Arizona Department of Education

EMPOWERMENT SCHOLARSHIP

CLASSWALLET

American Federation for Children – AZ Chapter is not affiliated with Class Wallet or with the AZ Dept. of Ed.
This presentation is strictly for informational purposes and is not intended to be a replacement of support or training from AZ Department of Education or Class Wallet. Provided by Implementation Director, Esly Montenegro

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Class Wallet and the Arizona Empowerment Scholarship Account

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ESA Annual Funding

Approximate* **Annual ESA Funding**
2022-2023 school year

Average funding for students with no disabilities

1st -12th: $6,000 - $9,000
KG: $4,000 - $5,000
****Preschool and Kindergarten students with a disability other than P-SD, are funded at ½ the amount listed below**

Average ESA funding for students with a disability
(current IEP or evaluation must be provided at the time of application)

Categories of Disabilities	*Estimated amount
HI (hearing impairment) VI (visual impairment) MoID (moderate intellectual disability) ED-P (emotional disability-privately placed) OI (orthopedic impairment)	$19,000 - $38,000
MD (multiple disabilities) SID (severe intellectual disability) A (Autism)	$30,000 - 43,000
MD-SSI (multiple disabilities and severe sensory impairments)	$38,000 - $43,000
P-SD - Preschool students (before age 5) with preschool severe delay. ***NOTE: Any child 5 years or older cannot have their primary eligibility as PSD***	$11,000 - $13,000
DD (developmental delays) ED (emotional disability) MiID (mild intellectual disability) SLD (specific learning disability) SLI (speech language impairment) OHI (other health impairment)	$6,000 - $10,000
TBI (traumatic brain injury)	$6,000 - $8,000
504 accommodation plan	$6,000 - $9,000
Additional funding (if applicable)	
K3 – Students in Kindergarten through third grade	$150 - $200
ELL – English Language learners	$100 - $150

* This amount is an estimated ESA funding amount
* ESA Funding is primarily based on disability category; grade level; and district/charter of attendance

All figures are approximates and must be confirmed with AZ Department of Education.
https://www.azed.gov/sites/default/files/2023/02/ESA%20Funding%20Chart%20%202022.2023.pdf

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Example of ESA Funding Disbursements

(Date posted: 8/17/22)

ESA applications are accepted year round and complete applications will be processed within 30 days of submission.

ESA funds are distributed quarterly and funding *begins* the quarter that the ESA contract is signed. For example, an ESA contract that is signed at any point in Q1, will receive Q1 funding, a contract signed in Q2, will receive Q2 funding, etc.

IMPORTANT NOTE: It does take approximately 3 weeks to set up and fund a **new ESA account**. See the ESA Parent Guide for more information.

The 2022-2023 school year starts **July 1, 2022** and ends **June 30, 2023**

Quarter	Dates
Q1	July 1 - September 30
Q2	October 1 - December 31
Q3	January 1 - March 31
Q4	April 1 - June 30

Do you have any questions about the ESA Eligibilities or Application? We are here to help! You can call the ESA Support Line at 602-364-1969 or submit a HelpDesk ticket.

This is a Reference link and our slides reflect only an example of previous dates: https://www.azed.gov/esa/frequently-asked-questions

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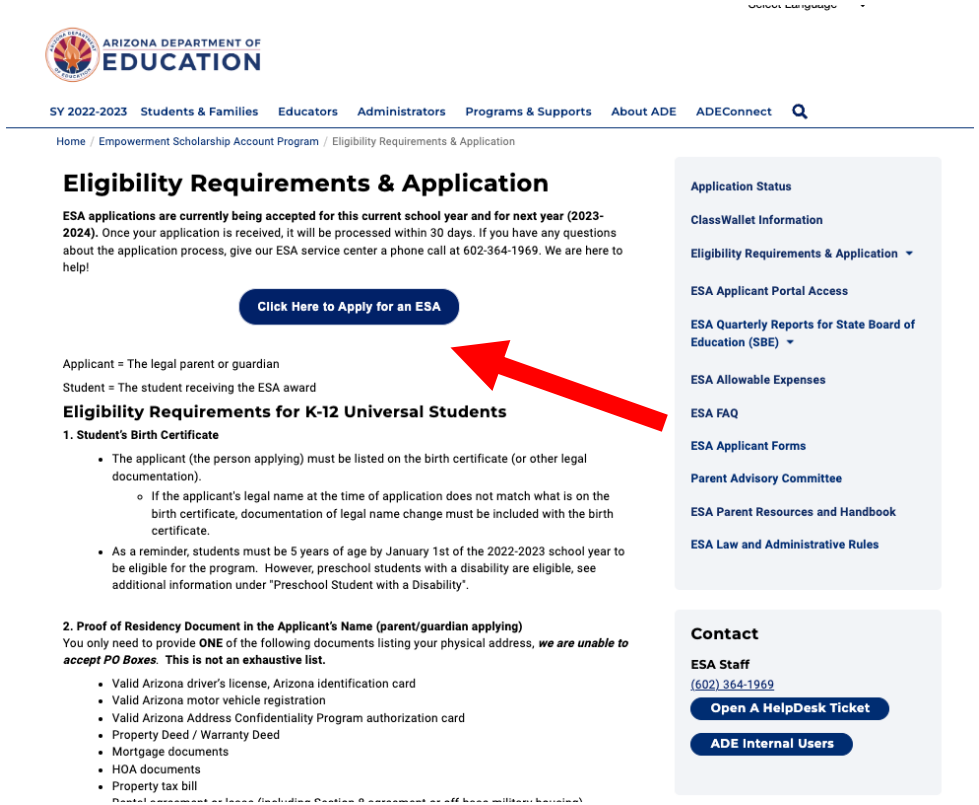
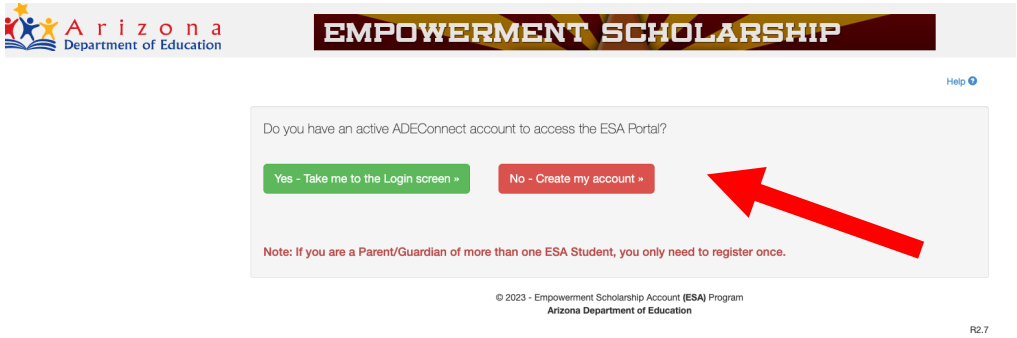
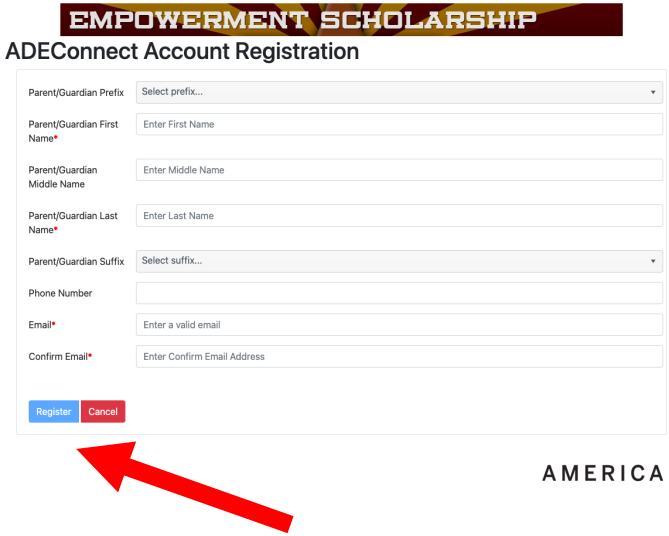
Applying for an ESA:

https://www.azed.gov/esa/eligibility-requirements







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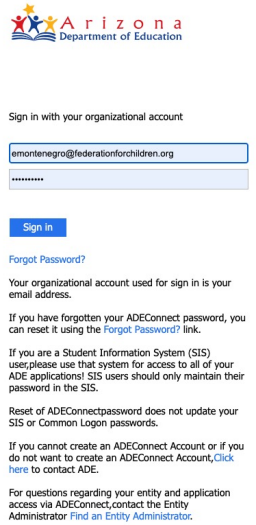
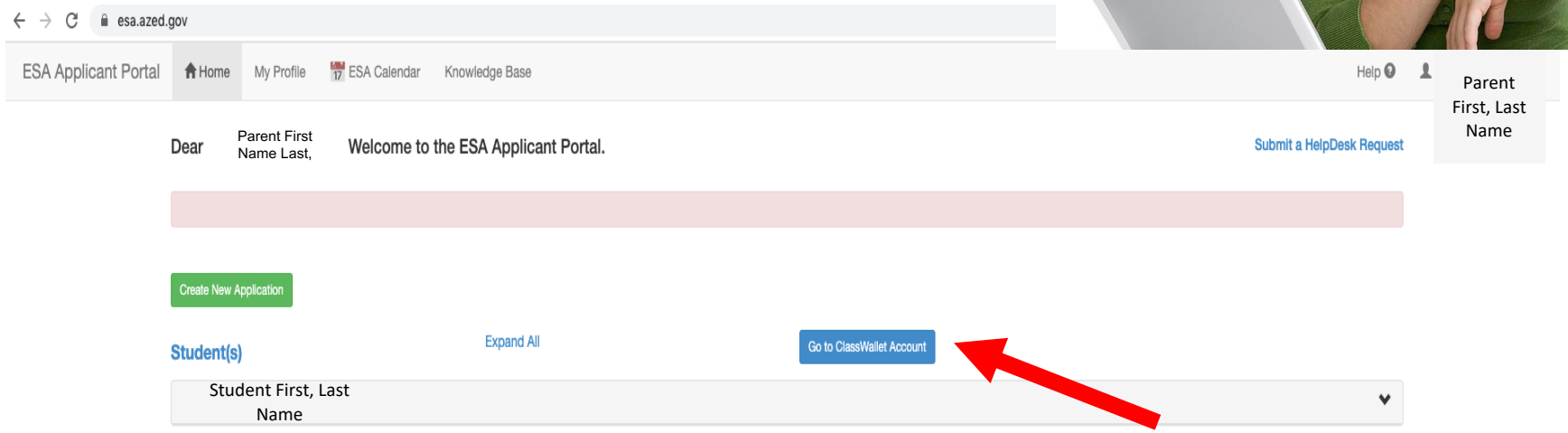
Accessing Class Wallet

