



Florida Funding Guide

Using Step Up for Students Funds With Bridgeway Academy

Bridgeway Academy is approved as a provider within the Step Up for Students EMA Marketplace. This means families can use their scholarship funds directly to purchase Bridgeway or Nobilis services. Using the marketplace is the easiest and fastest way to ensure your funds are reserved correctly. Both Bridgeway and Nobilis Services are found under the part time tutoring category.

How to Find Bridgeway Services in the EMA Marketplace

Where to Start

1. Log into your EMA (Education Market Assistant) parent portal.
2. Select Marketplace from the left-hand menu.
3. Choose Find Providers.

How to Search

The best method is to type directly into the search bar. You can use any of these keywords: Bridgeway Academy, Bridgeway, Nobilis, Edovate

TIP

Avoid using the dropdown filters alone — they contain many categories and can make it harder to find our services. The search bar will bring up the correct options quickly.



What You Will See in the Marketplace

Bridgeway Academy has part-time tutoring options listed. Be sure to select the offering you prefer:

- * Elementary
- * Middle
- * High School
- * Nobilis

The descriptions will give you more information about which option you should select. You are welcome to call the academy if you need assistance determining which offering is best for your child.

Reserving Funds (Preferred Method)

Once you find the correct Bridgeway listing:

1. Click the service.
2. Select the Reserve Funds button.
3. Confirm your selection.

What Happens Next

- * Your scholarship funds will be reserved for our service.
- * You cannot accidentally spend those funds on something else.
- * Bridgeway receives a notification of your reservation and will follow up with next steps.

Request Reimbursement (If Needed)

While reserving funds in the Marketplace is ideal, families may request reimbursement only if they already paid out-of-pocket.

IMPORTANT NOTES

Do not submit tutoring under “Home Instructional Program.” That category is only for in-person instruction inside Florida and will be denied.

Bridgeway cannot supply teacher credentials directly to families. Credentials must already be loaded in EMA.

What You Must Submit

1. Invoice from Bridgeway Academy showing:

- * Student name
- * Service purchased
- * Dates of service
- * Amount paid

2. Proof of payment, such as:

- * Bank statement (required if paid via bank account)
- * Credit card statement (if paid via card)
- * Receipt from our payment system

What to Enter on the EMA Reimbursement Form

- * Provider Name: Bridgeway Academy (or Nobilis, as listed)
- * Service Description: e.g., Part-Time Tutoring, Middle School, Full Year
- * Amount Paid: Must match the invoice exactly
- * Purchase Date
- * Upload your invoice and proof of payment

Avoiding Delays

To help your reimbursement process smoothly:

- * Make sure the name on your EMA account matches the name on your payment method.
- * Ensure your child's name appears on the invoice.
- * Upload all pages of the invoice and payment proof.

If Step Up requests teacher credentials:

Please notify them that Bridgeway's credentials are already uploaded in EMA under our provider profile. We cannot send credentials directly to families and we cannot upload them to your account through Step-Up.

Questions or Support

If you're unsure which service to select, cannot find Bridgeway in the EMA Marketplace, or need assistance with reimbursement:

Phone: 877-735-7837

Helpful Step Up Resources

[Step Up Main Website](#)

[Unique Abilities Scholarship](#)

[EMA Reimbursement Instructions \(PDF\)](#)

[Parents: How to find services providers within the marketplace](#)

[Reimbursement Best Practices for Families \(PDF\)](#)

[Reserving Services Within the Marketplace](#)