



A Guide for Idaho Families in ClassWallet

Background

Document Purpose

This document is intended to provide guidance to Idaho families who have an Empowering Parents program grant from either 2022–23, 2023–24, or 2024–25. The Empowering Parents Grant Program provides eligible families with grant funds for use towards eligible education services and programs to help students recover from learning loss. Section 33–1030, Idaho Code, defines eligible education expenses.

What Is ClassWallet?

The State of Idaho has a multi-year contract with ClassWallet to manage Empowering Parents grant funds. Parents who previously spent grant funds in Odyssey and who had rollover balances now can access those balances in ClassWallet. All Empowering Parents grant funds are held in ClassWallet and all transactions occur on the ClassWallet platform.

Where Can I Watch a Training Video on How to Spend Grant Funds in ClassWallet?

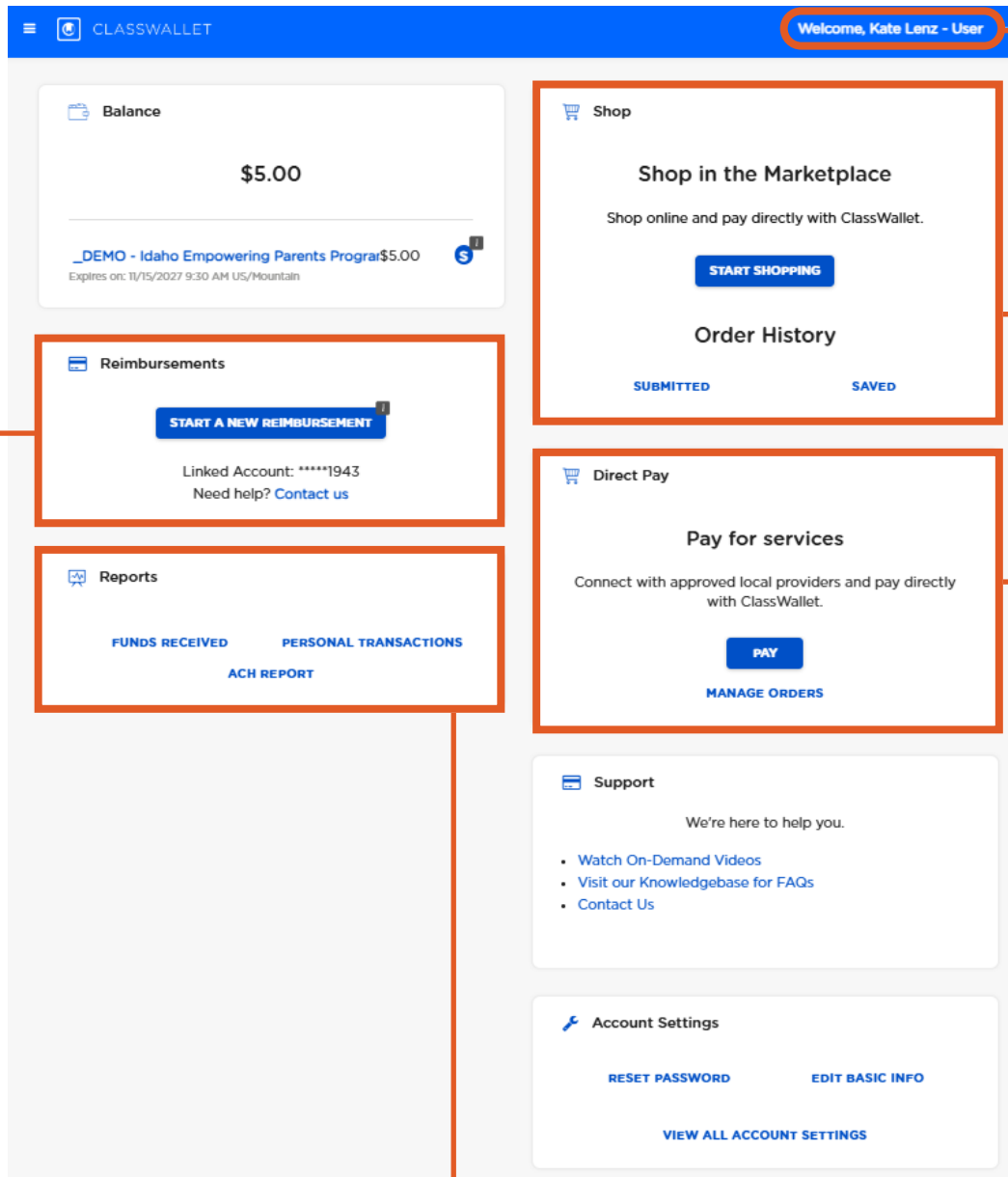
The recorded ClassWallet training is posted on this webpage:
<https://empoweringparents.idaho.gov/program-updates>

The ClassWallet Portal

Section Purpose

This section outlines what parents see when they are using the ClassWallet portal for the Empowering Parents Grant Program: app.classwallet.com

When parents log in to ClassWallet, they see the following landing page:



Note the account is listed in the parent's name. That is important, as a **requirement** on invoices is **to include the parent's name** and student's name.

