

Indiana Department of Education



Office of Financial Management, Analysis, and Reporting

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MEMORANDUM

TO: Nonpublic School Principals

FROM: Debra Hinline, Director
Office of Financial Management, Analysis, and Reporting

RE: 2007-2008 School Textbook Reimbursement Claim Submission

DATE: August 23, 2007

Students who attend an **ACCREDITED or ACCREDITATION SEEKING** non-public school and who qualify under the financial guidelines for the federal free or reduced price meals and milk programs (regardless of whether your school offers these programs) are eligible to receive textbook assistance from the state. Remember that the textbooks you are claiming for reimbursement must appear on the State Adoption List to be eligible for reimbursement. You can find the official adoption list at the following web link: <http://ideanet.doe.state.in.us/olr/textbook/welcome.html>

The process for submitting textbook reimbursement information for the 2007-2008 school year is the same as last year, and is a totally automated system through the STN Application Center. Please read the following instructions completely before trying to submit your schools required information.

If your school submitted a claim in the 2006-2007 school year, student data from that submission is available on the Application Center. You may go to the Application Center to retrieve last year's aged information (grade levels of all students submitted has been bumped up a grade level) as a starting point for this years submission.

Retrieving and Reporting Individual Student Information

Access the aged student data via the Application Center if applicable. Click the Administration menu and select Retrieve Student Data. Select Textbook Reimbursement Data from the file type pull down menu. Select the file format and click the download button. Save this data to your computer as your working document. This data must be modified to add new students, eliminate students no longer eligible for textbook reimbursement, and modified for students who were not promoted at the end of the 2006-2007 school year.

Note: If your school did not file a claim in the 2006-2007 school year, there will not be a data file available for you to access in the STN Application Center, and you will need to create a student data file following the data layout specification found at <http://www.doe.state.in.us/stn/welcome.html>.

Submission Procedure for 2007-2008 School Year

All student data must be submitted prior to the completion of the Summary Claim Form, not exceptions!

Once you have made the required changes in student data or created a new data file (according to the data layout specifications), submit the student information file through the STN Application Center under the Data Transfer menu. Select the File Transfer option. Browse your computer for the location of your saved student data file and select that file. Select File Type which in this instance will be Textbook Reimbursement and then select the File Format of your saved file (Comma Delimited, Positional, or XML). Click on the Transfer Data button. Check the results of your file transfer to verify your file processed correctly. If there are errors or inaccuracies reported under the file transfer option, correct your data and resubmit the file. If you have put a student on the list in error, you will need to contact the Department to have the student removed. (Submitting a new file without the student does not remove the student from our database).

NOTE you can not submit a textbook claim form until you have completed the student information submission! Once the student data has been submitted the information for student counts is pre-populated into the claim form.

For schools with only a handful of students to report there is also a convenient data input form for manual entry located under the Data Transfer Option. Select Textbook Reimbursement Input. Select your school from the drop down list. Then hit the grey LOAD SCHOOL button. Scroll down to the input screen and begin entering your data. You must fill in all required fields marked with an *. You must provide either a Foods Stamp Number, a TANF number, or a Social Security Number for the adult member of the household or the data for the student will not be accepted. The only exception to this is if the parent is not a citizen of the United States and does not have a social security number. In this case select the YES button on the question No SSN.

Once you are satisfied with your student data (loaded file or the manual submission), you are ready to begin filling in your textbook claim form. Select the grey Textbook Reimbursement Summary Claim button and follow direction for entering data into the form. When the form opens, you will notice that column 2 (the number of students by grade level) has been pre-populated for you from the student data that you submitted.

You will need to input the TOTAL cost of textbooks (column 3) and workbooks (column 4) into the claim form by grade level. The application does not take the cost for one student and expand it for you! After filling in all required data, click the Calculate and Review button. This action submits the claim form to the department. A message will appear giving you the option to review and make changes to the completed form. To review and make changes click the Display Completed Form. Revise any information regarding costs and resubmit the form. If you are satisfied with the submission, PRINT, sign and mail a copy of the completed form to the address on the form; this completes the filing process.

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If you find that you need to add additional students you will also need to revise your claim form following all the steps listed above.

