



## Scholarship Bulletin | September 2020

### Private School Annual Survey

The **2020 Annual Survey of Private Schools** is now available online! By law, all private schools in Florida are required to submit the Annual Survey. It is also a requirement for participation in the state scholarship programs and must be completed as part of the Compliance process. To submit the survey, [log into our website as a private school](#), complete school's information and submit it online. The survey must also be printed, signed by the owner/chief administrative officer, notarized, and mailed to our office.

By submitting the survey, your school will be included in the private school directory available on our website, your students will be able to qualify for a Bright Futures Scholarship, and you will receive updates from our office on federal initiatives and other issues affecting private schools.

### 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.



## FAQ's - MCKAY AND FES 1<sup>st</sup> QUARTER PAYMENT

### THERE ARE TWO PAYOUTS FOR PAY PERIOD 1!

- **1st Payout** - Payments were delivered by September 1st for students that were enrolled by August 3rd AND filed intent by August 3rd.
- **2nd Payout - September Supplemental**; payments to be processed the latter part of September for students that enrolled by September 3rd AND filed intent by August 3rd.

**Note:** Once supplemental payments for pay period 1 are processed, any remaining unresolved issues for a student that we are not able to catch on the supplemental payment distribution list for Payment 1 may be included with Pay Period 2's disbursement by November 1st.

1. I received a check for a student who did not attend my school OR attended for 9 days or less during the pay period. What do I do?

Please mail check (voided) with a note to cancel payment back to:

Florida Department of Education  
Office of Independent Education & Parental Choice  
Attn: School Choice Office  
325 W. Gaines Street, Suite 1044  
Tallahassee, FL 32399

2. How do I know if my school is entitled to the student's 1<sup>st</sup> payment?

- **REFER TO THE 10-DAY RULE**; if a student is reported present and received instruction for 10 or more school days during the pay period, then your school is entitled to payment.
- If not, then you will mail check back to the same address listed below and work out any financial obligation with the parent for the days that scholarship did not cover.



**3. EPS Flag - I did not receive a payment for a student that is marked Enrolled in Public School, what do I do?**

Students marked enrolled in public school will need to be validated and cleared by the district.

- District representatives have been notified, but schools and parents are welcome to touch base with the designated person assigned to your county.
- **Note: If the district verifies and removes the flag, payment will be included with supplemental payout.**
- Please **DO NOT** submit a **District Verification Form (DVF)** unless you receive instructions from your Regional Manager to do so.

**4. Scholarship Payment Restrictive Endorsement Procedures - Are parents still required to sign the scholarship checks?**

Yes, student scholarship payments for the McKay and Family Empowerment 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.

## **Transition To Work Program**

Previous legislation passed allows private schools to establish a Transition To Work program for high school students participating in the McKay Scholarship Program which allows students to earn high school credits while working off-site. For more information on Transition To Work programs, contact your Regional Manager.



## 2020-21 Scholarship Upcoming Deadlines

### **September 3**

McKay and FES Enrollment deadline for the September payments.

### **September 2**

McKay and FES Intent filing deadline for the November payments.

### **September 15**

2019-20 Agreed Upon Procedures Reports submission deadline.

### **October 2**

McKay and FES Enrollment deadline for the November payments.

### **October 5 - 12**

McKay and FES Attendance Verification window for the 2<sup>nd</sup> payment period.

## More Information

[Regional Managers](#)

[McKay Parent Affidavit](#)

[McKay Student Technical Assistance](#)

[Application & Renewal Instructions](#)

[Compliance Resources](#)

[Update Notification Form](#)





## Other Resources



Florida's Hispanic Heritage Month is observed September 15<sup>th</sup> - October 15<sup>th</sup>. First Lady Casey DeSantis has announced the theme and student contests for this year's 2020 Hispanic Heritage Month: "Celebrating Untold Stories and Contributions of Hispanic Americans in Florida." This theme will recognize and pay tribute to Hispanic leaders who play prominent roles in public service throughout Florida. **All entries must be received by 5 pm (ET) on Friday, September 25, 2020.**

Parents, students, teachers and principals are also invited to nominate full-time, outstanding educators for the Hispanic Heritage Month Excellence in Education Award. More information is available at [FloridaHispanicHeritage.com](http://FloridaHispanicHeritage.com).



The Northeast Florida Educational Consortium offers free private school teacher professional learning. Face-to-face and online learning opportunities are available. For more information, visit <http://www2.nefec.org/elearning/title2-parta>.