



EDUCATION SAVINGS ACCOUNT

Providers, Vendors, and Schools FAQ

What is the application process to become an approved provider in the Wyoming ESA Program?

The application process varies slightly depending on the type of provider:

- Schools or pre-kindergarten childcare facilities charging tuition and fees: Please email wde-esa@wyo.gov to obtain a custom registration link.
- All other education service providers and vendors: You can complete an application through the Wyoming ESA portal.

For assistance determining your appropriate category, see the [Application Guidance](#).

What is the Wyoming ESA Program?

The Wyoming Education Savings Account (ESA) program provides eligible families with state-funded accounts to customize their child's learning experience.

When was the Wyoming ESA program established and revised?

The Wyoming Education Savings Account program was established in 2024 and revised by the Wyoming Steamboat Legacy Scholarship Act in 2025.

What is an Education Service Provider (ESP)?

An ESP is a Wyoming ESA-approved person, organization, or school that receives payment authorized by a parent from the ESA account to provide educational goods and services to the ESA student.

Who is an ESA Student?

A student participating in the ESA Program and eligible according to Wyoming Statute 21-2-904(a).

Who is considered a Parent in the Wyoming ESA program?

A parent is a Wyoming resident who is the natural or adoptive parent, court-appointed guardian, legal custodian, or court-ordered primary legal custodian of an eligible student.

What is Curriculum according to the handbook?

Curriculum is a course of study for content areas or grade levels, including supplemental materials.

What subjects must a K-12 ESA student receive instruction in?

K-12 ESA students must receive instruction in reading, writing, math, civics, history, literature, and science.

What is a Qualified School?

A qualified school is a pre-kindergarten or a nonpublic primary or secondary school located in Wyoming or that provides educational services in Wyoming, including online services.

What are the pre-kindergarten eligibility requirements for an ESA?

Pre-kindergarten ESA students must attend a DFS-licensed childcare facility or a qualified school providing a pre-kindergarten program focused on kindergarten readiness skills. Unlicensed providers need WDE approval.

What is the age requirement for pre-kindergarten ESA students?

The child must be 4 years of age on or before August 1 of the enrolling year.

Is the pre-kindergarten ESA program a one-time program?

Yes, it is a one-year-only ESA program for kindergarten readiness.

What is the residency requirement for pre-kindergarten ESA students?

The student must be a resident of Wyoming.

What is the income qualification for the K-12 ESA program?

There is no income qualification for the K-12 ESA program.

What is the income qualification for the pre-kindergarten ESA program?

Families must be at or below 250% of the Federal Poverty Level.

How is income eligibility for the pre-kindergarten ESA program determined?

Eligibility is based on adjusted gross income (AGI) before taxes or deductions, using the U.S. Department of Health and Human Services federal poverty level.

What are the K-12 eligibility requirements for an ESA?

The child must be 5 years old by August 1 of the enrolling year in kindergarten, not have graduated from high school or received a GED, be under 21 as of August 1, and cannot be enrolled in a public school while participating.

What is the residency requirement for K-12 ESA students?

The student must be a resident of Wyoming.

Can immediate family members be ESPs for an ESA student?

No, ESPs receiving ESA funds cannot be immediate family members of the ESA student (parents, step-parents, grandparents, aunts, uncles, siblings, step-siblings, half-siblings, and first cousins).

What types of entities can be Wyoming ESPs?

Private educational institutions, tutors, educational centers, specialized educational services, and supplemental programs can be ESPs.

Can public schools offer services to ESA students?

Yes, public schools and public charter schools may offer tuition-based individual courses to ESA students under a formal parent/student contract. They cannot claim ADM for these students.

What happens if a qualified school or educational center changes ownership?

The new owner must submit a new application for approval, and any ESA account payments will cease until approval is granted.

Does a certified Wyoming ESP need to be located in Wyoming?

No, a certified ESP does not need to be located in Wyoming and can provide virtual services or materials from anywhere.

How do I apply to become a Wyoming ESP?

Complete the Wyoming Education Service Provider Application through the Wyoming ESA portal.

What information is required in the ESP application?

Provider information, licenses and certifications, a service description, and agreement to assurances and acknowledgments are required.

Is there a certification process for ESPs?

Yes, the process includes an application with assurances followed by a certification review during the first year providing services.

Are vendors of tangible goods required to go through the certification process?

No, vendors that only provide supplies, equipment, or materials are exempt.

What is provisional status for new ESPs?

New ESPs are granted provisional status upon initial review, allowing them to offer services while awaiting full certification.

