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Programs

New York State Education Department

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# **New York State Nonpublic School Academic Intervention Services (AIS)**



# Overview



NYS Academic Intervention Services for Nonpublic Schools Program (AIS) Overview of program



Items to Remember



Completing the Reimbursement Form



Finding your Funds



Submitting your Reimbursement Form



Contacting the SORIS Office



# Purpose and Eligibility of AIS

- ▶ **Purpose:** AIS professional development funds are designed to raise the proficiency of religious and independent school teachers in specific techniques designed to support their students who are at-risk of not meeting the State standards in ELA and mathematics.
  
- ▶ **Eligibility:** Religious and Independent Schools who:
  - administered the 3-8 State assessments in the 2017-2018 school year;
  - Students who did not receive a level 3 or 4 on either of the 3-8 ELA or mathematics NYS assessments
  - have a Department issued BEDS code;
  - have a valid OSC Vendor ID (or will obtain one); and
  - are currently serving children.

Eligibility has already been determined based upon Department data.



# Program Years for AIS

Each Program year begins on April 1 and ends on March 31

- ▶ Year 1
  - ▶ Testing Data 2015-2016
  - ▶ School Year 2017-2018
  - ▶ Due Date March 31, 2018
- ▶ Year 2
  - ▶ Testing Data 2016-2017
  - ▶ School Year 2018-2019
  - ▶ Due Date March 31, 2019
- ▶ Year 3
  - ▶ Testing Data 2017-2018
  - ▶ School Year 2019-2020
  - ▶ Due Date March 31, 2020
- ▶ Year 3 funds are available to schools for expenditures that have occurred **on or after** April 1, 2015 and **submitted** to the Department by March 31, 2020



## Methodology for AIS

School projects funded according to the following methodology:

- ▶ Year 3 AIS allocations were calculated based on the statewide total number of nonpublic school students who did not meet level 3 or 4 on 3-8 State assessments in ELA and mathematics during the 2017-2018 school year.
- ▶ Once the number of students had been established on a State level, a per pupil instance was calculated and the total amount of funds available to individual schools was determined.



## Carryover Funds

### **Remaining Funds from Year 1 will Carryover.**

In the instance that a school did not use its total allocation in year 2, the remaining funds have been carried over to year 3.

Funding support for a particular year's allocations will be limited to the allocation amount. Schools whose expenditures on eligible items exceed their allocation amount must support those expenses on their own and will not receive additional reimbursement.



## Activities Eligible for Reimbursement

AIS Professional Development Expenditures may include the following:

- ▶ Teacher materials
- ▶ Student materials
- ▶ Workshop fees for teachers only
- ▶ Software materials
- ▶ Professional Inquiry Group/Professional Learning Communities facilitators and/or materials
- ▶ Costs of in-classroom coaching provided by a vendor



## Example of AIS Activities

- ▶ Learning new techniques for providing AIS to struggling students;
- ▶ Provision of professional development that will enable teachers to address the needs of students with different learning styles, particularly students with disabilities, students with special learning needs, and students with limited English proficiency;
- ▶ Purchase of software materials that will assess the needs of struggling students and provide support to teachers in addressing specific skill gaps in ELA and mathematics;
- ▶ Training in effective teaching methods based on proven, research-supported professional development strategies that have been shown to increase student academic achievement;
- ▶ Professional development focused on the New York State Learning Standards and performance indicators, assessment development, local curriculum development and best practices;
- ▶ Support for teachers' knowledge of the teaching of ELA and mathematics;
- ▶ Participation in a network of teachers formed specifically for the professional development of teachers;
- ▶ Training in classroom management skills;
- ▶ Strategies, materials and resources to assist teachers with the uses of data to improve instruction and student achievement in ELA and mathematics;
- ▶ Training in the use of technology so that technology and technology applications are effectively used in the classroom to support struggling students in ELA and mathematics;
- ▶ In-classroom coaching provided by a vendor (Note: this cannot be provided by another teacher or staff member of the school); or
- ▶ Other appropriate programming that improves the capacity of nonpublic school teachers to help their struggling students meet the New York State Learning Standards.





## Items to remember



Complete the application in its entirety



Please submit an organized, clearly labeled application package



Proof of attendance and a syllabus are needed for conferences and teacher workshops



Provide the invoices with items purchased and proof of payment that demonstrates payment has been completed



Only one(1) application per year can be approved and paid



Applications are reviewed in order they are received

A decorative graphic on the left side of the slide. It features a solid red arrow pointing to the right, positioned horizontally. Behind the arrow and extending upwards and to the right are several thin, dark grey, curved lines that resemble stylized grass or reeds. The background of the slide is a light, pale green color with a subtle gradient.

