



PARENT HANDBOOK

PERSONAL LEARNING SCHOLARSHIP ACCOUNT (PLSA) PROGRAM

2015-16

STEP UP FOR STUDENTS

Phone Number: 1-877-735-7837

General Inquiries: PLSA@sufs.org

Questions regarding Reimbursement Requests: PLSApayments@sufs.org

Overview

Thank you for your interest in this unique educational option. We are thrilled you have chosen Step Up For Students and the Florida Personal Learning Scholarship Accounts (PLSA) program to serve your student.

Step Up For Students (SUFS) is a private, nonprofit organization and an approved Scholarship Funding Organization (SFO). SUFS administers two Florida scholarship programs:

- The Florida Tax Credit (FTC) scholarship for students from low-income families, a program created in 2001, serving more than 76,000 students in the 2015-16 school year; and
- The Florida Personal Learning Scholarship Accounts (PLSA) program for students with special needs, created in June 2014 by the Florida Legislature. The current Florida statute governing the PLSA program can be accessed [here](#).

One of the primary ways the PLSA program is different from other state scholarships is that it allows parents and guardians to personalize the education of their children with unique abilities by directly funds toward a combination of programs and approved providers, including home education.

The sections following this introduction will guide you as you utilize your PLSA funding.

Qualifying for the PLSA program

To qualify for the PLSA program, new families must submit an online application by creating a login at www.stepupforstudents.org. Using this login, parents must submit the completed online application and supporting documentation required to confirm the student's age, diagnosis and residency in the state of Florida. These documents can be submitted via fax or document upload within the parent login. At this time students ages 3 to 22 with the following diagnoses are eligible to receive PLSA funds: Autism spectrum disorder, Muscular dystrophy, Cerebral palsy, Down syndrome, Prader-Willi syndrome, Spina bifida, Williams syndrome, Intellectual disability (severe cognitive impairment), or Kindergarteners who are deemed high-risk due to developmental delays. While families must only qualify for the scholarship in their first year, SUFS requires families to submit applications every year after initial eligibility to confirm that the family is still interested in receiving funding.

Once a student is found eligible, parents can access the conditional eligibility letter within the parent login area of the SUFS website. The conditional eligibility letter describes the process that the Department of Education (DOE) uses to fund student accounts. After cross-checking enrollment lists for the public school system, the McKay scholarship, the Florida Tax Credit scholarship, and the Voluntary Prekindergarten, the DOE will send funding to SUFS for those students that do not appear on more than one enrollment list. Should a student appear as enrolled in a public school, the McKay Scholarship, the Florida Tax Credit Scholarship, or the Voluntary Prekindergarten program, the student may lose eligibility to participate in the PLSA program. Funding amounts for the 2015-16 school year can be found [here](#). The scholarship award is based on a matrix that assigns the student to support Level III services. The DOE will only accommodate one update to a student's matrix level and, therefore, funding amount during the lifetime of the student's PLSA scholarship (up or down). If you are interested in requesting a matrix review, log in at www.stepupfortudents.org and select the "Request Matrix Review" on the "Application Status" page of the login in order to notify Step Up for Students that you have requested a matrix level from the school district. You will then need to contact your local school district to schedule the matrix review. The school district will complete the review of matrix of services and notify the DOE

and SUFS of the student's matrix level. The decision of the public school district following this request is final.

Once funded, parents can elect to use the scholarship funds for a variety of services (described in the sections below) and any unused funds will be rolled over for utilization in subsequent school years assuming the student remains eligible for the PLSA program. The account can remain in place until a student returns to a Florida public school, does not indicate a desire to continue in the PLSA program via the online application process, graduates from a postsecondary education institution, such as college or technical institute, or has gone four consecutive years after high school with no further education. At that point, the account is closed and any remaining money reverts to the state.

Parents of students receiving scholarship funds through the PLSA program cannot take possession of funds at any time and are prohibited from providing specialized services to any PLSA students, including their own. Additionally, they cannot act as owner/operator or a person with equivalent decision making authority at their own child's participating private school. Parents are subject to all of the PLSA program responsibilities as outlined in the annual Sworn Compliance Statement. Should a parent receive a refund for any services or goods purchased with PLSA funds, those funds must be returned to SUFS for deposit into the student's scholarship account. Finally, should a student leave the program at any time during the school year, parents are responsible for contacting SUFS immediately.

