**January 2017 - MSA Claims for 2015-16 School Year**

The online system is now available for schools to submit their MSA claim for the 2015-16 school year. Please note that if you have any other MSA or CAP claim that is in any status other than CLOSED (claim payment was made), you will need to wait until all such claims are resolved (i.e., CLOSED) before you can submit the 15-16 school year claim. This includes the 2003-04 or 2004-05 school year CAP recently made available to eligible schools.

The online application process is the most efficient way to claim both MSA and CAP. Staff members are available to assist schools in filing online and can be reached at 518-474-3936 and emscmsa@mail.nysed.gov.

In order for your MSA claim to be considered timely, it must be submitted and/or received by Noon February 22, 2017.  For those schools making an online submission, it is important to note that an “Open” claim is not a “submitted” claim.  For those schools submitting a paper form, please be sure to allow time for the mailing process as received does not mean “postmarked”. **Funds will not be made available to make payments until after the due date of February 22, 2017.**

To avoid confusion on the timing of payments, schools **will not be receiving a system-generated e-mail notification** stating that payment will be made in 7-10 days when their claim is approved.  Schools **should track the status of their claim** by accessing the mandated services online system available through the SED Business Portal. User IDs and passwords can be obtained from the SED Delegated Account System at 518-473-8832.

As explained in the Department’s December 2016 Announcement of Aid Application, if based on the submissions received by the due date, funding is not sufficient to pay all claims, payments will be pro-rated based on available funding.  The unpaid balance will be paid when additional funds become available for that purpose.