Georgia Promise Scholarship Program

Service Provider Handbook

Introduction

Introduction

This guide has been assembled to support eligible service providers through the implementation of the Georgia Promise Scholarship, the state's new education savings account program administered by the Georgia Education Savings Authority (GESA).

Signed into law in 2024 through Senate Bill 233, the Georgia Promise Scholarship will empower families to pursue exceptional educational programs. In addition to funding tuition at participating private schools, the **Georgia Promise Scholarship will allow eligible families to use funds for eligible tutoring, therapy, and instructional services with accredited community colleges / post-secondary institutions and online program providers.** Additional product types will also be eligible, such as curriculum, supplemental materials, and certain technology items. All expenses will require final approval from GESA. This handbook will provide more information regarding service provider eligibility, as well as a timeline for the 2025-2026 school year. For more program information, including student eligibility, please reference, MyGeorgiaPromise.org.

Thank you for your interest and support of the Georgia Promise Scholarship Program.

Mitch Seabaugh
Senior Vice President
Georgia Promise Scholarship

> ### *What is the Georgia Education Savings Authority (GESA)?*
>
> GESA was created as part of SB 233 to administer the Promise Scholarship. GESA is a companion entity to the Georgia Student Finance Commission (GSFC), which runs the HOPE / Zell Miller scholarships, ACE grant program, and various loan programs, among others.

Contact the Georgia Education Savings Authority

Questions? Please contact the Georgia Education Savings Authority:

Website
MyGeorgiaPromise.org

Phone
470-470-7057

Email
help@mygeorgiapromise.org

Service Provider Eligibility

To participate in the Georgia Promise Scholarship Program, service providers must meet certain eligibility requirements, depending on their expense type:

Tutors

Eligible expenses*

- Tutoring services

Requirements

- Educator certified by the Georgia Professional Standards Commission (PSC)

Required information/documentation for all tutors

- PSC Certification ID
- PSC field code (subject(s) and grade(s) certified for)
- Active PSC certificate
- Proof of business license (mandatory for businesses; optional for individuals)

Therapists and physicians

Eligible expenses*

- Occupational, behavioral, physical, or speech-language therapies

Requirements

- Physician or therapist licensed pursuant to Chapter 10A, 28, 33, 34, or 44 of Title 43 of the Official Code of Georgia

Required information/documentation for all therapists/physicians

- Proof of relevant licensure in Georgia (for above listed chapters)
- Therapy type/title
- Proof of business license (optional for individuals; mandatory for businesses)

* All expenses must be approved by GESA for inclusion on the program marketplace; more information regarding the process for verifying the eligibility of expenses may be found on page 5

Service Provider Eligibility (2/2)

Service Provider Eligibility

To participate in the Georgia Promise Scholarship Program, service providers must meet certain eligibility requirements, depending on their expense type:

Post-secondary institutions / community colleges	**Eligible expenses*** – Tuition, fees, and required textbooks for eligible core courses and eligible CTAE courses (per Code Section 20-2-161.3) **Requirements** – Georgia-based community college or post-secondary institution – Accreditation by an institution on the [DOE Database of Accredited Postsecondary Institutions and Programs](), including: • Southern Association of Colleges and Schools Commission on Colleges • Accrediting Commission of Career Schools and Colleges Council on Occupational Education **Needed information/documentation** – Proof of accreditation (by an agency included above)
Online learning programs / courses	**Eligible expenses*** – Tuition, fees, and required textbooks for eligible online core courses and eligible CTAE courses **Requirements** – Online learning program or course provider – Accreditation by one of the following: • Any institution approved for accrediting private schools or community colleges / post-secondary institutions • Distance Education Accrediting Commission (DEAC) • A state-sanctioned accrediting agency for online programs **Needed information/documentation** – Proof of accreditation (by an agency included above)

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Eligible Expense Types
(for approved service providers)

Eligible Expenses for the 2025-2026 school year

▶ Product/service offerings from an approved service provider must be pre-approved by GESA prior to their inclusion on the program marketplace

▶ Eligible educational offerings **must** be classified under an approved expense category (see table below)

▶ Offerings may be subject to additional, specific category-level requirements/restrictions (for example, textbooks should align to a core educational subject)

▶ More specific requirements/restrictions are available on the Eligible Expense List at **mygeorgiapromise.org**

