



**Children's Scholarship Fund**

**New Hampshire**

# **Children's Scholarship Fund Education Freedom Account Parent Handbook**

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2021-2022

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# Introduction

## What is an Education Freedom Account?

The State of New Hampshire has passed an exciting new law intended to help expand educational opportunities available to New Hampshire children of families earning 300% of the poverty line or below. The new law has created what are called "Education Freedom Accounts" or "EFAs." EFAs will provide eligible families with a state grant of approximately \$3,400 base state adequacy aid (plus any qualifying differentiated aid that your child is eligible to receive) to spend on your children's education. Eligible expenses include such items as tuition at the school of your choice, tutoring, online learning programs, educational supplies, and other educational expenses, which are discussed in more detail below. Children's Scholarship Fund (hereinafter referred to as the scholarship organization), a 501c3 charity scholarship organization, has been authorized by the State of New Hampshire to administer these accounts for the 2021-22 school year.

EFAs will open up a new world of opportunity to New Hampshire families who may not otherwise have had a choice in their child's education. EFAs will empower New Hampshire families to personalize their education in new and exciting ways, allowing New Hampshire eligible students the opportunity to find the school that best fits their needs!

## Purpose of the Parent Handbook

The purpose of this handbook is to provide parents with information concerning the policies, procedures, and implementation of the EFA program. The following sections will help guide you as you utilize your Education Freedom Account.

## Updates to the Handbook

The Parent Handbook is reviewed and updated by the scholarship organization on or before August 1st of each year. Updates to the handbook are developed in consultation with the New Hampshire Department of Education (NHDOE), parents of children in the EFA program, the Parent and Education Service Provider Advisory Commission, and the scholarship organization's internal policy and compliance team. Updates will include information relating to the policies and processes of the EFA. The scholarship organization will make every attempt to limit substantive changes to the Parent Handbook, but policies can and will be added and/or redacted in response to newly enacted legislation, administrative rule changes, and/or suggestions for best practices.

## How to Stay Informed

Parents and students are encouraged to visit <https://nh.scholarshipfund.org> to stay abreast of important news. The scholarship organization will email you from [csfnh@scholarshipfund.org](mailto:csfnh@scholarshipfund.org) when there are important action items and updates. Please be sure to periodically check your spam filter.

## Eligibility

In order to qualify to participate in the EFA program families must meet certain criteria and agree to certain conditions.

1. You must be a New Hampshire resident.

2. You must have a child/children who are otherwise eligible to enroll in the student's resident public elementary or secondary school: between the ages of 5 and 20 who have not graduated from high school and who is/are entering Kindergarten or 1st grade for the first time OR is/are entering 2nd-12th grades. For students entering Kindergarten, the child must be 5 years old by September 30th to participate.

3. In the first year, your household income must not exceed 300% of the federal poverty guidelines as updated annually in the Federal Register by the United States Department of Health and Human Services. (See income chart below) No income threshold need be met in subsequent years

300% of 2020 Federal Poverty Level Guidelines			
Family Size	Income Limit/ Annual	Income Limit/ Monthly	Income Limit/ Weekly
2	\$51,720	\$4,310	\$995
3	\$65,160	\$5,430	\$1,253
4	\$78,600	\$6,550	\$1,512
5	\$92,040	\$7,670	\$1,770
6	\$105,480	\$8,790	\$2,028
7	\$118,920	\$9,910	\$2,287
8	\$132,360	\$11,030	\$2,545
add \$13,440 for each additional person			

4. You will need to reapply annually, sign the agreement described on page 10, and submit academic accountability documents to maintain your EFA from year to year.

## How to Apply

We use your “household income” for the financial qualification to establish that your income is 300% of the federal poverty line or below.

Household income is the total gross income for all adults living in a home. That means the household income is the sum of all the items listed below including for example salaries, wages, food stamps, and many other forms of income before subtracting any taxes or deductions. This is different from one’s net income which is the take-home pay after taxes and other deductions are subtracted.

The scholarship organization will match the federal poverty guideline year with the year of the tax return documents being collected. For example, the 2020 poverty guidelines will be used with 2020 tax returns. The income guidelines will always be posted on [csfnewhampshire.org](https://csfnewhampshire.org) and there is an appeal process, if your family has experienced an extenuating financial circumstance.

