

2020-2021 Florida Teachers Classroom Supply Assistance Program Frequently Asked Questions (FAQs)

For the 2020-2021 school year, the Florida Teachers Classroom Supply Assistance Program payment will be issued to eligible employees through the ClassWallet platform.

What is ClassWallet?

ClassWallet is an on-line platform that enables teachers to receive and spend funds designated for classroom supplies. The program retains electronic copies of all receipts so that employees no longer have to send physical documentation to the District Finance office.

Who do I contact if I have questions about the ClassWallet platform?

Please contact ClassWallet directly at :<http://www.classwallet.com/help-nav> or by calling their support team at 1-877-969-5536.

How do I access ClassWallet?

All eligible employees will receive a "Welcome E-mail" from ClassWallet with pertinent log-in credentials and instructions.

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 before the funds are made available to them. The affidavit to accept the terms and conditions will be provided to you from ClassWallet the first time that you log in.

Will teachers be required to keep receipts for purchase of classroom supplies?

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.

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, 2020, and before the January 15, 2021 deadline.

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.

Are all items available for purchase on ClassWallet allowable?

NO. ClassWallet has more than 40 vendors in the marketplace and is used for multiple programs across the country. All of the items available on ClassWallet do not automatically qualify for under the Florida Classroom Supply program. It is the employee's responsibility to ascertain that the items purchased meet the stated criteria for eligible supplies. If you have any questions, please ask your school bookkeeper or have her contact the Finance department.

Do teachers need to pay sales tax and shipping?

All purchases within the marketplace will be tax-exempt. Shipping costs are indicated on each store's tile when visiting the ClassWallet marketplace. Certain vendors may offer free shipping with a minimum purchase.

What if my purchase exceeds the amount/balance allocated in ClassWallet?

If you wish to spend more than your available funds, you will be asked to enter a credit/debit card to pay the difference. You will not be reimbursed for any amounts over the allocated sum.

How do I receive reimbursement for items already purchased or for items not purchased through the marketplace?

You can upload eligible receipts using the mobile app or computer to your ClassWallet account. Purchases will be subject to audit and review. Once approved, funds will be deposited into your bank account within 4 to 5 days.

What if I purchase ineligible supplies?

Employees purchasing ineligible supplies will have to reimburse the District via payroll deduction.

What is the last day to make purchases or upload receipts for reimbursement?

The last day to make purchases through ClassWallet or to upload eligible receipts will be January 15, 2021. All activity must occur within the ClassWallet platform. Employees will no longer send receipts to the District office.

What happens if I do not spend all of my funds?

Leftover funds will be returned to the school's SAC committee for school use.

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.”

Supplies are daily use items that would normally be expended or used up within a year, and have no inherent value for someone to steal.

Equipment is defined as tangible property of a non-consumable, nonexpendable nature with a useful life of one year or more.

Allowable: Anything under \$50 would most likely qualify as a supply (single item). We will allow items like pencil sharpeners, hole punchers, printers as long as they are under \$75.

Unallowable: Services, memberships, donations, subscriptions, internet subscriptions, travel, conferences, furniture, rugs, shelving, cameras, computers, tablets, Alexa, Amazon fire sticks, student incentives. The item needs to be instructional in nature and benefits the students.

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.

If the teacher leaves, do the items they purchased go with them or stay at the school?

All items purchased are for the school. Teachers are not to keep any of the purchased items. If a teacher transfers school, the items and any unspent funds remain at the original location.