

# Instructional Materials Allotment

## Frequently Asked Questions

### New Allotment Funding

**1. What is the Instructional Materials Allotment (IMA)?**

Each district is entitled to an annual IMA from the state for each year of the biennium. The Instructional Materials Fund (IMF) allotment calculations are proportionate to the PEIMS student enrollment data for each district and open-enrollment charter school. The funds will be available through the EMAT system.

**2. How will a district certify that it understands the IMA and will use the funds it requests for instructional materials?**

EMAT will be programmed to require districts/charter schools to certify that they understand and will use the instructional materials allotment based on the Senate Bill 6 guidelines which requires districts to annually certify that all materials purchased through the IMA meet 100% of the Texas Essential Knowledge and Skills.

**3. What can our district purchase using the instructional materials allotment?**

The Instructional Materials Allotment (IMA) can be used to purchase instructional materials adopted by the State Board of Education or the Commissioner of Education. The IMA can also be used to purchase instructional materials that are not on the adopted lists as well as technology services and technological equipment. Districts should prioritize their selections of instructional materials as they relate to the new STAAR assessment and End of Course exams.

**4. Will districts have to cover shipping costs for instructional materials? (Sec.31.021 (5))**

There is a set aside fund for the cost of intrastate freight and shipping, including the insurance expenses associated with shipping for adopted instructional materials. For non adopted instructional materials, the district is responsible for shipping costs. Districts may use funds from their instructional materials allotment or local funds to pay for shipping.

**5. What is the enrollment date that the IMA is based upon for the 2011-2012 school year?**

The IMA is based on 2010-2011 PEIMS enrollment data. Districts that have generated textbook credits will have the credit amount included with their instructional materials allotment.

**6. Will the Braille and Large Type materials be purchased as part of the IMA funds or will the funds for these materials be separate?**

Funds for Braille and Large Type materials are not deducted from a district's IMA. These materials remain the property of the state and are to be returned to the redistribution center when no longer needed by the student.

**7. Is a district's IMA available on your website? If so, where is it located?**

The district's Instructional Materials Allotment is available in EMAT. For detailed information you can view the allocations linked from the letter to the Administrator Addressed at <http://ritter.tea.state.tx.us/taa/imet080311.html>.

**8. Will the LEA district office receive the calculated instructional materials allotment funds?**

Funds from the Instructional Materials Allotment will only be provided to districts through the EMAT system. Requisitions for state adopted instructional materials will be deducted from the districts IMA and paid to publishers through the EMAT system. Funding for approved allotment disbursements will be sent directly to the district business office.

**9. Does the IMA funding cover a two year period? Will a portion be distributed in a one year sum in the first year, or will it be distributed over a two year period?**

The Commissioner has determined to release 70% of the district's calculated IMA for the 2011-2012 school year. The remaining 30% of the IMA will be made available for the 2012-2013 school year. Remaining funds can be carried forward to the next school year as well as the next biennium.

**10. Are costs for Supplemental Science and Pre-K systems deducted from the Instructional Materials Fund into a separate set aside fund, or does that cost come out of individual district's IMA?**

That cost is not covered through a separate set aside fund. Instead, costs for Supplemental Science and Pre-Kindergarten systems will be covered by individual districts through their Instructional Materials Allotment.

**11. What is covered in the continuing contracts? Are the consumables from past adoptions covered through continuing contracts, specifically the grades K-2 materials?**

Consumable materials, including workbooks from previous proclamations are now to be purchased with the district's IMA and may be ordered through EMAT. In some cases, consumable materials are provided by publishers free of charge.

**12. Can the IMA cover hardware purchases and/or infrastructure purchases that would be required for the delivery of web based curriculum (such as network bandwidth and/or wireless)?**

Leased or purchased hardware must be used to access to content and provide direct instruction to students and teachers.

**13. Are fund disbursements retroactive? Can the instructional materials allotment be used to reimburse districts for expenditures already made related to allowable expenses for 2011-2012?**

Districts may request a disbursement of funds as a reimbursement for instructional materials that were purchased by districts for the 2011 – 2012 school year.

**14. Because districts must plan for the biennium with the IMA, what are the anticipated expenses for adoption cycles for the 2012-2013?**

Districts should prioritize their selections with instructional materials within Proclamation 2011, Supplemental Science and continuing contracts as they relate to the new STAAR assessment and End of Course exams. The SBOE will determine the new adoption cycle for future proclamations.

**15. Will TEA replace instructional materials that were lost or destroyed?**

Senate Bill 6 provides the district with ownership of their instructional materials. Districts will be responsible for replacing lost or destroyed instructional materials.

**16. Can the IMA be used for enrichment materials after the foundation materials have been ordered?**

Yes, the Instructional Materials Allotment can be used to purchase enrichment instructional materials that are aligned to the Texas Essential Knowledge and Skills.

**17. What happens if there is money left at the end of the biennium?**

Instructional Materials Allotments that are left unexpended at the end of the biennium will be carried forward in the district's IMA account for the next biennium.