Helpful Hints for Zoom

**Slides** are already posted at [https://www.ncseaa.edu/esa-family-trainings/](https://www.ncseaa.edu/esa-family-trainings/) and a **recording** of this session will be posted there within a week.

- Zoom has **closed captioning** available

**Asking Questions**

- Use the Q & A to ask your questions (chat is disabled)
- Email [ESA@ncseaa.edu](mailto:ESA@ncseaa.edu) to ask questions about an individual student

**Answering Questions**

- Presentation team will answer questions from the Q & A at certain points
- Only questions related to this session’s content will be addressed live
Purchasing Curriculum

North Carolina’s ESA+ Scholarship Program
See the previous webinar in this series for answers to these questions:

- What is ClassWallet and how does it work?
- When will my ESA+ funds be deposited to a ClassWallet account? How will I know funds are there?
- What are the Allowable Expenses?
- How do I buy technology and pay for tutoring or therapy?

TIPS FOR USING YOUR ESA+ FUNDS VIA CLASSWALLET!
What Are Curricula?
Allowable Expenses: Curricula

What Can I Pay for with ESA+ Funds?
Families can use their ESA+ funds to pay for:

- Tuition and fees for a private school
- Certain services related to educating a child with disabilities
- Certain products related to educating a child with disabilities, including curricula and textbooks.
  - Curricula and textbook purchases must be related to one of the following academic subjects: math, science, English/language arts, social sciences, or foreign languages.

Products and services must be purchased through the ClassWallet platform.

Allowable Expenses

- Tuition and Fees
- Tutoring
- Educational Therapy
- Curricula
- Educational Technology

- Transportation — ESA+ funds may be used for transportation to/from educational services or activities. Visit the Search for a Provider portal and enter the search term “transportation” to see a list of registered providers.

- Textbooks — Must be required by a nonpublic school and related to one of the following academic subjects: math, science, English/language arts, social studies, or foreign languages.

Click on green “Curricula” link to visit webpage for details

https://www.ncseaa.edu/k12/esa/8617-2/
What is included in the Curricula category?

Resources that support an academic program
• Lesson plans
• Learning kits
• Workbooks
• Books for reading

Examples of Excluded Items:
• Consumable educational supplies
• Household items
• Field trips
• Memberships
• Sports equipment
• Musical instruments
• Art supplies

academic = math, science, English/language arts, social studies, foreign language
Examples of Curricula Purchases

**Allowed**

- A learning kit that contains seeds or plants, a kitchen scale, and rubber gloves. The learning resources in the kit would clearly support a lesson about science.

- A LEGO®Education building set that includes LEGO® bricks, building inspiration cards, teacher guide with 8 STEAM lessons, and a selection of online learn-to-build animations.

**Not Allowed**

- Separate purchases of seeds or plants, a kitchen scale, and rubber gloves. These would be rejected because they are considered “household items”.

- A LEGO®Fire Station building set
Shopping for Curricula
Where do You Buy Curricula?

1. **Marketplace** (stores where you shop online)

2. **Direct Pay Vendors** (companies that sell curricula, but which aren’t on the Marketplace)
2 Paths to Curricula

ClassWallet Marketplace

- Access the Marketplace via your ESA+ ClassWallet account
- Shop at the online stores that appear on the ClassWallet Marketplace

Providers on ESA+ Search Site

- Visit provider’s website to view their products
- Pay for products via ClassWallet (Pay Vendor)
ClassWallet Account: What is a “Purse”?  

Whether purchasing curricula from the Marketplace or from an ESA+ Product Provider, you will be asked to choose which “purse” to use to cover the cost of your order.

The purse is where your available funds are disbursed to in your account.

Program funds are available to families in one purse: ESA+ 23-24.
How to Access ClassWallet’s Marketplace

- To begin shopping, select “Shop” from the menu or click on “Start Shopping” from the Shop tile.

Examples from the ClassWallet Marketplace

- Carter Books & Supplies
- Abilitations
- Amazon Inc.
- Eastern Shore School Supply
- Lakeshore
- Singapore Math
- Super Duper Inc
Examples—Recently Added to Marketplace

**Online Curricula**
- Beast Academy
- BuddyBooks
- Time4Learning

**Curricula Products**
- Timberdoodle
- Channie’s
How to Pay for Curricula: ESA+ Providers

Step-by-step tutorial for “Pay Vendor”:
https://classwallet.my.site.com/classwallet/s/article/How-to-pay-a-vendor
Examples of Curriculum Providers

There are currently twelve curricula providers listed on the NCSEAA Provider Search database:

- Rainbow Resource Center, Inc.
- APT to Learn
- Readability
- The Good and the Beautiful
- Brave Writer LLC
- Gander Publishing, Inc
- Layers of Learning
- Writing Wonders
- Noeo Science
- Teaching Textbooks LLC
- Beautiful Feet Books
- Intoxicated on Life/Journey Homeschool Academy

Apt To Learn

Gander Publishing
How Smaller Companies Become ESA+ Curricula Providers

Who They Are

- Companies that sell curriculum may register with ESA+ as a product provider.
- These companies are not on the ClassWallet Marketplace.
- ESA+ families pay for the curriculum via their ClassWallet ESA+ account.

