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General Information

Mandated Services Aid/Comprehensive Attendance Policy (MSA-CAP) is a New York State funded reimbursement program for religious and independent schools. Schools can apply for reimbursement for the state mandates for which they have met the requirements in the prior school year (July 1 to June 30) Supporting documentation must be available upon request.

To assist NYSED in the timely review of MSA-CAP claims placed on hold, schools must provide an explanation for any year-to-year changes in total and average hourly compensation, staffing levels, hours worked, tests administered, enrollment, etc., both in the MSA-CAP system and in the MSA-CAP workbook.

Filing for MSA-CAP is a voluntary process, requiring religious and independent schools to keep abreast of the changes and notices. This can easily be done by having the CEO or CFO (Chief Financial Officer) keep a current email address on file in the State Education Data Reference File ([SEDREF](#)). List-serv updates will be sent to the contact on file for your school/institution and regularly posted updates are made available on the ORISS [web site](#).

The MSA-CAP online application system includes school data reported to NYSED through the [Office of Information Reporting Services](#), and your district's local [RIC center](#). BEDS data, Elementary and Intermediate Examination (EIA) data, and Regent's examination data reported according to the guidelines will automatically populate and be displayed in READ ONLY FIXED FIELDS for the applicable mandates in your claim. Schools may enter alternate numbers if for some reason the pre-loaded data is incorrect. You will then be prompted to upload additional documentation to the portal for staff review.

Increases in data levels will trigger a highlighted message to appear at the top of the claim screen and/or in the applicable mandate and a file request message will appear in **red** at the bottom of the claim which will also be sent via email to the contact on file. The claim will be set to a specific status, usually the *hold* status. The claims in hold status will be reviewed by ORISS staff, and the staff reviewer will request additional documentation by email to the contact on file. Religious and independent schools can access their claims in the MSA-CAP system and upload any requested documents directly to the highlighted file request at the bottom of your claim. Upload instructions appear at the end of this document.

When the portal opens for a new claim year, an announcement is posted on the ORISS site, and the CEO/CFO receives an e-mail notification from the ORISS list-serv.

Approved claims are usually processed for payment within 7-10 business days.

The NYS Comptroller has the authority to audit the records of private firms and non-profit organizations that receive funding from public programs such as Nonpublic School Aid for accuracy and compliance with State law.



MSA-CAP Application Submission

The reimbursement request, or *claim*, is completed electronically through the [NYS ED Business Portal](#) application. The online system is designed to streamline the application process and expedite review and payment. Additionally, the system is designed for religious and independent schools to play a more active role in tracking the progress of their specific claim.

If your school cannot complete an online submission, please contact the ORISS office to discuss filing an application through email by completing the MSA-CAP workbook and attestation forms. Email msa-cap-oriss@nysed.gov or call 518-474-3936.

Submission Deadline: Per state law, religious and/or independent schools must submit their 2023-2024 claim by April 1, 2025. The MSA-CAP system will not allow any new claims to be entered after the deadline, nor will email applications be accepted after April 1st. Payments for all claims submitted on time will be processed by May 31, 2025.

- ❖ Per state law, the 2022-2023 claim year is now **closed**, and no further claims will be accepted for that year or any prior claim years.
- ❖ If your 2022-2023 MSA-CAP claim has outstanding documents or information requests pending, you will not be able to file your claim for 2023-2024 until the prior year's claim review has been completed and the claim closed.
- ❖ 2023-2024 claims can be amended until May 31, 2025.



External User Roles

The school CEO will have “submit and certify” access to the MSA-CAP claim. The CEO can also entitle other staff as additional users for data entry access by logging into [the State Education Department Delegated Account System \(SEDDAS\)](#) and following the [instructions](#) for adding users. **The CEO will be the only user who can submit and certify the claim after data is entered.** Religious and/or independent schools can also assign an MSA CFO to submit and certify their MSA-CAP claim. If schools would like to add an MSA-CAP CFO to submit and certify their claim, the individual must be added to [SEDREF](#).

- To add or change CFO information, visit [Data Support](#).
- Complete the [CFO form](#)  or this [CFO in PDF](#)  and return by email to datasupport@nysed.gov.
- Once the MSA-CAP CFO is added to [SEDREF](#), please contact ORISS and we will entitle the MSA-CFO to access the [NYSED Business portal](#) online system. We cannot entitle the CFO until they are added to [SEDREF](#) by data support.

Please keep up to date CEO/CFO e-mail and other contact information on [SEDREF](#). ORISS staff cannot update this data. Religious and/or independent schools claim opening times and updates, information and document requests, and approval and payment notices are sent to these contacts.

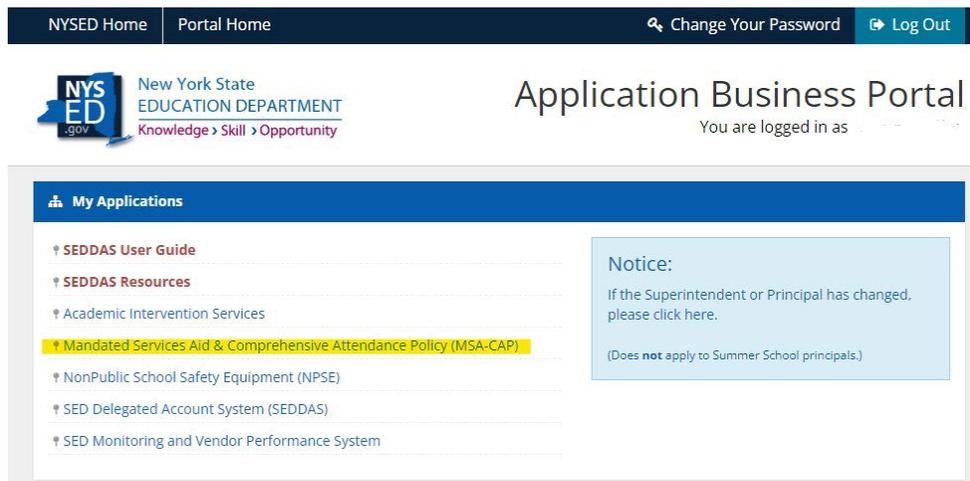


Logging in to the MSA-CAP system

MSA-CAP CEO/CFO users or data entry users can access MSA-CAP with the following web browsers. (Google Chrome is the preferred browser.)

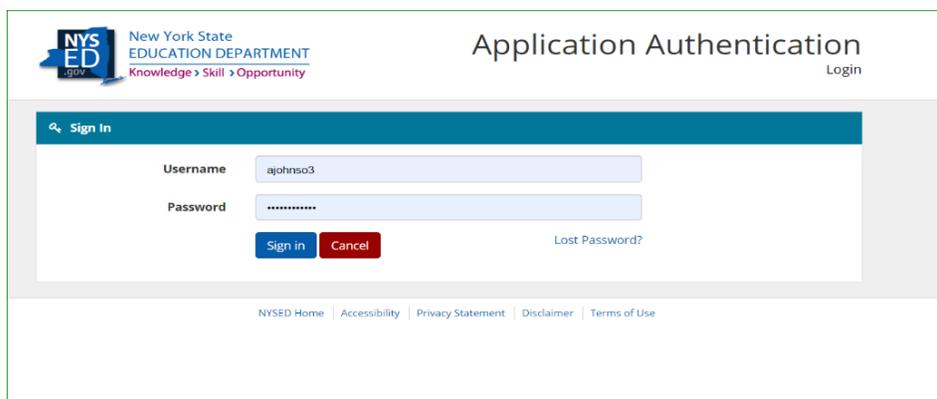


To enter [NYS ED Business Portal](#) Log in with your Username and Password (contact [SEDDAS](#) for password help.) Click on the link for MSA & CAP Under *My Applications* in the blue bar.



The following sign-on page will be displayed. Enter your username and Password.

- Click the <Sign In> button.

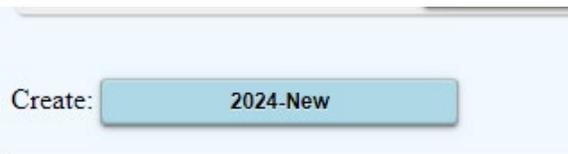




How to Edit or Create a Claim

The current MSA-CAP claim year will be displayed for the user. Users can create a new claim for the current year unless there is an open claim pending from a year prior. Closed claims can only be viewed and/or printed; no changes can be made.

Create a new claim for the current 2023-24 year by selecting the create button:



If the claim year has been opened and saved, return to the claim by selecting the <Edit> button for the open claim year.

Inst Id	Amendment Number	Status	Entry Type	Reviewers	
800000044337	5	OPEN	School Entry		<input type="button" value="Edit"/> <input type="button" value="Withdraw Claim"/>
800000044337	4	WITHDRAWN	School Entry		
800000044337	3	WITHDRAWN	School Entry		
800000044337	2	WITHDRAWN	School Entry		
800000044337	1	WITHDRAWN	School Entry		
800000044337	0	WITHDRAWN	School Entry		

Please Note: Users must enter data in Mandate 1 and Enrollment before MSA-CAP can be certified. Users **must** certify both CAP and MSA Aid before submitting a claim by selecting the attestation button for both CAP and Total School Aid (MSA). Users will not be able to save and submit until the user certifies the claim.



