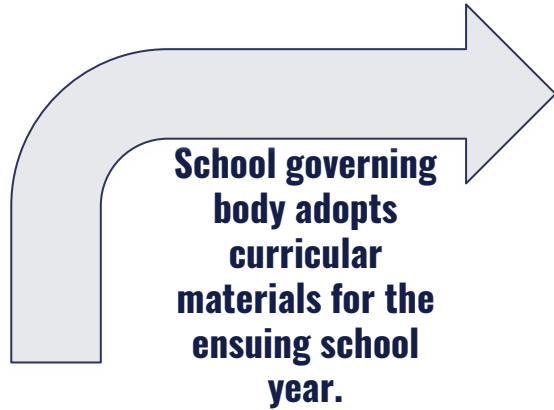


# Curricular Materials

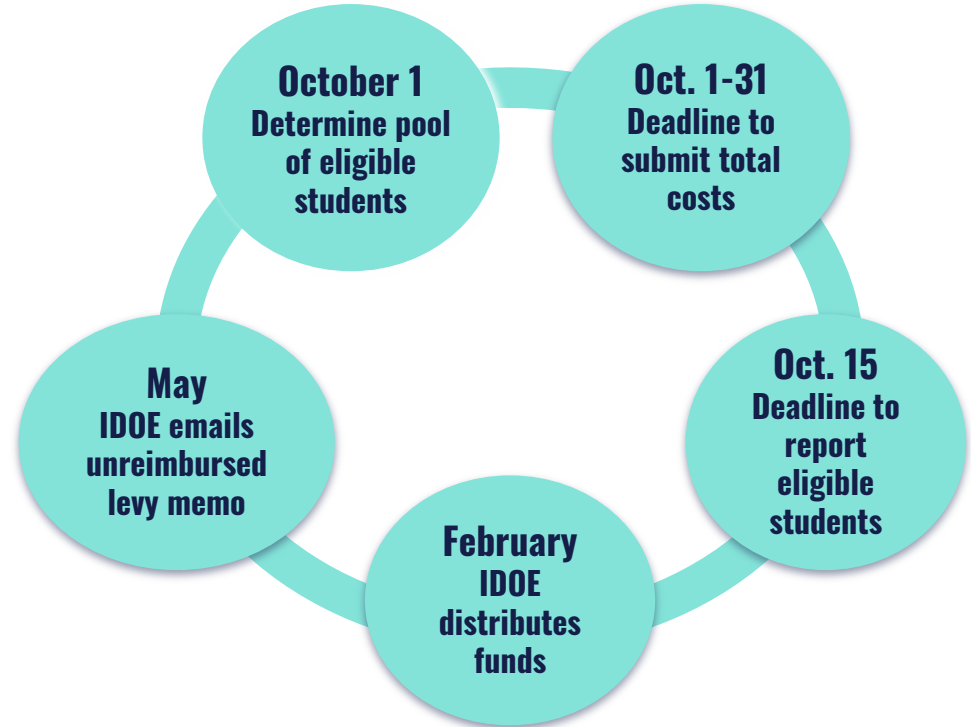


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# Curricular material cycle



**School governing body adopts curricular materials for the ensuing school year.**



# Definitions

# Curricular material defined

- **Systematically organized material designed to provide a specific level of instruction in a subject matter category, including:**
  - Books
  - Hardware that will be consumed, accessed, or used by a single student during a semester or school year
  - Computer software
  - Digital content

# Other definitions

- **Workbook**
  - Consumable, copyrighted material, used by students for no more than one school year, which supplements a curricular material and is designed to guide the work of a student by providing questions, exercises, etc.
- **Developmentally appropriate material**
  - Material used in lieu of purchasing curricular material. This is reported for students in kindergarten through grade three.

# Funding

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# STATE APPROPRIATION

- **Annual state appropriation for curricular material reimbursement = \$39M (FY 2021-2023).**
- **IDOE distributes the funds based on the total number of eligible students claimed and calculates a per-student reimbursement amount.**
  - Curricular material reimbursement amount = (curricular material appropriation) / (statewide eligible student count)

# HISTORICAL STUDENT REIMBURSEMENT

<b>2016-2017</b>	<b>\$81.62</b>
<b>2017-2018</b>	<b>\$78.69</b>
<b>2018-2019</b>	<b>\$79.58</b>
<b>2019-2020</b>	<b>\$81.04</b>
<b>2020-2021</b>	<b>\$84.63</b>



