

# GUIDELINES

## NONPUBLIC SCHOOL MANDATED SERVICES AID FOR THE 2011-2012 SCHOOL YEAR

Schools are strongly encouraged to use the Mandated Services online system. The system is designed to enhance the application process and expedite the issuance of the school's Mandated Services Aid payment. The user guide for the online system is available at <http://www.P12.nysed.gov/nonpub/>

### Important Points to Note

- Form **MSA-1** (October 2012) is for services provided in the 2011-12 school year.
- The State Education Department maintains information about your institution in a system called SEDREF. Prior to submitting an electronic claim or paper MSA-1 Form, the school should review SEDREF to be sure that the information listed is accurate. Unless notified of changes to your payee name and address, checks will be sent to the payee name and address currently on file in the Office of the State Comptroller (OSC). Information that SED has on file for your school is available at: <http://portal.nysed.gov/>. Click on SEDREF Query and follow the instructions.
- The new Statewide Financial Management System (SFS) was implemented in April 2012 by the Office of the State Comptroller (OSC). At this time you must be registered with the centralized vendor file and be assigned an OSC Vendor ID in order to receive payment from the State Education Department or any State Agency. We cannot guarantee the timely processing of future payments to which you are entitled unless your organization is registered with SFS as a vendor. If you have questions or need additional information, you can e-mail [emscmsa@mail.nysed.gov](mailto:emscmsa@mail.nysed.gov) and indicate "Vendor File" in the subject area.
- The first page of Form MSA-1 (the certification page) must include the school's identifying information and the **original** signature of the Chief Executive or Financial Officer as identified in SEDREF. The school's address, BEDS code, Institution Code, and OSC Vendor ID must be accurate and legible. If incomplete, the MSA-1 may not be entered into the online system and the forms may be returned to the school. Please consult SEDREF if you do not know this information. If you submit a paper claim, the MSA-1 Form and Schedule A/Worksheet must be complete and include any required explanations noted on the claim form.
- For changes to the payee information and correspondence address changes, please notify the Office of Information and Reporting Services, Education Building Annex – Room 863, Albany, NY 12234. The Payee Information form is available at: <http://www.oms.nysed.gov/cafe/forms/>.
- For online system claims, the Chief Executive Officer or Financial Officer as identified in SEDREF must agree to the online certification statement prior to submission. Information entered for each mandate claimed must be saved before proceeding to the next mandate. Schools are encouraged to print and save a copy of the completed applicable mandated screens.
- Online claims or paper submissions (MSA-1 and Schedule A/Worksheet) should be received in the Office of Grants Management by **January 11, 2013**.

- If, based on the submissions received by January 11, 2013, funding is not sufficient to pay all claims, payments will be pro-rated based on available funding. The unpaid balance will be made when additional funds are appropriated for this purpose.
- Submissions received after January 11, 2013 will be processed in the order received subject to the availability of funds.
- Effective October 31, 2012, new or amended paper claims will not be accepted for the 2008-09 school year or any year prior to 2008.
- Claim forms for all eligible years (i.e., 2008-09, 2009-10, 2010-11 and 2011-12) are on the web at: <http://www.P12.nysed.gov/nonpub/mandatedservices/forms/home.html> . Schools are encouraged to use the online system for submission and monitoring of claims.
- To receive your claim payment faster and ensure safe delivery, an electronic payments option is offered by the NYS Office of the State Comptroller (OSC). Information about the program is available at <http://www.osc.state.ny.us/epay/guide.htm> . Participation is voluntary, with the option to withdraw at any time.
- When completing the application, the calculated average hourly rates must include only those employees providing the mandated service being claimed on a regular basis. The calculated hourly rate must be for the employees who actually provided the mandated services.
- When calculating hourly salary and fringe benefit rates, if the total number of hours worked by an employee is determined based on a standard workday, the number of hours in that workday must be in accordance with established school policy. If the total hours worked is based on other than a standard workday, documentation of hours worked must be maintained by the school.
- Directions for completing the Schedule A/Worksheet and the MSA-1 are located on the cover pages of each form.
- Schools should maintain a copy of all information submitted to SED. Information about Mandated Services Aid Recordkeeping is available at: <http://www.P12.nysed.gov/nonpub/mandatedservices/recordkeeping.html>

#### A. Definitions

1. **“Administrative”** includes administrators, principals, and teachers performing administrative functions.
2. **“Classroom Teacher”** as a classification includes a homeroom teacher for attendance purposes, those acting as proctors during examination periods, or scoring examinations.
3. **“Support Staff”** includes clerks, typists, stenographers, some business office staff and aides.
4. **“Annual Salary”** – For purposes of calculating the average hourly rate, annual salary is the total **gross** wages paid to an employee excluding any stipends and other compensation that is not related to the teaching or instructional duties. The annual salary paid must be for the services provided during the period July 1 to June 30 of the corresponding year for which reimbursement is being claimed. You must be able to provide evidence that the

salaries claimed in the hourly rate calculation were for the individuals providing that mandated service.

