



**Washoe County  
School District**

**GRANTS DEPARTMENT  
Washoe County School District  
P.O. Box 30425  
Reno, NV 89520-3425**

September 12, 2018

TO: School Principals, Teachers and Secretaries

RE: General Information for the FY 19 Teachers' School Supplies Reimbursement Program

For the fourth consecutive school year, the Teachers' School Supplies Reimbursement Account will be funded with state funds. This program will operate similar to prior years. Eligible classroom teachers need to save their original receipts for purchases of instructional school supplies from July 1, 2018 until January 31, 2019. A follow up message containing step-by-step procedures for schools including timelines will be coming in December 2018.

### **Who can participate?**

The legislation defines a teachers as follows:

*...“teacher” means a licensed employee of a school district who devotes the majority of his or her working time to the rendering of direct educational service to pupils, except that the term does not include a substitute teacher.*

### **Eligible Assignments:**

Classroom teachers:

- Music & Art Teachers
- Special Education Resource Teachers
- Speech Teachers
- ELL Teachers
- Gifted and Talented Teachers

**May Be Eligible Assignments**, principal discretion, dependent on how each school utilizes these positions:

- Deans
- Certified Librarians (secondary schools)
- Teachers on Special Assignments:
  - Implementation Specialists
  - Consulting Teachers

### **Not Eligible Assignments:**

- Substitute Teachers
- Principals & Assistant Principals
- Counselors
- Psychologists
- Nurses

- Pro-Tech
- Classified
- School Police

**I am eligible to participate in the program. What do I need to do now?**

- Eligible classroom teachers need to save their original receipts for purchases from July 1, 2018 thru January 31, 2019, which is the period during which purchases are allowed. Plan on turning in your original receipts to your school office during February 2019.
- To ensure the maximum amount of funding is received, turn in receipts equal to or greater than \$250.00 during the month of February 2019.

**How much will I be reimbursed and when?**

Eligible expenses will be reimbursed up to \$250.00. As was the case in prior years, the state did not allocate sufficient funds to provide “dollar for dollar” reimbursement should most eligible teachers participate in the program and spend the maximum amount. The actual amounts each teacher will be reimbursed will be calculated with a formula that ensures the maximum amount of state funding is provided to each teacher, without exceeding the total amount of state funding.

Additional detailed information will be included in a December 2018 message after we have received the final funding information from NDE. The next two pages contain Frequently Asked Questions (FAQs) that have proven useful in the past.

Sincerely,

Rob Luna  
Grant Fiscal Administrator

## Frequently Asked Questions:

- *I am a certified / licensed teacher. Am I eligible?*  
Please see the Eligibility sections above. There are several types of jobs for certified / licensed teachers that do not qualify. The determining factor is how each teacher spends the majority of his / her workday.
- *I am a certified / licensed teacher working as a substitute teacher. Am I eligible?*  
No. The legislation does not include work performed in the capacity of a substitute teacher for any reason (including long-term substitute teacher).
- *I work as an Hourly (non-contract) Teacher. Am I eligible?*  
No. The legislation is for teachers on contract only.
- *How come you cannot tell me exactly how much I will be reimbursed now?*  
This program was not fully funded by the Legislature to allow for \$250 for each eligible teacher. If all eligible teachers participate in the program, there would not be enough money to reimburse everybody. The District Office cannot estimate how many qualifying teachers will chose not to participate. Therefore, to ensure all funds are disbursed to eligible teachers (up to the cap of \$250), after we receive all school's actual teacher school supplies reimbursement requests, we are going to apply a weighted formula that ensures each eligible teacher gets the maximum each is eligible for and no funds that could be used to reimburse teachers for qualifying expenses are returned unspent to the Nevada Department of Education.
- *Are the costs of Sales Tax eligible for this program?*  
No. The costs of goods only.
- *What types of supply items are allowable?*  
For purposes of this program, a "supply" would be anything that is considered to be needed by teachers for them to carry out their instructional day. Examples are: Pens, pencils, markers, paper, bulletin board materials, posters, display borders, plants for a science project, etc.
- *What types of supplies are not allowable?*  
Any costs for candy, soft drinks and other treats; party items; decorative items with no educational material displayed; cleaning supplies; computers/iPads, costs for fees and services.
- *I am a teacher in a high school career center. Are purchases of banners from different colleges allowable?*  
Always consider how the public would perceive of the expense. If you are purchasing a variety of college banners for the purpose of encouraging students to think about their future, that would be allowable instructional costs. However, if you purchase only college banners from your Alma-mater or your favorite professional sport team, these would be decorative costs and not allowable.

- *Are the costs for field trips or other entrance fees eligible for this program?*  
No. This program is for school supplies (goods) only. Costs for services and fees are not eligible.
- *Are the costs for software programs eligible for this program?*  
Yes. Costs for software are considered to be supplies (goods).
- *I work in the Gifted and Talented (GT) Program, working at more than one school. Do I turn my receipts in to the GT office?*  
No. For purposes of this program, each eligible teacher needs to find a “home school”, to simplify the process and keep all records at schools.
- *To prevent illnesses, are alcohol wipes and cleaning supplies allowed?*  
No. These costs are not instructional.
- *What if a receipt contains both eligible expenses and also personal items or other ineligible expenses?*  
Each teacher should simply highlight or mark the line(s) on the receipt which are not eligible and subtract from the total, handwriting in the eligible amount before turning in to the school office.
- *Are original receipts required or are copies allowed?*  
We understand technology has enabled receipts to be delivered in different methods. Original receipts, photocopies of receipts, email receipts, scanned receipts, etc. are all acceptable so long as they contain an itemized list of what was purchased and how much it cost ... the same as any “traditional” receipt. Credit card statements are not acceptable since credit card statements only identify the business name and cost without identifying what was purchased.