



# Children's Scholarship Fund

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New Hampshire

## Education Freedom Account Parent Handbook

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## Introduction

### What is an Education Freedom Account?

Education Freedom Accounts (EFA) are grants from the State of New Hampshire made available to families for their children's education. Qualified educational expenses include such things as tuition at the school of their choice, tutoring, online learning programs, educational supplies, curriculum, technology, and other educational expenses. A full list of allowable uses and prohibited items can be found later in this handbook.

The Children's Scholarship Fund (CSF), a nonprofit charity organization, has been authorized by the State of New Hampshire to administer these accounts. EFAs are empowering families to personalize their children's education in new and exciting ways, allowing New Hampshire students the opportunity to find the learning environment that best fits their needs.

### Purpose of the Handbook

This handbook is designed to help families understand the policies, procedures, and responsibilities associated with the EFA program. It serves as a step-by-step guide for how to apply, use, renew, and comply with program rules.

### Updates to the Handbook

The Parent Handbook is reviewed and updated by CSFNH on or before August 31 each year. While CSFNH makes every effort to avoid unnecessary changes, updates may be made as needed to reflect:

- Changes in state law or administrative rules
- Clarifications from the New Hampshire Department of Education
- Improvements in operational practices
- Clarifications based on parent feedback or vendor updates

### How to Stay Informed

Parents and students are encouraged to visit <https://nh.scholarshipfund.org> to stay abreast of important news. CSF will email you from [csfnh@scholarshipfund.org](mailto:csfnh@scholarshipfund.org) when there are important updates. Please be sure to periodically check your spam filter to ensure that you are not missing important updates.

## Eligibility

To qualify for the Education Freedom Account (EFA) program, families must meet the following criteria:

- The parent and student must be New Hampshire residents
- The student must be eligible to enroll in the student's local public elementary or secondary school (K–12)
- Students must be 5 years old by September 30 of the given school year
- Families must reapply annually and submit the student's Record of Educational Attainment by July 15 each year
- Parents must sign an annual agreement outlining program terms (see *Requirements of Accepting EFA Funds*).

### Who is NOT eligible for the EFA program?

Students cannot participate in the EFA program if they are enrolled full-time (more than 50% of instructional time) in either:

- A local district public school
- A chartered public school, including VLACS

If your child becomes ineligible (for example, by enrolling full-time in a public or charter school), **you must** notify CSF immediately and **you must** exit your student by completing the EFA student withdrawal form.

**If you fail to exit** your student, **you are liable** for any State funds that you spend that your student was not entitled to under the law. The EFA student withdrawal form can be found here: [https://csfnhefa.neonccm.com/familyLogin/index.php?action=efa\\_exit](https://csfnhefa.neonccm.com/familyLogin/index.php?action=efa_exit)

### Enrollment Cap

The State legislature has set a maximum enrollment cap of 10,000 EFA students for the 2025-26 school year. The enrollment cap does not apply to students that meet certain "priority guideline" groups as explained below. In the event that the EFA program reaches 90% of the enrollment cap in any given year, the enrollment cap will be raised by 25% the following school year (2026-27 to 12,500 students).

## Priority Groups

### Priority Groups (groups not subject to the enrollment cap)

The priority groups below are not subject to the annual enrollment cap. Priority groups may apply at any time during the school year regardless of whether or not the enrollment cap has been met. Total award amount may be prorated depending on enrollment date.

These groups include:

1. *Student currently enrolled in the EFA program.*
2. *Sibling of a student currently enrolled in the EFA program.*
3. *Child with disabilities as defined by RSA 186-C:2.*
4. *Student whose family income is less than or equal to 350 percent of the federal poverty guidelines.*

### A student currently enrolled in the EFA program

If your student is currently enrolled in the EFA program, you will submit your student's requalification application including the student's Record of Educational Attainment and any other required documentation for residency. (see [STU-09 Priority Guidelines Policy](#))

### A sibling of a student currently enrolled in the EFA program

If you have a child currently enrolled in the EFA program and you enroll a new child in the program, the new child will be included in the sibling priority group. (see [STU-09 Priority Guidelines Policy](#))

### A child with disabilities as defined by RSA 186-C:2

If your student was identified and evaluated by a school district and determined to have a qualified disability, you have the option to be prioritized for an EFA and potentially receive additional funding. (see [STU-09 Priority Guidelines Policy](#))

### A student whose family income is less than or equal to 350 percent of the federal poverty guidelines.

If your family has an income at or below 350% of the federal poverty line, you have the option of submitting financial information to be prioritized for an EFA and potentially receive additional funding. (see [STU-09 Priority Guidelines Policy](#))

Financial information includes:

- Federal 1040 tax return or
- SNAP Food Stamp Documentation or
- TANF Public Assistance Documentation

## How to Apply

Apply for the EFA program directly on CSFNH website at:

<https://nh.scholarshipfund.org/apply/nh-education-freedom-accounts/>

If your family has never applied to Children's Scholarship Fund before, please click the New Families button. If your family currently uses an EFA, or if your family has applied to Children's Scholarship Fund in the past, please click the Returning EFA Families button.

### Important Reminders

**EFA Application Deadlines:** Applications are rolling. However, to receive 100% of the EFA grant, your completed application and supporting materials must be complete and verified by July 15 of the given year.

### Establishing Proof of New Hampshire Residency

Before a student can be enrolled in the EFA program, proof of New Hampshire residency must be established by presenting the required documentation. A **P.O. Box may not** be used to verify New Hampshire residency.

Methods which can be used to verify your NH residency include:

- Utility bill (phone, electricity, cable, gas, etc.) that has your name and address on it, OR
- Copy of Driver's License that has your name and address on it, OR
- DMV State ID card that has your name and address on it, OR
- Domestic Violence Confidentiality ID/card, OR
- Your current Tax Return that has your name and address on it, OR
- W2 that has your name and address on it, OR
- Medicaid and/or SNAP benefit documentation that has your name and address on it, OR
- Mortgage documents that have your name and address on it, OR
- A copy of your rental agreement/lease that has your name and address on it, OR
- Property Tax bill/City/Town documents that have your name and address on it, OR
- Auto Registration/Insurance Policy that has your name and address on it, OR
- Legal Guardianship/Foster care/DCYF documents that have your name and address on it, OR
- Paystub or bank statement that has your name and address on it, OR
- A signed and Notarized Affidavit of Shared Residence from the property owner (not a roommate) where the family is living, stating that they live at that specific address.