Once the user clicks on the *I hereby attest to the following* button, the “Save” button will appear. Click on the “Save MSA/CAP Certification” button for **both** CAP and MSA Aid. The claim amount totals for each will not be displayed until the item is certified.

TOTAL COMPREHENSIVE ATTENDANCE POLICY 2023-2024 \$135,502.00

I hereby attest to the following:

Not Certified

- This school has adopted and implemented a comprehensive attendance policy pursuant to Section 104.1 of the Regulations of the Commissioner of Education.
- The institution is currently open/operational (at the time of application).
- The institution meets all outlined eligibility requirements as written in the applicable grant year solicitation letter and guidance.
- This is an original application submission and includes no plagiarized content.
- The contents of the application and claim submitted are complete, just, and correct.
- The expenditures reported in this application have been incurred and calculated with all applicable statutes, regulations, and guidelines.
- The expenditures reported in this application have not been claimed or reimbursed in part or full, through other funding sources, including, but not limited to, federal, NYS and NYC grants.
- I agree to respond to all Request for Information (RFI) fully and in good faith, and provide any data or documentation requested by NYSED to determine/validate program eligibility.
- I agree to provide any data or documentation requested by NYSED for audits and monitoring.
- If, at any point during the grant cycle, the applicant/potential recipient is unable to produce requested documentation and/or evidence needed to uphold the rigors of a NYS audit, grant funds may be rescinded.

TOTAL MANDATED SERVICES AID (MSA) 2023-2024 \$76,764.00

I hereby attest to the following:

Not Certified

- The institution is currently open/operational (at the time of application).
- The institution meets all outlined eligibility requirements as written in the applicable grant year solicitation letter and guidance.
- This is an original application submission and includes no plagiarized content.
- The contents of the application and claim submitted are complete, just, and correct.
- The expenditures reported in this application have been incurred and calculated with all applicable statutes, regulations, and guidelines.
- The expenditures reported in this application have not been claimed or reimbursed in part or full, through other funding sources, including, but not limited to, federal, NYS and NYC grants.
- I agree to respond to all Request for Information (RFI) fully and in good faith, and provide any data or documentation requested by NYSED to determine/validate program eligibility.
- I agree to provide any data or documentation requested by NYSED for audits and monitoring.
- If, at any point during the grant cycle, the applicant/potential recipient is unable to produce requested documentation and/or evidence needed to uphold the rigors of a NYS audit, grant funds may be rescinded.

TOTAL CAP-MSA PAYMENT 2023-2024: \$135,502.00

Click on the “MSA-CAP Summary of Expenditures” button to view the claim details. The *Summary of Expenditures* button will expand your claim to display each of the individual mandates such as “Enrollment,” “CAP Expenditures” and the remaining Mandates 1-19.

You must then expand each mandate to enter data to claim reimbursement for any of the individual “Mandate” fields by clicking on the left-hand button description. The total amount will appear to the right of each item once you complete and save each mandate.

<input type="button" value="Enrollment"/>	Enrollment	
<input type="button" value="CAP Expenditures"/>	Comprehensive Attendance Policy (CAP)	\$105,582.00
<input type="button" value="Mandate 1"/>	Pupil Attendance Reporting (PAR)	\$75,192.00
<input type="button" value="Mandate 2"/>	Elementary and Intermediate Assessment in English Language Arts and Math (EIA)	\$24,738.00
<input type="button" value="Mandate 3"/>	Basic Educational Data System Reporting (BEDS)	\$2,915.00



We recommend saving your claim after entering data in each mandate to avoid losing your work. There is no limit to the number of times you can save your claim before submitting.

The claim will not be finalized until the **Submit form** button is selected.

The screenshot shows the NYS ED .gov application interface. At the top, there is a header with the NYS ED .gov logo and the text "SED's Web Accessibility Policy". To the right, it says "DATA ENTRY" and "MSA-CAP". Below the header, there are several input fields for "Name", "Address", "City", "Vendor ID", "Institution ID:8000", "Zip", "State Code:NY", "SED Code", "Email", and "Contact". A status bar below these fields reads "Viewing 2023-2024 School Year / Amendment#:0/Status:OPEN".

In the center of the form, there is a row of buttons: "Available Forms", "Inst Id.", "Change School", "Claim Note", "Adjust Note", and "Save Form". Below this row, the "Submit Form" button is highlighted with a yellow border.

Below the "Submit Form" button, there is an orange error message box that reads: "There are 4 edits that will put the claim to HOLD. CLAIM CAN STILL BE SUBMITTED WITH HOLD EDITS".

At the bottom of the form, there are two sections for certification. The first section is titled "TOTAL COMPREHENSIVE ATTENDANCE POLICY 2023-2024" with a value of "\$26,310.00". It includes a "Save CAP Certification" button and a radio button for "Not Certified". Below this is a list of bullet points representing the terms of the certification. The second section is titled "TOTAL MANDATED SERVICES AID (MSA) 2023-2024" with a value of "\$15,193.00". It also includes a "Save MSA Certification" button and a radio button for "Not Certified".



Enrollment

The system will display the BEDS Enrollment data submitted by your school in the October BEDS Report. The system also populates the data entry fields, lines 1-5, with the same information to save you from entering the information again.

You may enter different enrollment data for opening and/or closing if students were added or left after the BEDS report was filed.

- Select *Opening*, *Closing* or *Beds on File* at the bottom of the Enrollment field under the system generated *Total Enrollment* on line 6.

Enrollment

Enrollment is used to determine average class size in calculating PAR reimbursement. Enter the highest of opening, closing or BEDS enrollment below and check enrollment used.

Opening enrollment is the number of pupils who were in attendance on the first day of school plus those who were registered but were absent on opening day.

Closing enrollment is the number of pupils still enrolled when school closed at the end of the year.

BEDS enrollment is the number submitted to the State Education Department based on a count taken during the first week of October.

Pupils in ungraded classes should be counted as ungraded elementary if under 13 years of age and ungraded secondary if 13 years old or older.

Do not include enrollment of nursery school or pre-kindergarten pupils, postgraduate students or pupils with disabilities who are enrolled pursuant to a contract with a public school district or the State Education Department.

Grade Level	2022-2023 Enrollment	2022-2023 Enrollment on File
1. Grades K-6	374	374
2. Grades 7-8	112	112
3. Grades 9-12	307	307
4. Ungraded Elementary	1	1
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	794	794

Select opening, closing or Beds on file Beds On File Opening Closing

Note: When selecting either Opening or Closing enrollment, if the enrollment varies from the reported BEDS data, a clear and detailed explanation of the variance must be provided. A box will appear on the screen with an orange note stating, “Enrollment claimed exceeds the tolerance level.” The claim cannot be submitted until the explanation is entered in the box provided. An explanation for any year-to-year increase in enrollment should also be provided in the MSA-CAP Workbook if submitting your claim via email.

Enrollment claimed exceeds the tolerance level

Enter Note:

Elementary and High School departments are filed under two different BEDS numbers. However we only file only one Mandated claim for both departments.

Grade Level	2022-2023 Enrollment	2022-2023 Enrollment on File
1. Grades K-6	289	289
2. Grades 7-8	67	67
3. Grades 9-12	310	0
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	666 Enrollment claimed exceeds the tolerance level	356

Select opening, closing or Beds on file Beds On File Opening Closing



Mandate 1 – Pupil Attendance Reporting (PAR)

Click on Mandate 1 from the main claim screen to expand and enter data for PAR (Pupil Attendance Reporting).

- You must select one of these two options: “Standard Workday” or “Actual hours of Employees are Varied.”
 - If standard workday is selected, you must enter the # of days in the school year and the # of hours in the workday for Teachers, Administrators and Support Staff.

