

Vendor Onboarding Process and Validation Services

Step 1: Application: Schools/Service Providers complete a form approved by TOS. The form can capture documentation such as licenses, certificates to operate, etc.

To begin the registration, select the service you provide:

Select the appropriate category for your business or organization *

- K-12 Independent School
- K-12 Independent School (online)
- Textbooks, Curriculum or Educational Items (vendors who sell only these items)
- Tutoring (in-person or online, Bachelor's Degree required)
- Computer Hardware or Technological Devices (vendors who sell only these items. If you provide these items as part of a private school OR tutoring service do not select this category.)
- Online Education Classes / Courses (vendors who provide individual classes)
- Student Exams, Certifications or Assessments (vendors who provide these examinations)
- Educational Therapies or Services for Students with Disabilities (vendors who provide Speech, Physical, Occupational Therapies, Vision Therapy and ABA Therapy. No other therapies are approved at this time. Valid license required.)
- Transportation (vendors who only provide transportation services)
- Fees for account management (private financial management firms that have been approved by the Department)

Educational Therapies or Services for Students with Disabilities (vendors who provide Sp... ▼

Educational Therapies or Services - Specify *

Select ▼

Complete the required information:

Are you currently a provider/vendor on ClassWallet for another program? *

Select ▼

Organization Type *

Select ▼

Company Name (as it appears on your W9) *

Display Name (the name that will be displayed in ClassWallet and that parents will select when making payments) *

Email *

Phone Number *

+1 () - -

Address *

City *

State *

Zip *

Your First Name *

Your Last Name *

Applicant / Prospective Provider Name (if different than the person named above): *

Upload Certification *

Please upload the appropriate credential below:

1. If you are a Tutor, please upload your Bachelor's Degree.
2. If you are a Therapist, please upload your valid license (must be for the service you provide).
3. If you are applying for a facility with multiple providers, please upload documentation (either degree or license) for the primary provider.

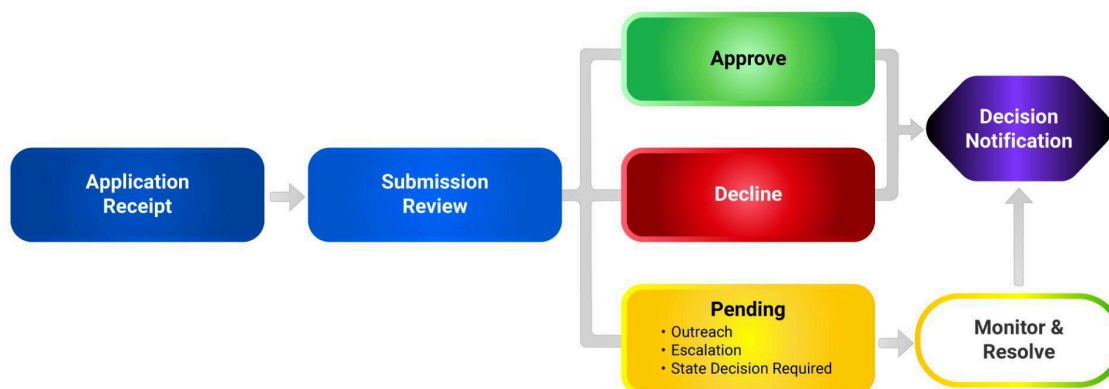
Drag and drop files here or [browse files](#)

☐ Send me a copy of my responses

Submit

Step 2: Registration and Submission of Information Helpful to Families

Once a school/service provider completes the form, the ClassWallet Vendor Services Team will use a decision matrix to apply TOS-determined qualification guidelines to determine eligibility.



Those who qualify will move to Step 2. Those who do not qualify will have the ability to appeal the denial. WEDE will be engaged for any complicated or escalated situations.

Experience is essential. The ClassWallet Vendor Services Team is experienced enough to apply qualification decisions on behalf and under the direction of TOS. To date, the **ClassWallet Vendor Services Team has single-handedly approved over 4,000 schools and service providers on behalf of our clients.**

Step 3: Registration and Submission of Information Helpful to Families

If, and once approved, schools/service providers are sent a registration email with a link to create a vendor account with ClassWallet and to set up their bank account information.

ClassWallet empowers approved schools and service providers to **display information valuable to families** to help them make the most of their scholarship funds, such as:

- Address for purposes of providing a searchable geotag location,
- Description of service,
- Category,
- Hours of operation,
- Payment terms, and
- Much more.

Once the approved school/service provider has completed the registration process, they are visible within the ClassWallet platform and can accept payments from families.

Step 4: Support from ClassWallet

Having onboarded over 12,500 schools and service providers, we know what vendors need to be successful and best serve Indiana families.

