

The list below constitutes frequently asked questions about the Nonpublic Textbook Program. This page will be updated with frequently asked questions and answers on a continual basis.

Questions About Applying

1. Question: Our school doesn't participate in the [Free and Reduced Price Meals program](#). How do we know how many students at our school qualify?

Answer: Whether you participate or not, you must use the FARMs income guidelines to determine how many students would qualify. Your school may collect family income data if your school offers financial assistance. If not, you could survey your families to determine their income. If your school participates in [USDA's Direct Certification program with Medicaid](#), you may use that data, as well. If you have no other way of determining how many students in your school qualify for FARMs, then you should just enter "0" for that line in the application.

2. Question: We were approved last year. Do we have to reapply?

Answer: Yes, you have to apply every year.

3. Question: I'm a child care provider. Am I still eligible?

Answer: Not necessarily. The guidelines for eligibility have changed since last year. This year, only child care providers who are operating an approved Pre-K education program for students aged 2 – 4 years old are eligible. If you're not sure, send us an email at nptextbook.msde@maryland.gov or contact your [regional licensing office](#) for information. To apply to operate an approved education program, click [here](#) for the application.

4. Question: Our school has several different tuition rates. What should we enter in our application?

Answer: Calculate your average tuition rate. Add all your rates together and divide by the number of different rates. Enter that figure in the application.

For example:

Your school offers three different full-time tuition rates. Add them together, then divide by 3. Report the average.

$\$8,750 \text{ annual tuition} + \$10,000 \text{ annual tuition} + \$12,500 \text{ annual tuition} = \$31,250$

$\$31,250 \div 3 = \$10,417 \text{ average tuition}$

5. Question: The application asks for our advance link #. What's that?

Answer: It's a unique number assigned to all nonpublic schools by the [Nonpublic School Approval Branch](#). It looks like this: 09-00-1234.

6. Question: From what year should we enter student enrollment data?

Answer: Use the figures for the current school year (2023-2024).

7. Question: Can we submit a request to be reimbursed for books we've already purchased?

Answer: No, this program does not reimburse schools. We order the items on your behalf.

8. Question: What language must be included in our student handbook?

Answer: The non-discrimination language from Education Article [§26-704](#) must be included, verbatim. See below:

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

9. Question: We are a special education school, registered under [COMAR 13A.09.10](#). Are we eligible to apply?

Answer: Yes!

10. Question: If we made the changes last year in our handbook, do we need to upload it in the application?

Answer: Yes.

11. Question: I have a question about the Nonpublic Aging Schools Program (NASP). Who should I contact?

Answer: Contact Myron Mason (myron.mason@maryland.gov), or, visit the [NASP webpage](#).

12. Question: I need to change the email address on our application. How can I do that?

Answer: Send an email to nptextbook.msde@maryland.gov. We'll contact our web developer to get your email changed. This may take up to 72 hours to correct.

13. Question: If we're approved for this program, does this mean our school can participate in BOOST?

Answer: It's true that schools must first be approved in the Nonpublic Textbook program in order to be eligible to participate in BOOST. We recommend that you review the information on the BOOST webpage for additional information about requirements and eligibility.

Questions About Ordering

14. Question: Can funds be used for teacher support material?

Answer: Yes, we will fund teacher manuals and licenses provided that they accompany student books and licenses.

15. Question: I submitted my order, but it's been sitting in the "Request to MSDE" step. What's going on?

Answer: We typically review orders within 48 business hours of when you enter them. If it's still sitting there, we probably sent it back to you to fix and resubmit. Check your email for a notification from noreply.msde@maryland.gov to see whether there's a problem with your order.

16. Question: Do we need to put stickers on the items purchased through this program?

Answer: No, but we can certainly send you some stickers if you'd like. You should keep an inventory of the items, though. Here is an [inventory form](#) you can use.

17. Question: Do we have to enter each book on a line? Or, can we just put "see quote"?

Answer: You have to enter each book on a separate line.

18. Question: Is there a maximum number of lines?

Answer: Yes, you can enter no more than 150 lines per order

19. Question: Are we allowed to place an order from one vendor early in the window, and then come back later to place orders from other vendors?

Answer: Yes! The ordering window will be open from February 1 - April 15, 2024.

20. Question: How long does it typically take to receive items from the vendors?

Answer: It's best to reach out to the vendor to ask about their delivery time.

21. Question: It's been more than a couple weeks, and we haven't received our items yet. What should we do?

Answer: If your order is sitting in the "Ordered to Vendor" step, then MSDE already sent it to them. At this point, we recommend you reach out to the vendor to get an update.

22. Question: If the items we initially ordered are on back-order, what can we do?

Answer: You have until June 30, 2024 to find a replacement. Get a quote from the vendor for a replacement item that is similar in type and price. Then, send an email to nptextbook.msde@maryland.gov with your request.

23. Question: Can we dispose of old items we've ordered through this program?

Answer: Yes, but you have to report disposal by completing an [asset disposal form](#). No need to include disposal of consumables (glue, pencils, workbooks, etc.)

24. Question: The vendor's quote includes a discount. How should I account for this when I submit a new order?

Answer: The vendor should be able to discount the price of the items. Enter the discounted price.

25. Question: For how long should we keep inventory of items?

Answer: For 3 years.

26. Question: Can you provide some examples of allowable and unallowable items?

Answer: Sure!

Allowable:	Unallowable:
textbooks workbooks leveled readers curriculum kits classroom library books tablets laptops headphone sets puzzles manipulatives microscopes math block sets licenses to learning websites yoga mats instruments magna tiles dolls of community helpers sensory objects costumes for imaginative play shape sorters consumables flash cards counters calculators robotic kits for students, etc.	interactive white boards televisions playground equipment software for teacher or parent use furniture rugs laminating machines printers tables & chairs storage items play kitchens large doll houses office supplies clothing group board games large robotic equipment, etc.

27. **Question:** How do I confirm receipt of the items that MSDE orders for me?

Answer: First, login into your school account in the [portal](#). Then, click on the “Form #” for the order you want to mark as received.

③ Ordered to Vendor ☰

Status	Form #	Order #	Receiving	Vendor	Total Qty(\$)
Pending	GV8R1A95GIPS	R00P3601576		Apple Inc	1 (\$299.00)
Pending	AQ904B5PO5PQ	R00P3601575		Best Buy Education	3 (\$1,707.80)

Then, enter the quantity of each item your school has received under “Receive Qty”. Save it. Once you’ve received all items in that order, click “submit” to complete this order.

Status	Date	Comment
Ordered by MSDE	3/15/2023 12:03:53 PM	
Submitted to MSDE	2/7/2023 8:01:46 AM	

Please enter received qty and submit to MSDE

Total Allocation for Current Year **\$3,410.00** Allocation Amount remaining **\$0.20**

Apple Inc
 12545 Riata Vista Circle Austin TX 78727 rstewart4@apple.com 800-800-2775
 Federal ID: 1942404110 Bob Stewart rstewart4@apple.com 800-800-2775
 Form #: Order #:

0.00 \$
 Total before shipping **\$1,196.00**
 Shipping Amount (\$0.00) **\$0.00**
 Order total **\$1,196.00**

Shipping Percentage: **0.00** %
Click this to show '#1 Quote Document'. Quote #: 2211821497 Quote Date: 2/7/2023

Item Type	ISBN / Serial No	Book Title / Description	Receive Qty	Ordered Qty	Unit Price
Nonbool	MK2K3LL/A	Apple IPADS	4	4	299.00
			\$0	\$0	\$1196.00

\$1196.00

Comment