Marketplace. Parents can shop on-line inside ClassWallet at big box retailers like Office Depot, Best Buy, Staples, and more.

Direct Pay or Pay for Services. Parents connect with local businesses.

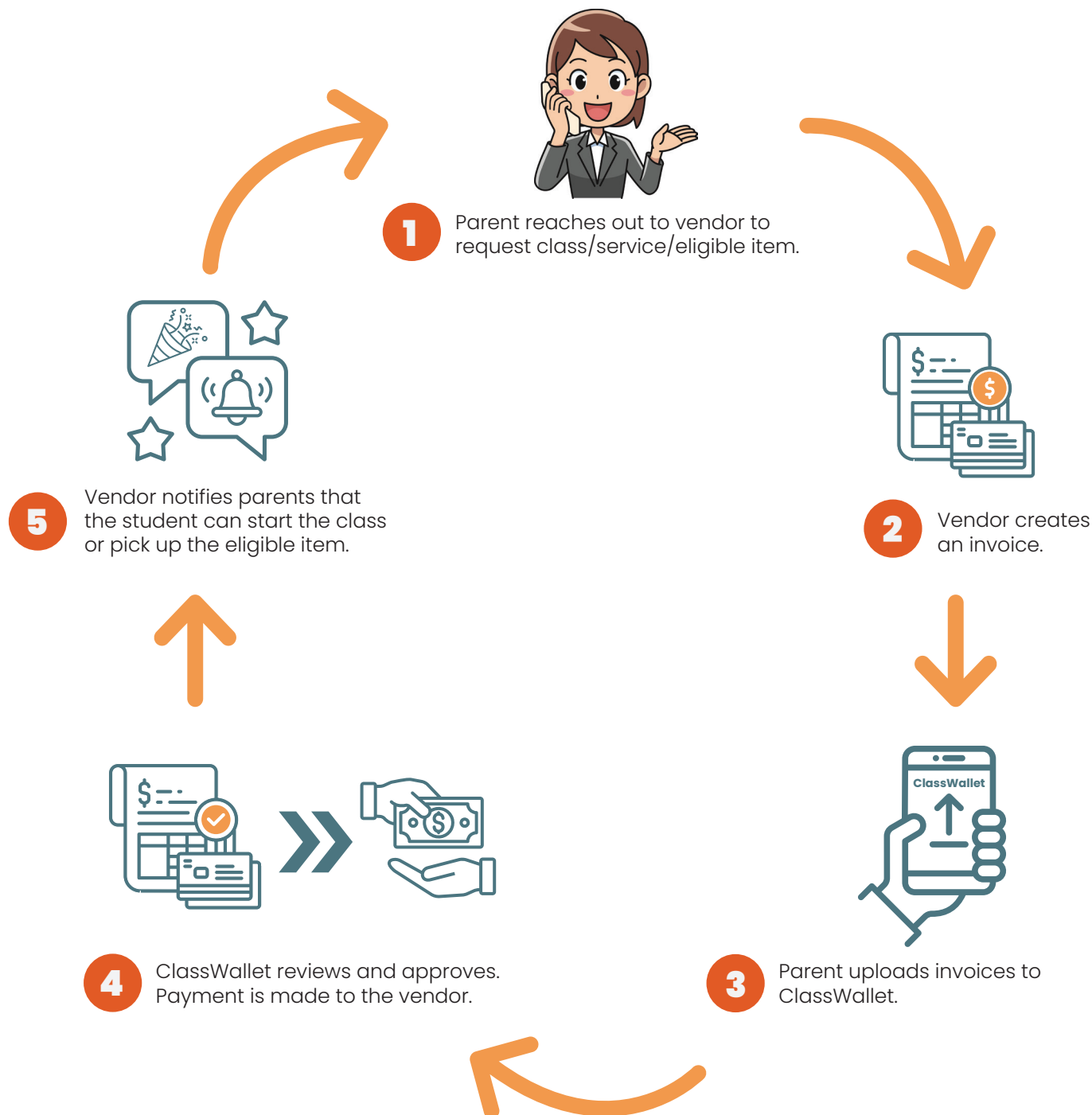
Reimbursements is only for home internet expenses, per Idaho statute. That means a parent cannot be reimbursed for math tutoring, even though math tutoring is an eligible expense.

