



## **Announcement of Aid Application**

**To:** Nonpublic School Administrators

**From:** Christina Coughlin, Coordinator *Christina E. Coughlin*  
Educational Management Services

**Date:** December 2016

**Application:** Nonpublic School Aid – Mandated Services

The Application (MSA-1) and related information are available on the Internet at [NYSED P12 NonPub MSA Forms](#).

**Purpose:** Costs of State mandated services are reimbursable by applying for Nonpublic School Aid. The guidelines and application covering the services provided during the 2015-2016 school year are now available.

**Eligible Applicants:** Nonpublic Schools (non-profit or not-for-profit schools only)

**Due Date:** The MSA-1 Form and Schedule A/Worksheet are due by January 31, 2017

### **General Information:**

The online system will be available to enter claim data in late December or early January. No paper claim forms will be entered into the system until that time. Please watch the web site for an announcement about online system training and the date that the system will be available for school entry of claim forms.

These forms also include a certification statement for the Comprehensive Attendance Policy (CAP) mandate. However, reimbursement for CAP for the 2015-16 school year will not be made until such time funds become available at a later date (after April 2017).

Schools are encouraged to use the Mandated Services Aid online system to enter school year 2015-16 Mandated Services Aid claims. The system is designed to enhance the application process and expedite the issuance of the school's mandated services aid payment. Paper forms will still be accepted and will be entered into the computer system by Department staff. Schools that choose to use the paper forms will need to send a completed MSA-1 form (including explanations as needed for variation in Enrollment that is greater than 20% and increases in Pupil Attendance Recordkeeping and/or Total Aid that is greater than 20%) and the Schedule A/Worksheet.

If, based on the submissions received by January 31, 2017, 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 are appropriated for this purpose.

An electronic payments option is offered by the NYS Office of the State Comptroller (OSC). The option may result in receiving your claim faster. Information about the program is available at [State Financial System NYS](#) through the Vendor Portal. Participation is voluntary, with the option to withdraw at any time.

#### **Changes for the 2015-16 School year:**

- EIA - Mandate 2 parameters have been updated to reflect changes in time to administer and score exams.
- Regents Exams – Mandate 4 – Regents Common Core Algebra II exam has been added.
- The method used to collect High School graduate counts has changed. Rather than the completion of the High School Graduation Report, principals of nonpublic schools were responsible for reporting all students who were awarded a local or Regents diploma, Career Development & Occupational Studies Commencement Credential or Skills & Achievement Commencement Credential during the 2015-16 school year in SIRS. Post-Secondary plans of graduates are also to be reported in SIRS.

#### **Changes for the 2016-17 School year:**

- English has been replaced by Common Core English.
- Integrated Algebra has been replaced by Common Core Algebra.
- Geometry has been replaced by Common Core Geometry

**Additional Assistance:** If you have any questions or need additional information regarding nonpublic school aid, contact the Office of Grants Management at (518) 474-3936, or for assistance with other services available to nonpublic schools, contact the Office of Educational Management Services at (518) 474-6541.