Mandate 1		Pupil Attendance Reporting (PAR)			\$41,402.00
<input type="radio"/> Standard Work Day <input type="radio"/> Actual Hours of Employees are Varied					
# of Days in the School Year for	Teachers	Administrators	Support Staff		
	180	190	190		
# of Hours in the Work Day for	Teachers	Administrators	Support Staff		
	5.00	5.00	5.00		
1. Total number of staff employed by school taking daily Pupil Attendance Reporting (PAR)	Teachers	Administrators	Support Staff		
	10.00	1.00	2.00		
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	Teachers	Administrators	Support Staff		
	9,000.00	950.00	1,900.00		
3. Total salaries paid for all services performed by employees in item 1.	Teachers	Administrators	Support Staff		
	\$561,582.00	\$96,227.00	\$150,227.00		
4. Total employee benefits paid on salaries reported in item 3.	Teachers	Administrators	Support Staff		
	\$294,988.00	\$31,425.00	\$53,425.00		
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	Teachers	Administrators	Support Staff		
	\$856,570.00	\$127,652.00	\$203,652.00		
6. Average hourly rate. (do not enter; system calculates)	Teachers	Administrators	Support Staff		
	\$95.17	\$134.37	\$107.19		
Calculation of Expenditures.					
(1)	(2)	(3)	(4)	(5)	(6)
Employee Group	Total # TEACHERS Taking Daily Attendance	Enter Appropriate Parameter (system generated)	Combined Hours (system generated)	Hourly Rate for Salaries and Benefits (system generated)	Expenditures(system generated)
Classroom Teacher	10	30	300	\$95.17	\$28,551.00
Administrative	(leave blank)	5.5	55	\$134.37	\$7,391.00
Support Staff	(leave blank)	5	50	\$107.19	\$5,360.00
Supplies and Materials (\$10 per Teacher) (system generated)					\$100.00
Total Expenditures PAR(system generated)					\$41,402.00

Calculation of Hourly Rate

- Enter the total # of teachers taking daily attendance in line 1.
- Use the <Tab> key to move to the next data entry field or click on the desired box using your mouse.
- Continue entering data for lines 1-4 for Teachers, Administrators and Support Staff.
- Hours, salaries, and benefits should all be entered as **total annual** amounts.
- Click on the <Save Form> button at the top or bottom of the screen and the system will complete the Calculation of Expenditures.

Calculation of Expenditures

- Enter the total # of teachers taking daily attendance in column 2.
- The system calculates the information for lines 5-6 for the calculation of hourly rates and columns 3, 4, 5 & 6 for the calculation of expenditures.



- If the calculations do not appear, you forgot to click on the button for “standard workday” or “actual hours of employees are varied.” A warning message will appear on the screen.

Note: If the PAR total for Mandate 1 experiences unusually high growth, an orange HOLD message will appear, and an explanation will be required. A box will appear on the screen for entry of the explanation. The claim cannot be submitted until you explain.

One example explanation (of many possibilities):

- *New staff were hired at a higher rate, or enrollment and class size increased raising the number of staff needed*

Along with the HOLD message, a request for payroll data will also be triggered and sent to the email address on file. Please upload this documentation directly to the red file request at the bottom of your claim.

Payroll Data (see example on the following page)

- Payroll records for those employees including a *breakdown* of fringe benefits with sources of data (company names) must be maintained and made accessible upon request.
- Payroll company documents are preferred with a logo showing; if payroll is completed in-house, you will be asked to provide signed staff hiring agreements or contracts on school letterhead.
- Please redact identifying personal information from documents before submitting.



Sample Payroll Company Record

Please note: Payroll company records must show the company logo.

SCHOOL
Client: 12345

Paycom Report

DR1: 07/01/2021 - 06/30/2022

Employee Name	Regular(DR1)	Department Head(DR1)
MICHAEL	\$73,165.00	\$0.00
LUCY	\$136,235.00	\$0.00
SUSAN	\$119,850.00	\$0.00
LINDA	\$145,000.01	\$0.00
ROBIN	\$113,790.00	\$0.00
MATTHEW	\$80,375.00	\$0.00
JOANNA	\$89,900.00	\$0.00
JONATHAN	\$89,900.00	\$0.00
CARROL	\$75,691.67	\$0.00
RICHARD	\$77,908.33	\$0.00
ERIC	\$84,481.67	\$0.00
RICHARD A,	\$129,715.00	\$0.00
DIANE	\$133,468.33	\$0.00
JENNIFER	\$104,646.67	\$0.00
CATHERINE	\$86,281.67	\$0.00
ANTONIO	\$129,715.00	\$0.00
MELISSA	\$117,194.87	\$0.00
WENDY	\$766,081.28	\$0.00
KIM	\$86,281.67	\$0.00
TURNER	\$125,548.33	\$0.00
LAUREN	\$85,099.03	\$0.00
MARGARET	\$77,908.28	\$0.00
MARK	\$105,575.00	\$0.00
LESLIE	\$82,731.67	\$0.00
PAMELA	\$181,000.01	\$0.00
VINCENT	\$93,908.33	\$0.00
ANDREW	\$137,828.33	\$0.00
WILLIAM	\$91,918.34	\$0.00
REBECCA	\$102,320.00	\$8,400.00
MARY ANNE	\$89,900.00	\$0.00
AMANDA	\$73,861.67	\$0.00
CLAUDIA	\$107,723.33	\$0.00
NICOLE	\$104,673.34	\$0.00



Mandate 1 Sample Payroll Summary

				Teachers	Administrators		
<u>SCHOOL YEAR 2020-2021</u>		<u>Total Number of Employees</u>		1	1		
		<u>Total Annual Hours</u>		900	1,050		
		<u>Total Salary</u>		\$ 43,722	\$ 60,083		
		<u>Total Benefits</u>		\$ 3,330	\$ 4,157		
		<u>Total Salary and Benefits</u>		\$ 47,052	\$ 64,240		
		<u>Average Hourly Wage</u>		\$ 52.28	\$ 61.18		
<u>Employee</u>	<u>Gross Salary</u>	<u>Social Security</u>	<u>Medicare</u>	<u>Total Fringe Benefits</u>	<u>Total Compensation</u>	<u>Annual Hours</u>	<u>Average Hourly Wage</u>
TEACHER 1	\$ 43,721.60	\$ 2,698.92	\$ 631.19	\$ 3,330.11	\$ 47,051.71	900	\$ 52.28
ADMINISTRATOR 1	\$ 60,083.41	\$ 3,369.44	\$ 788.02	\$ 4,157.46	\$ 64,240.87	1,050	\$ 61.18

The *Payroll Summary* provided **must** show the following items:

- Each staff individual claimed. (We recommend redacting staff names to first name only or using labels such as “T1” to represent Teacher for the privacy of your staff.)
- role (Teacher, Administrator, Support Staff)
- Mandate/s each individual is claimed for if data is requested for multiple mandates.
- Fringe benefits details and breakdowns matching benefit totals claimed per individual.

Please note: Salary and benefit totals listed for each mandate must add up to the same numbers as those claimed for reimbursement or the claim will need to be amended.



Mandate 1 Sample Calendar

Your claim may be set to *Hold* if you enter fewer than 180 days in the school year for Teachers or 190 for Administrators/Support Staff. You will be asked to provide a school calendar with the total days worked by your staff. The calendar you provide must include totals.

School Name							Staff: 20 days vacation																																																							
2020/2021							Faculty AND Staff Report																																																							
							Staff ONLY, in addition to "orange"																																																							
							Holidays & Breaks: campus closed																																																							
							First day of Classes: Tuesday, September 8																																																							
							Last day of Classes: Thursday, June 10																																																							
July S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							August S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<table border="1"> <thead> <tr> <th>Teachers</th> <th>Staff</th> <th>Month</th> </tr> </thead> <tbody> <tr><td>0</td><td>3</td><td>July</td></tr> <tr><td>0</td><td>21</td><td>August</td></tr> <tr><td>19</td><td>21</td><td>September</td></tr> <tr><td>21</td><td>21</td><td>October</td></tr> <tr><td>17</td><td>17</td><td>November</td></tr> <tr><td>14</td><td>17</td><td>December</td></tr> <tr><td>19</td><td>19</td><td>January</td></tr> <tr><td>15</td><td>19</td><td>February</td></tr> <tr><td>20</td><td>23</td><td>March</td></tr> <tr><td>19</td><td>21</td><td>April</td></tr> <tr><td>20</td><td>20</td><td>May</td></tr> <tr><td>10</td><td>22</td><td>June</td></tr> <tr><td>174</td><td>224</td><td></td></tr> </tbody> </table>							Teachers	Staff	Month	0	3	July	0	21	August	19	21	September	21	21	October	17	17	November	14	17	December	19	19	January	15	19	February	20	23	March	19	21	April	20	20	May	10	22	June	174	224	
Teachers	Staff	Month																																																												
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January 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23							June 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26																																																							



Mandate 2 – Elementary and Intermediate Assessment in English Language Arts and Math (EIA)

Click on Mandate 2. Calculation of Hourly Rate

- Enter data for line 1. Use the “tab” key or mouse to move to the next data entry field.
- Continue entering data for lines 2-4. When you get to the end of line 4, tab again.

Calculation of Combined Hours

The system shows the number of exams reported to the Office of Information Reporting Services.

- You may enter different exam data if the correct amounts differ from those on file.

Note: If the value entered in the “Number of Exams Claimed” column is greater than the number of exams on file, the claim will be set to Hold and documentation requested.

