

Florida Teachers Classroom Supply Assistance Program Changes

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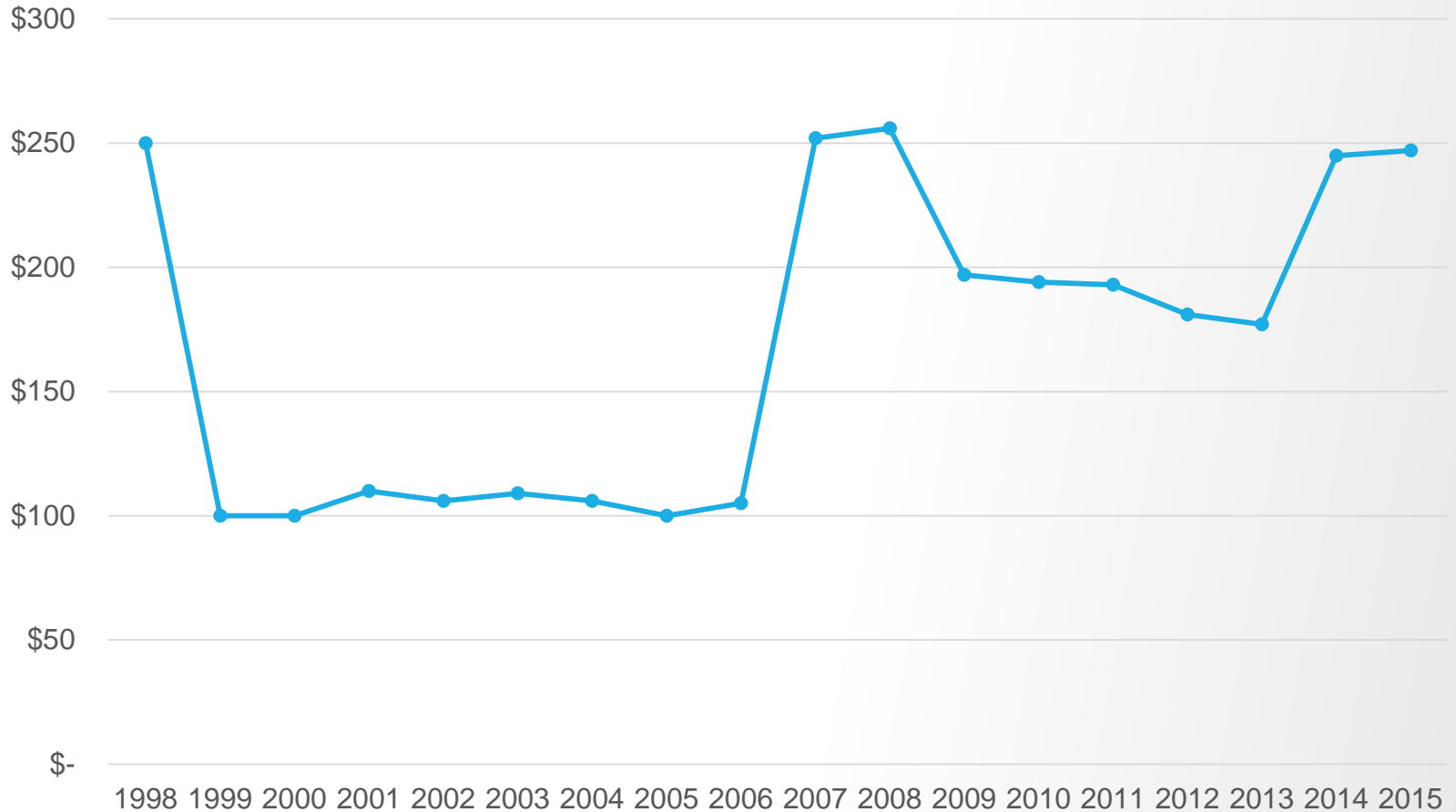
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Per-Teacher Funding Over the Years

Annual Amount Awarded to Teachers



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Old Affidavit Process

Teacher completed affidavit



I need
money for
supplies

Principal signed a
check for each
teacher



School staff completed
package and submitted
to District for review

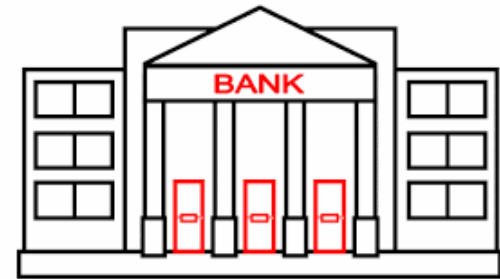


District sent a check
to School



New Affidavit Process

Teacher completes affidavit in PeopleSoft Self Service



PRINCIPAL



Principal Approves Affidavit in PeopleSoft Self Service



District sends Direct Deposit to Teacher's payroll bank account

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New Affidavit Process for FY16

