

**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 "**New York State Loan Request and Enrollment Certificate**" (LREC) form. The current allocation level for this school year (2009-2010) 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 the SED for NYSTL purchases made by non-public schools, which have valid "BEDS" numbers, have submitted required enrollment information to the State and are indicated on the BEDS list submitted to us annually by SED.

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 number as soon as possible and to properly submit your BEDS report as requested:

Information Reporting & Technology Services  
Education Building Annex-Room 962  
State Education Department  
Albany, New York 112234  
(518) 474-7965

**Loan Request Enrollment Certificate (LREC)** - Each fall 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, audio-visual software, computer software, 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 Attachment A:

[\*\*NYS Loan Program Accountability 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 now place all NYSTL orders utilizing the FAMIS portal, a DOE Web-based purchasing application. [Click here](#) for detailed information regarding how to access and navigate the FAMIS Portal.

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

**Textbook Catalog-** Schools may access the DOE's e- catalog at: [www.shopdoe.com](http://www.shopdoe.com). Any email address will suffice to allow you to enter the site. The on-line textbook catalog is for those items with a DOE item number that are currently under contract with the DOE and will indicate if the titles have been NYSTL approved. Only NYSTL approved items may be ordered with NYSTL funds.

For other eligible textbook items not included in the e-catalogs such as USED TEXTBOOKS and SHEET MUSIC, non-list items which are under contract with the DOE, please refer to the **Contract Abstracts-Commodities** information provided below. When placing your order via the FAMIS Portal you must indicate that this is contracted; listing applications.

When ordering used textbooks it must be from one of the DOE contracted vendors listed under [Used and Almost New Textbooks](#). You must maintain documentation on file at your school reflecting that the titles ordered are NYSTL approved (copies of previous DOE approved purchase orders, DOE Requisition Status Reports or print copies of the title(s) appearing in our DOE catalogs as NYSTL approved will suffice).

Sheet music (choral or instrumental) ordered from one of DOE's listed contracted vendors under [Sheet Music](#), may NOT be used for any religious purposes or practices and must have a broadly recognized secular educational value that transcends any specific religious/ideological orientation.

**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... If you are a new school (within the past three years) you may have a four alpha character as part of your location code (e.g. 903-KABC). 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): 10** (Although the City fiscal year begins July 1 to June 30, we open NYSTL in June for the new fiscal year so that you may have your books for the new school year; i.e. school year 2009-2010 is fiscal year 10).

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

The NPS Payables  
State Support Group  
65 Court Street-1503  
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 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

Assuming said change(s) can be granted, the school will receive a "school" copy of the Change Notice document 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 provide access for on-line "Change Notices" schools must follow these 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.
- Complete “On-Line Certification of Delivery”.

If there are 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 DFO 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 ([click here](#)), eliminating the need for schools to sign and return DOE or Vendor’s packing slips.

for a training guide to “walk you through” this new process.

**Inquiries-** For additional information or assistance pertaining to the NYSTL Program, please review regularly all sections of the NPS Bulletin Board, NPS Memoranda and NPS Web Services, indicated on the Non Public School website ([click here](#)). You will not receive any mailings from our office.

Thank you.

DMM  
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