

# Anoka-Hennepin Homeschool Reimbursement Procedures and State Guidelines for School Year 2022-2023

## Reimbursement Timeline:

The Student Report for Aids to Nonpublic Students form for the current school year must be sent to the Anoka-Hennepin Homeschool Office by **October 1, 2022** if you have interest in qualifying for this reimbursement. The State Aid *preliminary* textbook allotment provided by the Minnesota Department of Education (MDE) for the 2022-2023 school year is \$81.31 for full-time students in grades K-12, and \$40.65 for part-time kindergarten students. These rates are subject to change.

Materials must be ordered on or after **July 1, 2022** in order to be eligible for reimbursement. **Starting January 9, 2023**, you may send us the required paperwork to request reimbursement as MDE will finalize the aid allotment amounts by this time. Receipts and invoices for approved items must be submitted by **May 12, 2023** for 2022-2023 school year purchases. Receipts and invoices received after that date will not be processed.

## Reimbursement Procedure:

Refer to the Textbook Aid Guidelines for Nonpublic Schools to determine reimbursement eligibility for items. You may want to check the eligibility of an item with us before moving forward with a purchase or request; in this case, please email us a direct web link to the materials so we can determine eligibility.

**All reimbursement requests and accompanying paperwork will be submitted through email to [homeschool@ahschools.us](mailto:homeschool@ahschools.us) or through US mail.** Our office will confirm receipt of your documentation. From there, we will contact you via email 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 to our office for review.

If you need 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 Anoka-Hennepin ISD 11.

Whether paper or electronic, all receipts and invoices must be original, readable, and need to detail the itemized list of purchased items, the date of the order, and adequate proof of payment and delivery. Proof of payment will take various forms depending on the vendor used. Ways in which payment can be proven may include a zero balance, indication of purchase being paid in full, payment transaction data, 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 or credit card statement with account holder information and matching payments (the first part of 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 homeschool staff evaluate materials submitted for reimbursement and make sure they meet state guidelines. When submitting materials for reimbursement, please note these regulations:

- Reimbursable materials must be created for and used directly by the students
- 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 delivery, and when the product was purchased must be provided.

The attached Textbook Aid Guidelines for Nonpublic Schools/Homeschools 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 means 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 instructional materials, if approved, will be made for the **current school 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 second and third years would not be reimbursable.) Subscriptions must be purchased before the first half of the school year has been completed in order to be reimbursed for the full school year. Any purchases made in the second half of the school year will be prorated from the start date of the subscription to June 30 (the end of the fiscal year).