Approved usages for PLSA funding

Once a student's scholarship account is funded, the parent or guardian will have the ability to submit preauthorization requests, submit reimbursement requests and view account activity within the parent login at www.stepupforstudents.org. Any approved expenses incurred after July 1, 2015, are eligible for reimbursement using 2015-16 PLSA funds.

The following expense categories are approved for reimbursement:

- **Instructional Materials** including devices and other forms of technology that allow a student to access instruction or instructional content. If an instructional material is not listed on the pre-authorized list, the item will require additional documentation to demonstrate how the item meets the educational needs of the student and allows the student to access instruction or instructional content. There are no restrictions on where instructional materials may be purchased. (Full list of approved items found at the end of this handbook)
- **Curriculum**, which is defined as a complete course of study for a particular content area or grade level, including any required supplemental materials. If a curriculum is not listed on the pre-authorized list, a pre-authorization request, including documentation, should be submitted prior to purchase. There are no restrictions on where curriculum may be purchased. (Full list of approved items found at the end of this handbook)
- **Specialized services by Approved providers** include but are not limited to the following:
 - o Applied Behavior Analysis (ABA) services
 - o Services provided by a licensed Speech-Language Pathologist (SLP)
 - o Services provided by a licensed occupational therapist
 - o Services provided by licensed physical therapists
 - o Services provided by listening and spoken language specialists
 - o Other specialized services provided by an approved provider

- Specialized services providers must be one of the following:
 - An organization approved by the Agency for Persons with Disabilities (APD) as a provider. Listing found here <http://www.flddresources.org/ProviderSearch.aspx>.
 - An individual licensed by the Florida Department of Health. Listing found here <https://appsmqa.doh.state.fl.us/IRMOOPRAES/PRASLIST.ASP>
 - A staff member, listed under an organization approved as a provider through the Office of Early Learning for Specialized Instructional Services Provider (SIS), which includes behavior analysts licensed by the Behavioral Analyst Certification Board. Listing found here http://www.floridaearlylearning.com/sites/www/Uploads/files/Providers/Approved_Specialized_Instructional_Services_11-19-14.pdf
 - An individual listed on the BACB website as practicing in the state of Florida. Listing found here <http://www.bacb.com>.

- **Enrollment in/or tuition and fees associated with enrollment** in:
 - An **eligible private school** approved by the Florida Department of Education to participate in the PLSA program. Listing found here <http://www.floridaschoolchoice.org/information/privateschooldirectory/>
 - Note: Not all private schools are eligible to participate, they must have elected to participate in the PLSA program with the DOE
 - PLSA funds may only be used for tuition and fees required for enrollment
 - An **eligible postsecondary educational institution**, which means:
 - A Florida College System institution: <http://data.fldoe.org/workforce/contacts/default.cfm?action=showList&ListID=52>
 - A state university: <http://www.flbog.edu/aboutsus/universities/>
 - A school district technical center: <https://www.fldoe.org/workforce/pdf/DistrictTechnicalCenterDirectors.pdf>
 - A school district adult general education center: <http://data.fldoe.org/workforce/contacts/default.cfm?action=showList&ListID=67>
 - An accredited nonpublic postsecondary educational institution, which is licensed to operate in the state **LIST TBD**
 - A **full-time private tutoring program** authorized under Florida Statute 1002.43 <http://www.flsenate.gov/Laws/Statutes/2015/1002.43>
 - Verify certification through the Educator Certification lookup at <https://app2.fldoe.org/publicapps/edcert/public.asp>.
 - The tutor must be certified for the subject or grade level
 - For grades K-3, full time tutoring is considered 720 hours per school year
 - For grades 4-12, full time tutoring is considered 900 hours (equivalent to 180 teaching days)
 - A **virtual program** offered by one of the following department-approved private online providers:
 - [Edgenuity](#) (Grades 6-12 for 2013-14 to 2015-16)
 - [Edmentum](#) (Grades 6-12 Specified Courses for 2014-15)
 - [Florida Connections Academy](#) (Grades K-8 for 2013-14 to 2015-16)

