

NONPUBLIC SCHOOL MANDATED SERVICES AID WORKSHEET

Name of School: _____

BEDS Code:

Institution code*

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COMPLETING THE MANDATED SERVICES AID FORMS

Getting Started:

- Please read the accompanying Guidelines for the 2012-13 school year before completing the mandated services aid forms. In addition to other information, the Guidelines describe requirements for each mandate and recordkeeping, and provide important information about calculating hourly rates and expenditures.
 - Assemble testing records, the Graduation Report, BEDS Report, attendance records, invoices for test kits, teacher workshop fees, calculators, scoring center costs, etc. and any other documentation that supports the Mandated Services Aid claim for each mandate.
 - Gather employee records showing gross salary, hours worked and allowable fringe benefits
 - Complete Sections II, III and the applicable parts of Section IV of the MSA-1 Form. Please note that the required fields are denoted with an asterisk. The online system performs the mathematical calculations to arrive at the average hourly rate and populates Section 1 – Summary of Expenditures page on the MSA-1. The online system also calculates the combined hours for each mandate.
 - Calculation of the average hourly rate for employees that performed the tasks for each mandate is not required when filing online. The online system will perform this function.
 - Calculation of the total expenditure for each mandate is not required when filing online. The online system will perform this function.
 - Transferring the total expenditure for each mandate to the MSA-1 Form, Section I-Summary is not required. The online system will perform this function. However, paper claimants may want to transfer data to determine if explanations for increases in total PAR or total aid will be required.
 - If submitting a paper claim, complete the MSA-1 cover page and obtain the original signature of the Chief Executive Officer or Chief Financial Officer.
 - **Submit application online or mail the completed MSA-1 and this Schedule A/Worksheet to the Office of Grants Management at the above address by January 11, 2014.**
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CALCULATION OF HOURLY RATES AND CALCULATION OF EXPENDITURES

Time and Effort Standards - The amount of time and effort that can be reasonably expected for each mandate is provided in Time and Effort Standards Charts. The Time and Effort Standards Chart for PAR and State tests are included in the MSA-1 Form. 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 for the Calculation of Expenditures on the following pages. Where the standards are variable, the online system will calculate the combined hours. If using the paper claim form, you may choose to perform this calculation.

Mandate 1. Pupil Attendance Reporting (PAR) Complete the information for PAR on the MSA-1, Section III

Calculation of Hourly Rate

Mandate 2. Elementary and Intermediate Assessment in English Language Arts and Math (EIA) **(Grades 3-8) Required Data Elements are Denoted with an Asterisk**

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1*. Total number of staff employed by school who participated in Elementary and Intermediate Assessment in English Language Arts and Math (EIA)			
2*. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3*. Total salaries paid for all services performed by employees in item 1.			
4.* Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

Calculation of Expenditures

Mandate 2. Elementary and Intermediate Assessment in English Language Arts and Math (EIA)
Required Data Elements are Denoted with an Asterisk

a. General Expenditures

(1) Employee Group	(2) Combined Hours (transfer Classroom Teacher hours from Section IV on the MSA-1)	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
Administrative (4 hours per grade) + 1 if Field Test was administered	Enter Total Hours:		
Support Staff (4 hours per grade) + 1 if Field Test was administered	Enter Total Hours:		
		Supplies, cost of shipping exams to & from scoring site	\$110
		Printing Costs \$86 per grade level tested*	
		Total General Expenditures EIA	

*No Printing costs are reimbursed here if your tests are graded by a Scoring Center

b. Teacher Workshop Expenditures (see Attachment 2 of the Guidelines for this definition)

(1) Employee Group	(2)* Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
		Workshop Fees	
		Total Workshop Expenditures	

Calculation of Hourly Rate
Mandate 3. Basic Educational Data System Reporting (BEDS)
Required Data Elements are Denoted with an Asterisk

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1.* Total number of staff employed by school who participated in Basic Educational Data System Reporting (BEDS). (Do not include Pre-K teachers)			
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.			
3.* Total salaries paid for all services performed by employees in item 1.			
4.* Total employee benefits paid on salaries reported in item 3			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

Calculation of Expenditures
Mandate 3. Basic Educational Data System Reporting (BEDS)
Required Data Elements are Denoted with an Asterisk