## Financial Qualification

To determine your household income, the scholarship organization will ask you for the following:

### Tax Returns

- The complete tax return and the accompanying schedules are required from the adult(s) applying for or renewing the EFA on behalf of the eligible student(s). If a child is not documented as a dependent by the adult(s) applying, the complete tax return including all schedules are required from the person(s) claiming the child/ren as a dependent.
- The Adjusted Gross Income - Found on line 11 (1040).
- The number of Exemptions on the 1040 tax forms must correspond to the number listed as the household size on the application/requalification forms.
- If the parent/guardian DOES NOT have a copy of their 1040, they should contact the Internal Revenue Service at 1-800-908-9946 to request a transcript.
- The scholarship organization will also use your tax return to establish your residency.

### Business Income from Self Employment

If a parent/guardian has income from self-employment that is not reported on their 1040, they must provide a copy of the business tax return, financial statements, or a notarized letter stating their total earnings.

### Child Support/Alimony

The parent/guardian must provide official court ordered documents citing the amount being received as child support or alimony. If child support is not court ordered, a notarized document written by the person providing the support is required. The letter should include the total amount given to the parent and must specify if given yearly, weekly, or monthly.

### Public Assistance Cash/Food Stamp Income (Coupon/SNAP)

This is found on a budget letter or notice of food stamp benefit. A budget letter is a printout obtained from the public assistance office showing the cash amount and/or the coupon amount the individual is receiving. To obtain a budget letter, the parent/guardian must go to their assigned food stamp office; otherwise, they may request one by mail (this service is not available in all offices). To calculate Public Assistance (cash) amount, multiply the grant issued by 24 because it is semimonthly. To calculate Food Stamp (coupon) amount, multiply the coupon amount by 12 because it is monthly. All budget letters must be accompanied by a statement listing all household members included in the case. If someone is not listed as part of the case, they cannot be included in the household.

### Social Security Untaxed Income

This is income that is not reported on the FEDERAL 1040 (line 6b). A parent/guardian must provide official SSA-1099/SSI letters for all family members receiving SSA Benefits, SSI, and/or Disability.

### Unemployment/Workers' Compensation

Unemployment compensation is includible in gross income. Unemployment compensation should be reported on Form 1040. If unemployment income is not reported on a parent's/guardian's taxes, they are required to submit the 1099G form (award letter). If a copy of the letter needs to be obtained, the parent/guardian may contact the nearest NH Employment Security office to request a copy.

### Other Financial Sources

If a parent/guardian does not file taxes, but works, he/she must provide a notarized letter from their employer stating their total annual income. If they are receiving assistance from family/friends, they must provide notarized letters written by the person providing the support. The letter must state the annual amount given to them.

## Differentiated Aid Qualification

Qualifying for “differentiated aid” provides additional EFA funding, ranging from an estimated additional \$600 to \$1,800, for each certain individual factor.

The factors that qualify an eligible student for “differentiated aid” are: eligibility to receive Free or Reduced Lunch; whether the eligible student has been identified as an English Language Learner; failure to attain 3rd grade reading proficiency, and whether an eligible student is a student with a qualifying disability.

### Free or Reduced Price Meal Grant (FRPM)

Free or reduced price meal Grant as determined by RSA 198:40-a,II(b), as adjusted by RSA 198:40-d shall mean eligible students in Kindergarten through grade 12 who are eligible for the federal free or reduced-price meal program.

To be eligible children must live in families with incomes below 185 percent of the poverty guideline, translating in 2020 to about \$48,470 for a family of four. Although not all eligible students actually receive a FRPM, this data serves as a proxy for “low-income” rates.

### English Language Learners Grant

The English Learner Grant as determined by RSA 198:40-a,II(c), as adjusted by RSA 198:40-d shall mean eligible students who have a predominant language other than English or who are educationally disadvantaged by a limited English proficiency, and who participated in the annual assessment of English language proficiency required of such students by the Elementary and Secondary Education Act, 20 U.S.C. section 6311 (b)(7).

You should have a **Parental Notification Letter** if your student was identified as English Learning by your public school district. You will upload your ELL parental notification letter during the application process.