https://esa.azed.gov/





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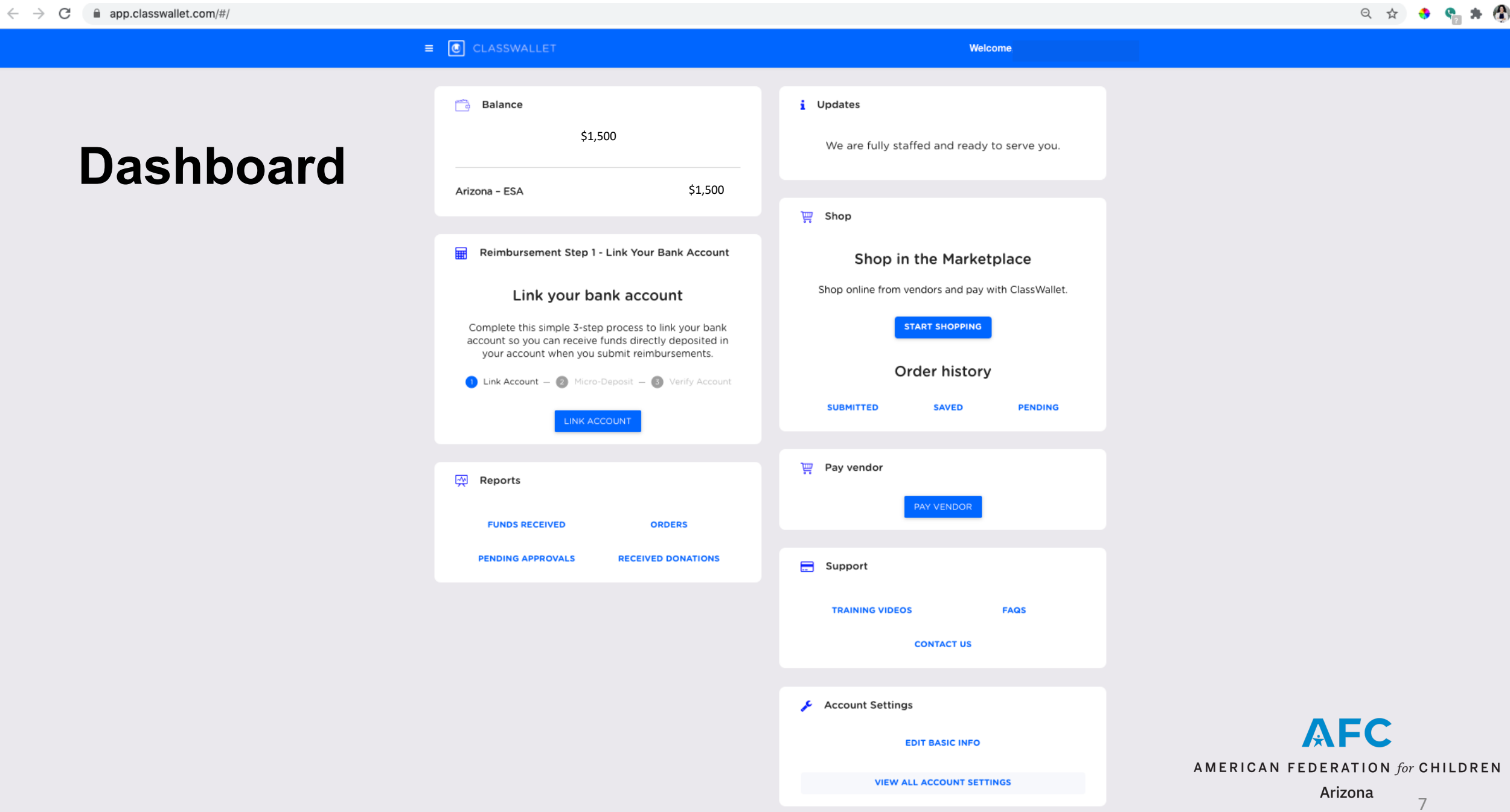
Dashboard



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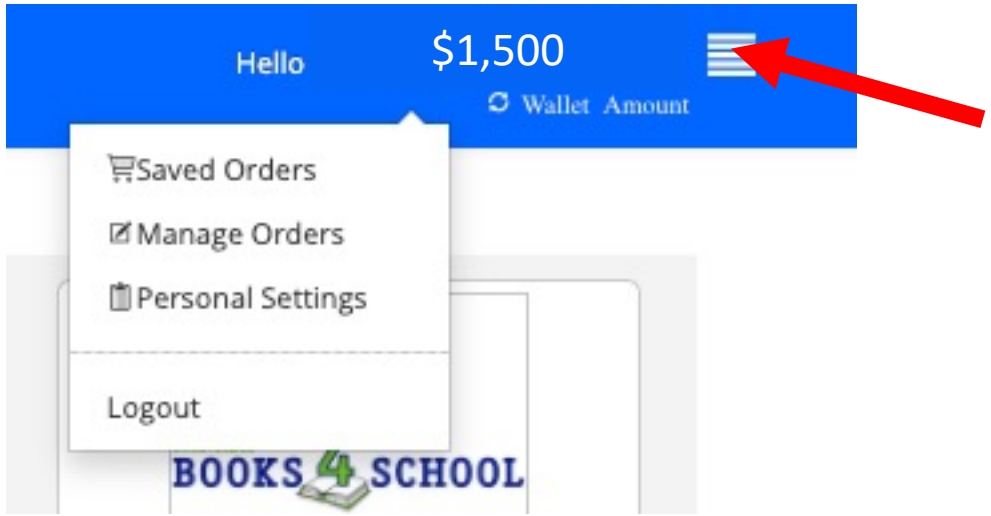
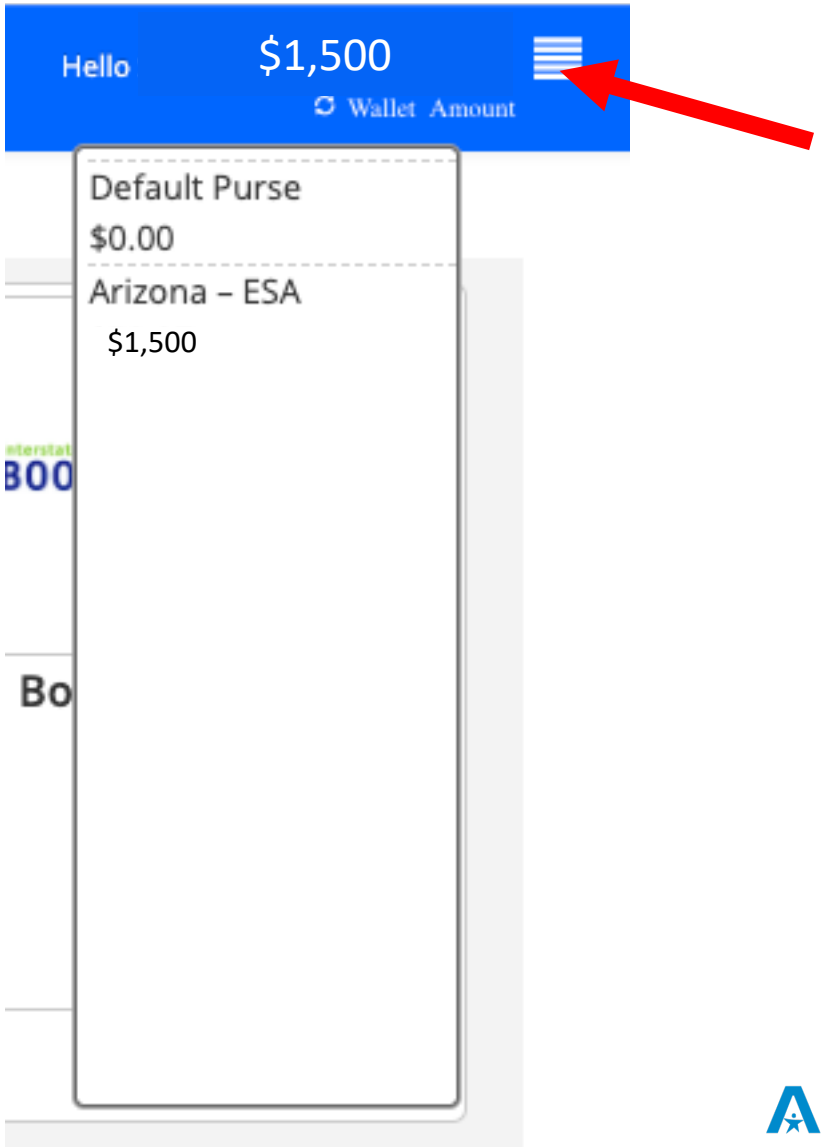
Hello, Parent (Menu)





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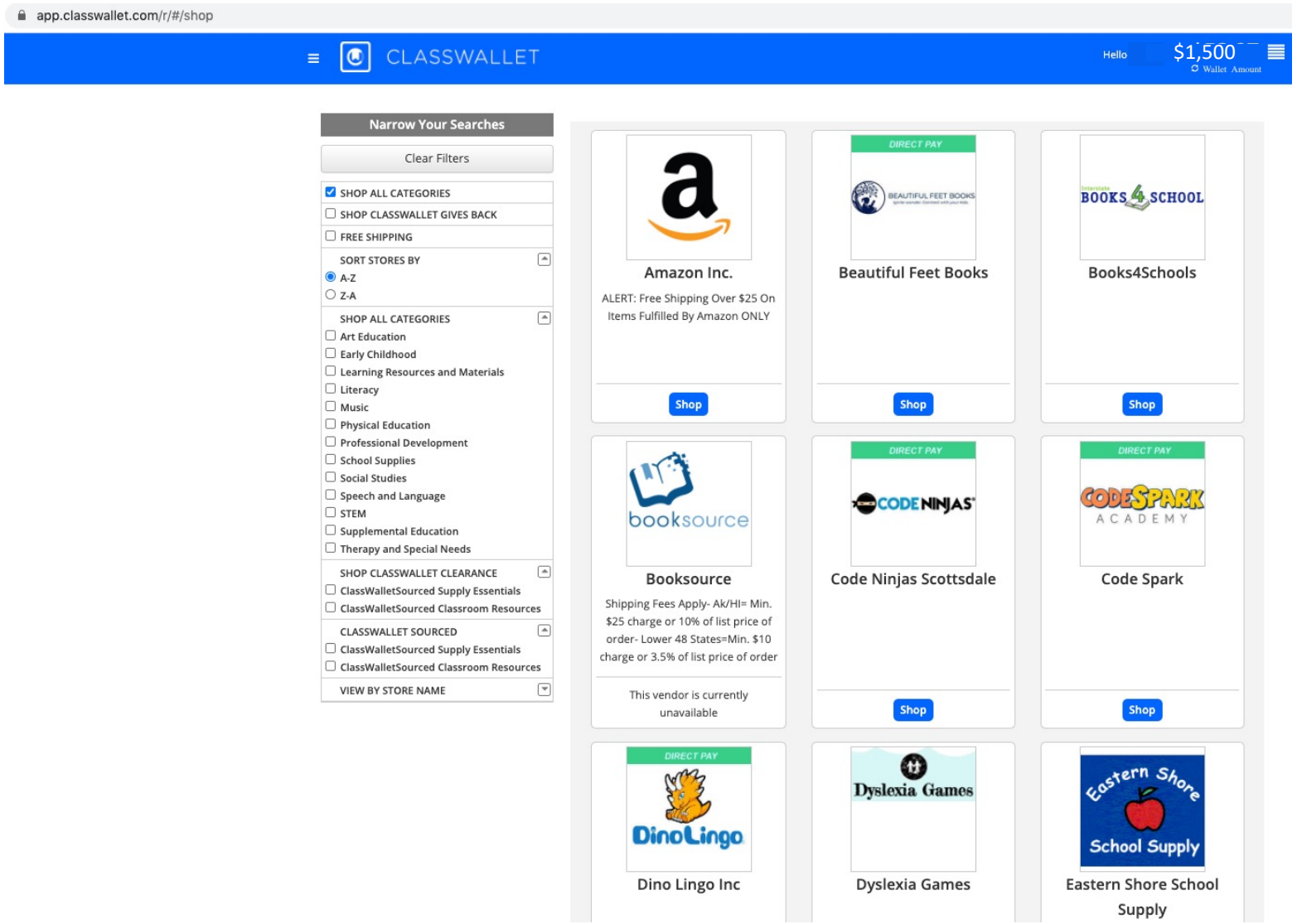
Click on ”Start Shopping”



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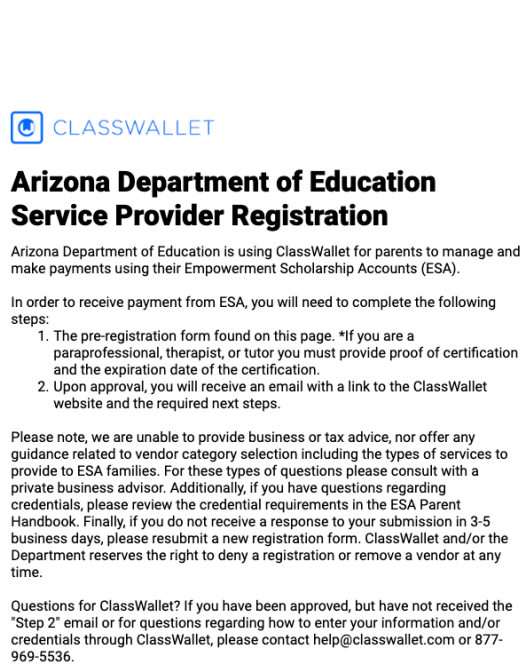
Q: What if my vendor is not on the merchant list?

