

NONPUBLIC SCHOOL MANDATED SERVICES AID WORKSHEET

COMPLETING THE MANDATED SERVICES AID FORMS

Getting Started:

- Please read the accompanying Guidelines for the 2005-06 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 and Dropout 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.
- Using the forms provided in this Worksheet, determine the average hourly rate for the employees that performed the tasks for each mandate.
- Calculate the total expenditure for each mandate.
- Transfer the total expenditure for each mandate to the MSA-1 Form, Section I-Summary.
- Complete the MSA-1 cover page and obtain the original signature of the chief administrator.
- Mail **only** the completed MSA-1 to the Office of Grants Management at the above address.
- Keep the Schedule A/Worksheet and other documentation for monitoring and/or audit.

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, it is necessary to calculate the appropriate combined hours.

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 4 & 8 only)

	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)
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	Enter Total Hours:*		
Support Staff	Enter Total Hours:**		
*Administrator: *4 hrs. for G-4 and/or 4 hrs. for G-8:		Supplies, cost of shipping exams to & from scoring site	\$110
**Support Staff: *4 hrs. for G-4: and/or 4 hrs. for G-8:		Total General Expenditures EIA	

b. Teacher Workshop Expenditures (see 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	

c. Scoring Center Costs (see the Guidelines for this definition)

**Calculation of Hourly Rate
Mandate 3. Basic Educational Data System Reporting (BEDS)**

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in Basic Educational Data System Reporting (BEDS).			
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)**

(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)**

	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		
Support Staff	8		
Supplies and Materials			\$50
Total Expenditures RE			

b. Teacher Workshop Expenditures (see page 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			

Calculation of Hourly Rate

**Mandate 5. Regents Competency Testing Program (RCTP) and/or
The Native Language Writing Test (NLW)**

	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:**		
		Supplies and Materials	\$10
		Total Expenditures RCTP & NLW	

*Administrative: 3 hrs. per subject

**Support Staff: 3 hrs. per subject

Mandate 6. Calculator Expenses (CE)

- | | | |
|---|----|--------|
| 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)

	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.

- | | |
|--|----------------|
| 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)

	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)

	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*		
Support Staff	6 or**		
Note: If more than 85 graduation candidates:		Supplies and Materials	\$10
*# of candidates x 1 85		Total Expenditures HSGR	
**# of candidates x 6 85			

Calculation of Hourly Rate
Mandate 11. Grade Four Science Test (GFST)

	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)

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	\$100
		Total Expenditures GFST	

b. Teacher Workshop Expenditure (see page 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)

	GFST (May)	GFSST (May)	GEST (performance) (May)	GEST (written) (June)	NYSESLAT (April)	GESST (June)	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 GFSST	2		
May Grade Eight Science Test (Performance)	2		
June Grade Eight Science Test (Written)	2		
June Grade Eight Social Studies Test	2		
NYSESLAT	4		
EIA	8		
August Regents, etc.	2		
January Regents, etc.	16		
June Regents, etc	20		
		Total Expenditures TSS	

Calculation of Hourly Rate

Mandate 13. Scholarship for Academic Excellence Application (SAE)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in the Scholarship 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 Scholarship 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)

	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
Mandated 14. Grade Eight Science Test (GEST)

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	\$125
		Total Expenditures GEST	

b. Teacher Workshop Expenditure (see page 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. _____ |

Calculation of Hourly Rate
Mandate 15. Grade Eight Social Studies Test (GESST)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in the Grade Eight Social Studies Test (GESST).			
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 15. Grade Eight Social Studies Test (GESST)

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	\$10
		Total Expenditures GESST	

b. Teacher Workshop Expenditure (see page 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	

Calculation of Hourly Rate
Mandate 16. Grade Five Social Studies Test (GFSST)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in the Grade Five Social Studies Test (GFSST)			
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 16. Grade Five Social Studies Test (GFSST)

a. General Expenditures

(1) Employee Group	(2) Combined (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	\$10
		Total Expenditures GFSST	

b. Teacher Workshop Expenditure (see page 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	

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)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of teachers employed by school who participated in the New York State English as a Second Language Achievement Test (NYSESLAT).			
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 page 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	

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).
- **Expenditures** must be rounded to the **next highest dollar** (e.g., \$455.02 = \$456)
- Mail only the completed **MSA-1**.
- Keep this Worksheet for your records.