- [K12 Florida](#) (Grades K-12 2013-14 to 2015-16)
 - [Mater Virtual Academy](#) (Grades 6-12 2014-15 to 2016-17)
 - [Somerset Virtual Academy](#) (Grades 6-12 for 2012-13 to 2014-15)
- **Florida Virtual School** after notifying Florida Virtual School the student is enrolling as a private paying student on the PLSA scholarship
- An **approved online course** that is listed on the Department of Education's website: <http://www.fldoe.org/schools/school-choice/virtual-edu/florida-approved-online-courses.shtml>
- **Testing or assessment fees:**
 - Nationally standardized, norm-referenced achievement tests: https://www.floridaschoolchoice.org/information/CTC/norm_referenced_assessment.asp
 - Advanced Placement (AP) examinations
 - Industry certification examinations
 - Assessments related to postsecondary education
 - Other assessments
 - There are no provider restrictions on testing or assessment fees category
- **Contributions to the Stanley G. Tate Florida Prepaid College Program** at <http://www.myfloridaprepaid.com/what-we-offer/>. Note: PLSA funds cannot be used for 529 plans.
- **Contracted services provided by a Florida public school or school district**, including classes. Listing of schools found here http://www.fldoe.org/schools/schoolmap/flash/schoolmap_text.asp.
 - If a PLSA scholarship recipient would like to take courses or receive services from a public school (including the Florida Virtual School), the student would need to contract for classes/services on a private pay basis as a PLSA participant. The parent can pay for services and request reimbursement, or the school district can choose to be paid directly as a provider. There is no requirement for public schools or school districts to contract for services with a PLSA participant or to set up an account for payment as a provider.
 - If the district reports the student for any FTE funding or other state funding, the student will be ineligible for PLSA and this would jeopardize his/her scholarship.
- **Part-time tutoring services** provided by a person who holds a valid Florida educator's certificate pursuant to Florida Statute 1012.56, a person who holds an adjunct teaching certificate pursuant to Florida Statute 1012.57, or a person who has demonstrated a mastery of subject area knowledge pursuant to Florida statute 1012.56(5).

Submitting reimbursement requests

Once a parent has been notified that they've received funding in their PLSA student account, they may submit reimbursement requests for electronic payment via their parent login at www.stepupforstudents.org. Additionally, providers may submit payment requests directly to SUFS for payment.

Over the last few months, SUFS built a homegrown payment processing system. This system will be available in early September for those families that have funds available. Once you have access, please take the following steps to ensure that payments are received in a timely manner. More detailed instructions will be provided following the launch of the system:

- **Print a copy of your PLSA ID card** within your parent login. This document should be given to any provider planning to submit payment requests on your behalf.
- **Update your banking information** within the "My Information" tab of the parent login. As we send payments electronically, we must have bank account and routing number information.
- **Submit pre-authorization requests** for any expenses and/or providers not included on the pre-approved expenses list. This will prevent you from spending funds on items that are not approved for reimbursement.
- **Submit reimbursement requests** for expenses or services that occurred on or after July 1, 2015. Documentation for reimbursement requests must also be submitted and it must include (at a minimum) the following:
 - **For instructional materials:** proof of payment, date of purchase and if the item is not on the pre-approved expenses list- a description or documentation to explain how the item will be used to allow the student to access instruction based on the student's educational need.
 - **For curriculum:** proof of payment, date of purchase and, if the curriculum is not on the pre-approved list- a full course description demonstrating the complete course of study for a particular content area or grade level.
 - **For specialized services:** proof of payment, dates of services rendered, summary of services provided, service provider/therapist's name and address, and service provider/therapist's license number (if applicable).
 - **For full-time tutoring:** tutor's name and DOE certification number, company name (if applicable), student name and PLSA ID number, dates/hours of instruction, hourly rate, proof of payment. The PLSA Full-time Tutoring Program Participation Agreement must be completed before any reimbursement requests may be submitted.
 - **For part-time tutoring:** tutor's name, student name and PLSA ID number, dates/hours of instruction, hourly rate, one of the following:
 - If the tutor is certified, include the DOE certification number
 - If the tutor holds an adjunct teaching certificate, indicate which school district issued the certificate
 - Or, if the tutor demonstrates a mastery of subject area knowledge, indicate subject area
 - **For Florida Prepaid college:** Florida prepaid account number, account type (for example, "1 year Florida University Plan"), student name and PLSA ID number, and a copy of the prepaid account statement and/or ID card showing proof of payment and payment date. PLSA cannot be used towards 529 plans. Beginning this Fall, there will be revised procedures for reimbursement requests and payments for Florida Prepaid plans. Updated information will be provided when the new process is implemented.
 - **For tuition and fees:**

