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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 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.

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 and document requests will be sent to the Administrative contact on file for your school and regularly posted updates available on the ORISS [web site](#).

The MSA-CAP online application system includes school data reported to NYSED [Office of Information Reporting Services](#) through contracting with 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 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 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 in red 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 processed for payment by May 31 each year, and payment is typically issued 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 [NYSED 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 2024-2025 claim by April 1, 2026. 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 will be processed by May 31, 2026.

- ❖ Per state law, the 2023-2024 claim year is now **closed**, and no further claims will be accepted for that year or any prior claim years.
- ❖ If your 2023-2024 MSA-CAP claim has outstanding documents or information requests pending, you will not be able to file your claim for 2024-2025 until the prior year's claim review has been completed and the claim closed.
- ❖ 2024-2025 claims can be amended until May 31, 2026.



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 [NYSED Business Portal](#). Log in with your Username and Password (contact [SEDDAS](#) for password help or click on “Change Your Password at the top of the screen.)

Click on the link for MSA & CAP Under *My Applications* in the blue bar to open the system and begin your claim.

The screenshot shows the NYSED Business Portal interface. At the top, there are navigation links: 'NYSED Home', 'Portal Home', 'Change Your Password', and 'Log Out'. The NYSED logo is on the left. The main title is 'Application Business Portal'. A 'Notice' box contains the text: 'If the Superintendent or Principal has changed, please click here. (Does not apply to Summer School principals.)'. The 'My Applications' menu on the left includes links for 'SEDDAS User Guide', 'SEDDAS Resources', 'Academic Intervention Services', 'Mandated Services Aid & Comprehensive Attendance Policy (MSA-CAP)' (which is highlighted in yellow), 'NonPublic School Safety Equipment (NPSE)', 'SED Delegated Account System (SEDDAS)', and 'SED Monitoring and Vendor Performance System'.

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

- Click the <Sign In> button.

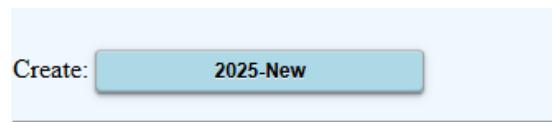
The screenshot shows the 'Application Authentication' sign-in page. It features the NYSED logo and a 'Sign In' button. The sign-in form has fields for 'Username' (containing 'ajohnso3') and 'Password' (containing '*****'). Below the form are 'Sign in' and 'Cancel' buttons, and a 'Lost Password?' link. At the bottom, there are links for 'NYSED Home', 'Accessibility', 'Privacy Statement', 'Disclaimer', and 'Terms of Use'.



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 be viewed and/or printed by hovering over the year button, but no changes can be made to closed claims.

Create a new claim by selecting the <2025-New> button, which will open a new claim for 2024-2025.



If the claim year has already been opened and saved, it will show as OPEN.

#	Number	Status	Entry Type	Reviewers		
044337	5	OPEN	School Entry		Edit	Withdraw Claim
044337	4	WITHDRAWN	School Entry			

You may return to the claim by selecting the <Edit> button for the open claim year. You may save and edit your claim multiple times as long as you submit by the deadline. Please review your claim carefully prior to final submission. Once your claim is submitted, you may select the <withdraw claim> button to withdraw and open a new claim if it is before the April 1 deadline.

Please Note: Users must enter data in both Mandate 1 and Enrollment to submit a claim.
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 a claim until the CEO/CFO certifies the claim.**

Once the user clicks on the <*I hereby attest to the following*> button, the “Save” button will appear.

TOTAL COMPREHENSIVE ATTENDANCE POLICY 2024-2025

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 claims 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 NY.

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 eligible.

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, the institution is currently open and operational at the time of application. Closed institutions will be allowed to submit a claim.

