



Indiana Education Scholarship Account Program

PARENT/GUARDIAN HANDBOOK

2022-23 School Year

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Dear Parents and Guardians of Eligible Students and Emancipated Eligible Students,

We thank you for your interest in the Indiana Education Scholarship Account Program. Our office is thrilled to stand alongside other states across the nation who have launched education scholarship accounts. We value the opportunity to offer options for educational flexibility to Hoosier students living with disabilities through administration of this brand-new, state-wide school choice initiative.

Your participation in the Indiana Education Scholarship Account Program demonstrates your dedication to providing your K-12 student the highest quality, most individualized educational experience that meets their unique learning needs. Education is no longer a one-size-fits-all approach. Accessing a variety of services, therapies and educational settings will make learning more successful, make outcomes more obtainable, and offer a tailored learning package that strengthens each student's preparedness for the road ahead.

We strongly encourage you to consider the benefits of applying for an Education Scholarship Account.

- Make education related services and therapies more financially accessible for your student;
- Pay Participating Entities quickly and easily through our secure, online payment system;
- Roll over up to \$1,000 annually to off-set more expensive education-related costs;
- Promote an individualized educational experience for your Eligible Student enrolled in ESA.

Our team is committed to offering information, guidance, and collaboration to all parents or guardians of Eligible Students or Emancipated Eligible Students who are considering applying and all Eligible Students who have been approved to receive Education Scholarship Account funds. Our Outreach and Engagement Coordinator is dedicated to ensuring program awareness and understanding and can be contacted to inform, train, and assist your organizations and the families you support. Please let us know how the Education Scholarship Account Program team can support your student and the educational pathways you pave.

Kelly Mitchell

Treasurer of State

CHAPTER 1: INTRODUCTION

Purpose of the Parent/Guardian Handbook

The purpose of this handbook is to provide Eligible Students and their parents with information regarding policies, guidelines, and requirements of the ESA program. The resources included herein will help you understand: (1) how to apply to participate in the Indiana Education Scholarship Account program; (2) how you can find up-to-date information regarding services provided by Participating Entities; (3) how to initiate payments from your Eligible Student’s account to Participating Entities and view your account balance; (4) program expectations, requirements, and guidelines; and (5) how to access support. Pursuant to Indiana Code 20-51.4-4-6, this handbook, along with the Parent Agreement, provides a written explanation of the authorized uses of the money in the account and the responsibilities of the parent of an Eligible Student.

Handbook Updates

This handbook is created by ESA staff with input from the Indiana Department of Education (“DOE”), the ESA Advisory Council, and other partners. This handbook will be reviewed regularly. Policies can and will be added and/or redacted in response to newly enacted legislation, court decisions, and/or suggestions for best practices, which may occur more frequently, in which case ESA staff will notify the parents of Eligible Students and Emancipated Eligible Students of any change(s) and their effective date(s) via the ESA website and/or through email. Always be sure to check the date located on the bottom of the first page of this Handbook to ensure that you have the most current version.

Indiana Education Scholarship Account Program

The Indiana Education Scholarship Account (ESA) Program was established in 2021 to provide Eligible Students in Indiana with tax-free, state-funded scholarship dollars that can be spent on pre-approved expenses, allowing families to customize the student’s education and better meet their academic and disability related needs. Students cannot be enrolled in a public school while using the Education Scholarship Account Program, and they should formally disenroll from the public school upon accepting an ESA Account. Student may still access special education services, individual courses, programs or classes from a public school, charter school or magnet school if the school applies to become a Participating Entity in the ESA Program. ESA funds and the accounts associated with them are administered by the Indiana Treasurer of State (TOS).

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By applying and becoming approved for an ESA, parents of Eligible Students or Emancipated Eligible Students may use their deposited funds for pre-approved educational expenses, such as tuition and fees at a Qualified School, public school, or other Participating Entity; programs; therapies; services; and other expenses related to the student's education at pre-approved service providers (Participating Entities). In later sections of this handbook, you will learn more about the eligibility criteria for this program, how this program can be used to benefit students with disabilities, and how the program works.



Click [here](#) or the video above to learn more about Indiana's ESA Program!

DEFINITION: Eligible Student vs Emancipated Eligible Student

In this document and all other literature from the Indiana ESA Program, we have attempted to keep the information applicable to all Eligible Students and Emancipated Eligible Students.

An Emancipated Student is defined as a student who (1) furnishes the student's support from the student's own resources; (2) is not dependent in any material way on the student's parents for support; (3) files or is required by applicable law to file a separate tax return; and (4) maintains a residence separate residence from that of the student's parents.ⁱ (endnote references can be found at the end of each chapter)

Eligible Students are students who continue to be considered dependent on their parents or guardians in all material ways.

Throughout this handbook, we will refer to all students who are eligible to participate in the ESA program as Eligible Students. To become an Eligible Student, a student must comply with the statutory provisionsⁱⁱ and follow the guidance of this Handbook and the terms of the Parent Agreement.

DEFINITION: Parent/Guardian/Foster Parent

In this document and all other literature from the Indiana ESA Program, the term “parent” refers to: (1) the natural father or mother of a child; (2) in the case of adoption, the adopting father or mother of a child; (3) if custody of the child has been awarded in a court proceeding to someone other than the mother or father, the court appointed guardian or custodian of the child; or (4) if the parents of a child are divorced, the parent to whom the divorce decree or modification awards custody or control with respect to rights or obligations.ⁱⁱⁱ For purposes of the Indiana Education Scholarship Account Program, the term “parent” also includes the foster parent(s) of an Eligible Student.

Stay Informed

The ESA team invites all parents of Eligible Students and Emancipated Eligible Students to sign up for updates to the program, as well as other news and information by visiting the [Families Page](#) of our website and clicking the link to join our [mailing list](#). Subscribers will receive newsletters containing program information, events, and more. We encourage all parents to follow our [Facebook](#), [YouTube](#), [Instagram](#), and/or [LinkedIn](#) page for additional program information and updates. Please encourage providers to visit our [Provider Page](#).

Resources and Support

Information regarding Eligible Students participating in Indiana ESA will be available within this handbook or on the Families Page of our [website](#). Should additional general questions or concerns about the program arise, you may contact Indiana ESA staff at (317) 232-0723 or email esa@tos.in.gov.

Should families of Eligible Students or Emancipated Eligible Students have specific concerns regarding their ESA account or ClassWallet account, they should issue a support ticket through their dashboard portal for an Account Specialist to further look into and resolve the matter. Once you are registered in the two different portals, you will be able to submit tickets through our support tab. More information on this process can be found later in [Chapter 7](#).

Families of Eligible Students should submit a support ticket if they encounter an instance such as the following:

- ✓ Questions regarding eligibility requirements
- ✓ Questions regarding required documentation
- ✓ Difficulty uploading a required document
- ✓ Questions regarding renewal

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Families of Eligible Students should email the ESA team at esa@tos.in.gov if they encounter an instance such as the following:

- ✓ More information regarding the program
 - ✓ Would like to host an information session for families or community groups
 - ✓ Would like to receive brochures or flyers for families or providers
 - ✓ Questions regarding student or provider eligibility
 - ✓ All other questions not regarding applications or account management
-

ⁱ IC 20-26-11-4

ⁱⁱ IC 20-51.4

ⁱⁱⁱ IC 20-18-2-13

CHAPTER 2: ELIGIBILITY

OVERVIEW: Who is an Eligible Student?

“**Eligible Student**”^{iv} refers to an individual who:

- (1) has legal settlement in Indiana;
- (2) is at least five (5) years of age and less than twenty-two (22) years of age on the date in the school year specified in IC 20-33-2-7;
- (3) is a student with a disability at the time the account is established who requires special education and for whom:
 - (A) an individualized education program (IEP);
 - (B) a service plan developed under 511 IAC 7-34; or
 - (C) a choice special education plan (CSEP) developed under 511 IAC 7-49; has been developed; and
- (4) meets the annual income qualification requirement for a choice scholarship student under IC 20-51-1.



Click [here](#) or the video above to learn more about Student Eligibility!

Residency Requirement

Generally

The “legal settlement”^v of a student is governed by the following provisions:

If the student:

- (A) is less than eighteen (18) years of age; or
- (B) is at least eighteen (18) years of age but is not emancipated;

the legal settlement of the student is in the attendance area of the school corporation where the student's parents reside, **including foster parents.**

The words “residence”, “resides”, or other comparable language means a permanent and principal habitation that an individual uses for a home for a fixed or indefinite period, at which the individual remains when not called elsewhere for work, studies, recreation, or other temporary or special purpose.^{vi}

Proof of residency may be in the form of voter registration, an Indiana issued driver's license or identification card, student enrollment in an Indiana school, or lease agreement or mortgage executed within 183 days prior to applying for the Indiana Education Scholarship Account (ESA).

Court Ordered Custody

Generally, where a court order grants an individual custody of a student, the residence of the student is where that individual resides.^{vii}

Divorce/Separation Without a Court Order

Generally, if the student's mother and father are divorced or separated and a court order has not been made establishing the custody of the student, the legal settlement of the student is the school corporation whose attendance area contains the residence of the parent with whom the student is living.^{viii}

Other Situations

For other possible situations, please review Indiana Code 20-26-11-2 and contact us if you have any remaining questions.

Age Requirement

In order to be considered an Eligible Student, the student must be at least five (5) years of age and less than twenty-two (22) years of age on August 1 of the upcoming school year. Age is verified when a valid birth certificate is uploaded during the application process.

Disability & Special Education Requirements

In order to be considered an Eligible Student, a student must be determined to have a disability at the time the account is established. The student's disability or disabilities must be indicated on the student's documentation. There is no requirement of a specific disability or disability category. The Eligible Student must also require special education. This will also be stated in the student's documentation.

In order to be considered an Eligible Student, the student must require Special Education and have one of the following documents developed during the past 12 months. **At least one of these documents must be uploaded during the application process:**

- (A) an individualized education program (IEP);
- (B) a Service Plan; or
- (C) a Choice Special Education Plan (CSEP).

Income Requirement

An Eligible Student must be a member of a household with an annual income of not more than three hundred percent (300%) of the amount required for the individual to qualify for the federal free or reduced-price lunch program. Proof of total household size and income must be accurate and submitted for each household member, including any income from the Eligible Student, regardless of the amount. It is the responsibility of the parents to provide supporting documentation for each household member during application.

The 2021 Federal Tax Return is the preferred method to prove income eligibility. If members of the same household filed separate 2021 Federal Tax Returns, each member of the household must submit their 2021 Federal Tax Return. The amount used to determine eligibility is based on total (gross) income before any taxes or deductions. This is typically found on Line 9 on the 1040 tax form.

For any of the following situations, additional documentation will be required:

- The 2021 Federal Tax Return is unavailable
- The household size on the 2021 Federal Tax Return is incorrect
- The household income, or Adjusted Gross Income (AGI), on the Tax Return is incorrect
- Individuals are living in the household, in addition to those listed on the Tax Return
- There is income coming into the household, in addition to the AGI listed on the Tax Return

For each of these situations, the family must also complete the **Household Summary Form** found here. The following additional information will be needed to help verify eligibility:

Determining Household Size

The following special situations should be considered when determining household size:

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Foster Children and Foreign Exchange Students

Foster children and foreign exchange students are considered to be members of the household in which they reside.