- At an eligible, participating private school: A statement from an eligible, participating private school showing an amount paid to the private school for 2015-16 tuition and fees required for enrollment. School lunch, before and after care and other non-mandatory fees are not covered by the PLSA program. Private schools may also bill SUFS directly for tuition and fees as described in the Provider Handbook. Instructions on how to approve these invoices are described below. Please note that if a student withdraws or transfers, refunds (if any) will be based on the school's policy and must be made back to Step Up For Students for credit to the student's PLSA, as the parent may not accept refunds of PLSA dollars from the school or other providers.
 - At Florida Virtual school: Florida Virtual School will submit invoices directly to SUFS. These invoices must be approved by the parent within the parent login prior to reimbursement directly to FLVS.
 - At an eligible post-secondary institution, a DOE-approved online provider, and a DOE-approved online course: A paid statement on the institution's letterhead detailing the tuition and fees and service dates for the student.
- Documents can be submitted via document upload within the parent login or via fax. Please be sure to use the fax cover sheet provided within the parent login.

Reviewing payment requests submitted by providers

Providers may also request payment directly via a provider login site. This option allows you to use PLSA funds for services without having to pay out of pocket and wait for reimbursement. Once a provider submits a payment request on your student's behalf, you'll be notified via email and within your parent statement. Please review payment requests in a timely manner. You'll have the ability to approve or reject provider requests and provide notes if you wish. This is completed within the "Approve a Provider Request" tab in the parent login. Payment will not be made to a provider directly without parent approval.

Reimbursement request review and payment process

When reviewing reimbursement requests submitted within your parent login, PLSA staff may request additional documentation or clarification on the expense. These requests will arrive via email at the email address associated with your account. Please be mindful of notifications received from SUFS as they may be delivered to your Spam or Junk folder.

Please be mindful of the remaining balance within your student's account when submitting reimbursement requests. You can view this balance on the statement provided within your login.

If a reimbursement request is denied, you may appeal that decision once using a Request for Reconsideration form. This form can be faxed to 904-302-8265 along with any supporting documentation that will support your request. All appeal decisions are final.

Please remember that you may also check the current status of your child's account and your reimbursement requests by using the parent login at www.stepupforstudents.org.

Step Up For Students reserves the right to age and close any reimbursement request submitted for payment.

Step Up For Students – PLSA Preapproved Expenses – 2015-16

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| <p>CURRICULA A Reason for Science A Reason for Spelling A World of Adventure A.C.E. Abeka AbleNet Accelerated Reader All About Reading/Spelling Answers in Genesis Apologia Atelier Art Curriculum BEarth Institute Bob Jones Bookshark Brave Writer Catholic Heritage Curriculum Christian Kids Explore Science from Bright Ideas Press Classical Conversations Curriculum Down Syndrome Education USA Drive Thru History Duffy’s Educational Resources Edmark Reading Program Edmentum eVirtual Academy - Curriculum Educational Solutions Worldwide Fascinating Science Curriculum GeoMatters Global Village Curriculum Good Books Curriculum Gourmet Learning Handwriting without Tears Harmony Fine Arts Heart of Dakota Home Art Studio Homeschool in the Woods Homeschool Programming (Computer Programming Course)</p> | <p>Horizons from Alpha Omega Illuminations from Bright Ideas Press Institute for Excellence in Writing Kiwi Crate KONOS unit studies Learn to Learn Core Set and Curriculum Learning Language Arts Through Literature Life of Fred LIFEPACs from Alpha Omega Mango Language Masterbooks Math Mammouth Math U See Middlebury Interactive Languages Mike’s Inspiration Station Monarch Moving Beyond the Page My Father’s World Mystery of History National Association for Child Development NOEO Science Curriculum Panda Express Pandia Press PCI Reading Curriculum Purposeful Design Rainbow Resource Center Reading Kingdom Right Start Math Rod & Staff Rosetta Stone Saxon Math Curriculum Science4us See the Light Sequential Spelling Seton Home Shiloh Math Simply Charlotte Mason Simply Classical Curriculum by Memoria Press Sing, Spell, Read Write</p> | <p>Smart Tutor Educational Programs So Happy to Learn Sonlight Song School Spanish (Classical Academic Press) Special Reads (Reading Curriculum) Story of the World Supercharged Science Switched on Schoolhouse Tapestry of Grace Teaching Textbooks The 101 Series The Knowledge Exchange TimberDoodle Time 4 Learning Tinker Crate – Kiwi Crate Total Language Plus Touch Math TruthQuest Uncle Sam and You Verticy Learning – Calvert Verticy Curriculum Visualize World Geography (VWG) Weaver Curriculum from Alpha Omega Wordly Wise Vocabulary Wordy Worm Curriculum Writing Tales Young Scholar’s Guide to Composers</p> |
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Step Up For Students – PLSA Preapproved Expenses – 2015-16