### 3rd Grade Proficiency Grant

The Third Grade Proficiency Grant as determined by RSA 198:40-a,II(e), as adjusted by RSA 198:40-d. The scholarship organization shall rely on the NH Statewide Assessment attainment for this determination. Eligible students who have been found “Not-Proficient” on their 3rd grade statewide assessment in reading are eligible for this grant, provided that the eligible student is not already eligible to receive differentiated aid in another category. You will upload your child’s 3rd grade NH statewide Reading assessment score during the application process.

### Students with a Qualifying Disability

Child with a disability means a child evaluated as having an intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as “emotional disturbance”), an orthopedic impairment, autism, traumatic brain injury, another health impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services.



Validation of the student's diagnosis under 34 CFR 300.8 is required and must come from a current IEP or licensed medical provider to be eligible for qualifying differentiated aid under 198:40-a, II(d).

### Parents of Students with Special Needs

**By law the scholarship organization must notify parents that:** participation in the EFA program is a parental placement under 20 USC section 1412, Individuals with Disabilities Education Act (IDEA). Parentally-placed private school children with disabilities are not entitled to a free, appropriate public education (FAPE) in connection with their enrollment by their parents in a private school, in accordance with C.F.R. §§ 300.148(a) and pursuant 300.137(a), while participating in the State-Funded EFA program.

Please upload the eligible student's IEP OR licensed medical professional certification. See page 21-22 for the certification form to be signed by a licensed medical professional.

### Completed Application

An application is considered complete once the online application is submitted and all of the supporting documents, attestations, and certifications have been verified by the scholarship organization.



## Requirements of Accepting EFA Funds / Responsibilities of Parents

### Guardians Attest and Certify

The New Hampshire EFA law requires that parents and/or guardians must sign an agreement attesting and certifying to certain conditions in order to enroll eligible students in the EFA program.

These include:

1. Parent and/or guardian will provide an education for the EFA eligible student in the core knowledge domains that include science, mathematics, language, government, history, health, reading, writing, spelling, the history of the constitutions of New Hampshire and the United States, and an exposure to and appreciation of art and music. (Parents are welcome to enroll the child in a private school or contract with an education provider to provide this service.)

2. The parent and/or guardian will provide an annual record of educational attainment by the end of each school year through one or more of the following methods:

A) Providing the results, to the scholarship organization, of a standardized achievement test. (You will have the opportunity to submit this when renewing your EFA application annually.)

OR

B) Having the eligible student take the statewide student assessment pursuant to RSA 193-C:6

OR

C) Providing a letter showing proof of an eligible student portfolio evaluation to the scholarship organization.

*Who may evaluate a student portfolio?*

A New Hampshire certified teacher, a teacher with certification recognized by another state, or an educator currently teaching in a NH nonpublic (private) school may perform a year-end evaluation. (You will have the opportunity to submit this letter when renewing your EFA application annually.)

*What must a student portfolio include?*

The portfolio must include a log which designates by title the reading materials used. It must also include samples of writings, worksheets, workbooks, or creative materials used or developed by the student during the academic year.

3. The parent and/or guardian agrees to allow the EFA student's school to release standardized test scores to the scholarship organization.

4. The parent and/or guardian agrees to use the funds in the EFA only for qualifying expenses, as shown on page 17, to educate the EFA student as established by the EFA program.

5. The parent and/or guardian agrees that internet and technology purchased with EFA account funds shall be used to help meet the EFA student's educational needs.
6. The parent and/or guardian agrees not to enroll the EFA student as a full-time student in their resident district public school while participating in the EFA program.
7. The parent and the eligible student must attest to being legal residents of New Hampshire, and must intend to continue as residents of New Hampshire during the school year. Immediately upon any change in residency, the parent must agree to inform the scholarship organization.
8. The parent and/or guardian agrees to comply with the rules and requirements of the EFA program as defined in RSA 194-F, the EFA law, and Ed 324, the rules.
9. The parent and/or guardian and eligible students in secondary school agree to sign the agreement electronically.
10. The parent and/or guardian must complete and submit a withdrawal form immediately upon withdrawal from the program. You will find the withdrawal form on the last page of the handbook.