A: Vendor must complete a registration form and they must follow up with ADE & Class Wallet for approval.



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Arizona Department of Education Service Provider Registration

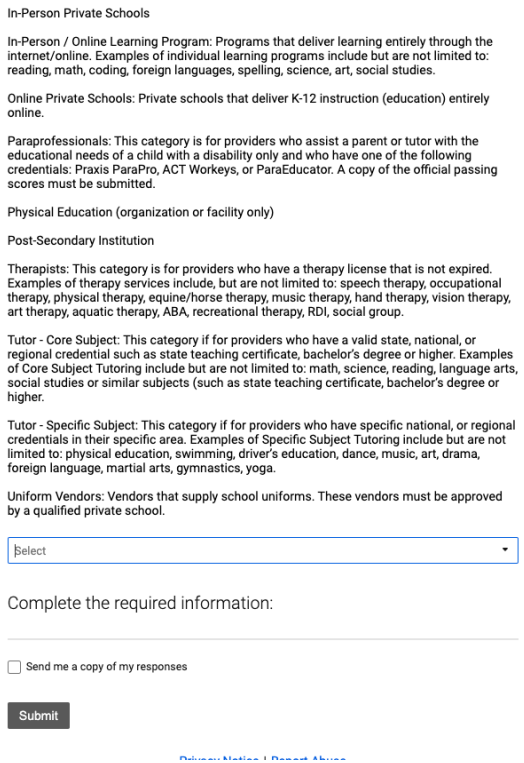
Arizona Department of Education is using ClassWallet for parents to manage and make payments using their Empowerment Scholarship Accounts (ESA).

In order to receive payment from ESA, you will need to complete the following steps:

1. The pre-registration form found on this page. *If you are a paraprofessional, therapist, or tutor you must provide proof of certification and the expiration date of the certification.
2. Upon approval, you will receive an email with a link to the ClassWallet website and the required next steps.

Please note, we are unable to provide business or tax advice, nor offer any guidance related to vendor category selection including the types of services to provide to ESA families. For these types of questions please consult with a private business advisor. Additionally, if you have questions regarding credentials, please review the credential requirements in the ESA Parent Handbook. Finally, if you do not receive a response to your submission in 3-5 business days, please resubmit a new registration form. ClassWallet and/or the Department reserves the right to deny a registration or remove a vendor at any time.

Questions for ClassWallet? If you have been approved, but have not received the "Step 2" email or for questions regarding how to enter your information and/or credentials through ClassWallet, please contact help@classwallet.com or 877-969-5536.



In-Person Private Schools

In-Person / Online Learning Program: Programs that deliver learning entirely through the internet/online. Examples of individual learning programs include but are not limited to: reading, math, coding, foreign languages, spelling, science, art, social studies.

Online Private Schools: Private schools that deliver K-12 instruction (education) entirely online.

Paraprofessionals: This category is for providers who assist a parent or tutor with the educational needs of a child with a disability only and who have one of the following credentials: Praxis ParaPro, ACT Workeys, or ParaEducator. A copy of the official passing scores must be submitted.

Physical Education (organization or facility only)

Post-Secondary Institution

Therapists: This category is for providers who have a therapy license that is not expired. Examples of therapy services include, but are not limited to: speech therapy, occupational therapy, physical therapy, equine/horse therapy, music therapy, hand therapy, vision therapy, art therapy, aquatic therapy, ABA, recreational therapy, RDI, social group.

Tutor - Core Subject: This category if for providers who have a valid state, national, or regional credential such as state teaching certificate, bachelor's degree or higher. Examples of Core Subject Tutoring include but are not limited to: math, science, reading, language arts, social studies or similar subjects (such as state teaching certificate, bachelor's degree or higher.

Tutor - Specific Subject: This category if for providers who have specific national, or regional credentials in their specific area. Examples of Specific Subject Tutoring include but are not limited to: physical education, swimming, driver's education, dance, music, art, drama, foreign language, martial arts, gymnastics, yoga.

Uniform Vendors: Vendors that supply school uniforms. These vendors must be approved by a qualified private school.

Select

Complete the required information:

Send me a copy of my responses

Submit

Learn more:
https://app.smartsheet.com/b/form/f0dea2798798406fbe43c835cf38fbb3?fbclid=IwAR1s18l-n6L8ZsbP8cZ0cU74vsKEEhxzhffFbzIYhqUMZeuk1jmt_oCfcKs

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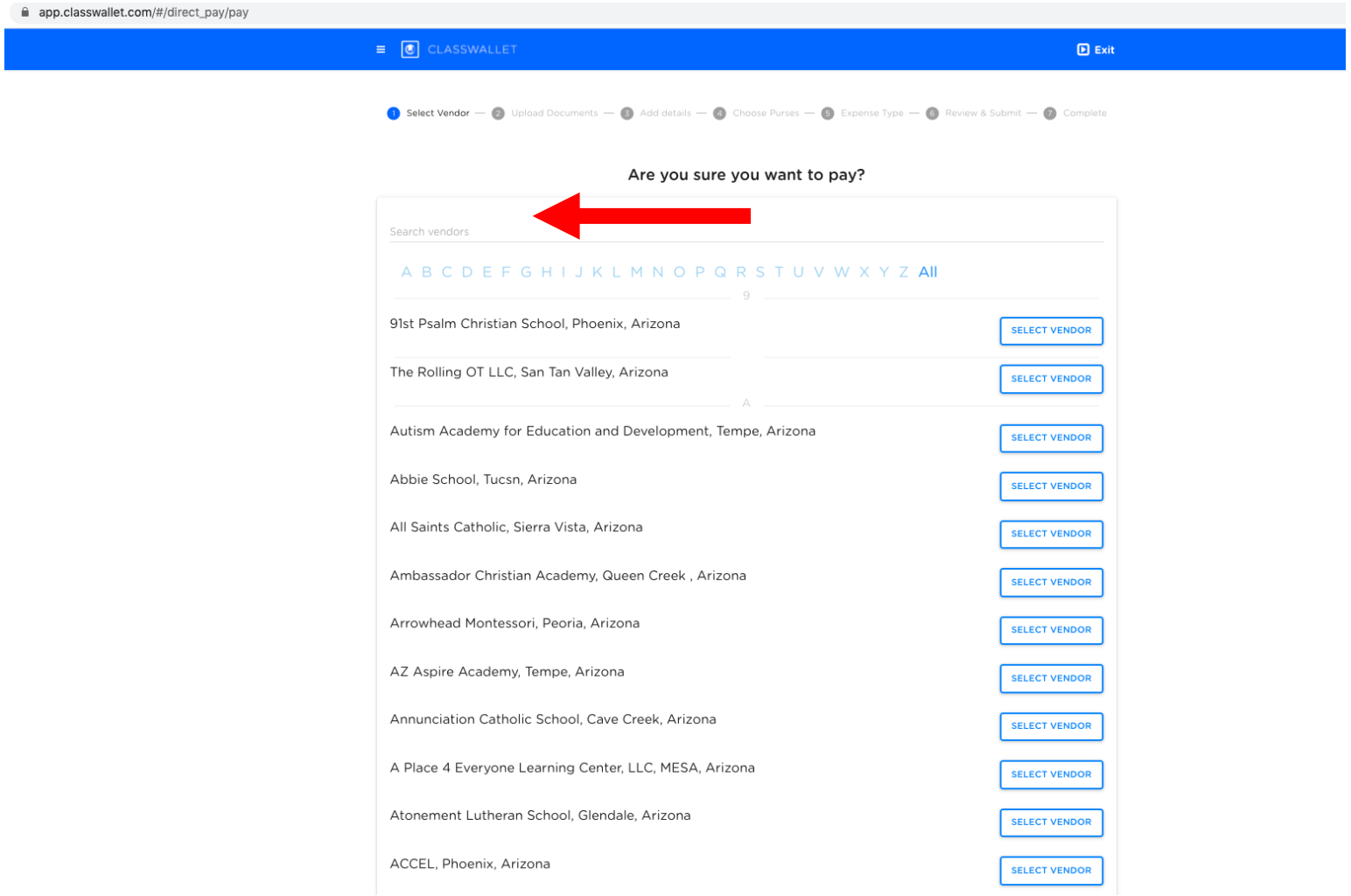
Click on “Pay Vendor”



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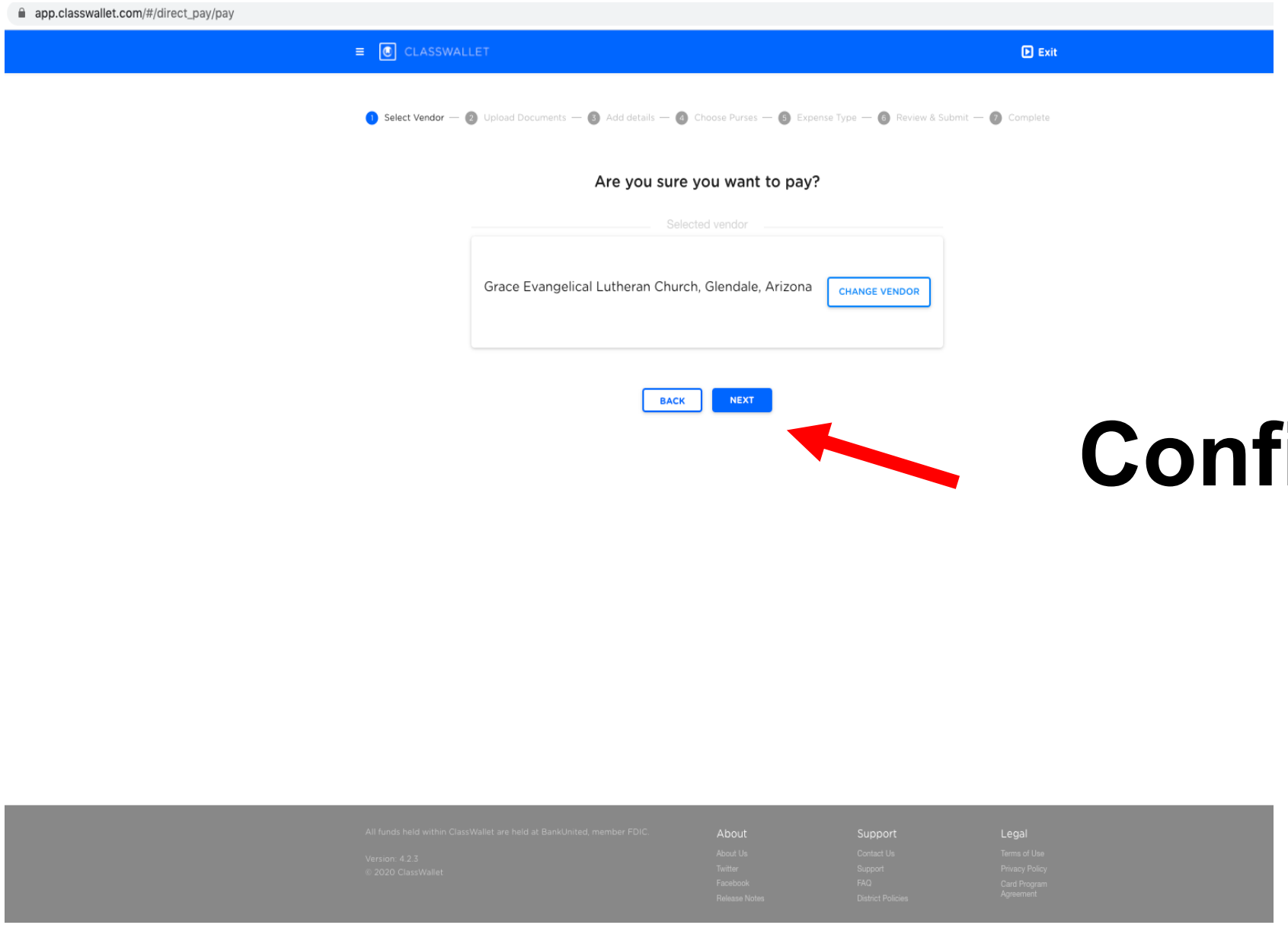

