

prenda

# **New Hampshire EFA Details**

## **Overview**

How to Use State Funding to Pay for  
a Child's Microschool Experience

# Top Tips for Success



## 1. Start Early

- Begin the [EFA application process](#) as early as possible, ideally in March and no later than May 15th for the upcoming school year.
- Early applications provide ample time for processing, reducing the risk of delays in approval.

## 2. Complete Documentation Carefully

- Submit [complete and accurate documents](#) (see pages 6-9 of the [EFA Parent Handbook](#)) with the initial EFA application to avoid delays.
- Supporting documents must be submitted in a PDF format only (photos and/or videos are not acceptable formats).

## 3. Monitor Application Status

- Regularly check the status of the EFA application [in the CSF parent portal](#).
- Promptly respond to any requests for additional documents to prevent unnecessary delays in the processing timeline.
- To expedite the approval process, email documents that you're resubmitting to [csfnh@scholarshipfund.org](mailto:csfnh@scholarshipfund.org) in addition to uploading them in the EFA parent portal.
- Sign the EFA agreement as soon as it arrives in your email.

## 4. Understand Funding Schedule

- Familiarize yourself with the [disbursement schedule on page 13 of the EFA Parent Handbook](#).
- Ensure the application is completed and verified by July 15th to receive a full school year of EFA funding and to avoid out-of-pocket payments for the first invoice.

## 5. Utilize ClassWallet Efficiently

- Learn how to navigate and use ClassWallet for managing EFA funds.
- Pay Prenda and guide promptly via credit card, and submit for [reimbursement through ClassWallet](#) once EFA funding is received.

## 6. Communicate with Prenda

- Maintain open communication with Prenda to address any concerns or questions about the EFA funding process.

## What is EFA?

The Children's Scholarship Fund (CSF) administers New Hampshire's Education Freedom Account (EFA) program. It is funded by state tax dollars and provides parents with direct access to their child's education funds, enabling them to choose the learning environment and resources that best suit their child's needs.

EFA funds can be used to pay for all or a portion of a student's microschool experience, by allowing the family to submit for reimbursement once their child's bill has been paid.

## What is Prenda's relationship with EFA?

Prenda is an approved EFA vendor and classified as an in-person/online learning program provider.

Prenda makes it easy for guides to set up and operate microschools. Prenda assists guides with many financial administrative tasks, such as not needing to become their own vendor with CSF and managing subscription billing on their behalf. This enables guides to start a microschool quickly and receive compensation for it easily.



## Does signing a student up with Prenda guarantee that they will get EFA funding?

No. **Applying for and securing EFA funding happens with the Children's Scholarship Fund and is a separate process from enrolling with Prenda.** Signing a student up for Prenda does not guarantee a student's ability to secure EFA funds. As an EFA educational vendor, Prenda has no direct influence on a family's ability to receive an EFA agreement.

