New York State Nonpublic School Academic Intervention Services (AIS)

Lori Genito, Supervisor of Education Programs

New York State Education Department

September 2019
Overview

- NYS Academic Intervention Services for Nonpublic Schools Program (AIS) Overview of program
- Items to Remember
- Completing the Reimbursement Form
- Finding your Funds
- Submitting your Reimbursement Form
- Contacting the SORIS Office
Purpose: AIS professional development funds are designed to raise the proficiency of religious and independent school teachers in specific techniques designed to support their students who are at-risk of not meeting the State standards in ELA and mathematics.

Eligibility: Religious and Independent Schools who:
- administered the 3-8 State assessments in the 2017-2018 school year;
- Students who did not receive a level 3 or 4 on either of the 3-8 ELA or mathematics NYS assessments
- have a Department issued BEDS code;
- have a valid OSC Vendor ID (or will obtain one); and
- are currently serving children.

Eligibility has already been determined based upon Department data.
Each Program year begins on April 1 and ends on March 31

- Year 1
  - Testing Data 2015-2016
  - School Year 2017-2018
  - Due Date March 31, 2018

- Year 2
  - Testing Data 2016-2017
  - School Year 2018-2019
  - Due Date March 31, 2019

- Year 3
  - Testing Data 2017-2018
  - School Year 2019-2020
  - Due Date March 31, 2020

- Year 3 funds are available to schools for expenditures that have occurred on or after April 1, 2015 and submitted to the Department by March 31, 2020.
School projects funded according to the following methodology:

- Year 3 AIS allocations were calculated based on the statewide total number of nonpublic school students who did not meet level 3 or 4 on 3-8 State assessments in ELA and mathematics during the 2017-2018 school year.
- Once the number of students had been established on a State level, a per pupil instance was calculated and the total amount of funds available to individual schools was determined.
Remaining Funds from Year 1 will Carryover.

In the instance that a school did not use its total allocation in year 2, the remaining funds have been carried over to year 3.

Funding support for a particular year’s allocations will be limited to the allocation amount. Schools whose expenditures on eligible items exceed their allocation amount must support those expenses on their own and will not receive additional reimbursement.
Activities Eligible for Reimbursement

AIS Professional Development Expenditures may include the following:

- Teacher materials
- Student materials
- Workshop fees for teachers only
- Software materials
- Professional Inquiry Group/Professional Learning Communities facilitators and/or materials
- Costs of in-classroom coaching provided by a vendor
Learning new techniques for providing AIS to struggling students;

Provision of professional development that will enable teachers to address the needs of students with different learning styles, particularly students with disabilities, students with special learning needs, and students with limited English proficiency;

Purchase of software materials that will assess the needs of struggling students and provide support to teachers in addressing specific skill gaps in ELA and mathematics;

Training in effective teaching methods based on proven, research-supported professional development strategies that have been shown to increase student academic achievement;

Professional development focused on the New York State Learning Standards and performance indicators, assessment development, local curriculum development and best practices;

Support for teachers’ knowledge of the teaching of ELA and mathematics;

Participation in a network of teachers formed specifically for the professional development of teachers;

Training in classroom management skills;

Strategies, materials and resources to assist teachers with the use of data to improve instruction and student achievement in ELA and mathematics;

Training in the use of technology so that technology and technology applications are effectively used in the classroom to support struggling students in ELA and mathematics;

In-classroom coaching provided by a vendor (Note: this cannot be provided by another teacher or staff member of the school); or

Other appropriate programming that improves the capacity of nonpublic school teachers to help their struggling students meet the New York State Learning Standards.
Items to remember

- Complete the application in its entirety
- Please submit an organized, clearly labeled application package
- Proof of attendance and a syllabus are needed for conferences and teacher workshops
- Provide the invoices with items purchased and proof of payment that demonstrates payment has been completed
- Only one(1) application per year can be approved and paid
- Applications are reviewed in order they are received
Completing the Application
New York State Nonpublic School Reimbursement Request Form for Academic Intervention Services (AIS)

Year 3 (Please note that only one application per year can be processed for payment)

School Name:

School BEDS Code: ____________________________

(School must have a BEDS code and have administered State 3-8 math and English Language Arts examinations in the 2017-2018 School Year to be eligible)

Institution ID: 50000000 School OSC Vendor ID:

School Address:

Chief Administrator Name:

School Telephone:

Contact Name (if not Chief Administrator):

Contact e-mail:

The AIS allocation information can be found at [AIS Year 2 Listing]

<table>
<thead>
<tr>
<th>Remaining Funds</th>
<th>+</th>
<th>New Allocation for Year 2</th>
<th>=</th>
<th>Total Available Funds</th>
</tr>
</thead>
</table>
SORIS has added a more detailed checklist to the AIS Reimbursement Form to assist schools in submitting complete forms.