# Completing the Application


 AIS 2019

## New York State Nonpublic School Reimbursement Request Form for Academic Intervention Services (AIS)

**Year 3** (Please note that only one application per year can be processed for payment)

**School Name:**

**School BEDS Code:** \_\_\_\_\_

(School must have a BEDS code and have administered State 3-8 math and English Language Arts examinations in the 2017-2018 School Year to be eligible)

**Institution ID:** 8000000

**School OSC Vendor ID:**

**School Address:**

**Chief Administrator Name:**

**School Telephone:**

**Contact Name (if not Chief Administrator):**

**Contact e-mail:**

The AIS allocation information can be found at [AIS Year 2 Listing](#)

Remaining Funds	+	New Allocation for Year 2	=	Total Available Funds

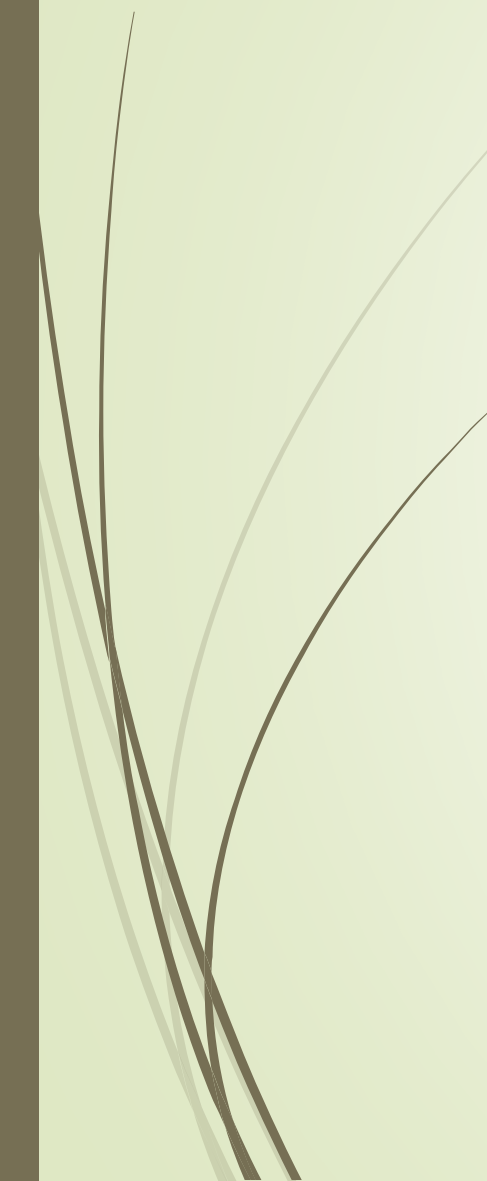
**Required documentation checklist:**

- Completed AIS reimbursement form
- Detailed invoices or invoices with supplemental description of the expenditures\*
- Proof of payment:
  - Cancelled checks (both sides to show it was cashed) **and/or**
  - Detailed bank/credit card statements
- Workshop proof of attendance (if applicable):
  - Sign in sheet **and/or**
  - Certificate of attendance
  - Syllabus for workshop

\*If it is not apparent how the expenditures are linked to improved instruction for struggling students in English language arts and mathematics, SORIS will request a justification and determine eligibility.

p.1

SORIS has added a more detailed checklist to the AIS Reimbursement Form to assist schools in submitting complete forms.



<p><b>Services/Materials Purchased for Professional Development</b>  Please check any purchases that apply below, and then fill in costs for purchases and the vendor name in the appropriate columns to the right.</p>	<p><b>Amount</b>  (list amount spent, if any, on the purchase of this eligible item/service)</p>	<p><b>Vendor Name</b></p>
<input type="checkbox"/> <b>Teacher materials:</b> (such as books, curricular guidelines, etc. not provided free by textbook vendor) Materials must be non-religious in nature and linked to improved instruction for struggling students in English language arts and mathematics.		
<input type="checkbox"/> <b>Student materials:</b> (such as books, curricular guidelines, etc. not provided free by textbook vendor) Materials must be non-religious in nature and linked to improved instruction for struggling students in English language arts and mathematics.		
<input type="checkbox"/> <b>Workshop fees</b> (topics that will improve instruction for struggling students in English language arts and mathematics, e.g., usage of data, addressing the needs of students with different learning styles, meeting the needs struggling students through AIS) *Please attach the syllabus for teacher workshops in which reimbursement is sought, along with proof of payment and proof of attendance (sign-in sheets or certificates of attendance).		
<input type="checkbox"/> <b>Software materials</b> (for example, materials that will assess needs of struggling students, provide identified needs to teachers and/or provide focused repetition on the identified English language arts and/or mathematic needs of students) <b>Note: hardware is not eligible for reimbursement through this grant.</b>		
<input type="checkbox"/> <b>Professional Inquiry Group/ Professional Learning Communities</b> (facilitator for the group provided by a vendor, non-religious research and/or curricular materials related to English language arts and/or mathematics for the teacher)		
<input type="checkbox"/> <b>Costs of in-classroom coaching provided by a vendor</b> (no reimbursement permitted for school staff who provide internal coaching) <b>Invoices from the vendor should minimally include the teacher(s) coached, subjects coached in, dates of service, and pricing.</b>		
<input type="checkbox"/> <b>Other</b> (please submit materials describing purchase and demonstrating appropriateness for reimbursement under this program and expense eligibility will be determined by SORIS program staff)		
<p><b>TOTAL EXPENDITURES SUBMITTED</b></p>		



