

Teachers chose to receive funds through Office Depot or in the September 30th payroll.

July 1 – Teachers who chose the payroll option can start to purchase supplies and materials for their classrooms. Receipts must be kept for reimbursement.

September 1, Full Time classroom teachers, Media Specialists, and Guidance Counselors hired by this date will be eligible to be reimbursed up to a certain amount for purchases.

Teachers should start to organize receipts and make a copy for their own records.
Office Depot will send out emails to teachers reminding them of their balances.

January – Teacher Supply form (FIN 516-003) and all receipts are to be turned in to the school bookkeeper. The bookkeeper will be responsible for forwarding all the documentation to the Finance dept.

May

June

July

August

September

October

November

December

January

September 30 – Office Depot Portal will open for purchasing. Teacher Supply funds will be included in the paychecks of eligible teachers who chose payroll option.

Funds that are not properly documented or returned will be turned into Payroll to be deducted from the employee's paycheck.

2018 Florida Teachers Classroom Supply Assistance Program

2018 Florida Teachers Classroom Supply Assistance Program Frequently Asked Questions (FAQs)

For the 2018-2019 school year, the Florida Teachers Classroom Supply Assistance Program payment will be issued to eligible employees via direct deposit, payroll check, or through the Office Depot web portal. In May, current employees were able to choose which program they wished to participate in. All new employees and ones who did not make a choice will automatically be signed up for the Office Depot web portal. Office Depot will email log in information and passwords to eligible teachers in September. The portal will be available for use by September 30, 2018.

1. **Will teachers be required to complete some type of acknowledgement/acceptance before the payment is issued?**

YES. Pursuant to Florida Statute 1012.71, eligible classroom teachers must provide acknowledgment/acceptance of the terms of use of these funds.... **Eligible employees must sign a Teacher Classroom Supply Assistance Program Acknowledgement Form and submit it to their bookkeeper by October 6, 2018 if they did not sign the electronic form in May. The form can be found on the Business Services web page.**

2. **Will teachers be required to provide copies of itemized receipts for the purchases of classroom materials and supplies?**

YES, unless they signed up for the Office Depot web portal. The Internal Revenue Service requires adequate accounting for allowances or reimbursements paid to employees for job-related expenses that are excluded from wages and that are not subject to withholding taxes. Therefore, in order to substantiate the amount of the payment issued, teachers must provide legible copies of all applicable receipts for the purchases of classroom materials and supplies. The copies of these receipts, attached to a "TEACHERS CLASSROOM SUPPLY DOCUMENTATION OF EXPENDITURES" form (FIN 516-003), must be submitted in a sealed envelope to the work location bookkeeper no later than **January 11, 2018.**

3. **If I didn't sign up for Office Depot, do I submit receipts individually, as I make purchases?**

NO. DO NOT SUBMIT RECEIPTS FOR INDIVIDUAL PURCHASES. Please compile the receipts for ALL eligible expenditures, and submit **ONE (1)** form to the work location bookkeeper by the deadline.

4. **Can the "TEACHERS CLASSROOM SUPPLY DOCUMENTATION OF EXPENDITURES" form (FIN 516-003) be "hand-written"?**

NO. FIN 516-003 is an "interactive" form; therefore, **it must be completed "on-line"**, as it will total the "Amount Paid" column automatically.

5. **Does the date that I purchase my supplies matter?**

YES. Because the funds are appropriated for this fiscal year, the purchases must be made on or after July 1, 2018, and before the January 11, 2018 deadline.

6. What happens if I fail to provide form FIN 516-003, with copies of the receipts, to my work location bookkeeper prior to the January 11, 2018 deadline?

Failure to comply with this requirement, by the deadline provided, will result in the collection, via payroll deduction, of the amount that was paid but not supported by receipts.

7. Can I provide receipts for purchases that I made on-line?

Yes, as long as your purchases comply with the eligibility guidelines, pursuant to Florida Statute.

8. What is the amount of the payment?

The amount of the payment varies each year, based upon the funds appropriated by the legislature and each school district's proportionate share of the state's total "un-weighted" FTE student enrollment.

9. If I provide receipts for an amount greater than the payment amount, will I be reimbursed the additional amount?

NO. Funds spent in excess of the amount paid to the employee on September 30, 2018 will not be reimbursed.

10. What can I buy with these funds?

Pursuant to Florida Statute 1012.71, "The funds are for classroom teachers to purchase, on behalf of the school district, classroom materials and supplies for the public school students assigned to them and may not be used to purchase equipment. The funds appropriated shall be used to supplement the materials and supplies otherwise available to classroom teachers."

11. Do I need to keep personal records?

YES. Pursuant to Florida Statute 1012.71, each classroom teacher must keep receipts for no less than 4 years to show that funds expended meet the statutory requirements. If receipts are not maintained, the employee may be subject to pay any federal taxes due on these funds.

12. Are all teachers eligible to receive this payment?

An eligible employee is described as a certified teacher employed on or before September 1, who's full-time or job share responsibility is the classroom instruction of students in eligible Pre-K (ESE) through Grade 12, including full time media specialists and guidance counselors serving students in eligible Pre-K (ESE) through Grade 12. Additionally, pursuant to Florida Statute, only eligible Pre-K (ESE) through Grade 12 teachers who are funded through the Florida Finance Program are eligible to receive this payment. Therefore, not all job titles are eligible. Some examples of ineligible job titles are: Pre-K Teachers (non-ESE), Activities Directors, Athletic Directors, etc.

Who is Eligible?

Teachers

- Must teach students in grades PreK–12
- Must be instructing students all day
- Must be certified
- Must be employed by September 1

Other Eligible Staff

- Full Time Media Specialists
- Full Time Guidance Counselors

Who is Not Eligible?

- Teachers at grades other than PreK–12 (no Adult or Community Ed teachers)
- Teachers who are not engaged in direct student instruction all day long
- Teachers who are hired after Sept. 1
- Substitute teachers
- Uncertified teachers

Per Florida Statute the funds must be spent to purchase classroom materials and supplies to be used in the instruction of students assigned to the teacher and may not be used to purchase equipment.

Suggestions

- Pencils, Pens, Markers, etc.
- Arts & Crafts Materials
- Paper, Books, etc.
- DVD/CD Disks for Students to Use
- Ink & Toner for Printers
- Games Balls & Supplies for PE
- Charts, Maps, Globes, Posters
- Math Manipulatives
- Flash Cards
- Classroom equipment under \$74.99: staplers, bins, headphones, printers.

Not Allowable

- Food, Snacks, Beverages, Candy
- Services
- Clothing
- Items of a personal nature
- Online Software subscriptions
- Furniture & Appliances
- Medicine
- Gift Cards or store credit
- Electronics and Equipment over \$74.99
- Personal Equipment such as microwaves, coffeemakers, refrigerators will not be allowed regardless of price.
- Memberships, Licenses, class fees, or donations