TO: Principals and Directors  
FROM: Michael J. Burke, Chief Financial Officer

SUBJECT: FY20 FLORIDA TEACHERS CLASSROOM SUPPLY ASSISTANCE PROGRAM

The legislature once again approved funding for the Florida Teachers Classroom Supply Assistance Program. The program includes participation at District and Charter schools for eligible PreK-12 teachers. In accordance with Section 1012.71(2), Florida Statutes, the Florida Teachers Classroom Supply Assistance Program provides funding for “Classroom teachers to purchase, on behalf of the school district or charter school, classroom materials and supplies for the public school students assigned to them and may not be used to purchase equipment.” The legislature appropriates funds to the District each year to fund the program. The allocation is divided among all eligible teachers in the pool; this year’s award amount per full-time teacher is $320. All purchases or reimbursements made through the Classroom Supply Assistance Program, as with every fund source, become the property of the school where the funds originated.

Not all commodities are allowable. Examples of allowable purchases that would fall under the broad umbrella of “classroom supplies” would be instructional materials, computer accessories such as flash drives and headphones, student calculators, books, student writing implements, printer ink and toner, paper, charts, maps, globes, posters, flash cards, Math manipulatives, game balls, PE equipment, field chalk, aprons for culinary or art programs, safety gear such as goggles for Science classes, hand tools, etc.

If a teacher is worried about acceptance of a receipt for reimbursement of a purchased item, additional notes can be included with receipts to indicate how the item qualifies as a classroom supply used for instruction. Specifically excluded items include:
- Equipment such as printers, tablets, computers, shredders
- Furniture
- Clothing, regardless of use
- Food
- Prizes or incentives
- Personal items for the instructor or their students
ELIGIBILITY AND DOCUMENTATION REQUIREMENTS FOR DISTRICT AND CHARTER SCHOOL TEACHERS

In accordance with Section 1012.71(2), Florida Statutes, this program is open to certified, full-time grade PreK-12 teachers, media specialists, and guidance counselors who are employed in the school as of Sunday, September 1. Certified Speech, Physical and Occupational Therapists and Reading and Math Coaches, may qualify if they are assigned to work with students providing classroom instruction full-time. Teachers who are in the official capacity of job share where the two combined jobs constitute one FTE are also eligible for the Program and if eligible will receive one half the allocation.

The following positions are not eligible since they do not work as classroom instructors on a full-time basis: Instructional support staff (ESE Coordinators, Magnet Coordinators, and ESOL Coordinators, High School Student Assessment Coordinators), Principals, Assistant Principals, adult education instructors, and substitute teachers.

SECTION I – DISTRICT PROGRAM

All District teachers will be asked to sign an electronic affidavit, which includes an acknowledgement of the following important provisions of the program:

- Each applicant is required to certify their status as a full-time, certified PreK-12 teacher, media specialist, or guidance counselor by Thursday, September 5, through PeopleSoft Self Service. Teachers in a job sharing position may apply to receive .5 of the allocation. Refer to Section II for the Application Process.

- Supply Assistance funds will be uploaded to an account on ClassWallet.com to purchase classroom supplies for the students they teach without restriction to any specific vendors or they may upload receipts to ClassWallet.com for reimbursement. Any sales taxes or shipping/handling charges paid on those purchases will be considered a legitimate cost of the supplies and may be included in the purchase total. Receipts dated after the last day of the previous school year, June 1, will be accepted for items allowable for the Program. Refer to Section III, How ClassWallet Works.

- Classroom Supply Assistance Funds cannot be used on the District’s MarketPlace.

- Teachers must make purchases or submit receipts through ClassWallet by Wednesday, April 15, 2020, or they waive their rights to access the FY20 Supply Assistance Funds.

- If purchases or paid reimbursement requests made through ClassWallet are deemed to be an inappropriate use of funds, a payroll deduction will be made for the amount of the inappropriate purchase and the recouped funds will be returned to the school’s FY21 School Advisory Council (SAC).
• Any unspent funds on Classwallet.com accounts as of **Wednesday, April 15, 2020**, will be allocated and available in FY21 to the SAC at the school where the teacher was employed when the allocation was received.

**SECTION II - APPLICATION PROCESS AND SUBMISSION DEADLINES FOR DISTRICT TEACHERS, PRINCIPALS AND DIRECTORS**

District schools will utilize the PeopleSoft Human Capital Management (HCM) system to sign and approve affidavits. Detailed job aids are provided to assist teachers with the electronic affidavit and principals/directors with the review of their teachers’ affidavits.

• Teachers will use the PeopleSoft Self Service portal to electronically sign and submit their affidavit to their supervisor for review and approval by **Thursday, September 5**.

• Principals and Directors will review teacher affidavits in PeopleSoft HR Manager Self Service. The status of all teacher affidavits will appear on the Administrative Dashboard. Reviews must be completed by **Monday, September 9**.