(1) Employee Group	(2)* Total # Teachers Taking Daily Attendance	(3) Combined Hours (1 hour per teacher)	(4) Hourly Rate for Salaries and Benefits (from #6 above)	(5) Expenditures (Col. 3 x Col. 4)
Classroom Teacher				
	Administrative	4		
	Support Staff	4		
			Total Expenditures BEDS	

Calculation of Hourly Rate

Mandate 4. Regents Examinations (RE)
Required Data Elements are Denoted with an Asterisk

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1.* Total number of staff employed by school who participated in Regents Examinations (RE).			
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.			
3.* Total salaries paid for all services performed by employees in item 1.			
4.* Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

Calculation of Expenditures
Mandate 4. Regents Examinations (RE)

a. General Expenditures

(1) Employee Group	(2) Combined Hours (transfer Classroom Teacher hours from Section IV on the MSA-1)	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
Administrative	22 [23 if Field Test]		
Support Staff	8 [9 if Field Test]		
		Supplies and Materials	\$125
		Total Expenditures RE	

b. Teacher Workshop Expenditures (see Attachment 2 of the Guidelines for definition)

(1) Employee Group	(2)* Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
		Workshop Fees	
		Total Workshop Expenditures	

c. Test Kits

(Please note Supplies and Materials are included in General Expenditure Section)

- 1.* Enter number of students taking Regents Earth Science 1. _____
- 2.* Enter number of Test Kits 2. _____
- 3.* Total expenditures on **Test Kits** only 3. _____

Calculation of Hourly Rate

**Mandate 5. Regents Competency Testing Program (RCTP) and/or
The Native Language Writing Test (NLW)
Required Data Elements are Denoted with an Asterisk**

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1.* Total number of staff employed by school who participated in Regents Competency Testing Program (RCTP) and/or the Native Language Writing Test (NLW).			
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.			
3.* Total salaries paid for all services performed by employees in item 1.			
4.* Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

Calculation of Expenditures

Mandate 5. NYS Regents Competency Testing Program (RCTP) and the Native Language Writing Test (NLW)

(1) Employee Group	(2) Combined Hours (transfer Classroom Teacher hours from Section IV on the MSA-1)	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
Administrative	Enter Total hrs:		
Support Staff	Enter Total hrs:		
Administrative: 3 hrs. per subject Support Staff: 3 hrs. per subject		Supplies and Materials	\$10
		Total Expenditures RCTP & NLW	

Mandate 6. Calculator Expenses (CE)

Required Data Elements are Denoted with an Asterisk

- | | | |
|---|----|--------|
| 1.* Enter the number of scientific calculators purchased | 1. | |
| 2. Multiply entry #1 by \$15 | 2. | x \$15 |
| 3. Total Expenditures – Scientific Calculators/Four Function | 3. | |
| 4.* Enter the number of graphing calculators purchased | 4. | |
| 5. Multiply entry #4 by \$90 | 5. | x \$90 |
| 6. Total Expenditures – Graphing Calculators | 6. | |
| 7. Total Expenditures CE (line 3 + line 6) | 7. | |

Calculation of Hourly Rate
Mandate 7. Registration of High School (RHS)
Required Data Elements are Denoted with an Asterisk

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1.* Total number of staff employed by school who participated in Registration of High School (RHS).	NA		
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.	NA		
3.* Total salaries paid for all services performed by employees in item 1.	NA		
4.* Total employee benefits paid on salaries reported in item 3.	NA		
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)	NA		
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.	NA		

Calculation of Expenditures
Mandate 7. Registration of High School (RHS)

(1) Employee Group	(2) Combined Hours (Preset)	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Administrative	18		
Support Staff	1		
Total Expenditures RHS			

**Mandate 8. New York State School Immunization Program (SSIP) for schools in the cities of
New York, Buffalo and Rochester only.**

Required Data Elements are Denoted with an Asterisk

- | | |
|---|----------------|
| 1.* Enter the number of nonpublic school pupils for whom immunization documentation has been maintained | 1. _____ |
| 2. Multiply Entry #1 by \$.60 | 2. _____ x .60 |
| 3. Total Expenditures SSIP | 3. _____ |

Mandate 9. Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)
Required Data Elements are Denoted with an Asterisk