Confirm Vendor

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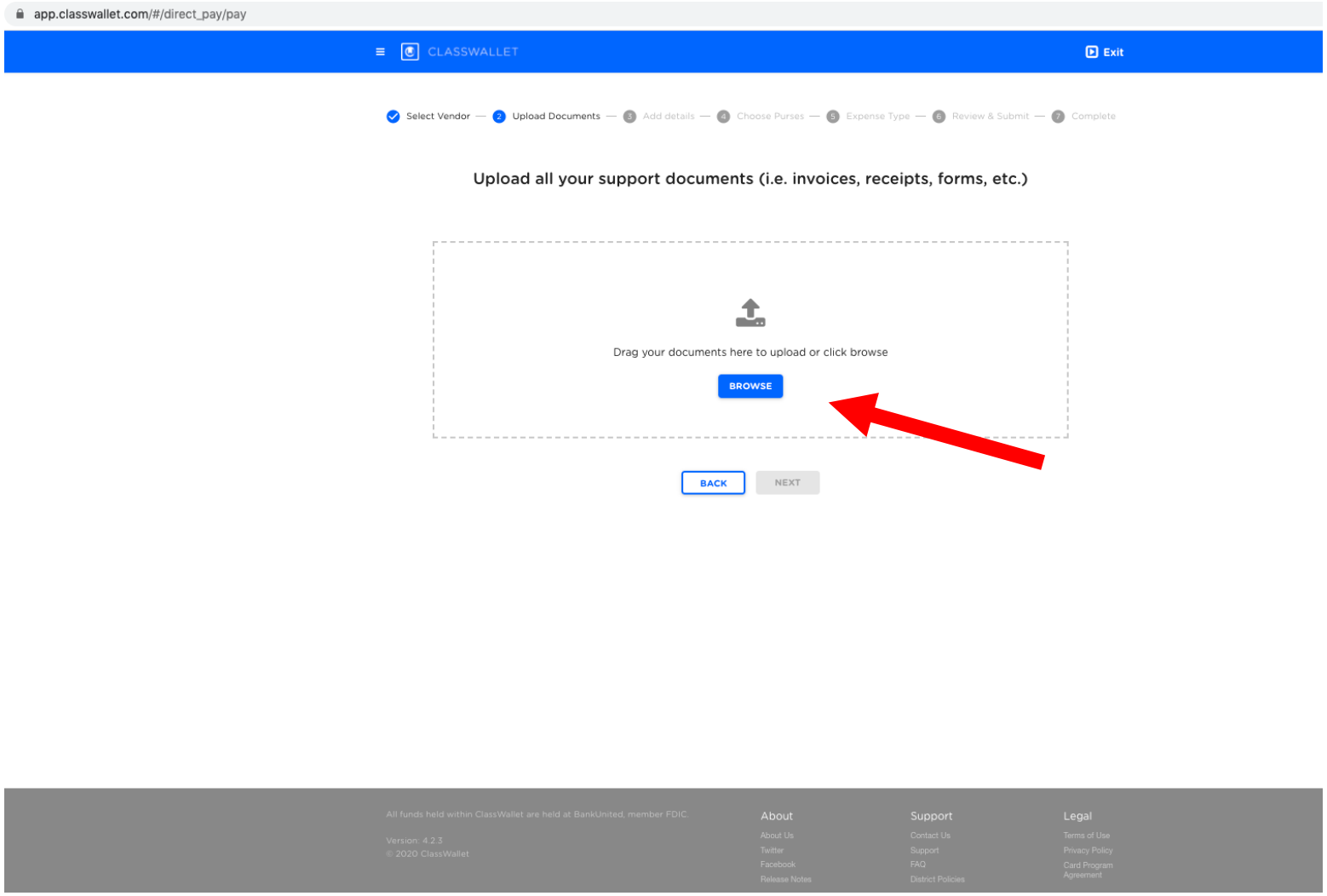
Upload Invoice



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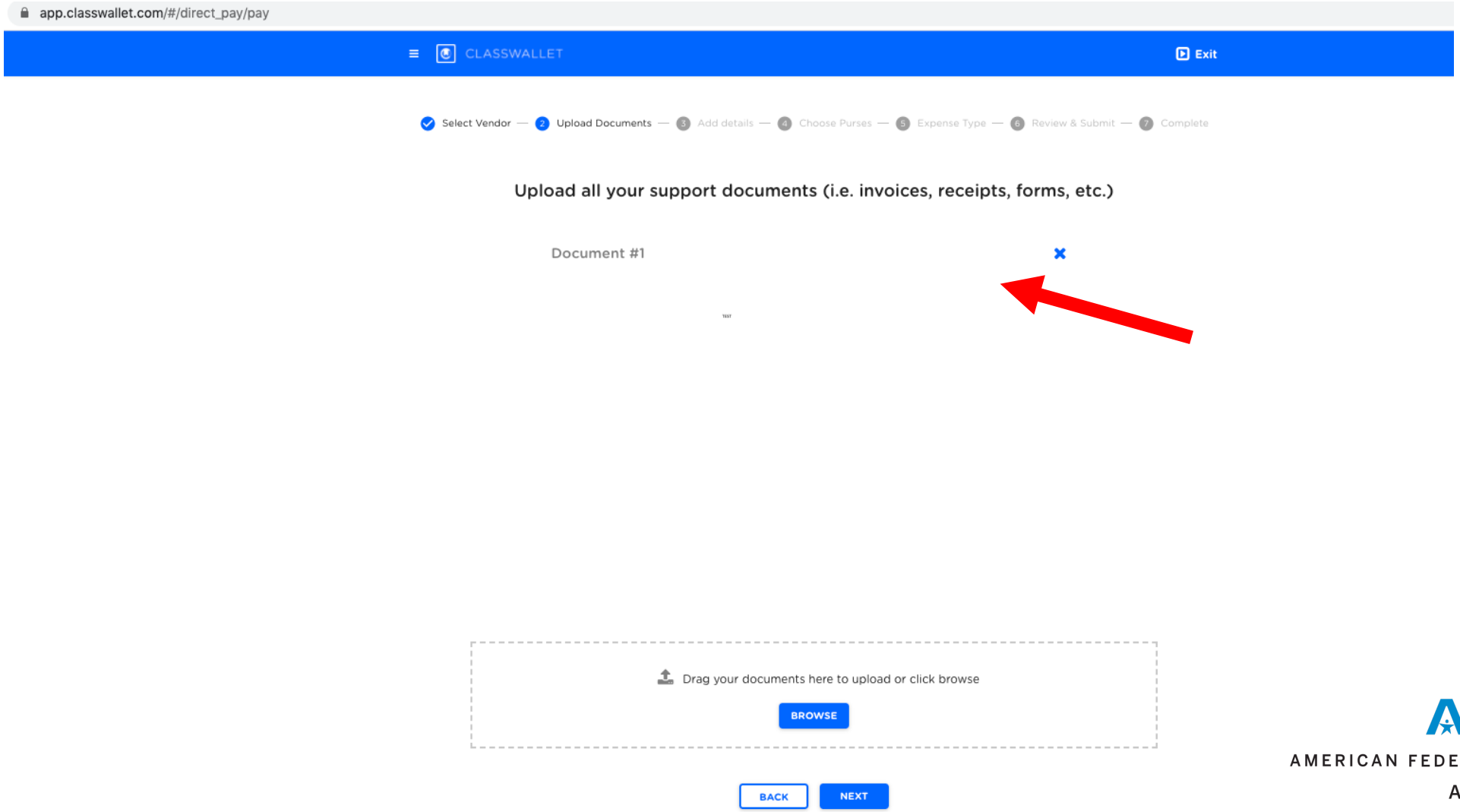
Confirm all documents uploaded



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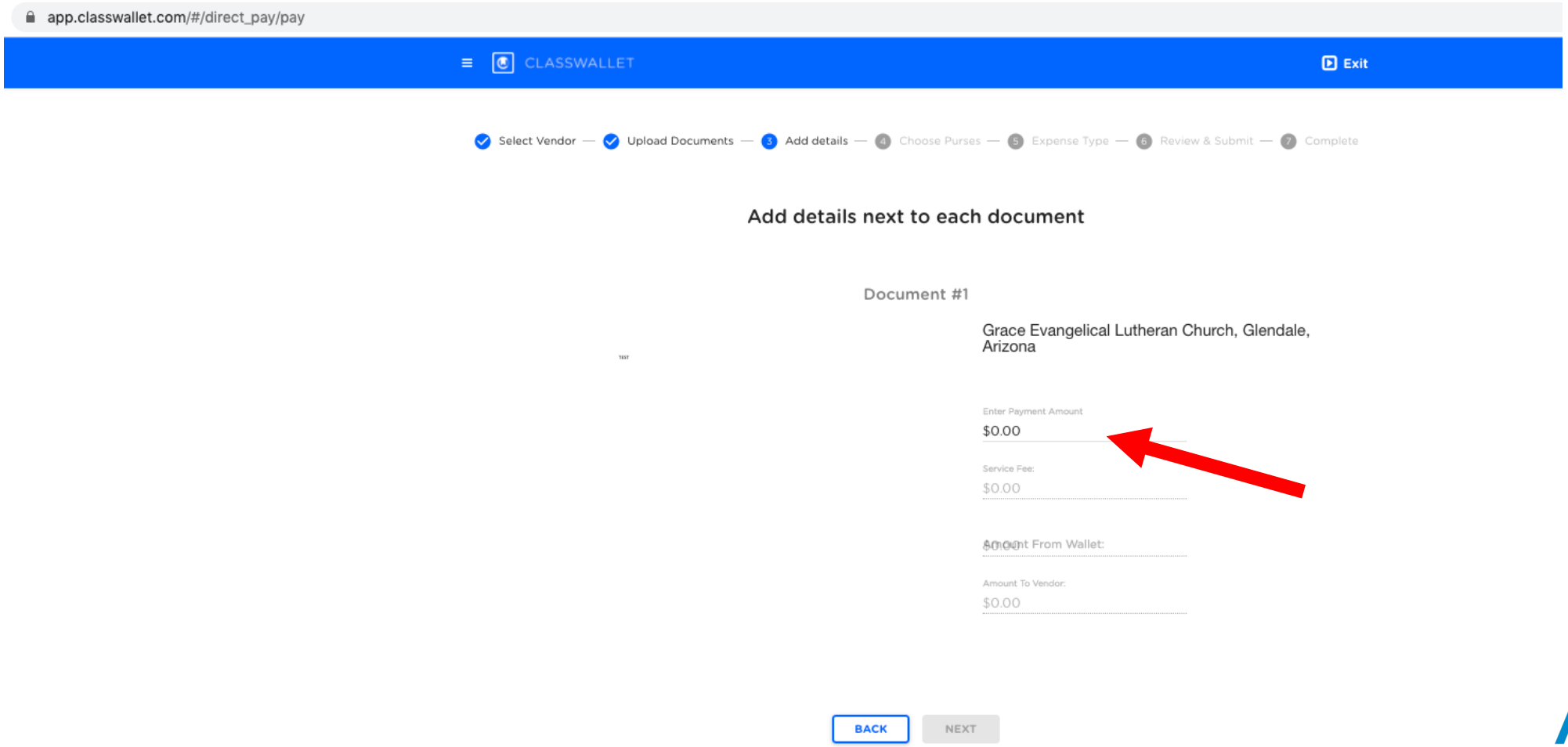
Add details about transaction