• Approved teachers will receive a welcome email from ClassWallet providing first-time login instructions and information on how to access customer support. The funds will be accessible to eligible teachers by **Monday, September 30**. These funds may only be used to purchase allowable classroom supplies for the students they instruct or for reimbursement for eligible classroom supplies.

**SECTION III - HOW CLASSWALLET WORKS:**

• ClassWallet.com and the ClassWallet mobile app provides two options for teachers to spend the funds, and a combination of both methods can be utilized:

  • Purchase through ClassWallet online marketplace – When teachers log in to their account, they will see an online marketplace with over 20 leading vendors including Lakeshore Learning, ACE Educational, Staples, Office Depot, Blick Art Materials, Scholastic, Really Good Stuff, Teachers Exchange, US Games, School Specialty, West Music and more. A full list of vendors can be found at [ClassWallet Marketplace](#).

  • Reimbursement through ClassWallet Reimbursement Tool – When teachers log in to their account they will be able to upload receipts for a direct deposit reimbursement.
• ClassWallet Customer support:
  • Phone support at 877-969-5536 Monday – Friday, 8 am – 8 pm, and Saturday, 8 am – 4 pm.
  • Email at help@classwallet.com
  • Access the ClassWallet Knowledge Base and FAQs at ClassWallet FAQ.

SECTION IV – CHARTER SCHOOL PROGRAM

APPLICATION PROCESS AND SUBMISSION DEADLINES FOR CHARTER SCHOOL TEACHERS AND PRINCIPALS

• Teachers at Charter schools will manually sign and date their PBSD 2262, Florida Teachers Classroom Supply Assistance Affidavit – Charter School Use Only and submit it to the Charter school principal for review and approval.

• When approving Affidavits, Principals should ensure all teachers listed are entered in Peoplesoft as active teachers at their Charter school with an effective date of September 1.

• Principals at Charter schools will upload the completed teacher affidavits PBSD 2262, PBSD 2261, the Florida Teachers Classroom Supply Assistance Program Roster for Eligible Teachers – Charter School Use Only, and PBSD 2260, the Florida Teachers Classroom Supply Assistance Program Check Request – Charter School Use Only to the Charter Tools Benchmark for Florida Teachers Classroom Supply Assistance Program by Friday, September 6.

• Charter schools will receive an ACH payment from the District by Friday, September 20, and must issue individual payments to each teacher by Monday, September 30.

• Charter schools will be required to upload to the FTCSA – Payroll Check Register Benchmark, marked “Ready for Review” by Monday, October 14, a copy of the payroll check register demonstrating that the payments were distributed by Monday, September 30.

• Teachers at Charter schools will be responsible for providing copies of their paid receipts to their charter school administration in accordance with their Charter school policies and procedures by Thursday, March 26, 2020. Any funds that are not documented by paid receipts will be considered unspent.

  • Teachers at Charter schools are personally obligated to return any unspent funds to their employer by Thursday, March 26, 2020.

  • Charter schools will return any unspent funds to the District by Friday, April 24, 2020, by issuing a check payable to the School District of Palm Beach County.
The Department of Education sets very strict timelines for distributing the funds and collecting documentation for the purchases and the District intends to meet those deadlines. To do so, all eligible teachers and their principal/director must follow the District's deadlines for the affidavit to ensure teachers receive their funds by, **Monday, September 30**, as required by State Statute. The attached documents provide more information about the Program, PeopleSoft processes, and examples of the required forms for Charter schools.

DEF/MJB/NJS:mb/mw
Attachments

Approved: [Signature]
Donald E. Fennoy II, Ed.D., Superintendent
Florida Teachers Classroom Supply Assistance Program

District Principal’s Approval of Affidavits

- Sign into PeopleSoft Human Capital Management with your user id and password.
- You can view a list of teachers assigned to your campus on your Administrative Dashboard, including their application status. You may display or print this information by scrolling to the bottom of the list and clicking the Full Query Results link.
- To review, approve, or deny pending applications, from the Main Menu, Navigate to Manager Self Service > Manager Pending Approvals.
- The screen shown below will be displayed.

The Application Status will default to Pending to display a list of applications that are awaiting your approval.