Divorce or Separation

Children of divorced or separated parents are part of the household that has 50 percent or more custody. When joint custody has been awarded and the child physically changes residence, the child is considered part of the household where s/he resides for the majority of the year.

Emancipated Child

An emancipated child living alone is considered to be a household of one; an emancipated child living with anyone else would need to be counted.

Family Members Living Apart

Family members living apart on a temporary basis are considered household members. Family members not living in the household for an extended period of time are not considered members of the household for purpose of determining eligibility, but any money made available by them or on their behalf for the household is included as income to the household.

Child Attending an Institution

A child who attends, but does not reside, in an institution is considered a member of the household in which the child resides.

Child Away at School

A child who is temporarily away at school (college or boarding school) is included as a member of the household.

Child Living with One Parent, Relative, or Friends

In cases where no specific welfare agency or court is legally responsible for the child or where the child is living with one parent, other relatives, or friends of the family, the child is considered to be a member of the household with whom the child resides.

Deployed Service Personnel

Any member of the armed services who is activated or deployed in support of any military combat operation is counted as a household member.

Determining Household Income

The following types of income must be included in the total household income for all members of the household:

Earnings from work:

Wages, salaries, tips, commissions, overtime pay, bonuses; Income from self-owned business and farms; Strike benefits, unemployment compensation, and worker's compensation

Welfare/Child Support/Alimony:

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Public assistance payments / welfare benefits; Alimony or child support payments

Child's Income:

Earnings of a child who is a full-time or regular part-time employee are included; Social Security; Supplemental security income

Retirement/Disability Benefits:

Pensions, retirement income, veterans' benefits; Social Security; Supplemental security income; Disability benefits

Other Income:

Distributions from retirement or investment accounts, Rental income, annuities, and royalties, Interest and dividend income, Inheritance, income from estates, trusts, and/or investments, Regular contributions from persons not living in the household, Cash or investment gifts, Military pay that is not received as a result of the service member's deployment to or service in an area that has been designated as a combat zone, Military pay that is received prior to the service member's deployment to or service in the designated combat zone, Life insurance benefits, Living allowance, Housing allowance

The following types of income are excluded from the total household income:

Payments received for the care of foster children; Student financial assistances provided for the costs of attendance at an educational institution, such as grants and scholarships; Loans, such as bank loans; Value of non-cash benefits; Value of benefits under the Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indiana Reservations (FDPIR); Military pay received as a result of the service member's deployment to or service in an area that has been designated as a combat zone; Occasional earnings received on an irregular basis (not recurring, such as payment for occasional baby-sitting or mowing lawns); Adoption subsidies

Verifying Household Size & Income

The following documents are considered acceptable for verifying household size and income:

Preferred

2021 Federal Tax Return

The Adjusted Gross Income (AGI) on the 2021 Federal Tax Return should be used to determine income eligibility. If members of the same household filed separate 2021 Federal Tax Returns, the AGI and household sizes for each return should be added together to determine the total household income and size and complete the Household Summary Form. If the household size on the tax return is not accurate or unavailable, the parent/guardian must complete the **Household Summary Form** with supporting documentation.

Other Acceptable Documentation in lieu of a 2021 Federal Tax Return

In situations where the 2021 Federal Tax Return is unavailable, or if an event has caused a significant involuntary decrease in the expected amount of income, the Gross Income amount will be used to

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determine eligibility. The following changes in circumstances are situations that would render the prior year tax return no longer accurate: involuntary job loss (permanent); involuntary reduction in hours (permanent); death of a household member; separation/divorce of the parents/guardians. In these cases, the parent/guardian is required to provide documentation of household income. The list that follows provides some examples of documentation that can be provided, but is not an exhaustive list:

- W-2 for each household member
- Unemployment compensation statement for each household member
- 1099 and/or statements from banks or other financial institutions showing interest earnings for each household member
- Earnings from investments, bonds, estates, or trust accounts for each household member
- Social Security statements for each household member
- Pension or annuity statements for each household member
- Military retirement benefits statement for each household member
- Employer statement on company letterhead for each household member

When the 2021 Federal Tax Return is unavailable, the parent/guardian must provide an explanation on the **Household Summary Form**.

iv IC 20-51.4-2-4

v IC 20-26-11-2

vi IC 20-26-11-1

vii IC 20-26-11-1

viii IC 20-26-11-2(a)(2)

CHAPTER 3: PARTICIPATING ENTITIES

Who is Eligible to be a Participating Entity?

A “**Participating Entity**”^{ix} refers to an individual or entity authorized by the Indiana Treasurer of State to participate in the program.

The following individuals or entities may become a Participating Entity^x by submitting an application to the Treasurer of State.

- (1) A Qualified School.
- (2) An individual who or tutoring agency that provides private tutoring.
- (3) An individual who or entity that provides services to a student with a disability in accordance with an individualized education program developed under IC 20-35 or a service plan developed under 511 IAC 7-34 or generally accepted standards of care prescribed by the Eligible Student’s treating physician.
- (4) An individual who or entity that offers a course or program to an Eligible Student.
- (5) A licensed occupational therapist.
- (6) An entity that provides assessments.



Click [here](#) or the video above to learn more about Participating Entities!

Qualified Schools

A “Qualified School”^{xi} refers to a nonpublic school accredited by either the state board or a national or regional accreditation agency that is recognized by the state board:

- (1) to which an Eligible Student is required to pay tuition to attend; and
- (2) that agrees to enroll an Eligible Student.

Each Qualified School that becomes a Participating Entity, and accepts payments for tuition and fees from an Indiana ESA account **must administer the applicable statewide assessment** to Eligible Students, unless otherwise prescribed by the students IEP, Service Plan (developed under 511 IAC 7-34), or Choice Special Education Plan (developed under 511 IAC 7-49).

Any nonpublic schools already participating in the Choice Scholarship Program will still need to apply to become a Participating Entity in the Indiana ESA Program.

Tuition and fee payments for Eligible Students enrolled in a Qualified School will be paid prior to other Qualified Expenses being approved.

Private Tutoring

An individual or tutoring agency that provides private tutoring may apply to become a Participating Entity. An individual or tutoring agency that provides private tutoring services to an Eligible Student must hold one of the following credentials: an Indiana State Teaching License or a Bachelor’s Degree in a related field, i.e., elementary education or related subject area such as math, science, reading etc. Any Participating Entities who are providing Dyslexia tutoring (in person or virtual) to Eligible Students will be required to have completed training through a Dyslexia training program recognized by the Indiana Department of Education. These providers will have to produce this certification upon request.

Service Providers

An individual or entity that provides a service or therapy to a student with a disability as part of their individualized education program, service plan or Choice Special Education Plan, or as prescribed by the Eligible Student’s treating physician may apply to become a Participating Entity. These providers include but are not limited to some of the following examples: course or program providers, occupational therapists or other service/ therapy providers and providers of assessments or examinations.

Course or Program Providers

An individual who or entity that offers a course or program to an Eligible Student may apply to become a Participating Entity. A course is a unit of teaching that typically lasts one academic term, is led by one or more instructors (teachers or professors), and has a fixed roster of students. A course usually covers an individual subject. The term program means any curriculum or any combination of unit courses or subjects pursued at an educational institution which is generally accepted as necessary to fulfill the requirements for the attainment of a predetermined and identified educational objective. Some examples include Cambridge International courses and International Baccalaureate courses. Cambridge International AS & A Level courses and exams prepare US high school students with the

knowledge and skills they need to succeed in college and university. More information about Cambridge courses can be found [here](#).

Occupational Therapists

A licensed occupational therapist may apply to become a Participating Entity, and may offer occupational therapy services to a student with a disability. Occupational therapists are health care professionals specializing in occupational therapy and occupational science. Occupational Therapy involves the therapeutic use of everyday activities, or occupations, to treat the physical, mental, developmental, and emotional ailments that impact a patient's ability to perform day-to-day tasks. As such, an occupational therapist is a practitioner who uses therapeutic techniques to improve, rehabilitate, or maintain a patient's ability to perform everyday activities.

Occupational therapists must have a valid license to practice in Indiana. Most occupational therapists enter the workforce with at least a master's degree in occupational therapy, while some also choose to pursue a doctoral degree to advance further in the field.

Assessment Providers

Entities that provide assessments may apply to become a Participating Entity. Assessment providers may offer Eligible Students with assessments or examinations such as national norm referenced or criterion referenced examinations; advanced placement examinations, or College-Level Examination Program (CLEP) examinations; or statewide assessments associated with industry recognized credentials.

Norm-referenced tests are specifically designed to rank test takers on a "bell curve," or a distribution of scores that resembles, when graphed, the outline of a bell—i.e., a small percentage of students performing well, most performing average, and a small percentage performing poorly. Tests that measure performance against a fixed set of standards or criteria are called criterion-referenced tests. Criterion-referenced test results are often based on the number of correct answers provided by students, and scores might be expressed as a percentage of the total possible number of correct answers. Examples of norm-referenced tests include the SAT, IQ tests, and tests that are graded on a curve. Examples of criterion-referenced tests include Advanced Placement (AP) exams and the National Assessment of Educational Progress.

The College Level Examination Program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material and consecutively earn college credit. More information on CLEP may be found [here](#).

A list of statewide assessments can be found [here](#).

CHAPTER 4: QUALIFIED EXPENSES

An Eligible Student may only make payments from an Education Scholarship Account for “**Qualified Expenses**.”^{xii} Qualified expenses are costs for education-related services, programs, and therapies provided by an Indiana ESA approved provider, known as a Participating Entity, for which scholarship grants may be used. This includes tuition and fees at schools and other education providers; training programs and camps; fee-for-service transportation; supplemental services and therapies; costs associated with paraprofessionals; and fees for state assessments. Participating Entities will identify which qualifying expenses they can provide at the time of application, and make that information available to families through their marketing profile. ESA funds may not be used for post-secondary expenses. A more detailed explanation of each category can be found below.

All expenses must be paid after services are provided except for tuition and fees at a Qualified School.



Click [here](#) or the video above to learn more about Qualified Expenses!

Tuition and Fees

ESA funds may be used for tuition and fees at a Qualified School, public school, or other Participating Entity. ESA funds may also be used for tuition and fees at training programs and camps that have a focus on: vocational skills; academic skills; life skills; independence; or soft job skills that are character traits and interpersonal skills that characterize a person's relationships with other people.

A Participating Entity may not charge Eligible Students tuition and fees that are in amounts that differ from what the Qualified School charges similarly situated non-ESA students. All fees and discounts must be applied uniformly to all students.

The following provides guidance to parents of Eligible Students regarding which fees may be included and which discounts may be applied to the tuition and fees amount entered as a Qualified Expense from a Participating Entity. The amounts of fees and discounts are determined by each school's governing body.

The following chart is intended as guidance, addresses the most common discounts and fees, and is not all inclusive.

