

11B. Gen Aid: J/J Schedule 2021-2022

Payment documentation can be found [here](#).

SMP-7 - Gen Aid: J/J Schedule Payment Rules

High Level Process:

- December: Take snapshot of db as of 12:00:00AM December 2. Steps 1-8 are made based off of this data:
 1. Calculate Net TGFE for all Districts. This will be used to calculate each month's Gross Pay.
 2. Calculate value to be used for Total Gen Aid Payable for each District
 3. Calculate Net Gross Apportionment for all months Jan thru June
 4. Calculate Gross Pay Jan thru June
 5. Calculate Payment amount Jan thru March only (Payment amount will be Gross Pay, April - June payment amount based on Spring Advance)
 6. Calculate Spring Advance Factor and Total Spring Advance for each district
 7. Calculate April Spring Advance and April Gen Aid Payment
 8. Calculate May Spring Advance and May Gen Aid Payment
 9. Calculate June Spring Advance and June Gen Aid Estimated Payment (June's payment will be re-calculated later using a different processing memo): JUN-PRIOR-DUE
- POST PAYMENT SCHEDULE ON NYSED SITE. Payments will be processed each month. "20XX-20XX Combined Fixed & Individualized General Aid Payment Schedule with Spring Advance". Also send "731" file to DOB.
- Jan: Process Jan Gen Aid payment
- Feb: Process Feb Gen Aid Payment
- Mar: Three payments
 1. Process March Gen Aid Payment
 2. Calculate and process Spring Advance payment
 3. Calculate and process ESFY
- Apr: Process April Gen Aid payment
- May: Process May Gen Aid payment
- Note: Any changes to forms post Dec snapshot are calculated in the June payment, which is using fresh data. Any changes to forms made after June 30 will be captured in Final Adjustment depending upon the cutoff date for the current year's Final Adjustment. Tangentially related... if the revision misses the cutoff, the processor needs to enter in EFRT where it gets put in queue. Every budget indicates how much money is allocated to queue. If it's State Aid's mistake, SA does "P to C" process - in EFRT, payments team releases payment immediately.

Crosswalk:

#	Name	PY Field	SUFI	FFD_ID	RefKey	Formula

General Aid: January - June Schedule Rules

#	Rule	Notes/Formulas
1	Start by calculating the NET TGFE (Total General Fund Expense) by calculating the below items. 1-6 are based off the ST-3 form and whether or not these are clean 81D0(15) or clean with issues 81D0(10):	<p>Prior Year Total General Fund Expense: PRIORTGFE (PY 0421) If 81D0(10) or 81D0(15) > 0, Then PYD2(421) = 21SUFI 25D0(269)</p> <p>Else PYD2(421) = 2020 DB E1D0(1) refkey 32499</p> <p>Prior Year Non-3609a Aids: PRIORTXLTMSFTETC (PY 0422) If 81D0(10) or 81D0(15) > 0, Then PYD2(422) = 2021 SUFI 25D0(73) minus [25D0(60) + 25D0(63)] Else PYD2(422) = 2020 DB A1D0(166) minus [A1D0(134) minus S1D0(007)]</p> <p>Prior Year TRS Obligations: PRIORTRSOBL (PY 0423) If 81D0(10) or 81D0(15) > 0, Then PYD2(423) = 2021 SUFI 25D0(186) 2357 Else PYD2(423) = 2021 SUFI 92D2(93) minus 92D2(92)</p> <p>Prior Year Building Debt Service: PRIORBLDDEBT (PY 0424) If 81D0(10) or 81D0(15) > 0 AND 2021 SUFI 25D0(444)>0, Then PYD2(424) = 2021 SUFI 25D0(444) Else PYD2(424) = 2021 SUFI 25D0(445)</p> <p>If 81D0(10) and 81D0(15) = 0, Then PYD2(424) = 2020dB B2(D0)2+6+8+16+24+42+46+48+56+64+82+86+88+96+104+136+144</p>

1. Prior year Total General Fund Expense from ST-3: PRIORTGFE
 - a. If ST-3 is clean or clean with issue, use Statement A3(#9) /Statement A2(#43)/Sched A4c (#436):Less: Expenditures and refkey 32498 SamsY44
 - b. If not, use 2021-22 Estim Tot Gen Fund Expense AT9999.0 refkey 32499
2. Prior year non-3609a Aids from ST-3: PRIORTXLTMSFTETC
 - a. If ST-3 is clean or clean with issues, use 2021 SUFI 25D0(73) Sched A3/Statement A1: Actual SY Total State Aid refkey 30827 SAMS44 minus [25D0(60) State Aid – Basic Formula Aid refkey 31338 SAMS44 plus 25D0(063) = State Aid – Lottery Aid refkey 31344 SAMS44]
 - b. If not, use A1D0(166) = 2021-22 SUBTOTAL: AIDS IN GENERAL FUND (A+B+C) refkey 87914 minus [A1D0(134) = 2020-21 GEN AIDS EXCL PUB AND PRIV EC AIDS (SUM A) 87910 : 2021SCALC S1D0(007) = 2021-22 Public EC Setaside refkey 53286]
3. Prior year TRS Obligations from ST-3 (for NYC this should be \$0 as they pay TRS directly): PRIORTRSOBL
 - a. If ST-3 is clean or clean with issues, use 25D0(186) = A9020.8 49 348 TRS Contribution – Excluding Employee refkey 32513
 - b. If not, use 92D2(093) = 2020-21 Total TRS (92 084) + refkey 50745 minus 92D2(092) = 2020-21 TRS Employee Contribution (92 080) + refkey 50741
4. Prior year Building Debt Service from ST-3: PRIORBLDDEBT
 - a. If ST-3 is clean or clean with issues, and 25D0(444) = 2020-21 GF Debt service for school construction used for Dec 1 freeze refkey 49858 is greater than 0, use 25D0(444) = 2020-21 GF Debt service for school construction used for Dec 1 freeze refkey 49858
 - b. If not, use 25D0(445) = 2020-21 DS Fund Debt service for school construction used for Dec 1 freeze 49859
5. Current year Building Debt Service from ST-3: BLDDEBT
 - a. If ST-3 is clean or clean with issues, and 2021-22 EST GEN FUND DEBT SVC FOR SCH CONST USED DEC 1 FRZ>0, use 38D0(342) = 2021-22 EST GEN FUND DEBT SVC FOR SCH CONST USED DEC 1 FRZ
 - b. If not use 38D0(345) = 2021-22 EST DEBT SVC FUND DEBT SVC SCH CONST USED DEC 1 FRZ
6. Current year Lottery Aid + Oct, Nov and Dec payments: LOTRATIOAID. Add the following:

(Roosevelt Advance + LOTC2 +CHAP57-GSPS + CHAP94-GSPS +PUB-PEN-GSPS+CHAP265LAWS-GSPS + October GROSS-PAY + November GROSS-PAY + December GROSS-PAY)

Current Year Building Debt Service: BLDDEBT (PY 0425)
 If 81D0(10) or 81D0(15) > 0 AND 2021 SUFI 38D0(342)>0,
 Then PYD2(425) = 2021 SUFI 38D0(342)
 Else PYD2(425) = 2021 SUFI 38D0(345)

If 81D0(10) and 81D0(15) = 0,
 Then PYD2(425)=2020DB B1(D0)2+6+8+16+24+42+46+48+56+64+82+86+88+96+104+136+144

Current Year Lottery Aid plus October through December Payments: LOTRATIOAID (PY 0426)
 PYD2(426) = PYD2(47 + 94 + 151 + 161 + 171 + 27 + 269 + 315 + 361)
 (ROOSE-DED + LOTC2 +CHAP57-GSPS + CHAP94-GSPS +PUB-PEN-GSPS+CHAP265LAWS-GSPS +
 GROSS-PAY (1) + GROSS-PAY (2)+ GROSS-PAY (3))

	<p>Add all of these up = Net Total General Fund Expense (Net TGFE)</p>	
<p>N /A?</p>	<p>Be sure the snapshot includes the form set statuses for Form A, FB, FT, ST-3, and Independent Audit:</p> <ul style="list-style-type: none"> • Form Sets certified • Form Sets clean or clean with Issues • Independent Audit approved • Center of Excellence flag set + timestamp 	<p>TBD if this will be needed in new Payments application. We may be able to get these flags directly from SAMS Oracle DB.</p>
<p>2</p>	<p>Calculate the Total Gen Aid Payable by looking at the district's Form A, FB, FT and ST-3 . If Form A, FB, FT are Clean and Form ST-3 is Clean or Clean with Issues, use the "lesser of" value based on the below:</p> <ol style="list-style-type: none"> 1. Dec 2 snapshot General Formula Aid Output Report (Total General Aid, field name below) 2. Feb SA model run General Formula Aid Output Report (Total General Aid field) <p>(for reference please check the output report fields 28 for SA Run and 29 for December 2 snapshot and compare the values. Then use the "lesser of" amount out of those two values).</p> <p>If not all of the forms are in, or all of the forms are in but they are not Clean, use the Feb SA model run General Formula Aid Output Report (Total General Aid field)</p> <p>The proper name for the field we are looking for in the General Formula Aid Output Report is below. It is also refkey 49 788:</p> <p>2021-22 AIDS USED FOR GENERAL AID PAYMENTS THROUGH JUNE 2022, BASED ON DATA FROZEN 12/1/2021 AND RECALCULATED IN MAY 2022 EXCLUDING JULY 2021 DEFERRED PROSPECTIVE BUILDING AID</p>	<p>Current Total General Aids Payable for Districts ESTGROSS – PY 0001</p> <p>If Forms A, FB, FT, and ST-3 are clean</p> <p style="padding-left: 40px;">If 81D0(2) and 08D0(563) and 08D0(565) and [81D0(10) or 81D0(15)] > 0,</p> <p style="padding-left: 40px;">3483 0661 0663 3491 3496</p> <p>then ESTGROSS equals 17D0(155) This item is refkey 49788</p> <p style="padding-left: 40px;">Then PYD2(1) = 17D0(155)</p> <p style="padding-left: 40px;">1818</p> <p>else ESTGROSS equals 94D0(147)This item is refkey 50811</p> <p style="padding-left: 40px;">Else PYD2(1) = 94D0(147)</p>
<p>3</p>	<p>Calculate Total General Aids Payable by checking to see if SED requires the district to have a Contract for Excellence:</p> <ol style="list-style-type: none"> 1. If yes, but there is <u>NO date</u> associated with the contract, total Gen Aid = Estimated Gross Pay – c4E amount 2. If yes, and there <u>IS a date</u> associated with the contract, total Gen Aid = Estimated Gross Pay 3. If no, the system does not need to check for a contract date, and total Gen Aid = Estimated Gross Pay 	<p>IF EXCELLENCE-FLAG (PY210) = 0, then all months Total Gen Aid Payable = ESTGROSS</p> <p>If EXCELLENCE-FLAG (PY210) = 1 and EXCELLENCE-DTE (PY211) = 0, then then all months Total Gen Aid Payable = ESTGROSS minus C4E AMT</p>