- Use the Application Status dropdown arrow to view applications in other status codes and click the SEARCH button. Examples of other valid application status codes include:
  o Approved – applications that you have previously approved.
  o Denied – applications that you have previously denied.
- You can approve or deny applications one-by-one by clicking the checkboxes to the left of the teacher names.
- You can approve or deny all teachers in the list by clicking the Select All link in the middle of the page. This will check all the boxes.
- Click the DENY SELECTED button to deny the checked applications. If an application is denied, enter an explanation in the COMMENTS box above the APPROVE and DENY buttons. This explanation will go back to the employee in the form of an email.
- Click the APPROVE SELECTED button to approve the checked applications. The employee will receive an email notifying them that their application has been approved.
- Confidential Administrative Assistants will have the ability to view and print the applicant list on their Secretary Dashboard, but they will not have the ability to approve applications.
- Affidavits must be reviewed to approve or denied by Monday, September 9.
Florida Teachers Classroom Supply Assistance Program

District Teacher’s Affidavit
Electronic Signature and Submission for Approval

- Sign into your computer desktop using your user id and password.
- Sign into the District Portal and select PeopleSoft Self Service.
- You will see an item for Classroom Supply Assistance – Click the APPLY button to view and sign the affidavit.
- To navigate manually from the Self Service Main Menu, select Self Service > PB Supply Assistance Program > Supply Assist Prog Application.
- The screen shown below will be displayed using either method.

![Screen Shot]

- **Read the affidavit carefully – the program changed significantly this year:**
  - Teachers are responsible for scanning and uploading copies of their receipts to PeopleSoft by the deadline. Receipts will be randomly verified to ensure the purchase amount was entered accurately and the items purchased fall under the broad umbrella of “classroom supplies”.
  - If copies of the receipts are not uploaded, the funds will be deemed to be unspent.
  - Unspent funds will be recouped via a payroll deduction, which will be processed after the deadline for uploading the receipts. Please remember to upload copies of your paid receipts!
  - Unspent funds will be returned to the District and will be allocated to the School Advisory Council of the school where you were employed when you received the allocation.
- Click the Employee Electronic Signature button to sign the affidavit.
- Click the Submit button to route the application to your principal for review and approval.
- You will receive an email when your principal approves or denies your application.
- You may review the status of your application at any time by navigating to Self Service > PB Supply Assistance Program > Classroom Supply Appl Status and clicking on the View Details link.
- Affidavits must submitted by Thursday, September 5.
Questions and Answers:
Florida Teachers Classroom Supply Assistance Program

What are the eligibility requirements for participation in the Florida Classroom Supply Assistance Program?
The program is open to certified, full-time grade PreK-12 teachers, media specialists, and guidance counselors who are employed in the school as of September 1. Certified Speech, Physical, and Occupational Therapists qualify for this program if they are assigned to work with students providing classroom instruction full-time. Teachers who are in the official capacity of job share where the two combined jobs constitute one FTE are also eligible for the Program and if eligible will receive one half the allocation.

Is it possible some faculty members may be ineligible for the program this year?
Yes. Teachers, media specialists, and guidance counselors who work in those capacities on a part-time basis, as well as substitute teachers, are not eligible. Administrative staff with non-instructional duties (Principals, Assistant Principals, ESE Coordinators, ESOL Coordinators, Magnet Coordinators), para-professionals, and adult education instructors are not eligible. Faculty members who are not certified and those who are hired after September 1, will not be eligible to participate in the program this school year.

If full-time teachers work on multiple campuses, will they file two affidavits?
Full-time teachers who work on more than one campus will complete one affidavit in PeopleSoft Self Service. A Job Aid is included to assist in this new process. Charter school teachers will complete the PBSD 2262, Florida Teachers Classroom Supply Assistance Program Affidavit – Charter School Use Only.

How much will the teachers receive this year?
This year's allocation per teacher is $320. District funds will be available through ClassWallet by September 30. Charter schools will distribute the funds by September 30.

Who will determine eligibility?
The principal will review all affidavits at their school center by Monday, September 9. Charter school principals will upload the required documents to Charter Tools by September 6.

What are some examples of allowable items?
Most items that are used in a classroom are acceptable purchases. For instance, writing instruments, paper, arts & crafts, ink or toner, charts, maps, globes, posters, instructional manipulates. This list is not inclusive of all types of items allowed, but suggestions.

What are some examples of non-allowable items?
Per State Statute 1012.71 (2), the funds may not be used to purchase equipment, services, clothing, food, furniture, prizes, incentives, carpets or items for personal use including professional membership dues. Therefore, the purchase of computers, printers, shredders, electronic items, or tablets is not allowed. Any purchase that is on the District's Prohibited Pcard Expenses list cannot be made under the Program. Therefore items such as cleaning supplies and chemicals, TeachersPayTeachers, and consultants are excluded from the Supply Assistance Program.
Frequently Asked Questions for District Teachers

1. How do teachers receive the classroom supply money?
Teachers with approved Affidavits will receive a ClassWallet account that provides them with access to spend the funds. A welcome email from ClassWallet providing first-time login instructions and information on how to access customer support will be sent from ClassWallet. The District will make an announcement just prior so that the teachers know to expect an email from ClassWallet. The funds will be accessible to eligible teachers once they log in.

2. When will teachers receive their funded ClassWallet account?
Teachers with approved affidavits will be able to access their ClassWallet account by Monday, September 30.

