

[Back to School Supply Supplements FAQs.pdf](#)
[GA round 2 template.xlsx](#)

From: Matt Cardoza <MCardoza@doe.k12.ga.us>

Superintendents,

Please see the press release below from Governor Kemp's Office announcing the Back-to-School Supplement.

This announcement is related to our request last month for email files for eligible employees.

Qualifying employees for whom emails have been submitted should begin receiving welcome emails from ClassWallet in the next week or two. Please ensure you submit all data by August 31. If you already submitted emails but need to submit emails for new employees, be sure to send a file with **ONLY the new/edited employee emails**, not a new master file. This will allow ClassWallet to fund the accounts more quickly without duplicates.

We ask that qualifying employees not email us until after the final August 31 submission deadline. If an employee receives the email from ClassWallet but has an issue with the account, they can email help@classwallet.com.

Uploading Emails

As a reminder, if you still need to upload email addresses, you can follow the instructions below.

Instructions for submitting data:

- Use the attached Excel spreadsheet to compile data for your district, consulting the list of eligible CPI job codes in the **attached FAQ**.
- We have set up a link to allow you to upload your data. [Classroom Grant](#)
- Note: submitting your district's data by July 22 will ensure your eligible employees receive their funds as early as August 1. Eligible employees will receive their funds within 5-10 business days of their district submitting its data. The deadline for employees to use the funds will be October 31.

It is critical to submit accurate data and information for your employees – if the information is incorrect, or if the information is not exactly what is requested in the same format as what is attached, it will result in your employees' funds being delayed. It is also important to know that this data submission does not replace the typical CPI reporting – however, this additional submission should expedite the CPI process for your district in October.

We strongly encourage you to review the full FAQ and distribute it to relevant employees within your district. Should you have any questions, please contact me at mcardoza@doe.k12.ga.us.

Thank you for working with us to distribute these funds to educators!

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