



Education Savings Account

Information for School
Administrators



Opportunity Scholarship • Disabilities Grant • Education Savings Account

AGENDA

1. Program Overview

- *parent steps & requirements*
- *funding amounts, timeline*

2. Students with multiple program awards

3. Schools new to ESA

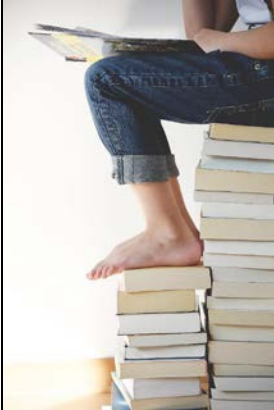
4. MyPortal report / ClassWallet report

5. Documentation for ESA parents from schools



- ClassWallet is a third party vendor which provides the platform for the ESA electronic accounts.
- The parent is the ClassWallet account holder on behalf of the ESA student recipient.
- Schools sign up with ClassWallet in order to receive the payments which parents initiate as an electronic funds transfer.

Parent Steps / Requirements



Nonpublic Schools

1x/year: All parents must sign and submit a **Parent Participation Agreement**, and a **Waiver** of public school services.

Quarterly: At the end of each quarter, a parent has to certify (1) that the funds spent in the previous quarter were spent according to program requirements, and (2) that the parent acknowledges that at least \$1,000 must be spent in the fiscal year in order for the student to continue in the program. *This certification is an electronic step, in ClassWallet.*



Added note re EVALUATIONS:

An ESA student must also be re-evaluated every three years. This can be done at no charge by the public school, or by a psychologist or psychiatrist. The nonpublic school cannot do the re-evaluation.

The student's evaluation date is outdated on January 1; for example any evaluation date of 2017 will be outdated as of January 1, 2021. No further payments will be made unless the document is updated by the parent, with SEAA. Parents of students whose disability documentation will be outdated are notified in the fall prior to January 1.

Funding Amounts

Annual funding amount – disbursed to parent accounts in 4 quarterly installments
(**August, October, January, April**)

Funds roll over from one year to the next, as long as families spend a portion of the funds in a year, and students remain eligible and enrolled.

full-time students

- \$9,000
- (\$2,250 per quarter)

part-time students*

- \$4,500
- (\$1,125 per quarter)

**part-time public school is an option only for students attending a school which exclusively serves children with disabilities*

Nonpublic Schools



Part-time students may attend public school ½ time and a private school ½ time, but only if the private school “exclusively serves children with disabilities”. Home school students, for example, cannot attend public school part time and benefit from ESA funds. Students attending schools which do not “exclusively” serve children with disabilities, and who want to attend public school ½ time, cannot benefit from ESA funds.

If awarded \$4,500 for a year, a student’s funding amount will not increase if a student changes to full-time within the year.

Each quarter, parents electronically certify that they have spent funds as required; this electronic process is in ClassWallet.

K12 Programs: Disbursement

DGrants & Opportunity

- Schools certify
- Parents endorse
- Funds disburse directly to schools

ESA

- Schools do *not* certify
- Parents do *not* endorse
- Funds disbursed to electronic account (ClassWallet) controlled by parent
- Parents initiate process to transfer \$ to schools
- Parents do not have to use ESA funds for tuition

Nonpublic Schools



Additional information re the last ESA point:

Parents can use ESA funds for other Qualified Expenses: tutoring, educational therapies (speech therapy, for example), educational technology. SEAA does not control how or when the parent chooses to use ESA funds.

Dual and Triple Award Recipients



More information here: <https://ncseaa2.sites.unc.edu/files/2020/10/DualandTripleRecipients.pdf>

Nonpublic Schools



The order in which to apply funds is to the family's advantage.

- Opportunity funds cannot be used for other expenses, and will revert if unused.
- DGrants funds can be used for other expenses, but funds revert if unused.
- ESA funds can be used for other expenses, and roll over to the next year if unused.

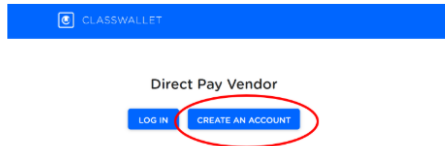
If a student has DGrants and ESA, and does not have Opportunity, DGrants should disburse first; before ESA funds are applied.

Please assist your families who are managing more than one stream of funding.

New to ESA? Schools getting started in ClassWallet

If approved by SEAA for participation in ESA, sign up as a **DirectPay vendor** with ClassWallet.