Mandate 2 Elementary and Intermediate Assessment in English Language Arts and Math (EIA)				\$14,123.00
Calculation of Hourly Rate				
	Teachers	Administrators	Support Staff	
1. Total number of staff employed by school who participated in Elementary and Intermediate Assessment in English Language Arts and Math (EIA).	8.00	2.00	1.00	
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	7,920.00	3,200.00	1,600.00	
3. Total salaries paid for all services performed by employees in item 1.	\$332,536.00	\$182,661.00	\$40,872.00	
4. Total employee benefits paid on salaries reported in item 3.	\$130,355.00	\$56,568.00	\$22,155.00	
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$462,891.00	\$239,229.00	\$63,027.00	
6. Average hourly rate. (do not enter; system calculates)	\$58.45	\$74.76	\$39.39	
Time and Effort Standards Calculation of Combined Hours (Minimum hour per exam type varies)				
Grade	Number of Exams Claimed	Number of Exams on File	Field Test Given	Calculation
Grade 3 ELA	45	45.0		(45 X 0.75)=33.75
Grade 3 Math	45	45.0		(45 X 0.55)=24.75
Grade 4 ELA	0	0.0		(0 X 0.75)=0.00
Grade 4 Math	0	0.0		(0 X 0.8)=0.00
Grade 5 ELA	56	56.0		(56 X 0.9)=50.40
Grade 5 Math	55	55.0		(55 X 0.65)=35.75
Grade 6 ELA	0	0.0		(0 X 1)=0.00
Grade 6 Math	0	0.0		(0 X 0.8)=0.00
Grade 7 ELA	39	40.0		(39 X 1)=39.00
Grade 7 Math	39	39.0		(39 X 0.75)=29.25
Grade 8 ELA	0	0.0		(0 X 1)=0.00
Grade 8 Math	0	0.0		(0 X 0.8)=0
Mandate 2: Total Combined Hours (system generated)				213

Teacher Workshop Expenditures

- Under section B, enter the total hours of allowable workshop training or enter 0 if claiming none.
- Enter the dollar amount of the workshop fees in the spot provided in column 2.
- The system generates the Total General Expenditures.



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a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	213	\$58.45	\$12,450.00
Administrative (4.25 hours per grade + 1 hour if field test; system generated)	13	\$74.76	\$972.00
Support Staff (5 hours per grade + 1 hour if field test; system generated)	15	\$39.39	\$591.00
Supplies, cost of shipping exams to and from scoring site			\$110
Printing Costs \$86 x # of grades (system generated)			0
Total General Expenditures EIA (system generated)			\$14,123.00

b. Teacher Workshop Expenditures (see the Guidelines for this definition)

(1) Employee Group	(2) Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	0	\$58.45	\$0.00
Workshop Fees	0		\$0.00
Total Workshop Expenditures (system generated)			\$0.00



Mandate 2 Sample EIA Exam Document

Elementary Intermediate Exam (EIA) Receipt from BOCES

District Name: Academy	
Address:	
BOCES Testing Coordinator: Beth	District Testing Coordinator:
Phone:	Phone:
Fax:	Fax:
Email Address:	Email:

Below is information on all assessments you request to be scanned by Nassau BOCES.

Test Name	Quantity Paper Based Testing (PBT)	Sort Order	Quantity Computer Based Testing (CBT)	Exam Unit Price	Ext Price
ELA: Grade 3	20			\$6.54	\$130.80
ELA: Grade 4	13			\$6.54	\$85.02
ELA: Grade 5	17			\$6.54	\$111.18
ELA: Grade 6	12			\$6.54	\$78.48
ELA: Grade 7	14			\$6.54	\$91.56
ELA: Grade 8	19			\$6.54	\$124.26
Math: Grade 3	20			\$6.54	\$130.80
Math: Grade 4	13			\$6.54	\$85.02
Math: Grade 5	17			\$6.54	\$111.18
Math: Grade 6	12			\$6.54	\$78.48
Math: Grade 7	14			\$6.54	\$91.56
Math: Grade 8	19			\$6.54	\$124.26
Minimum Charge Adjustment					\$0.00
Shipping				\$24.00	\$48.00
Total	190		0		\$1,290.60


 Signature of Superintendent or Business Official *Head of School* Title *1-15-2020* Date

Center for Curriculum, Instruction and Technology
 Westbury NY 11590

Sample (516) • Fax



Mandate 3: Basic Educational Data System Reporting (BEDS)

Calculation of Hourly Rate

- Click on the Mandate 3 button.
- Enter data for line 1. Use the “Tab” key or mouse to move to the next data entry field.
- Continue entering data for lines 2-4.
- It is common that these numbers will match those entered for Mandate 1 PAR.
- Click on the <Save Form> button at the top or bottom of the screen.

*The system generates the calculations of information for lines 5 and 6 and completes the fields for Calculation of Expenditures for BEDS and populates the “MSA-CAP Summary of Expenditures” Screen.

Mandate 3 Basic Educational Data System Reporting (BEDS)				\$1,647.00
	Teachers	Administrators	Support Staff	
1. Total number of staff employed by school taking daily attendance in Basic Educational Data System (BEDS)	9.00	1.00	1.00	
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	2,308.50	414.00	207.00	
3. Total salaries paid for all services performed by employees in item 1.	\$167,468.00	\$61,450.00	\$14,599.00	
4. Total employee benefits paid on salaries reported in item 3.	\$12,811.30	\$4,700.93	\$1,116.82	
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$180,279.30	\$66,150.93	\$15,715.82	
6. Average hourly rate. (do not enter; system calculates)	\$78.09	\$159.78	\$75.92	

Calculation of Expenditures.				
(1)	(2)	(3)	(4)	(5)
Employee Group	Total # TEACHERS Taking Daily Attendance	Combined Hours (system generated)	Hourly Rate for Salaries and Benefits (system generated)	Expenditures(system generated)
Classroom Teacher	9.00	9	\$78.09	\$703.00
Administrative		4	\$159.78	\$640.00
Support Staff		4	\$75.92	\$304.00
Total Expenditures BEDS (system generated)				\$1,647.00



Mandate 4: Regents Examinations (RE)

Calculation of Hourly Rate

- Click on the Mandate 4 button.
- Enter data for line 1. Use the “Tab” key or mouse to move to the next data entry field.
- Continue entering data for lines 2-4.
- The system generates the calculations in lines 5-6.

Time and Effort Standards: Calculation of Combined Hours

The system shows the number of Regents exams reported to the Office of Information Reporting Services.

- You may enter different exam data if the correct amounts differ from those on file.
- The system generates the Total General Expenditures based on the data entered.

Teacher Workshop Expenditures

- Under section B, enter the total hours of allowable workshop training or enter 0 if claiming none.
- Enter the dollar amount of the workshop fees in the spot provided in column 4.
- The system generates the Total General Expenditures.

Test Kits Expenditures

- Under Section C, enter the number of students taking Regents Earth Science and the number of Test Kits purchased during the 2023-24 school year.
- The system generates the calculations of Total Expenditures and Total Workshop/Test Kits Expenditures for Regents Examinations and populates the “MSA-CAP Summary of Expenditures” Screen



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Mandate 4	Regents Examinations (RE)	\$17,874.00
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Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Regents Examinations (RE).	9.00	2.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	8,965.00	2,200.00	1,045.00
3. Total salaries paid for all services performed by employees in item 1.	\$355,463.00	\$149,929.00	\$39,387.00
4. Total employee benefits paid on salaries reported in item 3.	\$100,027.00	\$41,698.00	\$6,205.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$465,490.00	\$191,627.00	\$45,592.00
6. Average hourly rate. (do not enter; system calculates)	\$50.81	\$87.10	\$43.63

Time and Effort Standards Calculation of Combined Hours (Minimum hour per exam type varies)

Mandate 4: Regents Exams (Summer 2021, January 2022, and June 2022)

Grade	Number of Exams Claimed	Number of Exams on File+Exempt	Field Test Given	Calculation
Regents Common Core English Language Arts	29	34.0		$(29 \times 1.00) = 31.32$
Regents Common Core Algebra I	20	20.0	Yes	$(20 \times 2.41) = 48.20$
Regents Common Core Algebra II	27	27.0		$(27 \times 2.36) = 63.72$
Regents Common Core Geometry	20	20.0	Yes	$(20 \times 2.41) = 48.20$
Regents Global History & Geography II (Framework)	28	28.0		$(28 \times 0.81) = 22.68$
Regents US History and Government	0			$(0 \times 0.81) = 0.00$
Regents US History and Government (Framework)	0	27.0		$(0 \times 0.81) = 0.00$
Phy Setting/Chemistry	23	23.0		$(23 \times 0.48) = 11.04$
Regents Phy Set/Physics	6	6.0		$(6 \times 0.48) = 2.88$
Regents Phy Set/Earth Sci	23	23.0		$(23 \times 0.65) = 14.95$
Living Environment	19	19.0		$(19 \times 0.84) = 15.96$
Mandate 4: Total Combined Hours (system generated)				259

a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	259	\$50.81	\$13,160.00
Administrative	25	\$87.10	\$2,178.00
Support Staff	11	\$43.63	\$480.00
Supplies, cost of shipping exams to and from scoring site			\$125
Total General Expenditures Regents (system generated)			\$16,943.00

b. Teacher Workshop Expenditures (see the Guidelines for this definition)

(1) Employee Group	(2) Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	38	\$60.81	\$1,931.00
Workshop Fees			\$0.00
Total Workshop Expenditures (system generated)			\$1,931.00

c. Test Kits

Enter # of students taking Regents Earth Science.		
Enter # of Test Kits.		
Total expenditures on Test Kits.		

