

# GUIDELINES

## NONPUBLIC SCHOOL MANDATED SERVICES AID FOR THE 2005-2006 SCHOOL YEAR

### Important Points to Note

- Form **MSA-1** (February 2007) is for services provided in the 2005-06 school year.
- The first page of Form MSA-1 (the certification page) must include the school's identifying information and the **original** signature of the chief administrator. The school's name and address, BEDS code, and federal identification number must be accurate and legible. If any of this information is incomplete or incorrect the MSA-1 will be returned to the school. To ensure a timely payment of the claim, use the applicable checkbox on the cover page to denote if this is the school's first claim or if the BEDS code has changed.
- The MSA-1 should be received in the Office of Grants Management by May 4, 2007. If, based on the submissions received by May 4, 2007, 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 May 4, 2007 will be processed in the order received subject to the availability of funds.
- Effective May 4, 2007, new or amended claims will not be accepted for the 2002-03 school year or any prior year.
- Claim forms for an earlier year (i.e., 2003-04 and 2004-05) are on the web at:  
<http://www.emsc.nysed.gov/nonpub/MSAhome.html>
- The State Education Department maintains information about your institution in a system called SEDREF. Unless notified of changes to your payee name and address, checks will be sent to the payee name and address currently on file in SEDREF. Information that SED has on file for your school is available at:  
[http://portal.nysed.gov/portal/page?\\_pageid=94,1&\\_dad=pref&\\_schema=PORTAL30](http://portal.nysed.gov/portal/page?_pageid=94,1&_dad=pref&_schema=PORTAL30)  
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/cafef/forms.html>
- 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://nysosc3.osc.state.ny.us/epay/guide.htm> . Participation is voluntary, with the option to withdraw at any time.
- When completing the application, the calculated average hourly rates must include only those employees providing the mandated service being claimed. The calculated hourly rate must be for the employees who actually provided the mandated services.
- 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.

- Directions for Completing Schedule A/Worksheet and the MSA-1 are located on the cover pages of each form.

#### A. 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 1st to June 30<sup>th</sup> 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, Social Security, 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. **“Scoring Center Costs”** - The 4th and 8th grade ELA tests are scored at Regional Scoring Centers. The cost for this scoring will be reimbursed and can be included under the mandate Elementary and Intermediate Assessment (EIA) in English Language Arts and Math. The Scoring Center Costs must include only the amount billed by the Scoring Center and paid by the school or a sponsoring organization. Documentation of the scoring cost payment must be maintained and accessible upon request.
7. **“Teacher Workshop Expenditures”** are allowable costs of participating in teacher workshops. This may include pre-exam, exam, and post-exam training sessions for 4<sup>th</sup> and 8<sup>th</sup> grade English and Math, Regents Exams, Grade Eight Science Test, Grade Eight Social Studies Test, Grade Four Science Test, Grade Five Social Studies Test and the NYS English as a Second Language Achievement Test. The school will be reimbursed

for the total number of hours the teacher was absent from the classroom to participate in this training. **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 Form MSA-1.

## B. Mandates

1. **Pupil Attendance Report (PAR).** Attendance must be recorded once daily, summarized periodically, and maintained on file by the school.
2. **Elementary and Intermediate Assessment in English Language Arts and Math (EIA).** Math and English Language Arts (ELA) tests must be administered, the scores recorded, and the results interpreted. Student answer papers must be submitted to the New York State Education Department for processing. Nonpublic schools must adhere to the required deadlines in order to receive their official individual student score reports. The website for the Office for Standards, Assessment and Reporting at <http://www.emsc.nysed.gov/sar/> 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. For more information about this mandate go to: <http://www.emsc.nysed.gov/irts/beds/home.html>
4. **Regents Examinations (RE).** Regents exams must be administered, scored and the results interpreted. The Nonpublic Secondary Examination Report must be filed with the New York State Education Department pursuant to reporting instructions and due dates. The Nonpublic Secondary Examination Report is used to report student results on Regents exams. It is a scannable booklet that is mailed to the school annually. The information reported on this form will be included in the Nonpublic School Comprehensive Information Report (CIR).

Do not report 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.

