



Tip Sheet for PLSA Schools

Students ages 3-22 residing in Florida with the following diagnoses are eligible to receive funds:

Autism Spectrum Disorder	Muscular Dystrophy	Cerebral Palsy
Down Syndrome	Prader-Willi Syndrome	Spina Bifida
Williams syndrome	Intellectual Disability (severe cognitive impairment)	Kindergarteners who are deemed high-risk due to developmental delays*

*"High-risk child" means, for the purposes of this chapter, a child from 3 to 5 years of age with one or more of the following characteristics:

- A developmental delay in cognition, language, or physical development.
- A child surviving a catastrophic infectious or traumatic illness known to be associated with developmental delay, when funds are specifically appropriated.
- A child with a parent or guardian with developmental disabilities who requires assistance in meeting the child's developmental needs.
- A child who has a physical or genetic anomaly associated with developmental disability.

How much funding will a PLSA student receive annually?

Students receive PLSA funding at 90% of the default matrix score of 253. For most students, this is approximately \$10,000. Funding is based on grade level and county of residence of the student and a more detailed funding list can be found here: <https://www.stepupforstudents.org/wp-content/uploads/2015/10/2015-16-PLSA-Scholarship-Amounts.pdf>. Parents may request a matrix revision via their parent login and a more detailed explanation of that process is found within the Parent Handbook.

How does PLSA differ from the McKay Scholarship?

PLSA differs from McKay in two main ways. First, students on the McKay scholarship receive 100% of the funding available for their matrix score. Conversely, PLSA funds at 90%. For those students receiving McKay at a 251 or 252 matrix score, PLSA may be a better option as it defaults to a 253. Second, PLSA funds can be spent on a variety of approved expenses, not just tuition and fees at an eligible, private school. A more detailed explanation of approved usages for PLSA can be found in the Parent Handbook here: https://www.stepupforstudents.org/wp-content/uploads/2015/11/Parent-Handbook-2015-16_v8.pdf

What should a private school do to participate in the PLSA program with Step Up For Students?

1. Make sure that the Department of Education (DOE) has approved the private school for participation in the PLSA program. Visit www.floridaschoolchoice.org to ensure approval and/or request approval from the DOE.
2. For those schools being reimbursed directly, fill out the Provider Enrollment Form here: <https://plsa-providers.sufs.org/Control.aspx?OSP=186>.
 - a. For License number, enter the 4-digit DOE code
 - b. For License type, select Department of Education
 - c. For expiration date, enter 7/1/2016
3. Submit a signed copy of the School Participation Agreement found on page 8 of the Provider Handbook
4. Following approval by SUFS, schools will receive a temporary password and can access the provider login with their email address and temporary password here: <https://plsa-providers.sufs.org/Control.aspx?OSP=173>.



Tip Sheet for PLSA Schools (Continued)

How can schools receive payment directly for PLSA students?

1. Ensure that the PLSA student has been funded and has a PLSA ID card for the 2015-16 school year containing their PLSA ID, which is accessible to parents via the parent login.
2. Submit a reimbursement request online via the provider login (see reverse for how to access this site) by using the tab titled "Submit a Reimbursement Request"
 - a. Schools may submit reimbursement quarterly for funded PLSA students
 - b. Tuition and fees required for enrollment are covered for PLSA students
3. Following the submission of the quarterly invoice online, please submit documentation via the provider login using the tab titled "Upload Reimbursement Documents"
 - a. For your ease, SUFS has created An optional template for submitting documentation and it is available on page 7 of the Provider Handbook
 - b. Schools may also submit billing documentation as created by school software. Please ensure that these bills/statements include all the required information to process for payment
4. Once submitted, parents review the reimbursement requests via the Parent Login
5. If approved, SUFS will process these reimbursement requests for payment directly to the school via ACH

NOTE: Students receiving funds for the McKay or the Florida Tax Credit Scholarship or the Voluntary Prekindergarten program cannot receive PLSA funding. Families must pick one scholarship to utilize.

How often can schools expect payment from SUFS?

SUFS creates ACH files weekly for PLSA payment to providers. If a reimbursement request is submitted, reviewed and approved prior to Wednesday of each week, schools can expect payment with an effective date of Friday of that same week.

Who can schools contact for additional assistance?

PLSA Service Ambassadors:

Beatriz Sarmiento – 904-595-6831

Erica Guerrero – 904-352-2240

PLSA Payment Inbox: plsapayments@sufs.org

Important Links:

Parent Handbook: https://www.stepupforstudents.org/wp-content/uploads/2015/11/Parent-Handbook-2015-16_v8.pdf

Provider Handbook: https://www.stepupforstudents.org/wp-content/uploads/2015/11/Provider-Handbook-2015-16_v8.pdf