Fees

Include:

- Tuition
- Book Fees*
- Educational Field Trip Fees**
- Activity Fee**
- Technology Fees
- Registration/Application/Enrollment Fees

Exclude:

- Non-Educational Field Trip Fees
- Room and Board Fees
- Athletic Fees
- Optional Fees
- Extra-Curricular Fees***
- Other Non-Educational Fees
- Late Fees
- Early Withdrawal Fees
- Sports/Athletic Fees
- Uniform Fees
- Meal Fees

*If book fees are included in the amount submitted on an Eligible Student's invoice, the school cannot submit a request to the IDOE for Curricular Materials Assistance.

** Educational Field Trips and/or Activity Fees should have a focus in the academic areas of reading, grammar, mathematics, social studies, or science, OR should have a focus vocational skills, academic skills, life skills, independence, or soft job skills.

*** While extra-curricular fees are NOT eligible as part of tuition and fees, they would be eligible as a Qualified Expense under: "(5) Services contracted for and provided by a school corporation, charter school, magnet school, or qualified school," which would be paid in arrears.

Discounts

Include:

- Parishioner/Denominational
- Sibling
- Employee

Exclude:

- Fundraising
- SGO Award Amount
- Internal Financial Assistance (Needs Based)
- Scholarships

Assessment or Examination Fees

ESA funds may be used for fees associated with the following assessments or examinations: national norm referenced or criterion referenced examinations; advanced placement examinations, or College-Level Examination Program (CLEP) examinations; or statewide assessments associated with industry recognized credentials.

Educational Services

ESA funds may be used to pay Participating Entities providing educational services to Eligible Students with a disability. Educational services are classes, programs, activities or other services designed to provide education to a student. The services are provided by instructors or teachers, who teach, supervise, explain, demonstrate, and provide direct learning. This may include courses or programs, such as Cambridge International courses and International Baccalaureate courses.

Paraprofessional or Educational Aids

ESA funds may be used to pay fees associated with the use of paraprofessional or educational aides when indicated in the student's Individualized Education Program, Service Plan or Choice Special Education Plan, and provided outside of or in addition to what is being provided by the student's enrolled school.

Services Provided by Schools

ESA funds may be used to pay for services contracted for and provided by a school corporation, charter school, magnet school, freeway school, or Qualified School, including: (1) individual classes; (2) extracurricular activities or programs; or (3) any additional programs, resources, or staffing defined in the student's education plan. Public schools charter schools, freeway schools, and magnet schools that would like to offer individual courses, programs, or extracurricular activities will be required to provide their school number upon application.

NOTE: Students may not be enrolled in a public school, magnet school, or public charter school as a full-time student and also participate in the Indiana ESA Program. Students previously enrolled in any of these schools should formally disenroll from the school as soon as they decide they will be participating in the ESA Program. Failure to do so could result in inaccurate enrollment data which could affect their ESA account and funding until resolved. Services provided in accordance with an eligible student's IEP, Service Plan or CSEP by the school where the student is actively enrolled, may not be provided at any separate or additional charge to the student. However, if the parent/guardian of the eligible student wishes to supplement services provided in the enrolled school, the eligible student may receive an invoice and provide payment for these additional services.

Occupational Therapy

ESA funds may be used to pay for occupational therapy for a student with a disability, provided by a licensed Occupational Therapist, in accordance with the Eligible Student's individualized education program^{xiii} or service plan^{xiv}.

Transportation

ESA funds may be used to pay for fees for transportation paid to a fee-for-service transportation provider for the Eligible Student to travel to and/or from an approved special education service provider. The term “fee-for-service transportation provider” refers to a transportation agency or entity that provides transportation to and from a Participating Entity.

For billing purposes, a trip is defined as transporting an Eligible Student from the initial point of pick-up to the drop off point at the final destination. Transportation must be the least expensive type of transportation available that meets the needs of the Eligible Student. Trips must be billed according to the level of service rendered and not according to the vehicle type. Providers must bill for all transportation services provided to the same Eligible Student on the same date of service on one invoice. If the Participating Entity makes a round trip for the same Eligible Student, same date of service, and same level of service, both runs should be submitted on the same invoice with two line items to indicate a round trip.

NOTE: Transportation fees are capped at seven hundred fifty dollars (\$750) of the annual grant amount received unless the parent of an Eligible Student receives a waiver from this limit.^{xv}

Additional Services and Therapies

ESA funds may be used to pay for any additional services and therapies in accordance with the Eligible Student’s individualized education program, service plan, or choice scholarship program, or as prescribed by the Eligible Student’s treating physician in accordance with generally accepted standards of care to improve outcomes for the student in addition to any services currently being provided by the school, insurance, or the Medicaid program.

The following is not an exhaustive list of potentially approvable services or therapies:

- Aquatic Therapy
- Music Therapy
- Applied Behavior Analysis
- Mental Health Therapy
- Physical Therapy

Virtual Services

An Eligible Student may only make payments to a Participating Entity via an Education Scholarship Account for the following virtual services:

- Occupational Therapy for a student with a disability, provided in accordance with the Eligible Student’s IEP or service plan, or as prescribed by a treating physician.
- Educational Services for an Eligible Student who is a student with a disability.

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- Tuition and fees to attend training programs and camps that have a focus on vocational skills, academic skills, life skills, independence or soft job skills that are character traits and interpersonal skills that characterize a person's relationships with other people.

Eligible students must be present in-person to receive all other types of Qualified Expenses from Participating Entities.

Other Financial Aid / SGO

An Eligible Student receiving funding from the Indiana Education Scholarship Account (ESA) Program may also qualify for other financial aid, including a Scholarship Granting Organizations (SGO) award, for the same school year. Parents should contact their Qualified School for any questions regarding additional funding sources such as financial aid, scholarships, and/or SGOs.

Medicaid or Other Insurance Payments

Education Scholarship Account funds may be used to supplement pay for expenses that are covered by insurance or the Medicaid program. Payments through these methods must be used first, prior to purchase with ESA funds. Any remaining balance after the service has been processed through insurance or Medicaid may be paid for with ESA funds. Participating entities may not charge both insurance and the Eligible Student for the same invoice line item for the same amount. Co-pays are not considered a Qualified Expense.

Fee Structure

Participating Entities may not charge an Eligible Student participating in the ESA program an amount greater than a similarly situated student who is receiving the same or similar services. All fees and discounts offered by a Participating Entity must be applied uniformly to all students and provided at the time of application. ESA Program Scholarship funds received by an Eligible Student may not be considered for any purpose regarding the calculation of tuition, fees, scholarships, or any other financial aid. Each Participating Entity must set their own charges and fees for services. The ESA Program does not determine or review fee structure for Participating Entities, except for the purpose of ensuring Eligible Students are not being charged more than a similarly situated student.

ix IC 20-51.4-2-6

x IC 20-51.4-5-2

xi IC 20-51.4-2-10

xii IC 20-51.4-2-9

xiii Developed under IC 20-35

xiv Developed under 511 IAC 7-34

xv IC 20-51.4-4-7

CHAPTER 5: CLASSWALLET VIRTUAL ACCOUNT

Establish a ClassWallet Account

ClassWallet is the ESA account management partner. ClassWallet typically takes between 10-14 business days to establish (set up and fund) an account. The Office of the Indiana Treasurer of State will release the funds to ClassWallet into the student account for disbursement. ClassWallet will send an e-mail to ESA parents letting them know when their funds are available and their account balance. (Please add/save “info@classwallet.com” as a safe sender with your email service provider in order to ensure the email is received. Please double check your spam folder if you do not receive an email).

Accessing Your ClassWallet Account

Account Holders can access their student’s ClassWallet account directly from their ClassWallet portal. If you have multiple students within the ClassWallet platform, you may login once and toggle between your children’s ClassWallet accounts, as needed.

Registration in ClassWallet (Participating Entities)

All Participating Entities must be registered with the ESA program and have an account with ClassWallet in order for parents to make payment to them. No payments can be made to a Participating Entity unless they have first established a ClassWallet account.

ClassWallet Customer Support

Families can access FAQs, view on-demand videos, call, email, or chat with a live support member. The ClassWallet customer support team is constantly updating the help center as it responds to inquiries and customer service questions.

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All of ClassWallet’s customer service representatives are bilingual in English and Spanish and are available from 8:00am – 8:00pm (Eastern Time) Monday – Friday and 10:00am – 4:00pm (Eastern Time) Saturday for one-to-one interaction via email, chat and phone.

Payment Process

All payments for Qualified Expenses must be made after services have been rendered. Following each service, an invoice must be provided to the Eligible Student by the Participating Entity. The parent of an Eligible Student is responsible for uploading any invoices into the ClassWallet platform to initiate the payment process. Payments are then reviewed by Account Specialists; once approved, payments are processed via ClassWallet.

NOTE: Upon review from an Account Specialist, any invoice found to contain ineligible line-items or containing insufficient details will be returned to the parent in order for them to follow up with the Participating Entity in order to correct or clarify the invoice. Parents will be informed that we are unable to process the invoice as submitted, and they will need to contact the provider to remedy the issue. Once the information has been included/updated, the parent may resubmit the invoice for review.

Refunds

There may be circumstances where funds need to be returned to an Eligible Student’s account. If this circumstance should arise, the ESA team will notify the Participating Entity via email of the reason for the refund, the exact refund amount, and the student account that should receive the refund, along with any necessary supporting documentation.

Refunds may only be made directly to an Eligible Student’s Education Scholarship Account, and not by any other method.

Quarterly Payment Procedure

Qualified Schools must accept quarterly payments from an Eligible Student’s account. Qualified Schools should provide an invoice containing both the quarterly and annual tuition amounts, including any applicable fees and discounts.

Date	Amount billed
August 18, 2022	25% + any applicable fees
October 1, 2022	25% + any applicable fees
January 1, 2023	25% + any applicable fees
April 1, 2023	25% + any applicable fees

Student Account Freezes

There may be circumstances that require the ESA staff to freeze a student account, at which time parents of Eligible Students will not be able to initiate any payments. Account holders will still be able

to review their current balance, outstanding invoices, and receipts of payments made. If Qualified Expenses are rendered prior to an account freeze and remain unpaid, an Eligible Student whose account has been frozen must contact ESA staff via a support ticket for instructions on how to upload an invoice for said services which may be paid using ESA funds if approved. If any other payments are due for services rendered during the time of the account freeze, the accountholder remains responsible to make payments for any services rendered and may have to use another source of funds other than their ESA. If the determination is made to unfreeze and reinstate the account, parents of Eligible Students may resume payment through the platform.

Prorated Refund of Tuition and Fees at a Qualified School

In the event that an Eligible Student disenrolls from a Qualified School mid-semester and tuition payment has been made for educational services not yet provided, ESA Program staff may submit a request to recoup the prorated amount of tuition and fees paid to the Qualified School and will refund that amount back to an Eligible Student's account.

In this circumstance, the prorated amount will be calculated by the Department of Education based on the student's disenrollment verification. This calculation and the request that follows will be performed and processed by ESA Program staff.

CHAPTER 6: EXPECTATIONS, REQUIREMENTS, AND GUIDELINES

Annual Renewal

An Eligible Student must re-apply for an Education Scholarship Account every year to ensure the student is still eligible for the program and must provide the necessary documentation to show proof of eligibility. Preference for ESA accounts will be provided to students who were account holders the previous year. In addition, the Parent / Emancipated Eligible Student Agreement must be reviewed and signed each year the student is participating in the Education Scholarship Account Program.

