



Children's Scholarship Fund

# **Children's Scholarship Fund NYC Homeschool Scholarship Parent Handbook**

2023-2024

Website | [nyc.scholarshipfund.org](http://nyc.scholarshipfund.org)  
Phone | 212.515.7137  
Fax | 212.515.7111  
Email | [nycapprovals@scholarshipfund.org](mailto:nycapprovals@scholarshipfund.org)

# Table of Contents

<b>Introduction</b>	4
About CSF and the NYC Homeschool Scholarship Pilot Program	4
Eligibility	4
How to Apply	5
Annual Requalification	5
<b>Allowable Use Categories for CSF Homeschool Scholarships</b>	6
Tuition/Fees at a private institution	7
Tuition/Fees for Non-Public Online Learning Programs	7
Tutoring Services	7
Textbooks, Curriculum, or Other Instructional Materials	7
Computer hardware or other technological services and devices	8
Educational Software and applications	8
Standardized Testing Fees	8
<b>Prohibited Use of CSF Funds</b>	8
<b>ClassWallet Information</b>	10
<b>How to Access ClassWallet</b>	10
Log in to ClassWallet	10
What if I have multiple children with CSF homeschool scholarship	10
<b>How to Contact ClassWallet</b>	10
<b>How to shop ClassWallet Online Marketplace</b>	10
Paying an invoice directly from your student's CSF homeschool scholarships	11
<b>How to Cancel an Order</b>	11
<b>How to return a Marketplace Order for Refund</b>	11
How to return a ClassWallet Marketplace Order	11

<b>Tutorials</b>	12
<b>How to approve your Education Service Provider or Vendor</b>	12
<b>Requirements of Education Service Providers</b>	13
<b>Education Service Provider Types</b>	13

## Introduction

### About Children's Scholarship Fund and the NYC Homeschool Scholarship Pilot

Children's Scholarship Fund (CSF) is a 501 (c)(3) organization founded in 1998 by Ted Forstmann and John Walton to expand educational opportunity for all children. Since its inception, CSF has awarded scholarships worth \$989 million dollars to 200,750 deserving children and their families so they can benefit from an education that best meets their needs, regardless of their ability to pay or where they live. CSF has partner programs in 23 cities and areas nationwide.

As part of our mission to expand educational opportunity, CSF started a pilot program in 2023-24 to offer a limited number of privately-funded homeschool scholarships for eligible homeschooling families in New York City.

CSF's homeschool scholarships are awarded based on eligibility and available funding. Families awarded homeschool scholarships will pay for educational services and expenses through a digital wallet provided by CSF and hosted by ClassWallet.

### Eligibility

To be eligible:

- 1 You must be a New York City resident.
- 2 To be eligible for a 2023-24 scholarship, your child must be at least 5 years old by December 31, 2023 and entering Kindergarten-8th grade (a 2022-23 report card is required for children entering 1st-8th grades).
- 3 Your family's income must be at or below the income guidelines shown in the chart below:

<b><i>Maximum Income Based on Total Annual 2022 Income</i></b>	
<b><i>House size</i></b>	<b><i>Maximum Eligible Income</i></b>
<b>Two</b>	<b>\$49,437</b>
<b>Three</b>	<b>\$62,181</b>
<b>Four</b>	<b>\$74,925</b>
<b>Five</b>	<b>\$87,669</b>
<b>Six</b>	<b>\$100,413</b>
<b>Seven</b>	<b>\$113,157</b>
<b>Eight</b>	<b>\$125,901</b>
<b><i>For Each Additional Family Member</i></b>	<b>Add \$12,744</b>

## How to Apply

- 1 Email Children's Scholarship Fund to request a homeschool pre-application link to determine your eligibility.
- 2 If eligible, you will be invited via email to submit a full application online. You will be required to submit:
  - financial documents (Federal Tax Form and/or other proof of annual income),
  - a copy of your homeschooling letter of intent with proof of receipt from the NYC Department of Education and,
  - a copy of your Individualized Home Instruction Plan (IHIP), with proof of receipt from the NYC Department of Education.