4	<p>Calculate the Net Gross Apportionment (NGA) for each month by subtracting the below from the Total General Aids Payable in step 3 above:</p> <ul style="list-style-type: none"> • November's TOTRETDEDUCTED(1) calculation as part of the Nov TRS calculation • Total VLT apportionment amount • Total Casino Gaming apportionment amount 	<p>This is the same calculation for all months Jan through June. The only thing which changes are the mainframe variables for each month.</p> <ol style="list-style-type: none"> 1. Jan: JM-NETGROSSAPRT(1) = [JM-TOTGENAIDPAY(1)] minus [TOTRETDEDUCTED (1) plus VLTGRANT plus CASGAM-GROSS-AMT] 2. Feb: JM-NETGROSSAPRT(2) = [JM-TOTGENAIDPAY(2)] minus [TOTRETDEDUCTED (1) plus VLTGRANT plus CASGAM-GROSS-AMT] 3. March: JM-NETGROSSAPRT(3) = [JM-TOTGENAIDPAY(3)] minus [TOTRETDEDUCTED (1) plus VLTGRANT plus CASGAM-GROSS-AMT] 4. April: AM-NETGROSSAPRT(1) = [AM-TOTGENAIDPAY(1)] minus [TOTRETDEDUCTED (1) plus VLTGRANT plus CASGAM-GROSS-AMT] 5. May: AM-NETGROSSAPRT(2) = [AM-TOTGENAIDPAY(2)] minus [TOTRETDEDUCTED (1) plus VLTGRANT plus CASGAM-GROSS-AMT] 6. June: JUN-NETGROSSAPRT = [JUN-TOTGENAIDPAY] minus [TOTRETDEDUCTED (1) plus VLTGRANT plus CASGAM-GROSS-AMT]
5	<p>Calculate January Total General Aid Balance, Gross Pay and Payment Amount:</p> <ol style="list-style-type: none"> 1. Jan Total Gen Aid Balance = Jan NGA minus current year Lottery Aid plus October through December payments (LOTRATIOAID) 2. Jan Gross Pay = Jan Total Gen Aid Balance minus (Net TGFE * .5) 3. Jan Payment = same as Jan Gross Pay 4. If result is negative number, round to \$0 	<ol style="list-style-type: none"> 1. Jan Total Gen Aid Balance: JM-TOTGENAIDBAL(1) equals JM-NETGROSSAPRT ((1) minus [LOTRATIOAID] 2. Jan Gross Pay: JM-NETGROSS(1) equals JM-TOTGENAIDBAL(1) minus [NETTGFE times .5] 3. Jan Payment = Jan Gross Pay: JM-GEN-AMTPD(1) = JM-NETGROSS(1) 4. If negative, round to \$0
6	<p>Calculate February Total General Aid Balance, Gross Pay and Payment Amount:</p> <ol style="list-style-type: none"> 1. Feb Total Gen Aid Balance = Jan Total Gen Aid Balance minus Jan Gross Pay 2. Feb Gross Pay = Feb Total Gen Aid Balance minus (Net TGFE * .4) 3. Feb Payment = same as Feb Gross Pay 4. If result is negative number, round to \$0 	<ol style="list-style-type: none"> 1. Feb Total Gen Aid Balance: JM-TOTGENAIDBAL(2) Feb equals JM-TOTGENAIDBAL (1) minus JM-NETGROSS(1) 2. Feb Gross Pay: JM-NETGROSS(2) equals JM-TOTGENAIDBAL(2) minus [NETTGFE times .4] 3. Feb Payment = Feb Gross Pay: JM-GEN-AMTPD(2) = JM-NETGROSS(2) 4. If negative, round to \$0
7	<p>Calculate March Total General Aid Balance, Gross Pay and Payment Amount:</p> <ol style="list-style-type: none"> 1. Mar Total Gen Aid Balance = Feb Total Gen Aid Balance minus Feb Gross Pay 2. Mar Gross Pay = Mar Total Gen Aid Balance minus (Net TFGE * .3) 3. Mar Payment = same as Mar Gross Pay 4. If result is negative number, round to \$0 	<ol style="list-style-type: none"> 1. March Total Gen Aid Balance: JM-TOTGENAIDBAL(3) equals JM-TOTGENAIDBAL (2) minus JM-NETGROSS(2) 2. March Gross Pay: JM-NETGROSS(3) <u>equals</u> JM-TOTGENAIDBAL(3) <u>minus</u> [NETTGFE times .3] 3. March Payment = March Gross Pay: JM-GEN-AMTPD(3) = JM-NETGROSS(3) 4. If negative, round to \$0
8	<p>Calculate April Total General Aid Balance and Gross Pay. Payment amount will be calculated after Spring Advance:</p> <ol style="list-style-type: none"> 1. Apr Total Gen Aid Balance = Mar Total Gen Aid Balance minus Mar Gross Pay 2. Apr Gross Pay = Apr Total Gen Aid Balance minus (Net TFGE * .2) 3. If result is negative number, round to \$0 	<ol style="list-style-type: none"> 1. April Total Gen Aid Balance: AM-TOTGENAIDBAL(1) equals JM-TOTGENAIDBAL (3) minus JM-NETGROSS(3) 2. April Gross Pay: AM-GROSSPAY(1) equals AM-TOTGENAIDBAL(1) minus [NETTGFE times .2] 3. If negative, round to \$0

