

**2021-22 ANNOUNCEMENT of NON-PUBLIC SCHOOL MANDATED SERVICES AID & COMPREHENSIVE ATTENDANCE POLICY (MSA-CAP) APPLICATION**

**To:** Non-public School Administrators

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

**Date:** October 27, 2022

**Application:** 2021-22 Non-public School Aid–Mandated Services Aid/Comprehensive Attendance Policy

The MSA-CAP application and related information are available on the [Non-public School Website](#).

**Purpose:** MSA-CAP is a New York State funded reimbursement program for non-public schools. The non-public schools receive reimbursement for the state mandates that they have met in the prior school year (July 1 to June 30). To receive reimbursement, the non-public schools must have met the requirements of the mandate and have documentation to support it.

**Eligible Applicants:** Non-public Schools (non-profit or not-for-profit schools only). 853 or Approved Special Education Schools are ineligible.

**Due Date:** Per state law, enacted in 2020, Mandated Services Aid/Comprehensive Attendance Policy claim must be submitted by April 1, 2023.

**General Information:**

**By December 31, 2022**, we expect the 2021-22 MSA-CAP system to be available to enter claim data. Non-public schools are unable to enter data into the system until that time. Non-public schools will be notified via email once the MSA-CAP system becomes available for school entry of claim forms. Please watch the web site [Mandated Services Aid Forms](#) for announcements regarding the MSA-CAP online system guidance and application materials, and the date that the system will be available.

The guidelines and application also include certification statements for MSA-CAP.

Non-public schools are highly encouraged to use the MSA-CAP online system [NYSED Business Portal Website](#) to enter school year 2021-22 MSA-CAP 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 via email and fax and will be entered into the computer system by New York State Education Department staff. Non-public 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 25%) and the Schedule A/Worksheet.

Non-public schools have the option to assign an MSA-CAP CFO to submit and certify their MSA-CAP claim. Currently, most non-public schools only have the CEO in that role. If schools would like to add an MSA-CAP CFO to submit and certify their claim, please email [datasupport@nysed.gov](mailto:datasupport@nysed.gov). If your non-public school does not have a CFO, the submit and certify roles automatically defaults to the CEO. Once the MSA-CAP CFO is added to [SEDREF](#), please contact our office and we will entitle the MSA-CFO to the MSA-CAP [NYSED Business portal](#) online system.

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) [SFS Help Desk](#) 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 ACH, 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, please contact the SFS Help Desk ([SFS Help Desk](#) | 877-737-4185 toll-free | 518-457-7737).

#### **Changes for the 2021-22 School year:**

- **Please refer to the Special COVID-19 document** for guidance pertaining to hold-harmless provision and applicable mandates.
- Per state law, non-public schools must submit their 2021-22 claim by April 1, 2023, for the 21/22 claim year. The MSA-CAP system will not accept any new 2021-22 claims after the claiming deadline of April 1, 2023. Submitted claims will be paid by May 31, 2023.
- Per state law, for the 21/22 claim year, amendments will be accepted until May 31, 2023.
- Per state law, the 2020/21 claim year is closed, and no further claims will be accepted for that year.
- Per state law, the 2019/20 claim year is closed, and no further claims will be accepted for that year.

- Per state law, 2018-19 claim year will be closed effective December 31, 2022, and no further claims will be accepted for the 2018-19 claim year.
- Non-public schools with claims on hold can now **upload documents** to the MSA-CAP system. Schools no longer must wait for a NYSED staff to send documentation requests for most 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-CAP system and upload requested document/s.
- After the submission deadline of April 1, 2023, all hold claims will be placed into post review and paid by the payment deadline of May 31, 2023. Non-public schools with claims on hold will need to provide requested documentation. Non-public schools will not be able to file future year claims until requested documents are provided and claim is resolved.
- For the 2021-22 claim year, Total School Aid claim amounts over \$500,000 will go into hold.
- For the 2021-22 claim year, claims with Total School Aid over 25% will go into hold.
- For the 2021-22 claim year, Pupil Attendance Reporting (PAR) (Mandate 1) with a 25% or more increase in PAR will go into hold.
- During the 2021-22 school year, field tests were administered for the following MSA related exams:
  - Grades 3 through 8 Math and English Language Arts (Mandate 2)
  - Regents Examinations (Mandate 4)
  - Grade 8 Science (Mandate 14)
  - K-12 NYSESLAT (Mandate 18)
- The following exams were administered in 2021-22:
  - 3-8 ELA (Mandate 2)
  - 3-8 Math (Mandate 2)
  - June 2022 Regents (Mandate 4)
  - 4 & 8 Science (Mandates 11 and 14)
  - K-12 NYSESLAT/NYSITELL (Mandate 18)
- The following Regents exams were granted exemption status in 2021-22:
  - August 2021 Regents (Mandate 4)
  - January 2022 Regents (Mandate 4)
  - June 2022 Regents US History and Government Framework (Mandate 4)
- The following Regents exam was not administered in 2021-22:
  - Regents US History and Government Framework (Mandate 4)
- Mandate 8 – The SSIP, State School Immunization Program, rate has been set at \$3.85. The new appropriation limits participation in this program to New York City, Rochester, and Buffalo schools that have immunization records on file with the New York State Department of Health.

**Application Submission:** Submit application by April 1, 2023, 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 [MSA-CAP@nysed.gov](mailto:MSA-CAP@nysed.gov)
- Fax claims to 518-474-4674

**Additional Assistance:** If you have any questions or need additional information regarding non-public school MSA-CAP aid, contact the MSA-CAP Office at (518) 474-3936, or for assistance with other services available to non-public schools, contact the Office of Religious and Independent Schools at (518) 473-8202.