**Required documentation checklist:**
- Completed AIS reimbursement form
- Detailed invoices or invoices with supplemental description of the expenditures*
- Proof of payment:
  - Cancelled checks (both sides to show it was cashed) and/or
  - Detailed bank/credit card statements
- Workshop proof of attendance (if applicable):
  - Sign in sheet and/or
  - Certificate of attendance
  - Syllabus for workshop

*If it is not apparent how the expenditures are linked to improved instruction for struggling students in English language arts and mathematics, SORIS will request a justification and determine eligibility.
<table>
<thead>
<tr>
<th>Services/Materials Purchased for Professional Development</th>
<th>Amount (list amount spent, if any, on the purchase of this eligible item/service)</th>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher materials: (such as books, curricular guidelines, etc. not provided free by textbook vendor) Materials must be non-religious in nature and linked to improved instruction for struggling students in English language arts and mathematics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student materials: (such as books, curricular guidelines, etc. not provided free by textbook vendor) Materials must be non-religious in nature and linked to improved instruction for struggling students in English language arts and mathematics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop fees: (topics that will improve instruction for struggling students in English language arts and mathematics, e.g., usage of data, addressing the needs of students with different learning styles, meeting the needs struggling students through AIS.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Please attach the syllabus for teacher workshops in which reimbursement is sought, along with proof of payment and proof of attendance (sign in sheets or certificates of attendance).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software materials: (for example, materials that will assess needs of struggling students, provide identified needs to teachers and/or provide focused repetition on the identified English language arts and/or mathematics needs of students) Note: hardware is not eligible for reimbursement through this grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Inquiry Group / Professional Learning Communities: (facilitator for the group provided by a vendor, non-religious research and/or curricular materials related to English language arts and/or mathematics for the teacher)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costs of in-classroom coaching provided by a vendor (no reimbursement permitted for school staff who provide internal coaching) Invoices from the vendor should minimally include the teacher(s) coached, subjects coached in, dates of service, and pricing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other: (please submit materials describing purchase and demonstrating appropriateness for reimbursement under this program and expense eligibility will be determined by SORIS program staff)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL EXPENDITURES SUBMITTED
Schools with SORIS Codes

- This guidance only pertains to nonpublic schools who have multiple BEDS codes that are connected by a common SORIS code. If your school has more than one site which has received an allocation for this grant, and your sites are connected by a SORIS code, you may complete the reimbursement request forms as follows. Information about SORIS codes can be found at: http://www.p12.nysed.gov/nonpub/running/#beds

- For Year 3, your schools must submit complete, separate application for each BEDS code.
1. Identify the allocations for each BEDS code related to your school. Here, we’ve found the BEDS codes related to Great School.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>800000012345</td>
<td>012345678910</td>
<td>GREAT ELEMENTARY SCHOOL</td>
<td>$0</td>
<td>$5,385</td>
<td>$5,385</td>
</tr>
<tr>
<td>800000067890</td>
<td>012345678911</td>
<td>GREAT HIGH SCHOOL</td>
<td>$0</td>
<td>$11,182</td>
<td>$11,182</td>
</tr>
</tbody>
</table>
2. **Complete a separate reimbursement form for each BEDS code in its entirety.**

- On page 3 of each application, check and complete the Collaborating Agency box. The lead entity should be the SORIS code “parent school.”

<table>
<thead>
<tr>
<th>Collaborating Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ (check and complete this section only if applicable to your school) I hereby certify that the school listed is authorized to pool School Safety funds with a consortium, a diocese, or other provider. Please list the information requested below.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Great Elementary School</th>
<th>012345678910</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Lead Entity</td>
<td>BEDS Code (if applicable)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Principal A</th>
<th>518-555-1234</th>
<th><a href="mailto:principal@greatschool.org">principal@greatschool.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Contact Phone #</td>
<td>Contact Email</td>
</tr>
</tbody>
</table>
The funds allocated to one BEDS code does not have to have been used at the associated address.

For example, complete the application for GREAT ELEMENTARY SCHOOL, which has $5,385 in total available funds: GREATSCHOOL spent $6,000 on teacher materials at the elementary AND high school. However, they are going to claim reimbursement for the teacher materials using the elementary school BEDS code.

Now complete the application for GREAT HIGH SCHOOL, which has $11,182 in total available funds: GREATSCHOOL spent $12,000 on related teacher workshops at the elementary AND high schools. However they are going to claim reimbursement for the teacher workshops using the high school BEDS code.