9	<p>Calculate May Total General Aid Balance and Gross Pay. Payment amount will be calculated after Spring Advance:</p> <ol style="list-style-type: none"> 1. May Total Gen Aid Balance = Apr Total Gen Aid Balance minus Apr Gross Pay 2. May Gross Pay = May Total Gen Aid Balance minus (Net TFGE * .1) 3. If result is negative number, round to \$0 	<ol style="list-style-type: none"> 1. May Total Gen Aid Balance: AM-TOTGENAIDBAL(2) equals AM-TOTGENAIDBAL (1) minus AM-GROSSPAY(1) 2. May Gross Pay: AM-GROSSPAY(2) equals AM-TOTGENAIDBAL(2) minus [NETTGFE times . 1] 3. If negative, round to \$0
10	<p>Calculate June Total General Aid Balance and Gross Pay. Payment amount will be calculated after Spring Advance using a different processing memo:</p> <ol style="list-style-type: none"> 1. June Total Gen Aid Balance = May Total Gen Aid Balance minus May Gross Pay 2. June Gross Pay = June Total Gen Aid Balance 3. If result is negative number, round to \$0 	<ol style="list-style-type: none"> 1. June Total Gen Aid Balance: JUN-TOTGENAIDBAL equals AM-TOTGENAIDBAL (2) minus AM-GROSSPAY(2) 2. June Gross Pay = June Total Gen Aid Balance: JUN-GROSSPAY equals JUN-TOTGENAIDBAL 3. If negative, round to \$0
11	<p>Calculate Spring Advance Factor based upon the full Sustaining Advance State total of \$2,236,200,000</p> <ol style="list-style-type: none"> 1. Add individual district's April through June Gross Pay amounts from steps 8-10 above 2. Calculate the Advance Factor: 2,236,200,000 / total of district's April through June Gross Pay amounts from step 1 above. Truncate to 12 decimal places. 3. Calculate district's Total Spring Advance by multiplying the Advance Factor by the total of April + May + June Gross Pay amounts. 4. State total for all districts needs to be 2,236,200,000. Be sure to add the final small amount to Dundee CSD to finish this step. 	<ol style="list-style-type: none"> 1. WS-St-Tot-Apr-Jun = AM-GROSSPAY(1) + AM-GROSSPAY(2) + JUN-GROSSPAY 2. Adv-Factor = 2,236,200,000 divided by WS-St-Tot-Apr-Jun 3. TOTSPRADV = Adv-Factor times [AM-GROSSPAY(1) plus AM-GROSSPAY(2) plus JUN-GROSSPAY] 4. Add additional \$3.11 to Dundee to round total up to 2,236,200,000
12	<p>Calculate April Spring Advance Allocation</p> <ol style="list-style-type: none"> 1. If April Gross Pay is less than or equal to the Total Spring Advance amount, the April advance = April Gross Pay 2. If April Gross Pay is more than the Total Spring Advance amount, the April Advance = Total Spring Advance 	<ol style="list-style-type: none"> 1. If AM-GROSSPAY(1) is less than or equal to TOTSPRADV, then AM-ADVANCE (1) equals AM-GROSSPAY(1) 2. Else AM-ADVANCE(1) equals TOTSPRADV
13	<p>Calculate April Gen Aid Payment based upon April Spring Advance</p> <ol style="list-style-type: none"> 1. April Gross Pay minus April Spring Advance Allocation 2. Payment amount will be the check amount 	<ol style="list-style-type: none"> 1. AM-CKBAL-DUE(1) equals AM-GROSSPAY(1) minus AM-ADVANCE(1) 2. AM-GEN-AMTPD(1) = AM-CKBAL-DUE(1)

14	<p>Calculate May Spring Advance Allocation</p> <ol style="list-style-type: none"> 1. Subtract April Spring Advance Allocation from the Total Spring Advance 2. If May Gross Pay is less than or equal to this amount, the May advance = May Gross Pay 3. If May Gross Pay more than this amount, May advance = value from first bullet 	<ol style="list-style-type: none"> 1. TOTSPRADV minus AM-ADVANCE(1) 2. AM-GROSSPAY(2) is less than or equal to [TOTSPRADV minus AM-ADVANCE(1)], then AM-ADVANCE(2) equals AM-GROSSPAY(2) 3. Else AM-ADVANCE(2) equals [TOTSPRADV minus AM-ADVANCE(1)]
15	<p>Calculate May Gen Aid Payment based upon May Spring Advance Allocation</p> <ol style="list-style-type: none"> 1. May Gross Pay minus May Spring Advance Allocation 2. Payment amount will be the check amount 	<ol style="list-style-type: none"> 1. AM-CKBAL-DUE(2) equals AM-GROSSPAY(2) minus AM-ADVANCE(2) 2. AM-GEN-AMTPD(2) = AM-CKBAL-DUE(2)
16	<p>Calculate June Spring Advance Allocation. The rule is different for June:</p> <ol style="list-style-type: none"> 1. The June Spring Advance = Total Spring Advance minus April and May Spring Advance Allocations 	<ol style="list-style-type: none"> 1. JUN-ADVANCE = TOTSPRADV minus [AM-ADVANCE(1) plus AM-ADVANCE(2)]
17	<p>Calculate June Gen Aid Payment based upon April Spring Advanc but don't pay anything. This amount is used for ESFY calculations. June payment amount will be calculated in June using a different processing memo.</p> <ol style="list-style-type: none"> 1. June Gross Pay minus June Spring Advance 	<ol style="list-style-type: none"> 1. JUN-PRIOR-DUE equals JUN-GROSSPAY minus JUN-ADVANCE (JUN-PRIOR-DUE will be used in ESFY calculation)
18	<p>POST PAYMENT SCHEDULE ON NYSED.</p>	

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Process January Gen Aid payment:

1. Check for TRWD approval. If missing, calculate TRWD max, and then actual TRWD deduction. There are no OP or other deductions in Jan, Feb, Mar, April, May Gen Aid payments.
2. Check for pay indicators
 - a. Are form sets certified?
 - i. If no, calculate payment but don't send to SFS
 - ii. If yes + form sets were already certified: pay Jan Gen Aid only
 - iii. If yes + form sets were NOT certified in past: pay Oct Gen Aid up to and including Jan Gen Aid
 - b. Is IA form in?
 - i. If no + school is not Big-5, calculate payment but don't send to SFS (only applies to Big-5 starting with Feb Gen Aid payment_)
 - ii. If yes + this has already been approved, pay whatever the district is eligible for in 3 above
 - iii. If yes + this was approved first time in Jan, pay Oct - Jan Gen Aid
3. Create GAAP certificate
4. Post payment to NYSED site (*discuss process with Josh, it sounds like there is a new way of posting payments. The J/J schedule is not revised, payments are posted elsewhere.*)

1. TRWD: Same rules as Dec Gen Aid, taking into account current month + prior months' gross pay.

2. Pay indicator formula:
PY0200 and PY0202 and PY0204 and PY0206 and PY0209 > 0

Then PY0432 = 1

Else PY0432 = 0

December's Pay Indicator - PY 0357 - GENPAY-IND(3)

If PY0432 = 1 and PY0357 = 0

Then PY0357 = 1

Else PY0357 remains the same.

October & November Pay Indicators - PY0311 & PY0265 - GENPAY-IND(2) and GENPAY-IND(1)

If PY0432 = 1 and PY0311 = 0

Then PY0311 = 1 and PY0265 = 1

Else PY0311 and PY0265 remain the same.