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1.* Total number of staff employed by school who participated in Documentation of Integration of Required Instruction in 7 th & 8 th grade (DIRI).			
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.			
3.* Total salaries paid for all services performed by employees in item 1.			
4.* Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

Calculation of Expenditures

Mandate 9. Documentation of Expenditures for Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)

(1) Employee Group	(2) Combined Hours (transfer Classroom Teacher hours from Section IV on the MSA-1)	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
Administrative	1		
Support Staff	1		
		Total Expenditures DIRI	

Calculation of Hourly Rate
Mandate 10. High School Graduation Report (HSGR)
Required Data Elements are Denoted with an Asterisk

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1.* Total number of staff employed by school who participated in High School Graduation Report (HSGR).	NA		
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.	NA		
3.* Total salaries paid for all services performed by employees in item 1.	NA		
4.* Total employee benefits paid on salaries reported in item 3.	NA		
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)	NA		
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.	NA		

Calculation of Expenditures
Mandate 10. High School Graduation Report (HSGR)

(1) Employee Group	(2)* Combined Hours	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Administrative	1 or see below		
Support Staff	6 or see below		
# of graduation candidates _____		Supplies and Materials	\$10
Note: If more than 85 graduation candidates: Administrative: $\frac{\# \text{ of graduation candidates}}{85} \times 1$ Support Staff: $\frac{\# \text{ of graduation candidates}}{85} \times 6$		Total Expenditures HSGR	

Calculation of Hourly Rate
Mandate 11. Grade Four Science Test (GFST)
Required Data Elements are Denoted with an Asterisk

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1.* Total number of staff employed by school who participated in Grade Four Science Test (GFST).			
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.			
3.* Total salaries paid for all services performed by employees in item 1.			
4.* Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

Calculation of Expenditures

Mandate 11. Grade Four Science Test (GFST)
Required Data Elements are Denoted with an Asterisk

a. General Expenditures

(1) Employee Group	(2) Combined Hours (transfer Classroom Teacher hours from Section IV on the MSA-1)	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
Administrative	2		
Support Staff	2		
Supplies and Materials			\$118
Total Expenditures GFST			

b. Teacher Workshop Expenditure (see Attachment 2 of the Guidelines for the definition)

(1) Employee Group	(2)* Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
Workshop Fees			
Total Workshop Expenditures			

c. Test Kits

1.* Enter number of students taking Grade Four Science Test

1. _____

2.*Enter number of test kits purchased

2. _____

(**Note:** each kit serves 30 pupils)

3. Multiply entry #2 by \$200

3. _____ **x 200**

4. Total expenditures on **Test Kits**

4. _____

Mandate 12. Travel to Storage Sites (TSS)
Required Data Elements are Denoted with an Asterisk

	GFST (May)	GEST (performance) (May)	GEST (written) (June)	NYSESLAT (April)	EIA (Jan./ June)	REGENTS, ETC. (Aug.)	REGENTS, ETC. (Jan.)	REGENTS, ETC. (June)
1.* Total number of staff employed by school who participated in Travel to Storage Sites (TSS).								
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.								
3.* Total salaries paid for all services performed by employees in item 1.								
4.* Total employee benefits paid on salaries reported in item 3.								
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)								
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.								

Mandate 12. Travel Costs to Examination Storage Sites (TSS)

(1) Examination Being Stored at an Alternate Site	(2) Combined Hours (Preset)	(3) Hourly Rate for Salaries and Benefits (from #6 previous page)	(4) Expenditures (Col. 2 x Col. 3)
May Grade Four Science Test	2		
May Grade Eight Science Test (Performance)	2		
June Grade Eight Science Test (Written)	2		
NYSESLAT	4		
EIA	8 [10]		
August Regents, etc.	2		
January Regents, etc.	16		
June Regents, etc	20 [22]		
Total Expenditures TSS			

Calculation of Hourly Rate

Mandate 13. Scholarships for Academic Excellence Application (SAE) Required Data Elements are Denoted with an Asterisk

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1*. Total number of staff employed by school who participated in the Scholarships for Academic Excellence Application (SAE).	NA		
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.	NA		
3.* Total salaries paid for all services performed by employees in item 1.	NA		
4.* Total employee benefits paid on salaries reported in item 3.	NA		
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)	NA		
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.	NA		