Note: If the value entered is greater than the number of exams on-file for any exam, the claim will be placed to Hold. The data field will be highlighted in orange and supporting documentation will be requested to verify the claim discrepancy.



Mandate 4 Sample Document-

ASAP: District Test Counts Page 1 of 1

Rev. 10.0 4/13/2021 3:33:09 PM

Regents	Count
[REDACTED] Academy	
School Year: 2019-06-30 Exam Month: 01	
Regents Common Core ELA - Jan	33
Regents Living Environment - Jan	23
Regents US History&Gov't - Jan	14
Regents Global History Transition - Jan	27
Regents Common Core Algebra I - Jan	23
[REDACTED] Academy	120



Mandate 6: Calculator Expenses (CE)

- Enter the number of scientific calculators purchased in line 1.
- Enter the number of graphing calculators purchased in line 4.
- The system generates the Total Expenditures for calculators, and a receipt requested.

Mandate 6	Calculator Expenses (CE)	\$0.00
1. Enter the number of scientific calculators purchased	<input type="text"/>	
2. Multiply entry #1 by \$15		\$15
3. Total Expenditures - Scientific Calculators/Four Function		\$0.00
4. Enter the number of graphing calculators purchased.	<input type="text"/>	
5. Multiply entry #4 by \$110		\$110
6. Total Expenditures - Scientific Calculators/Four Function		\$0.00
7. Total Expenditures CE (system generated)		0

Note for Mandates 7 and 8:

The buttons for Mandate 7, High School Registration, and Mandate 8, New York State School Immunization Program (SSIP), will be disabled for some religious and independent schools and they will not be able to enter claim data for those mandates.

Mandate 7 is a one-time payment. If a religious and/or independent school has previously claimed and was reimbursed for Mandate 7, it cannot receive reimbursement again and the mandate will be disabled.

Contact msa-cap-oriss@nysed.gov to enable access if your school is eligible but access is disabled.



Mandate 8: New York State School Immunization Program (SSIP)

Only religious and/or independent schools in New York City, Buffalo or Rochester that filed their immunization data with NYSDOH are eligible for Mandate 8.

The Mandate 8 button will be disabled for the other religious and/or independent schools. Contact msa-cap-oriss@nysed.gov to enable access if your school is eligible but access is disabled.

- Enter the number of school pupils for whom immunization documentation has been maintained. (Grade K-12 students only).
- The system generates the calculation of Total Expenditures for SSIP and populates the “MSA-CAP Summary of Expenditures” screen.
- A school may not claim immunization for more students than are claimed for enrollment.

Mandate 8	New York State School Immunization Program (SSIP) for schools in the cities of New York, Buffalo and Rochester only.	\$0.00
1. Enter the number of nonpublic school pupils for whom immunization documentation has been maintained	<input type="text"/>	
2. Multiply Entry #1 by \$4.50		\$4.50
3. Total Expenditures SSIP (system generated)		\$0.00



Mandate 9: Documentation of Expenditures for Integration of Required Instruction in 7th and 8th Grades (DIRI)

Calculation of Hourly Rate

- Click on the Mandate 9 button.
- Enter data for line 1. Use the “Tab” key or mouse to move to the next data entry field.
- Continue entering data for lines 2-4.
- Click on the <Save Form> button at the top or bottom of the screen.

Calculation of Expenditures

- Enter Total #of teachers that were claimed in line 1. **The system will not calculate a total for this mandate without this number entered.**
- The system generates the calculations of Total General Expenditures for DIRI and populates the “MSA-CAP Summary of Expenditures” screen.

Mandate 9
Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)
\$326.00

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Documentation of Integration of Required Instruction in 7th & 8th grade (DIRI).	2.00	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	1,980.00	1,600.00	1,520.00
3. Total salaries paid for all services performed by employees in item 1.	\$69,823.00	\$135,661.00	\$40,872.00
4. Total employee benefits paid on salaries reported in item 3.	\$15,768.00	\$41,908.00	\$22,155.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$85,591.00	\$177,569.00	\$63,027.00
6. Average hourly rate. (do not enter; system calculates)	\$43.23	\$110.98	\$41.47

a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	4	\$43.23	\$173.00
Administrative	1	\$110.98	\$111.00
Support Staff	1	\$41.47	\$42.00
Total Expenditures DIRI (system generated)			\$326.00



Mandate 10. Calculation of Hourly Rate High School Graduation Report (HSGR)

Calculation of Hourly Rate

- Click on the Mandate 10 button.
- Enter data for line 1. Use the “Tab” key or mouse to move to the next data entry field.
- Continue entering data for lines 2-4.

Calculation of Expenditures

- The system shows the number of exams reported to the Office of Information Reporting Services.
- The candidates must be reported to the Office of Information Reporting Services through the RIC to claim graduates for reimbursement.
- The system generates the calculations of Total General Expenditures for HSGR and populates the “MSA-CAP Summary of Expenditures” screen.

Mandate 10
High School Graduation Report (HSGR)
\$344.00

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in High School Graduation Report (HSGR).	NA	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	NA	<input type="text" value="1,100.00"/>	<input type="text" value="1,045.00"/>
3. Total salaries paid for all services performed by employees in item 1.	NA	<input type="text" value="\$43,780.00"/>	<input type="text" value="\$30,915.00"/>
4. Total employee benefits paid on salaries reported in item 3.	NA	<input type="text" value="\$19,524.00"/>	<input type="text" value="\$17,069.00"/>
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	NA	\$63,304.00	\$47,984.00
6. Average hourly rate. (do not enter; system calculates)	NA	\$57.55	\$45.92

Calculation of Expenditures

	# of Candidates	Candidates On File	Calculation
Enter the # of graduation candidates.	<input type="text" value="39.0"/>	39.0	(39.0 / 85)=1.00

a. General Expenditures

(1) Employee Group	(2) Combined Hours (Preset)	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Administrative	1	\$57.55	\$58.00
Support Staff	6	\$45.92	\$276.00
Supplies and Materials			\$10
Total Expenditures RCTP & NLW (system generated)			\$344.00



Mandate 11: Grade Five Science Test (GFST)

Calculation of Hourly Rate

- Click on the Mandate 11 button.
- Enter data for line 1. Continue entering data for lines 2-4. The system generates the Average Hourly Rate.

Time and Effort Standards

The system shows the number of Grade Five Science Tests reported to the Office of Information Reporting Services.

- Enter the number of exams that were administered if it differs from what is displayed.

Mandate 11 Grade Five Science Test (GFST)				\$1,520.00
Calculation of Hourly Rate				
	Teachers	Administrators	Support Staff	
1. Total number of staff employed by school who participated in Grade Five Science Test (GFST).	8.00	1.00	1.00	
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	7,320.00	950.00	950.00	
3. Total salaries paid for all services performed by employees in item 1.	\$763,384.00	\$270,000.00	\$80,000.00	
4. Total employee benefits paid on salaries reported in item 3.	\$87,490.00	\$27,568.00	\$11,312.00	
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$850,874.00	\$297,568.00	\$91,312.00	
6. Average hourly rate. (do not enter; system calculates)	\$116.24	Value entered greater than the allowable tolerance. Claim will be set to Hold \$313.23	\$96.12	
TIME AND EFFORT STANDARDS				
5 hr. minimum				
Grade	Number of Exams Claimed	Number of Exams on File+Exempt	Field Test Given	Calculation
Grade Five Science Test(GFST)	1.00			(1 X 0.47)=5.00 Value entered greater than the allowable tolerance. Claim will be set to Hold
a. General Expenditures				
(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)	
Classroom Teacher	5.00	\$116.24	\$582.00	
Administrative	2	Value entered greater than the allowable tolerance. Claim will be set to Hold \$313.23	\$627.00	
Support Staff	2	\$96.12	\$193.00	
Supplies, cost of shipping exams to and from scoring site			\$118	
Total General Expenditures GFST (system generated)			\$1,520.00	

Teacher Workshop Expenditures

- Enter the total hours of allowable workshop training and the dollar amount of workshop fees.

Test Kits

- Enter the number of students taking the Grade Five Science Test and the number of test kits purchased (Note: Each kit serves 30 pupils)



Mandate 11 Sample Document GFST

DS0-STF0-PERM3/1

CONFIRMATION OF EXAMINATION REQUEST

Elementary-Level Science and Intermediate-Level Science Tests

Important: Check the information below against your "School Worksheet" as soon as possible. If you need to make changes to your request, return to the Office of State Assessment (OSA) Online Examination Request System at <http://portal.nysed.gov>. A new confirmation notice will be emailed to you within three business days each time you place a request or make changes to a request.

