\$9,457.00	Washington	\$9,026.00	\$8,380.00	\$8,259.00
Lafayette	\$9,126.00	\$8,480.00	\$8,359.00				

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



**CHANGE OF  
ADDRESS**

\*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**



# 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



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SUFS Team Member? [Sign In](#)

Log in to your school's  
EMA account.

# Schools: Submitting Tuition & Fee Invoices for Approval

The screenshot shows the 'Scholarship Portal' interface for 'T&F Invoicing'. The left sidebar contains navigation options: Business Profile, School Year Details, Enrollments, Service Offerings, Service Providers, Billing (selected), and Help. The main content area has tabs for Service Orders, Service Invoicing, T&F Invoicing, and Reporting. Under 'Tuition & Fees Invoicing', there are status filters: 'Ready To Invoice (6)', 'Denied By Guardian (2)', and 'In Guardian Review (6)'. A text block explains the process: 'Please review the line items below for accuracy. By completing this process, you are confirming each student is still enrolled and attending your school. You may select one line at a time or select all in the header row, then click the "Invoice" button to send to the guardian for approval. If the invoice amount is incorrect, you may edit the amount by clicking the blue pencil icon. Clicking the red X will delete the invoice. You can search by any field except dollar amount and date.' Below this is a search bar with 'School Year' set to '2023-2024' and a 'Select All' checkbox. A table displays the following data:

PO #	INVOICE #	STUDENT NAME	GRADE	START DATE	END DATE	INVOICE AMOUNT		
<input type="checkbox"/>	12347	12839	5	8/15/2022	8/15/2022	\$3,500.00		
<input type="checkbox"/>	12347	12389	6	8/15/2022	8/15/2022	\$1,491.99		
<input type="checkbox"/>	12347	12389	7	8/15/2022	8/15/2022	\$2,500.00		
<input type="checkbox"/>	12347	12389	8	8/15/2022	8/15/2022	\$2,500.99		
<input type="checkbox"/>	12347	12389	9	8/15/2022	8/15/2022	\$1,491.22		
<input type="checkbox"/>	12347	12389	4	8/15/2022	8/15/2022	\$2,250.05		

At the bottom of the table, there are navigation arrows, a page indicator 'From 1 to 6 of 6', a dropdown menu set to '100', and an 'INVOICE' button.

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

**Scholarship Portal**

Service Orders | Service Invoicing | **T&F Invoicing** | Reporting

### Tuition & Fees Invoicing

Ready To Invoice (6) | Denied By Guardian (2) | In Guardian Review (6)

Please review the line items below for accuracy. By completing this process, you are confirming each student's enrollment and attending your school. You may select one line at a time or select all in the header row, then click the "Invoice" button to send to the guardian for approval.

If the invoice amount is incorrect, you may edit the amount by clicking the blue pencil icon. Clicking the red X will delete the invoice.

School Year: 2023-2024 |  Select All | Search | SEARCH

PO #	INVOICE #	STUDENT NAME	GRADE	START DATE	END DATE	INVOICE AMOUNT	
<input type="checkbox"/>	1234	128	[REDACTED]	5	8/15/2022	8/15/2022	\$2,500.00
<input type="checkbox"/>	1234	123	[REDACTED]	6	8/15/2022	8/15/2022	\$1,491.99
<input type="checkbox"/>	1234	123	[REDACTED]	7	8/15/2022	8/15/2022	\$2,500.00
<input type="checkbox"/>	1234	123	[REDACTED]	8	8/15/2022	8/15/2022	\$2,500.99
<input type="checkbox"/>	1234	123	[REDACTED]	9	8/15/2022	8/15/2022	\$1,491.22
<input type="checkbox"/>	1234	123	[REDACTED]	4	8/15/2022	8/15/2022	\$2,250.05

From 1 to 6 of 6 | 100 | INVOICE

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

Scholarship Portal

Service Orders Service Invoicing **T&F Invoicing** Reporting

### Tuition & Fees Invoicing

Ready To Invoice (6) Denied By Guardian (2) In Guardian Review (6)

Please review the line items below for accuracy. By completing this process, you are confirming each student is still enrolled and attending your school. You may select one line at a time or select all in the header row, then click the "Invoice" button to send to the guardian for approval.

If the invoice amount is incorrect, you may edit the amount by clicking the blue pencil icon. Clicking the red X will delete the invoice.

