



ACCORDING TO PEA:

Teacher Supply Assistance (Lead Stipends)

Classroom teachers, including media specialists and guidance counselors, are to receive Teacher Supply Assistance stipends. Only full-time classroom teachers will receive this money. If you do not have students assigned to you for grading purposes, e.g. inclusion, facilitators, deans, you will not receive a stipend.

To be eligible for the program, staff must be:

1. Employed by the district and have a teaching certificate on September 1, 2016.
2. Must serve students in preK - grade 12.
3. Must have the full-time, or job-share, responsibility of classroom instruction, including media specialists and counselors who have a certified teaching certificate. A “job-share” classroom teacher is one of two teachers whose combined full-time equivalent employment for the same teaching assignment equals one full-time classroom teacher.
4. Principals or directors must certify that each staff member meets the criteria above.

If there are any questions regarding this program, please contact Melba Mayol at melba.mayol@polk-fl.net.

This money is for you to use to supplement your classroom. Your principal is responsible to furnish you with the supplies to successfully do your job and may not determine how you should spend your stipend. There are options on how to access this Teacher Supply Assistance. The program that will be used to purchase and reimburse items is called ClassWallet. This allows for online purchasing, saving of receipts and doesn't charge sales tax so you actually can spend the full amount on materials.

1. There is a \$1.00 charge for uploading receipts for items bought locally. This is not a charge to you, but will be deducted from the available teacher lead funds. This covers the cost of the ACH of the funds into your bank account. This fee is per upload and not per receipt. You could hold all your receipts and upload once and the charge would still only be \$1.00. Remember, if you purchase online there is no fee and you will be saving 7% on each purchase as you will now be getting all purchases tax exempt.
2. The Office Depot card that was sent earlier is just an option for you. It is not a replacement to ClassWallet, is it just an added option to save more funds if you happen to shop at Office Depot.
3. Please see the non-allowable items. I cannot send a list of allowables, as there would be no possible way for me to list all the allowable items.
4. Every teacher has the option to deny the funds which will be disbursed into the school's SAC committee fund. Also, any funds unspent at the end of the year will revert back to SAC committee fund. Since no funds are advanced, there will be no taxable charges to unspent funds like last year.

Any purchased material is for your classroom so if you transfer schools, it should go with you, but, if you leave the district, any remaining material ought to remain in the District. Any unspent funds must be returned to the District. **Our recommendation is to buy consumable materials that have no inventory value and are used up each year.**

Items NOT allowed:

*Equipment (high-priced items over \$50, computers, printers, copiers, scanners, fax machines, furniture, shelving, rugs, etc.). Electronic pencil sharpeners are allowable, but they must be under the \$50 limit.

*Items used as a behavior reward, such as candy and trinkets. **(We received clarification on these items from DOE. In the past, the district has allowed these. Going forward these items are not allowable).**

*Services

*Computer software, apps or applications, or subscriptions

*Training or travel

*Special Note: Food items are only allowed in rare circumstances. They **can** only be purchased if they have instructional value or enhance learning. If food items are purchased, you must attach a note to the receipt explaining when and how the food items were used to enhance classroom learning. A copy of the lesson plan must also be attached to the receipt.

Teacher Supply Assistance amount for 2016-2017 is \$262. The time period for spending these funds is July 1, 2016 through June 30th, 2017. Receipts should have dates within this time period.

ClassWallet Info

Polk County Public Schools is pleased to announce that **you will receive your Florida Teachers Classroom Supply Assistance Program funds ONLINE through ClassWallet.**

Through the ClassWallet online platform, you are able to receive funding and purchase the resources you need easily. ClassWallet does all the tracking of purchases in hopes that we can save you the time and effort spent saving and remitting receipts.

There are several benefits to shopping through ClassWallet:

- Your affidavit can be completed online electronically.
- All of your orders will be tax-exempt (If all items are purchased through ClassWallet online service, you will have an additional \$18.34 based on this year's \$262 distribution from the state.)
- If you choose to shop online through the ClassWallet Marketplace all receipts will be submitted and retained electronically on your behalf. There will be no need to submit or keep paper receipts.
- If you have shopped over the summer, you may submit your receipts through ClassWallet for direct reimbursement* (see reimbursement option below).

Rest assured, this process is simple and easy to use. ClassWallet is used effortlessly by thousands of teachers in more than 850 schools across the country.

Here's what you can expect in the coming week:

- Step 1: ClassWallet will email you:** ClassWallet will notify you by email when your account has been established and the \$262.00 Florida Teachers Classroom Supply Assistance Program funds have been deposited into your class wallet. **DO NOT GO TO THE CLASSWALLET WEBSITE TO CREATE AN ACCOUNT. YOU SHOULD RECEIVE AN EMAIL FROM CLASSWALLET BY SEPTEMBER 30TH EXPLAINING THE SIGN ON PROCESS AND INSTRUCTIONS ON USING THE PROGRAM.**
- Step 2: Verify your account and change your password:** Click on the link in the email in order to verify your account, change your password and establish your security question and answer.
- Step 3: Sign the affidavit online:** Read through and acknowledge the online affidavit. This form will need to be completed before you can access your funds.



