



## Preparing for the 2024-2025 ESA+ Application

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North Carolina's ESA+ Program  
*Friday, January 26, 2024*



# Helpful Hints for Zoom

**Slides & Recording** will be posted at <https://www.ncseaa.edu/k12/esa/>

Zoom has **closed captioning** available

## Asking Questions

- Use the Q & A to ask your questions (*chat is disabled*)
- Please do NOT provide confidential information during this Zoom session
- Email [ESA@ncseaa.edu](mailto:ESA@ncseaa.edu) to ask questions about individual situations

## Answering Questions

- Presentation team will answer questions from the Q & A at the end
- Only questions related to this session's content will be addressed live

# What is the ESA+ Program?

North Carolina's Education Student Accounts (ESA+) program is available to meet the needs of students with disabilities. Funds may be used to pay tuition and fees for eligible private schools, and for expenses such as speech therapy, tutoring services, and educational technology.

- \$9,000 annual award; students with certain designated disabilities may be eligible to receive \$17,000 a year
- Families may choose from a [variety of learning environments](#), including private schools, home schools, or co-enrollment
- Eligibility based on documentation of a disability and other [program requirements](#)





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# Before you Apply

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**The ESA+ application will open on Thursday, February 1, 2024**

# What will you need before applying?

## Need:

- **Eligibility Determination** from a North Carolina public school IEP, dated 2021 or more recent
- **Parent of Record's** Social Security Number or Individual Taxpayer Identification Number
- **Student(s)** Social Security Number
- **Parent of Record's** Driver's License Number

## DON'T:

- Email documents
- Email pictures of your driver's license
- Email pictures of your Social Security Card, or include your SSN in email text



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# How to Apply

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# Step #1: Create a MyPortal Parent Account



Link to MyPortal: <https://myportal.ncseaa.edu/NC/login.aspx>

**MyPortal Account Login:**

User Name:

Password:

By logging in, I certify that I have read, agree to and understand the [Terms and Conditions](#) page.

[Forgot your username or password?](#)

**Create an Account:** (Except School/Institution Users. See your administrator for assistance.)

In order to create an account, click here [Create an Account](#).

To return to the SEAA website, [click here](#).

If you are having trouble logging in, **Login Support**  
(855) 763-5333  
[loginhelp@ncseaa.edu](mailto:loginhelp@ncseaa.edu)

**Need Help?**

Review **PAGE 2** of our [MyPortal Guide for Parents](#) for step-by-step instructions.

[English Guide](#)

[Spanish Guide](#)

## Step #2: Add Students & Apply

### February 1 – March 1

**Add student(s)** to your MyPortal parent account and complete your ESA+ application(s).

**Apply by March 1<sup>st</sup>!**

### **Important Tip:**

Have your electronic copy of the Eligibility Determination saved on your computer **before** you complete the application.



# Step #3: Upload the Eligibility Determination

After you submit your application, you will see an Action Item on your **MyPortal To Do List**. You will need to upload the documentation of a disability to that link as soon as possible. More about deadlines in this presentation.

We'll walk you through this process in our session today.

Here's the webpage where all this information can be found:

<https://www.ncseaa.edu/k12/esa/documentation-of-a-disability/>

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# The MyPortal Parent of Record

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# Parent Responsibilities

- The parent of record must be a parent with whom the child lives.
- Only **one parent** can be listed in the MyPortal record.
- The parent of record is the person responsible for accessing the MyPortal account.

## DO:

- Ensure your contact information is updated
- Keep an eye on tasks & deadline dates in MyPortal

## DON'T:

- Give anyone your MyPortal credentials (not even your school)
- Request or accept a refund of scholarship funds from your school or provider



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# Documentation of a Disability

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# NC Public School Eligibility Determination



Student: _____	Student UID# _____	DOB: _____
School: _____	Grade: _____	Age: _____

1. Does the form contain the student's name and date of birth?

Eligibility Determination

**ELIGIBILITY DETERMINATION**

2. Is the title "Eligibility Determination?"

## I. Disability Determination

Based on the information from a variety of sources that have been documented and carefully considered, the IEP Team has determined:

- ☐ Student **MEETS** the criteria for one or more of the fourteen (14) disabling conditions described in the *NC Policies Governing Services for Children with Disabilities*.
- ☐ Student **DOES NOT MEET** the criteria for one or more of the fourteen (14) disabling conditions described in the *NC Policies Governing Services for Children with Disabilities*.