## Proving Student(s)

In order to register for the EFA program, you will need to document that the student exists. Acceptable documentation includes:

- Child's valid birth certificate
- Child's valid US passport
- Child's valid State ID/driver's license/driving permit
- Current SNAP letter with student and parent names
- Divorce decree with student and parent names
- Prior year 1040 with student and parent names

## Differentiated Aid

Qualifying for "differentiated aid" provides eligible students with additional EFA grant funding, ranging from an estimated additional \$700 to \$2,000, for each certain individual factor. The factors that qualify an eligible student for "differentiated aid" are: household income at or below 185 percent of the federal poverty line; whether the eligible student has been identified as an English Language Learner; and whether an eligible student is a student with a qualifying disability.

### Household income at or below 185% of Federal Poverty Line

To be eligible children must live in families with incomes at or below 185 percent of the poverty guideline. Families must choose to be considered for the additional grant funds and provide financial information annually. Financial information includes:

- Federal 1040 tax return or
- SNAP Food Stamps Documentation or
- TANF Public Assistance Documentation

### English Language Learners Grant

English Learner Grant means 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 at a public school and score below 4.5.

### Students with a Disabling Condition

To qualify for special education differentiated aid under RSA 194-F for the purposes of an EFA, the student shall meet the requirements of a child with a disabling condition, as defined in 34 CFR 300.8.

**Please note!** Qualifying for differentiated aid, **is different** than qualifying for the EFA priority group "*A child with disabilities as defined by RSA 186-C:2*" see: "[STU-09 Priority Guidelines Policy](#)".

### Evidence of Eligibility for the Purpose of Differentiated Aid May be Document By

- Providing a copy of the eligible student's IEP/ISP **developed by a public school district** (not a private school), at any time in the child's educational career.
- Providing a signed copy of the *Medical Certification Form* by a licensed medical professional.
- Providing documentation by a licensed medical professional certifying the student's diagnosis. This medical form should contain the fields listed on the Medical Certification Form including:
  - Student/Child Name
  - Child Date of Birth
  - Medical Professional Name
  - Name of Clinic/Hospital
  - Business Address
  - Date and Location the medical professional examined the applicant
  - Primary Disability
  - Secondary Disability (optional)
  - Medical Professional Signature
  - Date of Signature

### Special Education Eligibility and NH Education Freedom Accounts (EFA)

If you have a student with special needs, please see the following document, "Special Education Eligibility and NH Education Freedom Accounts (EFA)" for more information.  
[https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/efa-for-students-with-disabilities\\_0.pdf](https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/efa-for-students-with-disabilities_0.pdf)

### Parents of Students with a Qualifying Disability

By law (*NH Admin Rules Ed 805.01*), CSF must notify parents that: "Participation in the EFA program is a parental placement under 20 USC section 1412, Individuals with Disabilities Education Act (IDEA) if a child with a disability is enrolled in a non-public school. A child with a disability participating in an EFA program and enrolled in a public school under RSA 194-F:2, II(d) is not a parental placement under IDEA and shall be entitled to FAPE. Parentally-placed private school children with disabilities shall not be entitled to a FAPE in connection with their enrollment by their parents in a private school, in accordance with 34 C.F.R. 300.148(a) and pursuant to 34 C.F.R. 300.137(a), while participating in the state-funded EFA program. The school district in which the child with a disability participating in the EFA program enrolled in a public school under RSA 194-F:2,II(d) resides is responsible for the provision of FAPE."

### Completed Application

The application is considered complete once the online application is submitted and all of the supporting documents, attestations, and certifications have been verified by CSF. If CSF identifies missing or incomplete information, CSF will contact the parent/guardian to request the required information. It is critical that the parent/guardian respond by

submitting the required information because the application cannot be considered complete until CSF receives and verifies the missing or incomplete information. Within 30 days of receipt of a completed student application, CSF will confirm with the parent or guardian that the application is complete.

### Student Date of Eligibility

The student's date of eligibility refers to the date which the student's application was approved and verified. This date is used in order to calculate invoice and receipt eligibility. After your student is approved for the EFA program, you will receive an email from CSF that states "*Congratulations! Children's Scholarship Fund New Hampshire is delighted to inform you that (student name) will receive a (school year) Education Freedom Account (EFA).*" Receipts and/or invoices dated on or after the date of this email may be submitted for approval.

Any items or services purchased or paid for prior to the student's date of eligibility are not eligible to be paid for with EFA funds. (For example, if your student's date of eligibility is 8/1/24, but you purchased supplies on 6/15/24, those supplies and the receipt would not be eligible to be processed using EFA funds).

### How to Update/Change Your Address

For your security, CSF will need to verify your identity and proof of New Hampshire residency prior to making any update to the address on file on your accounts (see: [STU-20 Procedure to Update Address on File](#)). Please choose one or more of the documents listed above under "Establishing Proof of New Hampshire Residency" and email the document/s to [csgnh@scholarshipfund.org](mailto:csgnh@scholarshipfund.org) with the subject line "Change of Address". After your identity and address have been verified, your new address will be updated in the Family Portal and in ClassWallet. Do not contact ClassWallet to request a change of address. ClassWallet cannot update your address without prior authorization from CSF.

### How to Updated/Change Your Email

For your security, CSF will need to verify your identity prior to making any update to the email on file (see: [STU-21 Procedure to Update Email Address on File](#)). Please email [csgnh@scholarshipfund.org](mailto:csgnh@scholarshipfund.org) with the subject line "Please update my email address." You will be contacted by CSF in order to verify that you initiated the update. After verifying your identity, CSF will update your email in the Family Portal and in ClassWallet. Do not contact ClassWallet to request a change of email address. ClassWallet cannot update your email address without prior authorization from CSF.