### Students within the Department of Corrections

Students in the special school district within the department of corrections are not eligible.

### Homeschoolers

If your child is currently a homeschooler and qualifies for an EFA, their day-to-day experience may continue to look the same using an EFA. Legally, the child will continue to meet the compulsory education law requirement as an EFA student. The scholarship organization will count and report your child as participating in the EFA program to the NHDOE, instead of the child's prior participating agency reporting your child as a homeschooler in their counts to the NHDOE. Parents must notify their child's prior participating agency when a student starts participating in an EFA program. Parents are absolutely permitted to continue to educate children at home. Rather than the homeschool family being responsible for retaining all records, the scholarship program will be responsible for reporting the annual record of student achievement - without any personally identifying information - to the NHDOE.

### Grounds for Disqualification

The scholarship organization **MUST BE NOTIFIED IMMEDIATELY** if one of the following occurs;

- Student who is a recipient of an EFA enrolls full-time at your resident district public school.
- Student who is a recipient of an EFA enrolls full-time at a public charter school, including The Virtual Learning Academy Charter School (VLACS).
- Student who is a recipient of an EFA moves out of state.

Upon the occurrence of any of the above events, the student is no longer eligible for funding.

# Funding for the Education Freedom Account

## NHDOE Verification

Once a parent has completed an application and a student is found eligible by the scholarship organization, parents will be notified via email. Prior to funding of EFA, the NHDOE will cross-check the eligible student. Funding will not be released until the eligible student is verified by the NHDOE and the grant funds are remitted to the scholarship organization. There is no application deadline. Applications will be accepted on a rolling basis. However, for applications that are completed after September 15, in 2021-22, and after July 15 in any subsequent year, the EFA grant will be partial and prorated. Applications received after February 15 will be considered for the next school year.

## Award Schedule

The State of New Hampshire will disburse funds to the scholarship organization for the eligible student's EFA account 4 times during the state fiscal year. Your application must be completed and verified by the scholarship organization at least 45 days before the scheduled payments.

State Fiscal Year 2022	
EFA Funds Available	Allocated Funds to be disbursed per state fiscal year
September 1*	20%
November 1	20%
January 1	30%
April 1	30%

\*For the school year 2021-2022, the earliest possible date for the first payment will be November 1.

## Funding Continuation

Once an EFA account is established, the account shall remain open and any unused funds shall roll over from quarter-to-quarter and from year-to-year until the parent or guardian withdraws the eligible student from the EFA program or until the EFA student graduates from high school, unless the EFA is closed because of a substantial misuse of funds.

Enrolling as a full-time student in the resident district public school or not submitting annual record of academic achievement shall result in immediate suspension of payment of additional funds into the student's EFA. However, an EFA that has been open for at least one full school year shall remain open and active for the parent to make qualifying education expenditures from the funds remaining in the EFA.

You will need to reapply and sign the EFA agreement annually. You will need to submit the eligible student's annual record of academic achievement documents before the end of each school year to maintain your EFA and for the scholarship organization to continue requesting your grant from NHDOE and depositing funds into your child's EFA.

If a participating parent fails to provide a child's annual record of academic achievement to the scholarship organization by the required due date established by the scholarship organization, the scholarship organization shall not make any additional EFA funds available to the EFA student until the annual record of academic achievement is provided.



## Intentional Misuse of EFA Funds

The scholarship organization takes its duty to manage public funds with the utmost seriousness. Parents and guardians of EFA students must approach participation in the EFA program with similar conviction. The scholarship organization employs a layered approach to the detection of fraud and/or misuse in order to ensure that public funds are spent responsibly. Each transaction processed through an EFA account is validated through an approval process. EFA accounts may also be audited randomly throughout the year. Under state law (RSA 194-F:4, XI) any parent, guardian, or EFA student suspected of intentionally and substantially misusing EFA funds may be made ineligible to participate in the EFA program.

### Duty to Review Allegations of Misuse

The scholarship organization is responsible for conducting a review where there has been an allegation of suspected intentional misuse of EFA funds. Concerns may be reported either via the online reporting tool, by direct referral via scholarship organization personnel, or as a result of the auditing process.

