

FY2021-2022 Guidelines for Nonpublic Textbook and Textbook Administration Program Reimbursements

Allocations

This allocation is based on the number of (K-12) nonpublic students enrolled in academically approved and *Brumfield v. Dodd* approved nonpublic schools for the 2021-2022 school year. School systems are encouraged to meet with qualifying nonpublic schools early in the school year to discuss placing orders in a timely manner. For questions not addressed in these Guidelines please contact nonpublicschoolfinancehelpdesk@la.gov.

Purchases

- All textbooks must be purchased through the local public school system for each eligible nonpublic school in their area.
- **In no event may these funds be distributed directly to nonpublic schools.**
- State funds allocated for buying textbooks shall be used to buy secular books and academically related ancillary materials aligned with requirements for nonpublic school approval.
- There is vendor and purchasing information here:
<https://www.louisianabelieves.com/resources/library/curricular-resources>
- Also on the web page, in the “Instructional Materials Contract Pricing” box, are price lists or State MOUs for many types of materials. If a school is requesting an item that is not on this list, the school should reach out to the vendor to request the vendor try to get it added to the contract. For additional questions regarding contracting and vendors, please reach out to louisianacurriculumreview@la.gov

Receipt of Textbooks

- Orders for textbooks, etc. must be delivered to (and received by) the eligible nonpublic school during the period of **July 1, 2021 to June 30, 2022**, in order to be eligible for reimbursement.

Inventory Records

- The local public school system shall maintain a record of all state-purchased textbooks and instructional materials purchased with state funds. This shall include textbooks on hand at the beginning of the session, those added, and those lost or worn-out.

Reimbursement Process: eGMS

- Reimbursements are made to local school districts for purchases of secular books for nonpublic school students at the rate of **\$27.02** per student.
- Reimbursement requests for nonpublic textbooks and textbook administrative costs are submitted through eGMS.
- The approved applications and reimbursement requests are located under the **Payments Only** section on the eGMS Access Select page. Once signed on you will be able to view your budget and submit a reimbursement request.
- Please review the Nonpublic Textbooks Application information under the **Announcement** section in eGMS. All applicants are encouraged to ensure Nonpublic Textbooks Contact Information is updated and saved.
- Supporting invoices are to be maintained at the local level for future audits.
- Reimbursement requests should be submitted in a timely manner.
- **The deadline for submitting nonpublic textbook reimbursement requests is July 15, 2022.**