## Requirements of Accepting EFA Funds

### Guardians Attest and Certify Statement

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

The annual agreement includes:

- That the parent/guardian understands that EFA funds may only be used for qualifying expenses used to meet the individual educational needs of the eligible student named on the account. The parent/guardian understands that funds may not be shared between students, and the parent/guardian understands that they are liable for, and will return, any funds that were spent erroneously.
- The parent/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. (or choose a school or education provider to do so).
- The parent/guardian will provide an annual record of educational attainment by July 15th of each school year through one or more of the following methods:
  - A) Providing the results, to CSF, 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 signed letter showing proof of an eligible student portfolio evaluation to CSF. (A parent/guardian may not sign a portfolio evaluation letter for their own child).  
OR

By providing a copy of the student's report card from a public school outside your resident district or nonpublic school where the student is attending full-time. Your student must be attending full-time; this option is not available to part-time students.

- The parent/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. Should a student transfer to a public school within the student's resident district the parent or guardian agrees to immediately complete an EFA student withdrawal form at: [https://csfnh.neonccm.com/familyLogin/index.php?action=efa\\_exit](https://csfnh.neonccm.com/familyLogin/index.php?action=efa_exit)
- The parent/guardian agrees not to enroll the EFA student as a full-time student in a chartered public school while participating in the EFA program. Should a student transfer to a charted public school full-time, the parent or guardian agrees to immediately complete an EFA student withdrawal form at: [https://csfnh.neonccm.com/familyLogin/index.php?action=efa\\_exit](https://csfnh.neonccm.com/familyLogin/index.php?action=efa_exit)
- The parent/guardian agrees to immediately notify Children's Scholarship Fund and complete an EFA student withdrawal form in the event that the student enrolls full-time in the student's resident district public school or full-time in a charter public school.
- The parent/guardian agrees to comply with the rules and requirements of the EFA program.
- The parent/guardian understands that failure to comply with this annual agreement may result in the loss of an EFA.
- The parent/guardian, and the student applicant are New Hampshire residents, and intend to continue as residents of New Hampshire during the 2025-2026 school year. The parent/guardian agrees to notify Children's Scholarship Fund immediately upon any change in residency or the residency of the applicant.
- The parent/guardian agrees to release this CSF from any and all liability in its efforts to provide this EFA.
- The parent/guardian certify that under the pains and penalties of perjury, to the best of their (the parent/guardian's) knowledge and belief, all information contained in this document is true, accurate, and complete.
- The parent/guardian agrees to allow CSF and the education providers where they have enrolled the student to share information.
- The parent/guardian understands that if they fail to notify CSF that the student has become full-time in their resident district public school or charter school, that they are liable for any funds that were spent, that the student was not entitled to under the law and you must return, any funds that were spent erroneously.

## Students within the Department of Corrections

Students in the special school district within the department of corrections established in RSA 194:60, are not eligible.

## Homeschoolers

If your child is currently registered as a home education student and qualifies for an Education Freedom Account (EFA), your daily routine may look much the same — but legally, your child will now be considered an EFA student, not a home education student, under New Hampshire law.

### What changes legally

- The EFA program meets New Hampshire's compulsory education law requirements, so you no longer report to your previous "participating agency" (such as your local school district) for home education compliance.
- Instead, CSF will officially report your child as an EFA participant to the New Hampshire Department of Education.
- You must notify your child's prior participating agency when your student begins participating in the EFA program.

### What stays the same in practice

- Parents may still educate their children at home.
- Families retain control over curriculum, scheduling, and instruction, provided the education meets the core knowledge domains required by law (science, mathematics, language, government, history, health, reading, writing, spelling, the history of the constitutions of New Hampshire and the United States, and exposure to art and music).

## Recordkeeping

While home education families are normally responsible for retaining and submitting their own records, under the EFA program CSF takes on the responsibility of collecting and reporting enrollment and compliance with the Annual Record of Educational Attainment requirement to the state (without personally identifying information).

## Grounds for Disqualification

CSF MUST BE NOTIFIED IMMEDIATELY if one of 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 and you must submit an EFA student withdrawal form at:

[https://csfnh.neonccm.com/familyLogin/index.php?action=efa\\_exit](https://csfnh.neonccm.com/familyLogin/index.php?action=efa_exit)

## Funding for Education Freedom Accounts

The State of New Hampshire will disburse funds to CSF for the eligible student's EFA account 4 times during the state fiscal year. Funds become available approximately two weeks after the State releases funds in mid-September, mid-November, mid-January, and mid-April.

### EFA disbursement schedule

- September - 20%
- November - 20%
- January - 30%
- April - 30%

Once an EFA 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 suspected intentional misuse of funds.

### Funding Continuation and Annual Record of Educational Attainment

Parents must reapply and sign the EFA Parent Agreement annually. The EFA law requires that all students renewing the EFA grant must submit the eligible student's annual record of educational attainment documents in order to maintain your EFA and for CSF to continue requesting your grant from NH Department of Education and depositing funds into your child's EFA.

If a participating parent fails to provide a child's annual record of educational attainment to CSF by July 15th, CSF shall not make any additional EFA funds available to the EFA student until the annual record of educational attainment is provided.

## What qualifies as a Record of Educational Attainment?

### 1. A Standardized Test

Acceptable standardized tests include, but are not limited to:

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

You will need to enter the Total Score, the Math score, and the ELA/Reading score. You will be asked to upload the report to the student's application by July 15th.

### 2. The NH state-wide assessment

You will need to enter the Total Score, the Math score and the ELA score. You will be asked to upload the report to the student's application by July 15th.

### 3. A signed evaluation letter from a teacher of the student's portfolio of work from the current school year. (A parent/guardian may not sign a portfolio evaluation letter for their own child).

- Or a copy of the student's report card from a public school outside your resident district or private school where the student is attending. Your student MUST be attending the school full-time; this option is NOT available to part-time students.

## What must the evaluation letter include?

- The name and address of the teacher, including state recognized documentation of certification or the name and address of the nonpublic school in which the teacher is currently teaching. (*A parent/guardian may not sign a portfolio evaluation letter for their own child*).
- The date(s) on which the evaluation(s) took place. A description of the work reviewed.
- A summary of the child's educational process; concluding with a statement that the child has or has not made educational progress; and
- The signature of the teacher.

