



## Scholarship Bulletin | April 2022

### Compliance Renewal Issues

Renewing private schools that met the Scholarship Compliance Form submission deadline of March 1 must address any outstanding compliance issues by May 1, 2022.

Please contact an assigned [Regional Manager](#) promptly if you have any questions concerning the review process. Please be mindful that due to the increasing volume of correspondence received, there may be a delay in response time. Regional managers will contact your school directly with a status update.

### 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-zapp.com/> 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 Payment Discrepancies

McKay supplemental payments for the final pay period have been processed. Schools will be notified once supplemental payments are disbursed and a FedEx tracking is assigned by May. 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, Hope, and McKay

If your school collectively receives more than \$250,000 from the Florida Tax Credit, Family Empowerment, 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, 2022**.

## McKay to FES-UA Transition for 2022-2023

Families can now renew currently enrolled McKay student's placement into the FES-UA program for the 2022-23 school year!

- Parent will need to select ONE of the Scholarship Funding Organizations (SFOs); [AAA Scholarship Foundation](#) or [Step Up For Students](#) to renew the student's scholarship placement.
- **Private School Enrollment** - As long as your current private school continues to be approved to participate in state scholarship programs, your student can continue to attend using FES UA funds.

Please direct families to one of the SFOs website to get started.

## Additional Information:

[McKay Deadlines](#)

[Regional Managers](#)

[McKay Parent Affidavit](#)

[McKay Student Technical Assistance](#)

[Application & Renewal Instructions](#)

[Compliance Resources](#)

[Update Notification Form](#)