

2020-2021 Florida Teachers Classroom Supply Assistance Program

Frequently Asked Questions

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.

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.

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 affidavit is February 25, 2021.

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

No. Teachers on a board approved leave, except those on FMLA, are NOT eligible for funds unless they return to work on or before September 1, 2020.

4. 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.

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

YES. Pursuant to Florida Statute 1012.71, eligible classroom teachers must accept the terms of use of these funds before the 2019 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.

6. 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 March 5, 2021, deadline.

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

ClassWallet has both an on line 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, Office Depot, Scholastic, Really Good Stuff, Teachers Exchange, US Games, West Music and more.

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- 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 subject to audit by District staff

8. 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](#)
- [How to Do Reimbursement on a Mobile Device](#)

9. 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. (if you are a return user you will not need to reenter 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 Class Wallet and are an inappropriate use of funds, a payroll deduction will be made for the amount of the inappropriate use of funds.

10. 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.

11. What can I buy with the Classroom Supply Assistance Funds?

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 equipment.

- Examples of Approved Items: Paper, pens, pencils, highlighters, classroom books, art & crafts materials, charts, maps, globes, posters, flash cards, ink and toner for printers, math manipulatives, DVD/CD for students use, electric pencil sharpeners, electric stapler, protective smocks, inexpensive musical instruments, headphones for students, flash drives, clothing (hats and t-shirts) for students only with the school logo or to be used for school activities, on-line classroom resources and programs for students, subscriptions to educational programs to be used by students, food items that are used in classroom

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instruction and indicated on teacher's lesson plans. Supplies needed for cleaning that will be available to all students such as sanitizer, wipes, hand soap, paper towels and disinfectants.

- Examples of Items NOT Approved: Personal items, clothing, electronics, furniture, services, computers, printers, rugs, prizes, snacks, for classrooms, cameras, iPads, iPhones, tablets, gift cards, professional dues, teacher headsets/microphone, desks, office equipment, food and beverages used for consumption, PPE, air purifiers, privacy shields or plexiglass.

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 purchase.

13. 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.

14. 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.

15. 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.

- 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.

16. How far back can we go with receipts?

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

17. Do I submit receipts individually, as I make purchases?

You can save time and expense by preparing all of 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.

18. 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.

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19. 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.

20. How do teachers receive items that they purchase in the ClassWallet marketplace?

Due to Corvid 19, supplies may temporarily be shipped directly to your home.

~~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.

21. 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.

22. 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, within a week of the upload.

23. 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.

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

NO.

25. 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.

26. What happens if I don't 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.

27. What if I need to purchase materials after March 5, 2021?

The last day to make purchases through ClassWallet or to upload eligible receipts will be March 5, 2021. This deadline cannot be extended, therefore, allow ample time (we recommend at least one week), to set up the account, upload receipts, verify your banking information with ClassWallet, etc

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28. Am I able to purchase 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. Refer to question 11 for examples of items not allowed under this program.

29. 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.

30. 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