



Using Your Step Up for Students Funds

A parent guide to FES-UA and PEP services at Bright Future Psychology

Start here

Contact Bright Future Psychology before reserving funds. We will confirm the appropriate service, current fee, and the exact EMA Marketplace listing to select.

Two Programs

Both programs use an education savings account (ESA), but their eligibility rules and allowable expenses differ.

FES-UA	PEP
Family Empowerment Scholarship for Students with Unique Abilities. Designed for eligible students with an appropriate IEP or qualifying diagnostic documentation.	Personalized Education Program. Designed for eligible students whose families direct a personalized educational program outside full-time public-school enrollment.
May support eligible evaluations, testing, counseling, therapy, tutoring, coaching, educational services, and materials when allowed by current program rules.	May support eligible testing and assessment, tutoring, educational programs, services, and materials. PEP students must maintain an annual Student Learning Plan and meet annual assessment requirements.

Services at Bright Future Psychology

Depending on the student, scholarship program, approved service category, available balance, and current EMA listings, eligible funds may be available for:

- Psychological, diagnostic, cognitive, and psychoeducational evaluations
- Evaluations for autism, ADHD, dyslexia and other learning disorders, developmental concerns, giftedness, and related needs
- Counseling, educational consultation, executive-function support, and parent or caregiver coaching when approved under the applicable program

Before You Reserve Funds

- Confirm that the scholarship is active and funded in EMA.
- Check the student's available balance.
- Complete a free consultation with Bright Future Psychology and obtain the agreed service and fee.

Important for PEP families

An annual Student Learning Plan is required, and renewal students must meet the program's annual assessment requirements. Confirm that required information has been submitted in EMA so funding is not delayed.



How to Reserve Funds in EMA

Direct payment through the EMA Marketplace

Have this information ready

Student name • scholarship program • available balance • agreed service • agreed fee • Bright Future Psychology

Choose the Correct EMA Service

Bright Future Psychology will confirm which listing and quantity to select before you reserve funds.

EMA listing	Use this for	Rate
Specialized Services (Psychotherapy/Counseling)	Counseling or psychotherapy	\$220/session
Part-Time Tutoring Services	Executive-functioning coaching	\$220/hour
Testing and Assessments	Diagnostic evaluation	\$1,700 fee
Testing and Assessments	Dual diagnostic evaluation	\$2,400 fee
Testing and Assessments	Comprehensive evaluation	\$3,500 fee
Testing and Assessments	Additional testing or a customized amount, when directed by our office	\$250/hour

1. **Contact Bright Future Psychology first.** Complete the consultation and confirm the exact evaluation or support service, fee, and EMA listing.
2. **Log in to your EMA account.** Use the Step Up for Students Education Market Assistant portal and select the correct scholarship student.
3. **Open Marketplace.** Choose Marketplace from the left menu, then select Find Providers.
4. **Search for Bright Future Psychology.** Search by provider name. Open the provider profile and confirm the service location and listing.
5. **Select the agreed service.** Choose only the service confirmed by our office. Review the description, quantity, and amount before continuing.
6. **Add the service to your cart.** Select the quantity directed by our office—usually one complete service order unless we advise otherwise—and choose Add to Cart.
7. **Review the shopping cart.** Confirm the student, provider, service, quantity, and total. Make sure the student has enough available funds.
8. **Select Reserve Funds.** Choose Reserve Funds, check Yes to allow Step Up for Students to share your contact information with the provider, and select Confirm.
9. **Save the confirmation.** Take a screenshot or save the confirmation details for your records.
10. **Contact our office to schedule.** Once the reservation appears in EMA, Bright Future Psychology can confirm scheduling and next steps.

What reserving funds means

Reserved funds are set aside, not paid. For counseling or executive-functioning coaching, families may reserve several sessions at once after confirming the quantity with our office. We invoice only for sessions after they occur. Families may cancel unused reservations in EMA. Step Up for Students reviews and pays for completed services.



After Funds Are Reserved

What parents can expect next

Direct-Payment Timeline

- **Reservation confirmed:** Funds appear as reserved for the selected Bright Future Psychology service.
- **Appointment scheduled:** Our office confirms intake, testing, forms, and any records needed.
- **Service provided:** The evaluation or support service is completed according to the agreed plan.
- **Provider invoice submitted:** Bright Future Psychology enters the service dates and submits the invoice in EMA.
- **Step Up review and payment:** The EMA status may move from Pending to In Process, Approved, and Paid.

If You Prefer Reimbursement

Families may choose to pay an eligible expense out of pocket and request reimbursement through EMA. Before paying, confirm that the service and provider meet the current requirements for your scholarship program.

- Pay Bright Future Psychology and obtain an itemized invoice showing the student, service, service dates, amount, and paid status.
- Keep proof of payment and any supporting documentation required by the purchasing guide.
- Log in to EMA and submit a reimbursement request under the correct student, scholarship year, and expense category.
- Upload clear, complete documents and monitor EMA for an approval, denial, or request for more information.

Allow time for review

Step Up for Students advises families that reimbursement requests may take up to 60 days after all required documentation is received. If a request is placed on hold, the review period may restart after the missing information is supplied.

Important Reminders

- Reserved funds are tied to the selected student, provider, service, quantity, and amount.
- Direct-payment services must be performed before the provider invoices EMA.
- Eligibility and payment decisions are made by Step Up for Students, not Bright Future Psychology.
- Program rules, service listings, required documentation, deadlines, and funding amounts can change.

Need Help?

Bright Future Psychology can help you identify the appropriate service and fee before you reserve funds. For scholarship eligibility, account status, purchasing rules, or an EMA decision, contact Step Up for Students directly.

Bright Future Psychology

(239) 326-3580

info@brightfuturepsychology.com

brightfuturepsychology.com

Step Up for Students

1 (877) 735-7837

stepupforstudents.org

EMA: scholarship portal