TOTAL MANDATED SERVICES AID (MSA) 2024-2025

I hereby attest to the following:

Not Certified



OFFICE OF RELIGIOUS & INDEPENDENT SCHOOL SUPPORT (ORISS)
MANDATED SERVICES AID/COMPREHENSIVE ATTENDANCE POLICY (MSA-CAP)
2024-2025 USER GUIDE

Click on the <Save MSA-CAP Certification> button for **both** CAP and MSA Aid. The claim totals will not appear until each attestation is selected and saved.

TOTAL COMPREHENSIVE ATTENDANCE POLICY 2024-2025 \$19,130.00

 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.
- The institution is currently open and operational at the time of application. Closed institutions will be allowed to submit a claim.

TOTAL MANDATED SERVICES AID (MSA) 2024-2025 \$30,926.00

 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.
- The institution is currently open and operational at the time of application. Closed institutions will be allowed to submit a claim.

TOTAL CAP-MSA PAYMENT 2024-2025: \$19,130.00;

MSA/CAP Summary of Expenditures



Click on the “MSA-CAP Summary of Expenditures” button (*shown above*) to expand your claim display. This will show each individual mandate. Select the button on the left to expand and enter data. The total claim amount will appear to the right once you complete and save.

 Enrollment

Comprehensive Attendance Policy (CAP) \$105,582.00

Pupil Attendance Reporting (PAR) \$75,192.00

Elementary and Intermediate Assessment in English Language Arts and Math (EIA) \$24,738.00

Basic Educational Data System Reporting (BEDS) \$2,915.00



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

There are 2 <save form> buttons, one at the top of your claim, another below Mandate 19.

Either button can be used at any time during the claim process.

A claim submission will not be finalized until the <Submit form> button above the CAP attestation is selected.

You will find detailed instructions for completing each mandate in the pages to follow. Please review before completing your claim if this is your first time filing a claim for MSA-CAP. Email msa-cap-oriss@nysed.gov if you have questions after reviewing.



Enrollment

The system will auto-populate the BEDS Enrollment data submitted by your school on "BEDS Day" in lines 1-5. If this data is correct, choose "BEDS on file" or choose "Opening" or "Closing" and enter alternative data if the numbers shown are not correct.

BEDS Enrollment **BEDS 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	2024-2025 Enrollment	2024-2025 Enrollment on File
1. Grades K-6	122	122
2. Grades 7-8	35	35
3. Grades 9-12	0	0
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	157	157

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

Note: If the claim enrollment total varies from the *on File* #, the mandate button will turn pink, and a box will appear with a request for a clear explanation of the variance. The system will not permit you to move forward until an explanation is entered into the white box. If an orange hold message is also triggered, then documents may also be requested for review.

BEDS Enrollment **BEDS 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.

Enrollment claimed exceeds tolerance level of BEDS. Explanation required

Enter Note:

Grade Level	2024-2025 Enrollment	2024-2025 Enrollment on File
1. Grades K-6	221	122
2. Grades 7-8	35	35
3. Grades 9-12	0	0
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	Enrollment claimed exceeds the tolerance level 256	157

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



Mandate 1 – Pupil Attendance Reporting (PAR)

Click on the Mandate 1 button to expand and enter data for PAR (Pupil Attendance Reporting). 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 per year & hours per day for Teachers, Administrators and Support Staff.

Mandate 1 Pupil Attendance Reporting (PAR)			\$30,926.00		
<input checked="" 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		
	9.00	1.00	2.00		
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	8,100.00	950.00	1,900.00		
3. Total salaries paid for all services performed by employees in item 1.	\$612,434.00	\$46,000.00	\$113,694.00		
4. Total employee benefits paid on salaries reported in item 3.	\$127,325.00	\$9,089.00	\$24,601.00		
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$739,759.00	\$55,089.00	\$138,295.00		
6. Average hourly rate. (do not enter; system calculates)	\$91.33	\$57.99	\$72.79		
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	9	30	270	\$91.33	\$24,660.00
Administrative	(leave blank)	5.5	50	\$57.99	\$2,900.00
Support Staff	(leave blank)	5	45	\$72.79	\$3,276.00
Supplies and Materials (\$10 per Teacher) (system generated)					\$90.00
Total Expenditures PAR(system generated)					\$30,926.00

Calculation of Hourly Rate will be done by the system; enter the annual data for staff.

