

The list below constitutes frequently asked questions about the [PRNS program](#). This page will be updated with frequently asked questions and answers on a continual basis.

**1. Question: Are special education schools also eligible?**

Answer: Yes! Special education schools approved through the Nonpublic Textbook Program are eligible.

**2. Question: Our school has several locations. Should we apply for each school, or as a group?**

Answer: Submit one application per school, according to how the school is registered through the [Nonpublic School Approval Branch](#).

**3. Question: Can you reimburse our school for items we've purchased?**

Answer: No, reimbursements are not allowed using these funds. Schools complete an order form and MSDE will place the order on your school's behalf using state-preferred vendors.

**4. Question: What vendors will MSDE be using?**

Answer: Here is the list of state-preferred vendors we'll be using:

- [Maryland Correctional Enterprises \(MCE\)](#)
- [Blind Industries of Maryland \(BISM\)](#) ([see furniture catalog here](#))
- [Rudolph's Office Supply](#)
- [AJ Stationary](#)
- [Dell Technologies](#)
- [Staples](#) (not for technology; see Dell above)

**5. Question: Our school uses a specific type of paper towel for our dispensers. I want to make sure it's on the order form. What should we do?**

Answer: If you're not sure what to ask for, our sales representative at Rudolph's Supply is great at matching a product with your school's current product. Contact Susan Brady ([sbrady@rudolphsupply.com](mailto:sbrady@rudolphsupply.com)) for questions about specific items, sizes, or specs.

And most importantly, make sure you communicate your specific request through the [Wish List survey](#). We'll try our best to get you exactly what you need.

**6. Question: It looks like portable water dispensers are allowed, but what about permanent water fountains?**

Answer: No, items must not require installation or be permanent fixtures. Since funding for this program is coming from federal American Rescue Plan (ARP) funds, the use of funds has the same requirements as the [EANS program](#).

**7. Question: How about a portable water dispenser, jugs of water and paper cups?**

Answer: Yes, these items are allowable and are included in the PRNS order form.

**8. Question: Under “air quality”, can we request a new HVAC system, or repair of our current system?**

Answer: No, because this would require installation and a service contract. Think of commodities that are portable such as air filters, floor fans, window A/C units, portable air purifiers, etc.

**9. Question: Under “technology”, can we request technology for teachers?**

Answer: Yes! While the Nonpublic Textbook Program requires that the technology is for students, technology under the [PRNS](#) program can cover items for teachers, staff, or school as a whole... like printers, document scanners, access points, etc. If there's something specific you want to request, put it in your [Wish List survey](#).

**10. Question: An item I put in the Wish List survey isn't on the order form. Why?**

Answer: We try our best to meet schools' requests, while remaining with our state-preferred vendors, and also ensuring we're in compliance with the federal use of funds. We can't guarantee that an item you requested will be allowable, but we'll try our best!

We can't add any new items to the order form after May 14, 2024. So, if you have a specific request, make sure you let us know by that date.

**11. Question: Wait... if the state retains title to the supplies and equipment, does this mean that schools have to return items back to the State?**

Answer: If your school continues to need the items, you may continue to use them. We will continue to monitor usage, so make sure you keep an inventory of the items you've been reimbursed for through the Pandemic Relief for Nonpublic Schools (PRNS) program. Visit the [Frequently Asked Questions](#) regarding the disposition of equipment and supplies for more information from the U.S. Department of Education.

**12. Question: Do all the prices include shipping?**

Answer: We are asking that vendors include shipping in the pricing estimates.

**13. Question: Are we required to maintain a log of items we've received? If so, for how long?**

Answer: Yes, your school must maintain an inventory of the items we've purchased for you through the PRNS program. It is recommended that you keep this record for as long as the item is in use.

**14. Question: How do we add a vendor to the list?**

Answer: We cannot add any new vendors beyond the list of state-preferred vendors. Why? By using state-preferred vendors, we are able to procure items and ensure that they reach schools in accordance with our current timeline.

**15. Question: When is everything due?**

Answer: See below.

May 10, 2024: Schools must complete the participation survey

May 14, 2024: The Wish List closes

May 29, 2024: Schools must send in their order forms

**16. Question: When will we receive the items we requested?**

Answer: We are following the timeline in the grant information guide. MSDE will update schools as we receive updates from the vendors.

**17. Question: Can we dispose of items we've received?**

Answer: We are following the federal EANS guidance on the disposition of items, [here](#).

The EANS guidance document also provides an answer to the following questions:

- How long may a nonpublic school continue to use the items purchased under this program?
- Who determines whether the item is still needed?
- How will MSDE maintain control of the items?
- What happens if the school no longer needs the item?

*Last updated on June 20, 2024*