

**School Year (SY) 2017 - 18**  
**Maryland Nonpublic Student Textbook Program**  
**Program Requirements and Procedures for Ordering**  
**Textbooks, Hardware, Software, and other Electronic**  
**Learning Materials**

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## A: Purpose of Program

### A-1 What is the purpose of the Maryland Nonpublic Student Textbook Program (NSTP)?

The purpose of the program is to provide funding for the purchase of textbooks, computer hardware and computer software for loan to students in eligible nonpublic schools. Schools shall receive a distribution of \$65 per eligible student, except that at schools where 20% to 40% of the students are eligible for free or reduced price meals the distribution is \$95 per student, and at schools where more than 40% of the students are eligible for free or reduced price meals the distribution is \$155 per student.

### A-2 What kinds of materials may be purchased under the Maryland Nonpublic Student Textbook Program?

The textbooks, computer hardware, and computer software purchased under this program must be secular in nature and acceptable for use in any public elementary or secondary school in Maryland. Textbooks that may be purchased include workbooks, manuals, trade books, reference materials, and other printed forms of communications intended for *classroom use only*.

### A-3 What program requirements apply to the Maryland Nonpublic Student Textbook Program?

The program is governed by the Budget Bill language in the Fiscal 2018 appropriations for the Maryland State Department of Education (MSDE), R00A03.04 (see Appendix A). The Fiscal 2018 Budget Bill language specifies how the program must operate. To participate in the program, a nonpublic school must meet the eligibility requirements set forth in the Budget Bill language. Interested applicants also must follow the directions in this guidance document.

### A-4 What is the relationship between the Maryland Nonpublic Student Textbook Program and the federal education programs that are available to nonpublic school students, teachers, and other staff, particularly Title I, Title II, and Title V of the Elementary and Secondary Education Act, as amended by the Every Child Succeeds Act (ESSA)?

There is no relationship between the Maryland Nonpublic Student Textbook Program and the federal education programs. The State textbook program is administered by MSDE and is intended to provide funds solely for the purchase of textbooks, computer hardware and computer software for loan to students in eligible nonpublic schools. MSDE provides direction, leadership, and support to local school systems and nonpublic school officials in the coordination and implementation of the State nonpublic student textbook program and the federal education programs and services available to nonpublic students, and teachers. The uniform provisions of section 9501 of the Elementary and Secondary Education Act (ESEA) and provisions in the Individuals with Disabilities Education Act (IDEA) vest states and local school systems with responsibilities for ensuring participation of private school children and teachers in federal programs on an equitable basis. Local school systems must provide private school children, their teachers, and other educational personnel with educational services on an equitable basis and in a timely manner. Local school systems have a point of contact for nonpublic education services. A listing of the local school system nonpublic contacts is available from MSDE

upon request.

## A-5 Who do I contact for additional information about the Maryland Nonpublic Student Textbook Program or about federal education program services available to nonpublic school students and teachers?

For information about the Maryland Nonpublic Student Textbook Program, contact Jamie Klarman, Nonpublic Schools Program Coordinator, Division of Business Services, at (410) 767-0141 or [james.klarman@maryland.gov](mailto:james.klarman@maryland.gov).

For information about federal education services available to nonpublic students and teachers, contact Debra Lichter, Director, Departmental Coordination and National Legislation Liaison, at (410) 767-4694 or [debra.lichter@maryland.gov](mailto:debra.lichter@maryland.gov).

## B: Maryland Nonpublic Student Textbook Program Eligibility

### B-1 What requirements must a nonpublic school meet in order to participate in the program?

To be eligible to participate, a nonpublic school must meet the following requirements:

- (1) Either hold a certificate of approval or be registered with the State Board of Education, through MSDE's Division of Certification and Accreditation;
- (2) Not charge more tuition to a participating student in the 2015 - 16 school year than the statewide average per pupil expenditure by the local school systems, which has been calculated by MSDE as \$15,108.
- (3) Assure that the savings on the cost of textbooks will be used to reduce the cost of textbooks for students; and
- (4) Comply with Title VI of the Civil Rights Act of 1964, as amended
- (5) Comply with Title 20, Subtitle 6 of the State Government Article. A nonpublic school participating in the program may not discriminate in student admissions on the basis of race, color, national origin, or sexual orientation. See the Assurances Appendix for the exact language and requirements.