If PY0200 and PY0202 and PY0204 and PY0206 > 0 and PY0209 = 0 and PY0311 = 0

Then PY0311 = 1 and PY0265 = 1

Else PY0311 and PY0265 remain the same.

If PY0200 and PY0202 and PY0204 and PY0206 > 0 and PY0209 = 0 and PY0311 = 2

Then PY0311 and PY0265 remain the same

For BIG 5 only:

If PY0200 and PY0202 and PY0204 and PY0206 > 0

Then PY0432 = 1

Else PY0432 = 0

October, November & December's Pay Indicator PY0265, PY0311 & PY0357 - GENPAY-IND(1), (2) & (3)

If PY0432 = 1 and PY0357 = 0

Then PY0357 = 1 and PY0311 = 1 and PY0265 = 1

Else PY0357, PY0311 and PY0265 remain the same.

3.

January Check Amount: **JM-CHECK-AMT(1)**

PY0447 = PY0446 plus any previous month GEN-AMTPD(x) with a corresponding pay indicator equal to 1. Run GAAP based on voucher memo from Payment Unit staff.

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Process February Gen Aid payment:

1. Check for TRWD approval. If missing, calculate TRWD max, and then actual TRWD deduction. There are no OP or other deductions in Jan, Feb, Mar, April, May Gen Aid payments.
2. Check for pay indicators
 - a. Are forms certified? If no, calculate payment but don't send to SFS
 - b. If yes + form sets were certified already: pay Feb Gen Aid only
 - c. If yes + form sets were NOT certified in the past, pay Oct Gen Aid up to and including Feb Gen Aid
3. Is IA form in? By now all districts must have this submitted in order be eligible for payment
 - a. If no, calculate payment but don't send to SFS (only applies to Big-5 starting with Feb Gen Aid payment_)
 - b. If yes + this has already been approved, pay whatever the district is eligible for in 3 above
 - c. If yes + this was approved first time in Feb, pay Oct - Feb Gen Aid
4. Create GAAP certificate
5. Post payment to NYSED site (discuss process with Josh, it sounds like there is a new way of posting/revising payments. The J/J schedule is not revised, payments are posted elsewhere.)

1. TRWD: Same rules as Dec Gen Aid, taking into account current month + prior months' gross pay. Reminder to use the file provided by State Aid in September which includes last year's Total Gen Aid Base.

$$\text{TRWD-TOTGEN-PD}(X) = \text{TOTRETDEDUCTED}(1) + \text{VLT-GRANT} + \text{CASGAM-GROSS-AMT} + \text{LOT C2} + \text{ROOSE-DED} + \text{CHAP265LAWS-GSPS} + \text{CHAP57-GSPS} + \text{CHAP94-GSPS} + \text{PUB-PEN-GSPS} + \text{GROSS-PAY}(1) + \text{GROSS-PAY}(2) + \text{GROSS-PAY}(3) + \text{GROSS PAY}(X\dots)$$

If $(\text{TRWD-IND}(X) = 0)$ and $(\text{TRWD-TOTGEN-PD}(X) > \text{TOTGENAID-BASE})$

$$\text{Then TRWD-MAX}(X) = (\text{TRWD-TOTGEN-PD}(X) - \text{TOTGENAID-BASE}) - (\text{TRWD-AMT}(1) + \text{TRWD-AMT}(2) + \text{TRWD-AMT}(3))$$

Else $\text{TRWD-MAX}(X) = 0$

2. Pay indicator

$\text{PY0200 and PY0202 and PY0204 and PY0206 and PY0209} > 0$

Then $\text{PY0473} = 1$

Else $\text{PY0473} = 0$

(1) and $\text{GENPAY-IND}(3)$

Jan & Dec Pay Indicators – PY0432 & PY0357 – JM-GENPAY-IND

If $\text{PY0473} = 1$ and $\text{PY0432} = 0$

Then $\text{PY0432} = 1$ and $\text{PY0357} = 1$

Else PY0432 and PY0357 remain the same

and $\text{GENPAY-IND}(1)$

Nov & Oct Pay Indicators – PY0311 & PY0265 – GENPAY-IND(2)

If $\text{PY0473} = 1$ and $\text{PY0311} = 0$

Then $\text{PY0311} = 1$ and $\text{PY0265} = 1$

Else PY0311 and PY0265 remain the same

If $\text{PY0200 and PY0202 and PY0204 and PY0206} > 0$ and $\text{PY0209} = 0$ and $\text{PY0311} = 0$

Then $\text{PY0311} = 1$ and $\text{PY0265} = 1$

Else PY0311 and PY0265 remain the same.

If $\text{PY0200 and PY0202 and PY0204 and PY0206} > 0$ and $\text{PY0209} = 0$ and $\text{PY0311} = 2$

Then PY0311 and PY0265 remain the same

February Check Amount: **JM-CHECK-AMT(2)**

$\text{PY0488} = \text{PY0487}$ plus any previous month **GEN-AMTPD(x)** with a corresponding

pay indicator equal to 1. Run GAAP based on voucher memo from Payment Unit staff.