Educational Expenses	Educational Products		Electronics	Services	Online Based Media
Tuition	Books	Subscription	Calculators	Class Fees	Educational Applications
Fees	Classroom Materials	School-specific expenses	Computer accessories	Online Classes	Educational Learning
	Curriculum	Textbooks	Computers	Test and Exam Fees	Software
	Educational classes	Tutoring aids	Headphones	Therapy	
	Educational materials		Internet Hot Spot	Tutoring	
	Online school materials			Transportation	

Additional key information:

- Program funds will be made available to families in quarterly disbursements beginning in July
- Reimbursements will not be made under any circumstances, with the exception of eligible transportation expenses

Expense Offering Submission Process
(for approved service providers)

Key steps for uploading offerings to the portal (<u>once approved</u> as a service provider)

Preparation

1. Review **the list of eligible expenses and restrictions** (overview on page 5 but more details at *MyGeorgiaPromise.org)*

2. **Align your product/service offerings** to marketplace categories / subcategories

3. Review the **training video** on *MyGeorgiaPromise.org* (in the "Service Provider FAQs") for more information about how to submit offerings

4. Review **specific service provider requirements** below

Submission

1. Visit the **Odyssey vendor portal** to view the offering portal

2. **Do not inflate prices** of offerings (as attested to in service provider application)

3. **Bundle offerings**, as applicable (i.e., multiple tutoring sessions, curriculum bundle, etc.)

Additional protocol for each service provider type

Tutors	❖ Include the **PSC-certified tutor name** in offering title / description
Therapists / Physicians	❖ Include the **licensed therapist / physician name** in offering title / description
Online Learning Programs	❖ Indicate the **grade level** in the dropdown options
Curriculum Providers	❖ Indicate the **subject and grade level** in the offering title / description
Electronic Providers	❖ Refer to **price maximums** for electronics on the eligible expenses list
Book Retailers	❖ **Fiction / non-fiction book offerings will be limited to those required** by participating private school and service providers *(currently being collected)* – **A list of approved books will be made available in the coming weeks;** book retailers may consider waiting for this list before uploading offerings

Timeline

Georgia Promise Scholarship Key Dates

There are several upcoming key dates that impact service providers interested in participating in the Georgia Promise Scholarship Program, with additional information being released in the coming months:

March 1 – April 15

April 1 – April 30

Once approved

After July 1

Student application launch
- Students may now apply for the Georgia Promise Scholarship!

The current service provider application window is open from April 1 – April 30!
- Application will be found here
- Additional application windows will open in July and October

Service providers request approval of expenses for inclusion on program marketplace
- Service providers and vendors will create "offerings" (e.g., one-hour math tutoring session) and are encouraged to bundle offerings (e.g., 10 one-hour math tutoring sessions)
- Additional details on expense eligibility and the submission process are available on pages 5 and 6 of this handbook)

First payments to service provider
- Students may use funds on eligible expenses in the program marketplace from approved service providers

General Application Questions

1   **How may I apply to be a service provider?**
Please visit https://gapromisevendors.withodyssey.com/registration/ now to apply during the April application window. Additional application windows will open in July and October.

2   **How may I add service/expense offerings to the service provider marketplace?**
After being approved as a service provider and onboarded to the program platform, you may request approval for specific expenses. *More information on the process for submitting requests to approve specific expenses is available on pages 5/6 and will be shared directly with approved service providers.*

3   **What other expenses may families use funds for?**
Pending GESA approval of product offerings, families will be able to use funds for curriculum and supplementary materials, certain technology expenses, and other approved categories (in addition to eligible services such as tuition, tutoring, and therapy). *More information on eligible expenses is available on pages 5/6.*

4   **Are there any restrictions on what offerings are allowed on the marketplace?**
To learn more about potential restrictions/requirements related to specific offering categories, service providers should review the Eligible Expense List document available at mygeorgiapromise.org. Examples include that curriculum must be related to a core educational subject/course.

5   **May I provide services (i.e., tutoring and therapy) to a family member?**
No, program funds are prohibited from use on services provided to direct family members (such as children, grandchildren, and siblings, among others).

6   **How will I receive payment for product/service offerings?**
Payments will be sent through the program platform partner, Odyssey, for fulfilled orders.

- For services, this means that the service provider has performed the first scheduled service.

- For physical goods, this means that the service provider inputted a tracking number within the Odyssey portal.

Following program approval, service providers will be asked to connect an account via Stripe to allow for funds to be sent to the preferred bank account of a service provider. Instructions for this process will be made available upon approval.