

Fiscal Year 2017-2018
Florida Teachers Classroom Supply Assistance Program
Frequently Asked Questions

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 on or before September 1 of each year whose full-time or jobshare 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.

2. Will teachers be required to complete some form of acknowledgement/acceptance before the payment is issued? YES. Pursuant to Florida Statute 1012.71, eligible classroom teachers must provide acknowledgement/acceptance of the terms of use of these funds before the 2017-18 Florida Teachers Classroom Supply Assistance Program payment is issued.

3. When will the funds be disbursed? By September 30, 2017. NOTE: teacher MUST have completed and signed the Classroom Supply Acknowledgment form.

4. 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, 2017, but before the December 19, 2017 deadline.

5. 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, are to be used for the sole purpose to purchase classroom supplies 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 to use, protective smocks, inexpensive musical instruments, food items that are used in classroom instruction and indicated on teacher’s lesson plans.

Examples of Items NOT Approved: Personal items and clothing, electronics, furniture, services, computers, printers, gift cards, professional dues, food and beverages used for consumption.

6. Will teachers be required to provide copies of receipts for the purchases of classroom materials and supplies? YES. The Internal Revenue Service requires that districts secure copies of store receipts for purchases made. Therefore, in order to substantiate the amount of payment issued, teachers must provide legible copies of all applicable receipts for the purchases of classroom materials and supplies. Copies of receipts must be submitted to your location administrator or designee no later than December 19, 2017.

7. Do I submit receipts individually, as I make purchases? NO. DO NOT SUBMIT RECEIPTS FOR INDIVIDUAL PURCHASES. Please compile the receipts for ALL eligible expenditures, and submit at one time to your location administrator/designee by the deadline.

8. 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.
9. What happens if I fail to provide receipts to my location administrator/designee by the deadline? Failure to comply with this requirement, by the deadline provided, will result in the return of funds to the school's advisory account. If funds are not returned timely, a payroll deduction may occur.
10. How do I return the money? Any classroom teacher may decline receipt of or return the funds without explanation or cause.
11. What happens if I don't spend all the money? Can I donate it to my school? Unused funds will be returned to and 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.
12. What if I need to purchase materials after December 19, 2017? Classroom supply purchases MUST be completed prior to the deadline of December 19, 2017.
13. Is the amount negotiated during the Collective Bargaining Process? 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 or return the funds without explanation or cause.
14. 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.
15. Do I need to keep records? YES. Pursuant to Florida Statute 1012.71, each classroom teacher must keep receipts for no less than 4 years to show that funds expended meet statutory requirements.