



## eVoucher Instructions (Home School Academy)

### Selecting an Enrichment Vendor

Only Enrichment Vendors that have been pre-approved by Visions, and have a valid Services Agreement for the current school year, can be paid with a Visions eVoucher. The complete list of Enrichment Vendors is available here on the [Visions website](#). This database includes hundreds of trusted Enrichment Vendors. This webpage includes a comprehensive list of Enrichment Vendors with detailed description of services, counties served, and contact information. The list can be filtered by category of services, location, and keywords. This list also includes links to customer review webpages.

Visions In Education partners with a wide assortment of organizations like parks & rec agencies, cities and businesses that provide tutoring, computer coding, martial arts, music, field trips and more. Visions students in all academies use "eVouchers" to participate in enrichment activities provided by our vendors and [sponsors](#). Use the search tool below to view the approved list of Enrichment Vendors other parents have recommended in your area. To see a description of the different categories, please review the [Enrichment Vendor Category Definitions](#) document. If there is an organization you would like to work with that is not on this list, please visit the [Become A Vendor](#) page for more information.

#### Search Filters

Category	Service Locations	County	
Select... ▼	Select... ▼	Select... ▼	Search <input type="button" value="Q"/>

Name	Category	Phone	Website	City	Reviews
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If the family wants an organization to submit a new Enrichment Vendor application, they should review our [Conflict of Interest in Vendor Selection page](#), before they complete [the request](#).

#### \*Please note:

- Once the eVoucher request is entered in LPAD, the funds are subtracted from the student's account.
- To ensure sufficient time for approval and processing, the order must be entered at least 5 business days prior to the service start date.

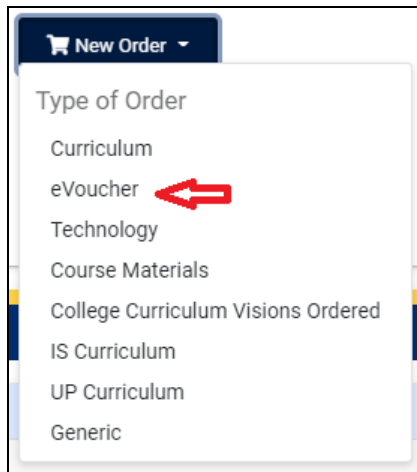


- Note: OutschooL eVoucher orders must be entered at least 10 business days prior to service start date. Please see [this document](#) for the unique instructions for entering an order for this Enrichment Vendor.
- eVouchers for services can only be ordered one semester at a time.
- A separate eVoucher order must be placed for each Enrichment Vendor.
- eVouchers are only used for services (live or pre-recorded) and registration fees or musical instrument rentals and ***cannot*** be used for the following:
  - Any type of curriculum/printed materials, equipment, travel, uniforms or clothing.
  - Any competitive sports teams/leagues (AAU teams, Little League, traveling teams, etc.)
    - Note: eVouchers ***are*** allowed to cover fees for recreational leagues provided by [public agencies, such as Parks & Recreation](#).
- For services ordered during Early Ordering (service dates July 1 - January 31), \$600 is the maximum allowed per student (continuing students only).
- If a specific Enrichment Vendor is not on the list for the current year, they may need to update their Service Agreement.
- Please refer to these [guidelines](#) for placing and utilizing eVouchers.

## Ordering an eVoucher in LPAD

The following information is for Home School families.

- All eVoucher orders need to be placed via the ***parent's LPAD account***.
- To place a new eVoucher order, click on the “**New Order**” button for the specific student name and select the eVoucher option.



- Select one of the vendors from the Enrichment Vendor drop-down list or start typing the name of the Enrichment Vendor in the selection field.

Place a New eVoucher Order

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**Ordering Options**

School Year

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**2023/24 School Year - Jane Doe Remaining Funds \$ 2,000**

Enrichment Vendor

You can use the Enrichment Vendor Search tool below to find vendors

- The system will display the service information, service rates, website, and service address for the Enrichment Vendor.



