



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

OFFICE OF INDEPENDENT EDUCATION
AND PARENTAL CHOICE

Scholarship Bulletin | August 2019

New Regional Manager

Welcome our newest Regional Manager assigned to the Region 6 area, Jackelyn Baldwin. Jackelyn was born in Rochester Minnesota and raised in Parkland Florida. She earned a Bachelor's degree in Family and Child Science with a minor in Education from Florida State University and obtained a Master's degree in Psychology with a specialty in Applied Behavior Analyst from Kaplan University. Jackelyn has an extensive background working with K-12 students as an Applied Behavior Analyst doing ABA therapy in home and in a clinical setting for children on the Autism Spectrum. She has also worked with non-profit agencies within the Early Steps program as a Family Coordinator helping students receive services such as therapy and educational program placement. Jackelyn's mission in life is not merely to survive, but to thrive; and to do so with some passion, some compassion, some humor, and some style.

-Maya Angelou

New Regional Manager Map

Our office has recently undergone some reassignments to Regional Managers that may be designated to your school's area. Please save the new Regional Manager Map attached in this email for your records. Further notification will be provided to you directly from your assigned Regional Manager.

Family Empowerment Scholarship Program

The Family Empowerment Scholarship Program took effect July 1, 2019. If your school wishes to participate in the Family Empowerment Scholarship you must submit a request online to the School Choice Office:

- [Click here to access your private school log-in portal.](#)
- Once logged in, you will simply need to check the 'Family Empowerment Scholarship' box in the "Request to Participate in Scholarship Programs" section.
- If your school does not participate in the McKay Scholarship Program, you should also contact your Regional Manager in the School Choice Office at the Department of Education to confirm submission of your school's tuition and fee schedule.
- Your school's compliance requirements must be current to participate. **There are no additional eligibility or compliance requirements beyond the existing requirements to participate in all K-12 Scholarship Programs.**

McKay Payment Notes

Remember:

- **Enrollment Deadline** - All current and new scholarship students need to be enrolled by August 2nd to be eligible for a September 1st payment.
- **Parent SSN** - Be sure to verify parent Social Security Numbers (SSNs) and contact information. **Incorrect parent SSNs may result in delay of scholarship payments.**
- **Parent Affidavit** - Remember that each McKay Scholarship student must have a **Parent Affidavit** on file with our office, completed by the parent who will endorse scholarship payments.
Note: Parent affidavits will be denied if parent name/signature does not match what was entered on student's intent application.
- **Public School withdrawal** - Parents of new scholarship students should notify the public school district that their student is withdrawing to attend a private school. If the district reports the student as enrolled in public school, scholarship payments will be delayed until a correction is made.

Scholarship Payment Restrictive Endorsement Requirements

Student scholarship payments for the McKay, FTC, Family Empowerment, and the Hope Scholarship programs are made payable to the student's parent or guardian. Remember that Florida law requires parents to restrictively endorse payments to the private school for deposit into the account of the private school. Endorsed scholarship payments are reviewed after each payment period to confirm compliance with the restrictive endorsement requirements. It is strongly recommended that scholarship checks not leave the possession of the private school, and students should not take scholarship checks home for a parent signature.

FTC Norm-Referenced Testing

Private schools participating in the Florida Tax Credit (FTC) Scholarship Program must make provisions for FTC students in grades 3-10 to take one of the nationally norm-referenced tests identified by the Department of Education. Approved assessments and specific instructions are available on our website at: <http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/ftc/annual-assessment-requirement.shtml>. Any request for an alternate assessment must be submitted to the Department in writing by **September 15**.

If your school enrolled FTC students last year, don't forget to report student standardized test scores for students in grades 3-10 by **August 15**. Send copies of score sheets with name, testing date, and national percentile ranking to:

Melissa Dyehouse
Learning Systems Institute
Florida State University
Suite 4600 University Center Bldg. C
Tallahassee, FL 32306-2540

New Agreed-Upon Procedures Guidelines

FTC, Gardiner, Hope, and McKay

If your school collectively receives more than \$250,000 from the Florida Tax Credit, Gardiner, Hope, and McKay Scholarship during a fiscal year, then you must contract with an independent certified public accountant to perform agreed-upon procedures pursuant to section 1002.395(6)(o), Florida Statutes. The annual report must be submitted to the scholarship funding organization that awards the majority of your school's scholarship funds. Please contact the scholarship funding organization if you have questions about this requirement.

McKay Only

If your school only receives more than \$250,000 in McKay scholarship funds, then the report must be submitted to the Department of Education. Please contact the School Choice Office for if you have any questions.

Reports must be submitted by September 15, 2019.

Changing Location?

If your school expanded to an additional location, or relocated over the summer, don't forget to alert our office. Be sure to have all applicable inspections completed before students attend your new location.

Avoid delays in scholarship payments--submit an [Update Notification Form](#) to inform our office of your move, and provide the necessary documentation as soon as possible.

Employee Screening

Remember that private schools accepting state scholarship students must conduct employment history checks for new personnel and use the Bureau of Educator Certification as well as the Professional Practices Database screening tools available through our website.

Be sure to complete the screening before new employees begin to work with students, and remember to document the findings. This employment screening process is in addition to the Level II criminal background screening obtained through the VECHS program. Contact your Regional Manager if you have questions about either process.

Upcoming Deadlines

August 15

Date by which FTC standardized testing results must be submitted.

September 2

Intent filing deadline to be eligible for the November 1 McKay payment.

September 15

Date by which requests for use of alternate NRT must be submitted.

Date by which private school financial report (Agreed Upon Procedures) must be submitted.

October 2

Enrollment deadline for the November 1st McKay payment.

October 3-9

McKay Attendance Verification window for the 2nd payment period.

More Information

[Regional Managers](#)

[McKay Calendar](#)

[McKay Deadlines](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[McKay Parent Affidavit](#)

[Update Notification Form](#)

Other Resources

McKay Coalition

The Coalition of McKay Scholarship Schools was formed because the founders of the coalition (all private school administrators) recognized the need to have an organization that understands that just as our students need a different way of teaching applied to them, McKay Schools often have needs that are different from typical schools. The upcoming fall conference is in Orlando on September 20th. Please visit <http://mckaycoalition.org/> for more information.

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