

## **2019-20 Mandated Services Aid COVID-19 Special Instructions**

This document outlines the standards (mandates) that will be utilized to address COVID-19 closures as it relates to Mandated Services Aid (MSA)/ Comprehensive Attendance Policy (CAP) non-public school reimbursement.

The New York State Education Department (NYSED) and the Division of Budget have approved utilizing a safe-harmless provision for spring 2020 exams for the 2019-20 claim year.

### Non-public schools submitting a reimbursement claim for the 2019-2020 school year

- Non-public schools will create a new claim for the 2019-20 school year.

### Non-public schools that did not submit a reimbursement claim for the 2018- 2019 school year

- Non-public schools filing claims for the first time should calculate the annual hours and annual school days based upon the pre-COVID-19 2019-2020 school calendar. Annual hours should be calculated as if there was a full school year, with no reduction in hours or days due to COVID-19.

### MSA Claiming Guidance

- **Hourly Compensation Rate:**
  - Non-public schools will utilize the same number of hours and days (Standard Workday or Actual hours of employees are varied) they did in 2018-19 school year for their average hourly calculations. Standard Work Day and Actual Hours of Employees Varied will be populated from previous year and the cells will be read only.
  - Non-public schools will use 2019-20 school year salary and fringe costs
  - The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.
- **Claiming Parameters:**
  - Reimbursement for all mandates performed during the 2019-20 school year will be calculated using the same parameters/time and effort standards in place for reimbursement of 2018-19 school year costs (i.e., none of the parameters/time and effort standards will change).
- **Hold-Harmless for Exam Cancellations:**

- Hold-harmless will only be provided for reimbursement of tests that were cancelled, based on the number of students that were scheduled to sit for each exam;
- As part of hold-harmless, NYSED will also reimburse costs for workshops, supplies/materials, printing, shipping, test storage, RIC test scoring and testing kits; and
- Reimbursement for exams that were administered would be based on the number of students that actually sat for each exam.

### Hold Claims

For Mandate 2 EIA, Mandate 11 GFST, Mandate 14 GEST and Mandate 18 NYSESLAT, 19/20 claims with exams exceeding 20% of the prior year (18/19) will go into hold.

### MSA Claiming Mandates Guidance

Below, please find specific instructions on how to determine the number of exams to be included for reimbursement for each applicable mandate.

#### **Mandate 2: Elementary and Intermediate Assessment in English Language Arts and Math (EIA),**

This includes the administration of ELA and Math testing for Grades 3-8. Enter the Staff (teacher, administrator, support) that would have proctored the exam. The school should utilize the pre-printed rosters showing the number of exams or the detailed billing summary showing the number of exams provided by the BOCES. This list should accurately reflect the students that were scheduled to take the exams.

#### *Reminder:*

- Non-public schools will use 2019-20 school year salary and fringe costs.
- The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

#### **Mandate 4 Regents Examinations (RE)**

This includes the administration of Regents exams. Enter the Staff (teacher, administrator, support) that would have proctored the exam. Non-public schools will claim the actual number of exams reported for the August 2019 and January 2020 exams that were administered before COVID. In addition, Non-public schools were required to enter into NYSED's database the students who were eligible and scheduled to take the June 2020 Regents exams in a special category called "exempt". The "exempt" exams should be included as well. The MSA system will have the data related to the June 2020 Regents already populated in the system together with the August 2019 and January 2020 exams.

#### *Reminder:*

- Non-public schools will use 2019-20 school year salary and fringe costs.

- The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

**Mandate 11: Grade Four Science Test (GFST)**

This includes the administration of Science Exam for Grade 4. Enter the Staff (teacher, administrator, support) that would have proctored the exam. The school should utilize the pre-printed rosters showing the number of exams or the detailed billing summary showing the number of exams provided by the BOCES. This list should accurately reflect the students that were scheduled to take the exams.

*Reminder:*

- Non-public schools will use 2019-20 school year salary and fringe costs.
- The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

**Mandate 12: Travel to Storage Sites (TSS)**

This includes travel to storage site for picking up various exams. As part of hold-harmless, NYSED will reimburse costs for travel to storage sites.

**Mandate 14: Grade Eight Science Test (GEST)**

This includes the administration of Science Exam for Grade 8.—Enter the Staff (teacher, administrator, support) that would have proctored the exam. The school should utilize the pre-printed rosters showing the number of exams or the detailed billing summary showing the number of exams provided by the BOCES. This list should accurately reflect the students that were scheduled to take the exams.

*Reminder:*

- Non-public schools will use 2019-20 school year salary and fringe costs.
- The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

**Mandate 18: New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners(NYSITELL)**

This includes the administration of NYSESLAT/NYSITELL exams. Enter the Staff (teacher, administrator, support) that would have proctored the exam. The school should utilize the pre-printed rosters showing the number of exams or the detailed billing summary showing the number of exams provided by the BOCES. This list should accurately reflect the students that were scheduled to take the exams.

*Reminder:*

- Non-public schools will use 2019-20 school year salary and fringe costs.
- The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

**Mandate 19 RIC/Scoring Center Costs**

This includes reimbursement of the costs of RIC and Scoring Center expenses.

RIC, (Mandate 19) will be reimbursed based upon actual costs incurred by the non-public schools. It is NYSED's understanding that the RIC's are charging the non-public schools a reduced amount for scanning/scoring expenses.