**2023/24 School Year - Jane Doe** **Remaining Funds \$ 2,000**

Enrichment Vendor

Music Vendor

Learn more about our Enrichment Vendors.

You can use the Enrichment Vendor Search tool below to find vendors

Service Information

I teach piano lessons in person and virtually.

Service Rates

\$118/month ( apx 4 classes per month)  
Sibling discount 10% for the 2nd and the 3rd sibling.

Website

[music.viedu.org](https://music.viedu.org)

- **Course Name/Service Being Provided:** Please enter the course name or a description of the services or rentals requested (see sample screenshot below, which shows the required information to be entered).

- If ordering a pre-recorded course, please state this in the description.

**Note:** The eVoucher ordering page in LPAD will display a service description section with a description example and other helpful instructions.

1 Course Name/Service Being Provided

Please only include the name of the course/class, if available, and the type of service being provided (lessons, activities, tutoring, etc...)  
(Example: tennis lessons, gym activities, math tutoring, etc.)  
If you have negotiated a rate different from the normal service rate (ex: sibling discount, special rate discounts, etc), please indicate that as well.

Course Name/Service Being Provided \*

Type Description Here... Example:  
Horse Riding Lessons  
Sibling Discount

Description Example

- **Service Location Type-** Select the Service location type for the Enrichment Vendor based on how/where the services are rendered.
  - Virtual Services - Services are provided virtually.
  - In Home services - Services are provided by the vendor at the student's home
  - Vendor Location - Services are provided in-person at the vendor location

Updated: May 2, 2025



1 Course Name/Service Being Provided

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(Example: tennis lessons, gym activities, math tutoring, etc.)

If you have negotiated a rate different from the normal service rate (ex: sibling discount, special rate discounts, etc), please indicate that as well.

Please select the Service Location Type for your eVoucher(s). Enrichment Vendors have been approved to provide specific service location types.

If you do not see a certain service location type in the drop down option, it is because this Enrichment Vendor has not received clearance to do so. Please be sure to only receive services that match the location type you select.

Next

Course Name/Service Being Provided \*

Type Description Here... Example:  
Horse Riding Lessons  
Sibling Discount

Description Example

Service Location Type \*

No service location type selected

Virtual Services

Vendor Location

- **Service Options:** Select the type of payment which the selected Enrichment Vendor prefers (i.e., weekly, monthly or custom), then click on the “Next” button.
  - Each Enrichment Vendor operates differently when it comes to billing for services. Visions families should contact their Enrichment Vendor to determine how they prefer to be paid. To ensure accurate billing and eVoucher processing, select the type of payment which the Enrichment Vendor prefers (i.e., monthly, weekly or custom).

2 Service Options

Choose a Service Option: \*

Weekly

Monday to Sunday. Any portion of a week counts as a full week.

Monthly

Calendar months, beginning on the first day of the month.

Custom

Use this for non-calendar months (ex: Start and End are mid-month), daily, or semester services.

Back

Next

- **Dates and Cost:** To ensure sufficient time for approval and processing, the order must be entered at least 5 business days prior to the service start date.



- For **weekly** eVouchers, enter both the start and end date and the weekly cost.

Service Start Date \*

05/01/2023

Service End Date \*

05/31/2023

Weekly Cost \*

\$ 50.00

Cost for each individual eVoucher

eVoucher Breakdown

eVoucher #: 1	<a href="#">Remove</a>	Start: 05/01/2023	End: 05/07/2023	Price: \$50.00
eVoucher #: 2	<a href="#">Remove</a>	Start: 05/08/2023	End: 05/14/2023	Price: \$50.00
eVoucher #: 3	<a href="#">Remove</a>	Start: 05/15/2023	End: 05/21/2023	Price: \$50.00
eVoucher #: 4	<a href="#">Remove</a>	Start: 05/22/2023	End: 05/28/2023	Price: \$50.00
eVoucher #: 5	<a href="#">Remove</a>	Start: 05/29/2023	End: 06/04/2023	Price: \$50.00

- For **monthly** eVouchers, enter the start date and select additional months as displayed by the system.