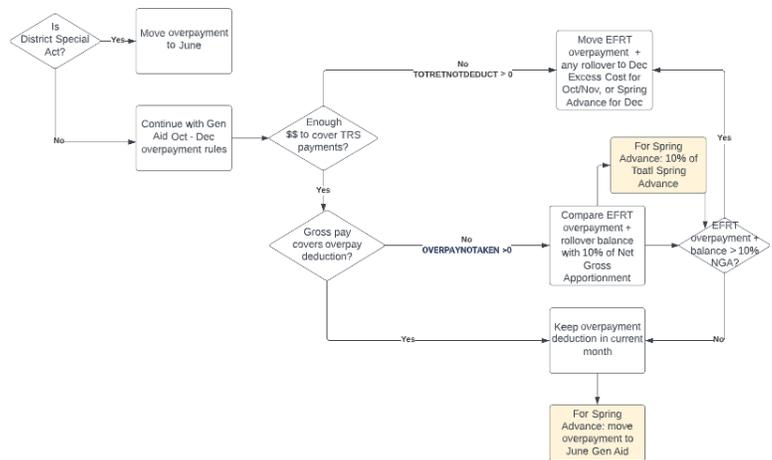
<p>21</p>	<p>Process March Gen Aid payment:</p> <ol style="list-style-type: none"> 1. Check for TRWD approval. If missing, calculate TRWD max, and then actual TRWD deduction. There are no OP or other deductions in Jan, Feb, Mar, April, May Gen Aid payments. 2. Check for pay indicators <ol style="list-style-type: none"> a. Are forms certified? If no, calculate payment but don't send to SFS b. If yes + form sets were certified already: pay Mar Gen Aid only c. If yes + form sets were NOT certified in the past, pay Oct Gen Aid up to and including Mar Gen Aid 3. Is IA form in? <ol style="list-style-type: none"> a. If no, calculate payment but don't send to SFS b. If yes + this has already been approved, pay whatever the district is eligible for in 3 above c. If yes + this was approved first time in Mar, pay Oct - Mar Gen Aid 4. Create GAAP certificate 5. Post payment to NYSED site (<i>discuss process with Josh, it sounds like there is a new way of posting/revising payments. The J/J schedule is not revised, payments are posted elsewhere.</i>) 	<ol style="list-style-type: none"> 1. TRWD: Same rules as Dec Gen Aid, taking into account current month + prior months' gross pay. See step 21. Reminder to use the file provided by State Aid in September which includes last year's Total Gen Aid Base. 2. Pay indicator <p><i>PY0200 and PY0202 and PY0204 and PY0206 and PY0209 > 0</i></p> <p style="padding-left: 40px;"><i>Then PY0514 = 1</i></p> <p style="padding-left: 40px;"><i>Else PY0514 = 0</i></p> <p style="text-align: center;"><i>Feb, Jan & Dec Pay Indicators – PY0473, PY0432 & PY0357 – JM-GENPAY-IND(2), JM-GENPAY-IND(1) and GENPAY-IND(3)</i></p> <p><i>If PY0514 = 1 and PY0473 = 0</i></p> <p style="padding-left: 40px;"><i>Then PY0473 = 1 and PY0432 = 1 and PY0357 = 1</i></p> <p style="padding-left: 40px;"><i>Else PY0473 and PY0432 and PY0357 remain the same</i></p> <p style="text-align: center;"><i>Nov & Oct Pay Indicators – PY0311 & PY0265 – GENPAY-IND(2) and GENPAY-IND(1)</i></p> <p><i>If PY0514 = 1 and PY0311 = 0</i></p> <p style="padding-left: 40px;"><i>Then PY0311 = 1 and PY0265 = 1</i></p> <p style="padding-left: 40px;"><i>Else PY0311 and PY0265 remain the same</i></p> <p style="padding-left: 40px;"><i>If PY0200 and PY0202 and PY0204 and PY0206 > 0 and PY0209 = 0 and PY0311 = 0</i></p> <p style="padding-left: 80px;"><i>Then PY0311 = 1 and PY0265 = 1</i></p> <p style="padding-left: 80px;"><i>Else PY0311 and PY0265 remain the same.</i></p> <p><i>If PY0200 and PY0202 and PY0204 and PY0206 > 0 and PY0209 = 0 and PY0311 = 2</i></p> <p style="padding-left: 40px;"><i>Then PY0311 and PY0265 remain the same</i></p> <p><i>March Check Amount: JM-CHECK-AMT(3)</i></p> <p><i>PY0529 = PY0528 plus any previous month GEN-AMTPD(x) with a corresponding pay indicator equal to 1. Run GAAP based on voucher memo from Payment Unit staff.</i></p>
<p>22</p>	<p>Calculate and process Spring Advance after the March payment has been processed. Two things need to be deducted: any amount owed to Rome and Battavia, and any overpayments left over from the Dec Gen Aid calculation.</p> <ol style="list-style-type: none"> 1. Check for TRWD approval. If missing, calculate TRWD max 	

2. Calculate the Rome & Batavia deduction based upon STAC file. Date dependent upon STAC team.
 - a. If STAC File's R-B Deduction is less then or equal to Total Spring Advance, deduct \$\$ indicated in STAC file.
 - b. If STAC File's R-B Deduction is greater then Total Spring Advance, deduct Total Spring Advance \$\$\$. There will be a leftover balance.
 - i. Context:
 1. There are two state operated schools for deaf and blind students (one in Rome, one in Batavia) which accept students from other districts. Rather than the districts paying Rome and Battavia directly, SED deducts the amount owed from the district's Spring Advance payment and transfers the money to Rome and Battavia on their behalf.
 2. These schools are different from state funded schools aka 4201's which are funded by state but not operated by state.
 3. Excel file provided by STAC Unit third week in February.
 4. STAC sends file in March, 70% taken out of March spring advance. STAC sends another file in June and payment team determines deduction rate for June. Any balance is added to June's portion of what is owed R-B
3. Calculate any overpayments. Requires another EFRT overpayment pull, called "SPR-OP", which is added to any overpayments left over from the Dec Gen Aid payment calculations aka OVERPAYNOTTAKEN(3). Go through overpayment decision tree, same as prior months except multiply 10% of Total Spring Advance, versus 10% of Net Gross Apportionment. Any overpayments which should stay in the spring advance calculations will be decuducted in next few steps - whatever is not covered by the spring advance should get rolled into the June Gen Aid payment.
4. Deduct the R-B amount and any overpayments from the Total Spring Advance Amount
5. Any OP left over gets rolled into June (Overypayment from Dec Gen Aid + Spring OP from STAC) - Spring Advance OP to be deducted.

