



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

Deborah A. Gist  
Commissioner

To: Superintendents/ Textbook Coordinators

From: Marilyn Matzko – Education Specialist, Office of Multiple Pathways

Date: October 21, 2013

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 2014 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 approved 2013-2014 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 6, 2013**. A single FY 2014 payment will be made in February 2014’s aid payment. Questions regarding reimbursements should be addressed to Kristen Cole at 222-4681.

**The attached form and supporting documentation should be addressed to:**

**Marilyn Matzko, Education Specialist  
Office of Multiple Pathways  
Rhode Island Department of Education  
255 Westminster Street  
Providence, RI 02903**

**Please send via mail to address above OR FAX 222 – 4979 attn: Marilyn Matzko**

**List of textbooks for 2013-2014 may be found in a searchable file at:**  
<http://www.eride.ri.gov/eride2K5/TextbookInventory/default.aspx>

FY 2013 - 2014

**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 2013-2014.

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 6, 2013.**

\_\_\_\_\_

**Signature Superintendent**

\_\_\_\_\_

**Date**