# Schools with SORIS Codes

- ▶ This guidance only pertains to nonpublic schools who have multiple BEDS codes that are connected by a common SORIS code. If your school has more than one site which has received an allocation for this grant, and your sites are connected by a SORIS code, you may complete the reimbursement request forms as follows. Information about SORIS codes can be found at: <http://www.p12.nysed.gov/nonpub/running/#beds>
- ▶ For Year 3, your schools must submit complete, separate application for each BEDS code.

1. Identify the allocations for each BEDS code related to your school. Here, we've found the BEDS codes related to Great School.

INST_ID	BEDS_CD	POPULAR_NAME	REMAINING FUNDS FROM YEARS 1-2 (2016-2017, 2017-2018)	NEW ALLOCATION FOR YEAR 3 (2018-19)	TOTAL AVAILABLE FUNDS YEARS 1-3
800000012345	012345678910	GREAT ELEMENTARY SCHOOL	\$0	\$5,385	\$5,385
800000067890	012345678911	GREAT HIGH SCHOOL	\$0	\$11,182	\$11,182




## 2. Complete a separate reimbursement form for each BEDS code in its entirety.

- On page 3 of each application, check and complete the Collaborating Agency box. The lead entity should be the SORIS code "parent school."

<u>Collaborating Agency</u>		
<input checked="" type="checkbox"/> (check and complete this section only if applicable to your school) <i>I hereby certify that the school listed is authorized to pool School Safety funds with a consortium, a diocese, or other provider. Please list the information requested below.</i>		
Great Elementary School	012345678910	
Name of Lead Entity	BEDS Code (if applicable)	
Principal A	518-555-1234	principal@greatschool.org
Contact Name	Contact Phone #	Contact Email



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- ▶ The funds allocated to one BEDS code does not have to have been used at the associated address.
    - ▶ For example, complete the application for GREAT ELEMENTARY SCHOOL, which has \$5,385 in total available funds: GREAT SCHOOL spent \$6,000 on teacher materials at the elementary AND high school. However, they are going to claim reimbursement for the teacher materials using the elementary school BEDS code.
    - ▶ Now complete the application for GREAT HIGH SCHOOL, which has \$11,182 in total available funds: GREAT SCHOOL spent \$12,000 on related teacher workshops at the elementary AND high schools. However they are going to claim reimbursement for the teacher workshops using the high school BEDS code.
  - ▶ Submit the related applications, with applicable documentation, in one package.



# **Collaborating School Section for Schools NOT Sharing a SORIS Code – Optional Section**

**Collaborating Agency**

(check only if applicable to your school) I hereby certify that the school listed is authorize to pool AIS funds with a consortium, a diocese, or other provider.

If your school will be pooling AIS funds with a consortium, a diocese, or other provider, please list the information requested below.

\_\_\_\_\_  
Name of Lead Entity

\_\_\_\_\_  
BEDS CODE (if applicable)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Contact E-mail

**AIS Certification**

I hereby certify that the expenditures reported have been incurred and calculated in accordance with all applicable statutes, regulations and guidelines; that the school at which the services were performed is not a for-profit entity; the claim is just and correct. No services have been provided directly to students, and any purchased services and materials are secular, neutral and non-ideological. Original itemized receipts and proof of payment for the purchases, services or travel of approved items must be submitted with your reimbursement request.