1. TRWD: Same rules as Dec Gen Aid, taking into account current month + prior months' gross pay. See step 21. Reminder to use the file provided by State Aid in September which includes last year's Total Gen Aid Base.
2. If KPR-BDEDUC is less than or equal to TOTSPRADV, then R-BDEDUC equals KPR-BDEDUC
 - a. Else R-BDEDUCT equals TOTSPRADV
 - b. And R-BNOTDEDUC equals KPR-BDEDUC minus R-BDEDUC
3. If **(OVERPAYNOTAKEN(3) plus SPR-OP)** is less than or equal to **[TOTSPRADV minus R-BDEDUC]**,
 - a. Then **SPR-OP-DEDUCT** is equal to **[OVERPAYNOTAKEN(3) plus SPR-OP]**
 - b. Else **SPR-OP-DEDUCT** is equal to **[TOTSPRADV minus R-BDEDUC]**
4. **NETSPRADV = TOTSPRADV minus R-BDEDUC minus SPR-OP-DEDUCT**
5. **SPR-OP-NOTDEDUCT = (OVERPAYNOTTAKEN(3) + SPR-OP) - SPR-OP-DEDUCT**
6. **If SPRADV-IND equals 1**
 - a. Then **NETSPRADVCKAMT equals NETSPRADV plus any previous month GEN-AMTPD (x) with a corresponding pay indicator equal to 1**
 - b. Else **NETSPRADVCKAMT equals 0.**

Overpayment Decision Tree

a.



6. Calculate the check amount, NETSPRADVCKAMT. Be sure to check eligibility rules for all form sets A, FB, FT, ST-3, as well as the IA form. The check amount should be the Net Spring Advance + any prior payments the district is eligible to receive, as applicable. If they are not applicable, the check amount should be \$0.
7. Create GAAP Certificate
8. Post payment to NYSED (check location with Josh)

23

Calculate ESFY payment using JUN-PRIOR-DUE as the starting point. Current state calculations transfer this amount to a new variable: ESFY-PRIORDUE. The ESFY calculations are based upon June estimates which are only used for the ESFY payment and will not be applied to the June payment. The June payment is re-calculated and processed via a separate set of instructions.

1. **ESFY-PRIORDUE** = JUN-PRIOR-DUE
2. **ESFY-KPOTHER** = SPR-OP-NOTDEDUCT + R-BNOTDEDUC + DORM-PART1NOTDED + [potential OP's and OP spreads that are in EFRT (this last bit is offline)], all to be provided by the Payments team
3. **ESFY-TRWD-TOT** = Transparency Withhold provided by Payments
4. IF **ESFY-IND** = 1 and **ESFY-PRIORDUE** minus (**ESFY-KPOTHER** + **ESFY-TRWD-TOT**) > 0
 - a. Then **ESFY-PRI-NET** = **ESFY-PRIORDUE** minus (**ESFY-KPOTHER** + **ESFY-TRWD-TOT**)
 - b. Else **ESFY-PRI-NET** = 0
5. **ESFY Factor** = Total Remaining GSPS Funds / Statewide Total of **ESFY-PRI-NET**, truncated to 12 decimals.
6. **ESFY-PAY-AMT** = **ESFY-PRI-NET** times **factor**. All districts must add up to GSPS balance. Add remaining to Dundee.

1. ESFY-PRIORDUE is the same value as JUN-PRIOR-DUE
2. The Payments team will also supply a file including all of the deductions needed for ESFY. Today this is stored as **ESFY-KPOTHER** and is basically a total of the below:
 - a. Overpayments not deducted from Spring Advance: **(SPR-OP-NOTDEDUCT, will be stored in db)**
 - b. R-B not deducted from Spring Advance **(R-BNOTDEDUC, will be stored in db)**
 - c. Dorm Part 1 which wasn't deducted from Dec Gen Aid payment **(DORM-PART1NOTDED, will be stored in db)**
 - d. Overpayments from EFRT (fyi this is not pulled from EFRT in March. The next EFRT pull will be in June as part of the June overpayment steps.)
 - e. Overpayment spreads from EFRT. When the district gets notification of a revision (aka overpayment on effort), they have the ability to apply for a three year spread. An even spread refers to splitting up the OP over three years. Uneven spread means different amounts would be paid out. This is done offline in spreadsheets. Not in scope for initial Payments application.
3. The Payments team will supply a file with the TRWD amount for each district. Today this is stored as **ESFY-TRWD-TOT**.
 - a. If the district has a Transparency Withhold and they are now eligible to receive the withheld amount, this will be paid in June.
4. Calculate the June estimate for ESFY, aka "Estimated Net June Prior ESFY", aka **ESFY-PRI-NET**, which is the sum of the deductions above (ESFY-KPOTHER) and the TRWD withhold amount (ESFY-TRWD-TOT). This amount is needed in order to create the ESFY factor.
 - a. If the district isn't eligible for payment, ESFY-PRI-NET should default to zero.
 - b. If the district is eligible for payment, the value should be either greater than or equal to zero. If the number is negative, round to zero
 - c. If the number is negative, flag for Payment team - **Josh, do we still need to do this?**
5. Calculate ESFY factor, a multiplier used similar to the Spring Advance factor:
 - a. Divide Total Remaining GSPS Funds (to be entered manually by Payments) by Statewide Total of ESFY-PRI-NET to 12th digit truncated (not rounded)
6. Calculate ESFY payment by multiplying factor by each district's ESFY-PRI-NET. All districts must add up to GSPS balance. Add remaining to Dundee.

