




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2024-009

CONTACT: Beth Marky, Budget Analyst
Budgeting & Financial Services

TELEPHONE: 833-5827

TO: School Principals

FROM: Julie Perry, Chief Financial Officer 

DATE: September 15, 2023

SUBJECT: Teachers Classroom Supply Assistance Program – Final Allocation

The Teachers Classroom Supply Assistance Program provides funding for certified teachers, employed on or before September 1, 2023, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. It also provides funding for full time media specialists and guidance counselors who serve students in prekindergarten through grade 12.

Per Florida Legislation, the District had the option to prepay the Teachers Classroom Supply Assistance Program stipend to teachers, employed with the District on or before July 1, 2023, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. The District made this allocation on July 18, 2023 (TAM 2024-002). Spreadsheets indicating the eligible personnel were provided to all schools, and schools made payments available to teachers on July 28, 2023. Schools were asked to withhold payment if a teacher on their list was transferring to a non-eligible job.

The Finance Department has now compiled a list of teachers, employed on or before September 1, 2023, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. Any eligible teachers who did not receive a prepayment will be paid at this time.

The attached spreadsheet, “Eligible Teaching Positions as of September 1, 2023,” contains the following summary information:

- Column A – Number of eligible full-time teachers at each center.
- Column B – Number of eligible full-time teachers paid in the first round in July.
- Column C – Number of eligible full-time teachers to be paid in the final round in September.
- Column D – Stipend per full-time teacher – \$300.00. Our District recognizes full time teachers as those teachers working 4.50 hours or greater.
- Column E – The final full-time allocation is equal to Column C times \$300.00.
- Column F – Number of eligible half-time teachers at each center.
- Column G – Number of eligible half-time teachers paid in the first round in July.
- Column H – Number of eligible half-time teachers to be paid in the final round in September.
- Column I – Stipend per half-time teacher – \$150.00. Teachers who work 3.75 hours to 4.49 hours will receive a half stipend.
- Column J – The final half-time allocation is equal to Column H times \$150.00.
- Column K – The total final allocation is equal to Column E plus Column J.
- Column L – The Internal Funds Teachers Classroom Supply Assistance Program balance remaining after July payments is subtracted from Column K.
- Column M – Final allocation that will be made to school. A negative number in this column indicates the funds that must be returned to the District.

A copy of Florida Statute 1012.71 The Teachers Classroom Supply Assistance Program is attached for your reference.

Schools will be given access to the spreadsheet entitled “Teachers Classroom Supply Assistance Program – Positions Detail” via a special link. This spreadsheet lists each eligible teacher at your school who was not paid in the first allocation in August, along with the stipend amount that each teacher should receive. The spreadsheet also shows the “Total Payments to be Disbursed” less the “Internal Account Balance

(Funds Remaining after the First Allocation)”, which equals the amount of the District check being sent to you in the courier.

Schools With Internal Funds Checking Accounts:

1. The District will be sending a check made payable to your school through the courier. This check is to be deposited into your school’s Internal Funds bank account. The deposit will then be entered into the accounting software and coded to account number 6.692.000.
2. The bookkeeper will process and disburse a check to each individual teacher as shown on the “Teachers Classroom Supply Assistance Program – Positions Detail” spreadsheet. **These checks must be disbursed no later than September 30, 2023.** It is not necessary to wait until you receive the check from the District.
3. When accepting a check, each teacher is required to sign The Teachers Classroom Supply Assistance Program agreement form (see attachment). The teacher agrees to keep all receipts and to spend the funds for the **sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to them.** The teacher also agrees to return any unused funds to the school at the end of the school year.

Schools Without Internal Funds Checking Accounts:

1. The District checks are made payable to each teacher at your school as shown on the “Teachers Classroom Supply Assistance Program – Positions Detail” spreadsheet and will be delivered to you through the courier. **These checks must be disbursed no later than September 30, 2023.**
2. When accepting a check, each teacher is required to sign The Teachers Classroom Supply Assistance Program agreement form (see attachment). The teacher agrees to keep all receipts and to spend the funds for the **sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to them.** The teacher also agrees to return any unused funds to the school at the end of the school year.

Special Notes for All Schools:

- If a teacher does not spend all of his/her stipend prior to the end of fiscal year 2023-2024, the teacher must return the funds to the school as stated in The Teachers Classroom Supply Assistance Program agreement form. These funds must then be remitted to the School District with a MIS 3218 Cash Transmittal Form prior to June 30, 2024. The funds will be allocated to your school’s Lottery – School Advisory Council Project 4002. (Note: We do not anticipate a Lottery – School Advisory Council allocation for fiscal year 2023-2024.)
- If there are any teachers at your school who are no longer eligible for the Teacher Classroom Supply Assistance Program funds, those dollars must be returned to the School District with a MIS 3218 Cash Transmittal Form no later than October 31, 2023. The funds will be returned to the Teachers Classroom Supply Assistance Program Project 3080 reserves.

Remember, each teacher on the attached list must receive a check no later than September 30, 2023.

If you have any questions relating to the Teachers Classroom Supply Assistance Program, please call Beth Marky, Budget Analyst, at 833-5827.

Attachments

- C: Executive Staff
 OCEA
 Internal Bookkeepers



**Okaloosa County School District
Teachers Classroom Supply Assistance Program
Fiscal Year 2023-2024**

Date: _____

“I, _____, am employed by the Okaloosa County District School Board as a full-time classroom teacher. I acknowledge that the 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. In accepting custody of these funds, I agree to keep receipts for all expenditures for no less than 4 years. I understand that if I do not keep receipts showing these funds were spent to purchase classroom materials and supplies for use with my students, it will be my personal responsibility to pay any federal taxes due on these funds. I also agree to return any unexpended funds to the district school board at the end of the regular school year for deposit into the school advisory council account of the school where I was employed at the time I received the funds or for deposit into the Florida Teachers Classroom Supply Assistance Program account of the school district at which I was employed at the time of the receipt of the funds.”

Signature: _____

School: _____