



Quick Reference Guide of Empowerment Scholarship Accounts

1. The student cannot be enrolled in public or charter school, including public online schools.
2. Online submission of expense reports is required quarterly, even if there are zero expenses to report. These reports are completed through the ESA parent portal.
3. All charges require a receipt/invoice detailing the charge and should be uploaded with the expense report. Expenses should not be pre-paid and all expenses paid for must have occurred in the quarter for which it is paid.
4. Credentials are required for all teachers, instructors, tutors, and providers and/or facility paid for with ESA.
5. No medical expenses or co-pays can be charged or otherwise associated with the ESA cards.
6. Familiarize yourself with all expense report deadlines and funding dates.
7. Check the ESA webpage regularly for updates and sign up to receive the Monthly Newsletter and Tip of the Week. A calendar and other parent training resources are also available.
8. ESA does not require you to share your award amount or contract with your chosen school. You do not have to keep your debit card on file with the school as an ESA requirement. The contract is between the applicant and the Arizona Department of Education only.
9. Hiring other ESA recipients or family members to provide services is prohibited. Please contact the ESA office with questions.
10. Within the school year, you must spend a portion of ESA funds on the education of the qualified student, which includes providing an education in at least reading, grammar, math, social studies and science.

If you have any questions about ESA or allowable expenses, please contact our office Monday through Friday from 8am-5pm at 602-364-1969 or by emailing ESA@azed.gov.

*While other outside resources may provide you with ESA information, please be sure to check with the ESA department before proceeding with any spending to ensure program compliance.