In cases of suspected misuse by an eligible student or the eligible student's parent or guardian, **the scholarship organization is required by law to immediately freeze the EFA of the eligible student in question, pending resolution of the suspected intentional misuse.**

The unique facts and circumstances of the incident will determine what processes apply. For example, the process may include documentation review, review of electronic records and information systems, and interviews.

### Investigation Reporting

The scholarship organization is required by law to notify the NHDOE, the State Board of Education, and the New Hampshire Attorney General's Office within 5 days of making a determination of suspected intentional misuse of EFA funds.

The scholarship organization is required to notify local and/or state law enforcement if the amount of misused funds exceeds the amount of a Class B Felony (\$500 or greater).

If an eligible student, or the eligible student's parent or guardian, is free from personal misconduct, the scholarship organization will reinstate the eligible student's EFA account.

If the eligible student has been determined to be free from personal misconduct, but not the eligible student's parent or guardian, that student shall be eligible for an EFA in the future if placed with a new guardian or other person with the legal authority to act on behalf of the eligible student.

## Procedure for Appeal

The scholarship organization operates under a state approved contract. In the event that the scholarship organization determines that it is likely that intentional and substantial misuse of EFA funds has occurred, the scholarship organization is required to make available an appeals process for EFA account holders. The process is as follows.

The parent must send a written request for appeal to the scholarship organization's Director of Compliance within **twelve calendar days** of receipt of the notice outlining the action taken by the scholarship organization. The Director of Compliance has **twelve calendar days** to review the request and send a written response to the parent.

Please send appeal requests to the following:

CSF New Hampshire, c/o Director of Compliance, 89 South Street, Concord, NH 03301

All appeals will be deemed as sent on the **date of postmark**. All dates on responses will be deemed as sent on the **date of postmark**.

## Procedure for Appeal to the State Board of Education

If a determination of suspected intentional misuse of EFA funds has been made, the EFA account may be terminated. Administrative Rule Ed 324.11(f) affords the parent, guardian, or EFA student the right to appeal the decision to the State Board of Education (BOE) pursuant to Ed 200, which can be found on the New Hampshire Department of Education's website, relative to application completeness and termination of participation.

## How to Access EFA Grant Funds

EFA funds may be accessed by families through a digital wallet and payment platform, with oversight by the scholarship organization. This platform eliminates the need for a paper reimbursement process and gives EFA families a nimble way to purchase educational goods and services. The digital wallet platform automates the receipt collection, approval workflow, data reconciliation, and transaction settlement.

Your real-time EFA student balance will be readily accessible and viewable at all times in the digital wallet. You will be able to view your transaction history, including date and time, amount deposited or used, and any education service providers.

### How to Get Started

In order for a parent to access the EFA grant, the digital wallet provider, at the scholarship organization's request, will create a secure user account on the digital wallet payment platform for eligible families, with one account for each eligible student. Once an eligible student's EFA account has been created by the scholarship organization and the digital wallet provider, the parent will receive a "Welcome" email from the digital wallet provider instructing them how to access the account. Using the digital wallet platform, parents and guardians will be able to use funds in the EFA to make purchases of approved education expenses and manage all aspects of their account in one secure location.

### How Does the Digital Platform Work?

The digital wallet platform allows parents and guardians to upload invoices for tuition and fees directly to the payment platform for processing. It also allows parents and guardians to purchase materials necessary for the eligible student's education directly from a marketplace of pre-approved online vendors.

### Approval of Expenditures

The digital wallet platform is an approval-based system. The system prevents the need for parents to make "out of pocket" expenditures and provides for maximum integrity of the program.

When an EFA parent or guardian initiates a transaction such as uploading an invoice for tuition or purchases items through the education marketplace, the transaction is directed to a queue for approval by the scholarship organization. Each EFA transaction processed through the digital wallet platform is independently approved or denied by scholarship organization personnel according to the allowable use of funds categories below.

Should an item or expenditure be denied for any reason, the reason for the denial will be communicated to the EFA holder by scholarship organization staff via the digital wallet platform user interface.

### Reimbursement

Transactions processed through the digital wallet platform use human approval of pre-approved cost categories to approve or deny transactions carried out in the digital wallet platform by EFA parents or guardians. Reimbursement is made available in very unique situations on a case by case basis. In the event that a reimbursement is authorized, the process will require documentation of an eligible purchase. The scholarship organization will not accept or approve a hand-written receipt for any transaction.



