

New York State Loan Programs: Accountability Guidelines

The New York City Department of Education, Division of Financial Operations considers the information provided in the [Handbook on Services to Pupils Attending Nonpublic Schools](#) available on the New York State Education Department, Nonpublic School website at <http://www.emsc.nysed.gov/nonpub/handman> as an administrative guide to all nonpublic schools participating in the New York State Loan Programs.

The Education Law requires that parents submit written requests for the loan of all textbooks and instructional materials; and the Department of Education has entrusted nonpublic school administrators with the responsibility of collecting such requests from parents and submitting the list “collectively” to the Division of Financial Operations (DFO) of the New York City Department of Education (DOE). The Department of Education considers all orders placed through the DOE FAMIS Portal (electronically) to be “collective” requests by an authorized official of the nonpublic school (principal/director) for educational materials that will be loaned to individual eligible students in accordance with their parents’ written solicitation. As such, the nonpublic school administrator is responsible for retaining all parents’ requests for such loan materials on file at school for a minimum of five years thereafter.

In addition, your attention is directed to these key points of information based on these administrative guidelines:

- Schools are responsible to ensure that all books and instructional materials loaned through the New York State Loan Programs will be utilized solely to meet the educational needs of eligible children enrolled in their school and that these books and instructional materials will be used only for instructional purposes, specifically excluding religious and administrative activities, as required by the New York State Loan Program regulations.
- All books and instructional materials requisitioned for loan through the State Loan Programs are the property of the New York City Department of Education and will be identified as such by use of a rubber stamp or affixed label.
- Schools must take measures to secure such loaned books and instructional materials to prevent loss through theft.
- Inventory records for NYSTL books and instructional materials must be designated as such and kept separate from other Reimbursable Programs and school funded inventories with appropriate documentation on file; and to provide such information to the local educational agency and to the State educational agency as reasonably may be required for fiscal audit

and program evaluation purposes, consistent with the responsibilities of the local and State agencies.

- The school principal/director will also ensure that all reasonable rules established by the DOE are enforced for the return, loss or damage of loaned materials.

Likewise, in compliance with the State Education Law, the DOE is responsible to furnish a nonpublic school with an inventory of the books loaned to (the school collectively on behalf of) individual students. Since all requests for loan of eligible textbooks and instructional materials are submitted via the DOE FAMIS Portal (a web-based purchasing application), schools have the ability to print their own copies of all orders submitted electronically.

Subsequently:

- The school copy of said order(s) is to serve as an inventory record of the instructional materials loaned to the school and must be carefully reviewed for accuracy and maintained on file within the school for a minimum of five years or for as long as the book and/or instructional material is retained thereafter at the school.
- Retention of all school copies of purchase orders will become, over a period of time, a cumulative inventory record of all school NYSTL purchased on loan to nonpublic schools on behalf of eligible enrolled students whose parents have solicited the loan in accordance with the State Education Law requirements.

The above accountability guidelines apply to all the New York State Loan Programs including New York State Textbook (NYSTL) Software Loan (NYSSL), New York State Library (NYSLIB) and the New York State Instructional Computer Hardware and Technology Equipment Aid (NYSCH).

Participating schools will make every effort to comply with all applicable regulations and guidelines as presented.