Calculation of Expenditures

Mandate 13. NYS Scholarships for Academic Excellence Application (SAE)

(1) Employee Group	(2) Combined Hours (Preset)	(3) Hourly Rate for Salaries and Benefits (from #6 previous page)	(4) Expenditures (Col. 2 x Col. 3)
Administrative	37		
Support Staff	3		
		Supplies and Materials	\$10
		Total Expenditures SAE	

Calculation of Hourly Rate

Mandate 14. Grade Eight Science Test (GEST) Required Data Elements are Denoted with an Asterisk

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1.* Total number of staff employed by school who participated in the Grade Eight Science Test (GEST).			
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.			
3.* Total salaries paid for all services performed by employees in item 1.			
4.* Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

Calculation of Expenditures
Mandate 14. Grade Eight Science Test (GEST)
Required Data Elements are Denoted with an Asterisk

a. General Expenditures

(1) Employee Group	(2) Combined Hours (transfer Classroom Teacher hours from Section IV on the MSA-1)	(3) Hourly Rate for Salaries and Benefits (from #6 previous page)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
Administrative	2		
Support Staff	2		
Supplies and Materials			\$145
Total Expenditures GEST			

b. Teacher Workshop Expenditure (see Attachment 2 of Guidelines for definition)

(1) Employee Group	(2)* Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (from #6 previous page)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
Workshop Fees			
Total Workshop Expenditures			

c. Test Kits

- | | |
|---|-----------------------|
| 1.* Enter number of students taking Grade Eight Science Test | 1. _____ |
| 2.* Enter number of test kits purchased (Note: each kit serves 30 pupils) | 2. _____ |
| 3. Multiply entry #2 by \$250 | 3. _____ x 250 |
| 4. Total expenditures on Test Kits | 4. _____ |

Mandate 15 – REMOVED – Grade Eight Social Studies Test (GESST) - No Longer Offered

Mandate 16 – REMOVED – Grade Five Social Studies Test (GFSST) - No Longer Offered

Mandate 17. Pesticide Neighbor Notification (PNN)

If your school notified parents and interested parties prior to pesticide applications as required by the Pesticide Neighbor Notification Law at least once during the school year, place an “X” in the box above and claim \$100 on line 17 of Section I Summary of the MSA-1.

**Mandate 18. New York State English as a Second Language Achievement Test (NYSESLAT)
Required Data Elements are Denoted with an Asterisk**

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1*. Total number of teachers employed by school who participated in NYSESLAT. Public school staff may not be claimed.			
2.* Total hours of work for all assigned tasks performed by employees reported in item 1.			
3.* Total salaries paid for all services performed by employees in item 1.			
4.* Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for teachers reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

Calculation of Expenditures

Mandate 18. New York State English as a Second Language Achievement Test (NYSESLAT)

a. General Expenditures

(1) Employee Group	(2) Combined Hours (transfer Classroom Teacher hours from Section IV on the MSA-1)	(3) Hourly Rate for Salaries and Benefits (from #6 above)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
Administrative	2		
Support Staff	2		
		Supplies, cost of shipping multiple choice exams to scanning center at SED	\$110
		Total General Expenditures NYSESLAT	

b. Teacher Workshop Expenditures (see Attachment 2 of the Guidelines for definition)

(1) Employee Group	(2)* Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (from #6 previous page)	(4) Expenditures (Col. 2 x Col. 3)
Classroom Teacher			
		Workshop Fees	
		Total Workshop Expenditures	

**Calculation of Expenditures
Mandate 19: RIC and Scoring Center Expenditure
Required Data Elements are Denoted with an Asterisk**

1.* Number of Exams Scanned by RIC _____

2.* Expenditures – RIC \$_____

3.* Number of Exams Scored by Scoring Center _____

4.* Expenditures – Scoring Center \$_____

Total Expenditures (Add 2 and 4) \$_____

Did you remember?

- **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; 16.5 and above = 17). The online system will generate the combined hours.
- **Expenditures** must be rounded to **the next highest dollar** (e.g., \$455.02 = \$456). The online system will generate the expenditures.
- Mail the completed **MSA-1 and this Worksheet**.
- Keep copies of both documents for your records.