



Florida Teacher Classroom Supply Assistance Program

2026-2027 School Year

Frequently Asked Questions

For the 2026–2027 school year, Florida Teacher Classroom Supply Assistance Program payments will be issued to eligible employees who accept the affidavit after logging into their ClassWallet account.

ELIGIBILITY & GETTING STARTED

1. Who is eligible to receive the funds?

According to [Chapter 1012.71, F.S.](#), eligible employees are certified “classroom teachers” employed by a Florida public school district or public charter school on or before **September 1, 2026**, whose full-time or job-share responsibility, is providing classroom instruction to students in prekindergarten through grade 12. This includes eligible guidance counselors and media specialists.

To qualify, the law requires that a teacher's responsibility be **100% classroom instruction of students in prekindergarten through grade 12**. Teachers who spend only a percentage of their assigned responsibilities providing classroom instruction or provide therapeutic services (i.e. SLP) or in a support role (i.e. literacy/reading coach) are **not eligible** under the statutory requirements.

Teacher eligibility will be determined based on the teacher's assigned instructional schedule in FOCUS, as follows:

- **Elementary School:** The teacher must have a classroom instructional schedule. Teachers without a classroom instructional schedule are **not eligible**.
- **Middle School:** The teacher must have a classroom instructional schedule:
 - **Straight 6-period schedule:** The teacher must be assigned **5 out of 6 periods** of classroom instruction.
 - **Block schedule:** The teacher must be assigned **6 out of 8 periods** of classroom instruction.
- **High School:** The teacher must have a classroom instructional schedule and be assigned **6 out of 8 periods** of classroom instruction.

2. What instructional employees are NOT eligible to receive classroom funds?

Instructional employees who do not meet the definition of a **"classroom teacher"** under [Chapter 1012.71, F.S.](#), are not eligible to receive classroom funds.

Examples of employees who are not eligible include: Instructional Facilitators, Family Counselors, Family Therapists, Social Workers, Student Assessment Specialists, Adult Education Instructors, Career and Technical Education (CTE) Student Support Staff, Magnet Coordinators, etc.

3. Are teachers on FMLA eligible to receive the funds?

Yes. Teachers on approved Family and Medical Leave Act (FMLA) leave are eligible to receive funds, if they return to work on or before September 1, 2026.

4. Are teachers on Board-approved leave eligible to receive the funds?

Yes. Teachers on Board-approved leave are eligible to receive funds if they return to work on or before September 1, 2026.

5. When will the funds be disbursed?

The funds will be disbursed on September 30, 2026. Eligible employees will receive a "Welcome Email" from ClassWallet with instructions for accessing their account. Funds will be available in ClassWallet after the employee accepts the required affidavit. Once the affidavit has been accepted, eligible employees may use the funds through the ClassWallet Marketplace and begin making eligible purchases or uploading eligible receipts for reimbursement.

6. Does the date that supplies are purchased matter?

Yes. As the funds are appropriated for the current fiscal year, eligible purchases must be made on or after July 1, 2026, but before April 30, 2027.

7. How can the funds be spent/accessed through ClassWallet?

ClassWallet provides both an online application and a mobile-friendly website. Eligible employees have two options for accessing and using their funds. A combination of both methods may be used.

- **ClassWallet Online Marketplace:** When eligible employees log in to their account, they will have access to an online marketplace featuring more than 35 leading vendors, including Lakeshore Learning, ACE Educational, Staples, Office Depot, Scholastic, Really Good Stuff, Teachers Exchange, US Games, and West Music.
- **ClassWallet Reimbursement Tool:** Employees may upload receipts for eligible purchases and receive reimbursement through direct deposit. Employees may access their ClassWallet account using a Safari or Chrome browser on a mobile device and use their phone's camera to upload receipt images directly. Accepted file types include PDF, PNG, and JPEG. Receipts submitted through the reimbursement tool are subject to audit by District staff. In accordance with [Chapter 1012.71, F.S.](#), employees must maintain receipts for all expenditures for a minimum of four (4) years for their records.

8. Are tutorials available to learn how to use ClassWallet?

Yes. Tutorials are available to assist with using the ClassWallet Marketplace and submitting reimbursement requests. Available tutorials include:

- [How to Shop in ClassWallet Marketplace](#)
- [How to Link your Bank Account for Reimbursement](#)
- [How to Submit a Reimbursement](#)
- [How to Do Reimbursement on Mobile Device](#)

For additional ClassWallet support, please visit the dedicated page at <https://classwallet.com/support>.