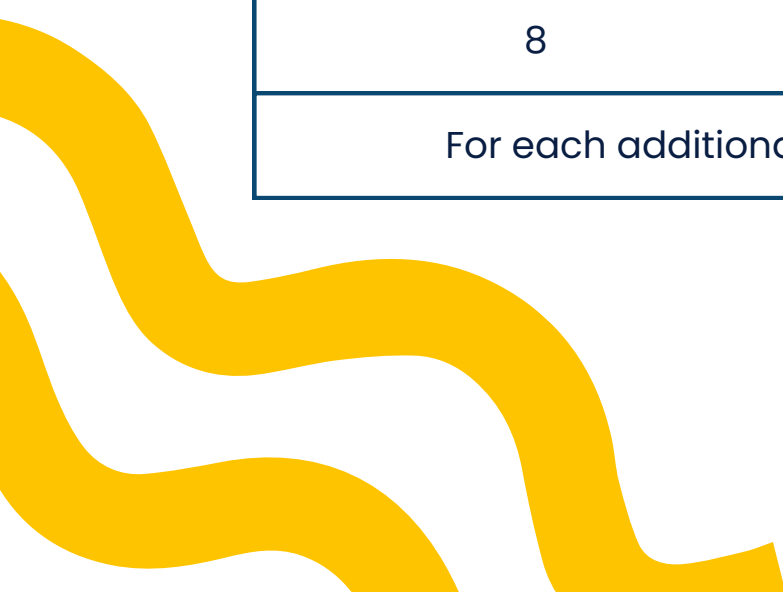


# Who is eligible for the EFA program?

The EFA program is available to **New Hampshire students in grades kindergarten through twelve** who meet the following requirements:

1. Parents/guardians and students must be New Hampshire residents.
2. Kindergarteners must be 5 years old by September 30th of the agreement year.
3. The family income must be at or below 350% of the federal poverty level guidelines.

<b>350% of 2023 Federal Poverty Level Guidelines</b>	
<b>Family Size</b>	<b>Annual Income Limit</b>
2	\$69,020
3	\$87,010
4	\$105,000
5	\$122,990
6	\$140,980
7	\$158,970
8	\$69,020
For each additional person, add \$17,990	



Parents/guardians must complete the application process and sign an EFA agreement, which includes agreeing to share academic accountability documents. **Typically, this process takes around 8-10 weeks.**

Students with EFA funding cannot be enrolled in a public school. A student can remain enrolled in public school while going through the EFA application process; however, **the student must be withdrawn from public school before the application is reported to the NHDOE for verification** (see column 4 on the Disbursement Schedule below in the section “When does funding begin?”).

## What is the EFA application process?

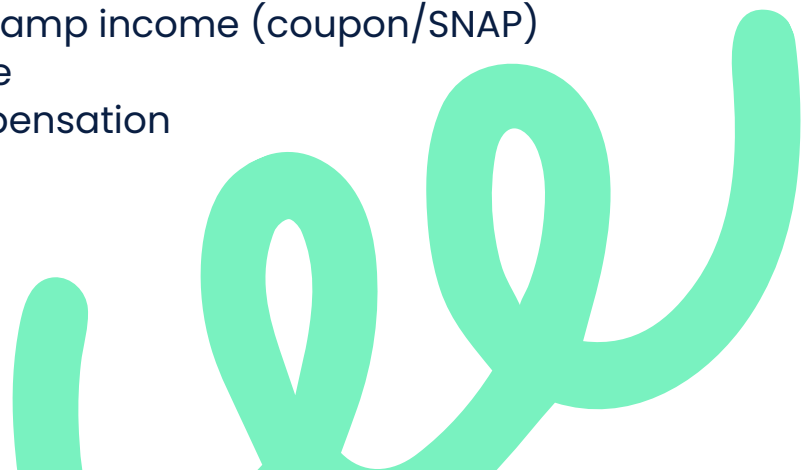
The EFA application is open year-round and typically begins in March for the following school year. Applications completed after July 15th will only be eligible for partial funding. This means **applications should be submitted no later than May 15th** to allow for the 8-10 weeks of processing.

### Step 1: Apply

The legal parent or guardian of the student applies for an EFA agreement on the CSF EFA website [HERE](#). The adult applying only needs to submit **one (1) application per household**.

**Tax returns** are used for financial qualification and to establish a family’s residency. Household income is the total gross income for all adults living in the home. Other documents that a family may be asked to provide in addition to their most recent tax return are:

- Business income from self-employment
- Child support/alimony
- Public assistance cash/food stamp income (coupon/SNAP)
- Social security untaxed income
- Unemployment/workers’ compensation



Families that can prove eligibility for the following factors may qualify for differentiated aid.

- Free or reduced price meal grant (FRPM) – Income below 185% of federal poverty guideline
- English Language Learners grant – Parental Notification Letter required
- Students with a qualifying disability – Current IEP or Certificate from Licensed Medical Provider required

Learn more about acceptable EFA application documents on page 6 of the EFA Parent Handbook.