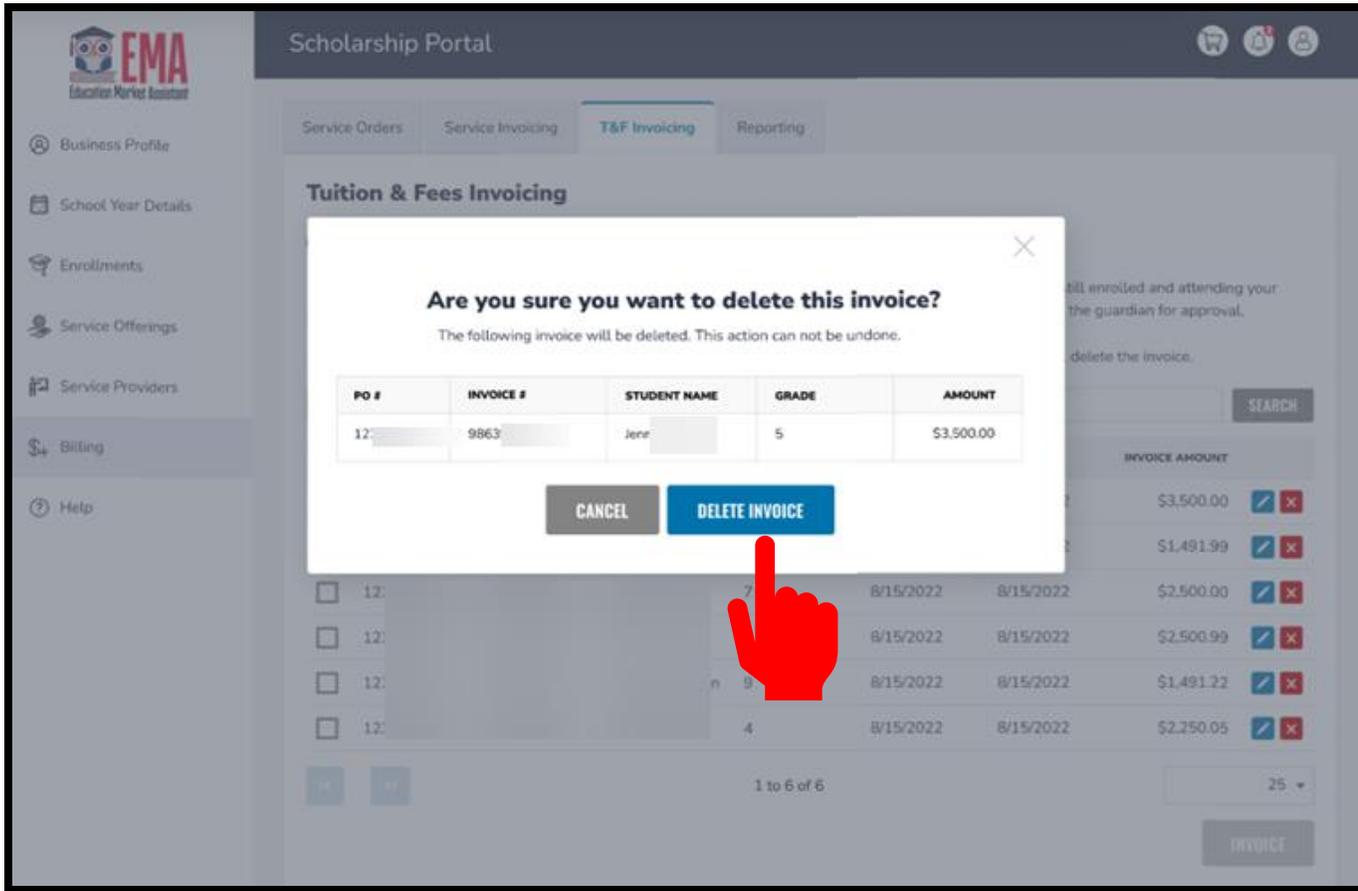
School Year: 2023-2024  Select All  SEARCH