Parents can view a report of all transactions or how grant funds were spent in ClassWallet.

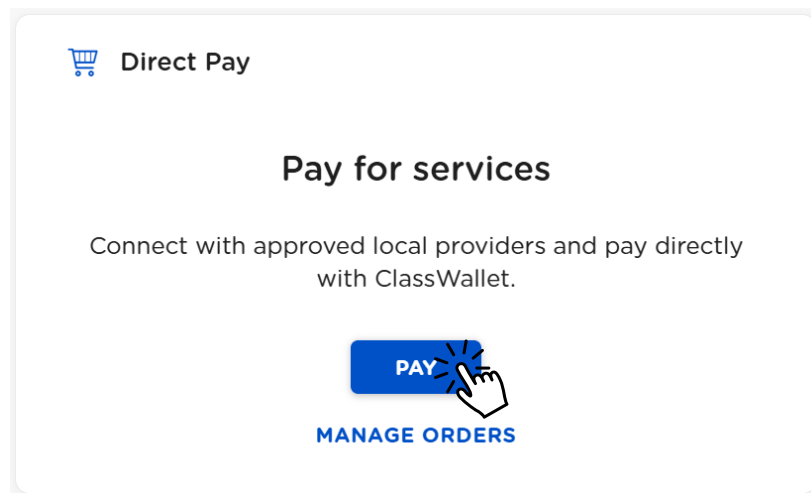
How Can Parents Pay Local Businesses Through ClassWallet?

Several steps are required for a parent to pay for an eligible expense with a local business in ClassWallet. First, a parent must request an eligible service. Once that request has been made, the vendor must create an invoice and send it to the parent. The parent will then need to upload the invoice to ClassWallet. The request will be reviewed by ClassWallet. Upon approval, ClassWallet will pay the vendor and the vendor can notify the parent.

Process in ClassWallet



To pay a vendor, parents need to select “Pay” in the Direct Pay/Pay for Services box.



There are over 500 vendors in Direct Pay. It is recommended that parents use the search bar under “Who do you want to pay?” to find the desired business by the first name.

Parents will then be able to see a list of vendors.

“Details” is information for parents on how to connect with the businesses and request an invoice for eligible services or items.



NOTE: Parents can only purchase services or classes for up to 3 months at a time.



Once a parent receives an invoice from the vendor, they can start the payment process.



After searching the first name of the vendor they wish to pay, parents can press “Pay” next to the desired vendor.

Who do you want to pay?

South



3 results

Southwest Ada Little League, ID, Meridian

Vendor

PAY

DETAILS

Southwick Black Belt Academy Ammon, ID, Ammon

Vendor

PAY

DETAILS

Southwick Black Belt Academy Pocatello, ID, Pocatello

School

PAY

DETAILS



After pressing “Pay” next to the desired vendor, parents will see an invoice form. They will need to enter the invoice amount under “Enter Payment Amount”

Add details to your order

Order Details

Dandylion, Inc. dba Southwick Black Belt Academy Pocatello, Pocatello, Idaho


The parent then will enter the invoice amount under “Enter Payment Amount”. The amount entered on this line must match the vendor’s invoice.

Enter Payment Amount *
\$ 100.00
Service Fee:
\$ 2.00
Amount From Wallet:
\$ 100.00
Amount To Vendor:
\$ 98.00

ClassWallet **charges a 2% transaction fee**. Parents cannot use grant funds to pay the transaction fee. In this example, the vendor will receive payment of \$98 via ACH. Businesses in ClassWallet understand ClassWallet’s 2% transaction fee.



Once the invoice information has been entered, parents can select “Next” to move to the next section and upload the invoice.



Drag and Drop Receipt/Invoice Here

Parents should upload the invoice in a PDF or JPG format.

BACK

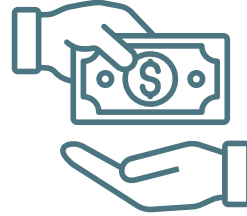
NEXT

Processing



After 2-10
Business Days

Payment



After the parent has submitted the invoice, ClassWallet will review it. Upon approval, payment is made to the vendor via ACH in 2-10 business days.

ClassWallet Customer Service

Do you have questions or need assistance with ClassWallet? The support team is available Monday through Friday from 8 AM to 9 PM EST and Saturday from 10 AM to 4 PM EST.

Contact the ClassWallet Support Team:



help@classwallet.com



(877) 969-5536