## Student Report Card

You will be asked to upload the report card to the student's application. Students who are attending an approved public school full-time (outside of their home district) or a nonpublic school full-time, may provide a copy of the eligible student's report card in lieu of a signed portfolio evaluation letter. This option is not available to part-time students.

You must upload the student's **Record of Educational Attainment** to student's application by **July 15<sup>th</sup>** to remain in compliance.

## **General Purchasing Provisions**

EFA's are student accounts, they are not family accounts and EFA funds may not be shared between students. 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.

**Core Knowledge Domains** Parents agree to provide an education for students 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.

**Additional Documentation Upon Request** CSF reserves the right to request additional documentation at any time in order to verify the allowability and authenticity of a purchase including its receipts, invoices, and other information supporting the educational use of the item or service for the student named on the account. If you are unable to provide additional information upon request your order may be rejected.

**Age-appropriate** Given the unique and varied needs of students participating in the scholarship program, age-appropriate evaluations are sometimes made. These are primarily focused on minimum age requirements for safety.

**Cash, Coupon, Gift Card, Point Program and Gift Purchases** Cash payments to private sellers are not eligible for reimbursement. CSF cannot reimburse you for items that are purchased with coupons, gift cards, point programs or as gifts.

**Educational Use** Educational use is defined as items, practices, or services that support and advance student learning in the core knowledge domains and qualified expense categories enumerated in the EFA law, RSA 194-F.

**Hand-Written Receipts** CSF will not accept hand-written receipts for any reason.

**Monetary Benefit** A parent, guardian or immediate family member shall not receive a payment, refund, or rebate of EFA funds from an EFA vendor or provider for any reason. A parent, guardian or immediate family member shall not receive EFA funds for the instruction of their own child. A parent, guardian or immediate family member of an EFA student, that is an EFA approved education service provider, shall not receive EFA funds for instruction of the parent, guardian or immediate family member's child enrolled in the EFA program.

**Multi-User Items** EFA funds are awarded on an individual, per pupil basis and they may not be shared. EFAs are not family accounts. Consequently, funding for multi-user items is not allowable. For example, a child may purchase a computer and a monitor for the computer however a student would be prohibited from purchasing a flatscreen TV for the home.

**Orders Must be Shipped to the Address on File** ClassWallet orders will only be shipped to the verified New Hampshire address on file. ClassWallet orders will not be shipped out of state for any reason.

**P.O. Boxes** Please note that most ClassWallet vendors do not ship to P.O. Boxes. ClassWallet cannot guarantee delivery of your order if you use a P.O. Box.

**Purchase or Manufacture of items for Resale** - EFA funds shall not be used to purchase items or materials for resale including items or materials intended for crafting or manufacturing and sale.

**Service Providers Must be EFA Approved** All providers that provide service or instruction to students must be EFA approved. This includes for the purpose of reimbursement. This requirement cannot be waived. A provider is not required to sign-up with ClassWallet unless the provider would like to accept EFA payments directly from students/families. (Retail vendors are not education service providers and thus not required to sign up for EFA approval (Target, for example).

**Student Date of Eligibility** A student's "date of eligibility" means the date which the student's application was approved and verified by CSF. This date is used in order to calculate invoice and receipt eligibility. Only receipts and invoices for items and services dated on or after the student's date of eligibility are eligible for processing.

## Allowable Use Categories of the EFA Grant

Under state law (RSA 194-F II.), parents and guardians of an EFA eligible student have agreed to use the funds deposited into the account only for qualifying expenses used to meet the individual educational needs of the eligible student. The following categories, items and services are allowable uses for EFA funds:

### **Private school tuition and fees pursuant to (*NH RSA 194-F:2 II.(a)*)**

A private school is a nonpublic school approved for (at a minimum) attendance purposes by the NH Department of Education 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: <https://www.education.nh.gov/pathways-education/private-schools>

Eligible fees include:

- Academic services fee
- Activity fee (including music, band, etc.)
- Application/Enrollment/Registration fee
- Athletics fee
- Book fee
- Technology fee
- Test fee
- Uniform fee

### **Online learning programs, that are non-public/private, tuition and fees pursuant (*NH RSA 194-F:2 II.(b)*)**

Online learning occurs when courses take place online instead of in a physical classroom. Online courses may include course such as: 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.

Examples include but are not limited to:

- Acellus Academy
- Outschool
- Penn Foster High School
- Power Homeschool
- Time4Learning

### **Tutoring pursuant to (*RSA 194-F:2 II.(c)*)**

Tutoring services provided by a certified/accredited individual or a tutoring facility in the core knowledge domains. For example: Government, Health, History, Language, Reading, Writing, Spelling, Mathematics, Reading/writing/spelling and Science

[Public school classes, curricular and co-curricular programs and services pursuant \(RSA 194-F:2 II.\(c\)\)](#)

Such services may include enrollment and education at a district public school that is not the resident district of the students or tuition for part-time (50% or less) participation in classes, courses, activities in the students' resident district.

Examples include but are not limited to:

- Classes at an out-of-district public school and paying tuition.
- Enrollment in a resident district public school curricular or co-curricular program class (may not attend full-time classes in local district public school and enroll in EFA)
- Tuition for district sports, music, art programs.

You can find the list of approved NH public schools here:

<https://www.education.nh.gov/pathways-education/local-district-schools>

[Private school classes, curricular activities and programs \(RSA 194-F:2 II.\(d\)\)](#)

Individual classes, courses and programs; A private school is a nonpublic school approved for (at a minimum) attendance purposes by the NH Department of Education or by the Department of Education of the respective state in which the school is located.

[Textbooks, curriculum, or other materials required by the course, program, or lesson pursuant to \(RSA 194-F:2 II.\(e\)\)](#)

EFA funds may also be used for textbooks, curriculum, instructional materials, and supplemental materials that are required for an approved course, program, or lesson.