PO #	INVOICE #	STUDENT NAME	GRADE	START DATE	END DATE	INVOICE AMOUNT		
<input type="checkbox"/>	123-	128		5	8/15/2022	8/15/2022	\$4,500.00	
<input type="checkbox"/>	123-	123		6	8/15/2022	8/15/2022	\$1,491.99	
<input type="checkbox"/>	123-	123		7	8/15/2022	8/15/2022	\$2,500.00	
<input type="checkbox"/>	123-	123		8	8/15/2022	8/15/2022	\$2,500.99	
<input type="checkbox"/>	123-	123		9	8/15/2022	8/15/2022	\$1,491.22	
<input type="checkbox"/>	123-	123		4	8/15/2022	8/15/2022	\$2,250.05	

From 1 to 6 of 6  INVOICE

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



The screenshot shows the Scholarship Portal interface. A modal dialog box is open, asking for confirmation to delete an invoice. The dialog contains the following text:

**Are you sure you want to delete this invoice?**  
The following invoice will be deleted. This action can not be undone.

PO #	INVOICE #	STUDENT NAME	GRADE	AMOUNT
12	9863	Jere	5	\$3,500.00

Below the table are two buttons: "CANCEL" and "DELETE INVOICE". A red hand icon is pointing to the "DELETE INVOICE" button.

The background shows a list of invoices with columns for PO #, INVOICE #, STUDENT NAME, GRADE, and AMOUNT. The first row in the list is highlighted, matching the data in the dialog box.

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

The screenshot shows the 'Scholarship Portal' interface for 'T&F Invoicing'. The left sidebar contains navigation options: Business Profile, School Year Details, Enrollments, Service Offerings, Service Providers, Billing (highlighted), and Help. The main content area has tabs for Service Orders, Service Invoicing, T&F Invoicing (active), and Reporting. Under 'Tuition & Fees Invoicing', there are status filters: 'Ready To Invoice (6)', 'Denied By Guardian (2)', and 'In Guardian Review (6)'. A message instructs users to review line items and click 'Invoice' for approval. Below this, a 'School Year' dropdown is set to '2023-2024' with a 'Select All' checkbox. A search bar is present. The main table lists invoice items with columns for PO #, INVOICE #, STUDENT NAME, GRADE, START DATE, END DATE, and INVOICE AMOUNT. Each row includes a checkbox and edit/delete icons. At the bottom, there are navigation arrows, 'From 1 to 6 of 6', a page size dropdown set to '100', and an 'INVOICE' button.

PO #	INVOICE #	STUDENT NAME	GRADE	START DATE	END DATE	INVOICE AMOUNT		
<input type="checkbox"/>	1234	1283	Jennife	5	8/15/2022	8/15/2022	\$3,500.00	
<input checked="" type="checkbox"/>	1234	1238	Jennife	6	8/15/2022	8/15/2022	\$1,491.99	
<input checked="" type="checkbox"/>	1234	1238	Reggie	7	8/15/2022	8/15/2022	\$2,500.00	
<input checked="" type="checkbox"/>	1234	1238	Donna	8	8/15/2022	8/15/2022	\$2,500.99	
<input checked="" type="checkbox"/>	1234	1238	Ronnik	9	8/15/2022	8/15/2022	\$1,491.22	
<input checked="" type="checkbox"/>	1234	1238	Albert	4	8/15/2022	8/15/2022	\$2,250.05	

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

The screenshot shows the Scholarship Portal interface. A pop-up window titled "Are you sure you want to submit these invoices?" is displayed in the center. The window contains the following text: "The following invoices will be sent to the guardian to approve or deny. Once the guardian approves, SUFS will be invoiced." Below this text is a table with the following data:

PO #	INVOICE #	STUDENT NAME	GRADE	AMOUNT
1234	986	Jenni	5	\$3,500.00
1234	986	Jenni	6	\$1,491.99
1234	986	Regis	7	\$2,500.00
1234	986	Donr	8	\$2,500.59
1234	986	Ronr	9	\$1,491.22
1234	986	Albe	4	\$2,250.05

At the bottom of the pop-up window are two buttons: "NO" and "YES".

The background of the screenshot shows the Scholarship Portal interface with the following elements:

- Logo: EMA Education Market Assistant
- Page Title: Scholarship Portal
- Navigation Tabs: Service Orders, Service Invoicing, T&F Invoicing (selected), Reporting
- Left Sidebar: Business Profile, School Year Details, Enrollments, Service Offerings, Service Providers, Billing, Help
- Main Content Area: A list of invoices with columns for PO #, INVOICE #, STUDENT NAME, GRADE, and AMOUNT. The first row is selected with a checkbox. Below the list are "NO" and "YES" buttons.
- Right Panel: A search bar and a table of invoice amounts with edit and delete icons.