With ClassWallet, schools and service providers will receive:

- Knowledgeable customer care support
- On-Demand, live and recorded trainings
- Knowledge base articles and FAQs
- Ability to build their “Vendor Profile” to be searched by families and students

Note: ClassWallet can develop approved Vendor accounts both in bulk and individually, as needed.

Importantly, all schools and service providers on the ClassWallet platform will have access to their own unique dashboard. This is where they can upload any necessary documents required by the TOS (e.g., invoices, contracts, receipts, certifications) and access reports with data relevant to their needs (e.g., transactions).

Existing Vendors

ClassWallet has existing partnerships with the following ecommerce vendors. They are fully integrated with the ClassWallet platform and immediately available for the TOS to make available to families.

For the TOS’s benefit, we have included some comparative information based on publicly available information.

Vendor Category	ClassWallet	Student First	Odyssey	Merit
Popular Stores Parents Shop Within Their Everyday Lives	Amazon Best Buy Staples Michael’s Office Depot Lakeshore	TOS may wish to verify		
Literacy	Books4School Booksource BuddyBooks Channie’s Scholastic	TOS may wish to verify		

STEM	A Curiosity Box Beakerz Science Carolina Biological Fossil Crates Frey GeoKidz Hands 4 Building Ivy Kids Mel Science Mirus Toys OAO VR Explorations Play Piper Singapore Math Steve Spangler Science Treasures by the Box VictoryXR	TOS may wish to verify
Special Education	Abilitations Attainment Company Bjorem Speech Publications Demme Learning Fidget Game Fun and Function Hand2Mind MagiCore Mightier ScanMarker School Outfitters School Specialty Sensory Site Standards in Puzzles Super Duper Inc	TOS may wish to verify
Online Tutoring	Imagine Learning Sessions (GoPeer) Varsity Tutors	TOS may wish to verify
Early Childhood	ABC Fun Childcraft ABC Kaplan Lakeshore Really Good Stuff Stages Learning Materials	TOS may wish to verify
Specialty Education Supplies	All N All Supplies Beckers Demco Discount School Supply Eastern Shore School Supply Educators at Heart Get Smart McGregor's Teacher Supplies Standards in Puzzles Super Duper Inc. Teach the Children Teacher Tools Inc. Teacher's Discovery Teachers Exchange The Knowledge Tree	TOS may wish to verify

Educational Technology	Apple for Families Best Buy Staples Technology Solutions	TOS may wish to verify
Art	Blick Art Drew's Art Box eNasco Guide Dots Home Depot Homeschool Artbox I Create Art	TOS may wish to verify
Music	Andy's Music Sax West Music	TOS may wish to verify
Homeschool Curriculum	Art of Problem Solving Bookstore ArgoPrep Beast Academy History Unboxed Nearpod Outschool Timberdoodle Time4Learning Virtu.Academy	TOS may wish to verify

Following the outreach and vendor application, following Indiana's guidelines, ClassWallet's Vendor Management Team will help Indiana providers to quickly onboard and set up their accounts so families can learn about their services and leverage them to positively impact the educational lives of their children.

Dedicated Validation Services Team

ClassWallet's Validation Services team is not only prepared to support the TOS in efficiently reviewing program expense submissions, but also plays a crucial role in qualifying vendors that wish to participate in the INESA and CSA programs, promoting programmatic integrity and compliance. Recognizing that not all transactions can be automated, our team is adept at manually reviewing transactions and applying TOS-specific criteria to determine eligibility, complementing our automated processes. During implementation, we will collaborate with TOS to develop a comprehensive Standard Operating Procedure (SOP) outlining your transaction rules and escalation processes, tailored specifically to Indiana's needs. In addition, the Validation Services team can also review applications from new vendors for eligibility. This will be based on set TOS rules for which vendors can participate in the marketplace. We understand the importance of keeping all stakeholders informed throughout the review process, maintaining transparency and addressing any questions or concerns that may arise.

With our expertise, communication capabilities, and commitment to collaboration, ClassWallet's Validation Services team will provide the TOS with the support needed to achieve timely expense reviews that are compliant with TOS's programmatic guidelines, ultimately preserving the integrity of the INESA and CSA programs and promoting the responsible use of funds.

2024* Expense Review KPIs	
Validation Services - When Manual Review is Required	
Number of clients using our Validation Services (<i>note: many clients use their own staff to validate expenses and vendors</i>)	6
Number of orders	672,362 orders
Aggregate Transaction Dollar Value	\$71,108,762
Average time to review each order	Less than 3 minutes

* Jan 01, 2024 to Nov 30, 2024