Any changes to your request needed after the Online Examination Request System closes must be written on school letterhead, signed by the principal, and faxed to the OSA Operations Group at 518-474-2021. Test materials for these requests will have to be picked up at a nearby regional center on each scheduled testing day.

B99

Tel#:

Fax#

E-Mail:

Examinations will be shipped to:

NY 1

Test	T e s t		B o o k l e t s	
	Regular # Requested	# To Ship	Large Type # Requested	Braille # Requested
GRVVELEM. LEVEL SCIENCE	15	25	0	0
GRL LINT. LEVEL SCIENCE	0	0	0	0



Mandate 12: Travel to Storage Sites (TSS)

Calculation of Hourly Rate

- Click on the Mandate 12 button.
- Enter data for line 1. Use the “Tab” key or mouse to move to the next data entry field.
- Continue entering data for lines 2-4.
- The system generates the Total salaries and benefits and Average Hourly Rate for lines 5 and 6.
- The system generates the calculations of Total Expenditures and Total Workshop Expenditures for TSS and populates the “MSA-CAP Summary of Expenditures” Screen.

Mandate 12 **Travel to Storage Sites (TSS)** \$2,484.00

Calculation of Hourly Rate

	GFST (May)	GEST (performance) (May)	GEST (written) (June)	NYSESLAT (April)	NYSITELL (April)	EIA (Jan/June)	REGENTS, ETC. (Aug.)	REGENTS, ETC. (Jan.)	REGENTS, ETC. (June)
1. Total number of staff employed by school who participated in Travel to Storage Sites (TSS).	1.00	1.00	1.00	0.00	0.00	1.00			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	990.00	990.00	990.00	0.00	0.00	990.00			
3. Total salaries paid for all services performed by employees in item 1.	149,415	149,415	149,415	0	0	149,415			
4. Total employee benefits paid on salaries reported in item 3.	26,148.00	26,148.00	26,148.00	0.00	0.00	26,148.00			
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$175,563.00	\$175,563.00	\$175,563.00	\$0.00	\$0.00	\$175,563.00	\$0.00	\$0.00	\$0.00
6. Average hourly rate. (do not enter; system calculates)	\$177.34	\$177.34	\$177.34			\$177.34			

Travel Costs to Examination Storage Sites (TSS)

	(1)	(2)	(3)	(4)
Examination Being Stored at an Alternate Site	Combined Hours(Preset)	Hourly Rate for Salaries and Benefits (system generated)	Expenditures (system generated)	
May Grade Four Science Test	2	\$177.34	\$355.00	
May Grade Eight Science Test (Performance)	2	\$177.34	\$355.00	
June Grade Eight Science Test (Written)	2	\$177.34	\$355.00	
NYSESLAT	4		\$0.00	
NYSITELL	4		\$0.00	
EIA	8	\$177.34	\$1,419.00	
August Regents, et	2		\$0.00	
January Regents, etc.	16		\$0.00	
June Regents, etc	20		\$0.00	
Total General Expenditures TSS (system generated)			\$2,484.00	



Mandate 13: Scholarship for Academic Excellence Application (SAE)

- Click on the Mandate 13 button.
- Enter data for line 1 (Administrators and Support Staff only).
- Use the “Tab” key to move to the next data entry field.
- Continue entering data for lines 2-4.
- The system generates the calculations of Total Expenditures and Total Workshop Expenditures for SAE and populates the “MSA-CAP Summary of Expenditures” Screen.

Note: Beginning in 2025 (for the 2024-25 claim year) Scholarships for Academic Excellence (SAE) will need to be filed through [SED Monitoring](#). This new online process discontinues the paper form and will increase the efficiency and management of this vital scholarship program for the students receiving the award.

For more information on the 2025 Scholarships for Academic Excellence (SAE), please visit the [SAE website](#) or email scholar@nysed.gov.

Mandate 14: Grade Eight Science Test (GEST)

Mandate 14 Grade Eight Science Test (GEST)				\$1,191.00
Calculation of Hourly Rate				
	Teachers	Administrators	Support Staff	
1. Total number of staff employed by school who participated in Grade Eight Science Test (GEST).	1.00	1.00	1.00	
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	990.00	1,600.00	1,520.00	
3. Total salaries paid for all services performed by employees in item 1.	\$56,243.00	\$135,661.00	\$40,872.00	
4. Total employee benefits paid on salaries reported in item 3.	\$25,181.00	\$41,908.00	\$22,155.00	
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$81,424.00	\$177,569.00	\$63,027.00	
6. Average hourly rate. (do not enter; system calculates)	\$82.25	\$110.98	\$41.47	
Time and Effort Standards Calculation of Combined Hours (4 hr. minimum)				
Grade	Number of Exams Claimed	Number of Exams on File	Field Test Given	Calculation
Grade Eight Science Test (GEST)	15.00	15.0		(15 X 0.59)=9.00
Mandate 14: Total Combined Hours (system generated)			9	
a. General Expenditures				
(1)	(2)	(3)	(4)	
Employee Group	Combined Hours	Hourly Rate for Salaries and Benefits (system generated)	Expenditures (system generated)	
Classroom Teacher	9	\$82.25	\$741.00	
Administrative	2	\$110.98	\$222.00	
Support Staff	2	\$41.47	\$83.00	
			Supplies and Materials	\$145
Total General Expenditures (system generated)			\$1,191.00	



Calculation of Hourly Rate

- Click on the Mandate 14 button.
- Enter data for line 1. Use the “Tab” key or mouse to move to the next data entry field.
- Continue entering data for lines 2-4.
- The system generates the Average Hourly Rate.

Calculation of Combined Hours

The system shows the number of Grade Eight Science Tests reported to the Office of Information Reporting Services.

- Enter the number of exams administered if it differs from what is displayed on-file.

Teacher Workshop Expenditures

- Enter the total hours of allowable workshop training if applicable along with the dollar amount of workshop fees. Use the “Tab” key to move to the next field.

b. Teacher Workshop Expenditures (see the Guidelines for this definition)

(1) Employee Group	(2) Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	0		\$0.00
Workshop Fees			\$0.00
Total Workshop Expenditures (system generated)			\$0.00

Test Kits

- Enter students taking Grade Eight Science Test.
- Enter number of test kits purchased (Note: each kit serves 30 pupils).
- The system generates the calculations of Total Expenditures and Total Workshop Expenditures for Grade Eight Science Test and populates the “MSA-CAP Summary of Expenditures” Screen.

c. Test Kits

1. Enter number of students taking Grade Four Science Test.		0
2. Enter number of test kits purchased		0
(Note: each kit serves 30 pupils)		
3. Multiply entry #2 by \$200		x 200
4. Total expenditures on Test Kits.		\$0.00



Mandate 17: Pesticide Neighbor Notification (PNN)

Enter Yes to claim this mandate. The system will automatically award \$100 for this mandate.

Mandate 17	Pesticide Neighbor Notification (PNN)	\$100.00
If your school notified parents and interested parties prior to pesticide applications as required by the Pesticide Neighbor Notification Law at least once during the school year, select yes to claim \$100		
<input type="radio"/> NO <input checked="" type="radio"/> YES		



Mandate 18: New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners (NYSITELL)

Mandate 18
New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners(NYSITELL)
\$1,461.00

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in (NYSESLAT) Test.	2.00	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	2,002.00	1,045.00	1,017.50
3. Total salaries paid for all services performed by employees in item 1.	\$55,023.00	\$84,000.00	\$34,675.00
4. Total employee benefits paid on salaries reported in item 3.	\$4,555.90	\$6,955.20	\$2,871.09
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$59,578.90	\$90,955.20	\$37,546.09
6. Average hourly rate. (do not enter; system calculates)	\$29.76	\$87.04	\$36.90

6 hr. minimum-NYSESLAT and 4 hr. minimum-NYSITELL

	Number of Exams Claimed	Number of Exams on file+Exempt	Calculation
NYSESLAT	38.00 <small>Value entered greater than the allowable tolerance. Claim will be set to Post-Review.</small>	0.0	(38 X 0.90)=37.00
NYSITELL	0.00	0.0	(0 X 0.81)=0.00
Mandate 18: Total Combined Hours (system generated)			37 <small>Value entered greater than the allowable tolerance. Claim will be set to Post-Review.</small>

a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	37	\$29.76	\$1,102.00
Administrative	2	\$87.04	\$175.00
Support Staff	2	\$36.90	\$74.00
Total General Expenditures NYSESLAT (system generated)			\$1,351.00
Supplies and Materials			\$185
Total General Expenditures NYSESLAT (system generated)			\$1,461.00

b. Teacher Workshop Expenditures (see the Guidelines for this definition)

(1) Employee Group	(2) Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	2	\$29.76	\$60.00
Workshop Fees			\$0.00
Total Workshop Expenditures (system generated)			\$60.00

Calculation of Hourly Rate

- Click on the Mandate 18 button.
- Enter data for line 1. Use the “Tab” key to move to the next data entry field.
- Continue entering data for lines 2-4.
- The system generates the calculations in lines 5-6.
- Use the “Tab” key to move to the next data entry field.