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

CSF will determine whether textbooks, curriculum, instructional materials, and supplemental materials selected fall within the core knowledge domains described in RSA 194-F:3, III(d)(1) and that they are required.

The core knowledge domains, described in RSA 194-F:3, III(d)(1), 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. CSF may request to view curriculum, program, or grade level learning expectations to ensure compliance.

Examples of allowable purchases include:

[Textbooks](#) are books, workbooks, educational study materials, and digital material - e-textbooks, e-workbooks, educational videos, etc.

Examples of instructional materials and supplemental materials include:

Musical instruments - when required by a curriculum or education program

School Supplies (examples include)

- Bookbags, backpacks, laptop bags
- Calculator
- Lunch box
- Math tools, including abacus, compass, protractor, ruler
- Notebooks, folders, binders, printer ink
- Tape, paperclips, stapler
- Writing utensils, pens, crayons, colored pencils, and markers

Sports Equipment - when required by a curriculum or education program (items over \$250 may require additional documentation such as proof of enrollment in an organized sports program, active enrollment in a learning program or instruction/taking lessons.)

- Balls (baseballs, basketballs, footballs, pucks, tennis balls, etc.)
- Baseball bat, hockey stick, lacrosse stick, skis, ski poles, tennis racket
- Ballet slippers, cleats, hockey skates, ski boots, wrestling shoes
- Gloves, baseball mitt, helmets, pads/shin guards

Computer Device pursuant to (RSA 194-F:2 II.(f))

Desktop or Laptop (including Apple/Mac models) - Cap \$3,500

- Per Administrative Rules Ed 800, an EFA student may purchase (1) one "Computer device" every (3) three years using EFA funds. For the purpose of the EFA program, a "Computer device" is defined as a Laptop or Desktop Computer. Students should purchase a warranty for a computer purchased with EFA funds.

Student Computer Device Build - Cap \$3,500

- A parent/student may elect to build a computer device once every (3) three years using EFA funds in lieu of purchasing a computer device but they do so at their own risk.
- The parent/student must agree to the requirements outlined in [STU-05-Computer-Device-Purchase-Policy](#) and [Computer Device Build Form](#).
- Components that are not under warranty, components that are damaged or components that fail, are not eligible for replacement using EFA funds.
- The parent must attach the completed [Computer Device Build Form](#) to the student's ClassWallet order.

Technological services and devices pursuant to (RSA 194-F:2 II.(f))

Tablets – Cap \$1,500 per item

- iPad
- Android Tablet
- Chromebooks
- Digital Art/Drawing Tablet
- Amazon Fire Tablet
- Kindle

Digital Electronic Devices – Cap \$750 per item

(These are generally devices that are used to connect to a computer and to aid in student learning)

- Earbuds, Computer Speakers Headsets, Noise Canceling Headphones, Microphones
- Fitness Tracker/Smartwatches/Health Monitoring
- Digital Camera
- Keyboard/Mouse
- Monitor
- Printers/3d Printers
- Scanner
- Webcams

Internet or other technological services

Per Administrative Rules Ed 800, internet and technology purchased with EFA funds must be used for the individual EFA student's educational needs.

General household internet is not allowable. A “hot-spot” device that provides internet access for the individual student only, is allowable. Cell phones and cell phone plans are not allowable.

Educational software and applications pursuant to (RSA 194-F:2 II.(g))

For example, student versions of:

- Adobe Products
- Audio and Video Editing Software
- Microsoft Office
- Word processing

School uniforms pursuant to (RSA 194-F:2 II.(h))

Only school uniform items are allowable. To qualify as a uniform expense, the item or items must be specifically required to meet a school's uniform policy. General clothing or items intended solely to meet a dress code are not eligible.

Fees for assessments and examinations and tuition and/or fees for preparatory courses for such exams pursuant to (RSA 194-F:2 II.(i))

Allowable expenses include fees for nationally standardized assessments, advanced placement examinations, portfolio evaluations, examinations related to college or university admission or the awarding of credits, and tuition or fees for preparatory courses for such exams.

Many of these tests can be taken online for a small fee, with results delivered quickly—helping families meet the July 15 deadline for submitting the Annual Record of Educational Attainment.

Acceptable standardized tests include, but are not limited to:

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

Education programs; tuition and fees pursuant to (RSA 194-F:2 II.(i))

Examples of qualifying education programs may include but are not limited to summer programs, specialized education and other programs including health and physical education. These may include activities where a student participates on a team or enrolls in a class or program designated as health, physical education, music, dance, etc. Examples may include:

- Baseball/Softball/T-ball
- Basketball
- Cheerleading/Gymnastics
- Dance
- Football
- Hockey
- Lacrosse/Field Hockey
- Martial Arts
- Music Lessons/Instruction
- Skiing
- Soccer / Tennis / Track
- Swimming and Diving
- Wrestling

Career or technical school tuition, fees, instructional materials, and examination fees pursuant to (RSA 194-F:2 II.(k))

This category is for students attending a career and technical school or a trade school.

For example:

- Electrical
- HVAC
- Nursing
- Plumbing,
- Welding, etc.

Special education services and therapies (RSA 194-F:2 II.(l))

Educational services and therapies, including, but not limited to, occupational, behavioral, physical, speech-language, and audiology therapies.

Fees for services provided by a therapist who is certified/accredited in educational services and therapies, including, but not limited to:

- Audiology therapies
- Behavioral therapies
- Occupational therapies
- Speech-language therapies

College, University, institution of higher education tuition and fees pursuant to (RSA 194-F:2 II.(m))

Tuition and fees at an accredited Institution of Higher Education (IHE).

This category is for a student that is dual enrolled and receiving both high school and college credit while in high school. EFA funds may not be used for college classes after the child graduates. [Click here](#) to be taken to the NH Department of Education's website to view a list of approved IHE in New Hampshire.

Fee-for-service transportation provider, bus fee, for the student to travel to and from an education service provider pursuant to (RSA 194-F:2 II.(n))

An example of a fee-for-service transportation provider is a bus company that transports 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. Planes, trains, cruises, boats are not eligible.