### B-2 Do students attending an eligible nonpublic school have to reside in Maryland in order to participate in the program?

No. Any student attending a Maryland nonpublic school that meets the eligibility requirements is eligible to participate in the program, regardless of where the student resides.

### B-3 What grade levels are eligible to participate in the program?

The Budget Bill section RA03.04 states that the appropriation shall be for the purchase of textbooks and computers for 2017 for loan to students in eligible nonpublic schools. Among other things, an eligible nonpublic school must “hold a certificate of approval from or be registered with the State Board of Education.” Code of Maryland Regulations (COMAR) 13A.09.09.03 provides for the issuance of a certificate of approval by the State Board for the following educational programs: (1) nursery school; (2) kindergarten; (3) elementary school; (4) secondary school; and (5) Montessori school. Therefore, eligible nonpublic schools include certified or registered nursery schools, as well as schools with any grade level from kindergarten through twelve.

#### B-4 How is nursery school defined?

COMAR 13A.09.09.02B(8) defines nursery school as an educational program for students who are 2, 3, or 4 years old.

#### B-5 Can special education schools participate in the program?

Generally, no. As one of the eligibility requirements, the Budget Bill language states that the nonpublic school shall not charge more tuition to a participating student than the statewide average per pupil expenditure by the local education agencies, as calculated by the department, with appropriate exceptions for special education students as determined by the department. This provision is intended only to capture schools that do not already receive full funding from the federal and State governments for their special education programs. For example, the Maryland Association of Nonpublic Special Education Facilities (MANSEF) schools were not intended to be eligible for the textbook program because they receive full funding through special education placements and their tuition exceeds the statewide average per pupil expenditure.

It is the responsibility of MSDE to make the determination concerning which schools fall within the exception. Only schools that do not already receive full funding from the federal and State governments for their special education programs and that meet the other eligibility guidelines will be considered for the exception.

#### B-6 Can Type I Educational Programs participate in the NSTP?

No. As discussed in Question B-5, special education schools that already received full funding from the federal and State governments will not be considered for the exception for special education programs. Because Type I Special Education Programs already receive such funding, these programs do not qualify for the nonpublic student textbook program. With regard to Type I General Education Programs, such programs will be considered for eligibility to the extent that the program charges tuition to parents. However, Type I General Education Programs that do not charge tuition to parents are not eligible for participation in the NSTP.

#### B-7 Can Type II and Type III Educational Programs participate?

No. Due to the nature of these programs, and to the fact that schools and facilities operating these programs do not charge tuition to parents, these programs do not qualify for participation in the nonpublic student textbook program.

## B-8 What is the date by which nonpublic schools must have a certificate of approval or be registered with the State Board of Education to participate in the program?

To participate in the program, a nonpublic school must be registered with or have received a certificate of approval from the State Department of Education by December 31, 2017. Information about registering or applying for a certificate of approval is available from the MSDE Nonpublic Schools Accreditation Branch at (410) 767- 0409.

## B-9 How is the student enrollment data calculated?

Eligible nonpublic schools electing to participate in the program must provide MSDE a certified student enrollment count as of September 30, 2017. This count will be used to calculate each eligible school's textbook allocation.

## B-10 How is tuition defined?

Tuition is based on the amount the nonpublic school charged in the 2015-16 School Year. Tuition reflects the cost of providing educational and related services to students. It includes the following expenditure categories: administration; mid-level administration; instructional salaries, wages, and other benefits; textbooks and other instructional materials; other instructional costs; student personnel services; health services; student transportation; operation of plant; and maintenance of plant.

Tuition may be defined as the tuition "list price" or as tuition revenues per pupil. If using tuition revenues per pupil, use the second prior school year of tuition revenues divided by the second prior year of enrollment count on September 30. The tuition revenues and enrollment need to be from the second previous year because the state average expenditure per pupil figure used to determine schools' eligibility is from the second prior fiscal year. The applicant school may use whichever is lower – list price or tuition revenues per pupil.

## B-11 Why is the amount of tuition limited in order for a nonpublic school to be eligible to participate?

The Budget Bill language states that the nonpublic school shall "not charge more tuition to a participating student than the statewide average per pupil expenditure by the local education agencies, as calculated by the department." The statewide per pupil expenditure for public schools in Maryland was \$15,108 for the 2015-16 School Year, the most recent year for which per pupil expenditures have been finalized and audited.