Your homeschool scholarship application will not be considered until your application is completed and you have submitted the required documents.

## Annual Requalification

Each spring, you will be notified by email when the requalification process opens. To renew your scholarship for the new school year, you will need to submit up-to-date financial and homeschooling information so CSF can confirm you are still eligible for the program. Watch out for emails regarding requalification in the Spring of 2024.

## Allowable Use Categories for CSF Homeschool Scholarships

Parents and/or guardians of CSF Scholars using homeschool scholarships MUST AGREE TO USE FUNDS DEPOSITED INTO THE ACCOUNT ONLY FOR QUALIFYING EXPENSES used to meet the individual educational needs of the eligible student. Parents may make payments out of their own funds for the costs of educational goods and services not covered by the funds in the eligible student's scholarship. Deposits of personal funds into the digital wallet shall not be permitted.

The following categories of items and services are approved uses for CSF funds:

- a Tuition and fees at a learning resource center, learning pod, co-op, microschool, etc.
- b Tuition and fees for non-public online learning programs.
- c Tutoring services provided by an individual or a tutoring facility.
- d Textbooks, curriculum, or other instructional materials, including, but not limited to, any supplemental materials or associated online instruction required by either a curriculum or an education service provider.
- e Computer hardware or other technological services and devices that are primarily used to help meet a CSF Scholar's educational needs.
- f Educational software and applications.
- g Fees for nationally standardized assessments.

### a. Tuition/Fees at a private institution

Tuition and fees associated with programs, courses, or classes offered at a private institution such as a learning resource center, learning pod, co-op, microschool, etc. **Note: Tuition/fees at a traditional private school are not eligible expenses for homeschool scholarships.**

### b. Tuition/Fees for Non-Public Online Learning Programs

Online learning occurs when courses take place online instead of in a physical classroom. Online courses may include science, mathematics, language, government, history, health, reading, writing, spelling, art and music, or may be a holistic comprehensive online school program.

### c. Tutoring Services

Tutoring services provided by a certified/accredited individual, who is not the parent or guardian, or a tutoring facility in the core knowledge domains that include science, mathematics, language, government, history, health, reading, writing, spelling, and an exposure to and appreciation of art and music.

### d. Textbooks, Curriculum, or Other Instructional Materials

Textbooks, curriculum, or other instructional materials, including, any supplemental materials or associated online instruction required by either a curriculum or an education service provider.

Curriculum is defined as the lessons and academic content taught in a specific course, program, or grade level.

CSF will determine whether textbooks, curriculum, or other instructional materials, and supplemental materials selected fall within the core knowledge domains of: science, mathematics, language, government, history, health, reading, writing, spelling, and an exposure to and appreciation of art and music.

CSF may request to view curriculum, program, or grade level learning expectations to ensure compliance.

- Books – textbooks, workbooks, educational study materials, etc.
- Digital material - e-textbooks, e-workbooks, e-tests, educational videos, etc.
- Musical instruments - when required by a curriculum or education program

### e. Computer hardware or other technological services and devices

Computer hardware, or other technological services and devices include but are not limited to:

- Device - “Computer device” such as a Laptop, Macbook Pro, iPad Pro, or Desktop Computer.
- Device - Digital periphery - external devices, printer, mouse, webcam, and microphones.
- Please note: Internet connectivity is not an eligible expense for NYC homeschool scholarships. General household internet is NOT allowed. A “hot-spot” device that provides internet access for the individual student is NOT allowed. Cell phones and cell phone plans are NOT allowed.

### f. Educational software and applications

Educational software and applications built for student educational purposes, not entertainment.