Primary Disability		Secondary Disability	
<input type="checkbox"/> Autism	<input type="checkbox"/> Multiple Disabilities	<input type="checkbox"/> Autism	<input type="checkbox"/> Multiple Disabilities
<input type="checkbox"/> Deaf-Blindness	<input type="checkbox"/> Orthopedic Impairment	<input type="checkbox"/> Deaf-Blindness	<input type="checkbox"/> Orthopedic Impairment
<input type="checkbox"/> Deafness	<input type="checkbox"/> Other Health Impairment	<input type="checkbox"/> Deafness	<input type="checkbox"/> Other Health Impairment
<input type="checkbox"/> Developmental Delay	<input type="checkbox"/> Specific Learning Disability	<input type="checkbox"/> Developmental Delay	<input type="checkbox"/> Specific Learning Disability
<input type="checkbox"/> Emotional Disability	<input type="checkbox"/> Speech or Language Impairment	<input type="checkbox"/> Emotional Disability	<input type="checkbox"/> Speech or Language Impairment
<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Traumatic Brain Injury	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Traumatic Brain Injury
<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Visual Impairment (including Blindness)	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Visual Impairment (including Blindness)

3. Does the form list the student's primary area of disability?

## II. Adverse Effect on Educational Performance

The IEP Team has determined the student's educational performance is not primarily caused by:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	a lack of appropriate instruction in reading, including the essential components of reading instruction; <i>The term "essential components of reading instruction" means explicit and systematic instruction in: phonemic awareness; phonics; vocabulary development; reading fluency (including oral reading skills); and reading comprehension strategies.</i>
<input type="checkbox"/>	<input type="checkbox"/>	a lack of appropriate instruction in math; and
<input type="checkbox"/>	<input type="checkbox"/>	a limited English proficiency.

The disability has an adverse effect on educational performance. ☐ Yes ☐ No

## III. Instructional Requirement

The IEP Team has determined that the student:

- ☐ **REQUIRES** specially designed instruction and related services *(if applicable)*.
- ☐ **DOES NOT REQUIRE** specially designed instruction and related services.

4. Does the form include the student's school name or UID number?

C: EC File, Parent/Guardian

Student UID#: \_\_\_\_\_



Eligibility Determination

5. Is the box checked to indicate whether the student meets the eligibility criteria for special education services?

## IV. Eligibility Determination

In order to be eligible for special education and related services, the student must:

- meet the criteria for a disability in Section I;
- have a disability that has an adverse effect on educational performance documented in Section II; **AND**
- require specially designed instruction and related services *(if applicable)* in Section III.

- ☐ **YES**, the student meets all three of the eligibility criteria *(Sections I-III)* required for special education and related services.
- ☐ **NO**, the student did not meet all three of the eligibility criteria *(Sections I-III)* required for special education and related services.

The IEP Team members below include the parent/guardian/student and professionals qualified to determine whether the student is a child with a disability and whether or not the student is eligible for special education and related services.

6. Does the document

include a date? Required IEP Team Member(s) has been obtained if any of the below participants are identified as excused. Note with an asterisk (\*) any team member who used alternative means to participate.)