As a reminder, parents of an Eligible student or emancipated student must enter into a separate agreement for each child. Education Scholarship Account funds may not be used for anyone other than the Eligible Student for whom the account was created.

Parents of an Eligible Student are not able to renew the scholarship if any of the following apply:

- a. Parent of an Eligible Student fails to complete the renewal process in a timely manner;
- b. The student is no longer a resident of Indiana;
- c. The student fails to take all of the statewide tests/ assessments required for his/her grade level;
- d. The student is more than twenty-two (22) years of age on August 1st in the school year specified;
- e. The student no longer has a disability requiring special education and no longer qualifies for;
 - a. An individualized education program
 - b. A service plan developed under 511 IAC 7-34; or
 - c. A choice special education plan developed under 511 IAC 7-49; or
- f. The student's household income exceeds the limits provided by Indiana Law.

Notification of Residency Status

Parents shall inform the TOS and the Participating Entity of any change in the student's residential address, student's disability status, student's qualification for special education, household income, and or custody status.

Educating At Home

Parents who chose to educate the Eligible Student at home using the Education Scholarship Account Program must know that curriculum and curricular materials are not approved expenses of the Education Scholarship Account Program. This is something parents will have to pay for on their own. Each Eligible Student must obtain a student test number (STN) through the Department of Education prior to application for an Education Scholarship Account.^{xvi}

Required Areas of Study

Part of the money in each student's Education Scholarship Account must be used (A) for the Eligible Student's study in the subject of reading, grammar, mathematics, social studies, or science; or (B) for use in accordance with the Eligible Student's individualized education program; service plan, choice special education plan; or plan developed under Section 504 of the federal Rehabilitation act.

Statewide assessment

Each Eligible Student must take the statewide assessment, as applicable based on the Eligible Student's grade level, or the assessment specified in the Eligible Student's:

- (1) individualized education program;
- (2) service plan
- (3) choice special education plan
- (4) plan developed under Section 504 of the federal Rehabilitation Act of 1973

Graduation/Certificate of Completion

Parents of an Eligible Student shall notify the TOS if an Eligible Student participating in the Education Scholarship Account Program graduates or receives a certificate of completion under the Eligible Student's individualized education program.

Termination of ESA

An Eligible Student's account may be terminated before the end of the school year under certain circumstance. Once the account terminates, any new accounts opened will begin with no balance. The Eligible Student will not be eligible to re-apply for an Education Scholarship Account until the beginning of the next school year.

The agreement may be terminated automatically if;

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1. The Eligible Student no longer resides in Indiana
2. If the account is not renewed within three hundred ninety-five (395) days after the date the account was either established or last renewed. If an account is terminated under this section, money in the Eligible Student's account, including any interest accrued, reverts to the state general fund. The Eligible Student is not entitled to any remaining money once an account terminates, and any new accounts opened will begin with no balance.

NOTE: An Eligible Student may not participate in Indiana ESA program and receive a Choice Scholarship under IC 20-51-4 simultaneously. Eligible Students may not be enrolled in a school that receives tuition support under Indiana Code 20-43. Students who have previously enrolled in a public school, magnet school, or public charter school should contact that school corporation and formally disenroll from the school as soon as they decide they will be participating in the ESA Program. Failure to do so could result in inaccurate enrollment data which could affect their ESA account and funding until resolved.

Freeze of the Account

TOS may freeze any Education Scholarship account that: (1) fails to comply with the terms of IC20-51.4-4-1; (2) fails to comply with applicable laws or regulations; or (3) substantially misuses funds in the account. TOS/Indiana ESA will send written notice to the parent of the Eligible Student stating the reason for the freeze. Parents of the Eligible Student may petition the TOS for redetermination of the decision to freeze an account within 30 days after the date the TOS/Indiana ESA sends notice to the Parent. The petition must contain a written explanation stating why the TOS was incorrect in freezing the account. If the TOS does not receive a timely submitted petition from a parent, the TOS shall terminate the account. The TOS shall review a petition within 15 business days of receipt of the petition and issue a redetermination letter to the Parent of the Eligible Student. If the TOS overturns its initial decision, the TOS shall immediately unfreeze the account. If the TOS affirms the decision, the TOS shall give notice of the affirmation to the parent of the Eligible Student and terminate the account. The Eligible Student is not entitled to any remaining money once an account terminates, and any new accounts opened will begin with no balance.

Tax Exemption

Any distribution of funds made into an Eligible Student's account is considered tax exempt as long as the distribution is used for a qualified expense. The amount is subtracted from the definition of adjusted federal gross to the extent the distribution used for the qualified expense is included in the taxpayer's adjusted federal gross income. Any distributions made to an ESA account or money in the account may not be treated as income or a resource for purposes of qualifying for any other federal or state grant or program administered by the state or political subdivision.

Disputes About Services Provided to Students

Any questions and/or disputes regarding services rendered through the ESA Program are to be handled between the Participating Entity and the parents of an Eligible Student. Any questions and/or disputes between Participating Entity and its subcontractors, independent contractors, or other third parties are

to be handled between the Participating Entity and the subcontractors, independent contractors, or other third parties. The Indiana ESA is not a party to said disputes nor will intervene or interfere with the contractual obligations arising from said agreements. Any Participating Entity found to be in violation of the Participating Entity Agreement may be removed and/or barred from participating in the program.

Online Portal

Parents will agree that payments from a student's ESA funds to Indiana ESA-approved Participating Entities may only be made from the online, ClassWallet portal, and that Parents will not be reimbursed for payments made toward any educational expenses.

CHAPTER 7: APPLICATION PROCESS

Application Process Overview

All parents of Eligible Students and Emancipated Eligible Students must submit an application through the ESA portal. Applicants must submit all requested documentation ([Chapter 2](#)) and sign the Parent Agreement ([Appendix B](#)) in order for their application to be considered complete prior to submission.

NOTE: Only a parent of an eligible student or an emancipated eligible student may establish an Indiana Education Scholarship Account for an Eligible Student. For parents seeking to apply on behalf of an Eligible Student over the age of eighteen (18), the parent will need to also submit proper documentation authorizing them to act on behalf of the adult student. This will likely come in the form of court ordered guardianship.

The application process includes the following steps:

- (1) Visit the [ESA website](#), Applications Page
- (2) Select Eligible Student
- (3) Complete an application (including required documentation and signing the Parent / Emancipated Eligible Student Agreement
- (4) Once approved, parents will need to complete the Special Education Selection Form, indicating where the student will be receiving special education services for the school year. This form will be emailed to the parents upon approval of their application. This completed form will need to be uploaded into the student's account in order to properly calculate the student's grant award amount.
- (5) Upon approval, Parents of Eligible Student and Emancipated Eligible students will receive a link via email to activate a ClassWallet account in order to receive payment. (Please add/save

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“info@classwallet.com” as a safe sender with your email service provider in order to ensure the email is received. Please double check your spam folder if you do not receive an email)

(6) Update information as needed

(7) Renew annually

Step-by-Step Instructions



Click [here](#) or the video above to learn more about how to Apply for an ESA Account!

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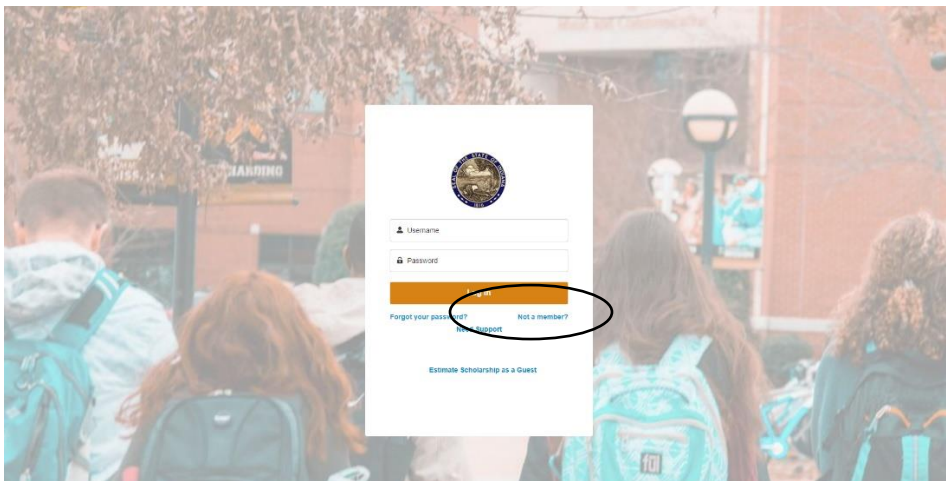
The following is a breakdown of each of the seven (9) steps required in the application process.

Step 1: Select Families Portal.

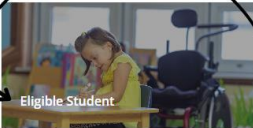
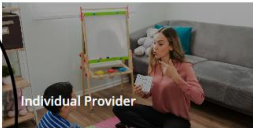


From the applications page of the ESA website, parents of Eligible Students and Emancipated Eligible Students will choose Eligible Student (listed below). The applicant can either click the picture, or the link below that states, “Apply Now.” The applicant will then be led to the registration screen.

Step 2: Register for a User account.

Families will select “**Don’t have an account?**” on the bottom of the login page to begin the registration process.



Eligible Student and Participating Entity Applications are here! Click the button that indicates how you will be participating in Indiana ESA to begin the application process:

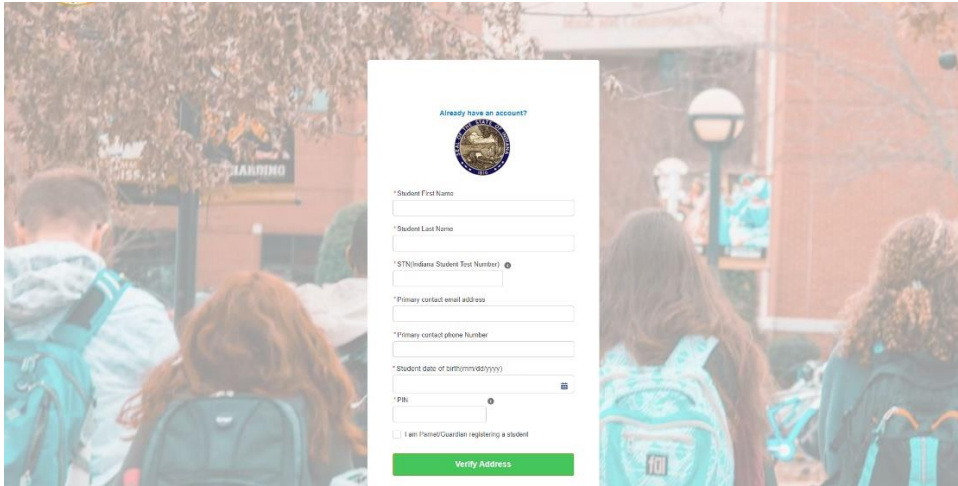
 <p>Eligible Student</p> <p>Click the link below to apply as an Eligible Student</p> <p>Apply Now</p>	 <p>Individual Provider</p> <p>Click the link below to apply as an Individual Provider</p> <p>Apply Now</p>	 <p>Business Entities</p> <p>Click the link below to apply as a Business Entity</p> <p>Apply Now</p>	 <p>Qualified School</p> <p>Click the link below to apply as a Qualified School</p> <p>Apply Now</p>
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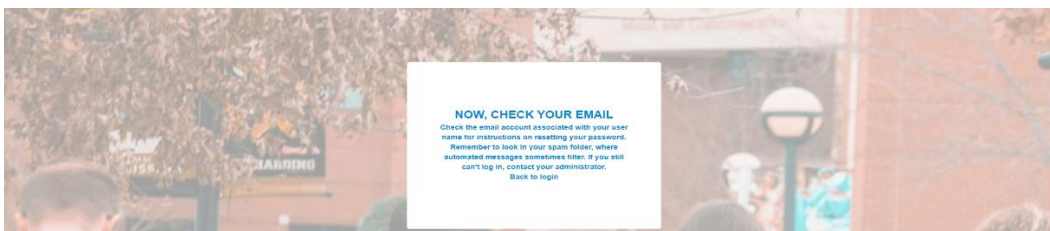
Step 3: Sample of a Family Registration

After entering the required information, parents will then click, “Register.” You must create a four-digit PIN number that will be used at the end of the application to sign the Parent Agreement. Please note that the PIN is being created in order to validate the electronic signature later in the application process. Applicants should remember this number and keep it confidential, as it will be required again to complete the application.