5. **“Fringe Benefits”** – The employer’s share of the following benefits, to the extent such share is actually paid for the benefit of employees engaged in providing required services: Retirement, F.I.C.A (Social Security plus Medicare taxes), Workers’ Compensation Insurance, Life Insurance, Unemployment Insurance, Disability Insurance, Health Insurance, and Union Welfare benefits. The following items cannot be included as fringe benefits:
  - Dues;
  - Reimbursement to the employee for any expense incurred as a result of employment;
  - Room and board;
  - Parsonage;
  - Housing, meals and clothing;
  - The value of an automobile provided to any employee;
  - Car insurance, maintenance, parking, parking tickets and gasoline;
  - Day care;
  - The value of tuition provided to the children of employees.
  - MTA Tax
  
6. **“Teacher Workshop Expenditures”** are allowable costs of participating in training workshops designed to increase and enhance their preparation and knowledge of the New York State testing program for 3<sup>rd</sup> through 8<sup>th</sup> grade English and Math, Regents Exams, Grade Eight Science Test, Grade Four Science Test and the NYS English as a Second Language Achievement Test. The workshops may include pre-exam, exam and post exam training sessions. In order for the workshop to qualify for reimbursement, the workshop must meet the following criteria: a) teacher was absent from the classroom in order to attend; b) an agenda which outlines the topics that were covered in training is available; c) a sign in sheet was used to document a teacher’s attendance. Note: The time used for the actual scoring of administered exams is not a reimbursable workshop expense. In addition, workshop training on days when school is not in session is not reimbursable as well.
  
7. **“Teacher Workshop fees”** paid by the school for test-related training are also reimbursable. These fees may be charged on a per teacher basis or as a flat fee. Documentation of the payment must be maintained and accessible upon request. Teacher workshop expenditures incurred this year for exams scheduled for next year should be included in this year's MSA-1 form.

## B. Mandates

1. **Pupil Attendance Report (PAR)**. Attendance must be recorded once daily, summarized periodically, and maintained on file by the school. PAR applies to grades Kindergarten through 12<sup>th</sup> grade only. Do not include enrollment of nursery school or Pre-K students and teachers, post graduate students or pupils with disabilities who are enrolled pursuant to a contract with a public school district or the State Education Department. Kindergarten students are defined as those children who are, or turn five years of age by December 1 of the school year in question.

- 2. Elementary and Intermediate Assessment in English Language Arts and Math (EIA).** Grades 3 through 8 Math and English Language Arts (ELA) tests must be administered and reported to the New York State Education Department's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System. Nonpublic schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have their scores reported and reimbursed. Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets. (Printing costs are reimbursed at the rate of \$86 per grade for those schools that do not have their tests graded by a Regional Scoring Center.) The website for the Office of Assessment, Policy, Development and Administration at <http://www.P12.nysed.gov/apda/> will contain the schedules and information about the administration of these tests.
  
- 3. Basic Educational Data Systems (BEDS).** Basic school, staff and pupil information must be reviewed and updated, and the BEDS Report of Nonpublic Schools must be filed with the New York State Education Department by the established deadline in order to receive BEDS Mandated Services reimbursement. For more information about this mandate go to: <http://www.P12.nysed.gov/irs/beds/>. Include only those teachers that participated in Pupil Attendance Reporting (PAR). Do not include Pre-K teachers.
  
- 4. Regents Examinations (RE).** Regents exams must be administered, scored and the results interpreted. Starting in June 2011, answer sheets will be scanned for Department analysis for all students taking Regents Exams in the following titles: Comprehensive English; Integrated Algebra; Global History and Geography; U.S. History and Government; Living Environment; and Physical setting/Earth Science. Nonpublic schools that administer any of the above Regents Examinations must contract for data collection, scanning, and reporting services with a RIC. Nonpublic schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have their scores reported and reimbursed. Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets.

