

Rising Scholars Network
Textbooks/Digital Course Content (TDCC) Program
Reimbursement Instructions

INSTRUCTIONS:

Participating Community College Districts:

1. Requests for reimbursements must be submitted within 90 days after the term books are purchased.
 - a. Requests received after 90 days, will be reviewed on a case-by-case basis.
2. Complete the Reimbursement Request (RR).
3. Complete the TDCC Materials Template, listing qualifying items for the reimbursement request.
4. Attach supporting documents in the order listed on the TDCC Materials Template.
5. Email the RR, TDCC Materials Template (as an .XLS document), and Supporting documents at the end of each academic term to: **DO-RSN-TDCC@CLPCCD.ORG** and **RSN-TDCC@CCCO.EDU**.
 - Email Subject Line: **RSN-TDCC: Your College's Name**

Notes:

- Click [here](#) to obtain program information and forms.
- Process takes 45-60 days from the date of submission to the Chancellor's Office.
- RRs are processed in chronological order from the date received.
- Reimbursement for TDCC materials is not guaranteed, is contingent upon eligibility, appropriation of program funds in the State Budget Act and program fund balance at time of submission.
- Participants should use Open Educational Resources first, when possible.
- Reimbursement Request signatures certify that information provided is accurate, complete, in compliance with the RSN-TDCC program purpose and listed items have not been submitted for/Previously reimbursed.

TDCC Reimbursement Request - fields of information to be completed.

1. Date	Of submission to Chancellor's Office
2. Year/Term	In which TDCC materials provided
3. Correctional Facility Type	Federal prison, or State prison-CDCR, county jail, juvenile facility, or other correctional institution
4. Community College District	Formal Name
5. Community College Name	Formal Name
6. Payment Address & Zip Code	Address payment will be mailed to
7. Number of TDCC Items	Total Number of TDCC items included on the RR
8. Total Amount of TDCC Items	Total cost of items included for the Reimbursement Request
9. Required Signatures	1) CCD Program Director/Administrator, 2) CBO, 3) Campus Contact (signature not required)

TDCC Materials Template - fields of information to be completed.

1. Textbooks/Digital Course Content Type	Select type from drop down list
2. Are there Open Educational Resources (OER) available for this course?	Select type from drop down list
3. If OER materials are available, could you please share the reasons they were not utilized?	In a few sentences, explain why OER materials were not used, even if they were available.
4. Book Title	Formal Book Title
5. International Standard Book # (ISBN)	Enter 10 digits & dashes e.g., 0-545-01022-5
6. Quantity of TDCC Items	
7. Cost (per item including tax)	
8. Associated Tasks (If Applicable)	Select from drop down list
9. Associated Tasks Cost (If Applicable)	
10. Invoice/Receipt #	
11. Year and Term	Format: YY Term (Spring, Summer, Fall, Winter), e.g. 24 Spring, 24 Summer, 24 Fall, 24 Winter
12. CB01 Course Dept #	Dept Name & ID as listed in the college catalog
13. CB02 Course Title	
14. CB06/07 Course Units	format: xx.xx e.g., 3-5
15. CB05 Course Transfer Status	Select from drop down list
16. CSU GE Golden 4 Course Completion	Select from drop down list
17. Pathway Alignment	Select from drop down list
18. SP02 Student Program Award (Degree Type)	Select from drop down list
19. ADT-associate degree for Transfer	Select from drop down list the most common pathway
20. Number of Students	
21. Correctional Facility Type	Federal prison or State prison-CDCR, county jail, juvenile facility, or other correctional institution
22. Location (Correctional Facility Name)	Formal Name of facility where TDCC is provided