- Enter the total # of Teachers Administrators & Support Staff taking daily attendance or participating in daily attendance reporting in line 1.
- Use the <Tab> key to move to the next data entryfield or click on the desired box using your mouse.
- Continue entering data for **annual** totals of hours, salaries & benefits. **PLEASE ENTER ACTUAL ANNUAL TOTAL AMOUNTS.**
 - ❖ For example: The average # of hours per individual is 800-1200 hours. Therefore, if each teacher worked 900 hours annually and 9 teachers are claimed, the reported hours total is 8100 (*see above*).
- Salaries and benefits must be combined and entered as **total annual** amounts. The system will calculate the rest of the data (shown in **blue**)

Click the <Save Form> button before moving on to the next mandate. 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 onscreen.

Mandate 1 Pupil Attendance Reporting (PAR)			\$30,926.00
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Note: If the PAR claim amounts for the Mandate experience significant growth from the year prior, an orange HOLD message will appear next to the data trigger and the Mandate button will turn from gray to orange. If a white box appears, enter an explanation there as 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)*

Mandate 1 Pupil Attendance Reporting (PAR)			\$50,924.0
<input checked="" type="radio"/> Standard Work Day <input type="radio"/> Actual Hours of Employees are Varied			
# of Days in the School Year for	Teachers 180	Administrators 190	Support Staff 190
# of Hours in the Work Day for	Teachers 5.00	Administrators 5.00	Support Staff 5.00
1. Total number of staff employed by school taking daily Pupil Attendance Reporting (PAR)	Teachers 9.00	Administrators 1.00	Support Staff 2.00
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	8,100.00	950.00	1,900.00
3. Total salaries paid for all services performed by employees in item 1.	\$912,434.00	\$46,000.00	\$113,694.00
4. Total employee benefits paid on salaries reported in item 3.	\$427,325.00	\$9,089.00	\$24,601.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$1,339,759.00	\$55,089.00	\$138,295.00
6. Average hourly rate. (do not enter; system calculates)	\$165.40	\$57.99	\$72.79
Claim will be set to HOLD			

Along with the HOLD message, a request for payroll data will 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.

File Name	File Request	
<input type="button" value="Select"/>	<input type="button" value="Mandate 1"/>	<input type="button" value="Delete Request"/> <input type="button" value="Upload File"/>
<input type="button" value="Save Form"/>		

Hover over the File Request for the Mandate number with your mouse and more information will appear.

File Name	File Request	
<input type="button" value="Select"/>	<input type="button" value="Mandate 1"/>	<input type="button" value="Mandate 1 :"/>
<input type="button" value="Save Form"/>	<p>•Teachers-Mandate 1 PAR Please upload a payroll summary listing the salary and fringe benefits breakdowns for all Teachers claimed for this mandate along with corresponding documentation from an outside payroll company. Payroll company documents with name or logo are preferred; if payroll is completed in-house, signed staff hiring agreements or contracts must accompany the payroll summary for each individual requested. Please redact personal information and combine multiple documents into one file prior to upload; then attach to the corresponding file request in red at the bottom of your claim in the MSA-CAP portal. Please note that the pay period is from July 1, 2024, to June 30, 2025.</p>	



Payroll Data Guidance

Payroll summary including a *breakdown* of fringe benefits for all individuals claimed must be maintained and made accessible upon request along with salary reports from your payroll company. Payroll company documents are preferred with a logo showing (see below); 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