- **Teacher submits affidavit via PeopleSoft Self Service (Link will be on their dashboard)**
- **Principal approves affidavits by Sept 4th after review for eligible teachers**
- **Direct deposit made to the teacher's main payroll account in September.**
- **Teachers not set up with Direct Deposit will receive a check.**

New Affidavit - Teachers should read carefully

Favorites | Main Menu > Self Service > PB Supply Assistance Program > Supply Assist Prog Application

Classroom Supplies

How to Apply ?

Directions: Complete the application below and submit for approval. Once the application is approved by your principal, your application will be processed and a direct deposit will be made to your primary bank account as designated in PeopleSoft.

You will receive this direct deposit by September 30th.

Empl ID: 1234567	School/Department ABC High School
Name Teacher	Union PBC Classroom Teachers Assoc
Job Title Tch Sec Social Science	Full/Part Time Full-Time

Application Form

Application Date 08/10/2015	Fiscal Year 2015	Applicant Status Not Submitted
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I _____, am employed by the School District of Palm Beach County 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.

***This years allocation is \$232 per teacher; job sharing teachers will split one allocation between them.

***I agree to submit copies of my receipts to the School District by March 31, 2016 in accordance with IRS regulations.

***I understand that if I do not submit copies of the receipts, the funds will be deemed to be unspent. Any unspent funds will be returned to the School District and distributed to the School Advisory Council of the school where I was employed when I received the funds.

***I hereby authorize the School District to process a payroll deduction to reverse any unspent funds from my paycheck.

Employee Electronic Signature

Submit

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Who is Eligible?

- ✓ **Teachers**
 - ✓ **Must teach students in grades PreK–12**
 - ✓ **Must be instructing students all day**
 - ✓ **Must be certified (includes state licensed PT, OT and Speech therapists)**
 - ✓ **Must be hired by September 1**
- ✓ **Other Eligible Staff**
 - ✓ **Full Time Media Specialists**
 - ✓ **Full Time Certified School Counselors**

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Who Is Not Eligible?

- Teachers at grades other than PreK–12 (no Adult or Community Ed teachers)
- Teachers who are not engaged in direct student instruction all day long
- Teachers who are hired after Sept. 1
- School psychologists
- Substitute & uncertified teachers

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What Could a Teacher Buy with Supply Funds?

Suggestions:

- ✓ Pencils, Pens, Markers, etc.
- ✓ Arts & Crafts Materials
- ✓ Paper, Books, etc.
- ✓ DVD/CD Disks for students to use
- ✓ Inexpensive Musical Instruments
- ✓ Ink and Toner for Printers
- ✓ Game Balls & Supplies for PE
- ✓ Charts / Maps / Globes / Posters
- ✓ Math Manipulatives
- ✓ Flash Cards
- ✓ Protective Smocks / Aprons

•Not Allowable:

- Food, Snacks, Beverages, etc.
- Services
- Clothing
- Items for Personal Use
- Electronics and Equipment

Per Statute the funds must be spent to purchase classroom materials & supplies to be used in the instruction of students assigned to the teacher and may not be used to purchase equipment.

Receipt Requirement (IRS guidance)

- ✓ **Teacher will scan and upload receipts into PeopleSoft Self Service between October and March. Receipts must be dated July 1st or later.**
- ✓ **Email reminders will be sent to teachers about receipt upload throughout the year.**
- ✓ **There will be a sample audit performed by Accounting Area**
- ✓ **Any funds not substantiated with a receipt for eligible expenditures will be considered unspent**
- ✓ **Any unspent funds will be deducted from the teacher's pay (after March 2016) and appropriated to their School Advisory Council FY17 operating budget.**

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Questions?

- **Please refer to Bulletin P16-045 COO**

- **This PowerPoint is on Accounting website:**

<http://www.palmbeachschools.org/accounting/BookkeeperTrainingandSupport.asp>

- **Contact Information:**

- **Nancy Samuels, Accounting Director (px 48096)**

- **Melanie Pitts, Manager Financial Applications (px 48675)**