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

The screenshot displays the 'Scholarship Portal' interface. On the left is a navigation menu with items: Business Profile, School Year Details, Enrollments, Service Offerings, Service Providers, Billing (highlighted), and Help. The main content area is titled 'Tuition & Fees Invoicing' and includes tabs for Service Orders, Service Invoicing, T&F Invoicing (active), and Reporting. Below the tabs, there are status filters: 'Ready To Invoice (6)', 'Denied By Guardian (2)', and 'In Guardian Review (6)'. A message states: 'The following invoices have been denied by the guardian. Please contact the guardian, re-submit the invoice, or correct the information by clicking the blue pencil icon. Clicking the red "X" will delete the invoice.' Below this is a search bar and a table of denied invoices. The table has columns for PO #, INVOICE #, STUDENT NAME, INVOICE AMOUNT, STATUS, and REASON CODE. Two rows are shown, both with a 'Denied' status. The first row has a reason code of 'Incorrect Amount' and the second 'Child is No Longer Enrolled'. Each row has a blue pencil icon and a red 'X' icon. At the bottom of the table area, there are navigation arrows, a page indicator 'From 1 to 2 of 2', a dropdown menu set to '100', and a 'RE-SUBMIT INVOICE' button.

PO #	INVOICE #	STUDENT NAME	INVOICE AMOUNT	STATUS	REASON CODE	
<input type="checkbox"/> 1234	1283		\$1,000	Denied	Incorrect Amount	
<input type="checkbox"/> 1234	123E		\$1,000	Denied	Child is No Longer Enrolled	

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.

The screenshot displays the Scholarship Portal interface. A pop-up window titled "Are you sure you want to submit these invoices?" is centered on the screen. The window contains the following text:

**Are you sure you want to submit these invoices?**

The following invoices will be sent to the guardian to approve or deny.  
Once the guardian approves, SUFS will be invoiced.  
In the meantime, you can view pending invoices on the "In Guardian Review" tab.

PO #	INVOICE #	STUDENT NAME	GRADE	AMOUNT
121	984		5	\$3,500.00
121	984		6	\$1,491.99
121	984		7	\$2,500.00
121	984		8	\$2,500.59
121	984		9	\$1,491.22
121	984		4	\$2,250.05

At the bottom of the pop-up window, there are two buttons: "NO" and "YES".

The background of the screenshot shows the Scholarship Portal navigation menu on the left, including "Business Profile", "School Year Details", "Enrollments", "Service Offerings", "Service Providers", "Billing", and "Help". The main content area has tabs for "Service Orders", "Service Invoicing", "T&F Invoicing", and "Reporting". A search bar and a "RE-SUBMIT INVOICE" button are also visible in the background.

# Schools: Submitting Tuition & Fee Invoices for Approval

The screenshot displays the 'Scholarship Portal' interface. On the left is a navigation sidebar with the EMA logo and menu items: Business Profile, School Year Details, Enrollments, Service Offerings, Service Providers, Billing (highlighted), and Help. The main content area has tabs for Service Orders, Service Invoicing, T&F Invoicing (selected), and Reporting. Below the tabs, there are status indicators: 'Ready To Invoice (6)', 'Denied By Guardian (2)', and 'In Guardian Review (6)'. A message states: 'The following invoices are pending a response from the guardian.' Below this is a filter for 'School Year' set to '2023-2024' and a search bar. A table lists the pending invoices with columns for PO #, INVOICE #, STUDENT NAME, GRADE, START DATE, END DATE, INVOICE AMOUNT, and CONTACT. At the bottom, there are navigation arrows, a page indicator 'From 1 to 6 of 6', and a dropdown menu set to '100'.

