



**Children's Scholarship Fund**

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

**2024-2025**

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## Introduction

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

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 \$1.15 billion dollars to 217,434 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 24 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. To receive payment from a CSF homeschool family, education providers must meet the requirements explained below.

## 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-8 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, microschools, 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.

## Education Service Provider Registration

Families will access CSF funds and make payments for services and materials through ClassWallet, a digital wallet and payment platform, with oversight by CSF.

**In order to receive payment from CSF, education service providers are required to complete the following steps:**

**Step 1.** Complete the registration [form here](#), including uploading your credentials.

**Step 2.** After your application is approved by CSF, you will receive an email with a link to the ClassWallet website and the required next steps. Follow the instructions in that email to set up your ClassWallet account.

### Fees

ClassWallet transactions are subject to a 2.5% processing fee, which is the responsibility of the education service provider.

### Help and Tips

For help entering your information and/or credentials through ClassWallet, contact [help@classwallet.com](mailto:help@classwallet.com) or 877-969-5536.

For questions about CSF homeschool scholarships, contact us at [nycapprovals@scholarshipfund.org](mailto:nycapprovals@scholarshipfund.org).

Be sure to add [nycapprovals@scholarshipfund.org](mailto:nycapprovals@scholarshipfund.org), [info@classwallet.com](mailto:info@classwallet.com), and [automation@app.smartsheet.com](mailto:automation@app.smartsheet.com) to your safe sender list.

### Denial of Application

In the event that an application is denied in Step #1, CSF will communicate the reason for the denial in the denial notification and the provider may reapply. Reasons why an application might initially be denied include but are not limited to incomplete or missing credentials or inaccurate or missing information. In such cases, CSF will identify the deficiency and request that the applicant correct and resubmit the application. If an applicant will not or cannot provide the required information the applicant may be deemed ineligible to participate in the CSF homeschool scholarship program.

## 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, Kindle or Desktop Computer. (Per program requirements, homeschool accounts shall be limited to 1 computer device every 2 years).
- 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
- ERB – CTP
- 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; 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, 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, remote-controlled vehicles, slime, sewing kits, building blocks, and board games.
- Transportation costs; including gas or mileage

## Providing Invoices for CSF

To receive payment from CSF, Providers are required to furnish supporting documentation to parents of eligible students. Invoice, statement, or other supporting documents for amount due must be uploaded into ClassWallet by parents in PDF, JPEG, or PNG file format. All invoices must include:

- Dates of Service if applicable
- Payment Date & Amount Due
- Provider name
- Receipt Date
- Student Name
- Service or Item Provided/Purchased

No handwritten documentation will be accepted.

## Processing Refunds to CSF

### CSF PROVIDER REFUND POLICY

#### General

CSF funds should not be refunded, rebated, or shared with a parent, guardian, or CSF Scholar in any manner.

#### Policy

Education service providers shall not refund, rebate, or share CSF funds directly with parents or guardians. In the event that a refund or rebate for goods or services purchased with CSF funds is necessary, CSF funds shall only be returned to the eligible student's CSF account (digital wallet) within 30 days.

#### Processing a Refund

To process a refund of CSF funds that were paid to a Provider using the ClassWallet digital wallet platform, the provider must:

- Issue a check to ClassWallet for the refunded amount by student.
- Make the check payable to: **Kleo Inc. DBA ClassWallet.com.**
- Include the Order ID Number and student name in the check memo.
- Include a letter with the check to ClassWallet which includes the Order ID Number, the name and email address of the parent who made the payment, and the student's name in the letter.

ClassWallet will receive the refund and credit the payment back to the student's account.

#### ClassWallet Address

Kleo Inc., DBA ClassWallet 6100  
Hollywood Blvd. Suite 108  
Hollywood, FL 33024