3 Dates and Costs

eVouchers for services can only be ordered one semester at a time

- Services for 2nd semester must end no later than June 30

Reminder: eVouchers are NON-REFUNDABLE

To ensure sufficient time for approval and processing, start date must be at least 5 days after today's date. For monthly eVouchers, the first eVoucher will always default to the 1st of the month even to begin mid month (resulting in a prorated amount), you will need to use the Custom service option for that eVoucher. If the Custom option is not available, this means that the enrichment vendor cannot

Service Start Date \*

10/01/2023

Select Months \*

Oct 2023

Nov 2023

Dec 2023

Jan 2024

Feb 2024

Mar 2024

Apr 2024

May 2024

Jun 2024

Monthly Cost \*

\$ 50

Cost for each individual eVoucher

eVoucher Breakdown

eVoucher #: 1	<a href="#">Remove</a>	Start: 10/01/2023	End: 10/31/2023	Price
eVoucher #: 2	<a href="#">Remove</a>	Start: 11/01/2023	End: 11/30/2023	Price
eVoucher #: 3	<a href="#">Remove</a>	Start: 12/01/2023	End: 12/31/2023	Price



- For **custom** eVouchers, enter the start date, end date, cost per eVoucher and the number of eVouchers required.
  - Pre-recorded courses should be entered with the same Start and Finish Date (i.e., as a single day.)

3 Dates and Costs

eVouchers for services can only be ordered one semester at a time

- Services for 2nd semester must end no later than June 30

Reminder: eVouchers are NON-REFUNDABLE

To ensure sufficient time for approval and processing, start date must be at least 5 days after today's date. For monthly eVouchers, the first eVoucher will always default to the 1st of the month even if you select another date. If you need the eVoucher to begin mid month (resulting in a prorated amount), you will need to use the Custom service option for that eVoucher. If the Custom option is not available, this means that the enrichment vendor does not allow the first month to be prorated.

Service Start Date \*  Service End Date \*   
The last day eVouchers will be valid.

Cost Per eVoucher \*  Number of eVouchers \*   
Cost for each individual eVoucher Number of weeks, months, or a custom number of eVouchers.

**eVoucher Breakdown**  
Below are suggested start and ends dates for the eVouchers. You can edit these suggested dates.

eVoucher #: 1	Start: <input type="text" value="10/01/2023"/>	End: <input type="text" value="10/01/2023"/>	Price: \$50.00
eVoucher #: 2	Start: <input type="text" value="10/02/2023"/>	End: <input type="text" value="10/03/2023"/>	Price: \$50.00
eVoucher #: 3	Start: <input type="text" value="10/04/2023"/>	End: <input type="text" value="10/05/2023"/>	Price: \$50.00

- As soon as all the details are updated, LPAD will auto-populate the eVoucher Breakdown table. This screen will then display the total amount that will be deducted from the student's budget.
- Comments can also be entered by the parent in the Order Comment box. After reviewing the information entered for completeness and accuracy, click on Submit Order.

Order Comment



## Finishing steps:

### Guardian Acknowledgement (*Read entire waiver before agreeing*)

- **Parents/Guardians will need to read and agree to an online waiver to approve the service.**

A screenshot of a web browser window titled "Guardian Acknowledgement Screen". The window has a close button (X) in the top right corner. The main content area contains a "Reminder: Please order carefully. Once ordered, eVouchers are NON-REFUNDABLE" in bold. Below this is a section titled "WAIVER AND RELEASE" with the subtitle "Parent/Student Waiver and Release". The text of the waiver states: "I, the undersigned parent/guardian (or student if the student is over the age of 18) want my child or myself to participate in the services provided by the service provider listed below. I personally have investigated the services that will be provided to the full extent I believe are appropriate. I have educated myself about the services, the nature of the activities, the risks of the activities, the background and qualifications of the service provider and its staff and have asked all questions I believe are appropriate about the service provider and the activities it will provide. I take full responsibility for this investigation into the service provider and its activities and have not relied on Visions in Education, Inc. ('Visions') for making such investigations. I understand that Visions does not provide any supervision or endorsement of the service provider I desire to hire. I understand that I am not required by Visions to engage the services of this service provider and I have voluntarily selected this service provider to provide the services. I understand that these services constitute an optional 'excursion' under". At the bottom of the screen, there are two buttons: a "Cancel" button and a blue button with a right arrow and the text "Read Entire Waiver Before Signing".