A screenshot of a web registration form for the Indiana ESA portal. The form is overlaid on a background image of students with backpacks. The form includes a header with the text "Already have an account?" and the Indiana state seal. Below this are several input fields: "Student First Name", "Student Last Name", "STN(Indiana Student Test Number)", "Primary contact email address", "Primary contact phone number", and "Student date of birth(mm/dd/yyyy)". There is also a "PIN:" field with a small icon to its right. At the bottom left of the form is a checkbox labeled "I am Parent/Guardian registering a student". A green "Verify Address" button is located at the bottom center of the form.

Step 4: Confirm your Email

Families will receive an email to confirm registration. This email will be from Info@esa.tos.in.gov. If you do not see it within a few minutes of registration, please check your spam filters. You will then click the link in the e-mail as seen in the following image. (Please mark any communications from “****@tos.in.gov” as safe/not spam.)



Step 5: Username

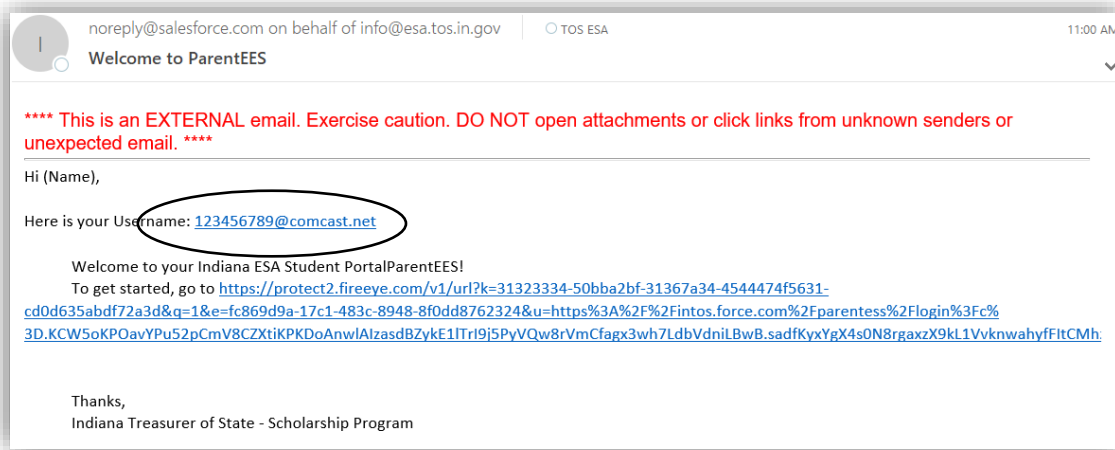
The email sent to confirm registration will also contain a parent’s ESA portal username. The username will consist of the student’s STN, followed by the email provider used at registration.

Examples

“12345@gmail.com”

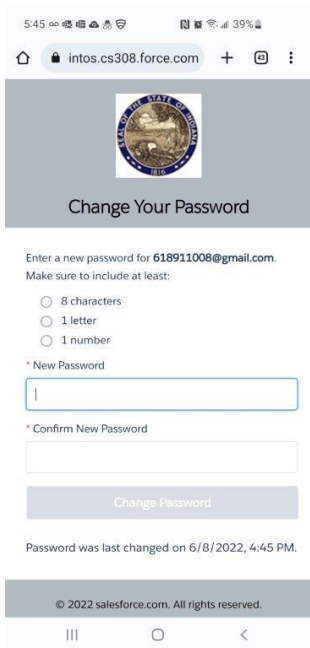
“890123@hotmail.com”

“743974@yahoo.com”



Step 6: Password Creation

Once families click the verification link, they will then be asked to create a password. Applicants should remember this password and keep it confidential, as it will be required again to log-in to the account.



Step 7: Application Walk Through: Proving the Student's Eligibility

During the application process, parents/guardians will be required to respond to several questions related to their relationship to the Eligible Student, Residency, Age and Disability.

Step 8: Uploading Required Documentation

After responding to the application questions, the parent/guardian will be asked to upload the required documentation, based on their responses. Titles of documents will automatically populate based on the responses to the questions asked. However, if a parent/guardian would like to change the type of document to be uploaded, they may do so using the up/down arrow toggle button shown below.

Please upload documents
(The documents part of the application is where documents are uploaded for Indiana ESA Specialists to evaluate a student's eligibility.
These documents must be uploaded annually upon renewal)

Proof of relationship to the student applicant You have indicated your relationship is Natural Parent. This selection requires the following proof Birth Certificate	Upload Proof of Relationship Upload Files Or drop files
*Proof Of Residency Lease Agreement or mortgage executed no less than 183 days prior to applying for the ESA	Upload Files Or drop files
*Verification of Income Paystub	Upload Files Or drop files
*Student Disability Plan Document Individualized Education Program (IEP)	Upload Files Or drop files
*Student Proof Of Age Birth Certificate	Upload Files Or drop files

[Back](#) [Save and Exit](#) [Next](#)

Step 9: Sign the Agreement

Prior to completing the application, and submitting for review, all parents/guardians must sign an agreement attesting that they understand and will adhere to the rules and requirements of the ESA Program. Electronic signature will be collected when the parent types their first and last name, and 4-digit Pin established at registration.

Agreement

(Below is the Indiana ESA agreement. Make sure you read all terms of this agreement before signing. Submitting this application does not promise to award the student an Indiana ESA scholarship. At the bottom of the application, signing requires you to type your full legal name and enter the PIN number you created when you registered. If you are not able to remember the Personal Identification Number you registered, contact us via the Support tab and create a support case.)

Office of the Treasurer of State
Education Scholarship Account Program
One North Capitol Avenue | Suite 900
Indianapolis, IN 46204

PARENT / EMANCIPATED ELIGIBLE STUDENT AGREEMENT 2022 – 2023 School Year

INTRODUCTION

The Indiana Education Scholarship Account ("INESA") program is administered and overseen by the Indiana Treasurer of State ("TOS"). Through the use of dedicated scholarship money, parents of eligible students or emancipated eligible students who participate in the INESA program have the opportunity to choose the educational environment and services that help them best meet their unique learning needs. Scholarship money may be used to purchase approved educational programs, therapies, services, tuition and fees, and other expenses related to the student's education from approved participating entities.

A participating entity is an individual, organization, agency, or other entity authorized by the Indiana Treasurer of State's Office to provide services to INESA students. All participating entities must meet the requirements of the INESA program at the time of application and throughout the duration of participation in the program. Scholarship funds will be deposited directly into each student's account which will be available to parents via a secure online portal. Parents can then make payments directly to participating entities from the student's account; no reimbursements or debit cards will be issued.

The following agreement is for those individuals or entities wishing to be considered as a "participating entity," as defined by IC 20-51.4-2-6, in the INESA program for the 2022-2023 school year. Before you complete the agreement, please do the following:

1. Read through the materials on the INESA website at <https://www.in.gov/tos/inesa>. These materials provide important background on the rules and requirements of the INESA program.
2. Read through IC 20-51.4 as it provides the complete list of rules and requirements for the INESA program.
3. Read and review the Participating Entity Handbook.

ASSURANCES

* FULL LEGAL NAME

COMPLETE THIS FIELD.

Please enter your 4-digit PIN

Back

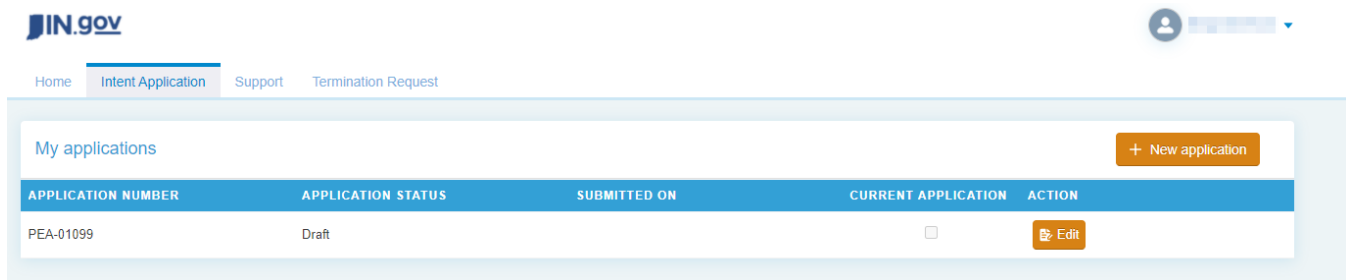
Sign and Save

Understanding Your Application's Status

Once you have started the process of filling out an application, the system will assign a status to your application to help remind you where you are in the process.

Those statuses include:

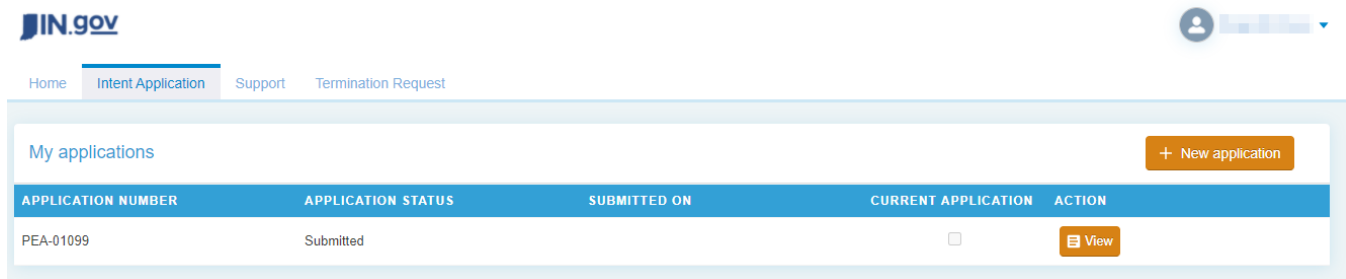
- **“Draft” status:** you have started your application but have not yet submitted it for review.



