

FLORIDA TEACHERS CLASSROOM SUPPLY ASSISTANCE PROGRAM

FREQUENTLY ASKED QUESTIONS (FAQ)

For the 2023-2024 school year, the Florida Teacher Classroom Supply Assistance Program payments will be issued to eligible employees through the ClassWallet platform.

In Florida, approximately 50% of teachers will receive Classroom Supply Assistance funding through ClassWallet in the 2023-2024 school year.

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, certified school counselors, guidance directors, SLP's, literacy, math and science coaches and magnet coordinators. (Student board certified staff that can be assigned students.)

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

Yes, teachers on FMLA are considered active employees and therefore eligible to receive funds. They will need to complete their affidavit upon their return from leave. The deadline to complete the acceptance affidavit is February 10, 2024.

3. Are teachers on a board approved leave eligible to receive the funds?

No. Teachers on a board approved leave are NOT eligible for funds unless they return to work on or before September 1, 2023.

4. What is ClassWallet?

ClassWallet is an on-line platform that enables teachers to receive reimbursement of funds spent on eligible classroom supplies. The program retains electronic copies of all receipts so that employees no longer must send physical documentation to their school bookkeeper.

5. How will I access ClassWallet?

All eligible employees are scheduled to receive a "Welcome Email" from ClassWallet with pertinent log-in credentials and instructions on or before August 15, 2023.

6. When will funds be available?

All eligible employees that are employed by September 1, 2023 and have completed registering their account and accepted the affidavit are scheduled to have access to their funds by September 30, 2023 at the latest.

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

Yes, pursuant to Florida Statute 1012.71, eligible classroom teachers must provide acknowledgement/acceptance of the terms of use of these funds before the 2023 Florida Teachers Classroom Supply Assistance Program funds become available for use. The affidavit to accept the terms and conditions will be provided from ClassWallet during the first log in and must be accepted prior to February 10, 2024.

8. Does the date 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, 2023, but before the March 20, 2024, deadline. **PLEASE do NOT wait until the final days to submit your receipts or make purchases.** Should an item(s) on your order be not allowable or out of stock, there will be no time to resubmit another purchase. Once the March 20, 2024 window closes for orders/reimbursements, it is closed for good.

9. What is the amount of the payment?

The amount of the payment for the 2023-2024 year is \$300.00. The funding amount appropriated by the legislature is based on the districts proportionate share of the state's total "un-weighted" FTE student enrollment projections.

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

ClassWallet will have both an online application and a mobile friendly website. ClassWallet will provide two options for teachers to access their funds; a combination may be used.

- 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 type accepted are pdf, png, jpeg. These receipts will be subject to audit by the District Finance Staff.
- ClassWallet Online Marketplace – When teachers log in to their account, they will see an online marketplace with over several leading vendors including Staples, Office Depot, Scholastic, Really Good Stuff, Teachers Exchange, Lakeshore, School Specialty and many others.

11. Are all items available for purchase on ClassWallet allowable?

NO. Items that are available on ClassWallet Marketplace 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, the order will be rejected.

12. 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 that's been paid by the teacher will be reimbursed. The CCSB Sales Tax Exemption Certificate is available for use and is readily available on the CCSB website, under Purchasing Department.

**Please note that stores are not required to take the tax-exempt form. **

13. What about shipping costs in the Marketplace?

Most vendors have free shipping within certain thresholds, but it depends on the vendor. This information is available inside the ClassWallet Marketplace.

14. 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. Teachers with Citrus eSchool may have the items shipped directly to their home. Unless an item is out of stock, the orders are typically shipped standard ground within 24-48 business hours of order submission.

15. 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, for additional instructions on the returning process. Returning policies will vary by vendor.

16. 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.

17. Why does ClassWallet need my banking information?

If you wish to be reimbursed, then you **must** securely link a personal bank account. ClassWallet will ACH your reimbursement. ClassWallet does not have access to teacher banking information, as the input is done through their banking partner (the same type of back end as PayPal). They will do a “pennies test” with the teacher prior to allowing a reimbursement. The information stays between ClassWallet’s bank (Bank United) and the teacher’s bank.

18. How long does reimbursement take?

Setting up a bank account to accept reimbursements typically takes no longer than 3-5 business days. The actual reimbursement typically takes 2-4 business days once it has been approved by the District Finance Staff. Reimbursements will typically show up in your account from the business name, “Kleo, Inc”.

19. Do I submit receipts individually, or as I make purchases?

You can save time and expense by preparing all your expenses and combining them into a single reimbursement request through your ClassWallet account. There is no limit to how many receipts you can upload in a single transaction. To be prepared you must have scans of all your receipts.

20. 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, within a week of the upload.

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

NO. A teacher’s on-line purchase receipts or store receipts showing that funds were expended in accordance with the Florida Teacher Classroom Assistance (Teacher Lead) Program guidelines must be submitted to receive reimbursement.

22. What can I buy with the Classroom Supply Assistance Funds (Teacher Lead)?

Chapter 1012.71, F.S., provides that funds appropriated shall be used to supplement the materials and supplies otherwise available to classroom teachers, and MAY NOT be used to purchase items with characteristics of equipment (over \$50). A separate sheet has been sent out with more detailed information.

23. Can I buy supplies for use at home to benefit my class?

Chapter 1012.71, F.S., provides that funds are 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 funds appropriated shall be used to supplement the materials and supplies otherwise available to classroom teachers.”

24. Is outside printing acceptable?

Yes, according to Chapter 1012.71, F.S., funds appropriated shall be used to supplement the materials and supplies otherwise available to classroom teachers.

25. Am I able to purchase specific supplies for science experiments, or elective classes?

Yes, the funds can be used as needed in the manner that best suits the needs of the classroom.

26. What happens if I leave the District during the year?

Your ClassWallet account will be disabled, and you will no longer have access to the fund. 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.

27. 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 consumable, they are to remain at the school. They do not belong to the teacher. Example: headphones, keyboards, mouse, globes, dry erase boards, posters, flash cards, manipulatives, etc.

28. 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, to comply with Chapter 1012.71, F.S., employees must maintain receipts of all expenditures for a period of no less than 4 years for their records. 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.

29. 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, but the funds will no longer be available after March 20, 2024.

30. 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.
8am to 8pm Monday – Friday and 8am to 12pm Saturday
- Email: help@classwallet.com
- Call 877-969-5536 o 8am to 8pm Monday – Friday o 8am to 12pm Saturday

31. What if I don't want to accept the Teacher Classroom Supply Assistance Funds?

Any classroom teacher may decline the affidavit on ClassWallet without explanation if they choose not to accept the funds. This decision cannot be changed once you choose not to accept the affidavit.

32. Who can I contact at CCSB with questions about this program?

You may contact Nikki Newhart, newhartn@citruschools.org or x2416

33. If teachers are not happy about the program requirements, can they file a grievance?

NO. Chapter 1012.71, F.S., states that funds received by a classroom teacher do not affect wages, hours, or terms and conditions of employment and, therefore, are not subject to collective bargaining. Any classroom teacher may decline receipt of the funds without explanation or cause.