<https://kleo.force.com/classwallet/s/article/Enroll-DirectPay-Vendor>



Link the school bank account in order to **receive ESA funds transfers** from the parent, who is the account holder of the student's ESA award.

<https://kleo.force.com/classwallet/s/article/Link-bank-account-DirectPay-Vendors>

Nonpublic Schools



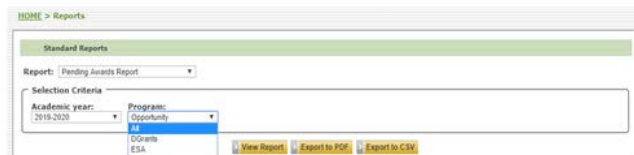
These are knowledge base articles from ClassWallet.

Note that schools must have approval from SEAA in order to become a DirectPay vendor in the ESA Program.

Pending Awards: *MyPortal* report for ESA

Pending Awards: *MyPortal* report for ESA

- Students on a Pending Awards report for the other K12 Programs may need to complete verification ... HOWEVER, ESA has very little verification. **The Pending Awards report for your school for ESA is an excellent list of your ESA students.**
- Parents have the option to CHANGE schools; check back as this report will change if a parent has changed the student's school choice.
- The report can only show what the parent makes known to SEAA.
- Report does not update regarding parent obligations during school year (i.e. Dec3 expired, quarterly certification).



Nonpublic Schools

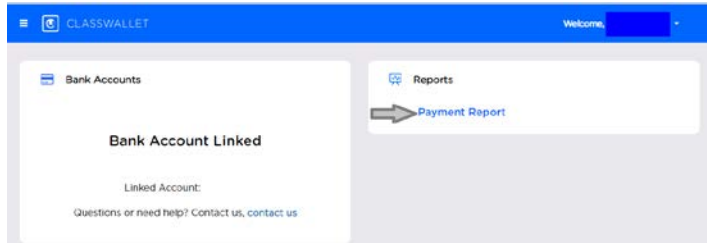


ESA students do not have income verification.

ESA students do not complete "prior public school enrollment" verification.

For more information about the Pending Awards reports, see <https://ncseaa2.sites.unc.edu/files/2020/10/K12-Schools-Pending-Awards-Slides.pdf>.

Reconciliation: *ClassWallet* reporting



Access the Payment Report in order to:

1. See the status of a transaction
2. View the invoice/receipt that the parent uploaded
3. Reconcile your bank account!

<https://kleo.force.com/classwallet/s/article/Transaction-Images>

<https://kleo.force.com/classwallet/s/article/Enhanced-DirectPay-Vendor-Reports>

Nonpublic Schools



Schools use the vendor log in link: <https://vendor.classwallet.com/login#/>. They then find the Payment report option at the right side of the screen

Invoice for the ESA Parent

Schools must provide an **invoice** to the parent which matches the amount the parent will be transferring to the school.



Schools should show a line item for the transaction fee if that fee is charged back to the parent.

Parents (not schools) are responsible for uploading this document to ClassWallet.

Nonpublic Schools



Information provided to parents: https://ncseaa2.sites.unc.edu/files/2020/10/Receipt_Documentation.pdf

Parents can use the student's ESA funds to pay the transaction fee. Schools should only charge ESA students for the transaction fee if a fee for credit cards or other "transaction fee" is charged of all students.

Invoice Should Include ...

- Name of school
- Student name
- Name of parent paying the expense
- What period of time the payment is for
- Amount of required tuition
- Additional line items (registration fee, book fee, etc.)
- Discounts applied, if any



The protocol for certifying students for the Opportunity Scholarship and/or Disabilities Grant can be applied to the ESA in terms of determining “required tuition and fees” for ESA students.

Receipts which are unclear will be rejected, causing delay for a family for the next quarter’s disbursement of ESA funds.

If ESA schools are already Opportunity or Disabilities schools the concept of “required tuition and fees” should be familiar. ESA students cannot use their funds, for example, to pay for school lunches or field trips.

Additional Information



www.ncseaa.edu



NPS@ncseaa.edu (only for school officials)

ESA@ncseaa.edu (for parents)



919-695-8742 (only for school officials)

855-330-3955 (for parents)

The SEAA has proposed to the legislature that the Disabilities Grant and ESA programs merge to provide one program to serve students with disabilities. We believe it would be easier for schools and families to navigate, and more efficient for the state to administer.