### g. Standardized Testing Fees

- Fees for nationally standardized assessments

**Acceptable standardized tests include, but are not limited to:**

- California Achievement
- NWEA/MAP
- CLT (Classical Learning Test)
- ERB – Milestone
- ERC – CT
- Iowa – Test of Basic Skills PSAT
- SAT
- Stanford Achievement Test Terra
- Nova



## Prohibited Use of CSF Funds

CSF funds are strictly prohibited from being used on the following items.

- Blades or knives or items with blades or knives
- Cell phones and cell phone plans.
- Clothing, footwear, and backpacks
- Equipment for sport of physical education
- Farm Equipment and Housing for Live Animals – for example, tools including gas and electric power tools, car/truck batteries, solar panels, green houses, large/family size hydroponic units (small/single user/science experiment/study type unit is ok), plants, potting soil, plant food, sand, chicken coops, animal bedding, animal care, or animal processing equipment.
- Family or youth memberships – for example gyms, museums, YMCAs, or other facilities.
- Field trips including museum and zoo visits; theme park admissions, and annual passes.
- Food - for example, candy, gum, culinary ingredients, or pre-measured “do-it-yourself ingredient kits.”
- General group instruction in physical fitness, athletic programs, after school programs, and summer camps.
- Household items - Electronics – for example, solar panels, digital routers, digital radios, radio scanning devices/base stations, surround sound systems, televisions, and t-shirt screen printing machines.
- Household items - Furniture - for example items such as desks, chairs, book cases, couches, and tables.
- Household items - Miscellaneous - for example, kitchen appliances, cookware, sewing machines, buckets, toilet paper, paper towels, tissue paper, cleaning products, disinfecting wipes, and large storage crates.
- Live animals or feed for live animals.
- Medical equipment - for example, CPR/first aid training dummies, first aid kits, bandages, and other first aid consumables and supplies.
- Paying for the parent or guardian’s time or expenses.
- Recreational items - for example in-ground or above-ground swimming pools, pool tables, jacuzzis, bouncy houses, bicycles, roller-blades, trampolines, and inflatable slides.
- Ride services such as Uber and Lyft.
- Theme-park admissions or annual passes.
- Tools, including gas or electric powered gardening tools
- Toys - For example, items such as Legos, action figures, toy cars/trucks, and remote-controlled vehicles.
- Transportation costs; including gas or mileage.

## ClassWallet Information

ClassWallet is the digital wallet platform used for CSF homeschool scholarships. Helpful tutorials are available at <https://classwallet.my.site.com/classwallet/s/>!

Parents can make tuition payments, purchase educational items, and pay for other education-related expenses directly through the **ClassWallet Marketplace**.

## How to Access ClassWallet

### Log in to ClassWallet

You can access your CSF homeschool scholarship through the digital wallet by logging in at: <https://app.classwallet.com/login>. You will receive further login instructions by email.

### What if I have multiple children with CSF homeschool scholarships?

If you have multiple children receiving CSF homeschool scholarships, you can log in once and switch between your children's accounts when issuing payments. You can view the step-by-step instructions at [Switch Child Accounts](#).

## How to Contact ClassWallet

You can access FAQs, view on-demand videos and chat with a live support member at <https://kleo.force.com/classwallet/s/>.

ClassWallet can be reached at 1-877-969-5536 or via email at [help@classwallet.com](mailto:help@classwallet.com).

Customer service hours are Monday through Friday from 8am to 8pm EST and Saturday from 10am to 4pm EST.

## How to Shop the ClassWallet Online Marketplace

The digital wallet allows parents to purchase materials necessary for their students' education directly from the online marketplace of pre-approved online vendors.

Please note that CSF funds may not be used to purchase items or services that are prohibited uses of CSF homeschool scholarships.

Learn more about the ClassWallet Marketplace at [Marketplace Tutorial](#).