What is required to become a qualified school for K-12 students?

Evidence that instruction is offered in reading, writing, mathematics, civics, history, literature, and science.

What is required to become a qualified school/facility for pre-kindergarten students?

A pre-kindergarten facility is required to be licensed by the Department of Family Services or be a pre-kindergarten program offered at a qualified elementary school. A pre-kindergarten program needs to demonstrate evidence that instruction necessary for preparation to enter kindergarten is offered.

What is a certification review?

The WDE will conduct a review, virtual or in-person, within the first year of provisional status to ensure program compliance.

What is full certification status?

ESPs receive full certification upon successful review of assurance compliance.

Are ESPs required to participate in ongoing compliance checks?

Yes, ESPs must complete an annual survey and may be subject to additional audits.

What is the surety bond requirement for ESPs?

A certified ESP receiving or expecting to receive over \$150,000 annually in ESA funds must file a surety bond.

What happens if an ESP fails to secure the required surety bond?

A written notice is issued, followed by suspension of participation and potential disqualification.

What are examples of qualifying expenses for ESA funds?

Tuition and fees, educational therapies, tutoring services, curriculum and educational materials, online learning programs, college courses (dual enrollment), career or technical school, testing and assessments, technology, contracted public school services, summer educational programs, specialized after-school programs, transportation fees, and school uniforms.

When can expenses be paid using ESA funds?

All expenses must be paid after services are provided or the product ships, except for tuition and fees required for enrollment or assessment.

How does an ESP register multiple service locations?

Each location requires a separate application and email address.

What information about services must an ESP provide in the application?

Details about the services offered (based on qualified expenses), languages of service, and whether services are virtual, in-person, or hybrid, along with required licenses or certifications.

What should an ESP do if it can no longer provide listed services?

The ESP must immediately update the profile on the portal.

What is the annual ESA allocation per student?

The annual contribution is \$7,000 per student, deposited in equal quarterly installments starting July 1.

What happens if an ESA student doesn't enroll after a partial payment is made?

The ESP must refund the payment back into the account within 30 days.

How is school tuition paid through the ESA program?

The family selects the school, the school confirms enrollment and tuition, and payment is managed through the portal.

How are marketplace orders and payments handled?

Families order through the portal, the vendor/ESP provides the goods/service, and payment is managed through the portal.

What is the process for marketplace refunds?

The family returns the item or cancels the service, the vendor/ESP confirms, and the student account is credited.

Can providers refund, rebate, or share ESA funds with parents?

No, refunds and rebates will be credited to the ESA student's account.

What happens if a student's ESA account is suspended?

Families cannot initiate payments during suspension and are responsible for payments due for services provided before suspension.

How are disputes about services handled?

Disputes between ESPs and parents should be addressed directly and the Wyoming ESA Program will not get involved.

What record-keeping is required for ESA transactions?

ESPs must keep receipts and records of all transactions made using ESA funds.

Are ESA accounts audited?

Yes, student account expenditures will be randomly audited for proper use of funds.

How can misuse or misrepresentation of ESA funds be reported?

Information can be submitted anonymously through an electronic form or a telephone hotline.

What happens if the WDE suspects misuse or misrepresentation?

A formal investigation will be opened, and the parent or ESP will be notified.

What are the consequences of intentional misuse of funds by a Parent?

Termination of the ESA account and repayment of misused funds.

What are the consequences of intentional misrepresentation or failure to provide services by an ESP?

Termination of certification and repayment of funds acquired due to misrepresentation or for undelivered services.

Under what conditions can the WDE decertify an ESP?

Due to noncompliance with program requirements.

What happens when an ESP is decertified?

Parents are notified, the ESP is removed from the program website and portal, and the ESP must refund impacted students. The ESP can appeal the decision.

What are the obligations of a public school regarding the student records of an ESA student?

They must provide a complete copy of the student's school records to the qualified school that has enrolled the ESA student.

Do ESPs operate under the authority of the state or public school districts?

No, education service providers operate independently.

Are ESPs required to alter their practices, creed, admissions policy, or curriculum to accept ESA payments?

No.

Must ESPs regularly update their contact information?

Yes, within the portal.

Where can ESPs find updates to the handbook?

Notifications will be posted on the Wyoming ESA website.

Where can ESPs find customer and program support?

Phone, email, and chat support are offered through the Wyoming ESA Portal and WDE-ESA@wyo.gov.

What is the website for the Wyoming ESA program?

edu.wyoming.gov/esa.