Guardian Acknowledgement Screen

**Reminder: Please order carefully. Once ordered, eVouchers are NON-REFUNDABLE**

WAIVER AND RELEASE

Parent/Student Waiver and Release

I, the undersigned parent/guardian (or student if the student is over the age of 18) want my child or myself to participate in the services provided by the service provider listed below. I personally have investigated the services that will be provided to the full extent I believe are appropriate. I have educated myself about the services, the nature of the activities, the risks of the activities, the background and qualifications of the service provider and its staff and have asked all questions I believe are appropriate about the service provider and the activities it will provide. I take full responsibility for this investigation into the service provider and its activities and have not relied on Visions in Education, Inc. ("Visions") for making such investigations.

I understand that Visions does not provide any supervision or endorsement of the service provider I desire to hire.

I understand that I am not required by Visions to engage the services of this service provider and I have voluntarily selected this service provider to provide the services.

I understand that these services constitute an optional "excursion" under

Cancel    → Read Entire Waiver Before Signing

- **Please scroll down and read the entire waiver**, once you agree with the eVoucher terms, you will need to click on the "I agree" button to create the eVoucher.

### Guardian Acknowledgement Screen

English

Español

Русский

український

the provisions in this waiver/release to my child including the risks of presence and participation and his/her/their personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child understands and accepts these risks and responsibilities. I for myself, my spouse, and child do consent and agree to his/her/their release provided above for all the Releasees, and myself, my spouse, and child do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's presence and/or participation in these activities as provided above, **EVEN IF ARISING FROM THEIR NEGLIGENCE**, to the fullest extent provided by law.

THE PARENT/GUARDIAN AND STUDENT HAVE CAREFULLY READ THIS AGREEMENT, HAVE ASKED ALL QUESTIONS THEY HAVE ABOUT THE AGREEMENT, FULLY UNDERSTAND ITS TERMS AND ACCEPT THEM VOLUNTARILY AND WITHOUT RESERVATION. THE PARENT/GUARDIAN AND STUDENT HAVE SIGNED THIS AGREEMENT IN ADVANCE OF PARTICIPATION IN VENDOR'S ACTIVITIES.

By clicking the "I Agree" button below, I accept these terms and conditions.

Cancel

→ I Agree



### **The order is now complete.**

**Note:** If a processed eVoucher requires edits, the Enrichment Vendor is responsible for submitting an Enrichment Vendor Help Form request. These requests cannot be initiated by the parent or Ordering Services.

### **Where the eVoucher goes next:**

- After the order has been entered and the Guardian Acknowledgement agreed to, it will be electronically routed to the student's Teacher for approval.
- After the Teacher approves the order, the Ordering Services team will do a final review and process the eVoucher.
- LPAD then automatically sends the eVoucher electronically to the Enrichment Vendor. The Enrichment Vendor will receive an email notification regarding the processed eVoucher.
- The Enrichment Vendor is then authorized to provide services to the student.
- A notification is subsequently sent to the family informing them that the order has been processed (see below).

Dear parent/guardian of (student's name),

We're happy to inform you that your eVoucher order (#XXXXXXX) for (Vendor's Name) has been processed. Please communicate with the enrichment vendor to confirm or register for your child's activity prior to your child's first session.

Enrichment vendor email address: [vendor@email.com](mailto:vendor@email.com)

Enrichment vendor phone number: (555) 555-5555

**Outschool Orders Only:**

After we process the order, you will receive an email from Outschool confirming your order. You do not need to contact Outschool or provide them with an eVoucher. Simply log in on the first day of the class.

***Ordering from Outschool***

**Note:** Please see these [instructions for Ordering from Outschool](#)