24	<p>Process April Gen Aid payment:</p> <ol style="list-style-type: none"> 1. Check for TRWD approval. If missing, calculate TRWD max, and then actual TRWD deduction. There are no OP or other deductions in Jan, Feb, Mar, April, May Gen Aid payments. 2. Check for pay indicators <ol style="list-style-type: none"> a. Are forms certified? If no, calculate payment but don't send to SFS b. If yes + form sets were certified already: pay April Gen Aid only c. If yes + form sets were NOT certified in the past, pay Oct Gen Aid up to and including April Gen Aid 3. Is IA form in? By now all districts must have this submitted in order be eligible for payment <ol style="list-style-type: none"> a. If no, calculate payment but don't send to SFS (only applies to Big-5 starting with Feb Gen Aid payment_) b. If yes + this has already been approved, pay whatever the district is eligible for in 3 above c. If yes + this was approved first time in Feb, pay Oct - April Gen Aid 4. Create GAAP certificate 5. Post payment to NYSED site (<i>discuss process with Josh, it sounds like there is a new way of posting/revising payments. The J/J schedule is not revised, payments are posted elsewhere.</i>) 	<ol style="list-style-type: none"> 1. TRWD: Same rules as Dec Gen Aid, taking into account current month + prior months' gross pay. See step 21. Reminder to use the file provided by State Aid in September which includes last year's Total Gen Aid Base. 2. Pay indicator - same rules as above.
25	<p>Process May Gen Aid payment:</p> <ol style="list-style-type: none"> 1. Check for TRWD approval. If missing, calculate TRWD max, and then actual TRWD deduction. There are no OP or other deductions in Jan, Feb, Mar, April, May Gen Aid payments. 2. Check for pay indicators <ol style="list-style-type: none"> a. Are forms certified? If no, calculate payment but don't send to SFS b. If yes + form sets were certified already: pay May Gen Aid only c. If yes + form sets were NOT certified in the past, pay Oct Gen Aid up to and including May Gen Aid 3. Is IA form in? By now all districts must have this submitted in order be eligible for payment <ol style="list-style-type: none"> a. If no, calculate payment but don't send to SFS (only applies to Big-5 starting with Feb Gen Aid payment_) b. If yes + this has already been approved, pay whatever the district is eligible for in 3 above c. If yes + this was approved first time in Feb, pay Oct - May Gen Aid 4. Create GAAP certificate 5. Post payment to NYSED site (<i>discuss process with Josh, it sounds like there is a new way of posting/revising payments. The J/J schedule is not revised, payments are posted elsewhere.</i>) 	<ol style="list-style-type: none"> 1. TRWD: Same rules as Dec Gen Aid, taking into account current month + prior months' gross pay. See step 21. Reminder to use the file provided by State Aid in September which includes last year's Total Gen Aid Base. 2. Pay indicator - same rules as above.

End of State Fiscal Year (ESFY)

- ESFY - is bit more tricky and unique. Mar 31 is end of state fiscal year, so all of the GSPS funds (general support for public schools) need to be used up by then. The \$\$ is every changing until the last minute. Today Payment tells Lisa what the remaining balance is. Future state should be user entered.
- The \$\$ is based upon JUN-PRIOR-DUE, but for ESFY has new value ESFY-PRIORDUE. **Note: we should not do this in the new system using a relational database.**
- In regular payment there is OP and TRWD. But for ESFY these amounts are calculated to determine the June payment, and then the June payment is used to calculate ESFY:
 1. ESFY OP comes from:
 - a. OP's not deducted from spring advance. Although these are deferred to/rolled into the June Gen Aid payment, these amounts need to be calculated as part of the ESFY process.
 - b. OP's coming from EFRT in March, after spring advance - Payment unit would need to provide a file with the amount. The next actual EFRT pull will be in June as part of the June OP OP process, but these values are needed in order to calculate ESFY. The deductions will be applied in June.
 - i. Reminder: aid year is different from fiscal year. So it is the end of the fiscal year, but NOT the end of the aid year. The General Aid year is October - September (Oct, Nov, Dec, Jan-June and Sep).
 - c. R-B not deducted from spring advance
 - d. Dorm Part 1 not deducted from Dec
 - e. Calculate estimated Overpayment spreads, this is an estimate for June: district gets notification of a revision (aka overpayment on effort), they have the ability to apply for a three year spread. Even spread means taking the OP and dividing it up over three years. Uneven spread means different amounts would be paid out. This is done offline in spreadsheets. Not in scope for initial Payments application.
 - i. There are also spreads which are non-three year spreads, aka different cadence. These are called Special Legislation.
 - ii. **NOTE - add to context diagram - for full EFRT redesign, we should look at revamping how OP's are done.**
 - f. Today, Josh gives Lisa a PRN file with the ALL of the above... in future application we will already have #'s 1-4. Josh would need to upload file with the OP spreads.
 2. Calculate estimated transparency withhold amount for ESFY
 - a. Add JUN-PRIOR-DUE to the regular TRWD calculation and compare against last year's Total Gen Aid. (It is the same amount from spring advance + JUN-PRIOR-DUE)
 - b. After the subtraction you'll have the total amount which could possibly be withheld.
 - i. If ESFY has transparency withhold, they will get this money back as part of the June Gen Aid payment.
 - ii. Also, don't actually include this amount when doing transparency withhold for May or June. The above is just an estimate.
 3. Take the JUN-PRIOR-DUE minus overpayments from EFRT in the payments unit file minus transparency withhold amount.
 - a. With ESFY - if a district is STILL not eligible for payment, they COULD get paid ESFY in June. Example below:
 - i. Albany ESFY = 10,000. In Mar, they are not eligible for ANY payment. They get \$0 ESFY
 - ii. In June, Albany is eligible. They can get their June Gen Aid, PLUS all prior Gen Aid.
 1. For June, subtract Mar ESFY from June Gen Aid
 2. June Gen Aid = 90,000.
 4. Calculate ESFY factor. Similar to spring advance factor. Estimated GSPS balance. ESFY - we are trying to spend down to the last penny, all that money appropriated from the prior year. Estimated GSPS balance remaining **entered manually by Payments as it comes from SFS - possibly entered multiple times** / Estimated June payment **calculated by system** = ESFY factor to 12th digit truncated (not rounded.) Factor times estimated June payment used to figure out factor TIME the factor = ESFY payments for each district. All districts must add up to GSPS balance. Add remaining to Dundee.
 5. Subtract ESFY payment from JUN-PRIOR-DUE = the new estimated June check amount which is what should go on the payment cert. Just an estimate bc June is ultimately recalculated.

Something which happened this year. Lisa captures snapshot midnight 12/2/22, used to calculate JJ schedule. This year..... someone during the day was running calcs in SAMS on 12/1/22, the calcs were wrong, and the snapshot included the incorrect data. Full JJ process was done using incorrect data, yesterday 12/14/22 district said the incorrect