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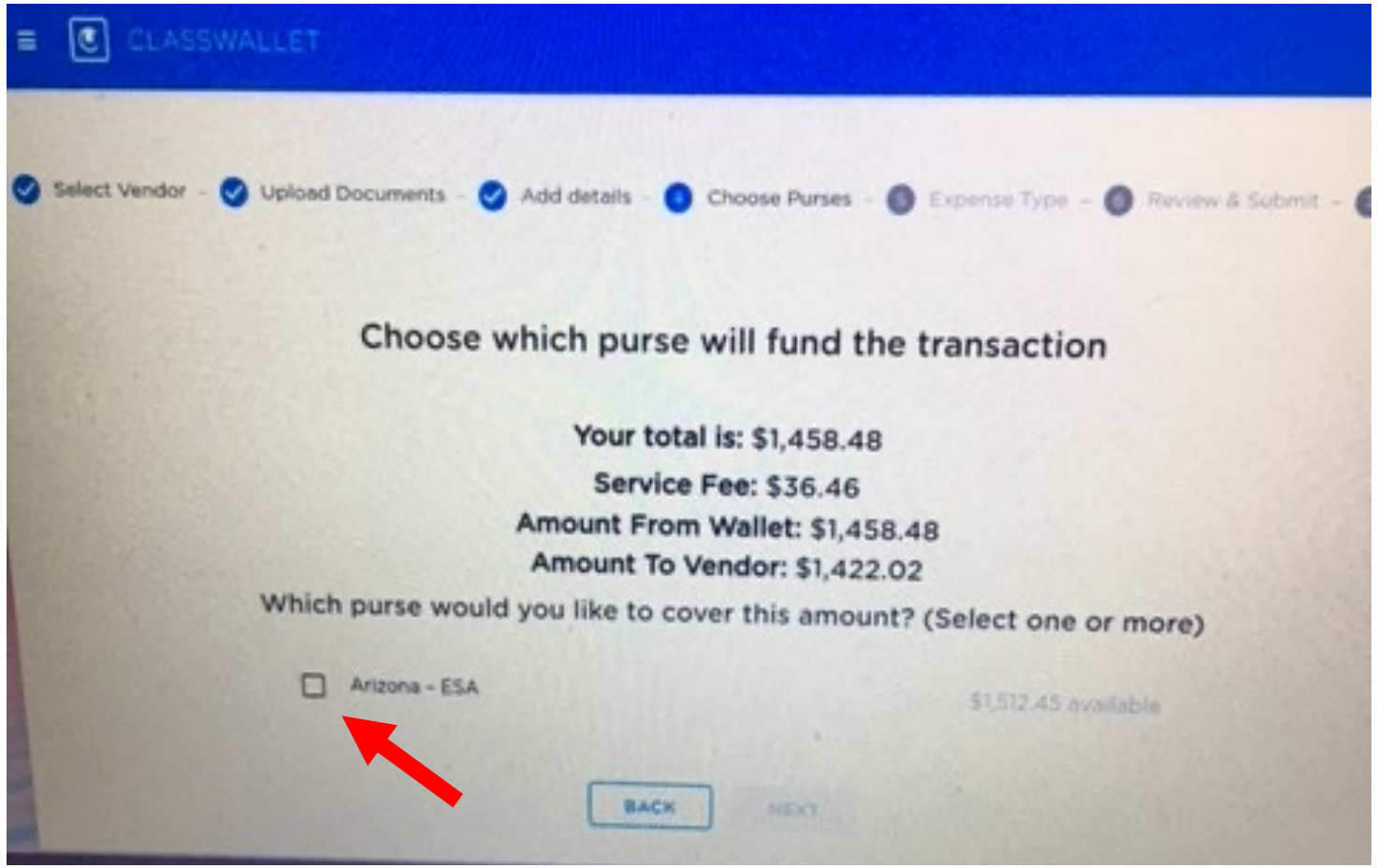
Choose which purse you will fund transaction (ESA or linked bank account)



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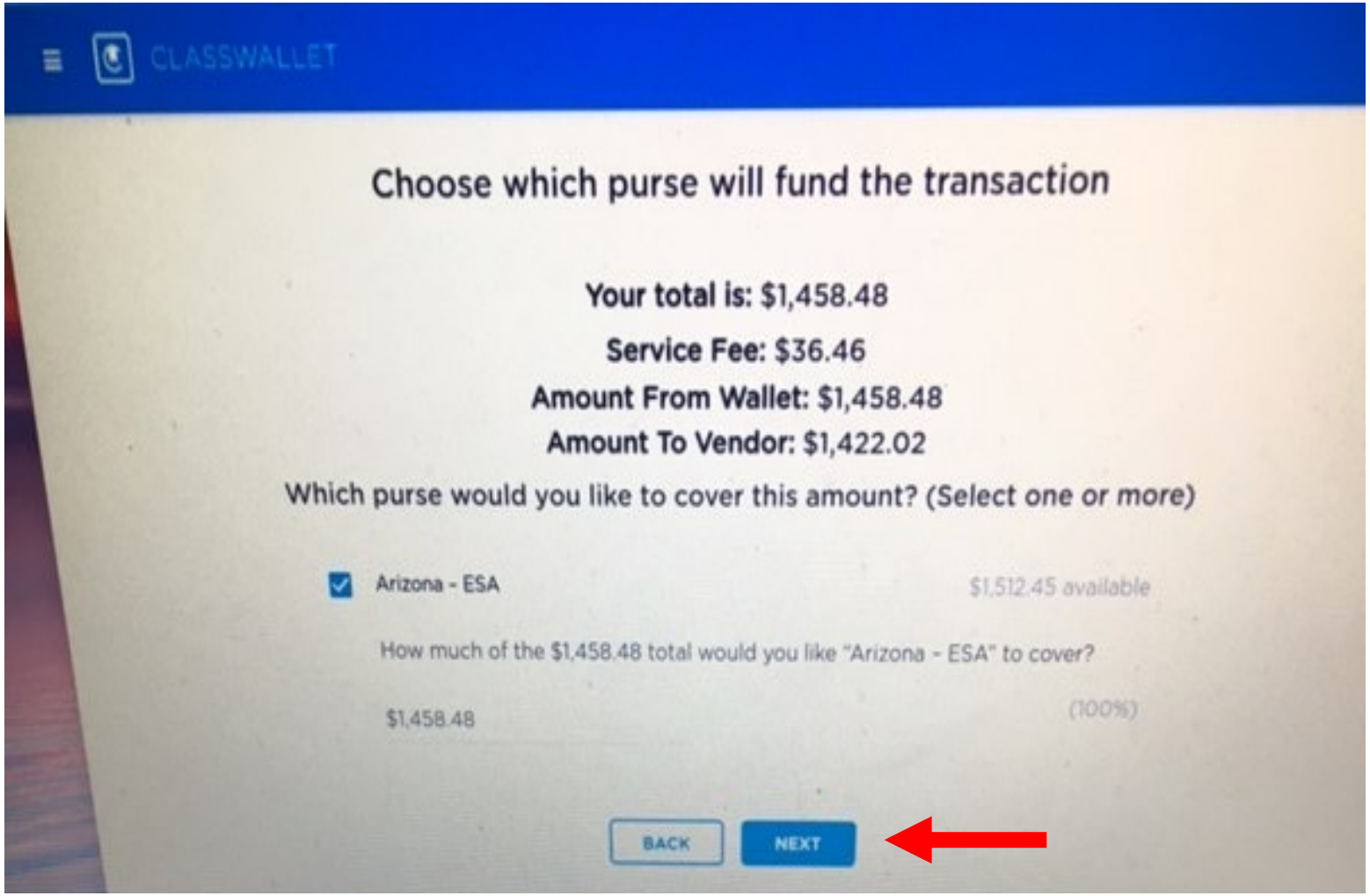
Verify Invoice Amount and Service Fee



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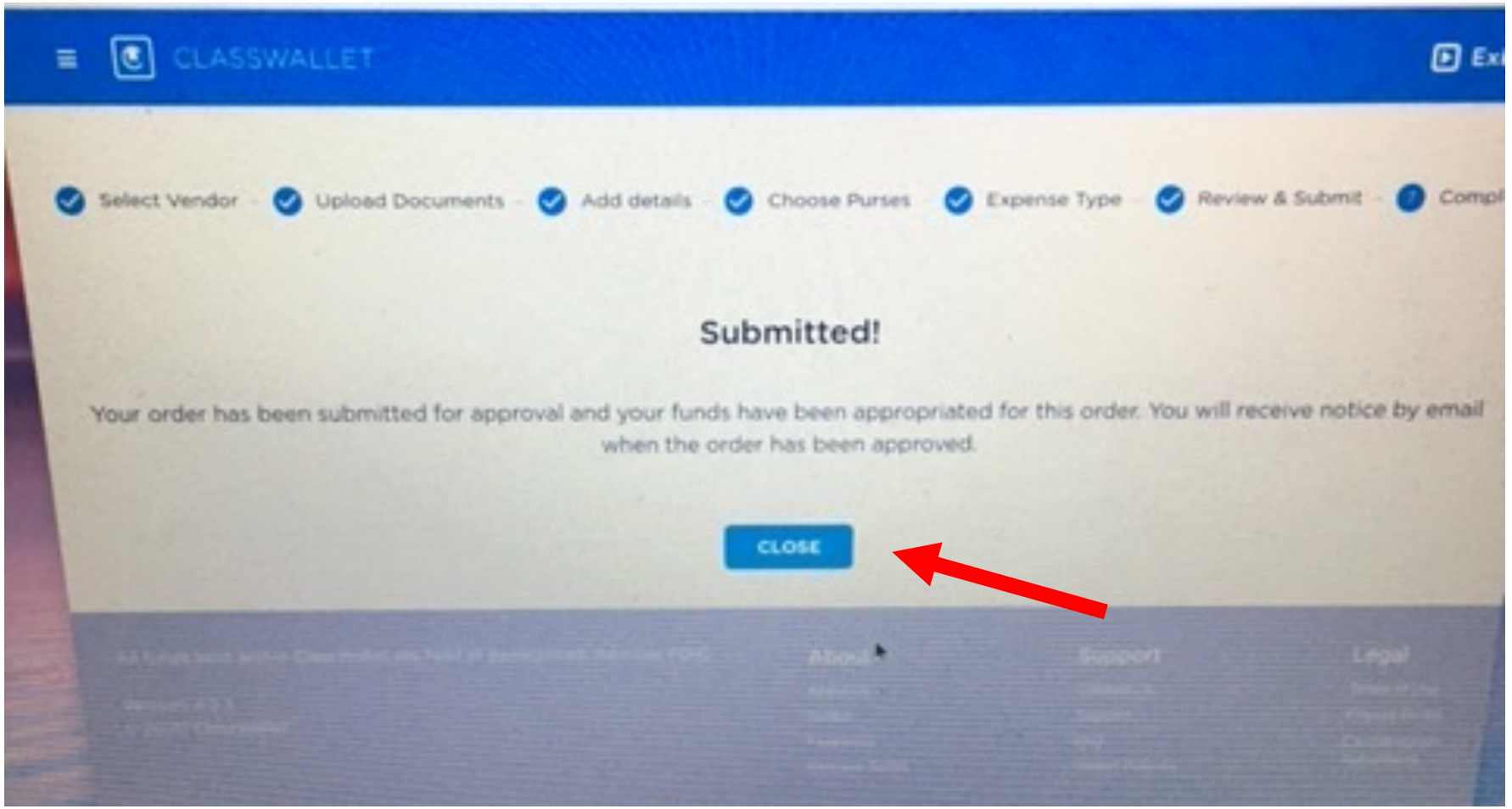
Payment order to merchant Submitted!



