The Teacher Lead Program is now called the Florida Teachers Classroom Supply Assistance Program. Governor Scott and the Florida Legislature recognize that most teachers spend their own money to supplement classroom supplies, so for the past few years, money has been allocated to each Florida public school teacher to help offset the cost. *This year, your district is participating in a pilot program with the state where funds will be distributed to teachers via a prepaid debit card instead of the distribution method used previously.*

1. **What type of card is it?** The card you receive will be a prepaid debit card from JPMorgan/Chase (JPM), the vendor that has the State of Florida contract. There are a number of advantages to using the debit card, some of which are:
   - A tax-exempt ID number (Department of Education number) that allows tax-free purchases on all eligible items when purchased with the debit card.
   - The choice to purchase from the Visa merchant website, which includes discounted items. [http://usa.visa.com/personal/discounts/index.jsp](http://usa.visa.com/personal/discounts/index.jsp)

2. **What can I buy with the card?** Purchases will be restricted to selected Merchant Commodity Codes and will allow purchases at only certain merchant types consistent with statutory requirements. Chapter 1012.71, F. S. says 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.” While you will be able to purchase supplies from businesses where you probably already shop for supplies i.e., Walmart, Target, Office Depot, etc.; the debit card will be declined at the point of sale for restricted merchants, such as liquor stores.

3. **When will the cards be available?** The district will send information on eligible teachers to JPM shortly after September 1. Debit cards will be mailed directly to the teachers’ home address or to the school address approximately 5 – 7 days after enrollment documentation is received by JPM, but no later than September 30. All cards will be valid for a 6-month period; after which, they all expire. The expiration date will be embossed on the face of the card.

4. **What is the amount on the card?** The amount on the card will vary by district based upon the funds appropriated by the legislature and each school district’s proportionate share of the state’s total unweighted FTE student enrollment.

5. **Will the amount of the card be included in the materials that the teachers receive from JPM?** No, the materials and information provided by JPM will not include the amount of
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the teachers’ allocations. Instead, each school district will be responsible for informing teachers of the pre-loaded amount on their debit cards.

6. **What happens if I don’t spend all of the money on the prepaid card?** Unused funds will returned to the district school board and direct 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.

Districts will have the capability to download transactions by cardholder using a CSV format that will allow the transactions to be sorted using any number of criteria. This feature will be extremely useful in assisting districts in determining the proportionate share to be allocated to each of its schools’ School Advisory Councils.

7. **I have $20 left on my card, but want to buy a classroom item that is $40. What do I do?** If you wish to purchase an item that is greater than the balance on your card, you must use your own funds to cover the additional cost (just as you did with Teacher Lead Funds).

8. **Does the card need to be used for the full value at once or can it be used in increments?** The card can be used as needed in the manner that best suits the needs of the classroom.

9. **What do I do with my card once I have spent all the money on the Debit Card?** Destroy the debit card; you will not receive additional deposits.

10. **Are employees supposed to keep the cards for next year or can they get rid of the cards?** The debit cards expire on the date embossed on the face of the card. After this date, the cards are no longer valid and can be discarded. New cards and new account numbers will be issued each year.

11. **Do I need to close the account for the Debit Card?** No, this is a single deposit card with no line of credit. Once the funds are expended or the card expires, simply destroy the card.

12. **Will teachers be required to complete an acknowledgement form?** Yes, §1012.71(4) and (5), F.S., provide in part that each classroom teacher must sign an acknowledgement statement. The statement must be signed and dated by each classroom teacher before receipt of the Florida Teachers Classroom Supply Assistance Program funds. This requirement makes no exclusion for Debit Card program participants. School districts can provide further information to their teachers on this requirement.
13. **Do I need to keep records?** Yes, §1012.71(4) and (5), F.S., provide in part that each classroom teacher must keep receipts for no less than 4 years to show that funds expended meet the statutory requirement. If receipts are not maintained, the teacher may be subject to pay any federal taxes due on these funds.

14. **What if I have questions about the card?** Call the JPM customer service number on the back of your card or visit [www.ucard.chase.com](http://www.ucard.chase.com) for questions about your card and/or transactions. The school district should be contacted for questions regarding allocation amounts and/or eligible purchases.

15. **If a merchant asks for a copy of the tax exempt certificate, what do I do?**

   A copy of the tax exempt certificate may be found on the Department of Education website at [http://www.fldoe.org/ftcsap.asp](http://www.fldoe.org/ftcsap.asp). A link to the certificate is also available at JPM cardholder website at [www.ucard.chase.com](http://www.ucard.chase.com).

16. **Can I use the tax exempt certificate for my personal use or for other school-related purchases?** The tax exempt certificate can only be used in conjunction with the debit card assigned under the Florida Teachers Classroom Supply Assistance Program. The tax exempt number will be embossed on the front of the debit card. The tax exempt certificate will only serve as supplemental documentation should the merchant require such.