

Anoka-Hennepin Home School Reimbursement Procedures and State Guidelines for School Year 2023-24

How do I get textbook aid?

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.

When do I get my reimbursement?

January 3rd through May 3rd is "reimbursement season".

- a. During these months families are free to submit receipts to our office.
- b. Funds are calculated on the number of students reported on the form.
- c. Each student is allocated a fixed amount of textbook aid.

Example: if the calculated aid amount is \$95.69 per full time student, then a family reporting three full time students will have a total aid allotment worth \$287.07. We look at the lump sum, so families do not need to calculate up to \$95.69 worth of items per each student.

2023-2024 rates:

Full Time: \$95.69

Part Time Kindergarten: \$47.85

2023-2024 Reimbursement Season:

January 3rd, 2024 - May 3rd, 2024

When can I purchase items for reimbursement?

Items (in NEW condition) purchased **on or after July 1st, 2023** can be reimbursed.

What items are eligible for reimbursement?

Families must follow the ***Reimbursement guidelines*** provided through our office. Please reach out to our office if you are unsure of an item's eligibility. We recommend that you submit receipts that are worth more than your total aid allotment, because it is not uncommon for an item or two to be ineligible for reimbursement.

How do I submit a request for reimbursement?

Send a ***Request for Payment form*** to our office with itemized receipts included.

- a. Receipts must show the items you are requesting
- b. Receipts must have a date of purchase visible
- c. Receipts must have enough product information for us to find them online
- d. Receipts must have a **Proof of Payment**. Examples include:
 - i. *Payment Method Used (Method)* or any similar variation
 - ii. *Balance Due: \$0.00* or any similar variation
 - iii. *PAID*
 - iv. bank statement showing the transaction

Valid ways to submit requests:

- a. Email to homeschool@ahschools.us
- b. Mail to 2727 N Ferry St. Anoka, MN 55303 (Attn: Home School Program)
- c. Drop off in-person at the above address between 8:00am-4:00pm (enter Door 8)

What happens next?

Our office will review each item to make sure they are eligible. If needed, we may reach out to you for further clarification regarding certain items or to notify you that the total allotment was not reached, which is usually caused by some items being ineligible.

Once a request is fully processed a check with the final amount will be mailed to your address. If you have any questions or concerns regarding the reimbursement process and/or any items that you have purchased or are considering purchasing, please connect with us.

Note: The reimbursement process, including the request form to obtain textbook aid, are specific to each school year and therefore purchased materials as well as the aid itself cannot be carried over to the following year.

Anoka-Hennepin Home School Office

Email: homeschool@ahschools.us

Website: ahschools.us/homeschool

Phone: 763-506-1273

2727 N Ferry St. Anoka, MN 55303