

Anoka-Hennepin Nonpublic School Textbook Aid Expenditure Procedures and State Guidelines for School Year 2024-2025

Complete the multi-page *Program Report For Nonpublic Pupil Aids*.

- a. Families fill out the forms to indicate their interest in aid and services.
- b. Families need to return the forms to your school by **September 13th, 2024**.
- c. You can make copies of the forms to supply to parents.

Submit the current *Student Report for Aids to Nonpublic Students* form to our office.

- a. The deadline to submit this form is **October 1st** every year.
- b. The form must be submitted as an **original hard copy**. We cannot accept digital/emailed copies. It must also be signed and filled out completely.
- c. Be aware of the "NONPARTICIPATION" checkbox in each category. If you check that box, you are **opting out** of that service.
- d. Don't forget to add the **total** number of students for each category.

****Please double check with fellow staff members that this form was completed and sent to us. This is a hard deadline set by Minnesota. You can reach out to us if there are any concerns.***

2024-2025 aid rates:

Full Time: \$120.97

Part Time Kindergarten: \$60.49

July 1st 2024 - January 2nd 2025:

Your school can use 65% of your total aid allotment for purchase orders or vendor payments. After January 2nd, you will have access to 100% of your total aid *and* you can begin reimbursement requests.

2024-2025 Reimbursement Season:

January 2nd, 2025 - May 9th, 2025

April 4th 2025:

Deadline for Purchase Order requests.

Methods for using your Textbook Aid Allotment

(You can use all three depending on what suits your school best)

Purchase Orders

Anoka-Hennepin orders your items directly from a vendor.

1. Email us a quote from the vendor or a shopping cart with the requested items.
 - a. We need details like item quantities, pricing, and applicable shipping fees.
 - b. All items must be eligible (refer to *textbook aid expenditure guidelines*).

*Deadline is April 4th, 2025.

Vendor Payments

Your school orders materials from a vendor and Anoka-Hennepin pays the Invoice directly.

1. Email us the vendor's invoice.
 - a. Must include an itemized receipt of the materials purchased.
 - b. We also need proof of delivery (packing slips, etc.).

*Deadline is May 9th, 2025.

Reimbursements

Your school purchases the items and Anoka-Hennepin reimburses you later.

1. Send us receipts / completed invoices of the items (with a date of purchase).
2. We need a Proof of Payment if it is not already present on the receipt/invoice.
 - a. Examples: Paid Statement from the company, a copy of the check (front and back), bank statements, \$0.00 balance due, payment method used, etc.

*Deadline is May 9th, 2025.

Textbook Aid Expenditure Spreadsheet

Your school has its own expenditure spreadsheet created by our office. On the spreadsheet, you can view your aid balance and it will update when reimbursements, POs, etc are entered into the sheet. Our office will fill out the POs and Vendor Payments. Please input reimbursement items into the blue columns. If you need the spreadsheet shared with you, please email homeschool@ahschools.us.

Textbook Aid Eligibility

Refer to the *Textbook Aid Expenditure Guidelines* to review what materials are eligible for Textbook Aid. Please reach out to our office to discuss larger purchases or to double check individual items. **We cannot pay for items that are ineligible!**

General Overview:

Items must be...

1. Purchased on or after July 1st, 2024
2. Intended for the current school year
3. In NEW condition, not used
4. Educational in nature
5. Intended for student use
6. Secular (Not religious or intended for religious use)
7. Intended to be one item per student OR for a cooperative learning group

Achievement Tests that are covered by Textbook Aid:

California Achievement Test (CAT)

Iowa Test of Basic Skills (ITBS)

Iowa Test of Educational Development (ITED)

Metropolitan Achievement Test (MAT)

NWEA MAP, MAP Growth Test

Peabody (PIAT-R)

Stanford Achievement Test (SAT)

TerraNova

Tests of Academic Proficiency (TAP)

Woodcock-Johnson III, IV

*Shipping fees ARE covered under Textbook Aid.

*Taxes ARE NOT covered.

Anoka-Hennepin Home School Office

Email: homeschool@ahschools.us

Website: ahschools.us/homeschool

Phone: 763-506-1273

2727 N Ferry St. Anoka, MN 55303