What They Need to Do

- Visit the ESA+ Provider Portal to create an account.
- Submit required documents to the ESA+ Program (*product provider agreement & business license*).
- Allow a few weeks once all documents are submitted.
Companies Register as Providers

Providers must complete registration with the ESA+ staff at SEAA but you can show them where to go and / or encourage them to complete.

Timeline
The registration review process may take several weeks once all documents are received.

https://www.ncseaa.edu/k12/esa/provider-registration/

Step 1: Submit Provider Registration Request and Create Account
Visit the Provider Portal to register as a provider (for the purposes of this process, a provider may be referred to as a vendor).

Step 2: Submit Required Documents
The ESA+ electronic account structure includes a 2.5% transaction fee, similar to the fees for payments made by credit card.

- A provider that does not charge for credit card fees may not charge the ClassWallet transaction fee to ESA+ families.

- If providers charge the transaction fee to ESA+ parents, parents can pay it with ESA+ funds. *The provider should include the fee as a line item on the invoice so that the parent pays the exact amount required.*
1. Search company’s website to find curricula products to purchase.

2. **Obtain a screenshot of the shopping cart on the provider’s website, or an invoice/quote/purchase order from the vendor with the exact items and final price.**

3. In ClassWallet, select the provider under the “Pay Vendor” section.

4. Upload screenshot of shopping cart or copy of invoice/quote/purchase order.

5. Enter amount, purse funds, and one expense category.

6. SEAA staff will review the proposed purchase. If approved, the funds will transfer directly to the Product Provider, who will then complete the sale with the parent.
Tips & Troubleshooting
Refunds & Reordering

Refunds are always made directly to ClassWallet, or to the ESA+ Program, and never to the parent.

Items purchased on the Marketplace are returned with ClassWallet’s help. Funds will be credited back to your ESA+ account.

If you return curricula purchased with ESA+ funds from a product provider, that company will refund your money to the ESA+ Program. ESA+ staff will then transfer those funds back to your ESA+ account.

What if I need to reorder an item?

Email program staff before reordering the same item so we can make sure that the funds from your first purchase are returned to your account.

**TIP:** If you don’t notify ESA+ staff before you reorder, and you try to reorder immediately, the reorder will appear to ESA+ staff as a 2nd purchase of the same item, and staff will not approve the purchase.
Changing Your Address

1. Update Your Mailing Address in MyPortal.
   Update your mailing address in two places: Mailing address and Permanent Mailing Address

2. Contact ClassWallet to change your shipping address.
   help@classwallet.com
   1-877-969-5536
If Your Order is Rejected ...

1. Read the reviewer comment in the automatic email reply from ClassWallet.
2. If you still have a question, email program staff. Include the order number and a description of the item.

Apart from a problem with the item or service, there are OTHER reasons ESA+ staff reject orders.

• Student is not in an eligible school *make sure MyPortal shows an accurate school choice*
• Documentation of a disability out of date *update your documentation before January 1*
• Outstanding task *check MyPortal regularly*
Parents should check MyPortal once a week:
• Are there items on the To Do list?
• Look at Notifications. Maybe you’ve missed an email!

ESA+ students need updated documentation of a disability every 3 years (3 years from the evaluation date on file).

HOWEVER: Parents, you will renew annually so that the ESA+ staff know you want your student to continue next year.

ESA+ is not a reimbursement program.
• Very few exceptions (mainly the ESA+ Reimbursement Schools)
• Do not purchase items or pay for services with the intent to submit a receipt.

Public School? If a student will be in the public school, full-time, as normally assigned, then they are not eligible for ESA+.

➢ ESA+ is not permitted to provide funds to students who are enrolled in their regular public school (including charter schools).
Summer Training for ESA+ Families

https://www.ncseaa.edu/esa-family-trainings/

Enrollment Options, Updating the Area of Disability, ESA+ Reimbursement Schools, Purchasing Curriculum, Planning for Summer Expenses, Continuing Eligibility, and more …

Register to attend live sessions or view recordings at your convenience.

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Friday: 8am-5pm