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Step 4: Go shopping: The \$262.00 will be in your class wallet. You can use your funds to purchase classroom supplies in a few different ways:

- (A) ClassWallet Marketplace - Shop online with vendors that have partnered with ClassWallet including School Specialty, Office Depot, Really Good Stuff, and dozens more. Orders placed through the ClassWallet Marketplace will be automatically saved in your purchase history so you won't need to submit receipts.
- (B) ClassWallet Concierge – If you can't find an item in any of our marketplace stores, ClassWallet has a Concierge purchasing service to purchase anything, anywhere. You'll simply provide the item, price and website where you want to make a purchase. You can add multiple items from multiple vendors in a single request. Once the request is submitted, ClassWallet will make the purchase on your behalf.
- (C) Reimbursement (available after September 8th) – If you've shopped over the summer with your own funds, you can submit your receipts directly through the ClassWallet platform for reimbursement. You will be able to scan and upload receipts into ClassWallet via your desktop or snap pictures of your receipts via the ClassWallet mobile application which can be downloaded from the iTunes App Store or Google Play. Reimbursements will be sent via ACH direct deposit into your bank account.

All orders will and reimbursement requests will be reviewed for approval. To avoid any delays, please see the attached list of items that are NOT ALLOWED.

All orders will be shipped directly to your school in your attention. Please be sure to check with your front desk administrator for your orders.

Step 5: ClassWallet does the tracking so you don't need to submit receipts: ClassWallet keeps track of all the purchasing activity through the ClassWallet Marketplace and Concierge. You'll receive an email confirmation of your order and can view all the details in your ClassWallet reports. Reimbursement requests and your uploaded receipts will also be available through your ClassWallet reports. If you wish to save any of this information for future reference, simply download or print the reports to your personal or secured school computer.

Customer Support and Training

If you have any questions, the ClassWallet support team is available to help you.

In-person training:

ClassWallet has offered in-person training, depending on the need. If you would be interested in an in person training class, please let Melba Mayol in Finance at melba.mayol@polk-fl.net.

ClassWallet customer support: Email ClassWallet at help@classwallet.com or call 877-969-5536 and a customer support representative will personally walk you through step-by-step with any assistance you need.

Florida Statute 2016

1012.71 The Florida Teachers Classroom Supply Assistance Program.—

(1) For purposes of the Florida Teachers Classroom Supply Assistance Program, the term “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 certified school counselors serving students in prekindergarten through grade 12, who are funded through the Florida Education Finance Program. A “job-share” classroom teacher is one of two teachers whose combined full-time equivalent employment for the same teaching assignment equals one full-time classroom teacher.

(2) The Legislature, in the General Appropriations Act, shall determine funding for the Florida Teachers Classroom Supply Assistance Program. The funds appropriated 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. From the funds appropriated for the Florida Teachers Classroom Supply Assistance Program, the Commissioner of Education shall calculate an amount for each school district based upon each school district’s proportionate share of the state’s total unweighted FTE student enrollment and shall disburse the funds to the school districts by July 15.

(3) From the funds allocated to each school district and any funds received from local contributions for the Florida Teachers Classroom Supply Assistance Program, the district school board shall calculate an identical amount for each classroom teacher, which is that teacher’s proportionate share of the total amount allocated to the district from state funds and funds received from local contributions. A job-share classroom teacher may receive a prorated share of the amount provided to a full-time classroom teacher. The district school board and each charter school board shall provide each classroom teacher with his or her total proportionate share by September 30 of each year by any means determined appropriate by the district school board or charter school board, including, but not limited to, direct deposit, check, debit card, or purchasing card. If a debit card is used, an identifier must be placed on the front of the debit card which clearly indicates that the card has been issued for the Florida Teachers Classroom Supply Assistance Program. Expenditures under the program are not subject to state or local competitive bidding requirements. 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 or return the funds without explanation or cause.

(4) Each classroom teacher must sign a statement acknowledging receipt of the funds, keep receipts for no less than 4 years to show that funds expended meet the requirements of this section, and return any unused funds to the district school board at the end of the regular school year. Any unused funds that are returned to the district school board shall be deposited into the school advisory council account of the school at which the classroom teacher returning the funds was employed when that teacher received the funds or deposited into the Florida Teachers Classroom Supply Assistance Program account of the school district in which a charter school is sponsored, as applicable.

(5) The statement must be signed and dated by each classroom teacher before receipt of the Florida Teachers Classroom Supply Assistance Program funds and shall include the wording: “I, (name of teacher) , am employed by the County District School Board or by the Charter School as a full-time classroom teacher. I acknowledge that Florida Teachers Classroom Supply Assistance Program funds are appropriated by the Legislature for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to me. In accepting custody of these funds, I agree to keep the receipts for all expenditures for no less than 4 years. I understand that if I do not keep the receipts, it will be my personal responsibility to pay any federal taxes due on these funds. I also agree to return any unexpended funds to the district school board at the end of the regular school year for deposit into the school advisory council account of the school where I was employed at the time I received the funds or for deposit into the Florida Teachers Classroom Supply Assistance Program account of the school district in which the charter school is sponsored, as applicable.”

(6) The Department of Education and district school boards may, and are encouraged to, enter into public-private partnerships in order to increase the total amount of Florida Teachers Classroom Supply Assistance Programs funds available to classroom teachers.

History.—s. 749, ch. 2002-387; s. 1, ch. 2007-58; s. 28, ch. 2008-235; s. 37, ch. 2009-59; s. 30, ch. 2013-35; s. 13, ch. 2013-89; s. 10, ch. 2013-185.