

# Nonpublic School Health and Security Frequently Asked Questions (FAQs)

The list below constitutes frequently asked questions about the Nonpublic School Health and Security program. This page will be updated with frequently asked questions and answers on a continual basis. program.

- Question:** What is the deadline to submit invoices?  
**Answer:** The deadline to submit invoices for goods is October 16, 2023. If you'd like to use funds to pay salaries throughout the school year, you must submit a contract or hire letter by October 16, 2023 to obligate your school's funds.
- Question:** What should the invoice include?  
**Answer:** There is a [sample invoice](#) on the webpage. Use this as a reference. Additionally, please [click here for a brief tutorial](#) on how to complete it.
- Question:** Can we use the funding for a feeding technician for our children of special needs with feeding tubes?  
**Answer:** Yes, this would fall under "other health professionals".
- Question:** Can the funds be used to purchase tablets and software that manages when students arrive or are checked out by parents?  
**Answer:** Provided that it is necessary for the security system the school uses and is for staff use for security, yes. When you submit the invoices for these expenses, please be clear regarding their purpose because we must make sure it aligns with the intended use of the funds and specific guidelines and regulations governing the use of these funds.
- Question:** We'd like to use these funds for the salary for our current school nurse. How would this work?  
**Answer:** Provide a contract or hire letter that indicates the position, hours worked, and salary. Note that the dates of the contract, hire letter, or invoice cannot fall outside the grant period (July 1, 2023 through June 30, 2024).

This is sufficient to obligate, or set-aside, that portion of your school's funding for future invoicing. If you don't provide us with a contract or hire letter, your school's remaining funds will no longer be available after October 16, 2023.

- Question:** Would invoicing for salaries require submission of paystubs?  
**Answer:** Yes, documentation is required. You may only invoice us for the hours the employee actually worked. When you invoice for their hours worked, please provide documentation to evidence the hours they worked (pay stubs, payroll summary, etc.) as well their hourly rate.

If the pay stub does not provide the number of hours worked or hourly rate, please complete a time and effort log. [Click here to download a time and effort template.](#)

7. **Question:** If we send you our nurse's contract before October 16, will you send us our funds?  
**Answer:** The contract only *obligates* your school's funds for you to draw-down. You must send us an invoice for the hours the nurse actually worked. We cannot reimburse you for hours that she/he hasn't yet worked.
8. **Question:** Would this cover CPR training for our staff?  
**Answer:** Yes.
9. **Question:** We do not have a registered nurse (RN) in our health room, but a health coordinator. Are the funds only able to cover a registered nurse? Or certified trainers, rather than RNs?  
**Answer:** This is allowable and would fall under "other health professionals".
10. **Question:** What about licensed counselors? Could it cover educational testing by a psychiatrist? What about vision and hearing screening?  
**Answer:** Yes. All of these services are allowable. When invoicing, remember that you must attach supporting documentation to substantiate the expenses.
11. **Question:** Where do we send the invoice and supporting documentation?  
**Answer:** Email these files to [grants.msde@maryland.gov](mailto:grants.msde@maryland.gov). The invoice must be in pdf format and signed. For an example of what the invoice should contain, see the sample on the [webpage](#).
12. **Question:** We'd like to add an exterior door, for safety. Can we use these funds to remove a section of a wall?  
**Answer:** No, funds cannot be used for construction.
13. **Question:** Can we use these funds to install a chain link fence?  
**Answer:** No, this would be considered a capital improvement and is not an allowable expense.
14. **Question:** Can we use these funds to pay for a monthly video monitoring system?  
**Answer:** Yes, you'd have to supply the contract for service by October 16, 2023 in order to obligate these funds for you to invoice us throughout the year. The contract must end before June 30, 2024.
15. **Question:** Can we use these funds to upgrade our electric wiring to accommodate the video monitoring system?  
**Answer:** No, this would be considered a capital improvement.
16. **Question:** Can we use the funds to install a fob swipe feature on our doors?  
**Answer:** Yes. Funds can be used to add this feature to doors, but not install new doors or add doors where they don't exist. Funds cannot be used to fund projects in spaces primarily used for religious instruction and worship; or in buildings used primarily for administration, maintenance or other noninstructional activities.