\_\_\_\_\_  
**Original Signature of Chief  
Administrator**

\_\_\_\_\_  
**Chief Administrator Name  
(PLEASE PRINT)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrator Email  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Contact Person  
**(PLEASE PRINT)**

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Contact Email



## Reimbursement of AIS Funds

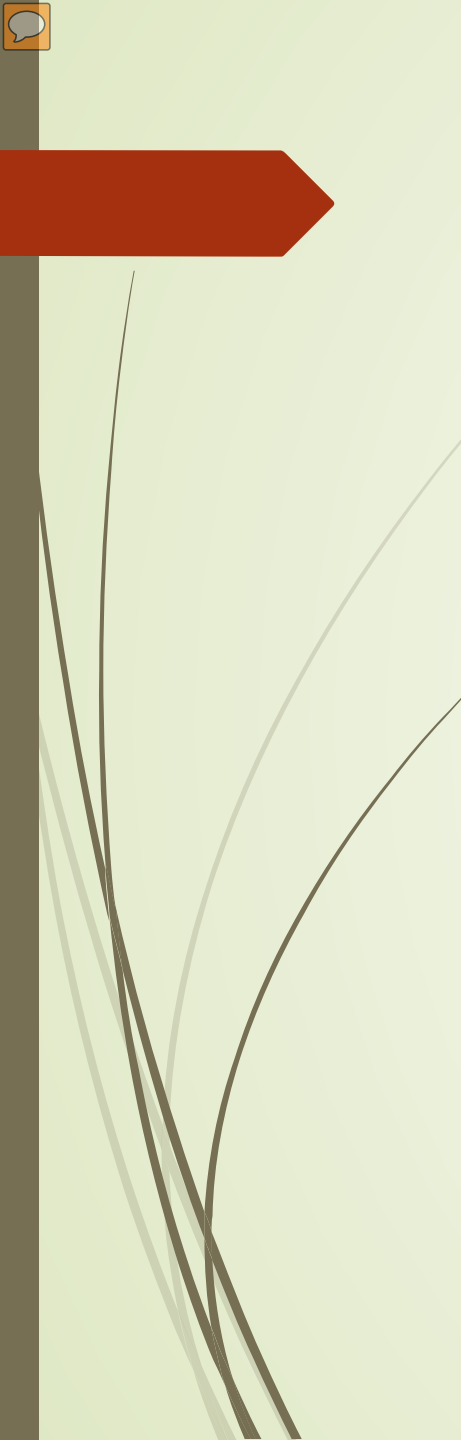
Each school receiving AIS funds will have total allocation that will be a combination of the Year allocation and remaining funds from years 1- 2

Reimbursement will be given after a thorough review of the required documents. Nonpublic schools seeking reimbursement for AIS must submit the New York State Nonpublic School Reimbursement Request Form for Academic Intervention Services (AIS) along with **documentary evidence of such expenditures, including invoices listing all items, proof of payment and for conferences and teacher workshops proof of attendance and a syllabus.**



# Finding Your AIS Funds

<http://www.p12.nysed.gov/nonpub/fundingopportunities/#ais>



INST_ID	BEDS_CD	POPULAR_NAME	REMAINING FUNDS (YEARS 1-2)	NEW ALLOCATION -	TOTAL AVAILABLE
800000045012	331500716881	A FANTIS PAROCHIAL SCHOOL	\$ 1,724	\$ 701	\$ 2,425
800000041923	353100145263	ACADEMY OF ST DOROTHY	\$ -	\$ 2,923	\$ 2,923
800000044046	332100227202	AHI EZER YESHIVA	\$ -	\$ 5,508	\$ 5,508
800000045026	331500629812	AL MADRASA AL ISLAMIYA	\$ 4,529	\$ 2,295	\$ 6,824
800000042814	342700629235	AL-IHSAN ACADEMY	\$ -	\$ 6,209	\$ 6,209
800000042589	342800629258	AL-IMAN SCHOOL	\$ 1,572	\$ 725	\$ 2,297
800000037976	571000166198	ALL SAINTS ACADEMY	\$ 1,651	\$ 942	\$ 2,593
800000055669	010100115684	ALL SAINTS' CATHOLIC ACADEMY	\$ -	\$ 1,788	\$ 1,788
800000059835	421800185515	ALL SAINTS ELE OF TIPPERARY HILL	\$ 674	\$ 193	\$ 867
800000054905	031501187966	ALL SAINTS SCHOOL	\$ -	\$ 821	\$ 821



**Office of the  
State  
Comptroller  
(OSC)  
Vendor ID  
Numbers**

- ▶ Does your school have a Vendor ID?  
Check here:  
<http://www.p12.nysed.gov/nonpub/documents/osc-vendor-ids.pdf>
- ▶ Does your school need to obtain one?  
More information can be found here:  
<http://www.p12.nysed.gov/nonpub/mandatedservices/osc.html>



- ▶ Please submit reimbursement form and all required documents to:

New York State Education Department  
State Office of Religious and Independent  
Schools

89 Washington Avenue, Room 1074 EBA,  
Albany, New York 12234





# Contacts for the SORIS Team



Office E-Mail – [SORIS@NYSED.gov](mailto:SORIS@NYSED.gov)



Office Phone Number –  
518-473-8202



Staff:

Lori Genito

Nicole Henderson

Amanda Lolik

Christine Mozone

Sabrina Petruska-Wilmot

Elizabeth Taylor

Anne Wolfgang