The statewide average per pupil expenditure reflects the average cost of providing educational and related services to the students in each of Maryland's 24 local school systems. It includes the following expenditure categories: administration; mid-level administration; instructional salaries and wages; textbooks and other instructional materials; other instructional costs; special education; student personnel services; health services; student transportation; operation of plant; maintenance of plant; fixed charges; and state-paid teachers' retirement. Expenditures for equipment, tuition payments, and inter fund transfers are excluded.



## B-12 How does a school determine the percentage of its students that are eligible for the free and reduced price lunch program if the school does not participate in the lunch program?

The Budget Bill language does not require the school to have its students participating in the free and reduced price lunch program. The language merely states *that the students must be eligible for the program*. The school, however, is responsible for demonstrating to MSDE that its students meet the eligibility requirements.

A nonpublic school that does not participate in the free and reduced price lunch program may use other student/family poverty data from a different source as long as the income level for both sources is generally the same. For example, nonpublic school officials may provide a count of children who would be *eligible* for free and reduced price meals using other sources of poverty data such as survey of parents, Temporary Aid to Needy Families (TANF), or tuition scholarship programs.

Some nonpublic schools find that sensitive data, such as income level, are most easily collected when the families providing the data feel that their privacy is being protected. For this reason they use only a numbering system to identify the families, and do not require any names on the form. The following statement is printed at the bottom of the form: *"This form has been numbered to protect your privacy. Once we receive the information requested, any correlation of this number to your family's name will be kept in strict confidence."*

Surveys yielding good data have some common characteristics. The survey itself is simple and understood by parents, including parents with a limited knowledge of English. Letters of explanation are sent to parents from the principal and meetings are held with them to explain the necessity and importance of the survey. After a period of time has elapsed, during which the surveys should have been received, the principal begins to follow-up with those parents who have not returned them. Parents are assured that the completed individual survey forms will be kept in confidence at the nonpublic school.

## B-13 What is the income eligibility for students to participate in the free and reduced price meal program?

Income eligibility guidelines for free and reduced price meals are outlined in Appendix B.

## B-14 With regard to the assurance that the savings on the cost of textbooks will be dedicated to reducing the cost of textbooks for students, does the reduction in the cost of textbooks have to be directly related to the amount of money allocated to the school by MSDE for the purchasing of textbooks?

The savings on the cost of textbooks and computers for students must be directly related to the amount of savings as a result of the State's purchase of textbooks for nonpublic school children in the school. The savings on the cost of textbooks and computers must be dedicated to reducing the cost of textbooks for students. The school's records must show that the eligible student's cost of textbooks was reduced by the requisite amount.

## C: Application Procedures

### C-1 How does an eligible nonpublic school apply to participate in the program?

Any nonpublic school that meets all the eligibility requirements and chooses to participate in the program must submit an online application no later than December 31, 2017 and acknowledge that the Statement of Assurances have been read and accepted (Copy in Appendix C).

### C-2 What information is needed on the online application?

- (1) A certified student enrollment count as of September 30, 2017;
- (2) The number and percentage of students eligible to participate in the free and reduced price meals program as of September 30, 2017;
- (3) The current tuition cost or tuition revenues per pupil from the 2015-2016 school year; and
- (4) Acknowledgement and acceptance of the Statement of Assurances terms (attached as an Appendix).

### C-3 How will the program funds be allocated?

Once the eligible schools are identified, MSDE will determine an allocation for each school based on the criteria discussed in question A-1.

### C-4 How will the program funds be allocated?

Once the eligible schools are identified, MSDE will determine an allocation for each school. For schools that do not have 20% of their students eligible for the free and reduced price meals program, MSDE may distribute up to \$65 per eligible student. For schools that have 20% to 40% of their students eligible for the free and reduced price meals program, MSDE must distribute \$95 per student. For schools with more than 40% of their students eligible for free and reduced price meal program, MSDE must distribute \$155 per student.

### C-5 When will schools be notified about their allotment and mailed the necessary requisition forms for ordering textbooks and computers?

No later than January 31, 2018, MSDE will send a letter of approval to schools meeting the eligibility criteria. The letter will include the amount of the textbook allocation and instructions for ordering textbooks, computer hardware and software.