## Allowable Use Categories for Education Freedom Account Funds

Under state law (RSA 194-F II.), parents and/or guardians of an EFA eligible student 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 EFA. Deposits of personal funds into an EFA shall not be permitted.

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

- (a)** Tuition and fees at a non-public/private school.
- (b)** Tuition and fees for non-public online learning programs.
- (c)** Tutoring services provided by an individual or a tutoring facility.
- (d)** Services contracted for and provided by a district public school, chartered public school, public academy, or independent school, including, but not limited to, individual classes and curricular activities and programs. Such services may include enrollment and education at a district public school that is not the resident district of the students.
- (e)** 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.
- (f)** Computer hardware, Internet connectivity, or other technological services and devices that are primarily used to help meet an EFA student's educational needs.
- (g)** Educational software and applications.
- (h)** School uniforms.
- (i)** Fees for nationally standardized assessments, advanced placement examinations, examinations related to college or university admission or awarding of credits, and tuition and/or fees for preparatory courses for such exams.
- (j)** Tuition and fees for summer education programs and specialized education programs.
- (k)** Tuition, fees, instructional materials, and examination fees at a career or technical school.
- (l)** Educational services and therapies, including, but not limited to, occupational, behavioral, physical, speech-language, and audiology therapies.
- (m)** Tuition and fees at an institution of higher education.
- (n)** Fees for transportation paid to a fee-for-service transportation provider for the student to travel to and from an education service provider.
- (o)** Any other educational expense approved by the scholarship organization that is consistent with the EFA act.

## Instructional Materials

Instructional materials include, but are not limited to:

- Device - Desktop or laptop computer (Per ED 324.07 (c), EFA accounts shall be limited to 1 device every 3 years)
- Device - Digital periphery (external devices such as mouse, webcam, microphones, etc.)
- Device - Maintenance Agreement (not warranties)
- Digital material - (e-textbooks, e-workbooks, e-tests, educational videos, etc.)
- Internet connectivity - Internet connectivity, or other technological services that are used to help meet an EFA student's educational needs (Per ED 324.07 (b), Internet and technology purchased with EFA funds shall be primarily used to help meet the EFA student's education needs.)
- Books - (textbooks, workbooks, educational study materials, etc.)
- Musical instruments - (not to exceed \$750), and
- Material or digital programs required for education programs.

## Curriculum

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

## Educational Therapy

Fees for services provided by a therapist who is certified/accredited in educational services and therapies, including, but not limited to, occupational, behavioral, physical, speech-language, and audiology therapies.

## Standardized Testing Fees

- Fees for nationally standardized assessments
- Fees for advanced placement (AP) examinations
- Fees for examinations related to college or university admission or awarding of credits and tuition and/or fees for preparatory courses for such exams

## Transportation

Eligible expenses include fees for transportation paid to a fee-for-service transportation provider for the eligible student to travel to and from an education service provider. An example of a fee-for-service transportation provider is a bus company that provides bussing for a child, or a group of children, to an education service provider location for a fee that must be paid by the parent. Ride services such as Uber or Lyft are not eligible expenses.

## Tuition/Fees at a Private School

Tuition, fees, and school uniforms associated with programs, courses, or classes offered at a private school. A private school is a nonpublic school approved for (at a minimum) attendance purposes by the NHDOE or by the Department of Education of the respective state in which the school is located. You can find the list of approved NH nonpublic schools here:

<http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=SchoolsNonPublic>.

## Tuition/Fees for 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, the history of the constitutions of New Hampshire and the United States, art and music, or may be a holistic comprehensive online school program.

## Tuition/Fees at a Public School

Services contracted for and provided by a district public school (outside of the eligible student's resident school district), a chartered public school (full-time charter school students are not eligible to participate in the EFA program), a public academy, or independent school, including, but not limited to, individual classes and curricular activities and programs.

## Tuition/Fees for Career or Technical School

Career and technical education is a term applied to schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation. Eligible expenses are tuition, fees, instructional materials, and examination fees at an accredited career or technical school (cannot be over 20 and cannot have graduated from high school).