The Nonpublic Secondary Examination Report must continue to be filed with the New York State Education Department pursuant to reporting instructions and due dates. The Nonpublic Secondary Examination Report is used to report student results on Regents exams. It is a scannable booklet that is mailed to the school annually, or can be requested from the Office of Information and Reporting Services at (518) 474-7965 or e-mail at [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov). The information reported on this form will be included in the Nonpublic School Comprehensive Information Report (CIR). Please note that the administration of the Second Language Proficiency (SLP) exam is not a reimbursable expense.

Do not report examination results for students enrolled in other schools, even if the students attended class and/or were tested in the nonpublic school. The principal of the school where the student is enrolled is responsible for reporting the examination score and the school where the student is enrolled receives the mandated services aid for the examinations.

5. **Regents Competency Testing Program and Native Language Writing Test (RCTP & NLW).** The Regents Competency and/or Native Language Writing Tests must be administered, scored and the results interpreted. The Test Score Report must be filed with the New York State Education Department. Please note that the administration of the Second Language Proficiency (SLP) exam is not a reimbursable expense.
6. **Calculator Expense (CE).** The costs of four function or scientific calculators used in the administration of certain math and science tests will be reimbursed at the flat rate of \$15 per calculator. These tests include Grade 7 and 8 Math, Living Environment, Chemistry, Earth Science and Physics. Reimbursement for the costs of graphing calculators will be at the flat rate of \$90 per calculator. Pupils administered an Algebra 2/Trigonometry, Integrated Algebra or Geometry Regents Exam must be provided the use of a graphing calculator. The calculators are the property of the school and should be loaned to the students. Schools must maintain an inventory record of the calculators. Purchase documentation and inventory records must be maintained and available upon request.
7. **Registration of High School (RHS). (ONLY APPLICABLE ONCE)** The high school registration program involves the submission of an Application for Nonpublic Secondary School Registration, review of data concerning student achievement, and a visit from the Nonpublic School Office. Upon the completion of the aforementioned process, the Nonpublic School Office recommends registration status. **A claim should be made for the school year that the application process was completed.** Go to the Nonpublic School Office's website at [www.P12.nysed.gov/nonpub/](http://www.P12.nysed.gov/nonpub/) for more information.
8. **State School Immunization Program (SSIP).** (Note: only applicable to New York City, Rochester and Buffalo). Nonpublic schools must develop and enforce a school immunization program. Such immunization programs shall include the collection, verification and completion of the individual pupil immunization records. The school must complete and return the New York State Annual School Immunization Survey Summary Form by the required deadline. New York City schools must send the form to the NYC Health Department & Mental Hygiene Immunization Program; all other eligible schools must send the form to the NYS Department of Health Immunization Program. New York City and State Health Department audits must be completed when required. Schools may not claim Pre-K students, nor a greater amount of students than claimed in enrollment.
9. **Documentation of Integration of Required Instruction in 7<sup>th</sup> and 8<sup>th</sup> Grade (DIRI).** The requirements for technology education, home and career skills, and library and information skills may be met by the integration of the State learning standards of such subjects into other courses in accordance with the criteria found in Section 100.4(2) of the Commissioner's Regulations. The nonpublic school must document the manner in which it has implemented the regulations and the documentation must be kept on file in the school and be readily accessible. Only the 7<sup>th</sup> and 8<sup>th</sup> grade teachers participating in fulfillment of the mandate should be included.
10. **Graduation Report for Nonpublic Schools (HSGR) grade 12 only** (Note: This report was previously called High School Graduation Report, HSGR). Principals of nonpublic schools must report all students awarded a credential by their school during the reporting period. The report form must be completed and filed with the New York State Education

Department by the required deadline. Information about this report is available on the Information Reporting Services website at: [www.emsc.nysed.gov/irs/](http://www.emsc.nysed.gov/irs/)