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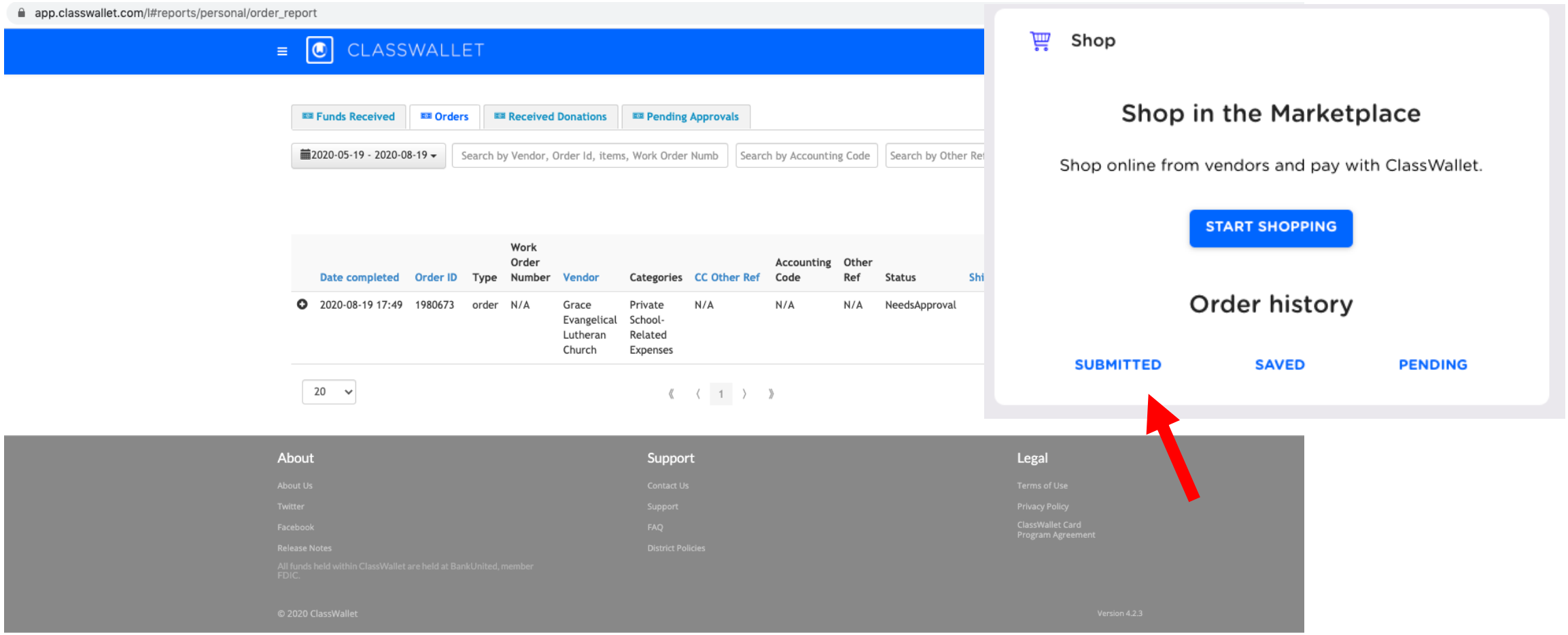
Check Dashboard for Submitted or Saved



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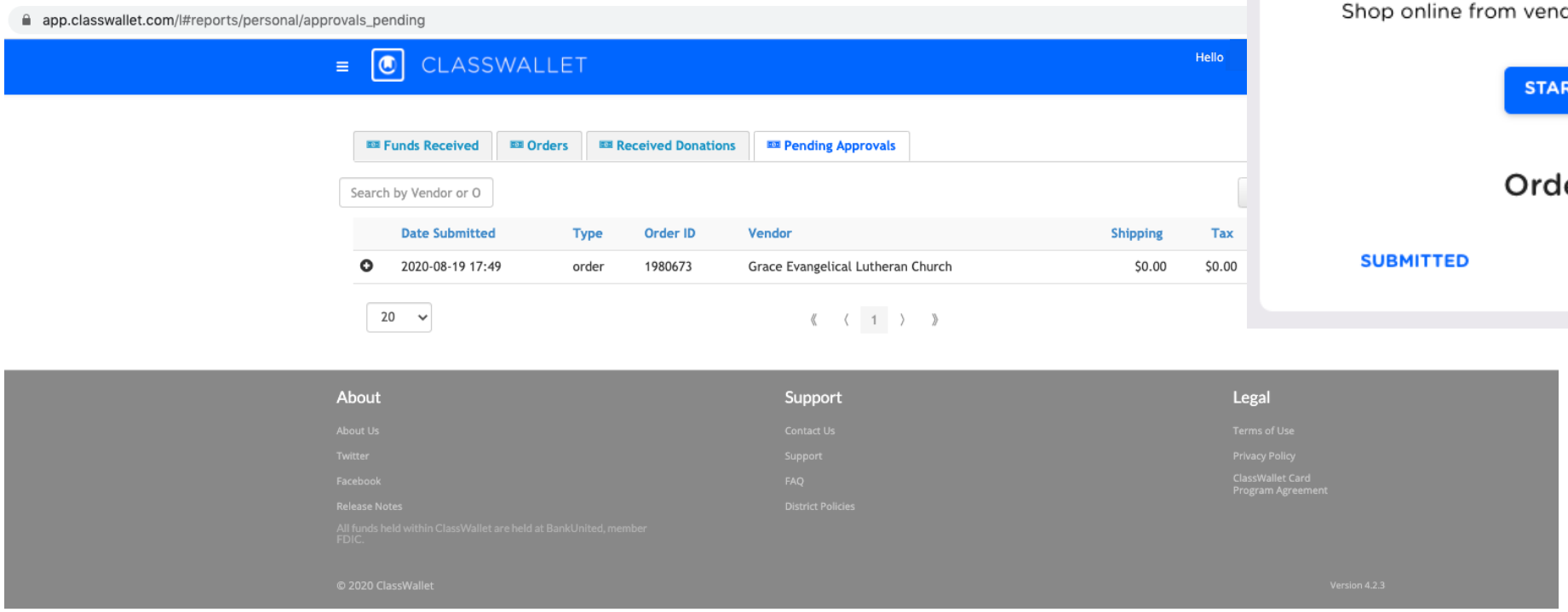
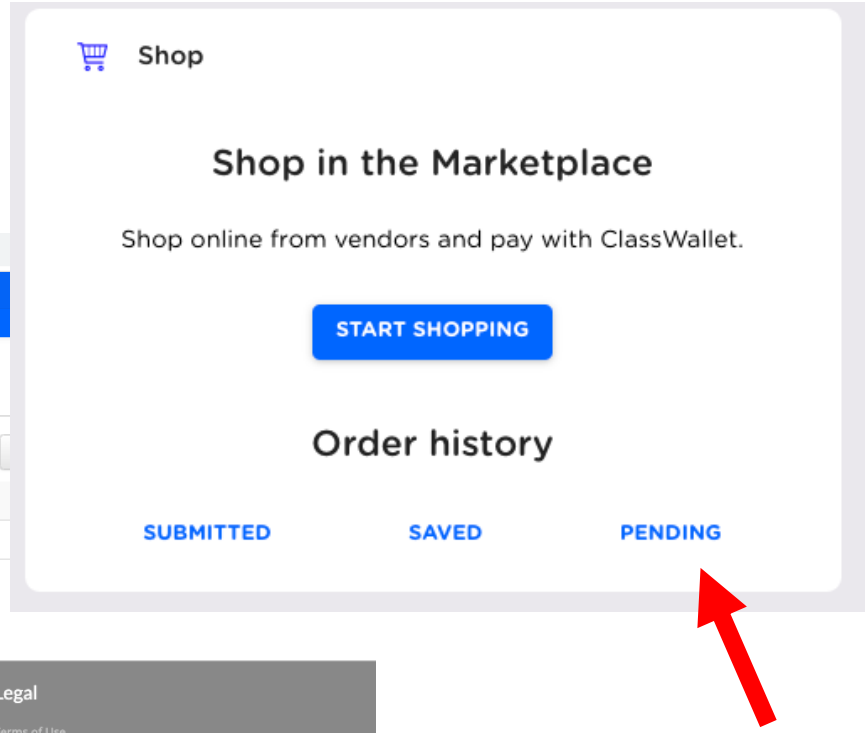
Pending Orders





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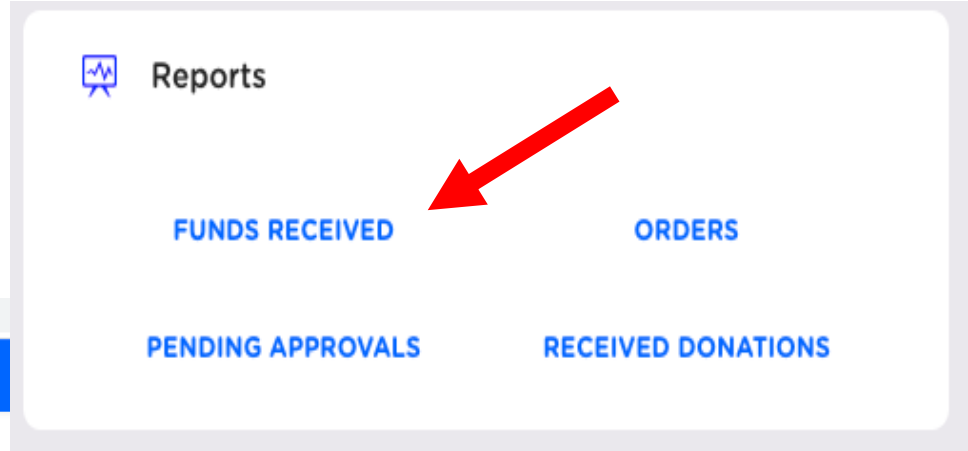
Funds Received



app.classwallet.com/l#reports/personal/funds_received

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Funds Received | Orders | Received Donations | Pending Approvals

2020-05-19 - 2020-08-19 | Search by source

Date	Source	Distribution name	Amount
2020-07-29 00:17	Arizona Department of Education	Arizona - ESA	$1,512.45

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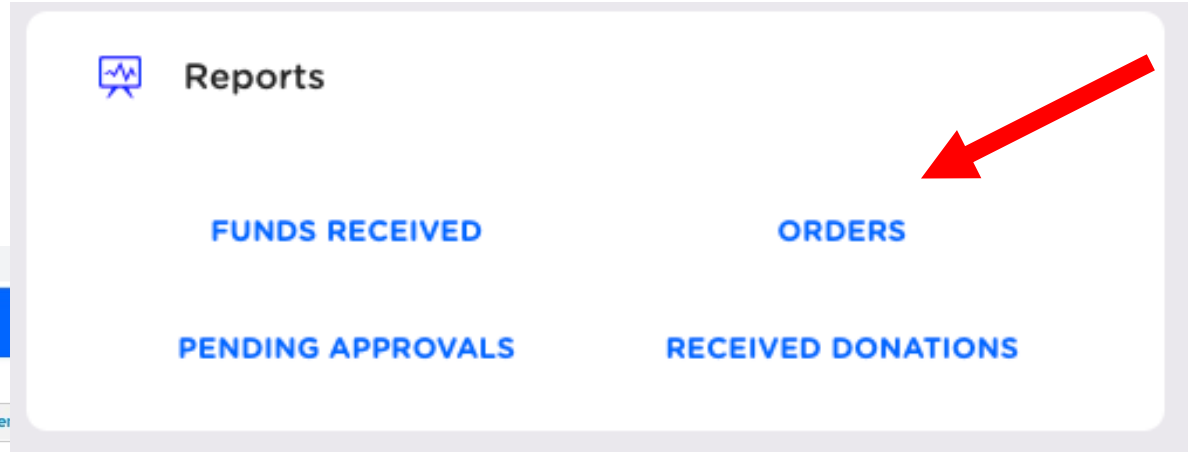
Orders



app.classwallet.com/l#reports/personal/order_report

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Funds Received | Orders | Received Donations | Per

2020-05-19 - 2020-08-19 | Search by Vendor, Order Id, items, Work Order Numb | Search by Accounting Code | Search by Other Ref

Include details

	Date completed	Order ID	Type	Work Order Number	Vendor	Categories	CC Other Ref	Accounting Code	Other Ref	Status	Shipping	Tax	Total
⊕	2020-08-19 17:49	1980673	order	N/A	Grace Evangelical Lutheran Church	Private School-Related Expenses	N/A	N/A	N/A	NeedsApproval	$0.00	$0.00	$1,458.48