## Tuition/Fees at an Institution of Higher Education

Tuition and fees at an accredited Institution of Higher Education (IHE) for an eligible student (cannot be over 20 and cannot have graduated from high school). [Click here](#) to be taken to the NHDOE website to view a list of approved IHE in New Hampshire.

## Tuition/Fees for Summer Education Programs & Specialized Education Programs

Tuition, fees and instructional materials for summer education programs and specialized education programs: Specialized education focuses on specific tasks that are appropriate for accomplishing a particular career. A specialized education program is generally found at a vocational or trade school that offers courses for a particular career, such as cosmetology, finish carpentry, or medical assisting. Training that goes along with the specialized education program offers focused, intensive instruction that is most often delivered by experienced professionals who work in the target career.

## Tutoring Services

Tutoring services provided by a certified/accredited individual or a tutoring facility in the core knowledge domains that include science, mathematics, language, government, history, health, reading, writing, spelling, the history of the constitutions of New Hampshire and the United States, and an exposure to and appreciation of art and music.

## Refunds

EFA funds shall not be refunded, rebated, or shared with a parent, guardian or EFA student in any manner. Any refund or rebate for goods or services purchased with EFA funds shall be credited directly back to the scholarship organization and/or to the digital wallet provider and the respective EFA account.

## Prohibited Use of EFA Funds

- Paying for the Parent or Guardian's time
- Live animals
- Food or housing for live animals
- Gas or electric powered gardening tools
- In-ground or above-ground swimming pools
- Blades or knives or items with blades or knives
- Theme-park admissions or annual passes
- Family memberships to gyms, YMCAs, or other facilities
- Pool tables
- Household items, including kitchen appliances and cookware
- Footwear of any kind
- Sports uniforms
- Jacuzzis
- Bouncy houses
- Inflatable slides
- Trampolines larger than those for an individual
- Ride services such as Uber or Lyft

# Medical Certification of Disability

## Medical Certification of Disability Under 34 CFR 300.8 Education Freedom Account Program

Children's Scholarship Fund, 89 South St., Concord, NH 03301

*Note: Only medical professionals licensed to practice in any state in the United States are authorized to certify this form. While staff of the medical practice associated with the medical professional certifying the form may assist in its completion, the medical professional is responsible for the accuracy of the form's content. Failure to fully and accurately complete this form, including all applicable signatures, may result in the form being found insufficient.*

### Part 1: Applicant Information

I certify that I have examined the following applicant /child.

**Student/Child Name** \_\_\_\_\_  
(Last Name) (First Name) (Middle Name, if any)

**Child Date of Birth** \_\_\_\_\_  
(Month) (Day) (Year)

**Parent Name** \_\_\_\_\_  
(Last Name) (First Name) (Middle Name, if any)

**Parent/Child Address** \_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City) (State) (Zip Code)

### Part 2: Medical Professional Information

Medical Professional Name \_\_\_\_\_  
(Last Name) (First Name)

Name of Clinic/Hospital \_\_\_\_\_

Medical Professional Business Address \_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City) (State) (Zip Code)

License Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Date and location you first examined the applicant regarding the condition(s) listed in Part 3

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

### Part 3: Information about Applicant /Child Disability

Check one (1) Primary:

- Autism
- Deaf-blindness
- Deafness
- Developmental Delay
- Emotional Disturbance
- Hearing Impairments
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairments
- Specific Learning Disability
- Speech-Language Impairments
- Traumatic Brain Injury
- Visual Impairments

Optional, check one (1) secondary:

- Autism
- Deaf-blindness
- Deafness
- Developmental Delay
- Emotional Disturbance
- Hearing Impairments
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairments
- Specific Learning Disability
- Speech-Language Impairments
- Traumatic Brain Injury
- Visual Impairments

All medical professionals must attest to the certification below. Failure to do so will result in the form being deemed invalid.

I certify, under penalty of perjury under the laws of the United States of America, that the information on this form is true and correct.