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

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



Mandate 1 Sample Payroll Summary

SCHOOL YEAR 2020-2021		Teachers		Administrators			
Total Number of Employees		1		1			
Total Annual Hours		900		1,050			
Total Salary	\$ 43,722	\$ 43,722	\$ 60,083				
Total Benefits	\$ 3,330	\$ 3,330	\$ 4,157				
Total Salary and Benefits	\$ 47,052	\$ 47,052	\$ 64,240				
Average Hourly Wage	\$ 52.28	\$ 52.28	\$ 61.18				
Employee	Gross Salary	Social Security	Medicare	Total Fringe Benefits	Total Compensation	Annual Hours	Average Hourly Wage
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 2020/2021							Staff: 20 days vacation																																											
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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.
- Always enter **annual** data for hours, salary & benefits.

Calculation of Combined Hours

The system shows the number of exams that were reported to the Office of Information Reporting Services by your school.

- You may enter different exam data if the correct amounts differ from those on file if the exams on file do not match your records.

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

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 0.6)=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



Mandate 2 Workshop Expenditures and Sample Documentation

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.

(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

Elementary Intermediate Exam (EIA) acceptable documentation can be found in your NYSED business portal account; both ASAP and IRS documents are acceptable. (Additional examples available shown for Mandate 4 located on page 20)



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 entryfield.
- 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.

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	\$66,150.83	\$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

Please note that it is common practice for schools to claim the same numbers for Mandate 3 as claimed for Mandate 1 (PAR attendance) as many schools have the same staff perform both of these functions. If this is not the case for your school, please ignore the green notes triggered by entering different data from Mandate 1. This will not cause a hold or delay approval of your claim.



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. **Always enter annual data for hours, salary & benefits.**
- The system generates calculations in blue in lines 5-6.

Mandate 4 Regents Examinations (RE)			\$17,874.00	
Calculation of Hourly Rate				
1. Total number of staff employed by school who participated in Regents Examinations (RE).	Teachers 9.00	Administrators 2.00	Support Staff 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 benefit paid for employees reported in item 1. (do not enter; system calculates)	\$456,490.00	\$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 X 1.08)=31.32
Regents Common Core Algebra I	20	20.0	Yes	(20 X 2.41)=48.20
Regents Common Core Algebra II	27	27.0		(27 X 2.36)=63.72
Regents Common Core Geometry	20	20.0	Yes	(20 X 2.41)=48.20
Regents Global History & Geography II (Framework)	28	28.0		(28 X 0.81)=22.88
Regents US History and Government	0			(0 X 0.81)=0.00
Regents US History and Government (Framework)	0	27.0		(0 X 0.81)=0.00
Phy Setting/Chemistry	23	23.0		(23 X 0.48)=11.04
Regents Phy Set/Physics	6	6.0		(6 X 0.48)=2.88
Regents Phy Set/Earth Sci	23	23.0		(23 X 0.65)=14.95
Living Environment	19	19.0		(19 X 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	\$400.00	
Supplies, cost of shipping exams to and from scoring site				
Total General Expenditures Regents (system generated) \$15,943.00				
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.				

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 corresponding claim 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.

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.