The system shows the number of exams reported to the Office of Information Reporting Services. The system has also populated the data entry fields with the same information to save you from having to enter the information again.

- You may enter different exam data.
- Use the “Tab” key to move to the next field.

Teacher Workshop Expenditures



- Enter the total hours of allowable workshop training.
- Enter the dollar amount of the workshop fee.
- The system generates the calculations of Total Expenditures and Total Workshop Expenditures and populates the “MSA-CAP Summary of Expenditures” Screen.

Note: If you enter a larger number of exams than shown on file as previously reported you will receive a highlighted message, and the claim will be sent to Post Review or Hold. This will prompt a data request; the school administrator will receive an e-mail message stating that the claim was set to Hold and NYSED staff will reach out for confirmation.

Mandate 18 Sample Document-NYSESLAT & NYSITELL

4.3.0 Assessments: Summary of Tested Students for NYS Assessments

2018-19 School Year

Grouped by Building; Sorted by Assessment Name

Disclaimer:

Discrepancies may occur between source data and the Levels of the Data Warehouse based on invalid Student Demographics, Enrollment and/or Assessment data.

Not Tested Status Codes that MOVE to LEVEL 2:

92- Receiving Entirely Remote Instruction, 93- Medically Excused, 97- Admin Error, and 96- Refusal (for school years >:

Not Tested Status Codes that DO NOT MOVE to LEVEL 2:

50, 51, 53, 91, 95, 99

	NYSESLAT: 2	NYSESLAT: 3	NYSESLAT: 4	NYSESLAT: 5	NYSESLAT: 6	NYSESLAT: 7	NYSESLAT: 8	Total Students
	Total Score							
	In L2							
	Tested							
	43	54	31	25	30	31	25	239
001	43	54	31	25	30	31	25	239



Mandate 19: Regional Information Center (RIC) Expenditures for State Testing

Calculation of Expenditures

- Click on the Mandate 19 button.
- Enter data for line 1. Use the “Tab” key to move to the next data entry field.
- Continue entering data for lines 2-4. (Round to the nearest dollar amount when entering expenditure amounts).
- An entry must be made in each field. If you only have the total expenditures for the scanning and scoring, enter zeroes in the other fields.
- The system generates the calculations for Total Expenditures. The system generates the calculations of Total Expenditures for RIC and populates the “MSA-CAP Summary of Expenditures” Screen.
- If the amount added exceeds the tolerance level, you will receive a hold message and request for a receipt from the RIC Center for scanning and/or scoring of the exams claimed.

Mandate 19 RIC Expenditures for State Testing and HSGR. \$5,704.00

(Calculation of Expenditures) Required Data Elements are Denoted with an Asterisk

1.* Number of Exams Scanned by RIC	550
2.* Expenditures for state testing and HSGR	5,704
3.* Number of Exams Scored by Scoring Center	0
4.* Expenditures - Scoring Center	0
Total Expenditures RIC (system generated)	\$5,704.00



Mandate 19 Sample Document

The receipt provided for Mandate 19 should be from the Regional Information Center (RIC) center contracted for scoring and scanning of exams and show total payment amounts.



Invoice Number:
C0335-20

Page 1

CONTRACT INVOICE

Issue Date	Due Date
11/05/2019	12/05/2019

NON PUBLIC TEST SCORING BILLING 2019-20 YR

0348	High School	Service	Cost Basis	Quantity	Unit Cost	Initial Amount	Year-to-Date Adjustments	Current Contract	Amount Billed To Date	Billing Amount This Cycle
		01.303 ADMINISTRATIVE CHARGE 16%		1.0000	0.0000	\$0.00	\$249.91< \$249.91	\$249.91	\$0.00	\$249.91
		<i>11/05/2019 Non-Public School Test Scoring Administrative Charge, 7.13%, Amount: 249.91</i>								
		11.386 NYS DATA COLLECTION-ARCHDIOCESES				\$0.00	\$500.00<	\$500.00	\$0.00	\$500.00
		611.386.101 DATA COLLECTION REGENTS		1.0000	0.0000	\$0.00	\$500.00	\$500.00		
		<i>11/05/2019 Non-Public School Test Scoring Data Collection RGNTS, Amount: 500.00</i>								
		11.387 TEST SCORING-ARCH				\$0.00	\$3,005.10<	\$3,005.10	\$0.00	\$3,005.10
		611.387.108 RGNTS BASE FEE		1.0000	0.0000	\$0.00	\$375.00	\$375.00		
		<i>11/05/2019 Non-Public School Test Scoring RGNTS Cost of Participation, Amount: 375.00</i>								
		611.387.221 RGNTS SETUP JUNE		1.0000	0.0000	\$0.00	\$100.00	\$100.00		
		<i>11/05/2019 Non-Public School Test Scoring RGNTS Setup Jun, Amount: 100.00</i>								
		611.387.231 REGNTS SETUP AUGUST		1.0000	0.0000	\$0.00	\$100.00	\$100.00		
		<i>11/05/2019 Non-Public School Test Scoring RGNTS Setup Aug, Amount: 100.00</i>								
		611.387.241 RGNTS SETUP JANUARY		1.0000	0.0000	\$0.00	\$100.00	\$100.00		
		<i>11/05/2019 Non-Public School Test Scoring RGNTS Setup Jan, Amount: 100.00</i>								
		611.387.420 SCAN IN-DIST JUNE		1,428.0000	0.0000	\$0.00	\$2,070.60	\$2,070.60		
		<i>11/05/2019 Non-Public School Test Scoring RGNTS Scan InDist Jun, Amount: 2,070.60</i>								
		611.387.427 RGNTS IN-DIST SCAN SPRT		1.0000	0.0000	\$0.00	\$100.00	\$100.00		
		<i>11/05/2019 Non-Public School Test Scoring RGNTS InDist Scan Support, Amount: 100.00</i>								
		611.387.430 SCAN IN-DIST AUG.		69.0000	0.0000	\$0.00	\$100.05	\$100.05		
		<i>11/05/2019 Non-Public School Test Scoring RGNTS Scan InDist Aug, Amount: 100.05</i>								
		611.387.440 SCAN IN-DIST JAN.		41.0000	0.0000	\$0.00	\$59.45	\$59.45		
		<i>11/05/2019 Non-Public School Test Scoring RGNTS Scan InDist Jan, Amount: 59.45</i>								
Total Invoice						\$0.00	\$3,755.01	\$3,755.01	\$0.00	\$3,755.01



Hold Claims: Upload Document Request

Religious and/or independent schools with claims on hold can upload documents directly to the MSA-CAP system.

Any claims in hold status will be reviewed by ORISS staff and the reviewer will send a request to religious and/or independent schools to provide documentation or information about any claim discrepancies, increases and decreases. The religious and/or independent schools will be able to access their claims in the MSA-CAP system and upload requested document/s at the bottom of the claim.

Religious and/or independent schools will receive a system message automated e-mail for the request. The document request text will be in the e-mail. **Please do not respond to the message with documents.**

Upload all documents directly to the file request in **red** located at the bottom of your claim in the MSA-CAP system.

MSA: Document Request of Institution ID: 8000000



School

Mandate 1:

Upload documentation showing your 20/21 school calendar totaling 180 days (instructional/noninstructional) in the school year for Support Staff from July 1, 2020-June 30, 2021.

This is a System generated E-Mail. Please do not reply.

For questions regarding this notification, click this link (emscmsa@nysed.gov) to start a new E-Mail conversation. Be sure to include, in your correspondence, the name of your Institution and, if possible, your Institution ID and/or BEDS code.



How to Upload Documents to the Portal System:

- The religious and/or independent school must click on the school year that they are referring to and open the claim.
- Scroll all the way down to the bottom of the claim to your file requests in red.
- Please remember to scroll all the way to the right of the screen to locate the upload button to the right of the File Request.
- Click on the browse button to locate the document for upload. Once the file is added, click upload. It will upload the document into the system.
- The religious and/or independent school can then upload a file by clicking the SELECT button.

Cap is Certified	
Comprehensive Attendance Policy (CAP)	\$750,826.00
TOTAL SCHOOL AID 2018-2019 School Year	\$232,741.00

Claim Note:
04/6/20-School claim is over 300000 which has been reviewed in the past. Days and Hours claimed are consistent with guidelines. There was an increase in enrollment which led to an increase in the number of teachers participating as well as exams administered. Claim appears reasonable for this size school. Ok to approve. AJJ

File Name	File Request
<input type="button" value="Select"/>	Please upload proof of something or other.

Click the CHOOSE FILE button to choose the file to upload, then hit the UPLOAD File button.

File Name	File Request
<input type="button" value="Upload File"/>	Please upload proof of something or other.



How to Save/Print Claims (as pdf)

Select MSA-CAP Summary of Expenditures button at the top of the MSA-CAP claim form below to CAP and MSA total amounts.