## Prohibited Items and Categories

EFA funds may not be used for the following items or categories. Please note that this list is NOT exhaustive. This list simply contains examples of the types of items and categories that are prohibited. If you are unsure if an item or service is prohibited, we suggest using the CW Marketplace to avoid making an unallowable expenditure. You may also email us at [nhapprovals@scholarshipfund.org](mailto:nhapprovals@scholarshipfund.org) if you have questions.

**Paying the parent, guardian or immediate family member for their time, expenses or instruction of their own children** - for example, family memberships, gas or vehicle repairs, paying the parent or immediate family member for their child's instruction.

**Live animals** - any animals or accessories for animals.

**Blades, knives, non-athletic equipment**, weapons or items with blades, knives or weapons - for example, ammunition, archery, bows/crossbows, fishing poles, firearms, marksmanship, non-athletic equipment, etc.

**Clothing** - Any item of clothing that is not specified in a school uniform policy. For example, winter coats, snow pants, boots, underclothing, etc.

**College and Higher Education after the Student Graduates High School** - The EFA program is a K-12 program. EFA funds may not be used for college courses taken after the student has graduated high school.

**Cell Phones** - Cell phones and cell phone plans

**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), sand, chicken coops, animal bedding, animal care, or animal processing equipment.

**Family memberships** - a membership that is not specifically for the student only, for example family memberships to gyms, museums, YMCAs, etc.

**Food** - for example candy, gum, culinary ingredients, or pre-measured "do-it-yourself ingredient or meal kits", school lunches and snacks.

**Household items - Electronics** – for example computer routers/modems, digital radios, radio scanning devices/base stations/ham radios, electric bikes/motorized vehicles, remote-controlled vehicles, drones, surround sound systems, televisions, video games, video game systems/accessories, simulators, VR headsets/Goggles, Google Glass, etc.

**Household items - Furniture** - for example book cases, chairs, couches, desks, tables, etc.

**Household items - General** – for example, batteries, beauty items, makeup/personal care items, candle making materials, cleaning products, cookware, kitchen and home appliances, toilet paper, paper towels, soap making materials, household storage or storage crates, water bottles/tumbler/thermos, etc.

**Luxury Items** - Items that are high-end goods and services that are non-essential unreasonable and outside the scope of the EFA program.

**Manufacturing machines** - for example CNC machines, Cricut machines, foundry, furnace and kilns, cutting/welding/torch machines, laser engravers, etc.

**Medical equipment and supplies** - for example, first aid kits, bandages, and other first aid consumables and supplies.

**Multi-user Items** - EFAs are awarded on an individual, per pupil basis. EFAs are not family accounts. For example, a student would be prohibited from purchasing a flat screen TV for the home, a basketball hoop, home gym machines, home improvement supplies and equipment, etc.

**Preschool** - The EFA program is a K-12 program. EFA funds may not be used for preschool.

**Purchase or Manufacture of items for Resale** - EFA funds shall not be used to purchase items or materials for resale including items or materials intended for crafting or manufacturing and sale.

**Recreational items** - for example bicycles, bouncy houses, camping, fishing poles, jacuzzi, hiking, inflatable slides, in-ground or above-ground swimming pools, pool tables, swim/scuba gear, trampolines, and weight lifting, exercise, aerobic machines, etc.

**School fees not allowed** – for example, fees that are not defined as academic in nature or identifiable, before care and after care, donation fee, fundraising fee, dress down days, fair share calendar, food including breakfast and lunch, general fees, school store items like snacks, drinks, gum, candy, etc.

**Smart Home devices** - for example Amazon Echo, Google Home, Alexa, etc.

**Streaming services** – for example Roku, Chromecast, Apple TV, Firesticks, Netflix, Amazon Prime, etc.

**Theme-park admissions** or annual passes.

**Tickets to live entertainment** – for example concerts, bowling, movies, prom, school dances, senior trips, recreational field-trips, theater, ballet, etc.

**Travel and Trips** – For example, plane, train, Uber and Lyft, bus tickets, etc. Travel and trips outside the country.

**Toys** - For example items such as Legos (and Lego-like toys, playsets, vehicles), action figures, child playsets, models, stuffed animals, toy cars and trucks, remote control toys, etc.

## How to Access EFA Grant Funds

EFA grant funds may be accessed by families through the digital wallet and payment platform, with oversight by CSF. This platform eliminates the need for a paper reimbursement process and gives EFA families a nimble way to purchase educational goods and services. 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.

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 CSF's request, will create a secure user account on the digital wallet payment platform for eligible students. Once an eligible student's EFA account has been created by CSF and the digital wallet provider, the parent will receive a "Welcome" email from the digital wallet provider instructing them how to access the account.

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.

There are three methods of spending EFA Funds

- Marketplace Orders
- Direct Pay Orders
- Reimbursement Orders

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 CSF. Each EFA transaction processed through the digital wallet platform is independently approved or denied by CSF's compliance personnel according to the allowable use of funds. Should an item or expenditure be denied for any reason, the reason for the denial will be communicated to the EFA holder by CSF staff via the digital wallet platform user interface.

### Marketplace Orders

The ClassWallet (CW) online marketplace is by far the fastest and easiest method to use EFA funds. Marketplace allows parents to purchase EFA allowable items & materials directly from dozens of retailers using EFA funds directly from their student's CW account and avoid making out- of-pocket payments. (For example, Amazon is a member of the CW online marketplace).

Parents can order EFA allowable items such as books, curriculum, computers, school supplies, etc.

All marketplace orders are placed in an order approval queue until the order is reviewed. An order may be approved, denied, placed on incomplete, or on hold while we request more information. If an order is denied for any reason, you will be notified of the reason. Please do not hesitate to contact us at [napprovals@scholarshipfund.org](mailto:napprovals@scholarshipfund.org) if you have a question about item allowability.

**Please note!** The system does not allow CSF to delete individual items from your cart. If you include a prohibited item to your chart, the order will be rejected and the item that did not qualify identified to you so that you can reorder the other items.