Name/Signature	Position	Date	Agree/Disagree (SLD Only)
_____	Parent/Guardian/Student	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
_____	Parent/Guardian/Student	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
_____	Parent/Guardian/Student	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
_____	LEA Representative	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
_____	Special Education Teacher	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
_____	General Education Teacher	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
_____	Interpreter of Instructional Implications of Evaluations	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
_____		_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
_____		_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
_____		_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree

*For SLD only – If an IEP Team member disagrees, he/she must submit a separate statement of their reason for disagreement.*

Explanation of team participants/absence of participants (if needed)

_____
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C: EC File, Parent/Guardian

Student UID#: \_\_\_\_\_

# NC Public School Eligibility Determination

**Step 1:** Find the document title. It should say “Eligibility Determination”

**Step 2:** Check that your student’s name and date of birth are on the document

**Step 3:** The form should list the student’s primary area of disability

**Step 4:** Find the school name (this is usually listed at the top or bottom of the first page)

**Step 5:** There should be a checkbox where the IEP team selected one of the following:

- Yes, the student meets the eligibility criteria for special education and related services
- No, the student did not meet the eligibility criteria for special education and related services

**Step 6:** The last page of the document should include a table that contains the names of the IEP team members and the meeting date.

**Step 7:** The document must include the meeting date.



Your Document Must Say ...

# **ELIGIBILITY DETERMINATION**

# Public School Eligibility Determination

## Accepted Documentation

Eligibility Determination issued from the **North Carolina Public School IEP** process

Eligibility Determination issued by a **Department of Defense School** located in North Carolina

- Issued within the **last 3 years**

## Not Accepted

Other IEP documentation: **prior written notice, annual goals, progress reports**

- **504 Plans**
- **Student Aptitude Tests**
- **Student Achievement Tests**
- **Letter from a doctor or other medical professional**
- **Private psychological assessment**

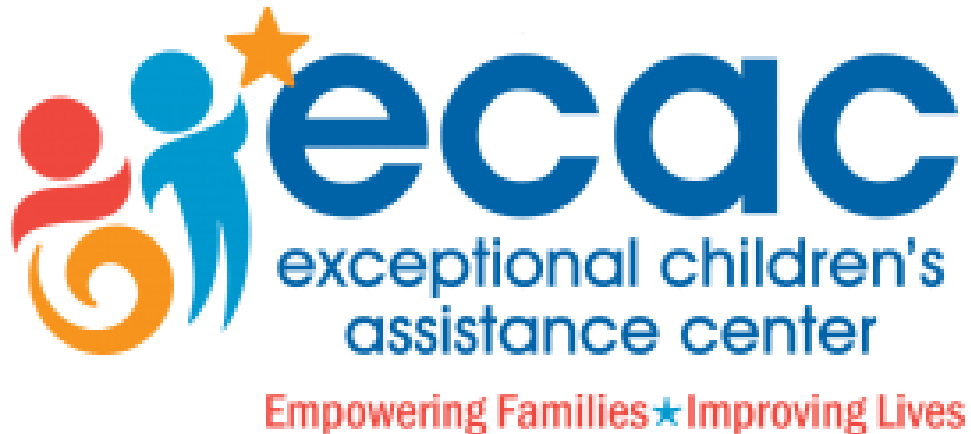




# Exceptional Children's Assistance Center

**Need Help?**

<https://www.ecac-parentcenter.org/>



Phone:

**1-800-962-6817**

# Submitting the Eligibility Determination (*technical stuff*)

<https://www.ncseaa.edu/wp-content/uploads/sites/1171/2024/01/HowtoUploadDocs.pdf>

1. Save your document on your computer or phone.
2. Find your To-Do List in MyPortal.
3. On the To-Do List, find the task and due date.
4. Click the link titled:

Welcome to MyPortal

Use My Portal to manage your college financial aid and K12 grants and scholarships for K12 dependents.

There are new items on your To Do List.

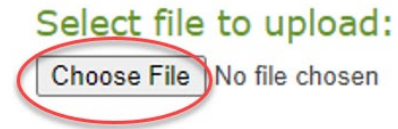
- ☒ To Do List
- ☐ Applications and Renewals for K-12th Grade
- ☐ Applications and Renewals for College
- ☐ School Choice
- ☐ Eligibility and Award Information
- ☐ Notifications
- ☐ My Contact Information
- ☐ My Profile