## Paying an invoice directly from your student's CSF homeschool scholarships

If your child's education service provider is registered on ClassWallet, you can find them by clicking "Pay Vendor" on the ClassWallet portal homepage. All you need is a PDF, JPEG, or PNG file of the **invoice, statement, or other supporting documents**. Each invoice or statement must contain at a *minimum* these required fields:

- Provider/Vendor/School Name
- Date of the Invoice/Receipt
- Name of Student
- Description of the Item or Service Provided/Purchased
- Dates of Services (if applicable)
- Amount Due and Payment Date

You can view the step-by-step instructions and watch a short 2-minute video at [Paying Tuition](#).

**IMPORTANT: No handwritten documentation will be accepted.**

## How to Cancel an Order

When placing an order in the Marketplace, you can Cancel an order, even if it is in *Pending* status and (if applicable) is in your Approver's view.

If an order shows that it is in *Pending* status, it is now cancellable. If an order has moved to Approved status, it is currently NOT cancellable.

To locate your orders, simply look in your menu for Manage orders and click on it.

Click here for complete details on how to cancel an order:

<https://kleo.force.com/classwallet/s/article/Cancelling-Orders>.

## How to Return a Marketplace Order for Refund

All requests for return of items must be processed through ClassWallet. When an item is returned, the returning funds must be returned directly to the student's CSF account only.

### How to return a ClassWallet Marketplace Order

If you have received an order that was damaged or not matching the description of your purchase, we apologize for this rare occurrence. In this instance, please reach out to [help@classwallet.com](mailto:help@classwallet.com), and they will be happy to assist with the return process.

Please be sure to include:

- Your name
- Email
- Purchase order # / Order #
- Order date
- Specific items returned / cancelled
- The reason for the return

## Tutorials

To learn more about the basics of ClassWallet, please visit the ClassWallet Knowledge Base at <https://classwallet.my.site.com/classwallet/s/> or contact ClassWallet at 1-877-969-5536. The ClassWallet Knowledge Base contains answers to common questions, helpful “how-to” articles and video tutorials. Please note, the ClassWallet Knowledge Base includes some information pertaining to other scholarship programs that is not indicative of all of the services available through ClassWallet for CSF homeschool scholarships.

## How to approve your Education Service Provider or Vendor

If there's an education provider or vendor you want to work with, but you do not see them on the ClassWallet Marketplace, please share our education provider flyer with them so they can take the necessary steps to register as an approved education provider. You can find the provider flyer with the registration instructions [here](#).

## Requirements of Education Service Providers

CSF shall not exclude, discriminate against, or otherwise disadvantage any education service provider with respect to programs or services based in whole or in part on the provider's religious character or affiliation, including religiously based or mission-based policies or practices. Prospective education service providers wishing to receive payments from CSF must agree to certain conditions:

- 1 A Provider must submit the CSF homeschool scholarship provider application / registration form accurately and in full.
- 2 A Provider must agree not to refund, rebate, or share CSF funds directly with CSF parents or students in any manner.
- 3 Refunds must be remitted or refunded to the student's CSF digital wallet within 30 days.
- 4 A Provider must comply with applicable anti-discrimination laws and applicable background check laws.
- 5 A Provider must provide documentation of the processes used by you, the Education Service Provider, to ensure a safe learning environment. For example, you may upload/provide a copy of your background check policy or other documentation.
- 6 Providers MAY NOT ask for or require a parent to provide the username and/or password to their CSF scholarship. Providers should never access the student's digital wallet for any reason.

## Education Service Provider Types

Education service provider types include:

- Virtual Programs: Private educational programs that deliver K-12 instruction (education) entirely online.
- Learning Center: This category is for institutions that provide courses, classes, and tutoring (includes learning resource centers, learning pods, co-ops, microschoools, etc.).
- Tutor: This category is for providers who have a valid state, national, or regional credential such as a state teaching certificate, college degree, or higher. Examples of tutoring include but are not limited to: science, mathematics, language, government, history, health, reading, writing, spelling, art, music, or similar subjects.
- Retailer: This category is for Educational Software Vendors, Textbook, Curriculum and Instructional Materials Vendors, and Standardized Test Vendors.