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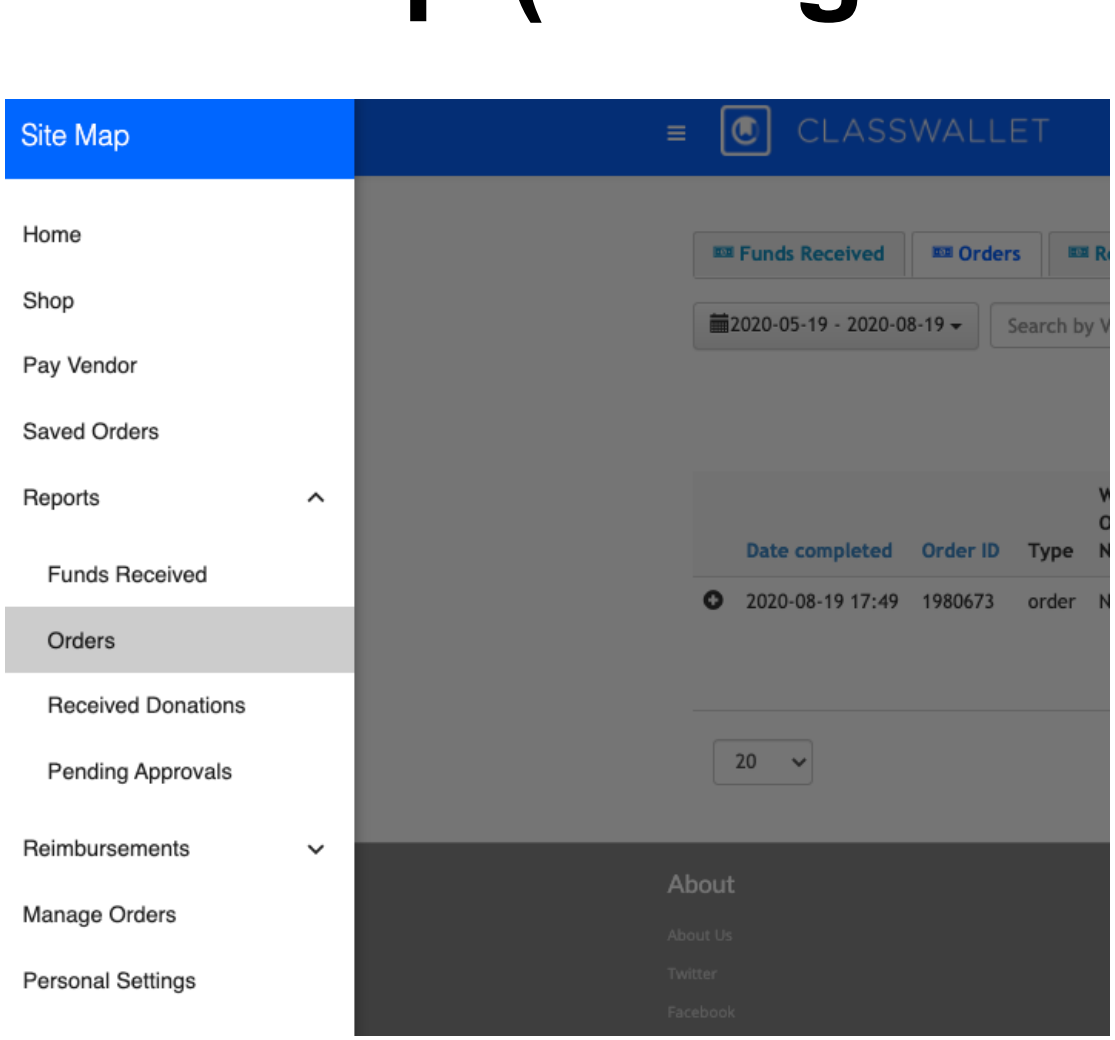
Site Map (Navigation Menu)



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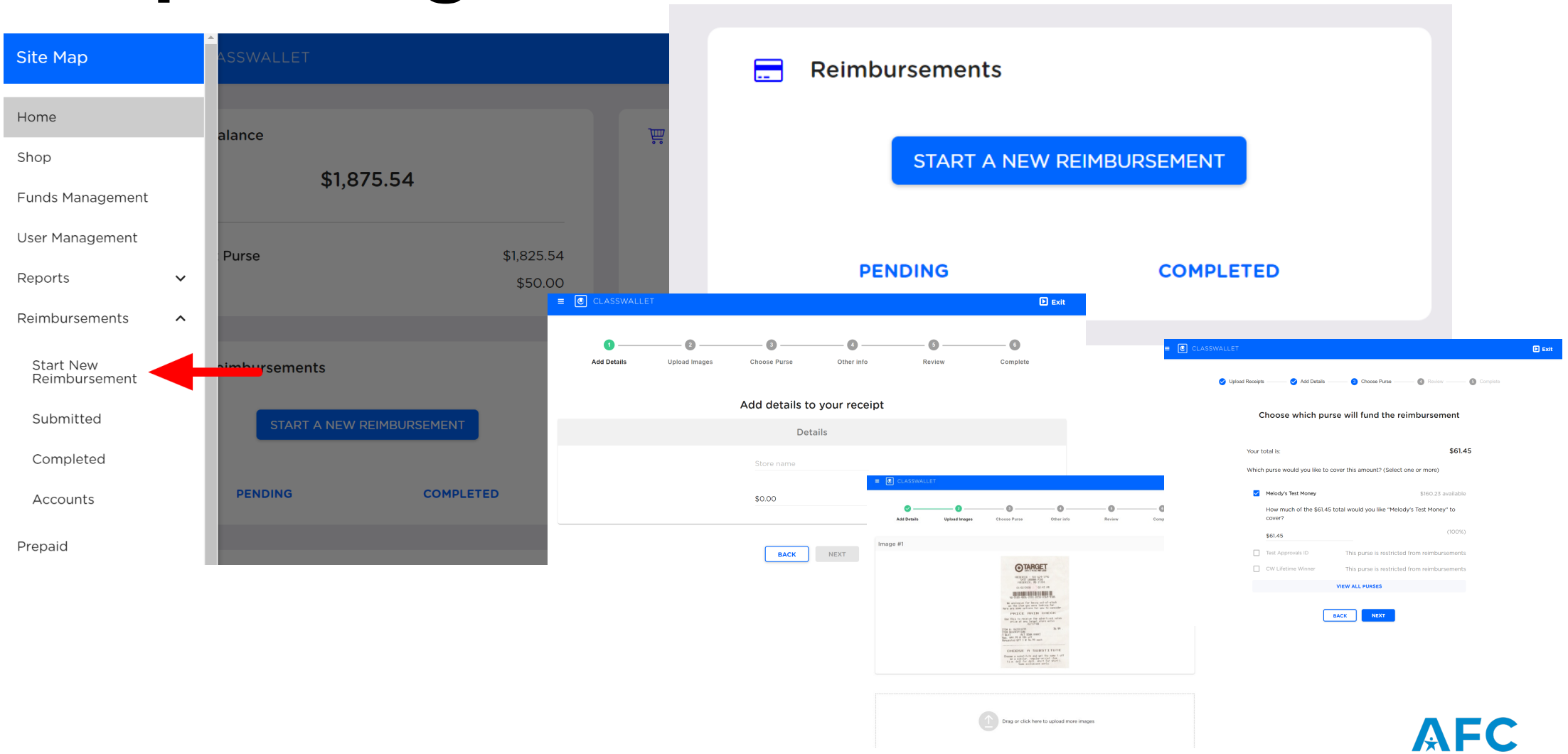
Requesting a Reimbursement



Learn more: https://kleo.force.com/classwallet/s/article/Submitting-receipts-for-reimbursement

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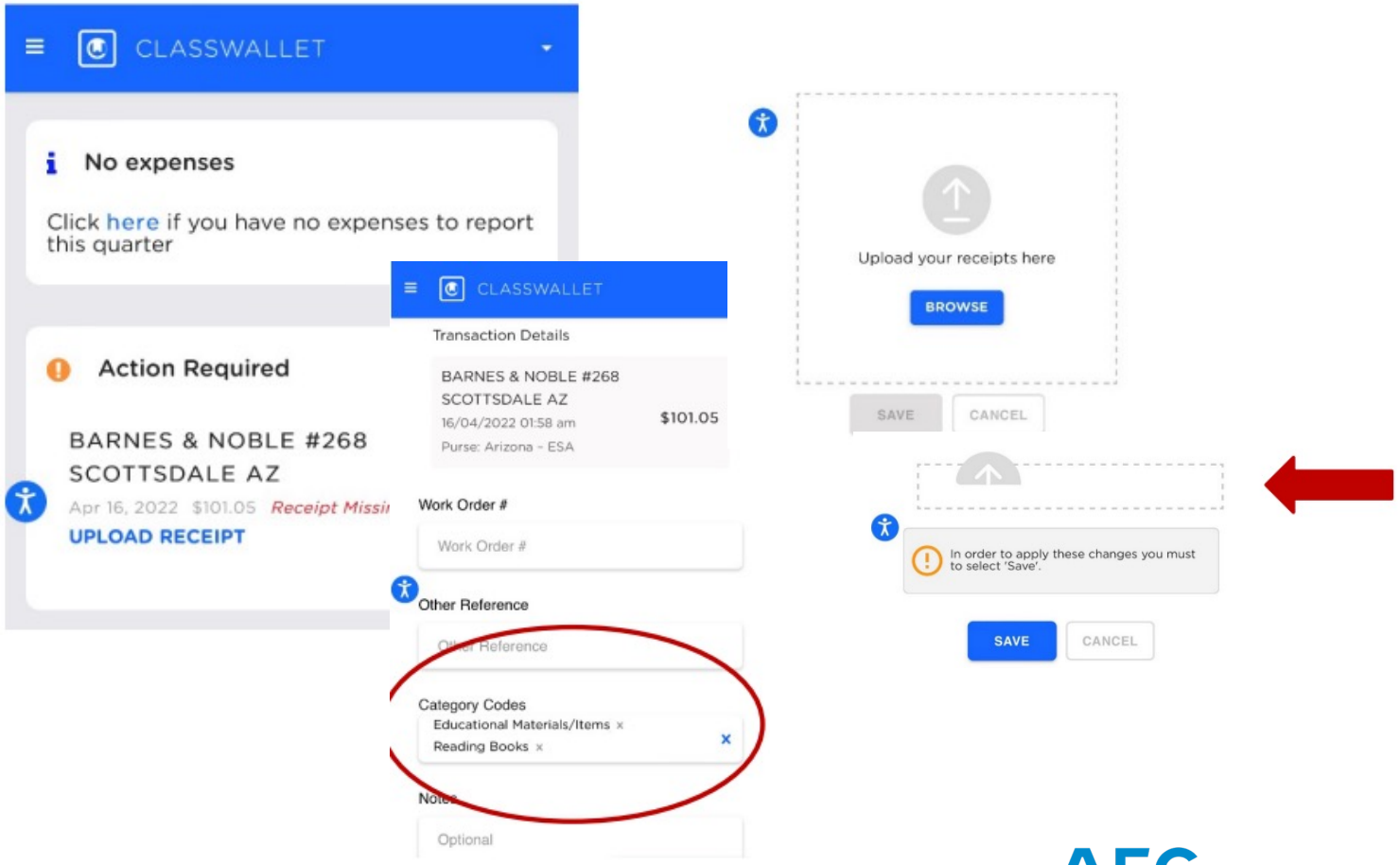
Uploading and submitting receipts or other documentation

Transactions that are missing documentation are visible on the ClassWallet homepage, under the heading “Action Required”. Documentation can include a receipt or invoice in the form of jpg/pdf/etc, as well as certification if you’re paying a tutor or therapist. If you are purchasing a supplemental item, you will also need to include the curriculum showing that the item is required or recommended! **Select category and hit SAVE.**



Learn More:
https://www.azed.gov/sites/default/files/2022/08/Uploading%20Debit%20Card%20Receipts%20and%20other%20Documentation_Redacted.pdf

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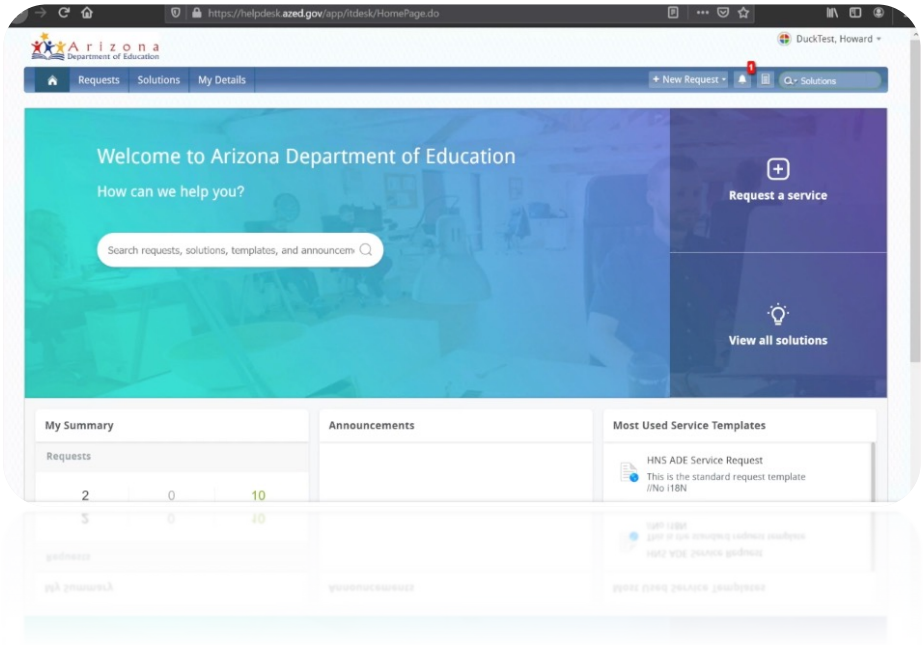
Registering on Help Desk



Visit:

https://helpdeskexternal.azed.gov/home

(Single sign-in feature activated)

AZ ESA Help Desk Tutorial: https://vimeo.com/537046268

If you receive an error, please take a screenshot of the error and email it to SchoolFinance@azed.gov or call (602) 542-5695 to request assistance with setting up your HelpDesk account.

