

**NEW YORK CITY DEPARTMENT OF EDUCATION
NYSTL GUIDELINES AND ORDERING INFORMATION
FOR NON PUBLIC SCHOOLS**

NYSTL GUIDELINES

Under Section 701 of the State Education Law all school boards are required to purchase and to loan textbooks on an equitable basis to all eligible students legally residing in the school district who are attending kindergarten through grade twelve in any public or non public school.

The New York State Textbook Loan Program (NYSTL) is administered by The New York City Department of Education (DOE), Division of Financial Operations (DFO), Non Public School Unit (NPS) to all eligible full time students legally residing within the five boroughs of New York City, who are attending grades K-12 in Non Public Schools that are entitled to and wish to participate.

ALLOCATION LEVEL- Each year upon adoption of the State Budget the textbook funding level is determined for the new school year. The State apportionment is a per capita allocation predicated on the actual number of eligible students on register as reported to the State Education Department (SED) for **BEDS** (Basic Educational Data System) as of October 31 of the current school year and as reported on the DOE'S [NYSTL Loan Request & Enrollment Certificate](#) (LREC) form (Attachment A). The current allocation level for this school year (**2011-2012**) is **\$58.25** per eligible student.

STUDENT ENROLLMENT- As the basis for calculating the initial textbook allocation made available for early ordering in the spring for the upcoming school year, the DOE will use the total number of eligible students as reported on your annual BEDS form submitted to SED.

The DOE only receives reimbursement from SED for NYSTL purchases made by Non Public Schools, which have valid "BEDS" numbers and have submitted required enrollment information to the State.

In order to ensure that your school can participate, it is essential that you contact the SED at the address indicated below to obtain a BEDS report as requested:

Information Reporting & Technology Services
Education Building Annex-Room 962
State Education Department
Albany, New York 12234
(518) 474-7965

LOAN REQUEST AND ENROLLMENT CERTIFICATE (LREC)-You are required to complete and submit a LREC form stating the actual number of students on register prior to November 1 of the current school year, in grades K-12 as reported to the SED. DFO will review the DOE's NYSTL Loan Request & Enrollment Certificates to ensure that the certified enrollment information submitted to DFO corresponds to the BEDS October 31 enrollment figures reported to the SED.

Appropriate adjustments will be made to your enrollment register at this time. These changes will be reflected in your school's enrollment count, as recorded by DFO, NPS State Support Group and may impact on your allocation for the following year unless corroborating documentation is provided to substantiate your enrollment claim.

Due to State requirements, we may request a list of all eligible students enrolled in your site with each student's full name and address. Therefore, it is expected that you will have such a list readily available on file. In addition, we may also request for the same information covering all students for whom NYSTL allocations were requested during the previous school year.

ELIGIBLE MATERIALS- include textbooks and textbook substitutes, which may be hard covered or paperback books, newspapers or student manuals, which a pupil is required to use as a primary source of study material in a structured instructional environment (classroom). Materials must be used for secular classroom instructional and educational purposes only. Publications published by any religious denominations, organization, or group that promote religious or ideological beliefs, even on a general level are disallowed.

MATERIALS NOT ALLOWED-include general supplies, equipment, furniture, toys and games, ancillary materials, test and reference materials, teacher's editions, review books, duplicating masters and materials in kit form. The DOE'S textbook catalog on-line indicates which listed items are approved for NYSTL and those which are disallowed under State regulations for NYSTL.

ACCOUNTABILITY-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 materials will be used only for instructional/educational purposes, **specifically excluding administrative and religious activities**, as required by New York State Loan Programs regulations.

All books and materials requisitioned for loan through NYSTL are the property of the DOE and will be identified as such by use of your own rubber stamp or affixed label. Schools will make every effort to comply with all applicable regulations and guidelines per [NYS Loan Enrollment Certificates and the Principal's Statement of Assurances Guidelines](#)

INVENTORY- All schools are required to maintain on school file appropriate NYSTL inventory records per ATTACHMENT B: [NYS Loan Program Inventory Guidelines](#).

NYSTL Ordering Information

Ordering Documents: Schools must place all NYSTL orders utilizing the FAMIS Portal, which is a DOE Web-based purchasing application. For detailed information regarding how to access and navigate the FAMIS Portal please refer to the [FAMIS Guide](#) or contact the (DFSBO), Finance Service Center Help Desk at 718-935-4444.

Order Quantities- should reflect requirements for classroom sets to be eligible.

Textbook Catalog: Schools may access the DOE Textbook E-catalog at www.shopdoe.com. Any email address will suffice to allow you to enter the site. The on-line textbook catalog will reflect textbook titles with a DOE item number that are currently under contract with the DOE and will indicate if the titles have been NYSTL approved.