9. How are employees reimbursed for items not purchased through ClassWallet? Does ClassWallet need banking information?

To request reimbursement, eligible employees must enter their banking information into ClassWallet. Returning users do not need to reenter their banking information. ClassWallet does not have access to employees' banking information. Banking information is entered securely through ClassWallet's banking partner, similar to the process used by other online payment platforms. ClassWallet will complete a penny test with the employee's bank account before reimbursement can be processed. Banking information is shared only between the financial institutions involved in the transaction. The initial bank account setup process may take four to five business days. Once the account is established, employees may submit eligible receipts for reimbursement throughout the spending period.

Note: Employees are responsible for ensuring that all purchases meet the District's eligibility criteria for approved classroom supplies. If an ineligible item is purchased using ClassWallet funds, the employee will be required to reimburse the District through a payroll deduction.

USING YOUR CLASSROOM SUPPLY FUNDS

10. What can I buy with the Classroom Supply Assistance Funds?

[Chapter 1012.71, F.S.](#), provides Classroom Supply Assistance Funds must be used to supplement materials and supplies otherwise available to classroom teachers. Funds may not be used to purchase equipment.

Examples of Approved Items	Examples of Unapproved Items
<ul style="list-style-type: none">• Paper, pens, pencils, highlighters, and other classroom supplies• Classroom books, charts, maps, globes, posters, and flash cards• Art and craft materials• Ink and toner for printers• Math manipulatives• DVDs/CDs for student use• Electric pencil sharpeners and electric staplers• Protective smocks• Inexpensive musical instruments	<ul style="list-style-type: none">• Personal items• Clothing for personal use• Electronics, including computers, printers, cameras, iPads, iPhones, and tablets• Furniture, including desks and rugs• Office equipment• Services• Classroom prizes• Snacks, food, or beverages intended for consumption• Gift cards

<ul style="list-style-type: none"> • Student headphones and flash drives • Student clothing (such as hats and T-shirts) only when displaying a school logo or used for school activities • Online classroom resources and programs for students • Subscriptions to educational programs used by students • Food items used for classroom instruction and documented in lesson plans • Cleaning supplies available for student use, such as sanitizers, wipes, hand soap, paper towels, and disinfectants 	<ul style="list-style-type: none"> • Professional dues • Teacher headsets or microphones • Personal protective equipment (PPE) • Air purifiers • Privacy shields or plexiglass
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Note: Employees are responsible for ensuring that all purchases meet the District's eligibility criteria for approved classroom supplies. If an ineligible item is purchased using ClassWallet funds, the employee will be required to reimburse the District through a payroll deduction.

11. Are all items available for purchase on ClassWallet allowable?

No. Items available through ClassWallet do not automatically qualify as eligible purchases.

Note: Employees are responsible for ensuring that all purchases meet the District's eligibility criteria for approved classroom supplies. If an ineligible item is purchased using ClassWallet funds, the employee will be required to reimburse the District through a payroll deduction.

12. Can teachers purchase supplies for science experiments or elective classes?

Yes. Teachers may use the funds to purchase supplies that support the needs of their classroom, including science experiments and elective classes. Refer to Question 11 for examples of items allowed under this program.

13. Do the materials purchased belong to the teacher or the school?

All materials purchased with Teacher Classroom Supply Assistance Program funds are the property of the school. Materials that are not consumed during the school year must remain at the school. Items purchased with these funds do not belong to the employee.

14. Is outside printing acceptable?

Yes. According to [Chapter 1012.71, F.S.](#), appropriated funds shall be used to supplement the materials and supplies otherwise available to classroom teachers.

15. How is sales tax handled?

When making purchases through the ClassWallet Marketplace, teachers will not be charged sales tax. For purchases submitted through the ClassWallet reimbursement tool, teachers may be reimbursed for sales tax and shipping/handling charges associated with eligible purchases.

16. How are shipping costs handled in the ClassWallet Marketplace?

Shipping costs vary depending on vendor. Many ClassWallet Marketplace vendors offer free shipping when minimum order thresholds are met. For example, Staples provides free shipping on orders of \$50 or more. Shipping information, including any minimum applicable purchase requirements, is available within the ClassWallet Marketplace before an order is placed.

17. How do teachers receive items purchased in the ClassWallet marketplace?

Items purchased in the ClassWallet Marketplace are shipped directly from the vendor to the teacher's school. Packages are delivered to the school office and will include the teacher's name on the shipping label for identification. Unless an item is out of stock, orders are typically shipped via standard ground delivery within 24–48 business hours after the order is submitted.