Supporting documents must be submitted in a **PDF format only** (photos and/or videos are not acceptable formats). Families have reported delays in getting approved by not including complete documents with the original application.

## **Step 2: Wait and resubmit any documents**

EFA applications can take up to 8-10 weeks to process and the final determination is sent via email. Applicants may check their status in the CSF parent portal. If CSF identifies missing or incomplete information they will contact the family directly. It is critical that parents/guardians respond quickly as the application cannot be considered complete until the CSF receives and verifies all necessary documents. CSF will also cross-check eligible students with the New Hampshire Department of Education (NHDOE) prior to funding.

**Tip:** To expedite the approval process, email documents that you're resubmitting to [csfnh@scholarshipfund.org](mailto:csfnh@scholarshipfund.org) in addition to uploading them in the CSF parent portal. As a reminder, the student must be withdrawn from public school before the application is reported to the NHDOE for verification (see column 4 on the Disbursement Schedule below in the section "When does funding begin?")



Typically, families are **approved within 8-10 weeks**. All families are strongly encouraged to apply early and log in to their CSF parent portal often to get updates on their application status.

**Please note:** Prenda does not monitor students' EFA application statuses.

### **Step 3: Sign the EFA agreement**

Once a child has been approved for EFA funding, an approval email will be sent to the parent/guardian directing them to sign their EFA agreement in ClassWallet. ClassWallet is the financial management portal used by CSF to manage a student's EFA agreement and funds. **Agreements must be signed at least 45 days prior to scheduled payments to receive funds for that period** (e.g. to receive EFA funds in September, an agreement must be signed by July 15th).

### **Step 4: Wait for funds in ClassWallet**

After the agreement has been signed, a student's ClassWallet account is ready to be funded in accordance with the EFA Disbursement Schedule ([see EFA Parent Handbook, page 13](#)). Funds typically arrive by mid-September, mid-November, mid-January, and mid-April. Actual deposit times may vary. Parents will use ClassWallet to pay their child's Prenda invoices.



## How much funding will students receive?

New Hampshire state law determines EFA funding amounts. This amount fluctuates from year to year depending on local tax revenue and Average Daily Membership (ADM) of the students who reside within a municipality, along with other various state funding factors.

Students who meet the financial qualifications in grades K-12 receive approximately **\$4100** per school year. Students who qualify for differentiated aid can receive additional funding ranging from an estimated **\$800-\$2300** for each individual factor.

Review the [EFA by residence of student, cost of an adequate education calculation](#) to get an idea of expected allocated amounts.



## What if the student's total fee is higher than the amount of EFA funds received?

If the billed amount (Prenda fee + guide fee) is higher than the amount of EFA funding a student receives, then the student's family may only be eligible for partial EFA reimbursement of student fees. Families will be financially responsible for any funds not reimbursed by EFA. Prenda encourages guides to take EFA funding amounts into consideration when setting their guide fee.

## What if a student does not receive the EFA scholarship?

Families whose students do not receive the EFA scholarship can still participate in a Prenda microschool. In those cases, families will be responsible for paying their entire Prenda invoice with their personal funds.



# When does funding begin?

To receive a 100% EFA grant, applications and supporting documents must be completed and verified by July 15th. After the July deadline, EFA grants are awarded based on the EFA application's complete and verified status. Applications must be completed and verified at least 45 days prior to scheduled payments. Funds typically arrive by mid-September, mid-November, mid-January, and mid-April, but actual deposit times may vary.

Disbursement Schedule			
EFA Funds Available	Allocated funds to be dispersed per state fiscal year	Student agreement signed by	Student application reported to the NHDOE by
September	20%	July 15	August 2
November	20%	September 15	October 2
January	30%	November 15	December 2
April	30%	February 15	March 2

CSF distributes funds four times per year, and **funding begins in the disbursement period after the EFA agreement is signed.**

These dates are explained [on page 13 of the EFA Parent Handbook.](#)



Funds roll over from period-to-period and year-to-year until a student withdraws from the EFA program. Enrolling as a full-time student in a public, charter, or virtual school and/or failing to submit annual records of educational attainment can result in immediate suspension of payment. However, an EFA account that has been open for at least one (1) school year will remain active for a parent to make qualifying purchases for the remaining amount available.

