

# Empowerment Scholarship Account

## ESA Monthly Newsletter

3/15/2018

### Issue 3

Our email system has been upgraded but you **must** still use [ESA@azed.gov](mailto:ESA@azed.gov) for all communication concerning the ESA Program. If you receive an email from [ESA.Communications@azed.gov](mailto:ESA.Communications@azed.gov), please **DO NOT REPLY**. Create a new email and reference the IR number from the previous email. If this email is used to send in important documents, ESA will **NOT** receive the emails and this could affect your account. Continue to send all documents to [ESA@azed.gov](mailto:ESA@azed.gov).

There have been questions about paying for club sports as extra-curricular activities. This is not an allowable expense. The following is the definition for a club sport: a recognized student organization, which exists to promote and develop interest in a sport or physical activity. A Club may be

instructional, recreational or competitive, or may be involved in any combination of these elements. Club Sports are strictly voluntary, competitive leagues often requiring travel for competition and tournaments and to assist players in being recruited for college sports.

#### Transaction Fees

PayPal, Square, Venmo and credit card transaction fees are now allowed, after discussion with our legal department. These fees will no longer need to be reimbursed.

#### Expense Reports

When submitting an expense for "Private School Expense" in the online portal, please ensure you are clicking on the Tuition, Fees, Textbooks, or Uniforms in the lower section and itemize the purchase before clicking "Save" in order to fully submit this expense. If the charges are not categorized and a receipt attached, the system will not allow you to "Save" this expense.



# Curriculum Clarifications

Per the ESA Statute, A.R.S. 15-2401(2): "Curriculum" means a complete course of study for content areas or grade levels, including any supplemental materials required by the curriculum, approved by the department". A complete set of curriculum is a set of coursework constituting an area of specialization. A complete curriculum is a total package of learning activities designed to achieve the objectives of the educational program. Complete sets of curriculum must have the label "curriculum" and any supplemental materials purchased with ESA funds must be "required" by the curriculum. Lesson plans are not a complete set of curriculum and are disallowed by ESA if not required by the complete curriculum. Please contact ESA directly for all inquiries regarding curriculum purchases.

## Expense Report Upgrade

OUR EXPENSE REPORT PORTAL AS OF QUARTER 3, PULLS IN YOUR VISA CHARGES. PLEASE CATEGORIZE EACH CHARGE AND ATTACH YOUR RECEIPTS AND/OR CREDENTIALS TO SUBMIT BY MARCH 20, 2018. IF YOU HAVE ANY QUESTIONS PLEASE CALL OUR OFFICE AT 602-364-1969.

## Renewal Contracts 2018-2019

RENEWAL CONTRACTS WILL BE SENT JUNE 1, 2018 AND WILL OFFER ELECTRONIC SIGNATURE. PLEASE LOOK OUT FOR THE ESA EMAIL TO COMPLETE THE CONTRACT BY JUNE 15<sup>TH</sup> TO GUARANTEE Q1 FUNDING.

- \*Remember to always submit receipts for services or items will be disallowed.
- \*If you are not sure if an item is allowed please call ESA before purchasing the items.

ESA hotline 602-364-1969.

Sign up for our monthly newsletter and tip of the week on our webpage: <http://www.azed.gov/esa/>  
(Click on the Subscribe for Updates link on the right-hand side)

## Empowerment Scholarship Accounts

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Phoenix, Arizona 85007

602-364-1969

## Dates to Remember:

Quarter 3 Expense Reports due March 20

Quarter 4 Funding April 15 & 30th

Quarter 4 Expense Reports due June 20

Renewal Contracts will be sent June 1