The School Finance Team will submit a HelpDesk ticket on your behalf and you'll be contacted by ADE IT to complete the process.

Learn More: *https://www.azed.gov/sites/default/files/2021/10/ESA%20Parent%20HelpDesk%20Instructions.pdf*
https://www.azed.gov/finance/helpdesk-quick-guide

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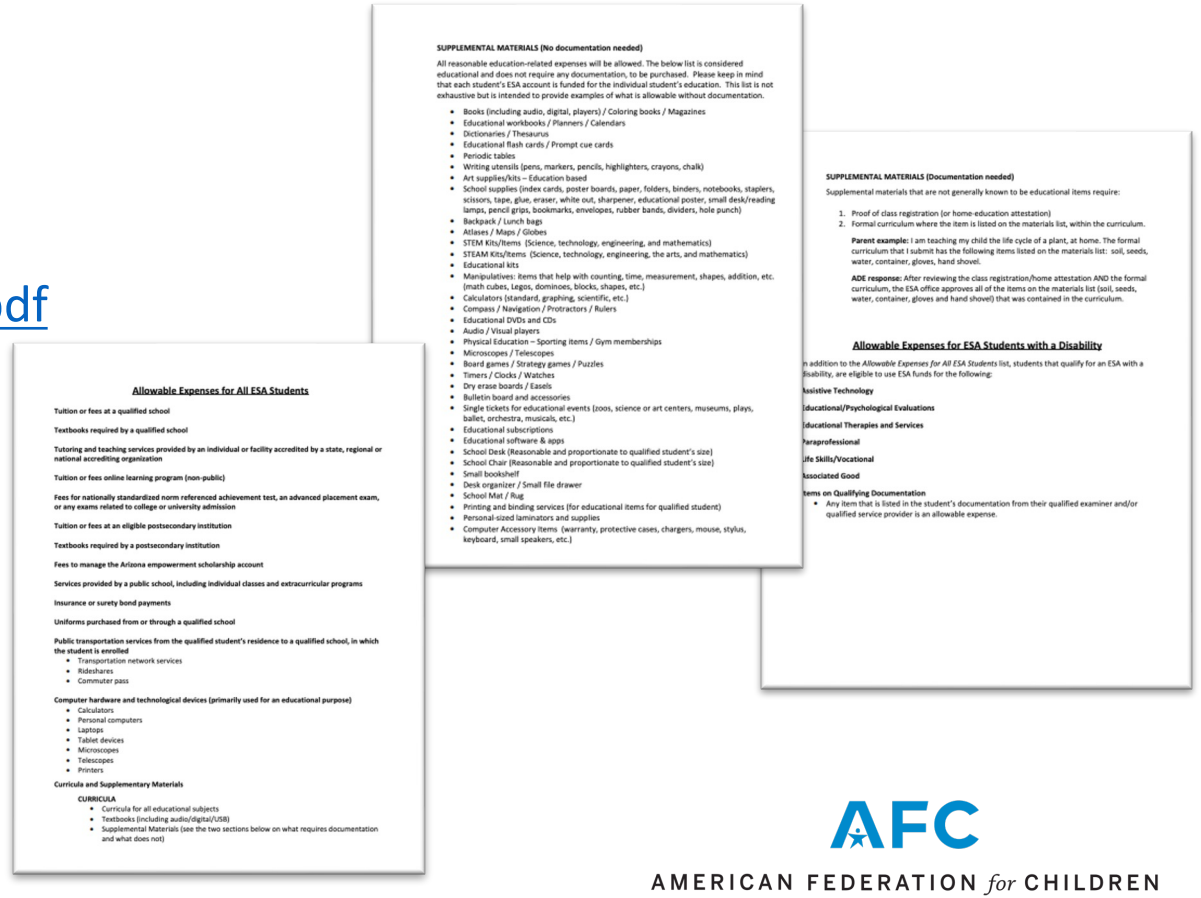
Allowable items, is it on the list?

Visit ADE's website:
https://www.azed.gov/sites/default/files/2023/03/Published-Allowable-List-2023-03-17.pdf

Review ESA Parent Handbook:
https://www.azed.gov/esa/parent-handbook

Review Updated Universal ESA law:
https://azsbe.az.gov/sites/default/files/media/HB2853.pdf

ESA Law and Administrative Rules:
https://www.azed.gov/esa/resources



SUPPLEMENTAL MATERIALS (No documentation needed)

All reasonable education-related expenses will be allowed. The below list is considered educational and does not require any documentation, to be purchased. Please keep in mind that each student's ESA account is funded for the individual student's education. This list is not exhaustive but is intended to provide examples of what is allowable without documentation.

- Books (including audio, digital, players) / Coloring books / Magazines
- Educational workbooks / Planners / Calendars
- Dictionaries / Thesaurus
- Educational flash cards / Prompt cue cards
- Periodic tables
- Writing utensils (pens, markers, pencils, highlighters, crayons, chalk)
- Art supplies/kits – Education based
- School supplies (index cards, poster boards, paper, folders, binders, notebooks, staplers, scissors, tape, glue, eraser, white out, sharpener, educational poster, small desk/reading lamps, pencil grips, bookmarks, envelopes, rubber bands, dividers, hole punch)
- Backpack / Lunch bags
- Atlases / Maps / Globes
- STEM Kits/Items (Science, technology, engineering, and mathematics)
- STEAM Kits/Items (Science, technology, engineering, the arts, and mathematics)
- Educational kits
- Manipulatives: items that help with counting, time, measurement, shapes, addition, etc. (math cubes, Legos, dominoes, blocks, shapes, etc.)
- Calculators (standard, graphing, scientific, etc.)
- Compass / Navigation / Protractors / Rulers
- Educational DVDs and CDs
- Audio / Visual players
- Physical Education – Sporting items / Gym memberships
- Microscopes / Telescopes
- Board games / Strategy games / Puzzles
- Timers / Clocks / Watches
- Dry erase boards / Easels
- Bulletin board and accessories
- Single tickets for educational events (zoos, science or art centers, museums, plays, ballet, orchestra, musicals, etc.)
- Educational subscriptions
- Educational software & apps
- School Desk (Reasonable and proportionate to qualified student's size)
- School Chair (Reasonable and proportionate to qualified student's size)
- Small bookshelf
- Desk organizer / Small file drawer
- School Mat / Rug
- Printing and binding services (for educational items for qualified student)
- Personal-sized laminators and supplies
- Computer Accessory items (warranty, protective cases, chargers, mouse, stylus, keyboard, small speakers, etc.)

Allowable Expenses for All ESA Students

Tuition or fees at a qualified school

Textbooks required by a qualified school

Tutoring and teaching services provided by an individual or facility accredited by a state, regional or national accrediting organization

Tuition or fees online learning program (non-public)

Fees for nationally standardized norm referenced achievement test, an advanced placement exam, or any exams related to college or university admission

Tuition or fees at an eligible postsecondary institution

Textbooks required by a postsecondary institution

Fees to manage the Arizona empowerment scholarship account

Services provided by a public school, including individual classes and extracurricular programs

Insurance or surety bond payments

Uniforms purchased from or through a qualified school

Public transportation services from the qualified student's residence to a qualified school, in which the student is enrolled

- Transportation network services
- Rideshares
- Commuter pass

Computer hardware and technological devices (primarily used for an educational purpose)

- Calculators
- Personal computers
- Laptops
- Tablet devices
- Microscopes
- Telescopes
- Printers

Curricula and Supplementary Materials

CURRICULA

- Curricula for all educational subjects
- Textbooks (including audio/digital/USB)
- Supplemental Materials (see the two sections below on what requires documentation and what does not)

SUPPLEMENTAL MATERIALS (Documentation needed)

Supplemental materials that are not generally known to be educational items require:

1. Proof of class registration (or home-education attestation)
2. Formal curriculum where the item is listed on the materials list, within the curriculum.

Parent example: I am teaching my child the life cycle of a plant, at home. The formal curriculum that I submit has the following items listed on the materials list: soil, seeds, water, container, gloves, hand shovel.

ADE response: After reviewing the class registration/home attestation AND the formal curriculum, the ESA office approves all of the items on the materials list (soil, seeds, water, container, gloves and hand shovel) that was contained in the curriculum.

Allowable Expenses for ESA Students with a Disability

n addition to the *Allowable Expenses for All ESA Students* list, students that qualify for an ESA with a isability, are eligible to use ESA funds for the following:

ssistive Technology

ducational/Psychological Evaluations

ducational Therapies and Services

araprofessional

ife Skills/Vocational

ssociated Good

tems on Qualifying Documentation

- Any item that is listed in the student's documentation from their qualified examiner and/or qualified service provider is an allowable expense.

All figures are approximates and must be confirmed with AZ Department of Education.
https://www.azed.gov/sites/default/files/2023/02/ESA%20Funding%20Chart%20%202022.2023.pdf

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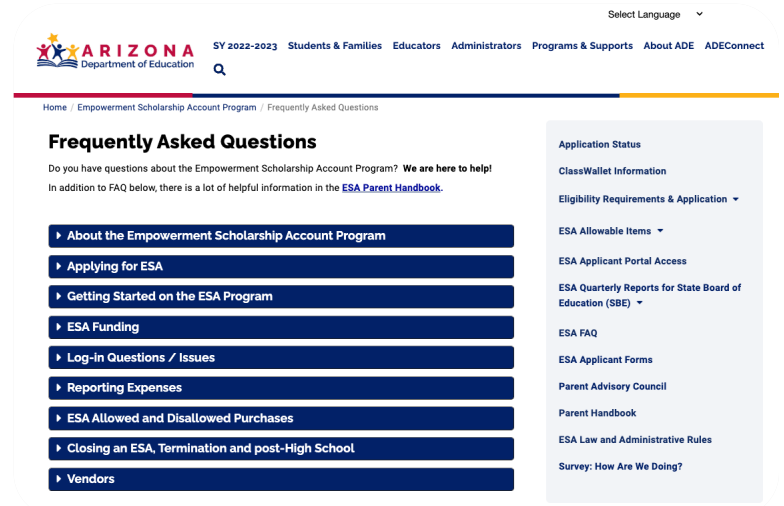
ESA FAQ's

- https://www.azed.gov/esa/frequently-asked-questions

Class Wallet FAQ's

- https://classwallet.com/frequently-asked-questions/



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Important phone numbers & emails

- ESA Hotline (602) 364-1969
- ESA Communications esacallcenter@azed.gov
- Class Wallet help@classwallet.com or (877) 969-5536
- Help Desk Support: Finance@azed.gov (602) 542-5695

Learn more: http://azschoolchoice.com/

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Class Wallet and the Arizona Empowerment Scholarship Account

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American Federation for Children – AZ Chapter is not affiliated with Class Wallet or with the AZ Dept. of Ed.
This presentation is strictly for informational purposes and is not intended to be a replacement of support or training from AZ Department of Education or Class Wallet. Provided by Implementation Director, Esly Montenegro

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