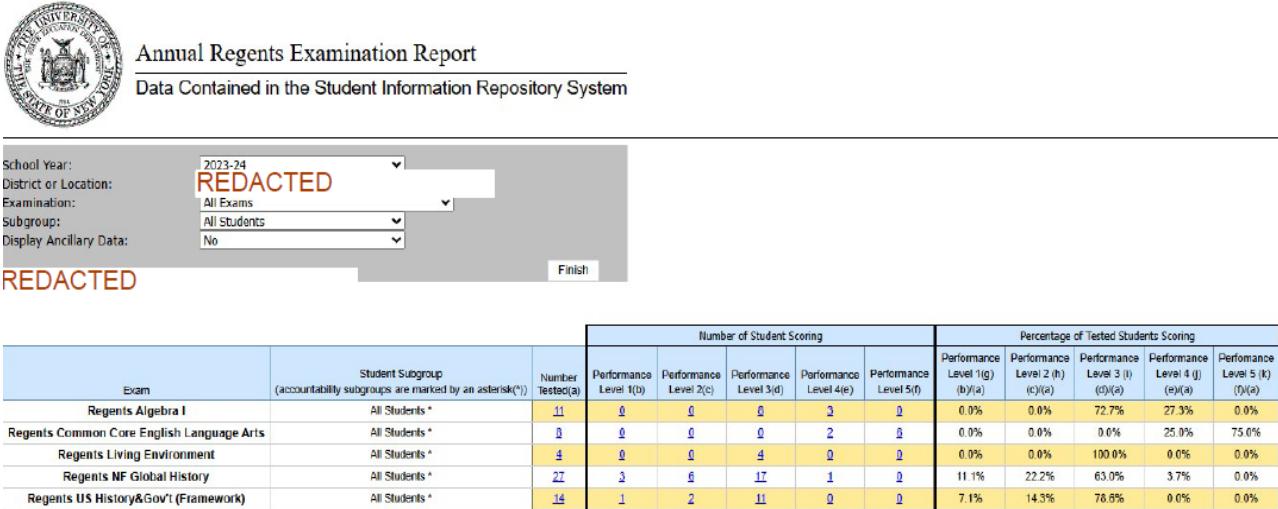


Mandate 4 Sample Documents-

Acceptable documentation is available from SIRS and ASAP NYSED accounts. See examples below redacted for privacy.

REDACTED

New York State Education Department



Regents assessments first administered in 2014 or later have 5 performance levels; all others have 4. Please refer to the SIRS Manual for current score ranges for each performance level. <http://www.p12.nysed.gov/irs/sirs/home.html>
If multiple administrations of the same assessment were taken, the assessment on which the student earned the highest performance level is displayed.

ASAP: Student List by Building

Page 1 of 1

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[REDACTED]	[REDACTED]	Subject: Regents Common Core Algebra I - Jun	Test Date: 2023-06-15
[REDACTED]	[REDACTED]		



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 will be requested for the number and type of calculators claimed.

Note- Only Scientific/four-function and Graphing Calculators are eligible for reimbursement. Items are reimbursed at a flat rate per item regardless of the amount paid.

Mandate 6	Calculator Expenses (CE)	\$0.00
1. Enter the number of scientific calculators purchased		
2. Multiply entry #1 by \$15		\$15
3. Total Expenditures - Scientific Calculators/Four Function		\$0.00
4. Enter the number of graphing calculators purchased.		
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.

Mandate 8 is limited to schools in the 5 boroughs of New York City, Rochester and Buffalo. The Mandate 8 button will be disabled for all other religious and/or independent schools.

Contact msa-cap-oriss@nysesd.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 New York State Department of Health (NYSDOH) are eligible for Mandate 8.

- Enter the number of school pupils for whom immunization documentation has been maintained. (Grade K-12 students only; pre-K students are not eligible).
- 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 entryfield.
- Continue entering data for lines 2-4. Always enter **annual** data for hours, salary & benefits.
- 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 if it has not been auto-filled.
- The system generates the calculations of Total General Expenditures for DIRI and populates the “MSA-CAP Summary of Expenditures” screen.

Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRD)			\$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. Always enter **annual** data for hours, salary & benefits.

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 for graduate candidates to appear on-file 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	1.00	1.00	
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	NA	1,100.00	1,045.00	
3. Total salaries paid for all services performed by employees in item 1.	NA	\$43,780.00	\$30,915.00	
4. Total employee benefits paid on salaries reported in item 3.	NA	\$19,524.00	\$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.	39.0	39.0	(39.0 / 86)=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 and expand the mandate.

- Enter data for line 1. Continue entering data for lines 2-4. Always enter **annual** data for hours, salary & benefits.
- 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. A hold will be triggered if the number of exams claimed exceeds the number on-file.