The data layout for the submission of the individual student data is posted on the Application Center. The link is as follows: http://www.doe.state.in.us/stn/pdf/textbook_reimbursement.pdf
A sample copy of the claim form is provided as part of this mailing for use in making a preliminary calculation; however this form will not be accepted as the final report. You must print and sign and mail the report from the STN Application Center to complete your school's filing process.

In order to be guaranteed some level of reimbursement, the claim **must be submitted on or before OCTOBER 31, 2007.** Web submission will be turned off at midnight on October 31, 2007, so be sure to get your data entered before that time. This is a statutory deadline and no exceptions will be made.

In the event the total reimbursement claimed exceeds the appropriation available, all requests will be reduced proportionately.

Contact Debra Hine toll free at (866) 234-1414 or at (317) 232-0840, for assistance if you have questions.

INSTRUCTIONS

SCHOOL TEXTBOOK REIMBURSEMENT CONTINGENCY FUND

Column 2 - Number of Eligible Students *PRE-POPULATED FOR YOU BASED ON STUDENT INFORMATION SUMMITTED.*

- a. Only students who have met the eligibility determination for APPROVED FREE OR/REDUCED PRICE MEALS or APPROVED FREE OR REDUCED PRICE MILK are eligible for textbook assistance. Regardless of whether you offer these programs at your school.
- b. Each school must maintain complete and accurate information concerning the number of students determined to be eligible for assistance. **DO NOT SEND US THE LUNCH APPLICATIONS as you will be providing this information to us through the STN Application Center.**

Column 3 - Total Cost of Textbooks

- a. The cost of each textbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price for open category textbooks. **Do NOT use textbook rental costs or class fees of any type.**
- b. Prorate those textbooks, which are shared by students and those textbooks used on a quarter or semester basis.
- c. Kindergarten textbooks are eligible for reimbursement if the textbook is listed on the official adoption list under Grade 1, **or if it has been adopted for use by the local school.**
- d. Provide the **TOTAL COST** of approved textbooks for all eligible students at the appropriate grade level. Example: If the cost of textbooks for one third grade student is \$100 and you have 7 eligible third grade students, the total cost of textbooks is \$700.00.
- e. Textbooks which have been adopted (or waived) by the State Board of Education **and the basal textbook for approved instructional open categories** which has been adopted for use by the local school are the **ONLY** textbooks which may be claimed.
- f. The state does **NOT** reimburse for non-adopted computer software, supplies, supplemental materials, religion textbooks and workbooks, or class fees.

Column 4 - Total Textbook Entitlement

- a. This column is the product of the total costs which appear in Column 3 multiplied by **twenty percent (.20)** and rounded two decimal points (.005 rounds up to .01 and .004 rounds down to .00). **This column is calculated for you once you submit the claim. You will have an opportunity to review and make changes as many times as**

necessary. We consider your claim final only when we have received your signed copy in the office. Please have the signed claim form into our office by November 16, 2007.

Column 5 - Total Cost of Consumable Textbooks and Workbooks

- a. Consumable textbooks are those which have been adopted (or waived) by the State Board of Education as well as those consumable textbooks for approved instructional open categories which have been adopted for use by the local school which are used by students for no more than one (1) school year. These books might include approved primary grade math books, handwriting books, and similar textbooks.

Workbooks are those consumable, printed, copyrighted materials designed to supplement and accompany textbooks and are used by students for no more than one (1) school year.

- b. The cost of each consumable textbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price for open category textbooks. The cost of each workbook must be a verifiable purchase price.
- c. Provide the **TOTAL COST** of consumable textbooks and workbooks for all eligible students at the appropriate grade level.

Column 6 - Total Amount Claimed (4 + 5)

- a. Column 6 is the sum of Column 4 and Column 5. This represents, by grade, the entitlement for reimbursement. This is calculated total by our program and is populated once you submit the completed claim.
- b. The vertical addition of Column 6 provides the Grand Total amount which the school is eligible to receive from the School Textbook Reimbursement Contingency Fund. **This is calculated by the program upon submission.**

FINAL CHECKS

- a. Be certain to submit the original claim form printed off the web that contains the date, signatures, and phone number of the preparer. Be sure to retain a copy of the claim and student data for your records.