## D: Procedures for Ordering Textbooks, Computer Hardware and Software

## D-1 When can eligible and participating nonpublic schools begin to order textbooks, computer hardware and software?

Eligible and participating schools may begin ordering online by February 15, 2018.

## D-2 Are funds allocated directly to nonpublic schools to purchase textbooks, computer hardware and software?

No, funds are not distributed by MSDE to nonpublic schools. Eligible nonpublic schools order online to MSDE. *MSDE orders and pays* for the textbooks, computers and software from qualified vendors.

## D-3 What is meant by Approved Vendor List?

This is the list of vendors and/or textbook publishers as collected and updated by MSDE.

## D-4 Must textbooks purchased for loan to nonpublic students be ordered only from the Approved Vendor List or be included on the Approved Vendor List?

Yes. Approved textbook vendors are listed in the online ordering system by MSDE. MSDE can add vendors as requested by participating schools if the school provides MSDE with the vendor's signed IRS form W-9 and the vendor agrees to accept MSDE purchase orders as the payment method. W-9's for new vendors must be requested on or before June 1<sup>st</sup> of the current state fiscal year.

## D-5 How do participating nonpublic schools order textbooks, hardware and software?

Participating nonpublic schools order online using a password to access a MSDE web site. Schools submit textbook requisitions online. *MSDE orders and pays* for the textbooks from approved vendors. The vendor will ship the textbooks, hardware or software directly to the school and invoice MSDE – not the school.

All online requisition forms must be received by MSDE not later than June 20, 2018. Since the bulk of requisitions are received by MSDE at the end of the school year, it is necessary to allow additional processing time to ensure that all requisitions are properly reviewed and processed prior to June 30<sup>th</sup> – the close of the state fiscal year. The Fiscal 2018 allocations are only available for obligation through June 30, 2018. No Fiscal 2018 purchases can be made after June 30, 2018.

## D-6 What is the MSDE review and approval process for ordering textbooks, hardware and software?

MSDE will review each requisition form submitted online by participating schools. Prior to authorizing any textbook requisition, MSDE will validate that the:

- (1) Requesting school is eligible and has the amount of funds available to the school for textbooks, hardware

and software to be purchased by MSDE;

- (2) Requested textbook(s) is/are secular in character and acceptable for use in any public elementary or secondary school in Maryland; and,
- (3) Cost of the requested materials, including shipping and handling charges, is within the requesting school's approved allocation.

Textbooks that cannot be approved will be rejected online by MSDE. The school will see a "rejected" requisition when they reenter the online system. A brief explanation will be noted. The school has the responsibility to contact MSDE concerning the rejected materials. No other notification will be given by MSDE. All approved requisitions will remain in the online system and will be assigned a MSDE purchase order number (e.g. R00P740....). MSDE purchase orders are sent to the vendors.

#### D-7 How will a school know if the textbooks have been ordered?

The school's online account will list each requisition with a corresponding MSDE purchase order # (e.g. R00P740....)

#### D-8 Will the vendor send the textbooks directly to the school?

Yes, the vendor will ship the materials directly to the school. Upon receipt of the textbooks from the vendor, the school will mark each item as received in the online system.

#### D-9 If the order is incorrect, may the school return items to the vendor?

Yes, however, the school must first contact MSDE and get approval to return items to the vendor. The school must then contact the vendor to request a return authorization and shipping instructions. MSDE – not the school – has to process a new purchase order for any replacement items.

#### D-10 Who does the school notify regarding problems such as a non shipment, short shipments, double shipments, and damaged shipments?

The school must notify MSDE of all problems related to non shipment, short shipments, double shipments, and damaged shipments. MSDE will provide assistance in resolving all problems related to shipment of materials.

#### D-11 After receiving the materials, what must the school do?

Upon receipt of the materials, the school must do the following things:

- (1) Verify that the shipment is correct;
- (2) If the shipment is correct, record the receipt in the online order system.
- (3) If the shipment is not correct, the school must notify MSDE and MSDE will notify the vendor; and,

- (4) Attach a self-adhering label that states, *Property of the State of Maryland for loan to students*, to each the textbooks purchased through the NSTP. MSDE will mail inventory labels upon request.

## E: Inventory Controls and Disposition of Books

### E-1 What inventory controls must a participating school have in place?

MSDE will provide each participating school with self-adhering labels that identify the textbooks purchased through this program as *Property of the State of Maryland for loan to students*. The labels must be affixed to each book purchased under the State nonpublic textbook program. The school must maintain an inventory of all books purchased under the program, including the location of the books and final disposition for worn or outdated books. Records must be maintained for three years and made available for review and audit by authorized representatives of MSDE.