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| <p>CURRICULUM PUBLISHERS</p> <p>AbleNet - 800-322-0956 Agile Mind - 866-284-4655 AGS Globe - 800-992-0244 Alpha / Omega Publications American Legacy Publishing - 866-311-8734 America's Choice, Inc. - 877.530.2716 Auralog, Inc - 888-388-3535 Bedford, Freeman, & Worth - 866-843-3715 Benchmark Education Co. - 877-236-2465 Big Ideas Learning - 877-552-7766 Brooks/Cole - See Cengage Learning Cambium Learning Group - 888-399-1995 Cambridge University Press - 212-924-3900 Cengage Learning - 800-354-9706 Cognitive Concepts - 888-328-8199 College Board - 877-999-7723 Contren Learning Series - 800-720-3870 Ext 2 Cord Communication - 800-231-3015 CPO Science - 800-932-4227 Current Publishing Corp. - 866-348-7234 Davis Publications Inc - 508-754-7201 Discovery Education - 800 323-9084 Duffy's Educational Resources, Inc. - 877-730-9676 Ellis Family Music Co. - 800-573-5547 Elsevier Science, Inc. - 800-325-7680 Press 6 EMC Paradigm Publishing - 800-328-1452 Everglades K-12 Publishing - 877-292-6284 F. A. Davis - 800-323-3555 Glencoe/McGraw-Hill - 800-334-7344 GoodHeart-Willcox Publisher - 800-323-0440 Gourmet Learning - 800-900-2290 Great Source - 800-289-4490 Grupo Editorial Norma</p> | <p>SIPPS Developmental Reading Hampton-Brown - See National Geographic Harcourt School Publishers - See Houghton Mifflin Harcourt Heinle & Heinle - See Cengage Learning HMH Supplemental Publisher - See individual imprints at link below Holt McDougal - 800-462-6595 Holt, Rinehart & Winston - See Holt McDougal Houghton Mifflin Harcourt - 800-225-5425 Houghton-Mifflin - See Houghton Mifflin Harcourt Human Kinetics - 800-747-4457 Hunter Textbooks - 800-367-4159 It's About Time - 888-698-8463 Jist Publishing - 800-648-5478 John Wiley - 201-748-6000 K to the 8th Power - 970-879-8858 Kendall Hunt Publishing Company - 800-228-0810 Key Curriculum Press - See Kendall Hunt Lab-Aids - 800-381-8003 Leo Lovel - 850-567-7462 Lippincott Williams & Wilkins - 800-638-3030 Macmillan McGraw-Hill - 800-453-2665 McDougal Littell - See Holt McDougal McGraw-Hill Education Intervention - 800-338-3987 McGraw-Hill/Contemporary - 813-421-1073</p> | <p>Modern Curriculum Press - See Pearson Learning Group Mondo Publishing - 888-886-6636 N2Y - 800-697-6575 National Geographic & Hampton- Brown - 888-915-3276 National Training Network - 800-686-1001 Neil A Kjos Music Co. - 858-270-9800 Northeastern Music Publications - 866-385-8446 PCI Education - 800-594-4263 Pearson Learning Group - 800-848-9500 Pearson Longman ESL - 914-287-8000 People's Education – 800-822-1080 x 514 Perfection Learning - 800-831-4190 Phoenix Learning Resources - 800-228-9345 Prentice Hall - 800-848-9500 Prentice Hall College - Visit Publisher Website RALLY! Education - 888-99-RALLY Red Brick Learning - 888-517-8977 Relegent - 800-514-1362 Rigby - See HMH Supplemental Publisher Sadlier/Oxford - 800-221-5175 Santillana USA Publishing Co., Inc. - 800-245-8584 Scholastic, Inc. - 800-242-7737 Scientific Learning Corporation - 888-452-7323 Scott Foresman - 800-241-3532 Sopris West Educational Services - See Cambium Learning Group SRA/McGraw-Hill - 888-772-4543 Steck-Vaughn - See HMH Supplemental Publisher The Math Learning Center - 800-575-8130 Voyager Expanded Learning, L. P.</p> |
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Step Up For Students – PLSA Preapproved Expenses – 2015-16