**Tip:** If a full school year of EFA funding is desired, it is extremely important that the student's family begins the application process early (between March and May) and does everything they can to have a signed agreement by July 15th.

**Families enrolled with Prenda who do not have a signed agreement by July 15th will not be eligible for reimbursement from the EFA program for their first several monthly payments.**

## How often does Prenda invoice families and how often are Prenda guides paid?

### Multi-Family Microschools

Prenda students are billed a monthly subscription via credit card. Each student's initial payment is processed on their first day of school. Subsequent payments are **automatically charged on the first of each month**, with the final charge occurring in the last month of the school calendar. Families can submit receipts monthly for reimbursement via ClassWallet using student EFA funds. Guides receive payouts monthly from their Stripe account to a designated bank account or debit card.

### Single-Family Microschools

Prenda students have two options:

1. **Monthly subscription.** Families pay monthly via credit card or bank transfer and can be reimbursed with student EFA funds by submitting receipts via the ClassWallet portal.
2. **Four (4) quarterly invoices per school year.** Families pay their Prenda invoices directly through the ClassWallet portal and funds are deducted directly from a student's EFA account.



# Returning EFA Families

Families must reapply each year to maintain their EFA status. EFA tax return documents are only required for the initial application. Returning families only need to provide **proof of residency** to reapply, such as:

- Property tax bill with name and address within one year
- W2 tax form for previous year with valid current address
- Utility bill within the past 60 days (water, electric, gas, cable, landline phone)
- Other documentation with a current address from a state or federal agency within the past 60 days (Social Security Administration, Veterans' Administration, Department of Economic Security)
- Temporary on-base billeting facility (for military families) within the past 60 days
- A notarized Affidavit of Shared Residence if you don't have a proof of residence in your name



When reapplying parent/guardians agree to provide CSF with an annual **record of educational attainment** no later than July 15th of each school year by choosing one (1) of the following methods:

### **1. Provide results of a nationally-standardized, norm-referenced achievement test.**

Parents/guardians will be asked to submit a report of their child's math, ELA, and total scores when renewing their annual EFA application. Acceptable tests include, but are not limited to:

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

### **2. Student completes New Hampshire statewide student assessment.**

Parents/guardians will be asked to submit a report of their child's math, ELA, and total scores when renewing their annual EFA application.

### **3. Proof of an eligible student portfolio evaluation.**

Parents/guardians will be asked to submit a signed evaluation letter from a certified teacher who has evaluated the student's portfolio of work from the current school year. The letter must include:

- Name and address of the teacher, and any state recognized documentation of certification; or name and address of the nonpublic school in which the teacher is currently teaching.
- The date(s) when the evaluation took place.
- Description of the work reviewed.
- Summary of students' educational process with a conclusion that they have/not made educational progress.
- Signature of the teacher.



**This information can also be found in the resource section on the CSF website.**

# Questions

Please reach out to us at <https://www.prenda.com/contact>. We'd love to support you every step of the way in using EFA funds for your Prenda microschool experience!

## EFA Resources

- [Children's Scholarship Fund New Hampshire Website](#)
- [Application for Education Freedom Account \(EFA\)](#)
- [EFA Application Status \(CSF Parent Portal\)](#)
- [EFA Eligibility Requirements](#)
- [EFA FAQs](#)
- [2023-2024 EFA Parent Handbook](#)
- Children's Scholarship Fund NH Contact Information
  - Email: [csfnh@scholarshipfund.org](mailto:csfnh@scholarshipfund.org)
  - Hotline: (603) 755-6751
- [CSF ClassWallet Information](#)
- [ClassWallet Support](#)