Subscriptions: Any subscription ordered with current fiscal year funds must end by the close of same fiscal year, June 30. Therefore, it is suggested that you order new subscriptions in June/July with new NYSTL funds for early ordering to start delivery in the fall and coincide with the new school year.

DOE Location Code: a 7 digit/alpha identifying code has been assigned to your school. Your DOE location code is in the following format: 901-1000, 902-2789, 903-3999 etc. New schools may have a four alpha character as part of your location code such as 903-KABC or 901-MXYZ. This location code is always required on all documents (Loan Enrollment Certificates and on-line purchase orders) submitted by your school and in all (written or oral) inquiries received from your school.

This is not the same as your BEDS (Basic Education Data System) number, a 12 digit identifying number assigned by the SED. Please notify us immediately for further instructions if your school has moved or is assigned more than one location code.

Account Information: All NYSTL orders submitted via the FAMIS Portal must have the following account information:

District: 55 Quick Code: 012129 Object Code: 0337 Fiscal Year (FY): 12*

*The City fiscal year begins July 1 to June 30. **(school year 2011-2012 is fiscal year 12)**

Activity Code: This year each school will be assigned a unique four character alpha/numeric code that must be indicated for "Activity Code" when placing your FY'12 NYSTL orders. (Previously the activity code was "0000" for everyone).

In order to determine your school's activity code, please go into the **FAMIS "Spending Plan Inquiry"** screen. Under "**Required**" on the left hand side, change the drop down menu next to "**GROUP BY**" to '**ACTIVITY**'; click on "**INQUIRE**".

The **invoice point** for all NYSTL orders is:

NPS Payables
State Support Group
65 Court Street – Room 1001
Brooklyn, NY 11201

Change Notice: Cancellation of an order and or substitution including an even exchange of item is not permitted without proper authorization from the DFO, Non Public School Unit via a “Change Notice”. Please see **Attachment C: [Authorization to Change Order](#)**
Schools must indicate:

- Reason for the request
- Specify the item number(s) and changes involved
- Reference the document number (on-line purchase order)
- Fax it to the NPS Unit for approval immediately after an order has generated

Requests for Change Notices must occur in a timely fashion usually within 10 business days of the Purchase Order being issued or prior to DOE payment to the vendor. Assuming said change(s) can be granted, the school will receive a “school” copy of the Change Notice issued by the DOE as confirmation while the vendor receives the original document of the Change Notice from our office. Only then should the school proceed to make arrangements for said change/cancellation with the vendor.

If the vendor has already been paid by the DOE and you proceed to return the loan materials without proper written authorization from the DFO, NPS Unit, your school’s individual NYSTL account cannot be credited for the returned NYSTL materials. Although the FAMIS Portal does currently provide access for on-line “Change Notices” schools must follow the procedures outlined herein otherwise your school’s account will not be properly credited. Vendor’s credit memos cannot be applied to individual school accounts either.

Delivery of Materials and On-Line Certification of Delivery

All schools are responsible to:

- Review their school printed copies of all orders for accuracy
- Follow up on receipt of delivery of all materials ordered within a reasonable timeframe and prior to the close of the fiscal year (June 30)
- Complete “On-Line Certification of Delivery”

If there are other delivery problems in which you are unable to resolve, such as items that are received damaged, shortages/substitutions or the vendor has never received the authorized DOE Purchase Order, please notify us immediately in writing with all pertinent details.

All items ordered must be delivered prior to June 30. This includes any authorized requests submitted via a DOE approved Change Notice for cancellations, substitutions, even exchanges and items on backorder.

Payment by the DOE to vendors can only be made for NYSTL approved materials processed in compliance with the NYSTL guidelines and ordering instructions provided on our NPS website. Orders placed directly with the vendors and not via our FAMIS Portal ordering system and/or via a DOE authorized request for a Change Notice or materials delivered after June 30 for the given fiscal year are the full responsibility of the individual school.

All schools are required to provide proof of delivery upon receipt of said materials ordered through the NYSTL loan program. The FAMIS Portal has been improved to include an on-line certification of proof of delivery on the left side under **Purchasing/Payments; "Cert. of Delivery"**.

Inquiries: For additional information or assistance pertaining to the NYSTL Program, Please contact the DFO, Non Public School Unit, nps@schools.nyc.gov at 718-935-3650 or the DFSBO, Finance Service Center Help desk at (718)-935-4444. Please contact the DFO, NPS State Support Group, npsstatesupportgroup@schools.nyc.gov for assistance with enrollment issues at (718-935-3250) and/or for FAMIS password resets at (718-935-2123).

Please note that since there are no paper mailings, our primary source of communication to your school is our NPS website at:
<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFSBO/BusinessAdministration/NonPublicSchools/Default.htm>

Therefore, please be sure to regularly check this site for all pertinent information and updates concerning the NYS Loan Programs.

Thank you.

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