

# ISD 11 Homeschool Reimbursement Procedures and State Guidelines for School Year 2019-2020

## Reimbursement Timeline:

The Student Report for Aids to Nonpublic Students form must be received by the Homeschool Office by **October 1, 2019**. The State Aid *preliminary* textbook allotment for 2019-2020 is \$85.09 for full-time students in grades K-12, and \$42.55 for part-time kindergarten students.

Materials must be ordered on or after **July 1, 2019** in order to be eligible for reimbursement. The Minnesota Department of Education will not finalize the aid allotment amounts for this school year until **January 2020**, so there may be a change in the rate. Starting in January, you may send us the required paperwork to request reimbursement. Receipts and invoices for approved items must be submitted by **Friday, May 8, 2020**, for the 2019-2020 school year purchases. Receipts and invoices received after that date cannot be processed.

## Reimbursement Procedure:

Refer to the Reimbursement Guidelines for Nonpublic Schools to determine reimbursement eligibility for items. In some circumstances, you may want to check the eligibility of an item with us before moving forward with a purchase or request - in that case, make sure you email us a direct web link to the materials so we can determine eligibility.

Reimbursement will follow a slightly revised process starting this year. Instead of scheduling an appointment with the Homeschool Office to go over materials, **all reimbursement requests and paperwork will be mailed to or dropped off at our office**. Our office will confirm receipt of your submission. From there, we will be in contact with you to let you know the status of your request and follow up with any questions, as needed. If we request follow-up, you may be expected to provide a direct web link to the items in question. Please know that if we cannot readily find the information we need, we will ask that you bring the materials in to our office for review.

The decision to revise this process was made based on input from homeschool administrators in order to cut out the hassle of hauling materials and the inconvenience of taking time to travel to our location. If you still wish to go over your materials in person, please contact our office to schedule an appointment.

## Documentation Requirements:

School districts have very strict financial processes that are regularly checked by state auditors. For reimbursement, each receipt must comply with financial and accounting practices of ISD 11 Anoka-Hennepin.

Receipts or invoices must be original and readable. Do not use a highlighter on receipts. Receipts and invoices need to detail the itemized list of purchased items, the date of the order, and adequate proof of payment, such as a zero balance or payment information with a shipping date. If clear proof of payment is not shown, you will be asked to provide further documentation, such as:

- A paid statement directly from the company
- A copy of the check (front and back) used to pay, with the bank information that indicates that it has been processed
- A copy of the checking account bank statement with account holder information and the matching payments circled or indicated (the account number and other payments can be blacked out, if desired)

### Eligible Products:

In compliance with regulations and standards set by the Minnesota Department of Education, Anoka-Hennepin works hard to evaluate materials submitted and make sure they abide by qualifications. When submitting your materials for reimbursement, please note these regulations:

- Reimbursable materials must be created for and used directly by the students. *Note change in 2019 legislation, below.*
- Reimbursable materials must be secular, neutral, non ideological and not capable of diversion for religious use, such as those available, used by, or of benefit to Minnesota public school pupils.
- Reimbursable materials must be purchased after July 1 of the current year to be eligible.
- For reimbursement, invoices and documentation detailing the product, proof of payment, and when the product was purchased must be provided.
- Itemized invoices must be provided for sets/groups of materials with the breakdown of prices for each element of the set/group.

The attached Reimbursement Guidelines for Nonpublic Schools details textbook purchase guidelines. Please read through the list to familiarize yourself with what is eligible for reimbursement. In particular, please note:

- Curriculum Kits/Sets/Packs: **Per legislation in 2019, the definition of “textbook” has been expanded to include teacher materials that are packaged with textbooks for student use.** This will mean that teacher materials that are included in student sets or kits (i.e., teacher’s edition, teacher’s guide, etc.) will be eligible for reimbursement.
- Online Learning: Reimbursements for online instruction, if approved, will be made for the **current year only**; multiple year subscriptions will be prorated. (For example; if you purchase a 3-year subscription for a total of \$90.00, you will be reimbursed for the current year in the amount of \$30.00. You can only be reimbursed during the year of purchase, therefore the 2nd & 3rd years would not be reimbursable.)

#### **Anoka-Hennepin Homeschool**

Theresa Zingery, Homeschool Liaison | Amy Ronyak, Homeschool Secretary  
Phone: 763-506-1273 | Email: [homeschool@ahschools.us](mailto:homeschool@ahschools.us)