Application or Required Documentation	Receipt Date	Action Items	Due By
<input checked="" type="checkbox"/> Education Student Accounts Renewal	01/30/2023	Renewal Processed	10/01/2023
<input type="checkbox"/> Eligibility Determination Form		<a href="#">Upload Eligibility Determination Form</a>	03/03/2024

Upload Eligibility Determination Form

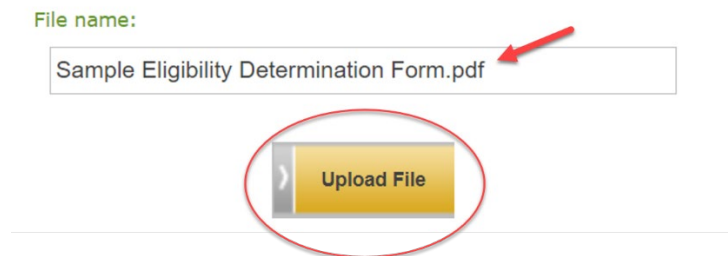
# Submitting the Eligibility Determination (*technical stuff*)

5. Click the button that says “**Choose File**”



6. Navigate to where you saved the file on your computer or phone. Click on the file name of your saved document.

7. Click “**Upload File**”.



8. Look for this message!

**Your document has been uploaded successfully.**



# Important Tips

- ✓ Have your electronic copy of the Eligibility Determination saved on your computer before you complete the application.
- ✓ Your file must be in **Word** or **PDF**. No images!
- ✓ Save the pages of your document as ONE file.
- ✓ Remove any password protection on the document before uploading it.
- ✓ Look at the file size: the maximum allowable is 10MB.

# Deadlines

You have 3 weeks to upload your document after you hit “submit” on your application.

## ***Why should I upload the Eligibility Documentation immediately?***

- ❖ If you make a mistake and upload the wrong document, you’ll have a chance to try again. If you wait, you might not get that chance.

## ***What happens if I upload the wrong document?***

- ❖ ESA+ staff review your document within a week. You’ll receive an email (notification from MyPortal) that explains the error.



**IMPORTANT:** You can only upload a document 3 times (within your 3 weeks). If you don’t understand why your document was rejected, call ESA+ for help before you upload again!

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# Lottery, Awards, Waitlist

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# Lottery

- Eligible new students on complete applications received by March 1 are entered into a lottery.
- Students will be awarded an ESA+ scholarship in order of lottery #, starting with #1, until the ESA+ funding is exhausted.
- There is no priority (other than the lottery) within the pool of eligible February 1 – March 1 students: *not the application submission date, nor the area of disability.*
- Expect to receive an email notification by mid-April.



# Awards

- ESA+ expects to notify parents of an award or waitlist by mid-April.
- Students are awarded an annual scholarship of \$9,000 or \$17,000.
- There are several tasks parents of newly awarded students have to complete, so keep an eye on MyPortal.



# Waitlist

- Unfortunately, we expect that the 2024-2025 funding will not be enough to award a scholarship to all February 1 – March 1 eligible students.
- More awards may become available in early summer depending on how many parents of initially awarded students decline to use the funding.
- ESA+ will have a waitlist, with students from February 1 – March 1 listed in order of lottery number, then other eligible students listed in order of application submission date.



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Resources, *and a peek at the fall timelines*

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# Helpful Online Resources



[www.ncseaa.edu](http://www.ncseaa.edu)

**Explore K12 Funding**

**ESA+**

## Allowable Expenses

### 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](#)

# Want to Understand Detailed Program Operations?

Each summer, ESA+ staff onboard the new ESA+ families with a series of training webinars.

If your student is awarded, you will be invited to the 2024 series!



## 2023 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 ...

**View recordings at your convenience.**

# Payment Timeline Overview

Payment to Direct Payment Schools / Parent Accounts (for home school students)

**August / September** for fall

**January / February** for spring



# Need to Reach Us?

[ESA@ncseaa.edu](mailto:ESA@ncseaa.edu)



Send your email from the email address listed in your MyPortal parent account so that our staff can respond with student-level information.

In your email, include:

***Student Name(s), PID #, Parent Name, Detailed Question(s)***

**855-330-3955**

