

## FY2022-2023 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 2022-2023 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](mailto:nonpublicschoolfinancehelpdesk@la.gov) .

### Resources

- 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](mailto:louisianacurriculumreview@la.gov)

### Purchases

- All textbooks must be purchased through the local school system for each eligible nonpublic school in their area.
- **In no event may these funds be distributed directly to nonpublic schools.**
- If materials of instruction are included in purchase orders, it will be the responsibility of the local school system to conduct audits to ensure that the materials are thoroughly screened, reviewed and approved as to their content by SBESE and the applicable local parish or city school board.
- Per RS:17:351.1 and Bulletin 741, **§1703**- The governing authority of a public elementary or secondary school may purchase textbooks and other instructional materials through a state contract or through the central depository or may contract directly with a publisher or other content provider.
- 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. Schools must maintain a record of such purchases and shall provide a written assurance each year attesting to meeting the requirements of Section 517 of Bulletin 741. The department may audit such records and require repayment of funds as necessary to determine compliance with this section.
- A record of all state-purchased textbooks and instructional materials purchased with state funds shall be kept. This shall include textbooks on hand at the beginning of the session, those added, and those lost or worn-out.

### Receipt of Textbooks

- **Orders for textbooks, etc. must be delivered to (and received by) the eligible nonpublic school during the period of July 1, 2022 to June 30, 2023, in order to be eligible for reimbursement.**

### **Reimbursement Process: eGMS**

- Reimbursements are made to local school districts for purchases of secular books for nonpublic school students at a per pupil rate.
- 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 GMS 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, 2023.**