

Florida Teacher
Classroom Supply
Assistance Program
1012.71 F.S.

Overview

- The Florida Teacher Classroom Supply Assistance Program provides funds for “classroom teachers” to purchase, on behalf of school districts or charter schools, classroom materials and supplies for the students assigned to them. The funds may not be used to purchase equipment.
- **“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. 1012.71(1) F.S.

Overview Continued

- There are two benchmarks in CharterTools related to the Supply Assistance Program
 - The Teacher Affidavit forms, Teacher Roster forms, and Check Request forms must be submitted in early September, each fiscal year. (The actual due date changes each fiscal year)
 - The payroll register, which demonstrates teachers received the program funds, must be submitted by October 15, each fiscal year.
- Classroom Supply Assistance Program funds must be distributed to eligible teachers, based on the affidavits and roster, by September 30. 1012.71(3) F.S.

Affidavit, Roster, & Check Request Forms

- The first benchmark in CharterTools requires the submission of the following forms:
 - Florida Teacher Classroom Supply Assistance Program Roster for Eligible Teachers (PBSD 2261)
 - ❖ Charter school administrators must complete the form and include all eligible full-time classroom teachers that will participate in the program.
 - Florida Teacher Classroom Supply Assistance Program Affidavit(s) (PBSD 2262)
 - ❖ Each charter school teacher electing to participate in the program and listed on the Roster of Eligible Teachers must complete and sign an affidavit form.
 - Florida Teacher Classroom Supply Assistance Program Check Request (PBSD 2260)
 - ❖ Charter school administrators must also complete the check request form. The following information must be provided: School year, School Name, School (Dept) #, Principal name & signature, Date submitted, and Number of eligible teachers based on the roster and affidavits.
- The benchmark has a due date within the first or second week of September, but may change each fiscal year.
- Included on the benchmark is the date when charter schools can expect the ACH payment from the District.
- Additionally, there is a reminder that funds must be distributed to eligible teachers by September 30, per statute.

Payroll Register or Copies of Cancelled Checks

- The second benchmark in CharterTools requires the submission of either a system generated payroll register or copies of cancelled checks.
 - The system generated payroll register or copies of cancelled checks must demonstrate the appropriate amount of funds were distributed to each approved eligible teacher. An Excel spreadsheet is not adequate support and will not be accepted.
 - The documentation must also demonstrate the funds were distributed to the teachers on or before September 30, per 1012.71(3) F.S.
 - The benchmark traditionally has a due date of October 15.
 - Make sure the documentation includes and **clearly** identifies all the teachers listed on the roster of eligible teachers, submitted previously.
 - Funds must not be distributed to teachers that were not included on the roster.
 - In the case where a teacher was included on the roster of eligible teachers but left the school before the funds were distributed, a refund check must be sent to the District Budget Department.

Most Common Issues

- Including teachers on the roster that are not eligible to receive Classroom Supply Assistance funds.
- Missing affidavits for teachers listed on the roster.
- Affidavits for teachers that are not included on the roster.
- Roster, affidavit, and check request forms not submitted by due date.
- Payroll register or copies of cancelled checks not submitted by due date.
- Classroom Supply Assistance Funds not distributed to eligible teachers by September 30.
- Funds distributed to teachers not included on the submitted roster.
- Full amount of funds not distributed to eligible teachers

Review

- The Florida Teacher Classroom Supply Assistance Program provides funds for “classroom teachers” to purchase classroom materials and supplies for the students assigned to them.
- There are two benchmarks in CharterTools related to the Supply Assistance Program, the first is due in early September and the second is traditionally due October 15.
- Classroom Supply Assistance Program funds must be distributed to eligible teachers, based on the affidavits and roster, by September 30. 1012.71(3) F.S.
- The school must submit a system generated payroll register or copies of cancelled checks to demonstrate funds were disbursed to teachers. Excel spreadsheets are not sufficient and will not be accepted.

Questions

Please email any questions and/or concerns regarding the Florida Teacher Classroom Supply Assistance Program to William Dufresne in the Budget Department at William.Dufresne@palmbeachschools.org.