ESA+
WELCOME PACKET
FOR NEW SCHOLARSHIP FAMILIES
WELCOME TO THE ESA+ SCHOLARSHIP PROGRAM!

Congratulations on being selected to receive an Education Student Accounts (ESA+) scholarship! North Carolina’s ESA+ program is available to meet the needs of students with disabilities.

Find Your Enrollment Path

As you read through this packet, look for the color-coded documents that correspond to your student’s enrollment choice:

PATH 1: DIRECT PAYMENT SCHOOL

PATH 2: REIMBURSEMENT SCHOOL

PATH 3: HOME SCHOOL
ENROLLMENT PATH 1: Direct Payment Schools

Schools that accept direct payments from SEAA receive scholarship funds on behalf of your student once for Fall semester and once for Spring semester. The tasks below must be completed in the following order in MyPortal.

FALL PAYMENT - AUGUST/SEPTEMBER
- School certifies student is enrolled
- School reports tuition costs to SEAA
- School verifies student is attending
- School endorses (approves) award amount
- Parent endorses (approves) award amount
- SEAA sends fall payment electronically to school 1-2 weeks after the parent endorses the award amount

SPRING PAYMENT - JANUARY/FEBRUARY
- School endorses (approves) award amount
- Parent endorses (approves) award amount
- SEAA sends spring payment electronically to school 1-2 weeks after the parent endorses the award amount.

TIPS:
Review the award amount carefully before endorsing. If you think there is an error, do not endorse. Email the ESA+ program as soon as possible.

If your school’s costs are less than your award amount, any remaining scholarship funds will move to ClassWallet each semester and can be used for allowable expenses.
Dual Enrollment

Students who receive both the Opportunity Scholarship and ESA+ Scholarship are called Dual Enrolled Students. These students must be enrolled in a Direct Payment School to use both awards.

SEAA will first use funds from the Opportunity Scholarship to pay the Direct Payment school on behalf of the student, followed by ESA+ funds. Any ESA+ funds remaining after tuition and fees have been paid will be sent to ClassWallet for families to use on allowable expenses.

AUGUST/SEPTEMBER

• School Certifies Student is Enrolled
• School Reports Tuition Costs to SEAA
• SEAA Calculates Final Opportunity Scholarship Award Amount
• School Verifies Student is Attending
• School Endorses (Approves) Award Amount
• Parent Endorses (approves) Award Amount
• SEAA sends fall payment electronically to school 1-2 weeks after the parent endorses the award amount

JANUARY/FEBRUARY

• School verifies student is attending
• School endorses (approves) award amount
• Parent endorses award amount
• SEAA sends spring payment electronically to school 1-2 weeks after the parent endorses the award amount
ENROLLMENT PATH 2: Reimbursement Schools

ESA+ Reimbursement Schools are schools that choose not to receive funds directly from SEAA. Families who enroll their students in these schools pay tuition and fees out of pocket and are reimbursed by ESA+. Parents submit receipts at the end of each semester.

AUGUST/SEPTEMBER

- SEAA deposits scholarship funds to ClassWallet

DECEMBER

- SEAA notifies parent to submit tuition receipts
- Parent uploads receipts to ClassWallet
- SEAA reviews receipts
- **If approved, fall payment is sent electronically to parent’s bank account via ClassWallet in 1-2 weeks**

APRIL/MAY

- SEAA notifies parent to submit tuition receipts
- Parent uploads receipts to ClassWallet
- SEAA reviews receipts
- **If approved, spring payment is sent electronically to parent’s bank account via ClassWallet in 1-2 weeks**

**TIP:**

Unspent funds from fall remain in ClassWallet for spring. Families should budget and leave funds in ClassWallet that will be used for tuition reimbursement. Other allowable expenses (products and services) should be paid through ClassWallet; only tuition can be reimbursed.
ENROLLMENT PATH 3: Home Schools

Parents of students in a home school spend their ESA+ funds for allowable expenses, instead of tuition. SEAA will deposit funds to the parent’s ClassWallet account twice a year, once for fall semester and once for spring semester.

AUGUST/SEPTEMBER

- SEAA deposits scholarship funds to ClassWallet
- Parent makes purchases and pays providers

JANUARY/FEBRUARY

- SEAA deposits scholarship funds to ClassWallet
- Parent makes purchases and pays providers

TIP:

Unspent funds from fall remain in ClassWallet for spring.
ALL ENROLLMENT CHOICES:
MyPortal

MyPortal is your one-stop source for managing your student’s ESA+ award. You will receive important notifications and assigned tasks in MyPortal, so it’s important to check it regularly.

