

2020-2021 Classroom-Supply-Assistance-Program Information for Teachers

If you have questions, please contact Jennifer Bakos in Finance at 772-567-2728.

For the 2020-2021 school year, the Florida Teachers Classroom Supply Assistance Program payment will be issued to eligible employees who ACCEPT the affidavit which will appear after logging into your ClassWallet account.

Timeline for disbursement and use:

Fund will be available in ClassWallet for use on or before Sept 30, 2020

Last day to link bank account – Feb 15, 2021- can not be extended.

Last day to submit receipts in to ClassWallet – Feb 19, 2021 – cannot be extended.

Last day to order from ClassWallet Market Place - Feb 19, 2021 – cannot be extended.

1. Who is eligible to receive the funds?

Chapter 1012.71, F. S., “classroom teacher” means a certified teacher employed by a public school district or a public charter school in that district on or before September 1 of each year whose full-time or job-share responsibility is the classroom instruction of students in prekindergarten 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, Coaches, Title I, Graduation Coaches and non-classroom Resource Teachers, etc.

2. Are teachers on FMLA eligible to receive the funds?

Yes, however teachers on FMLA will need to complete the affidavit upon their return from leave. The deadline to complete the acceptance is February 19, 2021.

3. When will the funds be disbursed?

All eligible employees will receive a “Welcome E-mail” from ClassWallet with pertinent log-in credentials and instructions. In the event that you do not receive an e-mail, eligible employees can access their account directly by accessing the ClassWallet platform and registering. On or before September 30, 2020 employees can access the available funds through the ClassWallet marketplace upon acceptance of the affidavit and begin making purchases, and/or uploading eligible receipts.

4. Will teachers be required to complete some form of acknowledgement/acceptance before the receipt of the funds?

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YES. Pursuant to Florida Statute 1012.71, eligible classroom teachers must accept the terms of use of these funds before the 2020 Florida Teachers Classroom Supply Assistance Program funds become available for use. Eligible employees must sign into their ClassWallet account to review and accept the FL Classroom Supply Acknowledgment/acceptance form.

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

YES. As the funds are appropriated for this fiscal year, the purchases must be made on or after July 1, 2020, but before the February 19, 2021 deadline.

6. How can the funds be spent/accessed through ClassWallet?

ClassWallet has both an online application and a mobile friendly website. 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, Scholastic, Really Good Stuff, Teachers Exchange, US Games, West Music and more. Purchases will be reviewed for approval.
- ClassWallet Reimbursement tool - When teachers log in to their account, they will be able to upload receipts for a direct deposit reimbursement. Teachers can also access their account by signing in through a Safari or Chrome browser on their mobile device and use their phone cameras to take photos of the receipts for upload. File types accepted are pdf, png, jpeg. These receipts will be audited and approved by School Administration and/or District Finance.

7. 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](#)

8. 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.

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- Teachers who have previously entered their banking information in ClassWallet for reimbursements will not have to re-enter their banking information for this current year. Unless they have changed accounts or changed bank.
- It is the teacher's responsibility to ascertain that items purchased meet the District stated criteria for eligible supplies. If reimbursements are processed through Class Wallet and are an inappropriate use of funds, a payroll deduction will be made for amount of the inappropriate use of funds.

9. 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.

10. What can I buy with the Classroom Supply Assistance 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."

- Examples of Approved items:
 - Pencils, Pens, Highlighters, Markers,
 - Arts & Crafts Materials
 - Clothing for students use to conduct Arts & Craft (e.g. tie dye)
 - Classroom books, Flash Cards
 - DVD/CD for student use
 - Flash drive for student use
 - Ink & Toner for Printers
 - Game Balls & Supplies for PE
 - Charts / Maps / Globes / Posters /Games
 - Protective Smocks / Aprons
 - Small hand tools for Automotive, Shop, Art class
 - Calculators? YES- OK as a supply
 - Electric pencil sharpener
 - Electric Stapler
 - Food item that are indicated on teacher's lesson plan (e.g. Culinary, Science Labs)
 - Subscription to educational programs to be used by students (e.g. Kahoot)
- Examples of Items **NOT** Approved:
 - Personal use items
 - Snacks / Food as a reward
 - Services Online

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- Computers
- Printers
- Electronics
- Equipment
- Power Tools
- Clothing / Personal use
- Furniture
- Cameras / Equipment
- Rugs
- Gift Cards / Debit Cards
- iPad, Phone / Tablets
- Professional Development

11. 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 purchase.

