

---

**Frequently Asked Questions (FAQs) for the  
Nonpublic Textbook Program  
Fiscal Year 2023**

This page will be updated with frequently asked questions and answers on a continual basis.  
Last update: March 16, 2022

### Questions about applying

- 1. Question:** What is the statewide average per pupil expenditure?  
**Answer:** The statewide average per pupil expenditure is \$18,153. In order to be eligible, a nonpublic school must not spend more than this amount per pupil. The per pupil expenditure can be calculated by dividing the total revenue received from tuition by the total number of students enrolled at the nonpublic school.
- 2. Question:** Is the income eligibility based on income before or after taxes?  
**Answer:** To determine eligibility for Free and Reduced Meals ([FARMS](#)), take-home pay should be used, that is, income after taxes.
- 3. Question:** How do we determine our tuition rate?  
**Answer:** Your tuition rate is the “book rate” or “baseline rate” that your school charges each student for tuition. You may exclude additional fees for items such books, uniforms, or transportation.
- 4. Question:** I’m clicking “submit” to submit the application, but it’s not letting me move on. What’s going on?  
**Answer:** Here are some tips to completing the student enrollment part of the application:

  - Be sure that the tuition figure you enter does not have any special characters (dollar sign, comma, etc.)
  - The [assurances page](#) must be in pdf format
  - The student handbook must be in pdf format
  - The Special Education box is not required to be checked, even though it has an asterisk next to it. Only check this box if your school is dedicated to serving students with disabilities.
- 5. Question:** We have different tuition rates depending on the grade level. What should we do?  
**Answer:** Enter the highest tuition rate.
- 6. Question:** Our school also serves children who are two years old and under. Should we include them in our enrollment?

**Answer:** No, this program is designated to support school-aged students, including those enrolled in an approved preschool program. Infants and toddlers are not eligible and should not be counted towards your school enrollment.

7. **Question:** Our school has multiple locations. How should we apply?

**Answer:** If your school has multiple campuses, you should apply under your school ID. If each campus has its own school ID, then a separate application should be submitted for each school.

8. **Question:** I am the point of contact (POC) for more than one school. How can I register as the POC for multiple schools?

**Answer:** The online application portal only allows an email address to be used for 1 school. You may wish to identify other staff members in the school who can serve as POC.

9. **Question:** Do I have to apply annually for this program?

**Answer:** Yes.

10. **Question:** The person previously in charge of this program at our school is no longer here. What should we do?

**Answer:** When you apply this year, update the POC to someone else.

11. **Question:** For the checkbox for special education, do we check it if we specialize in providing special education, or if we have students who qualify for special education services?

**Answer:** Check this box if your school specializes in providing special education services strictly to students with a disability.

12. **Question:** The school doesn't participate in the National School Lunch Program. Is there a proxy?

**Answer:** Your school may use income data that you collect from families through your FACTS system, application process, or survey.

13. **Question:** When calculating student enrollment, can we include Pre-K?

**Answer:** Yes, full-day Pre-K students can be included.

14. **Question:** I'm pretty sure I applied, but I'm not sure. How do I find out?

**Answer:** For a list of all the applications received, look on the left-hand side of the [webpage](#), under "Additional Information".

15. **Question:** I applied! When do I find out the results?

**Answer:** We are following the timeline provided in the Grant Information Guide. This can be found on the left-hand side of the [webpage](#).

## Questions about ordering

16. **Question:** Can we order through Amazon?

**Answer:** No. Amazon accepts credit cards, but not purchase orders. Therefore, orders cannot be placed through Amazon. We've posted a complete list of participating vendors on the webpage. Amazon is not on that list.

17. **Question:** In the past, we've been able to request interactive white board and televisions. Are these items still allowed?

**Answer:** No, they are not because they are not items that can be loaned to students for individual use. We are doing our best to meet the needs and requests of schools, while also adhering to the legislative guidelines of this program. It's possible that items approved in the past will not be approved this year.

18. **Question:** Can we request multi-year service?

**Answer:** Yes, multi-year subscription services will be allowed, so long as the payment is made at one time during this fiscal year, and not spread out over the course of several years.

19. **Question:** Do we need to get quotes for everything?

**Answer:** Yes. A quote is required for anything you wish MSDE to pay for.

20. **Question:** What is the purpose of the quote, if we have to enter in the prices anyway?

**Answer:** The quote provides documentation that the price you're entering is accurate.

21. **Question:** We don't really need textbooks. What else can we order?

