



Announcement of Aid Application

To: Nonpublic School Administrators

From: Christina Coughlin, Coordinator *Christina E. Coughlin*
Office of Educational Management Services

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Application: Nonpublic School Aid – Mandated Services

The Application (MSA-1) and related information are available on the Internet at <http://www.P12.nysed.gov/nonpub/mandatedservices/forms/>.

Purpose: Costs of State mandated services are reimbursable by applying for Nonpublic School Aid. The guidelines and application covering the services provided during the 2012-2013 school year are now available.

Eligible Applicants: Nonpublic Schools (non-profit or not-for-profit schools only)

Due Date: The MSA-1 Form and Schedule A/Worksheet are due by January 11, 2014

General Information:

The online system will be available to enter claim data in late November, early December. No paper claim forms will be entered into the system until that time. Please watch the web site for an announcement about online system training and the date that the system will be available for school entry of claim forms.

These forms do include a certification statement for the Comprehensive Attendance Policy (CAP) mandate. Reimbursement for CAP for the 2012-13 school year will not be made until such time funds become available at a later date (after April 2014).

Schools are encouraged to use the Mandated Services Aid online system to enter school year 2012-13 Mandated Services Aid claims. 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/mandatedservices/onlinecomputersystem/>

Paper forms will still be accepted and will be entered into the computer system by Department staff. Schools that choose to use the paper forms will need to send a completed MSA-1 form and the Schedule A/Worksheet.

If, based on the submissions received by January 11, 2014, 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.

To receive your claim payment faster, 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.

Changes for the 2012-13 School year:

- EIA - Mandate 2 parameters have been updated to reflect changes in time to administer and score exams as well as set new minimums
- Regents – Mandate 4 parameters have been updated to reflect changes in time to administer and score exams
- The Nonpublic Secondary Examination Results form will no longer be required as all Regents exams, with the exception of alternatively developed foreign language exams, are required to be scanned and reported by the RIC. RCT exams must be reported in the Student Information Repository System (SIRS) as outlined in the June 2013 memo from the Office of Information and Reporting Services. For additional information on SIRS data collection, see the 2012-13 Student Information Repository System (SIRS) Manual at <http://www.p12.nysed.gov/irs/sirs/>. Schools may also contact their RIC regarding procedures for reporting test results.
- To claim the administration of an alternatively developed foreign language exam, school must complete and submit to the Office of Grants Management the applicable form available at www.p12.nysed.gov/nonpub/mandatedservices/forms

Changes for the 2013-14 School year:

- The following definitions will be in effect:
 - **“Hours in Work Day”** – total number of hours employee is expected to be on site less any time for lunch. Hours are not to be limited to instructional time with students and must be in accordance with established school policy or employee contract. Documentation that forms the basis for the hours in workday claimed must be maintained by the school.
 - **“Days in Year”** – total number of days employee worked in which compensation was received during the period of July 1st to June 30th of the corresponding school year, less paid holidays and vacations. The number of days worked shall include instructional days as specified in the official school calendar and other non-instructional days that staff are required to be at the school site. Non-Instructional days include, but are not limited to, days exams are administered, staff meetings, parent teacher consultations and conferences. A day may be pro-rated if the compensation received corresponds accordingly.
 - **“Total Hours Worked”** – total number of hours an employee works during the period of July 1st to June 30th of each year. It is calculated by multiplying the number of hours in a workday by number of days in school year.

Additional Assistance: If you have any questions or need additional information regarding nonpublic school aid, contact the Office of Grants Management at (518) 474-3936, or for assistance with other services available to nonpublic schools, contact the Office of Educational Management Services at (518) 474-6541.