Florida Teachers Classroom Supply Assistance Debit Card Program Frequently Asked Questions

Recognizing that most teachers spend their own money to supplement classroom supplies, the legislature has allocated funds to each Florida public school teacher to help offset the cost of these supplemental materials and supplies. These funds are now available through a prepaid debit card issued by KeyBank. Below are a set of frequently asked questions.

- **1. May an individual teacher signup for the card?** No, the school district will decide if they wish to participate in the debit card program.
- 2. When will the cards be available? While districts may enroll at any time. Typically, a district will send information regarding eligible teachers to KeyBank shortly after September 1. The debit cards will be mailed directly to the teacher's home address or to the school address approximately 5 7 days after enrollment documentation is received by KeyBank, 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.
- **3.** What type of card is it? The card you receive will be a prepaid debit card from KeyBank, the Florida Department of Education's vendor for this program. The card includes the Florida Department of Education's Tax Exempt Identification Number imprinted on the card to ease tax exempt transactions.
- 4. What can I buy with the card? Purchases will be restricted to selected merchant commodity codes, which will allow purchases only at certain merchant types consistent with statutory requirements. 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." While you will be able to purchase supplies from businesses where you probably already shop for supplies e.g., Walmart, Target, Office Depot, the debit card will be declined at the point of sale for restricted merchants, such as liquor stores.
- 5. What is the amount of credit on the card? The amount of credit 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.
- 6. Will the amount of credit on the card be included in the materials that the teachers receive from KeyBank? No. The materials and information provided by KeyBank will not include the amount of the teachers' allocations. Instead, each school district will be responsible for informing teachers of the pre-loaded amount on their debit cards.

7. What happens if I don't spend all of the money on the prepaid card? Unused funds will be returned to the district school board and deposited directly 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.

Cardholders will have the capability to download their transaction history via the Key2Prepaid cardholder website. This feature will be extremely useful in auditing the use of funds and many districts have included this as a step in their reconciliation process.

- 8. 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 costs more than the available balance on your card, you must use your own funds to cover the additional cost (just as you did with Teacher Lead funds).
- **9.** 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.
- **10. 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.
- **11.** Are employees supposed to keep the cards for next year or can they get rid of the cards? No. You will be issued a new card each academic year.
- **12. 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 returned to the district, simply destroy the card.
- **13. Will teachers be required to complete an acknowledgement form?** Yes. Section 1012.71(4) and (5), F.S., requires each classroom teacher to 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.
- **14. Do I need to keep records?** Yes. Section 1012.71(4) and (5), F.S., require each classroom teacher to keep receipts for no less than four years to show that funds expended meet the statutory requirement. If receipts are not maintained, the teacher may be required to pay any federal taxes due on these funds.

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- **15. What if I have questions about the card?** Call the KeyBank customer service number on the back of your card. The school district should be contacted for questions regarding allocation amounts and/or eligible purchases. You may also visit <u>KeyBank customer</u> <u>service</u> to access your transaction history.
- 16. If a merchant asks for a copy of the tax-exempt certificate, what do I do? A copy of the <u>tax-exempt certificate</u> may be found on the Florida Department of Education website.
- **17. 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 taxexempt number is printed on the face of the debit card. The tax-exempt certificate will only serve as supplemental documentation should the merchant require it.