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|  | State of Rhode Island and Providence Plantations**DEPARTMENT OF EDUCATION**Shepard Building255 Westminster StreetProvidence, Rhode Island 02903-3400 |

Angelica M. Infante-Green
Commissioner

From: Andrew MacMannis, Office of School Opportunities
Date: September 28, 2022

Re: ***Reimbursement Protocols for English/Language Arts and History/Social Studies Non-Public Textbook Loan Program, Grades K-12***

Attached is the form to request the FY 2023 reimbursement for non-public school textbooks. Districts will be reimbursed for any English/language arts and history/social studies books for grades K-12 on the 2022-2023 State Textbook List, provided the district has complied with all requests from non-public school students, per RIGL 16-23-1 to 16-23-8. To process this reimbursement, the district must complete the attached verification form signed by the superintendent or his/her designee and provide "evidence of cost" (RIGL 16-23-3.1). Evidence of cost is presumed to be clear documentation of district purchases of new books for non-public students. **Please also provide a summary page that demonstrates how the # of textbooks and total cost on the verification form were calculated.**

The verification form must be submitted by **Friday, December 2, 2022.** A single FY 2023 payment will be made in February 2023's aid payment. All questions regarding reimbursement should be addressed to Kristen Cole at Kristen.cole@ride.ri.gov or 401-222-4681.

**Please address the attached form and supporting documentation to:**

Kristen Cole

Senior Finance Officer

Rhode Island Department of Education

255 Westminster Street

Providence, RI 02903

**The list of textbooks for the current school year may be found in a searchable file at:** [**https://www.eride.ri.gov/eride2K5/TextbookInventory/default.aspx**](https://www.eride.ri.gov/eride2K5/TextbookInventory/default.aspx)

**Telephone** (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** [www.ride.ri.gov](http://www.ride.ri.gov)

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FY 2022 - 2023

**Textbook Verification Form**

**District:**

**Reimbursement requested:**

***Number* of textbooks:**

**Cost per book:**

**Total cost:**

$

**I hereby affirm that this amount is an accurate reflection of dollars spent on textbooks in subject areas of English/language arts and history/social studies grades K-12. I hereby affirm that all books for which reimbursement is sought herein are on the State Approved Textbook List for non-public students for fiscal year 2022-2023.**

Please submit copies of purchase orders or other documentation that comply with "evidence of cost" ( RIGL 16-23-3.1) .

Please provide a summary page that demonstrates how the # of textbooks and total cost on the verification form were calculated.

**PLEASE SUBMIT YOUR REIMBURSEMENT FORMS (AS SOON AS POSSIBLE, AND) NO LATER THAN DECEMBER 2, 2022.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**