## Direct Pay Orders

Direct Pay orders are used to pay an EFA-approved education service provider or retailer directly from your student's EFA and avoid making out-of-pocket payments. Direct Pay Orders are fast and efficient. Direct Pay orders are held in an order approval queue until the order is reviewed. An order may be approved, denied, placed on incomplete, or on hold while we request more information. If an order is denied for any reason, you will be notified of the reason.

Please do not hesitate to contact us at [nhapprovals@scholarshipfund.org](mailto:nhapprovals@scholarshipfund.org) if you have a question about item allowability.

All Education Service Provider invoices must be accurate and contain at a minimum: (Direct Pay)

- School / Provider Name
- Student's First and Last Name
- Description of Item or Service Purchased (We must be able to determine what the expense is for and that it is allowable.)
- Date of Invoice (Month/Day/Year) and/or Date of Service (for example, dates of tutoring sessions for tutors, school year for school tuition.)
- Amount Due (amount due must be specified per pupil, not per family.)

All Retailer Invoices Must Contain: (Direct Pay)

- Retailer or Vendor Name
- Date of Invoice (Month/Day/Year)
- Description of Item or Service Purchased (We must be able to determine what the expense is for and that it is allowable.)
- Amount Due

It is preferable that invoices and receipts contain a unique identifier such as invoice number. If they do not, or any data is missing or ambiguous you may be asked for additional documentation.

## Reimbursement

Transactions made through the digital wallet platform use human approval to approve or deny transactions carried out in the digital wallet platform. All requests for reimbursement must include sufficient documentation of an EFA allowable educational purchase. The reimbursement process generally takes longer than the Marketplace and Direct Pay order process due to the level of due diligence which CSF must perform in order to verify each receipt. For faster processing and to avoid out-of-pocket payments, parents are encouraged to use the online Marketplace or Direct Pay whenever possible.

All Education Service Provider receipts must be accurate and contain at a minimum:  
(Reimbursement)

- School / Provider / Name
- Student's First and Last Name
- Description of Item or Service Purchased (We must be able to determine what the expense is for and that it is allowable.)
- Date of Receipt (Month/Day/Year) and/or Date of Service (for example, dates of tutoring sessions for tutors, school year for school tuition.)
- Date Paid and Amount Paid (date and amount paid must be specified per pupil, not per family)

All Retailer Receipts Must Contain at a Minimum: (Reimbursement)

- Retailer or Vendor Name
- Date of Receipt (Month/Day/Year)
- Description of Item or Service Purchased (We must be able to determine what the expense is for and that it is allowable.)
- Amount Paid

### How to Approve your Education Service Provider

Some families have established relationships with education service providers such as schools, tutors, and/or vendors which they would like to continue and to pay using EFA funds. The EFA program requires that all Education Service Providers that receive EFA funds be approved and placed on the "Approved Provider List." This requirement also applies to reimbursement orders. The New Hampshire EFA law requires that CSF post the list online.

In order for you to pay your chosen provider using EFA funds, or submit an order for reimbursement, the provider must be on the approved provider list. This is a simple two-step process and there is no cost to you or the provider.

Step 1. Ask your provider to complete the registration form, including uploading their credentials. Examples of credentials include but are not limited to: copy of applicable licenses, resume, teaching certifications, work history, and proof of education degrees or certificates.

Step 2. After the application has been approved by CSF, the provider will receive an email with a link to the ClassWallet website and the required next steps. The provider will follow the instructions in that email to set up their ClassWallet account and verify their banking information.

Once the provider's banking and account information has been verified, you will be able to pay the provider directly from your student's EFA and avoid out-of-pocket payment.

## Refunds and Returns

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 CSF and/or to the digital wallet provider and the respective EFA account within 30 days. For more information please see: [PRO-06 Provider Refund Policy](#)

All refunds must be processed through ClassWallet. If you need to make a return for a marketplace item, please contact ClassWallet directly at: (877) 969-5536 or [help@classwallet.com](mailto:help@classwallet.com).

### How to Process a Return or Refund by ACH

Name on Account: Kleo Inc DBA ClassWallet

Routing Number: 267090594

Account Number: 9855866071

Please send an email to [bookkeeper@classwallet.com](mailto:bookkeeper@classwallet.com) with the following for each individual refund:

- ClassWallet PO/Order Number
- Accountholder's name as listed on ClassWallet
- Accountholder's email
- Item(s) refunded
- Refund total

### How to Process a Return or Refund by Check

Make Check Payable to:

Kleo Inc DBA ClassWallet

P.O. Box 632419

CINCINNATI, OH 45263- 2419

Please include the following information for each individual refund:

- ClassWallet PO/Order Number
- Parent's name as listed on ClassWallet
- Parent's email
- Student's name
- Refund amount

For more information about refunds and returns see:

<https://classwallet.my.site.com/classwallet/s/article/Refund-Overpayments-Incorrect-Payments>

## Applicants Deemed Ineligible

In the event that a student is ineligible, CSF will communicate the reason in the notification that you will receive.

### Process for Appeal of Ineligibility or Priority Status

CSF has made a process for appeal available. If you have had a sudden loss in income as the result of an unexpected job loss or other life altering event such as death, please follow the process outlined below. Please note that quitting your job is not a reason for appeal. The process is as follows:

#### Step 1 - Internal Appeal Process

You may appeal to CSFNH at [csfnh@scholarshipfund.org](mailto:csfnh@scholarshipfund.org) if your income, employment, or household information has decreased due to a sudden loss in income as the result of an unexpected job loss or other life altering event such as death.

Please entitle your email "Appeal for Reconsideration" to [csfnh@scholarshipfund.org](mailto:csfnh@scholarshipfund.org). The appeal must include the reason for the appeal. You will need to explain your loss of income and provide your most recent income documentation (e.g., unemployment letter, six consecutive pay stubs, death certificate). Include any supporting documentation of the event with your appeal request. Please email the appeal request and documentation to [csfnh@scholarshipfund.org](mailto:csfnh@scholarshipfund.org).

#### Step 2 - The Parent and Education Service Provider Advisory Commission

You may further appeal to the Parent and Education Service Provider Advisory Commission if your income, employment, or household information has decreased due to a sudden loss in income as the result of an unexpected job loss or other life altering event such as death. The parent or guardian must file a written request for appeal to the Parent and Education Service Provider Advisory Commission.