The MyPortal Guide for Parents provides step-by-step instructions to guide parents through important steps of the award process, including how to:

- check/complete required tasks
- select/change your active school
- upload documents
- review notifications
- update your email address
ALL ENROLLMENT CHOICES:
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, as well as certain services and products related to educating a child with a disability, such as:

- Tutoring
- Educational Therapy
- Curricula
- Educational Technology
- Transportation
- Textbooks
- Standardized Tests

Once tuition and fees are paid, students who attend a private school may use remaining funds for allowable expenses. Home school families use their scholarship funds for allowable expenses.

Visit the [Allowable Expenses](#) page on the program website to learn more.

Products and services must be purchased through the ClassWallet platform.
IMPORTANT DATES

**OCT. 1 - SCHOOL CHOICE DUE**
August 1 through October 1, parents should email their school choice or transfer information to the ESA+ program. Parents must enroll their student in an eligible school and notify SEAA by October 1st to benefit from ESA+ funds that semester.

**AUG/SEP - FALL PAYMENT**
SEAA sends fall payment electronically to schools on behalf of the student. For home school families, SEAA deposits scholarship funds in ClassWallet.

**JAN/FEB - SPRING PAYMENT**
SEAA sends spring payment electronically to schools on behalf of the student. For home school families, SEAA deposits scholarship funds in ClassWallet.

**DEC. 19 - JAN. 1 - CLASSWALLET CLOSED**
ClassWallet will be closed for year-end reporting. Families will be unable to use the platform.

**JUNE 19 - JULY 14 - CLASSWALLET CLOSED**
ClassWallet closes for the current school year. Parents should make purchases and submit invoices for providers by May 27th. This allows time to resubmit if there are errors or items are out of stock.

After June 19th, parents who have made an error cannot resubmit a corrected purchase or payment request. Refunds after June 30 are not credited back to the student’s ESA+ account.
RESOURCES

01  **MYPORTAL**
Your one-stop source for managing your student’s ESA+ award.

02  **CLASSWALLET**
Products and services must be purchased through the ClassWallet platform.

03  **FIND A PROVIDER**
A searchable database of providers registered with the ESA+ program.

04  **ALLOWABLE EXPENSES**
Information about the products and services that can be purchased with ESA+ funds.

05  **ESA+ WEBSITE**
Resources and information to help you manage your student’s ESA+ award.

06  **CONTINUING ELIGIBILITY**
An overview of the re-evaluation process.

07  **MYPORTAL GUIDE FOR PARENTS**
Step-by-step instructions for how to use MyPortal.

08  **WEBINARS**
Upcoming and archived webinars on a range of program-related topics.
UPCOMING WEBINARS

Register for webinars on the ESA+ Family Training page: https://www.ncseaa.edu/k12/esa/esa-family-trainings/

**ESA+ 101**
Friday, July 19, 2:00 pm

Welcome to the 2024-2025 ESA+! Want a quick high-level overview of all things ESA+? Come join us, and you’ll also get directions to resources you will need next year.

**Continuing Eligibility**
Friday, July 26, 12 noon

Every 3 years, based on the student’s evaluation date, the ESA+ program needs updated documentation of the student’s disability. There are a couple options for renewing students to meet that requirement. Join us to understand the process and timeline for updating your student’s evaluation date.

**ESA+ at Direct Payment Schools**
Friday, August 16, 12 noon

Join us to understand how the school payment process works. Plus, ESA+ students have unique options. For instance, if funds remain after your school receives payment for tuition and fees, you can use those remaining funds for allowable expenses such as tutoring, therapy, or technology.

**ESA+ for Home Schools**
Friday, August 23, 12 noon

Purchasing curriculum and technology or paying your providers with ESA+ funding doesn’t have to be confusing. In this session, we will explain ESA+ Allowable Expenses and how to spend your ESA+ funds via ClassWallet.

**ESA+ Enrollment Options**
Friday, September 6, 12 noon

Are you struggling with the many options for ESA+ enrollment? Come find out how ESA+ works for home school, private schools in North Carolina, and the flexible options of co-enrollment. We’ll also provide an overview of the school transfer process.
THE ESA+ PROGRAM

ESA@ncseaa.edu

loginhelp@ncseaa.edu

855-330-3955 (K12 Program staff)

855-763-5333 (Login Help)