



## Scholarship Bulletin | April 2021

### Compliance Renewal Issues

Renewing private schools that met the Scholarship Compliance Form submission deadline of **March 1** must resolve any outstanding compliance issues by **May 1, 2021**, in order to remain eligible to participate in the state scholarship programs for the 2021-2022 school year.

Please contact your [Regional Manager](#) promptly if you have any questions concerning the review process. Schools are advised to contact them as early as possible, as the increasing volume of calls and e-mails may delay their response as deadlines approach.

### Private School Facilities Inspections

To help your annual compliance process run more smoothly, please review your facility's fire, health, and radon inspection reports before you submit them to our office.

- a. Check to see that the inspector completed the forms with your **school's correct name and complete address**.
- b. Fire and health inspections should be appropriate for a K-12 private school (**not for a daycare or business**)
- c. Inspections must **be in your school's name**, even if you are leasing space from a church or other organization.

### Health and Fire Inspection - Electronic Submission Requirements

- The **Department of Health** is now required to send private school inspection reports directly to the Department of Education via electronic submission.
- The **State Fire Marshal** also requires your **local fire department** to enter your school's inspection information into a statewide database called the Online Reporting System at <https://sfm.bebr.ufl.edu/search/node> in order to grant the Department of Education access to private school fire inspection reports electronically.



## Ownership Documentation and Private School Fingerprinting Process

### *Requirements for owners, officers, board members, directors, etc.*

Remember that ALL listed officers, owners, board members, and/or directors on school's Sunbiz report must provide a copy of the FDLE VECHS level 2 background screening report, **regardless of student contact** (F.S. 1002.421) (p). If applicable under F.S. 623.12; it is recommended that a private school owned by a Diocese, Seventh Day Adventist or Private Charter list the diocese, SDA, or private charter's name on our website as the owner on the Annual Survey instead. If your school qualifies under F.S. 623.12, you will need supporting documents in the form of a letter from the diocese, court filing, etc. Additionally, any person signing the Annual Survey should be listed as an officer/director on the Sunbiz. If your name is not listed when the Regional Manager reviews the Sunbiz report, your school will need an authorization letter from someone listed on the Sunbiz giving the person permission to sign the annual survey. Please contact your Regional Manager for guidance on acquiring this information if needed.

## McKay and FES Payment Discrepancies

McKay and FES supplemental payments for the final pay period will be processed during the week of April 19. Schools will be notified once supplemental payments are disbursed and a FedEx tracking is assigned. Any requested student documentation not submitted in time to your regional manager for review will be included with the final summer payment distribution. **Please be aware that the final deadline for the submission of any outstanding payment request for the current school year is June 1.**

To request payments missed for other reasons, please submit a [Scholarship Issue Form](#) along with all documents noted on page 2 of the form. If you are unsure why a student has not received a payment, please contact your [Regional Manager](#) first.

## Agreed-Upon Procedures Guidelines

### **FTC, FES, Gardiner, Hope, and McKay**

If your school collectively receives more than \$250,000 from the Florida Tax Credit, Family Empowerment, Gardiner, Hope, and McKay Scholarship(s) during a fiscal year, then you must contract with an independent certified public accountant to perform agreed-upon procedures pursuant to Florida Statute. 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 receives more than \$250,000 in **only** McKay scholarship funds, the AUP Report must be submitted to the Department of Education. Please contact the School Choice Office if you have any questions.

AUP Reports must be submitted by **September 15, 2021**.

## SAVE THE DATES! Upcoming Deadlines

### April 30

Date by which students with a valid **2020-21 Intent** can enroll as a McKay student. The student will not receive any payments for the current school year, but may be reenrolled in May as a McKay student for the 2021-22 school year.

### May 1

Date by which all **Compliance Renewal** documents are due.

### June 1

Date by which requests for **2020-21 missing payments** are due.

### July 3

McKay **2021-22 Intent filing deadline** for the September 1 payment.

### August 2

McKay and FES **2021-22 Enrollment deadline** for the September 1 payment.

## Additional Information:

[McKay Deadlines](#)

[Regional Managers](#)

[McKay Parent Affidavit](#)

[McKay Student Technical Assistance](#)

[Application & Renewal Instructions](#)

[Compliance Resources](#)

[Update Notification Form](#)



## Other Resources



Spearheaded by the Florida Department of Agriculture and Consumer Services, [Living Healthy in Florida](http://LivingHealthyinFlorida.com) provides consistent information to Florida's children, families and seniors on healthy eating, good nutrition and active living.