The screenshot shows the IN.gov website with the 'Intent Application' tab selected. Under 'My applications', there is a table with one row for application PEA-01099. The status is 'Draft' and the action is 'Edit'.

APPLICATION NUMBER	APPLICATION STATUS	SUBMITTED ON	CURRENT APPLICATION	ACTION
PEA-01099	Draft		<input type="checkbox"/>	Edit

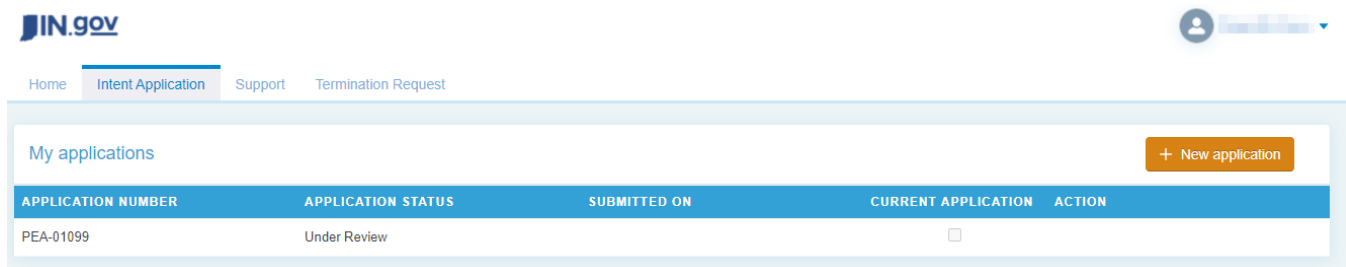
- **“Submitted” status:** you have finished the application, electronically signed the agreement, and clicked to submit your application for review. Submitted applications will have been assigned a unique application number and are not able to be edited.



The screenshot shows the IN.gov website with the 'Intent Application' tab selected. Under 'My applications', there is a table with one row for application PEA-01099. The status is 'Submitted' and the action is 'View'.

APPLICATION NUMBER	APPLICATION STATUS	SUBMITTED ON	CURRENT APPLICATION	ACTION
PEA-01099	Submitted		<input type="checkbox"/>	View

- **“Under Review” status:** ESA staff has started reviewing the application.



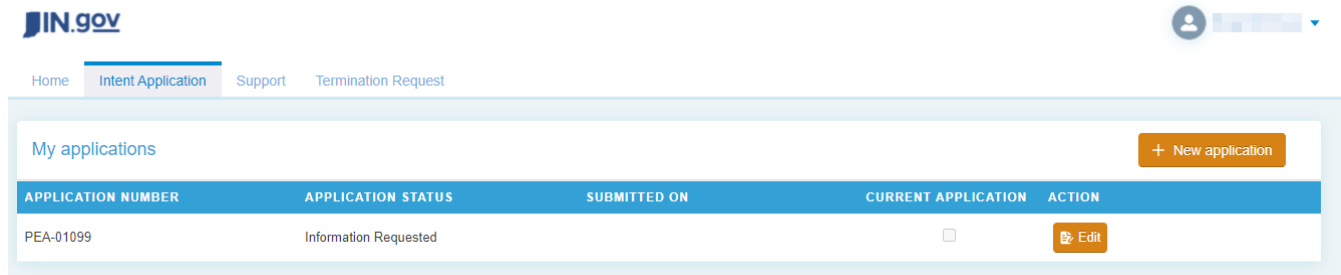
The screenshot shows the IN.gov website with the 'Intent Application' tab selected. Under 'My applications', there is a table with one row for application PEA-01099. The status is 'Under Review' and the action is 'View'.

APPLICATION NUMBER	APPLICATION STATUS	SUBMITTED ON	CURRENT APPLICATION	ACTION
PEA-01099	Under Review		<input type="checkbox"/>	View

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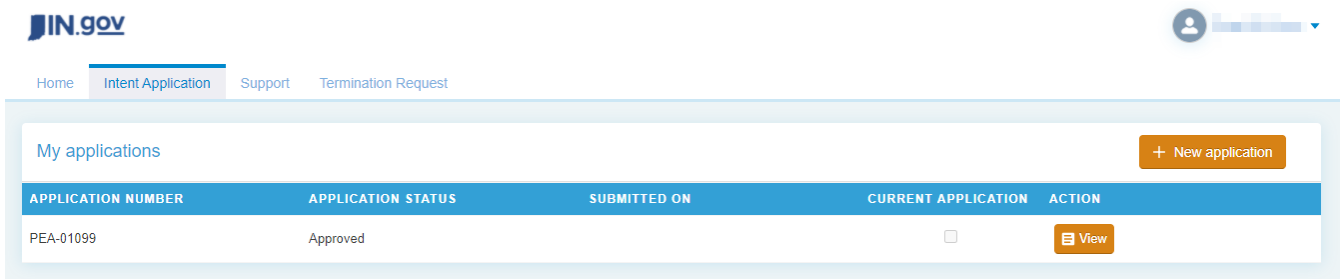
- **“Information Requested” status:** ESA staff requires additional information or documentation to make a determination on your application. An email detailing the required documentation is sent to the email on file for the application.



The screenshot shows the IN.gov website interface. At the top left is the IN.gov logo. To the right is a user profile icon. Below the logo is a navigation menu with 'Home', 'Intent Application', 'Support', and 'Termination Request'. The 'Intent Application' tab is selected. The main content area is titled 'My applications' and includes a '+ New application' button. Below this is a table with the following data:

APPLICATION NUMBER	APPLICATION STATUS	SUBMITTED ON	CURRENT APPLICATION	ACTION
PEA-01099	Information Requested		<input type="checkbox"/>	Edit

- **“Approved” status:** ESA staff has reviewed the application and all the attached documentation and determined the application meets the criteria for approval. Following an approval email, the approved Eligible Student will receive an email from ClassWallet detailing how they may establish their Education Scholarship Account.



The screenshot shows the IN.gov website interface. At the top left is the IN.gov logo. To the right is a user profile icon. Below the logo is a navigation menu with 'Home', 'Intent Application', 'Support', and 'Termination Request'. The 'Intent Application' tab is selected. The main content area is titled 'My applications' and includes a '+ New application' button. Below this is a table with the following data:

APPLICATION NUMBER	APPLICATION STATUS	SUBMITTED ON	CURRENT APPLICATION	ACTION
PEA-01099	Approved		<input type="checkbox"/>	View

Annual Account Renewal

All Eligible Students will need to renew their participation in the Indiana Education Scholarship Account annually. This will entail a thorough review of the Eligible Student’s eligibility documentation. In addition, a Parent/Emancipated Eligible Student Agreement will be distributed to all Account Holders annually for review and signature. Failure to complete these items may result in the revocation of the Eligible student’s status as an Account Holder. school year

In addition to this signed agreement, each Eligible Student must also submit the following annually:

- a. Proof of Residency
- b. Proof of Age
- c. Proof of Income
- d. Proof of Disability

Customer Support

Parents of Eligible Students or Emancipated Eligible Students who have registered with the ESA portal can submit a customer support ticket to resolve an issue or inquiry. Tickets are responded to by Account Specialists daily. Through this portal, parents may request a copy of the electronic signed agreement.

Help Portal Ticket System

Home Intent Application Support

Emma Vise

CONTACT CUSTOMER SUPPORT
TELL US HOW WE CAN HELP.

CONTACT NAME: Emma Vise

CASE REASON: --None--

* STATUS: New

SUBJECT: [Empty]

PRIORITY: Medium

OTHER REASON: [Empty]

CASE OWNER: Emma Vise

DESCRIPTION: [Empty]

NEED ANSWERS FAST?
FIND WHAT YOU NEED HERE.

This link will lead you to Frequently Asked Questions, training videos and other valuable resources:
<https://www.in.gov/tos/inesa/home/resources/>

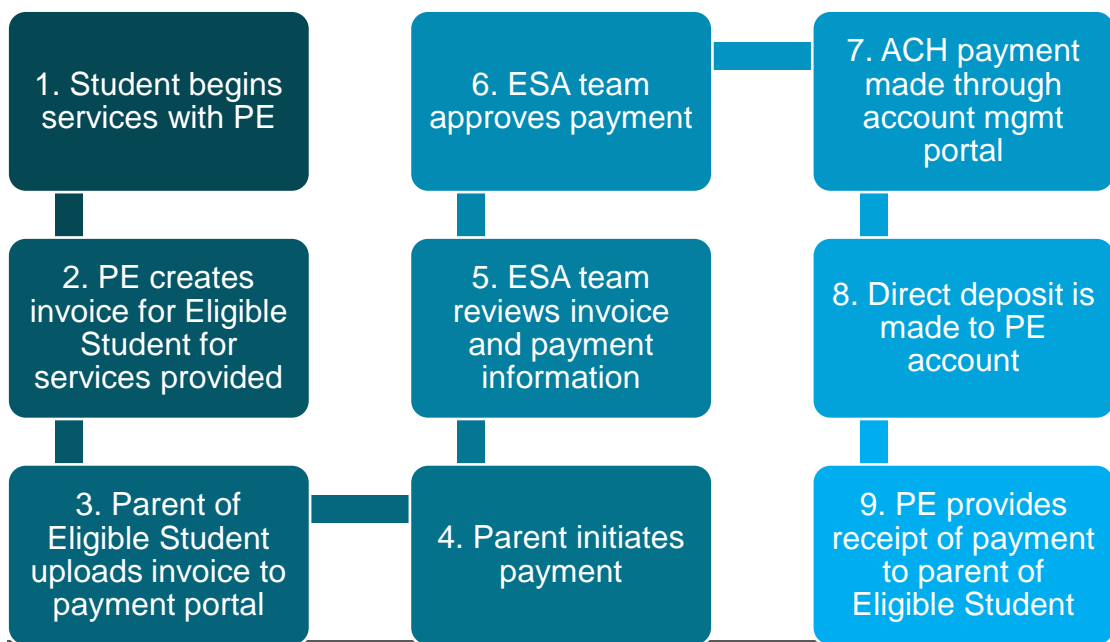
SUBMIT

xvi IC 20-51.4-4-1(h)

CHAPTER 8: MAKING PAYMENT

Payment Process

All payments for Qualified Expenses must be made after services have been rendered. Following each service, an invoice must be provided to the Eligible Student by the Participating Entity. The parent of an Eligible Student is responsible for uploading any invoices into the ClassWallet platform to initiate the payment process. Payments are then reviewed by Account Specialists. Once approved, payments to Participating Entities are processed via ClassWallet.