**Answer:** Schools may also request manipulatives that accompany the curriculum. Items must be on loan to students for individual use. Please follow the guidance below on the allowable use of funds:

Funds can be used for:	Funds cannot be used for:
<ul style="list-style-type: none"> <li>• Secular textbooks</li> <li>• Manipulatives for individual student use that accompany curriculum</li> <li>• Technology hardware and software for individual student use</li> </ul>	<ul style="list-style-type: none"> <li>• Food</li> <li>• Tuition or scholarships</li> <li>• Construction or capital improvements</li> <li>• Salaries</li> <li>• Utilities or operating costs</li> <li>• Materials that contain religious content</li> <li>• Items not for loan to students for individual use</li> </ul>
<p>Examples: textbooks, workbooks, leveled readers, classroom library books, tablets, laptops, headphone sets, puzzles, manipulatives, math block sets, student and teacher licenses to learning websites, etc.</p>	<p>Examples: interactive white boards, televisions, playground equipment, software for teacher or parent use, furniture, rugs, laminating machines, printers, tables, etc.</p>

22. **Question:** Do we have to submit any documentation to justify that it's part of the curriculum?

**Answer:** No documentation is needed, but you are welcome to type a note in the comments box of your order to clarify any ambiguity.

23. **Question:** Do we have to confirm that we've received items?

**Answer:** Yes! You must do so through the portal.

24. **Question:** Where do I enter in shipping costs?

**Answer:** Enter shipping costs at the top, in the red circle. The total will populate when you type in your items, quantity, and unit price.

Create New Order

[Back to Home](#) Total Allocation for Current Year \$14,625.00 Allocation Amount remaining \$14,425.00

1. Type Vendor Name in Vendor box below. 2. Choose Item type and Create Order. 3. Save items to basket

Vendor: Best Buy Education (Clear) 0.00 \$ ▾

Best Buy Education  
7601 Penn Avenue south Richfield MD 55423  
Irene Hernandez Irene.Hernandez2@bestbuy.com  
Federal ID: 1411822872

Total before shipping \$200.00  
Shipping Amount (\$0.00) \$0.00  
Order Total \$200.00

Item Type	ISBN / Serial No	Book Title / Description	Qty	Unit Price
1	Book ▾ Test1234	Test Device	2	100
	(Clear)		\$0	\$200.00
2	Book ▾ Test 4568	Test Device 1	4	0
	(Add) (Remove)			

25. **Question:** In the past, the portal would go berserk on the last day, or if we're trying to spend down the last few dollars. Is there flexibility?

**Answer:** The deadline for new orders has been extended to **April 21, 2023**. We urge schools NOT to wait until the last day to finalize your orders. There are sometimes unforeseen circumstances, so we urge school to place your orders well before the deadline. Schools that do not submit orders by this date will lose the balance of their funds.

26. **Question:** Do we have to submit any documentation to justify that the items are part of the curriculum?

**Answer:** No documentation is needed, but you are welcome to type a note in the comments box of your order to clarify any ambiguity ahead of time.

27. **Question:** Should we keep inventory of the items we receive?

**Answer:** Yes! An inventory record is posted on the Nonpublic Textbook webpage for you to download. If you would also like inventory stickers for technology, hardback textbooks or pricey items, please send an email to [nptextbook.msde@maryland.gov](mailto:nptextbook.msde@maryland.gov) with your request. Let us know how many stickers you'd like and where we should send them.

28. **Question:** How long should we keep records?

**Answer:** Programs are required to keep records for 3 years. It is suggested, however, that you maintain digital records for up to 5 years if you received technology.

29. **Question:** I want to dispose of some items we've received in the past. What should I do?  
**Answer:** Complete an "Asset Disposal" form for any items you dispose of and maintain this for your records in the event that your program is audited. The "Asset Disposal" form can be found on the Nonpublic Textbook [webpage](#).
30. **Question:** Can we wait for a backordered item to be available when the school year starts?  
**Answer:** Yes, you are welcome to wait, if you believe that it will be available by the time the school year starts. We urge schools to utilize the liquidation period (June 30 – August 14, 2023) to find a replacement item. If that item is not available after all, then you will essentially lose the value of the funds of those items.
31. **Question:** I'd like to order from a vendor who is not on the list. Can a vendor be added?  
**Answer:** Yes! The vendor needs to send an email to [nptextbook.msde@maryland.gov](mailto:nptextbook.msde@maryland.gov) with their company name, contact first name and last name, email, phone number, and a pdf of their W-9. It may also be required for the vendor to send documentation demonstrating that the information on the W-9 is correct. This may be in the form of a previous invoice, a signed contract, a utility bill, or a pdf of their webpage or catalog.
32. **Question:** Is there a deadline to send in the vendor info?  
**Answer:** It can take up to a couple of weeks to add a vendor, and since the ordering portal now closes on April 21, 2023 for new orders, it would behoove schools to make this request as soon as possible.
33. **Question:** Student licenses are funded, but can you possibly also fund teacher license?  
**Answer:** Yes, we will now allow teacher licenses to be funded that accompany student licenses!
34. **Question:** Is it possible to extend the deadline for new orders beyond March 31, 2023?  
**Answer:** Yes, we have extended the deadline to April 21, 2023. Please note that schools that do not place their orders by April 21, 2023 will essentially lose the value of those funds. We urge schools NOT to wait until the last day to finalize your orders. There are sometimes unforeseen circumstances, so we urge school to place your orders well before the deadline.
35. **Question:** Are musical instruments allowable?  
**Answer:** Yes, if they are loaned to students for individual use.