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| <p>Hal Leonard Corporation - 414-774-3630 CURRICULUM PUBLISHERS Cont'd Wadsworth Publishing - See Cengage Learning Walch Publishing - 800-558-2846 Wright Group - 800-523-2371 Zaner-Bloser, Inc - 800-421-3018</p> <p>INSTRUCTIONAL MATERIALS (Technology) Alternative keyboards Augmentative communication device Braille displays Braille embossers Computers Electronic pointing devices E-Textbooks and E-Readers Hard drive or flash drive Highlights / Hi5 Joysticks Keyboard Keyboard filters Leap Frogs Light signaler alerts Microscopes Monitor Mouse or touchpad On-screen keyboards Printer Reading tools Scanner Screen magnifiers and enlargers Screen readers Sip-and-puff systems Smart boards Speakers Speech or voice recognition programs Student response systems Switch-operated toys and appliances Tablets</p> | <p>Text-to-Speech (TTS) or speech synthesizers Touch screens Trackballs TTY/TDD conversion modems Wands and sticks</p> <p>** Step Up For Students may deny requests for more than one of the same technology item.</p> <p>INSTRUCTIONAL MATERIALS (Other) ABCmouse.com ALEKS online math assessment Art supplies Balls Body boards Books and reading materials Brain Beat Brainzy reading & math materials Calculators Dreambox Learning (online educational activities) Education.com (online educational resources) Educational games and puzzles (including Legos) Educational software Eye glasses FitDesk Frog Publications – Drops in the Bucket Gemmlarning.com GoSwing Groovy Lab in a box Holy Heroes HomeTherapy System Hort Membership Interactive Metronome Jump ropes Junior Explorer Science Activities Kano (Lego type computer kit materials)</p> | <p>- See Cambium Learning Group Learning Ally Learninglab.org Learning laboratories Lickity Split Flash Cards Little Bits Electronic Kits Manipulatives and other hands-on materials Mendability Mega Versus Minecraft Mummy Math Materials Music supplies (including musical instruments) National Geographic Animal Jam Originator Kids Page holders Prep for ACT/FCAT/SAT Proloquo2Go (Assistive Tech) Protective Eye Wear Reading eggs Recorders School supplies* Sensory integration** SkyFall (reading & math activities) Spangler Science Kits Spectrum Math Materials Teach the World (geography materials) Therapy Hot Spot Timers Touch TV Two Little Hands (materials to assist with learning sign language) Vibroaquatic Therapy Visual supports</p> |
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| <p>Talking and large-print word processors INSTRUCTIONAL MATERIALS (Other) Cont'd</p> <p>*Including, for example:</p> <ul style="list-style-type: none"> - Pencil grips - Tactile rulers - Light pens - Highlighter tape - Correction Tape <p>**Including, for example:</p> <ul style="list-style-type: none"> - Balance balls - Boinks/Fidgets - Specialized furniture - Specialized swings for children with special needs - Treadmill with specialized use for educational needs | <p>Kid Coder/Homeschool Programming Inc. Kulture Crate</p> <p>ITEMS NOT COVERED UNDER PLSA:</p> <p>Additional cases and cords Backpacks Before and after school care Computer cloud services Desktop binding machines Farm animals and supplies Field Trips* Food, meals*, medicines, supplements Furniture** Internet service Laminators Mileage or car expenses Pets and pet supplies Repairs Software that is not educational (i.e. Antivirus software) Trampolines and Playground equipment** Warranties/Service plans</p> <p>*May be covered if charged as a fee required for enrollment by an eligible private school</p> <p>**May be covered if to accommodate special needs – preauthorization required</p> | |
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