



Invoices for Services

Service providers must enroll with SEAA to accept ESA+ funds for payment.

Allowable Services

- Tutoring/Supplemental Teaching Services
- Educational Therapy
- Transportation

Invoice Process

1. The ESA+ student receives a service from an ESA+ Provider.
2. The Provider gives parent an invoice. ESA+ cannot accept payment agreements and insurance benefit explanations.
3. The Parent submits the invoice via their ClassWallet account.
4. ESA+ staff review the invoice.
5. If approved, the student's ESA+ scholarship funds transfer to the provider's bank account.
6. If rejected, no funds transfer. The parent receives an explanation.
7. Providers can use the [Payment Reports](#) in their ClassWallet account to track the status of transactions.

Important Dates

The ESA+ program school year runs from **August to mid-June**. There are options for parents to pay for summer services (see "Paying in Advance for Services"). All invoices for the current school year must be submitted before ESA+ closes the ClassWallet platform in mid-June.

Invoice Requirements

The following information must be included on invoices. Mistakes on invoices can cause significant delays in payment.



Invoices for Services

Names

- Student name (must match MyPortal records)
- Parent name (must be person listed as parent of record in MyPortal)
- Provider name (must be enrolled with NCSEAA)

1. Date(s) of Service

- Acceptable date formats:
 - MM/DD/YYYY Ex: 9/12/2026
 - MM/YYYY Ex: September 2026
 - Semester/YYYY Ex: Fall Semester 2026

2. Type of Service

- Educational Therapy
- Tutoring / Core Academic – math, science, English/language arts, social studies
- Tutoring / Other – art, music, foreign languages, one-on-one aide
- Transportation

3. Amount due for service

Recommended details for quick processing

Tutoring/Supplemental Teaching Services:

- Tutoring in [insert subject name]
- A class in [insert subject name]

Educational Therapy Providers:

Do not include codes or acronyms for type of service. Examples of acceptable descriptions include:

- Applied Behavior Analysis
- Art Therapy
- Behavioral Therapy, Counseling
- Music Therapy
- National Institute for Learning Development Educational Therapy
- Occupational Therapy
- Optometric Vision Therapy
- Physical Therapy



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- Recreational Therapy
- Speech Therapy & Audiology Services
- Therapeutic horseback riding lessons/equine therapy
- Vision Rehabilitation/Low Vision/Orientation & Mobility Services

If a service is not listed above, the parent should include a comment with the invoice explaining what type of service it is.

Paying in Advance for Services

Prepayment of services is allowed for the month or the semester (please see "Dates of Service" for acceptable date formats).

Families have two options to pay for summer services:

Summer Option 1: Prepay for Jun-Aug 31 services	Families can prepay for June - August 31 services before ESA+ closes ClassWallet for the school year in mid-June. Parents cannot pay for June services once ClassWallet is closed for the school year.
Summer Option 2: Pay for Jul and Aug services after ClassWallet reopens	Families can pay for July and August services after ESA+ reopens ClassWallet (using rollover funds if available, or new school year funds*). <i>*Parents receive their new school year funds from mid-August through September</i>

Top Reasons Invoices Are Rejected

The parent requests to pay more than the invoice shows as due

If the Provider charges a 2.5% fee, they must include it as a line item on the invoice. Parents should not add to the payment amount to cover a 2.5% fee. See the [FAQ for providers](#) here.

ESA+ has already paid for the service or the parent paid up front

- Check whether ESA+ has already paid for the same service/service dates on another submitted invoice.
- ESA+ cannot send payment to a provider if the parent has already paid for that service out of pocket. Parents should not pay for services out of pocket, expecting reimbursement from either ESA+ or the provider.



Invoices for Services

The student's name doesn't match the ESA+ student name in MyPortal

Make sure the invoice includes the student's name as it appears in the MyPortal record.

The person responsible for payment isn't the parent on record

Ensure the invoice charges the ESA+ parent of record listed in MyPortal.

The provider has charged for tuition

- [Home School families](#) don't pay tuition. They should use the "Tutoring and Teaching Services" category.
- If a student is receiving supplemental services from a Direct Payment School, the services should be categorized as either Tutoring, Educational Therapy, or Transportation, as appropriate.

Timing

Parents cannot pre-pay in the fall for the full school year, nor can parents pay in the spring for the next school year.

The service is not allowable

Services must be provided directly to the student. Consultations with parents, attendance at IEP meetings, administrative fees, test scoring fees, etc. are not an allowable use of ESA+ funds.

The provider charged for products

Providers may not charge for equipment or materials. Providers may only accept ESA+ funds for services. See the [ESA+ Allowable Expenses Parent Guide](#) for more information.

What To Do If an Invoice Is Rejected

If an invoice is rejected because of errors in the invoice (such as missing information or typos), and the service is allowable, the parent may resubmit a corrected invoice in ClassWallet. All invoices for the school year must be submitted before ClassWallet closes in mid-June.

Contact Information

Phone: 855.330.3955

Email: ESA@ncseaa.edu

Nothing in this document should be construed to supersede the Program Statute, Program Rules or other Program policies. These policies provide a broad overview of the Program. See the Program Rules and Statutes on the Program [website](#) for more details.