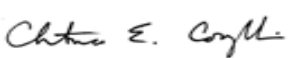


Announcement of Aid Application

To: Nonpublic School Administrators

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

Date: March 8, 2021

Application: Nonpublic School Aid – Mandated Services

The Application Mandated Services Aid (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 under Nonpublic School Aid. The guidelines and application covering the services provided during the 2019-2020 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 May 15, 2021

General Information:

By March 15, 2021, we expect to close the 2016-17 MSA Claim Year and expect the 2019-20 MSA Claim Year 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 for an announcement about the MSA online system training 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 2019-20 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 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 May 15, 2021, 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.

The Office of the State Comptrollers 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 receiving checks as their preferred method of payment will continue to receive checks. We are encouraging those vendors 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 2019-20 School year:

- **Please refer to the Special COVID-19 document** for guidance pertaining to calculating the Average Hourly Rates [(Annual Gross Salary + Fringe Benefits)/ Total Annual Hours Worked] Claiming Parameters, and Hold-Harmless for Exam Cancellations.
- Schools with claims on hold can now **upload documents** to the MSA system. Claims in hold status will be reviewed and the reviewer will send request to schools to provide needed documentation. The schools will be able to access their claims in the MSA system and upload requested document/s.
- During the 2019-20 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 NOT given in 2019-20:
 - 3-8 ELA
 - 3-8 Math
 - 4 & 8 Science
 - K-12 NYSESLAT

- June 2020 Regents
- The following exams WERE given in 2019-20:
 - NYSITELL (partial until March/April) (Mandate 18)
 - August 2019 Regents (Mandate 4)
 - January 2020 Regents (Mandate 4)
- Mandate 4 – Global History and Geography have been revised to include the following exam:
 - New Framework Exam Global History and Geography II
- Mandate 8 – The SSIP, State School Immunization Program, rate has been set at \$3.77. 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 May 15, 2021 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.