




## **Announcement of Aid Application**

**To:** Nonpublic School Administrators

**From:** Christina Coughlin, Assistant Commissioner   
Office of School Governance, Policy and Religious and Independent Schools

**Date:** November 2017

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

The Application (MSA-1) and related information are available on the Internet at <http://www.P12.nysed.gov/nonpub/mandatedservices/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 2016-2017 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 17, 2018

### **General Information:**

The online system is expected to be available to enter claim data in early December. 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 2016-17 school year will not be made until such time funds become available at a later date (after April 2018).

Schools are encouraged to use the Mandated Services Aid online system to enter school year 2016-17 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 17, 2018, 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 funds quicker. Information about the program is available at [www.sfs.ny.gov](http://www.sfs.ny.gov) through the Vendor Portal. Participation is voluntary, with the option to withdraw at any time.

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

- EIA - Mandate 2 parameters have been updated to reflect changes in time to administer and score exams.
- 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.
- Mandate 8 reimbursement rate for SSIP will be increased from .60/student to a rate to be determined prior to the opening of the online system.

### **Pending Legislation**

Legislation that would limit the days used in the calculation of the hourly rate to instructional days has passed the legislature, but it has not been signed by the Governor. We cannot pay claims based on the higher (instructional days only) calculation without the legislation. However, we are happy to pay at the rate which includes non-instructional time during which staff are required to work and then amend to the higher rate if or when the legislation is enacted. This is a determination to be made by each school, but we are happy to pay now to avoid schools having unnecessary cash flow issues. Please contact us with questions.

**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 Religious and Independent Schools at (518) 473-8202.