

GUIDELINES

NONPUBLIC SCHOOL MANDATED SERVICES AID FOR THE 2012-2013 SCHOOL YEAR

General Requirements

Eligibility – Any non-profit or not-for-profit nonpublic educational institution which was recognized and functioning as a school for students between the ages of kindergarten through twelfth grade with an equivalent educational program to the public schools during the school year of 2012-13 may file. Institution must have filed a timely BEDS report for that year meeting the requirements of the Office of Information and Reporting Services of the State Education Department.

- School must be registered with the NYS Statewide Financial System's centralized vendor file and be assigned an OSC Vendor ID in order to receive payment from the State Education Department (SED) or any State Agency. Payments will be sent to the payee name and address currently on file in the Office of the State Comptroller (OSC). Changes must be made through the OSC vendor portal at www.sfs.ny.gov. Click on the Vendor Doing Business in NYS box.
- Review **Attachment 1 – Summary of Mandates** for an explanation of each mandate to determine school's eligibility for each mandate.
- All reports required in connection with that mandate must have been submitted according to procedures and timelines established by the Education Department to be eligible for reimbursement.
- In regards to testing, we encourage nonpublic schools to follow the procedures established by the Regional Information Centers (RICs) and SED in order to have test scores on file with the Office of Information and Reporting Services.

Due Date for submission of 2012-13 School Year claims -Online claims or paper submissions (MSA-1 and Schedule A/Worksheet) should be received in the Office of Grants Management by **January 11, 2014**.

- 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.
- Submissions received after January 11, 2014 will be processed in the order received subject to the availability of funds.
- Effective October 31, 2013, new or amended paper claims will not be accepted for the 2009-10 school year or any year prior to 2009.

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

Definitions of Terms - Review **Attachment 2 Definitions** to become familiar with the various mandated services aid terms before proceeding with the completion of your claim

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.
- 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>

Enrollment – Schools may choose to use BEDS, Opening or Closing enrollment

- 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.
- In listing kindergarten students, include only those children who were the age of 5 by December 31 of the school year claimed.

Required Explanations – Both the online system and paper form allow space for a precise and clear explanation justifying certain increases:

- All claims requiring explanations will be sent to HOLD, so that a reviewer may evaluate the explanation. Those claims lacking explanations will be in hold longer as the reviewer will have to contact the school to obtain explanation.
- Explanations are required for the following:

If the PAR claim total exceeds the previous year by 20% or more

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For the PAR calculation, if you chose Opening or Closing enrollment and the enrollment varies by more than 20% of the reported BEDS data

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.
- 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.
- The calculation of hourly rates must include the hours and salaries for those employees that provided the mandated service being claimed.
 - 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.

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.

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**

Science Kits 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 12-13 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.

HOW TO FILE A CLAIM

Ensure Accuracy of Information on File - The State Education Department maintains information about your institution in a system called State Education Data Reference File (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. Information that SED has on file for your school is available at: <http://portal.nysed.gov/>. Click on SEDREF Query and follow the instructions.
- 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/>

Online or Paper Filing - Schools are strongly encouraged to use the Mandated Services online system. The online system is designed to enhance the application process and expedite the issuance of the school's Mandated Services Aid payment. Additionally, the system is designed for schools to play a more active role in tracking the progress of their specific claim's processing.

Online Filing

- Schools must have a User ID, Password and access to use the online system at www.portal.nysed.gov. To obtain a User ID, contact the SEDDAS Help Desk at 518-473-8832
- The user guide for the online system is available at <http://www.P12.nysed.gov/mandatedservices/onlinecomputersystem>

- 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, as well as review for accuracy prior to submitting

Paper Filing

- Directions for completing the Schedule A/Worksheet and the MSA-1 are located on the cover pages of each form.
- The BEDS Code, Institution Code and OSC Vendor ID must be completed on the MSA-1
- All entries must be legible and be typewritten or in ink. Pencil is not acceptable.
- 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. Photo or other copy will not be accepted and will be returned.
- The school's name and 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.
- 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)

SUMMARY OF 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 12th 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 31 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 Curriculum, Assessment and Educational Technology at <http://www.P12.nysed.gov/assessment/ei/eigen.html> 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 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. Nonpublic schools that administer any of the 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.

Alternatively developed foreign language examinations must meet the following criteria to be eligible for reimbursement: Exam is reviewed by an acknowledged language expert from a Higher Education Institution, language society, or groups of language instructors from other schools, and deemed to be the equivalent of a Regents Exam. There must be no conflict of interest between the reviewing individual or entity and the test developer. To claim, schools must submit the Alternatively Developed Foreign Language Examinations Results form available at <http://www.p12.nysed.gov/nonpub/mandatedservices/forms/>

Do not claim 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. Please note that the administration of the Second Language Proficiency (SLP) exam is not a reimbursable expense.

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 scores 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. 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 6, 7 and 8 Math, Living Environment, Chemistry, Earth Science and Physics. Schools may choose either a four function calculator with square root or a scientific calculator for Grade 6. Grades 7 and 8 must have scientific calculators for the revised math tests. 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 without symbol manipulation. 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/ 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 7th and 8th 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 7th and 8th 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/
- 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 of Curriculum, Assessment and Educational Technology at <http://www.P12.nysed.gov/assessment/> 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 website for the Office of Curriculum, Assessment and Educational Technology at <http://www.P12.nysed.gov/assessment/> will contain the schedules and information about the administration of these tests.

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 must be sent to the RIC or large city scoring Center for scoring by the required deadline of May 30, 2013. Proof of mailing should be maintained by the school. The signed and dated Examination Storage Certificate, the Deputy Proctor Certificate and the Exam Scoring 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 3rd through 8th 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 (except Alternatively Developed Foreign Language) 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.

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.
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 3rd through 8th 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 all of the following criteria:

- Teacher was absent from the classroom in order to attend,
- An agenda which includes the date and time of and topics covered in the workshop is available

- Documentation that verifies a teacher’s attendance. Examples include but are not limited to: sign in sheet, certificate of attendance or dated statement from workshop provider.

Note: The time used for the actual scoring of administered exams is not a reimbursable workshop expense, nor is time allotted during the training for lunch. 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.