Invoicing: Parents Responsibility

Parents of Eligible Students or Emancipated Eligible Students must make sure they receive an itemized and detailed invoice from the provider for each Qualified Expense charged for education or related services provided to the Eligible Student. A Participating Entity may use their own current invoice template or utilize the ESA template invoice structure attached to this Handbook as [Appendix D](#). Following payment of each invoice, a Participating Entity must provide receipt of payment to a parent of an Eligible Student.^{xvii}

The invoice provided to Eligible Students who use ESA funds for payment must include the following components:

Indiana ESA

Parents Handbook

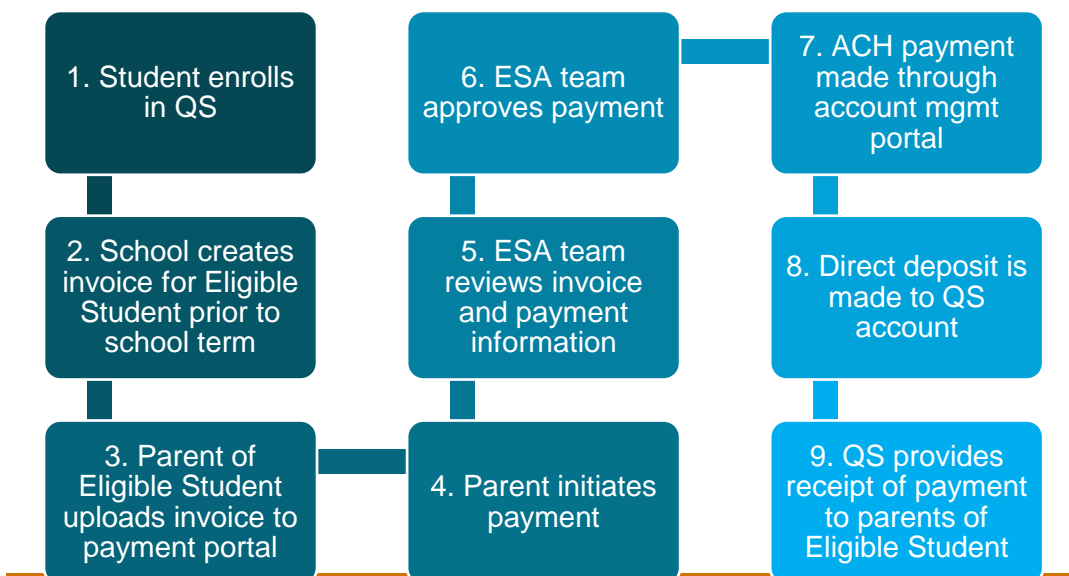
- ✓ Eligible student full, legal first and last name AND STN
- ✓ Date(s) of service
- ✓ Invoice date
- ✓ Itemized list of Qualified Expenses with description
 - Businesses must provide the full legal name of the provider(s)
- ✓ Total amount due
- ✓ Payment due date

ESA funds cannot be used to pay for any expenses that are not deemed Qualified Expenses by ESA staff. Any service or item for which an ESA student is responsible to pay that does not fall under a Qualified Expense category may not be listed on the invoice and must be paid by a source other than the student's Education Scholarship Account.

NOTE: Upon review from an Account Specialist, any invoice found to contain ineligible line-items or containing insufficient details will be returned to the parent in order for them to follow up with the Participating Entity in order to correct or clarify the invoice. Parents will be informed that we are unable to process the invoice as submitted, and they will need to contact the provider to remedy the issue. Once the information has been included/updated, the parent may resubmit the invoice for review.

Tuition and Fees at a Qualified School

Qualified Schools will accept payments through an Eligible Student's account with quarterly disbursements from the Eligible Student's account for the duration of time that the Eligible Student maintains enrollment in the Qualified School.



Waiver of Tuition and Fees

If a Qualified School and parents agree that ESA funds will not be used for tuition and fees, the parties must request a waiver via [Customer Support Ticket Portal](#).

xvii IC 20-51.4-5-5

CHAPTER 9: ESA FUNDING

Annual Grant Calculation

Annual grants are the total amount of funds distributed to Eligible Students per year. They have sole control over how and when these funds will be spent for their education. The annual grant award amounts will be calculated individually for each student upon review and approval of their student application. This calculation is based on two components:

1. 90% of the state tuition support amount allotted to the Eligible Student’s local school corporation
+
2. The calculation of APC (Additional Pupil Count) dollars based on the special education category(ies) of the student (*Please reference [Appendix C](#)*)

School Year 2022-2023		
APC Level I: Severe Disability	APC Level II: Mild and Moderate Disability	APC Level III: Communication Disorders
\$10,575	\$2,657	\$500

A student with multiple disabilities may also receive additional support only if the student also has a Level III secondary disability. A student is only eligible for one of five categories below:

1. \$10,575 (Only Level I)
2. \$11,075 (Level I Primary + \$500 for Level III Secondary)
3. \$2,657 (Only Level II)
4. \$3,157 (Level II Primary + \$500 for Level III Secondary)
5. \$500 (Only Level III)

If the parents of an Eligible Student decide to receive special education services from a Qualified School, or that school’s local public-school corporation, and indicate this selection of the Special Education Selection Form, the APC funds will be designated to that provider. However, if a parent chooses to obtain special education services elsewhere, and indicated this selection on the Special Education Selection Form, the APC dollar amount will be added to the annual grant award and disbursed within the quarterly payments made to Eligible Student accounts.

Disbursements

Disbursements will be made from the state to an Eligible Student’s account in quarterly payments according to the following schedule:

Disbursement Date	Amount
August 18, 2022	25% of total grant award

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October 1, 2022	25% of total grant award
January 1, 2023	25% of total grant award
April 1, 2023	25% of total grant award

Roll Over of ESA Funds from Year to Year

An Eligible Student may roll over up to \$1,000 per year of unused funds to the following year. Any subsequent roll overs can be saved in addition to any previous rollovers that have been made. The roll over will occur just prior to the first school year disbursement in August and will not impact the amount of the total grant award, or the amount of any disbursement.^{xviii}

^{xviii} IC 20-51.4-4-2

APPENDIX A: INCOME GUIDELINES



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Choice Scholarship Program Income Guidelines 2022-2023 School Year

Choice Scholarship Program Income Limits by Household Size	
Household Size	300% of Reduced Lunch Eligibility
	Annual Household Income Limit ¹
1	\$75,424.50
2	\$101,620.50
3	\$127,816.50
4	\$154,012.50
5	\$180,208.50
6	\$206,404.50
7	\$232,600.50
8	\$258,796.50
9	\$284,992.50
10	\$311,188.50

Note: Income levels are determined in accordance with the Income Verification Rules document available at <https://www.in.gov/doe/students/indiana-choice-scholarship-program/>.

¹Add \$26,196 for each additional family member.

APPENDIX B: PARENT / EMANCIPATED ELIGIBLE STUDENT AGREEMENT

PARENT / EMANCIPATED ELIGIBLE STUDENT AGREEMENT

2022 – 2023 School Year

INTRODUCTION

The Indiana Education Scholarship Account (“INESA”) program is administered and overseen by the Indiana Treasurer of State (“TOS”). Through the use of dedicated scholarship money, parents of Eligible Students or Emancipated Eligible Students who participate in the INESA program have the opportunity to choose the educational environment and services that help them best meet their unique learning needs. Scholarship money may be used to purchase approved educational programs, therapies, services, tuition and fees, and other expenses related to the student’s education from approved Participating Entities.

A student will be eligible if they meet specific residency, age, disability, and income requirements. All Eligible Students or Emancipated Eligible Students must meet the requirements of the INESA program at the time of application and throughout the duration of participation in the program. Scholarship funds will be deposited directly into each student’s account which will be available to parents or Emancipated Eligible Students via a secure online portal. Parents or Emancipated Eligible Students can then make payments directly to Participating Entities from the student’s account; no reimbursements or debit cards will be issued.

The following agreement is for those parents of Eligible Students or Emancipated Eligible Students wishing to participate in the INESA program for the 2022-2023 school year. Before you complete the agreement, please do the following:

1. Read and review the materials on the INESA website at <https://www.in.gov/tos/inesa>. These materials provide important background on the rules and requirements of the INESA program.
2. Read and review the Parent Handbook.
3. Read through IC 20-51.4 as it provides the complete list of rules and requirements for the INESA program.

ASSURANCES

As a condition of INESA program, the parent (“Parent”) of an Eligible Student or the Emancipated Eligible Student (“EES”) makes the following assurances:

1. I am the parent or legal guardian of the student described at the end of this agreement with the authority and capacity to act on behalf of the student, or I am the emancipated

- student, as defined by IC 20-26-11-4, described at the end of this agreement, with the authority and capacity to enter into this agreement.
2. I attest and affirm the information provided in this agreement is true and accurate. Any misrepresentation could result in termination of the student's enrollment in the INESA program.
 3. I attest and affirm that I have read and agree to follow all the terms and procedures outlined in the materials listed above in the Introduction section, including the Parent Handbook.
 4. Parent/EES attests that the individual described at the end of this agreement is an Eligible Student, and meets the following eligibility requirements:
 - a. has legal settlement in Indiana;
 - b. is at least five (5) years of age and less than twenty-two (22) years of age on the date in the school year specified in IC 20-33-2-7;
 - c. is a student with a disability at the time the account is established who requires special education and for whom:
 - i. an individualized education program;
 - ii. a service plan developed under 511 IAC 7-34; or
 - iii. a choice special education plan developed under 511 IAC 7-49; has been developed; and
 - d. meets the annual income qualification requirement for a choice scholarship student under IC 20-51-1.
 5. Parent/EES understands, acknowledges, and agrees that an Eligible Student must obtain a student test number (STN) through the Department of Education as described in IC 20-19-3-9.4 in order to participate in the INESA program. (IC 20-51.4-4-1(h))
 6. Parent/EES understands, acknowledges, and agrees that a grant deposited in the Eligible Student's account and any interest that may accrue in the account will be used only for the Eligible Student's Qualified Expenses as defined by IC 20-51.4-2-9 at an INESA approved Participating Entity as defined by IC 20-51.4-2-6. The TOS may request a refund for any funds used beyond those described in the foregoing.
 7. Parent/EES will use part of the money in the account: (A) for the Eligible Student's study in the subject of reading, grammar, mathematics, social studies, or science; or (B) for use in accordance with the Eligible Student's: (i) individualized education program; (ii) service plan developed under 511 IAC 7-34; (iii) choice special education plan developed under 511 IAC 7-49; or (iv) plan developed under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794.
 8. Parent/EES understands, acknowledges, and agrees that any distributions made to an INESA account or money in the account may not be treated as income or a resource for purposes of qualifying for any other federal or state grant or program administered by the state or a political subdivision. (IC 20-51.4-4-12)
 9. Parent/EES understands, acknowledges, and agrees that a student may not participate in the INESA program and receive a Choice Scholarship under IC 20-51-4 simultaneously.
 10. Parent/EES understands, acknowledges, and agrees that an Eligible Student may not participate in the INESA program and be enrolled in a school that receives tuition support under IC 20-43, i.e., a public school.
 11. Parent/EES shall notify the TOS if an Eligible Student participating in the INESA program enrolls in the Choice Scholarship program or in a school receiving tuition support.
 12. Parent/EES understands, acknowledges, and agrees that acceptance of the Choice Scholarship or enrollment in a school that receives tuition support shall result in the

termination of the Eligible Student's INESA account and the loss of any available scholarship funds.