### E-2 How will the school dispose of outdated or worn textbooks or equipment purchased under this program?

Textbooks and equipment purchased under this program may not be sold. The disposition of outdated or worn textbooks must be approved by MSDE. When disposing of outdated or worn textbooks or equipment, the school should first consider giving such books to students.

### E-3 If a student loses a book purchased under the program, can the school order a replacement book if funds remain in the school's textbook allocation?

Yes. However, the procedures a school has in place for replacing books lost by students should prevail. If the normal procedure is to charge parents for replacement books, then that procedure should prevail.

## **APPENDIX A**

### **BUDGET BILL LANGUAGE AUTHORIZING THE NONPUBLIC STUDENT TEXTBOOK PROGRAM FOR FY 2018**

#### **R00A03.04 Aid to Non-Public Schools**

Special Fund Appropriation, provided that this appropriation shall be for the purchase of textbooks or computer hardware and software and other electronically delivered learning materials as permitted under Title II D. Section 2416(b)(4), (6), and (7) of the No Child Left Behind Act for loan to students in eligible non-public schools with a maximum distribution of \$65 per eligible non-public school student for participating schools, except that at schools where from 20% to 40% of the students are eligible for the free or reduced price lunch program there shall be a distribution of \$95 per student, and at schools where more than 40% of the students are eligible for the free or reduced-price lunch program there shall be a distribution of \$155 per student. To be eligible to participate, a non-public school shall:

1. Hold a certificate of approval from or be registered with the State Board of Education;
2. Not charge more tuition to a participating student than the statewide average per pupil expenditure by the local education agencies, as calculated by the department, with appropriate exceptions for special education students as determined by the department; and
3. Comply with Title VI of the Civil Rights Act of 1964, as amended.

The department shall establish a process to ensure that the local education agencies are effectively and promptly working with the nonpublic schools to assure that the nonpublic schools have appropriate access to federal funds for which they are eligible.

Further provided that the Maryland State Department of Education shall:

1. Assure that the process for textbook, computer hardware, and computer software acquisition uses a list of qualified textbook, computer hardware, and computer software vendors and of qualified textbooks, computer hardware, and computer software; uses textbooks, computer hardware, and computer software that are secular in character and acceptable for use in any public elementary or secondary school in Maryland; and
2. Receive requisitions for textbooks, computer hardware, and computer software to be purchased from the eligible and participating schools, and forward the approved requisitions and payments to the qualified textbook, computer hardware, and computer software vendor

who will send the textbooks, computer hardware, and computer software directly to the eligible school which will:

- (i) Report shipment receipt to the department;
- (ii) Provide assurance that the savings on the cost of the textbooks, computer hardware, or computer software will be dedicated to reducing the cost of textbooks, computer hardware, or computer software for students; and
- (iii) Since the textbooks, computer hardware, or computer software shall remain property of the State, maintain appropriate shipment receipt records for audit purposes.

Further provided that a nonpublic school participating in the Aid to Non-Public Schools Program R00A03.04 shall certify compliance with Title 20, Subtitle 6 of the State Government Article. A nonpublic school participating in the program may not discriminate in student admissions on the basis of race, color, national origin, or sexual orientation. Nothing herein shall require any school or institution to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. However, all participating schools must agree that they will not discriminate in student admissions on the basis of race, color, national origin, or sexual orientation. The sole legal remedy for violation of these provisions is ineligibility for participating in the Aid to Non-Public Schools Program.

