NOTICE TO NONPUBLIC SCHOOLS

January, 2017

CAP Payments for the 2003-04 School Year

Thanks to the legislation passed in June 2015 which authorized NYSED to reimburse CAP for the 2003-04 school year, a CAP payment will be made to all schools, with valid OSC Vendor IDs, that received MSA reimbursement for the 2003-04 school year with BEDs enrollment on file with SED for that school year, and that certify that there was a CAP program in place during that school year. The claim amount will be based on the BEDS enrollment on file for that school year and average hourly rates that are 4% less than what was used for the 2004-05 school year. Claims will be reimbursed at 77%

To determine if your school is among those that are eligible to claim, please refer to the List of Eligible Schools on the [Information and Forms webpage](http://www.p12.nysed.gov/nonpub/mandatedservices/forms/home.html). If your school is listed, you may claim online by accessing the business portal or by submitting a signed original Certification Form which can be found at [Information and Forms webpage](http://www.p12.nysed.gov/nonpub/mandatedservices/forms/home.html). Please note that there will not be an automatic payment as was done for the adjustments for other school years.

To claim online, sign into the SED Business Portal with your school’s User ID and Password. Under “my applications”, choose Mandated Services Aid. The 2003-2004 school year CAP will be at the top of your list of claims and will be in OPEN status. Click on edit – Read and then check the certification box, click on I AGREE, and then SUBMIT CLAIM. If you claim online, you do not need to submit the claim form.

Eligible schools will receive an e-mail notification that they may be eligible for reimbursement. Upon receipt of certification either online or by paper, the claim will be approved. Schools will receive an approval notice via e-mail and should expect to receive the payment within two weeks of application.

Questions regarding this notice should be submitted in writing to EMSCMSA@mail.nysed.gov