13. Parent/EES understands, acknowledges, and agrees the Eligible Student will take the statewide assessment, as applicable based on the Eligible Student's grade level, as provided under IC 20-32-5.1, or the assessment specified in the Eligible Student's: (A) individualized education program developed under IC 20-35; (B) service plan developed under 511 IAC 7-34; (C) choice special education plan developed under 511 IAC 7-49; or (D) plan developed under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794.
14. Parent/EES understands, acknowledges, and agrees to enter into a separate agreement for each child of the Parent or for each EES; INESA funds may not be used for anyone other than the Eligible Student for whom the account was created.
15. Parent/EES understands, acknowledges, and agrees that not more than one (1) account may be established for each Eligible Student.
16. Parent/EES understands, acknowledges, and agrees that this agreement is valid for one (1) school year while the Eligible Student is in kindergarten through grade 12 and may be renewed annually. Upon graduation or receipt of a certificate of completion under the Eligible Student's individualized education program, the Eligible Student's account is terminated. (IC 20-51.4-4-1(d))
17. Parent/EES shall notify the TOS if an Eligible Student participating in the INESA program graduates or receives a certificate of completion under the Eligible Student's individualized education program. (IC 20-51.4-4-1(d))
18. Parent/EES understands, acknowledges, and agrees that this agreement terminates automatically for an Eligible Student if: (1) the Eligible Student no longer resides in Indiana while the Eligible Student is eligible to receive grants under section 2 of this chapter; or (2) the account is not renewed within three hundred ninety-five (395) days after the date the account was either established or last renewed. If an account is terminated under this section, money in the Eligible Student's account, including any interest accrued, reverts to the state general fund. Parent/EES is not entitled to any remaining money once an account terminates, and any new accounts opened will begin with no balance. (IC 20-51.4-4-1(e))
19. Parent/EES understands, acknowledges, and agrees that an agreement made for an Eligible Student while the Eligible Student is in kindergarten through grade 12 may be terminated before the end of the school year if the Parent/EES notifies the TOS in a manner specified by the TOS. Parent/EES is not entitled to any remaining money once an account terminates, and any new accounts opened will begin with no balance.
20. Parent/EES understands, acknowledges, and agrees that the Eligible Student will not be eligible to re-apply for the INESA until the beginning of the next school year. ((IC 20-51.4-4-1(f))
21. Parent/EES understands, acknowledges, and agrees that the TOS shall freeze any INESA account that: (1) fails to comply with the terms of IC 20-51.4-4-1; (2) fails to comply with applicable laws or regulations; or (3) substantially misuses funds in the account. (IC 20-51.4-4-10(a))
22. Parent/EES understands, acknowledges, and agrees that the TOS shall send written notice to the Parent/EES stating the reason for the freeze. The TOS may also send notice to the attorney general or the prosecuting attorney in the county in which the Parent/EES resides if the TOS believes a crime has been committed or a civil action relating to the account is necessary. (IC 20-51.4-4-10(b))
23. Parent/EES understands, acknowledges, and agrees that Parent/EES may petition the TOS for redetermination of the decision to freeze an account: (a) within thirty (30)

days after the date the TOS sends notice to the Parent/EES. The petition must contain a written explanation stating why the TOS was incorrect in freezing the account. If the TOS does not receive a timely submitted petition from a Parent/EES, the TOS shall terminate the account. The TOS shall review a petition within fifteen (15) business days of receipt of the petition and issue a redetermination letter to the Parent/EES of the Eligible Student. If the TOS overturns its initial decision, the TOS shall immediately unfreeze the account. If the TOS affirms the decision, the TOS shall give notice of the affirmation to the Parent/EES and terminate the account. Parent/EES is not entitled to any remaining money once an account terminates, and any new accounts opened will begin with no balance. (IC 20-51.4-4-10(c))

24. Parent/EES understands, acknowledges, and agrees that a distribution made to an Eligible Student's INESA account is considered tax exempt as long as the distribution is used for a Qualified Expense. The amount is subtracted from the definition of adjusted federal gross income under IC 6-3-1-3.5 to the extent the distribution used for the Qualified Expense is included in the taxpayer's adjusted federal gross income under the Internal Revenue Code.
25. Parent/EES shall inform the TOS and the Participating Entity of any change in the student's residential address, student's disability status, student's qualification for special education, household income, and/or custody status.
26. Parent/EES shall only use INESA funds for "Qualified Expenses" as defined by IC 20-51.4-2-9.
27. Parent/EES understands, acknowledges, and agrees that Parent/EES may make a payment for any Qualified Expense from a source other than the Eligible Student's account. Parent/EES of an Eligible Student is responsible for any amounts not paid from the Eligible Student's account. (IC 20-51.4-4-8)
28. Parent/EES shall not receive a refund of any money paid for from an INESA fund. Any refund provided by a Participating Entity shall be deposited into the Eligible Student's account. No checks or other forms of refunds will be provided to Parent/EES. (IC 20-51.4-4-9)
29. Parent/EES understands, acknowledges, and agrees that payments to INESA approved Participating Entities may only be made from the online portal, and that Parents will not be reimbursed for payments made toward any educational expenses.
30. Parent/EES understands, acknowledges, and agrees that any information regarding services provided by Participating Entities is subject to change, and Parent/EES shall contact the Participating Entity directly to verify the availability of services provided by that Participating Entity.
31. Parent/EES understands, acknowledges, and agrees that any questions and/or disputes regarding services rendered under the INESA program are to be handled between the Parent/EES and the Participating Entity; the TOS is not a party to said disputes nor will the TOS intervene or interfere with the contractual obligations arising from said agreements.
32. Parent/EES understands, acknowledges, and agrees that the terms of this agreement are subject to change at the sole discretion of the TOS and/or as a result of changes in the law. In order to continue participating in the INESA program, Parent/EES agrees to sign an updated agreement upon request of the TOS should there be changes and/or alterations made.
33. Parent/EES understands, acknowledges, and agrees that the annual grant amount is determined using the formula outlined in IC 20-51.4-4-4. The amount of the grant received by the Eligible Student is subject to change each year.
34. Parent/EES understands, acknowledges, and agrees that at the end of the year in which an account is established, the Parent/EES may roll over for use in a subsequent year a

maximum of one thousand dollars (\$1,000). However, for each year thereafter, the Parent/EES of the Eligible Student may roll over one thousand dollars (\$1,000) plus any amount rolled over in a previous year. Any amount over the one thousand dollars (\$1,000) will revert to the state general fund. Parent/EES is not entitled to any remaining money once an account terminates, and any new accounts opened will begin with no balance.

35. Parent/EES understands, acknowledges, and agrees that, notwithstanding 511 IAC 7-34-1(d)(4), a public school is not required to make available special education and related services to an Eligible Student if the Eligible Student receives funds under IC 20-51.4-4-2 and the special education services are provided to the Eligible Student by the Participating Entity. (IC 20-51.4-4-11)
36. Parent/EES understands, acknowledges, and agrees that an Eligible Student may use not more than seven hundred fifty dollars (\$750) of the annual grant amount received each school year for fees for transportation paid to a fee-for-service transportation provider for the Eligible Student to travel to and from an approved service provider. Parent/EES may apply to receive a waiver from the limit imposed on transportation fees described. (IC 20-51.4-4-7)
37. Parent/EES shall supply any Participating Entity providing services to the Eligible Student with any additional documentation required by that entity.
38. Parent/EES understands, acknowledges, and agrees that a Qualified School is under no obligation to provide educational services to a student that has not completed the Qualified School's enrollment process.
39. Parent/EES understands, acknowledges, and agrees that Parent/EES has received and reviewed a written explanation of the authorized uses of the money in the account and the responsibilities of the Parent/EES of an Eligible Student regarding an account established in the INESA program. (IC 20-51.4-4-6)
40. Parent/EES shall review and renew this Parent/EES Agreement annually.
41. Parent/EES understands, acknowledges, and agrees that Parent/EES will not be able to renew the student's scholarship if any of the following apply:
 - a. Parent/EES fails to complete the renewal process in a timely manner;
 - b. The student is no longer a resident of Indiana;
 - c. The student fails to take all of the statewide tests / assessments required for his/her grade level;
 - d. The student is more than twenty-two (22) years of age on August 1st in the school year specified;
 - e. The student no longer has a disability requiring special education and no longer qualifies for:
 - i. an individualized education program;
 - ii. a service plan developed under 511 IAC 7-34; or
 - iii. a choice special education plan developed under 511 IAC 7-49; or
 - f. The student's household income exceeds the limits provided by Indiana law.
42. Parent/EES understands, acknowledges, and agrees that if the Eligible Student or EES student is determined to no longer be eligible to receive special education services, then the Eligible Student or EES's grant amount will no longer include APC dollars. The Eligible Student or EES will remain eligible for the INESA program but will only be able to receive qualified services and therapies as prescribed by the Eligible Student's treating physician in accordance with generally accepted standards of care.

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Printed Name of Parent/EES

Date

Signature of Parent/EES

STUDENT INFORMATION

Name of Student

STN

Date of Birth

Student's Address (Street, City, State, and ZIP)

APPENDIX C: APC FUNDING



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Per Pupil Allocation for Special Education (State Funds only)

State of Indiana; School Year 2022-2023 (December 1, 2022); IC 20-43-7-6

ADJUSTED PUPIL COUNT (AGES 5B-22)*		
APC Level I: Severe Disabilities \$10,575	APC Level II: Mild and Moderate Disabilities \$2,657	APC Level III: Communication Disorders \$500
Multiple Disabilities Orthopedic Impairment Blind or Low Vision Deaf or Hard of Hearing Emotional Disability/Full Time Placement Severe Intellectual Disability Deaf-Blind Autism Spectrum Disorder Traumatic Brain Injury	Emotional Disability/All Other Placements Specific Learning Disability Developmental Delay (Ages 5B-8 only) Mild Intellectual Disability Moderate Intellectual Disability Other Health Impairment	Language or Speech Impairment
* Students aged 5B turned five between December 2, 2021 up to and including August 1, 2022 (kindergarten eligible). Per pupil allocation is based on the primary disability and an additional count of students with a secondary disability of Language or Speech Impairment. Amounts are conditional on state budgetary availability.		

PRESCHOOL COUNT (AGES 3-5A)†
All Disabilities \$3,465
† Students aged 5A turned five between August 2, 2022 up to and including December 1, 2022. Amount is conditional on state budgetary availability.

APPENDIX D: SAMPLE INVOICE

Dunder Mifflin Education & Therapy Center

123 Anywhere St.,
Any City, IN 12345
123-456-7890

Invoice

Invoice Date: May 15, 2022
Due Date: May 25, 2022

Invoice To:
DWIGHT SCHRUTE

Date of Service	Item Description	Price per hour	Qty	Subtotal
5/13/22	Two hours of ABA Therapy - Provider: Pamela Halpert	\$50.00	2	\$100.00
5/13/22	3 hours of Math Tutoring - Algebra	\$40.00	3	\$120.00
5/13/22	3 hours of Science Tutoring - Biology	\$40.00	3	\$120.00
Subtotal				\$340.00
Tax				\$0.00
Total				\$340.00

Thank you for your purchase!

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CENTER