Submit the related applications, with applicable documentation, in one package.
Collaborating School Section for Schools NOT Sharing a SORIS Code – Optional Section
Collaborating Agency

☐ (check only if applicable to your school) I hereby certify that the school listed is authorize to pool AIS funds with a consortium, a diocese, or other provider.

If your school will be pooling AIS funds with a consortium, a diocese, or other provider, please list the information requested below.

<table>
<thead>
<tr>
<th>Name of Lead Entity</th>
<th>BEDS CODE (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Contact Phone #</td>
</tr>
</tbody>
</table>

AIS Certification

☐ I hereby certify that the expenditures reported have been incurred and calculated in accordance with all applicable statutes, regulations and guidelines; that the school at which the services were performed is not a for-profit entity; the claim is just and correct. No services have been provided directly to students, and any purchased services and materials are secular, neutral and non-ideological. Original itemized receipts and proof of payment for the purchases, services or travel of approved items must be submitted with your reimbursement request.

<table>
<thead>
<tr>
<th>Original Signature of Chief Administrator</th>
<th>Chief Administrator Name (PLEASE PRINT)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Administrator Email Address</td>
<td>Telephone Number</td>
<td>Fax Number</td>
</tr>
<tr>
<td>Contact Person (PLEASE PRINT)</td>
<td>Contact Number</td>
<td>Contact Email</td>
</tr>
</tbody>
</table>
Each school receiving AIS funds will have total allocation that will be a combination of the Year allocation and remaining funds from years 1-2.

Reimbursement will be given after a thorough review of the required documents. Nonpublic schools seeking reimbursement for AIS must submit the New York State Nonpublic School Reimbursement Request Form for Academic Intervention Services (AIS) along with documentary evidence of such expenditures, including invoices listing all items, proof of payment and for conferences and teacher workshops proof of attendance and a syllabus.
Finding Your AIS Funds

<table>
<thead>
<tr>
<th>INST_ID</th>
<th>BEDS_CD</th>
<th>POPULAR_NAME</th>
<th>REMAINING FUNDS (YEARS 1-2)</th>
<th>NEW ALLOCATION - TOTAL AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000000045012</td>
<td>331500716881</td>
<td>A FANTIS PAROCHIAL SCHOOL</td>
<td>$ 1,724</td>
<td>$ 701</td>
</tr>
<tr>
<td>8000000041923</td>
<td>353100145263</td>
<td>ACADEMY OF ST DOROTHY</td>
<td>$ -</td>
<td>$ 2,923</td>
</tr>
<tr>
<td>8000000044046</td>
<td>332100227202</td>
<td>AHI Ezer Yeshiva</td>
<td>$ -</td>
<td>$ 5,508</td>
</tr>
<tr>
<td>8000000045026</td>
<td>331500629812</td>
<td>AL MADRASA AL ISLAMIYA</td>
<td>$ 4,529</td>
<td>$ 2,295</td>
</tr>
<tr>
<td>8000000042814</td>
<td>342700629235</td>
<td>AL-IHSAN ACADEMY</td>
<td>$ -</td>
<td>$ 6,209</td>
</tr>
<tr>
<td>8000000042589</td>
<td>342800629258</td>
<td>AL-IMAN SCHOOL</td>
<td>$ 1,572</td>
<td>$ 725</td>
</tr>
<tr>
<td>8000000037976</td>
<td>571000166198</td>
<td>ALL SAINTS ACADEMY</td>
<td>$ 1,651</td>
<td>$ 942</td>
</tr>
<tr>
<td>8000000055669</td>
<td>010100115684</td>
<td>ALL SAINTS' CATHOLIC ACADEMY</td>
<td>$ -</td>
<td>$ 1,788</td>
</tr>
<tr>
<td>8000000059835</td>
<td>421800185515</td>
<td>ALL SAINTS ELE OF TIPPERARY HILL</td>
<td>$ 674</td>
<td>$ 193</td>
</tr>
<tr>
<td>8000000054905</td>
<td>031501187966</td>
<td>ALL SAINTS SCHOOL</td>
<td>$ -</td>
<td>$ 821</td>
</tr>
</tbody>
</table>
Office of the State Comptroller (OSC)
Vendor ID Numbers

 Does your school have a Vendor ID?
Check here:

 Does your school need to obtain one?
More information can be found here:
Please submit reimbursement form and all required documents to:

New York State Education Department
State Office of Religious and Independent Schools
89 Washington Avenue, Room 1074 EBA, Albany, New York 12234
Contacts for the SORIS Team

Office E-Mail - SORIS@NYSED.gov

Office Phone Number - 518-473-8202

Staff:
Lori Genito
Nicole Henderson
Amanda Lolik
Christine Mozone
Sabrina Petruska-Wilmot
Elizabeth Taylor
Anne Wolfgang