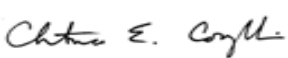


2020-21 Announcement of Aid Application

To: Nonpublic School Administrators

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

Date: October 15, 2021

Application: 2020-21 Nonpublic School Aid – Mandated Services

The Mandated Services Aid (MSA-1) application and related information are available on the Nonpublic Schools website at <http://www.P12.nysed.gov/nonpub/mandatedservices/forms/>.

Purpose: Mandated Services Aid (MSA) is a New York State funded reimbursement program for nonpublic schools. The nonpublic schools receive reimbursement for the state mandates that they have met in the prior school year (July 1 to June 30). In order to receive reimbursement, the school must have met the requirements of the mandate and have documentation to support it. The reimbursement request, or claim, must be processed via our MSA online system.

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

Due Date: Mandated Services Aid claim submission is due by April 1, 2022

General Information:

By December 31, 2021, we expect the 2020-21 MSA system to be available to enter claim data. No paper claim forms will be entered into the system until that time. Please watch the web site <http://www.P12.nysed.gov/nonpub/mandatedservices/forms/> for announcement regarding the MSA online system guidance and application materials, and the date that the system will be available for school entry of claim forms.

The guidelines and application also include a certification statement for the Comprehensive Attendance Policy (CAP) mandate.

Schools are highly encouraged to use the MSA online system to enter school year 2020-21 MSA 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 New York State Education Department staff. Schools that chooses 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 25%) and the Schedule A/Worksheet.

The Office of the State Comptroller has instituted Automated Clearing House (ACH) as the preferred payment method and are now requiring vendors **already enrolled** in ACH to be paid utilizing the ACH payment method. Vendors that have selected the receipt of paper checks as their preferred method of payment will continue to receive checks. However, we strongly encourage vendors and schools which are still receiving checks to enroll in ACH. ACH payments provide both the sender and receiver with the advantages of improved controls, reduced chances for check fraud, better cash management, and greatly reduced bank charges.

Your institution should access the Statewide Financial System (SFS) Help Desk @ helpdesk@sfs.ny.gov and confirm that ACH is selected as the preferred method of payment by navigating to the Location tab on the vendor record and selecting the "Payables" hyperlink. Once in Payables, the payment method is displayed under the "Additional Payables Options," "Additional Payment Information" section. If the Payment Method is "Automated Clearing House," the payment will be made via ACH. Payments may be rejected by OSC if a vendor has ACH as a payment option but choose not to make it their default.

If vendors have questions after using the online Self-Service for Vendors, contact the SFS Help Desk (helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737).

Changes for the 2020-21 School year:

- **Please refer to the Special COVID-19 document** for guidance pertaining to hold-harmless provision and applicable mandates.
- Non-public schools must submit their 2020-21 claim by April 1, 2022 for the 20/21 claim year. The MSA system will not accept any new 20/21 claims after the claiming deadline of April 1, 2022. Submitted claims will be paid by May 31, 2022.
- The 2017-18 claim year will be closed effective December 31, 2021, and no further claims will be accepted for the 2017-18 claim year or any year prior to 2017-18.
- NYSED will continue to accept new claims/amendments for the 2018-19 claim year.
- For the 19/20 claim year, amendments only will be accepted until December 31, 2021.
- Non- Public schools with claims on hold can now **upload documents** to the MSA system. Schools no longer have to wait for a NYSED staff to send documentation requests for the majority of the mandates. Schools will now receive automatic notification regarding documentation that is needed once they complete their claim submission. The schools will be able to access their claims in the MSA system and upload requested document/s.
- After the submission deadline of April 1, 2022, all hold claims will go into post review and paid by payment deadline. Schools with claims on hold will need to provide requested documentation. Schools will not be able to file future year claims until requested documents are provided.

- For the 2020-21 claim year, Total School Aid claim amount over \$500,000 will go into hold. The previous amount was \$300,000.
- For the 2020-21 claim year, Total School Aid has changed from 20% to 25%. Claims with Total School Aid over 25% will go into hold.
- For the 2020-21 claim year, PAR (mandate 1) has changed from 20% to 25%. Claims with a 25% or more increase in PAR will go into hold.
- During the 2020-21 school year, field tests were not administered for the following MSA related exams:
 - Grades 3 through 8 Math and English Language Arts (Mandate 2)
 - Regents Examinations (Mandate 4)
 - Grade 4 Science (Mandate 11)
 - Travel to Storage Sites (TSS) (Mandate 12)
 - Grade 8 Science (Mandate 14)
- The following exams were administered in 2020-21:
 - 3-8 ELA (Mandate 2)
 - 3-8 Math (Mandate 2)
 - 4 & 8 Science (Mandates 11 and 14)
 - K-12 NYSESLAT/NYSITELL (Mandate 18)
- The following Regents exams were granted exemption status in 2020-21:
 - August 2020 Regents (Mandate 4)
 - January 2021 Regents (Mandate 4)
 - June 2021 Regents (Mandate 4) and four Regents Exams that were administered
- NYSED administered only the following Regents Examinations in 2020-21:
 - Algebra I (Mandate 4)
 - Earth Science (written test only) (Mandate 4)
 - English Language Arts (ELA) (Mandate 2)
 - Living Environment (Mandate 4)
- Mandate 8 – The SSIP, State School Immunization Program, rate has been set at \$3.90. The new appropriation limits participation in this program to New York City, Rochester, Buffalo schools that have immunization records on file with the New York State Department of Health.

Legislation regarding Days in Year

In late 2018, the Governor signed legislation that will change the calculations of the hourly rate. There were technical issues with this bill when it was signed that must be resolved, and we have requested and are awaiting guidance. While we await a response, we have been directed to ask schools to submit their claims based upon earlier years practice of including instructional and non-instructional days. Doing so will avoid having your entire claim in hold status while we await guidance on what we believe to be a small portion of the total reimbursement.

Application Submission: Submit application by April 1, 2022 online at <https://eservices.nysed.gov/msa/> or utilize the following methods for completed MSA-1 and Schedule A/Worksheet paper application:

- Email claims to emscmsa@mail.nysed.gov
- Fax claims to 518-474-4674

Additional Assistance: If you have any questions or need additional information regarding nonpublic school MSA 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.