Comprehensive Attendance Policy (CAP)	\$18,982.00
Cap is Certified	
TOTAL SCHOOL AID 2020-2021 School Year	\$31,626.00
	Total Before Certification:\$31,363.00
Mandated Services Aid(MSA) Certification	
MSA is Certified	
MSA/CAP Summary of Expenditures	

Enrollment Enrollment

CAP Expenditures Comprehensive Attendance Policy (CAP)

Select each mandate to expand and view detailed explanation of each mandate. **Only expanded mandate will print details.**

Enrollment	Enrollment	
CAP Expenditures	Comprehensive Attendance Policy (CAP)	\$45,611.00
Mandate 1	Pupil Attendance Reporting (PAR)	\$58,467.00
Mandate 2	Elementary and Intermediate Assessment in English Language Arts and Math (EIA)	\$10,675.00
Mandate 3	Basic Educational Data System Reporting (BEDS)	\$1,796.00
Mandate 4	Regents Examinations (RE)	\$7,312.00
Mandate 5	NYS Regents Competency Testing Program (RCTP) is not available.	
Mandate 6	Calculator Expenses (CE)	\$0.00
Mandate 7	Registration of High School (RHS)	\$0.00
Mandate 8	New York State School Immunization Program (SSIP) for schools in the cities of New York, Buffalo and Rochester only.	* Not available for this school.
Mandate 9	Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)	\$521.00



OFFICE OF RELIGIOUS & INDEPENDENT SCHOOL SUPPORT (ORISS)
 MANDATED SERVICES AID/COMPREHENSIVE ATTENDANCE POLICY (MSA-CAP)
 2023-2024 USER GUIDE

Sample of expanded mandate.

Mandate 1 Pupil Attendance Reporting (PAR) \$462,494.00

Select the option that applies:

Standard Work Day Actual hours of employees are varied

	Teachers	Administrators	Support Staff
# of Days in the School Year for			
# of Hours in the Work Day for			

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Pupil Attendance Reporting (PAR)	190.00	3.00	2.00
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	228,905.00	3,852.00	2,568.00
3. Total salaries paid for all services performed by employees in item 1.	\$3,939,239.00	\$495,498.00	\$147,364.00
4. Total employee benefits paid on salaries reported in item 3.	\$366,015.00	\$88,046.00	\$49,864.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$4,295,254.00	\$583,544.00	\$197,228.00
6. Average hourly rate. (do not enter; system calculates)	\$18.76	\$151.49	\$76.80

Calculation of Expenditures.

(1) Employee Group	(2) Total # TEACHERS Taking Daily Attendance	(3) Enter Appropriate Parameter (system generated)	(4) Combined Hours (system generated)	(5) Hourly Rate for Salaries and Benefits (system generated)	(6) Expenditures(system generated)
Classroom Teacher	190	40.0	7,600	\$18.76	\$142,576.00
Administrative	(leave blank)	7.5	1,425	\$151.49	\$215,874.00
Support Staff	(leave blank)	7.0	1,330	\$76.80	\$102,144.00
Supplies and Materials (\$10 per Teacher) (system generated)					\$1,900.00
Total Expenditures PAR(system generated)					\$462,494.00

Select print feature and print or save document as PDF first and then print. You may need to decrease the document size to ensure the entire claim is visible on screen before printing or change layout to horizontal/landscape view.

The screenshot shows the NYS ED MSA-CAP application interface. The main content area displays a summary of expenditures for the Comprehensive Attendance Policy (CAP) and Mandated Services (MSA) & Certification. The total amount is \$462,494.00. Below this, there are sections for enrollment and a table of expenditures. A print menu is visible on the right side of the screen, with options for 'Print', 'Destination' (Save as PDF), 'Pages' (All), 'Layout' (Landscape), 'Paper size' (Letter), 'Pages per sheet' (1), 'Margins' (None), 'Scale' (Default), and 'Options' (Background graphics). 'Save' and 'Cancel' buttons are at the bottom right of the print menu.



[Claim Certification and Submission](#)

When all errors have been corrected that would prevent a claim from being submitted, the <I hereby attest to the following> button will appear for BOTH CAP and MSA Aid along with the total claim amounts for each. Read and select all bullets to save CAP certification and MSA certification.

- Click ‘Save Form button’ to save.
- Read the certification statements and click on the <I hereby attest to the following> button.
- The system returns you to the “home” screen and displays the status of the claim.

TOTAL COMPREHENSIVE ATTENDANCE POLICY 2023-2024	\$135,502.00
<input type="button" value="Save CAP Certification"/> <input checked="" type="radio"/> I hereby attest to the following:	
<input type="radio"/> Not Certified	
<ul style="list-style-type: none"> This school has adopted and implemented a comprehensive attendance policy pursuant to Section 104.1 of the Regulations of the Commissioner of Education. The institution is currently open/operational (at the time of application). The institution meets all outlined eligibility requirements as written in the applicable grant year solicitation letter and guidance. This is an original application submission and includes no plagiarized content. The contents of the application and claim submitted are complete, just, and correct. The expenditures reported in this application have been incurred and calculated with all applicable statutes, regulations, and guidelines. The expenditures reported in this application have not been claimed or reimbursed in part or full, through other funding sources, including, but not limited to, federal, NYS and NYC grants. I agree to respond to all Request for Information (RFI) fully and in good faith, and provide any data or documentation requested by NYSED to determine/validate program eligibility. I agree to provide any data or documentation requested by NYSED for audits and monitoring. If, at any point during the grant cycle, the applicant/potential recipient is unable to produce requested documentation and/or evidence needed to uphold the rigors of a NYS audit, grant funds may be rescinded. 	
TOTAL MANDATED SERVICES AID (MSA) 2023-2024	\$76,764.00
<input type="button" value="Save MSA Certification"/> <input checked="" type="radio"/> I hereby attest to the following:	
<input type="radio"/> Not Certified	
<ul style="list-style-type: none"> The institution is currently open/operational (at the time of application). The institution meets all outlined eligibility requirements as written in the applicable grant year solicitation letter and guidance. This is an original application submission and includes no plagiarized content. The contents of the application and claim submitted are complete, just, and correct. The expenditures reported in this application have been incurred and calculated with all applicable statutes, regulations, and guidelines. The expenditures reported in this application have not been claimed or reimbursed in part or full, through other funding sources, including, but not limited to, federal, NYS and NYC grants. I agree to respond to all Request for Information (RFI) fully and in good faith, and provide any data or documentation requested by NYSED to determine/validate program eligibility. I agree to provide any data or documentation requested by NYSED for audits and monitoring. If, at any point during the grant cycle, the applicant/potential recipient is unable to produce requested documentation and/or evidence needed to uphold the rigors of a NYS audit, grant funds may be rescinded. 	
TOTAL CAP-MSA PAYMENT 2023-2024:\$135,502.00	
<input type="button" value="MSA/CAP Summary of Expenditures"/>	



Claim Statuses

Auto Approved: The claim did not have any editing or variance problems. The claim will be automatically approved, and payment will be issued when funding is available.

Approved: The NYSED Program Reviewer approved the claim after the review process.

Hold: Claim is awaiting review or has been reviewed and is awaiting a response. The NYSED Program Reviewer may “Reject,” “Approve” or set the claim to “Post Review.” Program Reviewer may request further clarification or documentation before approval is granted.

Post Review: The NYSED Program Reviewer, Supervisor, or authorized and designated staff and management, will review the claim after payment is made. Schools may owe back funds if discrepancies and/or errors are found.

Rejected: The NYSED Program Review may reject the claim based on the program review if too many mistakes were made, and after consulting with Supervisor and other management. The religious and/or independent school will always be notified when a claim is rejected. The claim will be reviewed through the amendment process once the appropriate and consistent substantiation is received from the religious and/or independent school, in accordance with the Department’s MSA-CAP Guidelines. Department is solely responsible for making claim decisions consistent with Legislation, Commissioner Regulations and Rules, and the Department’s Non-Discrimination policy. Questions should be forwarded to the MSA-CAP Office for an official review and response.

Withdrawn: The claim had too many mistakes and was withdrawn by the religious and/or independent school administrator. The religious and/or independent administrator may amend the claim. The amended claim will be populated with the original claim data.

Amendment: The amended claim can be submitted after the claim status has been either “Rejected” “Withdrawn” or “Closed.” The amended claim will be populated with the original claim data.

Overpayment: If an overpayment is discovered by a NYSED program reviewer, monitoring visit, or the Office of the State Comptroller audit or request, the MSA-CAP Overpayment policy and procedures will be utilized, the school will be notified and must issue a refund. Overpayment not refunded to the Department will be deducted from the next issuing claim year amount.

Closed: The Office of the State Comptroller has issued either an electronic payment or check, the MSA-CAP system lists claim as closed.

Claims should be filed before the religious and independent school is officially considered closed by NYSED. However, schools will still be allowed to file a claim for the previous year during which they were operational.