Licensed Medical Professional Signature \_\_\_\_\_

Date of Signature \_\_\_\_/\_\_\_\_/\_\_\_\_

# How to Withdraw a Student from the EFA Program

## Withdrawal Form

### Education Freedom Account Program

Children's Scholarship Fund, 89 South St., Concord, NH 03301

**Parent Name** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**Grade** \_\_\_\_\_ **School Year** \_\_\_\_\_ **Birthdate** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Student Will Attend \_\_\_\_\_

Address \_\_\_\_\_

## Reason for Withdrawal

*(Check One)*

Student transferred to NH public school (including public academies and charter schools).

Student transferred to a NH state operated public institution such as prison or juvenile institution.

Student moved out of state

Student transferred to a home education program not using EFA funds.

Student transferred to a non-public school, either within New Hampshire or outside of New Hampshire not using EFA funds.

## Direction for Use of Roll Over Funds

*(Check One)*

I (parent name) \_\_\_\_\_ do hereby withdraw my child from the EFA program and authorize my student (name) \_\_\_\_\_'s EFA account shall be dissolved.

I wish my child's EFA account closed and the roll over funds be forfeited.

I wish my roll over funds to continue to be available until expended.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\*the rolled-over EFA account funds may continue to be utilized, even if the student is attending a public school and no longer participating in the program, or until the former EFA student graduates high school.

## Appendix

### Definitions

“State Adequate education grant” means the grant calculated under RSA 198:41.

“Curriculum” means the lessons and academic content taught in a specific course, program, or grade level.

“Education freedom account” or “EFA” means the account to which funds are allocated by the scholarship organization to the parent of an EFA student in order to pay for qualifying education expenses to educate the EFA student under this chapter.

“Education service provider” means a person or organization that receives payments from education freedom accounts to provide educational goods and services to EFA students.

“Eligible student” means a resident of this state who is eligible to enroll in the student’s resident public elementary or secondary school and whose annual household income at the time the student applies for the program is less than or equal to 300 percent of the federal poverty guidelines as updated annually in the Federal Register by the United States Department of Health and Human Services under 42 U.S.C. section 9902(2). No income threshold need be met in subsequent years, provided the student otherwise qualifies. Students in the special school district within the department of corrections established in RSA 194:60 shall not be eligible students.

“EFA student” means an eligible student who is participating in the EFA program.

“Full-time” means more than 50 percent of instructional time.

“Scholarship organization”, means a scholarship organization approved under RSA 77:G, that administers and implements the EFA Act.

“Parent” means a biological or adoptive parent, legal guardian, custodian, or other person with legal authority to act on behalf of an EFA student.

### Parent and Education Service Provider Advisory Commission

I. There is an established parent and education service provider advisory commission to assist the scholarship organization by providing recommendations about implementing, administering, and improving the EFA program.

II. The commission shall consist of 7 members who shall be parents of EFA students or education service providers and shall represent no fewer than 4 counties in the state. The members shall be appointed by the director of the scholarship organization and serve at the director’s pleasure for one calendar year after which they may be reappointed. The director of the scholarship organization, or designee, shall serve as a non-voting chairperson of the commission. The commissioner of the department of education, or designee, shall serve as a non-voting member of the commission.



III. The scholarship organization may request the commission to meet, in person or virtually, to review appeals of education service provider denials pursuant to RSA 194-E:4, XI and to provide a recommendation to the scholarship organization as to whether an education service provider should be allowed to receive, or continue receiving, payments from EFAs.

### **Hillsborough County**

Mrs. Linda Brodeur  
*President*  
Bishop Guertin High School  
194 Lund Road  
Nashua NH 03060

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Christina Garand  
*Parent*  
Litchfield, NH 03052

### **Sullivan County**

Mrs. Christy Whipple  
*Head of School*  
Newport Montessori  
96 Pine St.  
Newport, NH 03773

### **Coos County**

Mrs. Jill Colby  
*Principal*  
Mount Royal Academy North  
Country Village Rd  
Lancaster, NH 03584

### **Stafford County**

Mrs. Diane Murphy  
*Founder & Director*  
BigFish Learning Community  
61 Locust St  
Dover, NH 03820

### **Belknap County**

Seth Evangelho  
*Parent*  
Laconia, NH

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Mary MacIntosh  
*Head of School*  
Acton Academy New Hampshire  
791 North Main Street  
Laconia NH 03246