- 11. Grade Four Science Test (GFST).** The Grade Four Elementary-Level Science Test must be administered and reported to the New York State Education Department's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System (SIRS). Nonpublic schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have their scores reported and reimbursed. Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets. The website for the Office for Assessment, Policy, Development and Administration at <http://www.P12.nysed.gov/apda/> will contain the schedules and information about the administration of these tests.
- 12. Expenditure for Travel Costs to Examination Storage Sites (TSS).** Some schools are required to pick up secure examinations being stored at a neutral site. A copy of an Approved Program Test Storage Plan must be filed with the New York State Education Department. (**Note:** All examinations included in the mandates are secure examinations.)
- 13. New York State Scholarships for Academic Excellence Application (SAE).** The mandate relates to submission of the Scholarships for Academic Excellence Nomination Summary Form, listing the nominee(s) and the individual student application forms. The selection criteria for nominees for the Scholarships for Academic Excellence must be published and made available to students at the beginning of the school year. A high school must use uniform criteria for the selection of scholarship nominees, applicable to all competing students. The criteria must be in accordance with the requirements and timelines established by the State Education Department's Office of K-16 Initiatives and Access Programs. More information is available at <http://www.highered.nysed.gov/kiap/scholarships/sae.htm>
- 14. Grade Eight Science Test (GEST).** The Grade Eight Science Test must be administered and reported to the New York State Education Department's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System. Nonpublic schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have their scores reported and reimbursed. Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets. The schedules and information about these tests are located on the website for the Office of Assessment, Policy, Development and Administration at <http://www.P12.nysed.gov/apda/>.
- 15. REMOVED – Grade Eight Social Studies Test (GESST) – No Longer Offered**
- 16. REMOVED – Grade Five Social Studies Test (GFSST) – No Longer Offered**
- 17. Pesticide Neighbor Notification (PNN).** The School Pesticide Neighbor Notification Law requires all nonpublic schools to notify parents and interested parties prior to pesticide applications in instructional and administrative buildings and grounds, as well as playgrounds and athletic fields. The school must establish written pesticide notification

procedures according to the provisions outlined in Section 155.24 of Commissioner's Regulations. The procedures and a record of the notice(s) must be kept on file locally.

**18. New York State English as a Second Language Achievement Test (NYSESLAT).** The NYSESLAT is designed specifically for limited English proficient (LEP) students to determine proficiency in the English language. The New York State English as a Second Language Achievement Test must be administered according to the rules, regulations and guidelines issued by the State Education Department. Student answer sheets and the Classroom Roster must be sent to the Department for scoring by the required deadline. Proof of mailing should be maintained by the school. A copy of the student answer sheets, the signed and dated Examination Storage Certificate and the Deputy Proctor Certificate must be kept on file locally. Please note that if only teachers employed by the public school perform the teacher functions for the NYSESLAT exam, schools may only claim the Administrative and Support functions for reimbursement.

**19. RIC and Scoring Center.** The 3<sup>rd</sup> through 8<sup>th</sup> grade tests may be scored by Regional Scoring Centers. (Note: If your tests are graded by a Scoring Center, no printing costs are separately reimbursed under Mandate 2, EIA.) The cost for this scoring will be reimbursed. The Scoring Center Costs must include only the amount billed by the Scoring Center and paid by the school or a sponsoring organization. All elementary exams and Regents exams in the following titles: Comprehensive English; Integrated Algebra; Global History and Geography; U.S. History and Government; Living Environment; and Physical setting/Earth Science require scanning and that the student data be recorded and maintained by a Regional Information Center (RIC). The RIC costs should be added to those for the Regional Scoring Centers. Documentation on both the scoring and scanning payments must be maintained and accessible upon request.

#### C. Calculation of Hourly Rates

Hourly Rates must be for the employees providing the mandated service. Hourly salary and fringe benefit rates are calculated in the Nonpublic School Mandated Services Aid, Schedule A/Worksheet. The hourly rates are then multiplied by Combined Hours of effort for each mandate. Combined Hours are based upon Time and Effort Standards for each mandate. The calculation of hourly rates must include the hours and salaries for those employees that provided the mandated service being claimed. For example: Reimbursement for Pupil Attendance Reporting (PAR) is provided for taking attendance once per day. The salaries used in the calculation of the hourly rate must include the gross wages and fringe benefits for only those employees performing the task of taking attendance. Typically the homeroom teacher takes the attendance being claimed as the PAR mandate.

#### D. Time and Effort Standards

The amount of time and effort that can be reasonably expected for each mandate is provided in the Time and Effort Standards chart. The Time and Effort Standards charts for PAR and State tests are included with the MSA-1 Form. The Time and Effort Standards chart for all other mandates is included in the Schedule A/Worksheet. The standards are the required measure of time and effort and cannot be exceeded. For certain mandates and salary groups within mandates, the standards are fixed and have been pre-entered. Where the standards are

variable, it is necessary to calculate the appropriate combined hours when using the paper claim form. The online system will perform the calculation.