PO #	INVOICE #	STUDENT NAME	GRADE	START DATE	END DATE	INVOICE AMOUNT	CONTACT
12	12	J	5	8/15/2022	8/15/2022	\$3,500.00	[icon]
12	12	J	6	8/15/2022	8/15/2022	\$1,491.99	[icon]
12	12	R	7	8/15/2022	8/15/2022	\$2,500.00	[icon]
12	12	D	8	8/15/2022	8/15/2022	\$2,500.99	[icon]
12	12	R	9	8/15/2022	8/15/2022	\$1,491.22	[icon]
12	12	A	4	8/15/2022	8/15/2022	\$2,250.05	[icon]

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](http://www.floridaschoolchoice.org)

**Region 1**

**Karla Hernandez**  
850-245-0064

[Karla.Hernandez@fldoe.org](mailto: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](mailto:Mellia.Mckenzie@fldoe.org)

Brevard	Orange	Sumter
Lake	Osceola	
Marion	Seminole	

**Region 4**

**Jessi Edens**  
850-245-0872

[Jessica.Edens@fldoe.org](mailto: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](mailto:Joanna.Chowdhury@fldoe.org)  
Miami - Dade

**New Scholarship Schools - 850-245-0902**

**Scott Earley**

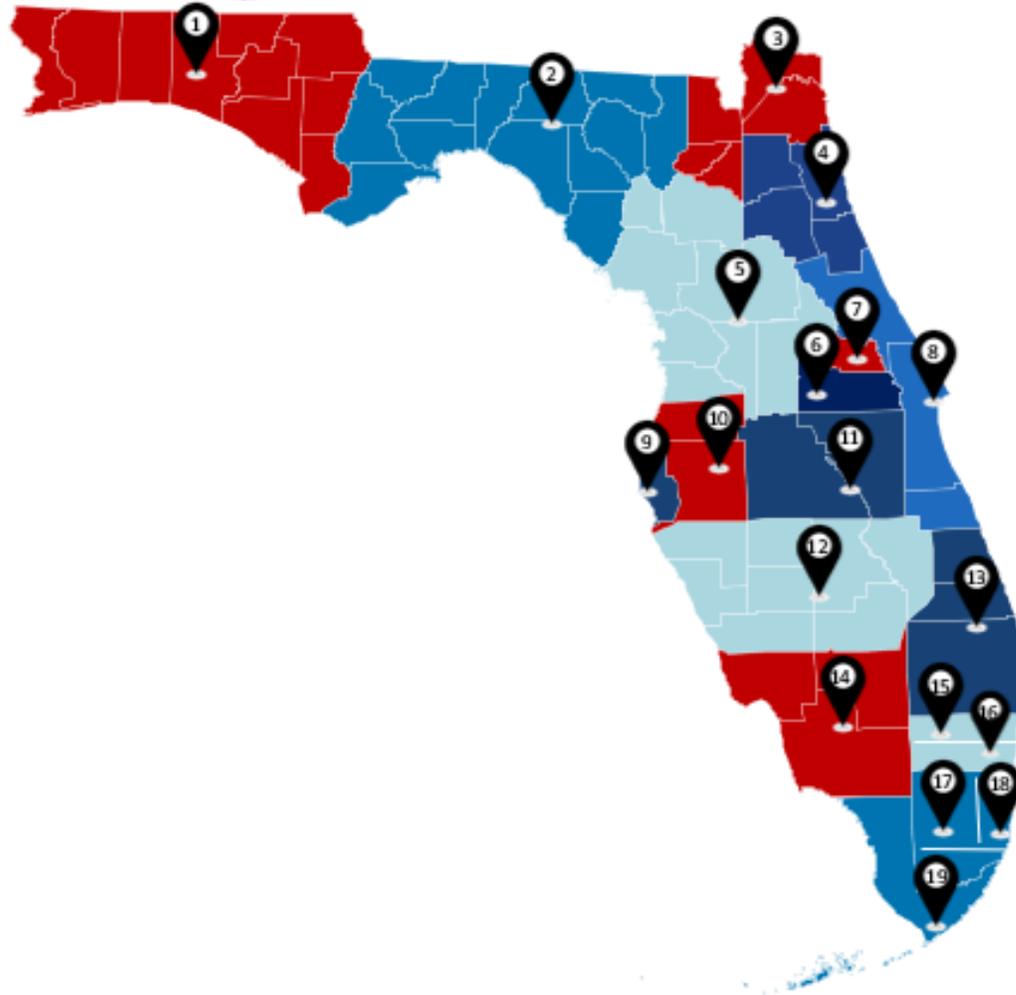
[Scott.Earley@fldoe.org](mailto:Scott.Earley@fldoe.org)

**Compliance Supervisor - 850-245-0650**  
**Jackelyn Baldwin**





## 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](http://www.sufs.org)

 Email us at [info@sufs.org](mailto: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 25<sup>th</sup>, 2024

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

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