This document serves a guide to assist ARD Committees with the Supplemental Special Education Services (SSES) Program and is to be used to **determine if a family has an SSES account.**

**SUGGESTED FLOWCHART FOR FAMILIES DURING AN ARD MEETING:**

1. **START HERE** Ask the family if they have already applied for an SSES account for their student?

   - **YES** Has your student received their account?
     - **YES** Have you logged into your account and signed the affidavit?
       - **YES** Has your family started using the funds?
         - **YES** TEA suggests discussing what they have purchased and how it has helped their student.
         - **NO** TEA suggests discussing how they might use their funds. ex. suggest items they use in class or educational goods to meet IEP goals.
       - **NO** Try and assist the family. There are videos, [here](#), that you can refer parents to. You may also direct them to contact ClassWallet.
     - **NO** Have the family check their spam/junk folders in their email. The email will be from info@classwallet.com. If not, they may have to contact ClassWallet.
   - **NO** If they do not have an account, provide them with the following information to begin applying:
     - [One-page overview](#).
     - [Parent webinar](#).
     - You may also assist the family in applying for an account.

2. If the family doesn't have an SSES account, you can stop here.

**HELPFUL LINKS TO DIRECT FAMILIES TO:**

**SSES Resources:**
- Website: [SSES.TEA.TEXAS.GOV](http://SSES.TEA.TEXAS.GOV)
- Email: SSEShelp@region10.org
- Helpful resources, including how to videos and documents

**SSES Marketplace (ClassWallet)** – where families go to make all purchases of goods and services:
- Log in page: [app.classwallet.com](http://app.classwallet.com)
- Online chat feature
- Phone: 877-969-5536
- Email: help@classwallet.com

**SPEDTex** - technical assistance to families:
- Website: [spedtex.org](http://spedtex.org)
- Online chat feature
- Phone: 1-855-773-3839
- Email: inquire@spedtex.org

* If there are still accounts available.
** There is a chance families have been placed on a waitlist. If this is the case, they will have received an email from SSESApplications@tea.texas.gov telling them this.