

Professional fund FAQ

This situation around COVID-19 continues to evolve and we want to ensure guidance with the information we have on hand. We will continue to update this FAQ as appropriate.

If you want to receive timely updates, please text LWEAINFO to 41-411. We currently have over half our membership on this text line. Help us get to 100% of our members on this text line. Sign up today!

Please see our website for all our past communications: [LWEA COVID 19 Info](#)

1. Do we still have to submit Professional Fund paperwork this year?

Yes, the district is asking that you prepare your professional fund paperwork and documents. The submission deadline has been extended; PF documentation is due **June 15, 2020**.

2. How should I turn in my Professional Fund paperwork?

There are three ways that you can submit your paperwork:

- a) Mail your reimbursement forms/receipts to LWSD Accounting Dept, PO Box 97039, Redmond WA, 98073-9739.
- b) Deliver your reimbursement forms/receipts to your school office (inter-district mail is picked up at schools each Wednesday).
- c) Drop off your Professional Fund documents at the LWEA office, 10604 NE 38th Pl, Kirkland, Monday-Friday between 9:00 AM – 4:00 PM. There will be a drop off box outside the office door, Suite 212. Please have all your documents in one envelope and label the envelope: PROFESSIONAL FUND, your name, and building. If you do not have an envelope, there will be a supply of 10x13 envelopes available at the LWEA office next to our drop box.

If you are high risk and unable to submit by any of the above options, email [Terri Neely](#) and cc: [Howard Mawhinney](#).

3. Where can I get another copy of the reimbursement form?

The reimbursement form can be found [here](#), on the budget page of the staff portal.

4. Where can get my LWEA dues receipt?

Union Dues can be submitted for Professional Fund reimbursement by completing the LWEA Dues Receipt: [LWEA Dues Receipt 2019-20](#)

- If you have questions regarding union dues, please contact [Terri Neely](#).

5. All my paperwork is in my classroom. Can I go there to get it?

A guiding interest for us is to keep staff safe and healthy, which means staff must abide by public health guidelines.

- Check with your principal/supervisor for details on how to access your building during the closure.
- We are currently encouraging you to go into your buildings only as necessary, and only for **very brief** or **limited** amounts of time. This is because the district cannot guarantee the safety and cleanliness of each building if there are numerous people coming and going each day.

6. Where can I get help if I have questions about Professional Fund?

Most of your questions can be answered by reading the instructions on the reimbursement form.

- If after review you still have questions, please send to askprofessionalfund@lwsd.org.
- Eligibility questions should go to Tyler Harris, Tyharris@lwsd.org.

Please do not contact accounting to confirm your packet was received. Accounting will contact you with any questions.
Our advice: make back-ups of your documents before you submit by scanning documents or taking pictures with your phone.