18. What is the process for returning a purchase?

For purchases made directly through ClassWallet Marketplace vendors, contact the ClassWallet Support Team at 877-969-5536, by email at help@classwallet.com, or visit the ClassWallet Support page at <https://classwallet.com/support> for instructions on the return process. Please note that return policies may vary by vendor.

19. Will teachers be required to provide copies of receipts for the purchases of classroom materials and supplies?

The District will no longer collect receipts for purchases. However, in accordance with [Chapter 1012.71, F.S.](#), employees are required to maintain receipts for a minimum of four (4) years for their records.

- **ClassWallet Marketplace Purchases:** When purchases are made through the ClassWallet online marketplace, receipts are automatically maintained within the employee's ClassWallet account. Teachers can access reports showing purchases and their remaining balance at any time.
- **Reimbursement Requests:** When a teacher submits a receipt for reimbursement, the receipt is automatically saved in the employee's ClassWallet account and can be accessed at any time.

20. How far back can teachers submit receipts for reimbursement?

Teachers can apply receipts for purchases made on or after July 1, 2026.

21. Do teachers need to submit receipts individually as purchases are made?

No. To save time, teachers may combine multiple receipts into a single reimbursement request through their ClassWallet account. There is no limit to the number of receipts that can be included in one reimbursement request. Before

submitting a reimbursement request, teachers should ensure they have clear scanned or digital copies of all receipts ready to upload.

22. Can teachers combine their ClassWallet funds for a joint purchase?

Yes. Teachers may combine their ClassWallet funds to make a joint purchase. Each teacher must submit a separate reimbursement request for their portion of the purchase. The reimbursement request should include a brief explanation stating that the purchase was made jointly with another teacher. For auditing purposes, each teacher should identify the other teacher involved and specify the item(s) purchased. This documentation helps ensure that each reimbursement can be properly verified if reviewed during an audit.

23. Must teachers spend all of their ClassWallet funds at one time, or can the funds be used in increments?

Teachers may use their ClassWallet funds as needed throughout the school year. The funds do not have to be spent all at once and may be used in increments to best meet the needs of their classroom.

24. How are purchases handled when they exceed the available ClassWallet balance?

If a purchase exceeds the available ClassWallet balance, teachers may enter a personal credit or debit card to pay the remaining balance.

25. Will a bank statement be accepted if a teacher does not have a receipt for a purchase?

No. Bank statements will not cannot be accepted as proof of purchase. Teachers must maintain and provide receipts for all purchases made with Teacher Classroom Supply Assistance Program funds in accordance with program requirements.

ACCOUNT MANAGEMENT & SUPPORT

26. How can a receipt uploaded to ClassWallet by mistake be removed?

To remove a receipt that was uploaded in error, contact the ClassWallet Support Team at 877-969-5536 or by email at help@classwallet.com within one week of the upload.

27. How are ClassWallet funds handled if a teacher leaves the District during the school year?

If a teacher leaves the District during the school year, their ClassWallet account will be disabled, and they will no longer have access to the available funds. Teachers are not required to return funds that have been properly used for eligible purchases. All materials purchased with Teacher Classroom Supply Assistance Program funds are the property of the school and must remain at the

school. Any requests for reimbursement must be submitted prior to the teacher's departure from the District.

28. How are unused ClassWallet funds handled?

Unused ClassWallet funds will be deposited into the School Advisory Council account of the school where the classroom teacher who returned the funds was employed.

29. How are purchases handled after May 1, 2027?

The deadline to make purchases through ClassWallet or upload eligible receipts is May 1, 2027. This deadline cannot be extended. Teachers should allow ample time before the deadline (at least one week is recommended) to set up their ClassWallet account, upload receipts, and verify banking information. To ensure any remaining funds are processed and deposited into the School Advisory Council account in a timely manner, no extensions will be granted after the deadline.

30. Can teachers file a grievance regarding the program requirements?

No. Pursuant to [Chapter 1012.71, F.S.](#), funds received by a classroom teacher do not affect wages, hours, or terms and conditions of employment and are therefore not subject to collective bargaining. Any classroom teacher may decline receipt of the funds without explanation or cause.

31. How can teachers access ClassWallet customer support?

Teachers can contact ClassWallet Support through any of the following options:

- **ClassWallet Support Website:** Visit www.classwallet.com/support to access the live chat feature, which is available with support representatives from 8:00 a.m. to 8:00 p.m., Monday–Friday, and 10:00 a.m. to 4:00 p.m. on Saturday.
- **Email:** Send inquiries to help@classwallet.com.
- **Phone:** Call 877-969-5536 for assistance during support hours of 8:00 a.m. to 8:00 p.m., Monday–Friday, and 10:00 a.m. to 4:00 p.m. on Saturday.