12. Do the materials purchased belong to the teacher or the school?

All materials purchased with Teacher Classroom Supply Funds, belong to the school. If you purchase materials that are not consumed, they remain at the school. Purchased materials do not belong to the teacher.

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

The District will no longer be collecting receipts for any purchases. However, in order to comply with Florida Statute 1012.71, employees must maintain receipts of all expenditures for a period of no less than 4 years for their records. If receipts are not maintained, the employee may be subject to pay any federal taxes due on these funds.

- When a teacher purchases through the ClassWallet online marketplace, receipts are managed for them. Teachers may access reports of what was spent and remaining balance within their Class Wallet account anytime.
- When a teacher submits a receipt for reimbursement, the receipt is automatically saved within the teacher's reports. Teachers can access this information at any time.

14. How far back can we go with receipts?

Teachers are able to submit receipts for purchases made on or after July 1, 2020.

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15. What is the last day to link bank account information in ClassWallet to submit for reimbursements?

The last day to enter banking information for reimbursement is February 15, 2021. This deadline cannot be extended, therefore, allow ample time to set up the account, upload receipts, verify your banking information with ClassWallet, etc.

16. Do I submit receipts individually, as I make purchases? What is the timeline for reimbursement?

You may scan receipts individually or combine them into a single reimbursement request through your ClassWallet account. Receipts will be audited and approved by School Administrator or District Finance. Once receipt has been approved, allow 7 to 10 days for reimbursements to your linked account.

17. Do I have to spend the money at one time, or can it be used in increments?

The funds may be used as needed in the manner that best suits the needs of the classroom.

18. 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.

19. 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.

20. What if I need to return a purchase?

For returns on purchases made directly through ClassWallet's vendors, you must contact the ClassWallet support team at 1-877-969-5536 or via email, for additional instructions on the returning process. Returning policies will vary by vendor.

21. What if I need to delete a receipt uploaded to ClassWallet by error?

Make sure you carefully review your receipts prior to submission. In the event you need to remove a mistakenly uploaded receipt, you must contact the ClassWallet support team at 1-877-969-5536 or via email immediately upon the upload.

22. What if my purchases exceed the amount/balance allocated in ClassWallet?

If you desire to spend more than your available funds, you will be asked to enter a credit/debit card to pay the difference.

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23. If a teacher purchased items, but does not have receipts, will a bank statement work?

NO. You need to be able to show the purchase detail. Most Credit Card companies have online features to access purchase detail.

24. What happens if I leave during the year? Do I have to return the funds?

Your ClassWallet account will be disabled and you will no longer have access to the funds. All purchases made belong to the classroom. All materials purchased with Teacher Classroom Supply Funds, belong to the school and cannot be taken with you.

25. What happens if I do not spend all the money? Can I donate it to my school?

Unused funds will be deposited into the School Advisory Council account of the school at which the classroom teacher returning the funds was employed. All requests for reimbursement must be made prior to leaving the school district.

26. What if I need to purchase materials after February 19, 2021?

The last day to submit receipts for reimbursement is February 19, 2021. The last day to make purchases through ClassWallet Market Place is February 19, 2021. This deadline cannot be extended.

27. How does a teacher access ClassWallet customer support?

There are three ways to contact ClassWallet support:

- ClassWallet website www.classwallet.com/support has a type and chat box that is managed by live support persons, 8 a.m. to 8 p.m., Monday- Friday, 10 a.m. to 4 p.m., Saturday
- Email: help@classwallet.com
- Call 877-969-5536, 8 a.m. to 8 p.m., Monday- Friday, 10 a.m. to 4 p.m., Saturday

28. Am I able to purchase supplies for science experiments?

Yes, the funds can be used as needed in the manner that best suits the need of the students in the classroom. Refer to question 10 Examples of Approved and Not Approved items.