The request must be mailed to CSF's Director of Compliance within thirty calendar days of receipt of your denied Appeal Notice of Ineligibility. You will need to explain your loss of income and provide your most recent income documentation (e.g., unemployment letter, six consecutive pay stubs, death certificate). Include any supporting documentation of the event with your appeal request.

#### Mail appeal requests to the following

CSF New Hampshire  
Director of Compliance  
180 Loudon Road  
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.

## Suspected Intentional Misuse of EFA Funds

CSF 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. CSF employs a layered approach to the detection of suspected fraud and misuse in order to ensure that funds are spent in accordance with the EFA law. Each transaction processed through the EFA program is validated through an approval process. CSF audits EFA accounts and transactions randomly throughout the year and a risk-based audit is to be performed by an outside, independent public accounting firm and a copy of the audit is given to the NH Department of Education and posted on our website.

Under state law, any parent, guardian, or EFA student suspected of intentional and substantial misuse of EFA funds may be made ineligible to participate in the EFA program.

### Actions Constituting Intentional Misuse

The terms intentional misuse of EFA funds mean:

- Any knowingly deliberate, willful, dishonest or deceitful act to defraud EFA funds.
- The misappropriation of supplies, equipment, items, assets or services purchased using EFA funds.
- The intentional misstatement or omission of information related to financial transactions involving EFA funds in an effort to defraud the EFA program.

### Duty to Review Allegations of Misuse

CSF is responsible for conducting a review where there has been an allegation of suspected intentional misuse of EFA funds. Children's Scholarship Fund has established an anonymous Fraud Reporting Tool and Hotline through Lighthouse Services, Inc. for a specific purpose. That purpose is to report suspected fraud or misuse of EFA funds. The Fraud Reporting Tool and Hotline allows users to submit an anonymous report of suspected fraud or misuse of EFA funds and to submit any documentation or evidence to support a claim. Concerns of intentional fraud or misuse may also be reported by direct referral via CSF personnel, or as a result of the auditing process. If you suspect the intentional misuse of EFA funds, please contact us today in order to document your claim and provide supporting evidence.

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

### How to Report Suspected Intentional Misuse or Fraud

If you suspect fraud or misuse of EFA funds, please report it immediately at:  
<https://nh.scholarshipfund.org/report-suspected-fraud-or-misuse-of-efa-funds/>

General questions about the EFA program, student applications, or order status should not be submitted using this service.

To report Suspected Fraud or Misuse by Phone:

- English-speaking USA: 833-759-7300
- Spanish-speaking USA: 800-216-1288

#### Investigation Reporting

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.

State law requires that CSF notify the NH Department of Education, the State Board of Education, and the New Hampshire Attorney General within 5 days if CSF makes a determination of suspected intentional and substantial misuse of EFA funds and law enforcement if the amount exceeds the amount of a Class B Felony.

If an eligible student, or the eligible student's parent or guardian, is free from personal misconduct, CSF 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 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 800 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.

# Medical Certification of Disability

[Click here for the PDF version of STU-19 EFA Medical Certification Disability 2025](#)

**Medical Certification of Disability  
Education Freedom Account Program  
Children's Scholarship Fund  
180 Loudon Road, Concord, NH 03301**

Note: Only medical professional licensed to practice in any state in the United States are authorized to certify the 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

Student/ Child Name

(First Name) (Last Name) Middle Name (if any)

Child Date of Birth

(Month) (Day) (Year)

Parent / Child Address

(Address)

(City) (State) (Zip Code)

## Part 2: Medical Professional Information

Medical Professional Name

Name of Clinic/Hospital

Medical Professional Business Address

(Address)

(City) (State) (Zip Code)

Licensed Medical Professional License Number

(License Number)

Telephone Number

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

Date and Location of Examination

## Part 3: Information about Applicant / Child Disability

*Check all that apply:*

- 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** complete the certification below.

I certify that I have examined the applicant / child.

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

**Licensed Medical Professional Signature**

**Date of Signature**

## How to Withdraw a Student from the EFA Program

Click here for the PDF version of <https://nh.scholarshipfund.org/wp-content/uploads/2025/09/STU-21-Student-Withdrawal-Form.pdf>

### Withdrawal Form

#### Education Freedom Account Program

Children's Scholarship Fund, 180 Loudon Road., Concord, NH 03301

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

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School Year \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Address \_\_\_\_\_

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

Address \_\_\_\_\_

### Reason for Withdrawal

(Check One)

- Student graduated from high school.
- Student to remain in resident district public school or charter school full time.
- 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.

EFA Withdrawal Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Start Date at the New School or Institution

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 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.

My child has been in the EFA program for at least one (1) year. I wish my roll over funds to continue to be available until expended.

Parent Signature \_\_\_\_\_

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

The rolled-over EFA funds may continue to be utilized, only after the student has been enrolled in the EFA program for one full school year, and until the former EFA student graduates high school.

## Parent and Education Service Provider Advisory Commission

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.

The commission shall consist of 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.

The scholarship organization may request the commission to meet, in person or virtually, to review appeals of education service provider denials and for appeals of denials of other educational expenses approved by the scholarship organization.

### **Coos County**

*Mrs. Jill Colby  
Principal  
Saint John Paul II School  
Country Village Rd  
Lancaster, NH 03584*

### **Hillsborough County**

*Robert Cook  
Parent  
Nashua, NH 03064*

*Christina Garand*

*Parent  
Litchfield, NH 03052*

*Kelly Santos*

*Parent  
Hudson, NH 03051*

### **Strafford County**

*Meg Ebba  
Parent  
Barrington, NH 03825*

### **Rockingham Country**

*Dene Ludwig  
Parent  
Seabrook, NH 03874*

### **Rockingham County**

### **Carroll County**

*Keith Osborne  
Parent  
North Conway, NH 03813*

## Definitions

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

“Differentiated aid” means the aid categories enumerated in RSA 198:40-a, II (b) - (e).

“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 RSA 194-F.

“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.

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

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

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

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

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