3. How can the funds be spent/accessed through ClassWallet?
ClassWallet has both an online application and a mobile app available through the App Store and Google Play. ClassWallet provides two options for teachers to the funds; a combination of both methods can be used.

   - **ClassWallet online marketplace** – When teachers log in to their account, they will see an online marketplace with over 35 leading vendors including Lakeshore Learning, ACE Educational, Staples, Office Depot, Scholastic, Really Good Stuff, Teachers Exchange, US Games, West Music and more.

   - **ClassWallet Reimbursement tool** – When teachers log in to their account they will be able to upload receipts for a direct deposit reimbursement. There is also a free app located in the iTunes app store and Google Play (search for ClassWallet) that allows the teacher to take a picture of the receipt with their cell phone and submit through the app. File types accepted are pdf, png, jpeg. These receipts will be subject to audit by District staff.

4. What if a teacher wants to purchase something over the summer or with a vendor that is not a ClassWallet partner?
Teachers may purchase products at a vendor of their choice and submit the receipts. Eligible purchases made over the summer with a receipt date of June 1 or greater can be submitted. The teacher will receive the reimbursement via ACH direct deposit into their checking account within 3-5 business days after District approval of the receipt.

5. How do I get reimbursed for my items not purchased through ClassWallet? Does ClassWallet need my banking information?
   - For a teacher to be able to file for reimbursement they will need to enter their banking information. ClassWallet does not have access to teacher banking information, as the input is done through our banking partner (the same type of back end as PayPal). They will do a penny test with the teacher prior to allowing a reimbursement. The information stays between ClassWallet's bank (Bank United) and the teacher's bank. The set up process takes up to 4-5 business days. The information only needs to be entered on the first reimbursement. Teachers may submit any number of receipts for any dollar amount throughout the spending period.
It is the teacher's responsibility to ascertain that items purchased meet the District stated criteria for eligible supplies. If reimbursements are processed through ClassWallet and are an inappropriate use of funds, a payroll deduction will be made for the amount of the inappropriate use of funds, a payroll deduction will be made for the amount of the inappropriate purchase and the recouped funds will be returned to the teacher's school's FY21 School Advisory Council.

6. How is sales tax handled?
In the ClassWallet marketplace, teachers will not be charged sales tax. When using the reimbursement tool sales tax and shipping/handling will be reimbursed.

7. What about shipping costs in the marketplace?
Most vendors have free shipping within certain thresholds, i.e.: Staples provides free shipping on orders of $50 or more. This information is available inside the ClassWallet Marketplace.

8. How do teachers receive items that they purchase in the ClassWallet marketplace?
Items will be sent from the vendor directly to the teacher at the school. Boxes arrive to the school office with the teacher's name on the box. Unless an item is out of stock, the orders are typically shipped standard ground within 24-48 business hours of order submission.

9. How are marketplace item returns and exchanges handled?
Teachers may contact ClassWallet for assistance. Returned items are credited back to the teacher's ClassWallet account.

10. What is a teacher responsible for with respect to receipts?
   - When a teacher purchases through the ClassWallet online marketplace, receipts are managed for them. Teachers may access reports of their own spend and remaining balance within their ClassWallet account anytime.
   - When a teacher submits a receipt for reimbursement, the receipt is automatically saved within the teacher's reports. They can access these at any time.

11. How does a teacher access ClassWallet customer support?
There are three ways to contact ClassWallet support:
   - ClassWallet website www.classwallet.com has a type and chat box that is managed by live support persons, 8 a.m. to 8 p.m., Monday – Friday, 8 a.m. to 12 p.m., Saturday
   - Email: help@classwallet.com
   - Call 877-969-5536, 8 a.m. to 8 p.m., Monday – Friday, 8 a.m. to 12 p.m., Saturday

12. Are all items available for purchase on ClassWallet allowable?
NO. Items that are available on ClassWallet do not automatically qualify for eligibility. It is the employee's responsibility to ascertain that items purchased meet the District stated criteria for eligible supplies. If purchases are made through ClassWallet and are an inappropriate use of funds, a payroll deduction will be made for the amount of the inappropriate use of funds, a payroll deduction will be made for the amount of the inappropriate purchase and the recouped funds will be returned to the teacher's school's FY21 School Advisory Council.
13. What if my purchases exceed the amount/balance allocated in ClassWallet?
If a teacher desires to spend more than the available funds in the online marketplace, they will be asked to enter a credit/debit card to pay the difference.

14. What happens to funds that are not spent?
All unspent funds are returned to the District. The District will manage the unspent funds per policy and/or state statute.

15. Are tutorials available to learn how to use ClassWallet?
Tutorials are available for both shopping online and reimbursement requests.

- How to shop on ClassWallet
- How to link your bank account for reimbursement
- How to submit receipts for reimbursement