# Eligibility

# Eligibility form

STEP 5 Other Benefits – This section does not need to be completed to receive free or <u>reduced price</u> meal benefits.		
<p>Do you want to receive Textbook Assistance?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If yes, sign to the right →</p>	<p>I certify that I am the parent/guardian of the child(ren) for whom application is being made. My signature below authorizes the release of information on this application for textbook assistance. I give up my right of confidentiality for this purpose only. This application information will be shared with the Indiana Family and Social Services Administration pursuant to I.C. 20-33-5-2 and I.C. 12-14-28-2, solely for purposes of complying with 45 C.F.R. Parts 260 and 265.</p> <p><input type="text"/></p> <p>Signature of adult completing the form</p>	<p>School Use Only:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Not Applicable</p>
<p>This application information may be shared with the Family and Social Services Administration for the purpose of identifying children who may qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise. If you want the application information shared for this purpose, please sign below. I certify I am the parent/guardian of the child(ren) for whom application is being made. I authorize the release of information for this purpose.</p> <p><input type="text"/></p> <p>Signature of adult completing the form</p>		
<p><input type="text"/></p> <p>Today's date</p>		<p>For information about Hoosier Healthwise health insurance, call 1-800-889-9949.</p>

***Free or reduced-price meal applications must be available throughout the school year.***

# Eligibility

**A parent/guardian must complete the free or reduced priced lunch form to determine if the family meets the requirements for curricular material assistance.**

**A student is eligible for free or reduced-price lunch if the school corporation determines the family has a total household income at or below 185% of the federal poverty line.**

**A school lunch program does not have to be offered for students to qualify for curricular material assistance.**

# Community eligibility program (CEP)



**A school corporation or charter school participating in CEP must determine the eligibility of each student wanting to receive curricular material assistance.**

**The reason for the separate determination is that CEP is a federal program and curricular material reimbursement is a state program.**

# eligibility program



**A student who meets the financial eligibility standards and is enrolled in a public school may not be required to pay fees for curricular materials, supplies, or other required class fees.**

# Ineligible for assistance



**A student who does not meet the financial eligibility standards and is enrolled in a public school may be required to pay an annual rental fee of not more than 25 percent of the retail price of curricular materials.**

# Submission

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# Data exchange

- **Captures student-level data for curricular materials as a program association to Curricular Materials.**
  - The student must also have a program association to School Food Services in either Free Lunch or Reduced Price Meals.
- **The count day to determine the pool of eligible students for curricular material reimbursement is Friday, October 1.**
  - Student-level data must be in by Friday, October 15.





# Jotform

- **Claiming costs:**

- Done via Jotform submission
- Submission window opens Friday, October 1 and closes Sunday, October 31
- May only include costs for students who are eligible for free or reduced-price lunch.



# Sample jotform

	(2) Total Cost of Curricular Materials IC 20-20-5.5	(3) Total Cost of consumable Curricular Materials and Workbooks	(4) Total cost of Consumable Instructional Materials for Eligible Gifted and Talented Students	(5) Total cost of Consumable Instructional Materials for Eligible Special Education Students	(6) Total cost of Developmentally Appropriate Materials	Total Cost (2+3+4+5+6)
KG						
01						
02						
03						
04					N/A	
05					N/A	
06					N/A	
07					N/A	
08					N/A	
09					N/A	
10					N/A	
11					N/A	
12					N/A	
Total						

## Jotform tips

- **Grade level student counts are not reported via JotForm.**
- **When entering amounts, the preparer may input dollars and cents.**
- **Please report costs for eligible students reported in Data Exchange who requested curricular material assistance on or before Friday, October 1.**
- **For school corporations that are not requesting curricular material reimbursement, you must submit at least one zero in any column field.**
  - **If none of the fields have a zero in it, upon submission, the preparer will receive an error message.**

## Jotform tips

- **You must complete the application in one sitting.**
- **The claim form must be completed in full between Friday, October 1 and Sunday, October 31.**
- **You may edit the claim form later.**
  - Use the link in the confirmation email to access the claim form.
  - Enter any updates and click save again.
  - If you update the claim form, both the superintendent and preparer must sign the revised claim form.

# Unreimbursed Levy Expense



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# Unreimbursed levy expense

**Schools use unreimbursed levy information as part of the ensuing year budget process.**

**School officials may add students who came in after October 1 through the end of the school year.**

**Schools must advertise and adopt the unreimbursed levy as part of the ensuing year budget process.**

**The school governing body must approve the additional levy to cover unreimbursed curricular material expenses.**

# documentation

- **Number of students enrolled and eligible for assistance after the original submission date.**
- **Cost incurred to provide curricular material, workbooks, and other required materials.**
- **Curricular materials adopted by the school governing body for use in teaching each subject in the school corporation.**
- **The unreimbursed levy letter that reflects the total number of students claimed, costs reported, and reimbursement received for the school year.**

# Resources & Contacts



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# Resources

- **MOODLE**
  - Data Reporting
    - Layout
  - Public School Finance
    - FAQ
    - Memo
    - Sample Claim Form

# Contacts

- **Questions regarding curricular material reimbursement?**
  - Contact Melissa Ambre or Teresa Hemmerle at [doetextbooks@doe.in.gov](mailto:doetextbooks@doe.in.gov).



*Thank you!*