

## Disabilities Grant and ESA Programs: Provider Registration

The Disabilities Grant (DGrants) and Education Savings Account (ESA) Programs will register providers where DGrants families will be reimbursed for qualified expenses paid to approved providers and ESA families will make direct electronic payments to approved providers. Note that for the purposes of this process, the provider may be referred to as a vendor. Note also that this process is not for schools, but for providers of tutoring or teaching services and educational therapies. This process is not for registering products.

An ESA provider is automatically considered a qualified provider for the Disabilities Grant Program.

There is a two-step process for registering to become an approved provider. Both steps must be completed. Submitting required documents at one time after registering will speed up the review process.

**Step 1:** Click [here](#) to register yourself as a provider.

**Step 2:** Submit the documents below after you have created your provider account.

1. ESA Provider Agreement (if applicable.) Disabilities Grant-only providers are not required to submit a provider agreement.
2. Provider credentials

Your provider credentials should be a recognized license. Accreditation by a State, regional or national organization acceptable to the State Education Assistance Authority (SEAA) is required in order to become a DGrants or ESA provider.

**ESA:** If you are a company with several providers, submit one provider agreement and submit provider credentials for each individual provider.

**DGrants:** If you are a company with several providers, list the providers on your online registration and submit provider credentials for each individual provider.

The registration review process may take several weeks, once all documents are received. However, once registered you will not need to register again for additional students.

**ESA Payment Process:** ClassWallet provides the electronic account and payment processing on behalf of the ESA Program. After the ESA Program has documented compliance with the North Carolina statute governing the program, ClassWallet will contact the provider to establish an electronic payment account. This is the only way to receive ESA funds. There is no reimbursement with the ESA Program.

### **ESA 2.5% Transaction Fee**

The ESA debit account structure includes a 2.5% transaction fee. Families can use ESA funds to cover this fee. Schools and providers can pass this fee along to parents (who can pay it with ESA funds).

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(1) The transaction fee needs to be a line item on the invoice parents submit to substantiate their use of ESA funds.

(2) Schools and providers need to have a policy of charging all payments made by credit card similarly. A school or provider cannot pass on the transaction (such as credit card) fee only to ESA parents.

**DGrants Reimbursement Process:** ClassWallet will contact DGrants families to establish an electronic payment account in order to submit receipts through the ClassWallet platform and receive reimbursement funds. Families seeking reimbursement from the Disabilities Grant are not subject to a transaction fee.

The DGrants and ESA Programs will make a list of registered providers available to participating families. By maintaining this list, neither program intends to recommend particular providers or to publicize the registered providers to the general public.

***Nothing in this document should be construed to supersede the Program Statute, Program Rules or other Program policies. In addition, these policies do not represent an exhaustive list of all Program rules; rather these policies are set forth to provide a broad overview of the Program. See the Program Rules and Statutes on each Program's [website](#) for more details.***