

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 has several different tuition rates. What should we enter in our application?

Answer: Calculate the average. 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.

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

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

2. Question: Reported tuition is different this year. How should we report annual tuition?

Answer: You're right, it is different this year. Tuition can be reported one of two ways:

1. By providing the annual book rate that your school advertises to families for the 2024-2025 school year; or
2. By providing your school's net tuition rate for the 2022-2023 school year.

3. Question: What do you mean by "net" tuition?

Answer: That is, your tuition rate, after you've awarded scholarships and discounts. To calculate the net tuition rate, divide the tuition revenue received during the 2022-2023 school year by the number of eligible students enrolled that year. See page 8 of the [grant information guide](#) for an example.

4. 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. Most child care providers don't have an advance link number, so they should just enter their license #.

5. Question: Our prek program serves part-time preK students. How should we count them?

Answer: You should only count students who are enrolled in a full-day (at least 6 hours per day) educational program.

6. Question: The assurances page mentions "Erin's Law". What is that?

Answer: According to [Education Article §7-439](#), any nonpublic school that participates in the Nonpublic Textbook Program must implement a comprehensive health education program for students in grades prekindergarten – grade 12. See [COMAR 13A.04.18](#) to see exactly what the regulation states.

Questions About Ordering

7. Question: What is allowable and unallowable?

Answer: We provide this information in the grant information guide and during our recorded sessions.

8. Question: We already purchased the books. Can MSDE reimburse us?

Answer: No, this is not a reimbursement program. MSDE must place the order.

9. Question: What's our funding allocation to spend down?

Answer: You can find this by logging into the ordering portal. Or you can check the list we posted on the Nonpublic Textbook Program webpage.

10. Question: How many orders are we allowed per vendor?

Answer: No more than 4 separate orders for the same vendor.

11. Question: Can MSDE add new vendors?

Answer: Yes! They need to send an email to nptextbook.msde@maryland.gov with: the company name, contact first and last name, email, phone number, their W-9, and another document that contains the same address on the W-9 form.

12. Question: We changed our mind about an item we requested. Can we just ask the vendor to swap the item?

Answer: No, it's not that simple. Once your order is approved, it goes to MSDE's procurement office and they generate a purchase order. A purchase order is a *legal document* that a buyer (MSDE) sends to a supplier (the vendor) to request the purchase of products for a specific price. MSDE will not pay for an item that is not on the approved purchase order.

13. Question: Some items we ordered are on backorder. What should we do?

Answer: You have 2 options:

1. Find a replacement of similar type and price by June 20. Get a quote from the same vendor and email it to nptextbook.msde@maryland.gov. MSDE's procurement office has to modify the purchase order and send the revised purchase order to the vendor... giving them permission to substitute the item.
2. Cross your fingers and wait for the item to be in stock. If it's still on backorder by August 15, you'll lose the value of these funds. MSDE has to close out accounts, and we can't keep purchase orders open forever.

14. Question: We don't need the items until October. Can we delay shipping?

Answer: No, vendors should ship the items as soon as they're available. The state fiscal year ends on June 30, 2025, and our goal is to pay all invoices by August 15, 2025. Then, we'll begin closing out open balances. If we receive an invoice after we've already closed the order, MSDE will be unable to pay the invoice.

15. Question: It's been a couple weeks, and we still haven't received our items. What's going on?

Answer: This could be for a few reasons:

- MSDE sent the order back to you to correct
- MSDE sent the vendor the purchase order, but they haven't opened the email yet
- The vendor is still processing your order
- Your items are out of stock or discontinued

16. Question: Is it ok for me to call the vendor and ask about my order?

Answer: Absolutely! They may ask you for a PO# (purchase order number). Log into your portal to find that number. It begins with R00P560.

17. Question: Some items we want are free. Should we still include them?

Answer: If you want MSDE to order them, then include them... even if it costs \$0.00.

18. Question: Where do I include taxes?

Answer: You don't! MSDE is tax exempt.