## **APPENDIX B**

### **INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS**



**FREE AND REDUCED-PRICE MEALS  
INCOME ELIGIBILITY GUIDELINES  
(Effective July 1, 2017 through June 30, 2018)**

Household Size	Free Meals					Reduced-Price Meals				
	Year	Month	Twice Per Month	Every Two Weeks	Week	Year	Month	Twice Per Month	Every Two Weeks	Week
<b>1</b>	\$15,678	\$1,307	\$654	\$603	\$302	\$22,311	\$1,860	\$930	\$859	\$430
<b>2</b>	21,112	1,760	880	812	406	30,044	2,504	1,252	1,156	578
<b>3</b>	26,546	2,213	1,107	1,021	511	37,777	3,149	1,575	1,453	727
<b>4</b>	31,980	2,665	1,333	1,230	615	45,510	3,793	1,897	1,751	876
<b>5</b>	37,414	3,118	1,559	1,439	720	53,243	4,437	2,219	2,048	1,024
<b>6</b>	42,848	3,571	1,786	1,648	824	60,976	5,082	2,541	2,346	1,173
<b>7</b>	48,282	4,024	2,012	1,857	929	68,709	5,726	2,863	2,643	1,322
<b>8</b>	53,716	4,477	2,239	2,066	1,033	76,442	6,371	3,186	2,941	1,471
For each additional family member add . . .	\$5,434	\$453	\$227	\$209	\$105	\$7,733	\$645	\$323	\$298	\$149

The Income Eligibility Guidelines (IEGs) for free meals/milk and reduced-price meals are developed and published in the Federal Register by the U.S. Department of Agriculture. The guidelines were obtained by multiplying the federal income poverty guidelines by 130 percent and 185 percent, respectively, and by rounding the result upward to the next whole dollar. Weekly and monthly guidelines were computed by dividing annual income by 52 and 12, respectively, and by rounding upward to the next whole dollar.

Use the following procedures for evaluating household income on free and reduced-price meal applications when comparing to the IEGs:

- If a household has only one income source, or if all sources are the same frequency, do not use conversion factors. Compare the income, or the sum of incomes, to the published IEG for the appropriate frequency and household size to make the eligibility determination.
- If a household reports income sources at more than one frequency, annualize all income by multiplying weekly income by 52, income received every two weeks by 26, income received twice a month by 24, and income received monthly by 12. Do NOT round the values resulting from each conversion. Sum all the unrounded converted values and compare the unrounded total to the IEGs for annual income for the appropriate household size.

**APPENDIX C**  
**STATEMENT OF ASSURANCES**

## **ASSURANCES**

### **Maryland Nonpublic Student Textbook Program FY 2018 (SY 2017-18)**

By applying to the Maryland State Department of Education (MSDE) to participate in the Maryland Nonpublic Student Textbook Program (NSTP), I hereby agree, as the official representative of the school, to comply with the following terms and conditions:

1. The school holds a certificate of approval by or is registered with the Maryland State Board of Education.
2. The school operates in compliance with Title VI of the Civil Rights Act of 1964, as amended. The school complies with Title 20, Subtitle 6 of the State Government Article, which prohibits discrimination in employment. The school does not discriminate in student admissions on the basis of race, color, national origin, or sexual orientation. Nothing herein shall require any school or institution to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. However, all participating schools must agree that they will not discriminate in student admissions on the basis of race, color, national origin, or sexual orientation. The sole legal remedy for violation of these provisions is ineligibility for participating in the Aid to Non-Public Schools Program.
3. The school did not charge more tuition to a participating student in the 2015 – 16 school year than the statewide average per pupil expenditure by the local school systems, which has been calculated by MSDE as \$15,108.
4. The school will dedicate the savings on the cost of textbooks and equipment to reducing the cost of textbooks for students. The school's records will show that the eligible student's cost of textbooks was reduced by the requisite amount.
5. The school will maintain an inventory of all books purchased under the program, including the location of the books and equipment, and final disposition for worn or outdated books.
6. The school understands that the textbooks and equipment are the property of MSDE. The school will not sell merchandise purchased through this program.
7. The school will receive prior approval from MSDE's Division of Business Services regarding the disposition of outdated or worn textbooks and equipment.
8. The school will maintain records for three years and will make all records related to the program available for review and audit by authorized representatives of MSDE.
9. The school understands that it may be randomly selected to participate in the annual MSDE on-site technical review of schools participating in NSTP.

I further certify that all of the facts, figures, and representations made with respect to student enrollment, number and percentage of students eligible to receive free and reduced price lunch, and tuition costs are true and correct to the best of my knowledge, information, and belief.

<b>Name:</b> _____	<b>Signature:</b> _____
<b>Title:</b> _____	<b>Date:</b> _____

## **CONTACT FOR ADDITIONAL INFORMATION**

If you have questions or need additional information about the ordering process, please contact Jamie Klarman at (410) 767-0141 or [james.klarman@maryland.gov](mailto:james.klarman@maryland.gov).

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