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 Score Report must be filed with the New York State Education Department.
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 Regents Math A, Grade 8 Math, Living Environment, Chemistry, Earth Science and Physics. Reimbursement for the costs of graphing

calculators will be at the flat rate of \$90 per calculator. Pupils administered a Math B Regents Exam must be provided the use of a graphing calculator. 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.emsc.nysed.gov/nonpub/](http://www.emsc.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. NYC 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. NYC and State Health Department audits must be completed when required.
9. **Documentation of Integration of Required Instruction in 7<sup>th</sup> and 8<sup>th</sup> 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.
10. **Graduation and Dropout Report for Nonpublic Schools & Summer Graduation Report for Nonpublic Schools (HSGR)** (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. They must also report all students in grades 7-12 who were on the attendance register at any time during the reporting period who meet the definition of dropout. 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/irts](http://www.emsc.nysed.gov/irts)
11. **Grade Four Science Test (GFST).** The Grade Four Elementary-Level Science Test must be administered according to the rules, regulations and guidelines issued by the State Education Department. Complete, scored student answer sheets and the Class Record Sheet must be sent to the Department by the required deadline. The school must keep a record of the students' scores. A copy of the student answer sheets must be kept on file locally. The Department does not mail student score reports to the school.

- 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 Scholarship 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 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, according to the rules, regulations and guidelines issued by the State Education Department. Complete, scored student answer sheets and the Classroom Roster must be sent to the Department by the required deadline. The school must keep a record of the students' scores. A copy of the student answer sheets and Classroom Roster must be kept on file locally. The Department does not mail student score reports to the school.
- 15. Grade Eight Social Studies Test (GESST).** The Grade Eight Social Studies Test must be administered according to the rules, regulations and guidelines issued by the State Education Department. Complete, scored student answer sheets and the Classroom Roster must be sent to the Department by the required deadline. The school must keep a record of the students' scores. A copy of the student answer sheets must be kept on file locally. The Department does not mail student score reports to the school.
- 16. Grade Five Social Studies Test (GFSST).** The Grade Five Elementary-Level Social Studies Test must be administered according to the rules, regulations and guidelines issued by the State Education Department. Complete, scored student answer sheets and the Classroom Roster must be sent to the Department by the required deadline. The school must keep a record of the students' scores. A copy of the student answer sheets must be kept on file locally. The Department does not mail student score reports to the school.
- 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 and class

rosters must be sent to the Department for scoring by the required deadline. A copy of the student answer sheets must be kept on file locally.

C. 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. The hourly rates are then multiplied by Combined Hours of effort for each mandate. Combined Hours are based upon Time and Effort Standards for each mandate. The calculation of hourly rates must include the hours and salaries for those employees that provided the mandated service being claimed. For 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.

D. 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.

E. 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 and Intermediate Assessment in English Language Arts and Math (EIA)	\$110
Regents Examinations (RE)	\$ 50
NYS Regents Competency Testing And Native Language Writing Test	\$ 10
High School Graduation & Dropout Report (HSGR)	\$ 10
Grade Four Science Test (GFST)	\$100
Scholarship for Academic Excellence Application (SAE)	\$ 10
Grade Eight Science Test (GEST)	\$125
Grade Eight Social Studies Test (GESST)	\$ 10
Grade Five Social Studies Test (GFSST)	\$ 10
NYS English as a Second Language Achievement Test (NYSESLAT)	\$110

**\* per teacher**

The costs of test kits used in the administration of the Grade Four Science Test (GFST) and the Grade Eight Science Test (GEST) will be reimbursed at a rate of \$200 and \$250 respectively for each test kit purchased. **Note:** Each 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. Schools must maintain inventory records of the test kits.

#### F. General Requirements

**Reporting periods** – Claims for reimbursement are based on the mandated services provided during a school year. The school year is defined as July 1<sup>st</sup> to the following June 30<sup>th</sup>. The financial information and supporting documentation for calculating the Average Hourly Rates [(Annual Gross Salary + Fringe Benefits)/ Total 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.

**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 Schedule A/Worksheet 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.

Additional information about recordkeeping requirements is available at:  
<http://www.emsc.nysed.gov/nonpub/MSAhome.html>

## G. Reminders

To avoid delay in processing of claims, the MSA-1 Form should be reviewed for the following:

- The Certification on page 1 must contain the original signature of the Nonpublic School Administrator. Photo or other copy will not be accepted.
- The BEDS Code and Federal ID must be completed on the MSA-1.
- **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)
- 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.
- All entries must be legible.
- If the PAR claim total exceeds the previous year by 20% or more, a precise and clear explanation justifying the increase must be attached.
- If you chose Opening or Closing BEDS and the enrollment varies by more than 20% of BEDS, a precise and clear explanation justifying the increase must be attached.
- To be eligible for reimbursement for a mandate, all reports required in connection with that mandate must have been submitted to the Education Department.