E. Supplies and Materials

Costs for supplies and materials for certain mandates will be automatically reimbursed based upon fixed amounts that have been determined to be consistent with actual costs. It is not necessary to maintain documentation for these fixed amount expenditures. Reimbursement rates for supplies and materials are as follows:

Pupil Attendance Report (PAR)	\$ 10*
Elementary/ Intermediate Assessment in English Language Arts and Math (EIA)	\$110
EIA Printing Costs	\$ 86**
Regents Examinations (RE)	\$125
NYS Regents Competency Testing and Native Language Writing Test	\$ 10
High School Graduation & Dropout Report (HSGR)	\$ 10
Grade Four Science Test (GFST)	\$118
Scholarship for Academic Excellence Application (SAE)	\$ 10
Grade Eight Science Test (GEST)	\$145
NYS English as a Second Language Achievement Test (NYSESLAT)	\$110

\* per teacher

\*\*per grade level tested

The costs of test kits will be reimbursed as follows: Grade Four Science Test (GFST) - \$200, Grade Eight Science Test (GEST) - \$250, Regents Earth Science (RE) – at cost for the 11-12 school year. **Note:** Each grade 4 and 8 test kit contains 30 set-ups, which serves up to 30 students. Schools that have fewer than 30 students taking the exam must use the remaining set-ups for the tests administered in subsequent years. Set-ups are reusable and generally last a minimum of 3 years. The set-ups contain some items that are discarded after each exam. These set-ups must be replenished before administering the next scheduled exam. Allowance for the disposable items in the set-ups is included in the reimbursement fees for supplies and materials. The Regents Earth Science Kit may be purchased in different sizes, depending on the number of teachers and students. Schools must maintain inventory records of the test kits.

F. General Requirements

**Reporting periods** – Claims for reimbursement are based on the mandated services provided during a school year. The school year is defined as July 1 to the following June 30. The financial information and supporting documentation for calculating the Average Hourly Rates [(Annual Gross Salary + Fringe Benefits)/ Total Annual Hours Worked] must be based on the corresponding school year. Payroll records showing gross salaries and allowable fringe benefits for only the employees providing each mandated service must be accessible upon request

**Records** – A separate set of expenditure accounts for each mandate must be maintained for a minimum of seven years and be available for inspection, monitoring and audit by the State Education Department and the Office of the State Comptroller. These records must include a copy of the MSA-1 and Schedule A/Worksheet if filing a paper claim and any documentation that supports the information and calculations used to prepare any claim for mandated services aid.

Payroll records, for only those employees providing the mandated service, showing gross salary, payroll deductions and net salary by payroll period must be maintained and made accessible upon request. A time distribution record for employees providing mandated services must be maintained and accessible as well. A voucher file which includes all paid vouchers used to substantiate actual costs included in the mandated services aid claim must also be maintained and accessible.

Testing information must also be maintained and available upon request. Schools are strongly encouraged to mail testing information through a delivery service which includes a tracking feature. Proof of mailings should be maintained by the school.

#### G. Reminders

To avoid delay in processing of claims, the MSA-1 Form should be reviewed for the following:

- The Certification on page 1 must contain the original signature of the Nonpublic School Chief Executive or Financial Officer. Photo or other copy will not be accepted and will be returned.
- The BEDS Code, Institution Code and OSC Vendor ID must be completed on the MSA-1
- ***Hourly rates must be reported in dollars and cents (e.g., \$26.77 = \$26.77)***
- ***Combined hours must be rounded to the nearest whole number (e.g., 16.49 and below = 16; 16.50 and above = 17).***
- ***Expenditures must be rounded to the next highest dollar (e.g., \$455.02 = \$456)***
- Do not include enrollment of nursery school or pre-kindergarten pupils, postgraduate students or pupils with disabilities who are enrolled pursuant to a contract with a public school district or the State Education Department.
- All entries must be legible and be typewritten or in ink. Pencil is not acceptable.
- If the PAR claim total exceeds the previous year by 20% or more, a precise and clear explanation justifying the increase must be attached or written in the space provided.
- If the claim total exceeds the previous year by 20% or more, a precise and clear explanation justifying the increase must be attached or written in the space provided.

- For the PAR calculation, if you chose Opening or Closing enrollment and the enrollment varies by more than 20% of the reported BEDS data, a precise and clear explanation justifying the increase must be attached or written in the space provided.
- Claims without the required explanations may be sent to HOLD pending a desk review by program staff.
- To be eligible for reimbursement for a mandate, all reports required in connection with that mandate must have been submitted according to procedures and timelines established by the Education Department.
- We encourage nonpublic schools to follow the procedures established by the RICS/SED in order to have test scores on file with the Office of Information and Reporting Services.