

Family Empowerment Scholarship for Students with Unique Abilities



STEP-BY-STEP GUIDE FOR 2021-22 MCKAY FAMILIES

Following is a step-by-step guide, with helpful tips, for 2021-22 McKay families who are transitioning to the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) program for the 2022-23 school year.

STEP 1: Log into your existing Step Up For Students FES-UA account **OR** create an account.

Do you currently have an FES-UA student(s) through Step Up For Students **or** have you ever applied for the FES-UA program (formerly Gardiner or PLSA) through Step Up For Students for your McKay student?

YES: Please [click here](#) and then click the “User Login” tab to log into your existing Step Up For Students FES-UA account.

No: Please [click here](#) and then click the “New Users” tab to create and account. [Click here to watch a video on "How to Create an Account."](#)

After logging in, you will begin your student’s “Intent to Continue.”

STEP 2: Household Makeup Screen

- If you logged in using an existing FES-UA account, this screen will display your current FES-UA student(s) and/or any students you previously applied for through the FES-UA (formerly Gardiner or PLSA) program. **Please ONLY add missing students eligible for the FES-UA program** (i.e., any 2021-22 McKay students that are not already listed and any siblings with an eligible diagnosis that you'd like considered for a 2022-23 FES-UA scholarship. For a list of eligible diagnoses, please [click here](#).)
- If you created a new account, please add your McKay student(s) and any siblings with an eligible diagnosis that you'd like considered for a 2022-23 FES-UA scholarship on this screen. For a list of eligible diagnoses, please [click here](#).

IMPORTANT: It is critical that you enter your McKay student’s name and birthdate as recorded on file with the Florida Department of Education (FLDOE). For convenience, you should have received an email from us on Friday, April 8 with your student’s name as listed with the FLDOE.

NOTE: If you have a sibling that is not eligible for the FES-UA program but that you'd like considered for the [FES-EO program](#) (financial assistance with private school tuition and fees), we will email you to let you know when it's time to apply for that student.

STEP 3: Scholarship Student Information

You will complete this screen for each student that was listed on your “Household Makeup” screen.

- Please complete any missing information. Some information may be prepopulated. Please review all information closely and update information as needed. If a prepopulated field is displaying inaccurate information and you do not have the ability to update it, please proceed with completing and submitting your student’s “Intent to Continue.” After submitting, please contact us to let us know what needs to be corrected. (Contact information can be found at the end of this document.)

STEP 4: Parent/Guardian Information

- Please add/update information on this screen. If a prepopulated field is displaying inaccurate information and you do not have the ability to update it, please proceed with completing and submitting your student’s “Intent to Continue.” After submitting, please contact us to let us know what needs to be corrected. (Contact information can be found at the end of this document.)

STEP 5: Sworn Compliance Statement

- Please review and electronically sign this document.

STEP 6: ELECTRONIC SIGNATURE

- Please complete and electronically sign this document.

STEP 7: APPLICATION COMPLETION VERIFICATION

- If any information is missing, it will be listed on this screen.

STEP 8: SUBMIT ONLINE APPLICATION

- Click “Finish Application” to submit your 2022-23 FES-UA “Intent to Continue”

Next Steps:

Upon submitting your student’s “Intent to Continue,” you will automatically be routed to the “Print and Send Documents” tab. There is nothing to do on this page at this time.

Please click on the “Application Status” tab immediately to check your student’s status.

- If an Award Letter is available, please note that the system will display the 2021-22 FES-UA award amounts because the 2022-23 award amounts have not yet been determined. **Students who utilized the McKay Scholarship for the 2021-22 school year will be grandfathered in, meaning their 2022-23 award amount will be either the amount they received for their 2021-22 McKay award OR the 2022-23 FES-UA award amount for their matrix level, whichever is higher.**
- If you are being asked to submit documents for your 2021-22 McKay student, please contact us at mckay@sufs.org to let us know and we will help you complete your transition. (McKay

students who utilized the scholarship for the 2021-22 school year should not need to submit documents.)

- If you are being asked to submit documentation for a sibling(s) who is eligible for the FES-UA program but who did not use a 2021-22 FES-UA or McKay Scholarship, please submit the requested documentation via the “Print and Send Documents” tab.

STAY CONNECTED: Make sure you are receiving our emails. Take a moment to verify your contact information by [clicking here \(for English\)](#) or [here \(for Spanish\)](#). We also recommend that you add fes-ua@sufs.org to your “contacts.”

STILL HAVE QUESTIONS?

We’re here to help. You can reach us by email at fes-ua@sufs.org, by phone at 877-735-7837 or by using the online chat feature on our website (www.sufs.org). Our Service Center at 877-735-7837, Monday – Friday from 8:00 a.m. to 6:30 p.m. ET and Saturday from 9:00 a.m. to Noon ET.