

## Attachment A

### Directions to Districts for Providing Information to DOE for \$1,000 Payments

**Eligible Individuals:** The following persons are eligible for \$1,000 payment under SB 2500, Section 46 (Chapter 21-036, Laws of Florida, at p. 436):

- (1) Full-time K-12 classroom teachers employed in a district or at a charter school as of June 2, 2021;
- (2) Certified prekindergarten teachers employed in a district or at a charter school as of June 2, 2021, and who are funded by the FEFP; and
- (3) Principals employed by a district or a charter school that serves PreK-12 students as of June 2, 2021.

Please note that the individual must have been employed in a qualified position as of June 2, 2021, and be currently employed full-time by the district or charter school, in order to be eligible for the payment.

Based on the Department's review of the controlling language from the General Appropriations Act (GAA), the Department has identified codes from the 2020-21 Automated Staff Information System. The job codes corresponding to the EEO Codes 9-12 for principals and 21-33 for classroom teachers, as reflected in the Job Code Crosswalk, Appendix K to 2020-21 Automated Staff Information System, can be found [here](#) to help identify eligible individuals. In using these codes, remember to include only full-time K-12 classroom teachers, certified PreK teachers funded through the FEFP, and principals serving PreK-12 students. PreK teachers who teach students in an authorized prekindergarten ESE program or Teenage Parent Program are those who are funded through the FEFP.

The Department recognizes that due to coding errors or data entry issues, individuals may qualify for relief payments who do not fall under the codes identified above. Conversely, there may be some individuals assigned to these codes who may not be eligible for a relief payment. Ultimately, the GAA language is controlling. Each district must include all eligible individuals based on the GAA language in the file that is submitted to the Department.

**Data Submission and Required Data Fields:** All data must be submitted using the Excel template included as Attachment B. Each district must submit one file by July 13 that includes eligible individuals from their district and their district's charter schools.

The following fields are required:

1. District Number
2. School Number
3. SSN (Social Security Number)
4. First Name
5. Middle Initial
6. Last Name
7. Job Code, Primary
8. Mailing Address
9. Staff Number Identifier, Local

Completed files must be submitted through this secure ShareFile location: <https://fldoe.sharefile.com/r-199834ef6c6949d0b80144b7b2f4d91c>.

**File Naming Convention:**

DN\_2021ARP.xlsx (Where DN = District Number; example using Baker County: 02\_2021ARP.xlsx)

**The completed District Attestation (Attachment C) must also be provided to the department through the same secure ShareFile.**

**Recipient Mailing Address:** Because the payments will be mailed directly to qualified individuals, we ask that your district implement a process to ensure qualified individuals update their mailing address with you before providing the information to us. Only provide a single mailing address for each recipient. For example, do not include both a P.O. Box and a street address for an individual recipient. The mailing address must include the following:

- Street number and name, P.O. Box, or route and box number
- Apartment number, building number, etc. (if applicable)
- City and state, using the two-character state code
  - The state codes can be found in [Appendix H](#) to the 2020-21 Automated Staff Information System
- Zip code

**Charter School Information:** In order to ensure that qualified individuals at charter schools are included in the information that you submit to the Department, please work closely with each charter school to ensure that the file you submit includes all eligible individuals from both traditional public schools and charter schools. Note that the Department will also distribute these instructions to charter schools. Even so, each district must coordinate directly with the charter schools it sponsors to ensure that a complete and accurate file is submitted to the Department.

The Department has included an optional Charter Attestation (Attachment D) that the district may use, with or without modification, to verify a charter school's efforts to identify eligible individuals associated with the charter school and provide the sponsoring district with the necessary information. The Charter Attestation should not be provided to the Department, and should instead be maintained by the district.

**Child Care and Early Learning Instructors:** Note that the Division of Early Learning (DEL), formerly known as the Office of Early Learning, is administering a program to provide relief payments to child care and early learning instructors, outlined in section 80B of the GAA. The Department is aware of two primary groups of teachers that fall outside the scope of the DOE program but are covered by DEL:

- Voluntary Prekindergarten (VPK) Education teachers; and
- Title I prekindergarten teachers.

As soon as it is available, a separate memo will be distributed with information about the program that DEL is administering, along with a link to apply. Note that an educator is only permitted to participate in one program. Thus, an educator's name cannot be submitted to the Department through this program and also submitted to the DEL for payment under that program.

**DUE DATE:** Tuesday, July 13, 2021

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