For the 2017-2018 school year, the Florida Teachers Classroom Supply Assistance Program payment will be issued to eligible employees who ACCEPT the funds by completing the electronic Classroom Supply Acknowledgement form on ESS. The acknowledgement form MUST be completed by September 15, 2017. September 6 - October 13, 2017

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. (School 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.

3. Are teachers 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, 2017.

4. 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 Florida Teachers Classroom Supply Assistance Program payment is issued. Eligible employees must access ESS to complete and submit the FL Classroom Supply Acknowledgment/acceptance form during the period of September 6 – 15, 2017. September 6 - October 13, 2017

5. When will the funds be disbursed?
The payment of $269.15 will be identified as “Classroom Sup Pmt.” on the paystub for eligible teachers. The payment will be distributed based on the schedule below:

<table>
<thead>
<tr>
<th>Payroll Area</th>
<th>Complete Acceptance form in ESS:</th>
<th>Payment issued on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>9/6/17 – 9/14/17</td>
<td>9/22/17</td>
</tr>
<tr>
<td>AA</td>
<td>9/15/17 – 10/1/17</td>
<td>10/6/17</td>
</tr>
<tr>
<td>AA</td>
<td>10/2/17 – 10/13/17</td>
<td>10/20/17</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Payroll Area</th>
<th>Complete Acceptance form in ESS:</th>
<th>Payment issued on:</th>
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</thead>
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<tr>
<td>BB</td>
<td>9/6/17 – 9/24/17</td>
<td>9/29/17 (BB)</td>
</tr>
<tr>
<td>BB</td>
<td>9/25/17 – 10/8/17</td>
<td>10/13/17 (BB)</td>
</tr>
<tr>
<td>BB</td>
<td>10/9/17 – 10/13/17</td>
<td>10/27/17 (BB)</td>
</tr>
</tbody>
</table>
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, 2017, but before the March 2, 2018, deadline.

7. Are the funds taxable?
   NO. Income tax will not be deducted from these funds.

8. 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, protective smocks, inexpensive musical instruments, flash drives, clothing (hats and t-shirts) for students only with the school logo to be used for school activities, 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, rugs, cleaning supplies, prizes, snacks, for classrooms, cameras, iPads, iPhones, gift cards, professional dues, food and beverages used for consumption.

9. 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. The copies of these receipts, attached to a “TEACHER CLASSROOM SUPPLY DOCUMENTATION OF EXPENDITURES” form, must be submitted to your location administrator or designee no later than March 2, 2018. The Documentation of Expenditures form is available through ESS or http://broward.k12.fl.us/teacher/docs/Documentation_Expenditures.pdf

10. How far back can we go with receipts?
   Teachers are able to apply receipts for purchases made on or after July 1, 2017.

11. 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 ONE (1) DOCUMENTATION OF EXPENDITURES form with receipts to your location administrator/designee by the deadline prior to the March 6, 2018, deadline.

12. 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.

13. What happens if I fail to provide the “TEACHER CLASSROOM SUPPLY DOCUMENTATION OF EXPENDITURES” form with copies of the receipts to my location administrator/designee by the deadline?
Failure to comply with this requirement, by the deadline provided, will result in the collection, via payroll deduction.

14. If a teacher purchased items, but does not have receipts, will a bank statement work?
   NO. Teacher on-line purchase receipts or store receipts showing that funds were expended in accordance with the Florida Teacher Classroom Supply Assistance Program guidelines must be submitted to the location administrator/designee and attached to the completed Documentation of Expenditures form to be retained by the location.

15. 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.”

16. Am I able to purchase a printer?
   NO. Refer to question 8.

17. How do I return the money?
   Any classroom teacher may decline receipt of or return the funds without explanation or cause. The return form may be obtained online at browardschools.com/teacher > Current Teacher/Sub > Instructional Employee Forms & Info. Complete and submit the Classroom Supply Individual Return form via email at teach@browardschools.com to the Talent Acquisition & Operations department.

18. What happens if I don’t spend all the money? Can I donate it to my school?
   Unused funds will be returned to the district through payroll deduction 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.

19. What if I need to purchase materials after March 2, 2018?
   Classroom supply purchases MUST be completed prior to the deadline of March 2, 2018.

20. 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. Refer to question 8 for examples of items not allowed under this program.

21. 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 or return the funds without explanation or cause.

22. Is the school administrator/designee in charge of maintaining the forms/receipts responsible for totaling up dollars spent? How will they monitor if a teacher is over or under a few cents? Is there a protocol for them?
   The school administrator/designee is responsible for collecting the Documentation of Expenditure form accompanied by copies of receipts. Locations will receive a step-by-step guide to assist with this process. The school administrator/designee will submit a Classroom Supply Location Return form to the Talent Acquisition Department by April 6, 2018, identifying teachers who did not submit receipts according to the guidelines and teachers who had unspent funds. The District will then initiate the process for payroll deduction.
23. **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.

24. **Do I need to keep records?**
   YES. Pursuant to Florida Statute 1012.71, each classroom (Location) teacher must keep receipts for no less than 4 years to show that funds expended meet the statutory requirements.