Mandate 11		Grade Five Science Test (GFST)			\$1,520.00		
Calculation of Hourly Rate							
1. Total number of staff employed by school who participated in Grade Five Science Test (GFST).	8.00	Teachers	1.00	Administrators	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 $(1 \times 0.47)=5.00$			
Grade Five Science Test(GFST)	1.00			Value entered greater than the allowable tolerance. Claim will be set to Hold Hold 3			
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 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) must be filed through [SED Monitoring](#). For more information on the 2025 Scholarships for Academic Excellence (SAE), please visit the [SAE website](#) or email scholar@nysed.gov.

Access will be limited to schools who filed applications electronically by the SAE deadline. Contact msa-cap-oriss@nysed.gov to enable access if your school is eligible but access is disabled.



Mandate 14: Grade Eight Science Test (GEST)

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 this differs from what is displayed as on-file. If the number claimed is greater than the # on-file, a document request and HOLD will be triggered.

Mandate 14		Grade Eight Science Test (GEST)			\$1,191.00																																			
Calculation of Hourly Rate																																								
<table border="1"><thead><tr><th></th><th>Teachers</th><th>Administrators</th><th>Support Staff</th><th></th></tr></thead><tbody><tr><td>1. Total number of staff employed by school who participated in Grade Eight Science Test (GEST).</td><td>1.00</td><td>1.00</td><td>1.00</td><td></td></tr><tr><td>2. Total hours of work for all assigned tasks performed by employees reported in item 1.</td><td>990.00</td><td>1,600.00</td><td>1,520.00</td><td></td></tr><tr><td>3. Total salaries paid for all services performed by employees in item 1.</td><td>\$55,243.00</td><td>\$135,661.00</td><td>\$40,872.00</td><td></td></tr><tr><td>4. Total employee benefits paid on salaries reported in item 3.</td><td>\$25,181.00</td><td>\$41,908.00</td><td>\$22,155.00</td><td></td></tr><tr><td>5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)</td><td>\$81,424.00</td><td>\$177,569.00</td><td>\$63,027.00</td><td></td></tr><tr><td>6. Average hourly rate. (do not enter; system calculates)</td><td>\$82.25</td><td>\$110.98</td><td>\$41.47</td><td></td></tr></tbody></table>							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.	\$55,243.00	\$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	
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Time and Effort Standards Calculation of Combined Hours (4 hr. minimum)																																								
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			Mandate 14: Total Combined Hours (system generated)	9																																				
a. General Expenditures																																								
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(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)																																					
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		Total General Expenditures GEST (system generated)	\$1,191.00																																					



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	\$0.00
4. Total expenditures on Test Kits.	

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				
1. Total number of staff employed by school who participated in (NYSESLAT) Test.	Teachers 2.00	Administrators 1.00	Support Staff 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	Value entered greater than the allowable tolerance. Claim will be set to Post-Review 38.00	0.0	$(38 \times 0.98)=37.00$
NYSITELL	0.00	0.0	$(0 \times 0.81)=0.00$
Mandate 18: Total Combined Hours (system generated) 37			

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
Supplies and Materials			\$185
Total General Expenditures NYSITELL (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 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.

HOLD Note: If you enter a larger number of exams than shown on file for this mandate or any mandates with NYSED exams, the mandate will turn orange and a file request will appear at the bottom of your claim for this mandate. The claim will be sent to Post Review or Hold to await claim review by ORISS fiscal staff. This will also prompt a system data request; the school administrator on file in SEDREF will receive an e-mail message stating that the claim was set to Hold and a request to upload the documents needed for review. NYSED staff will reach out with questions upon review.

Mandate 18 Sample Document-NYSESLAT & NYSITELL



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 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 or whomever was contracted for scoring and scanning of exams and show the total payment amounts.



Invoice Number
C0335-20

Page 1

CONTRACT INVOICE

NON PUBLIC TEST SCORING BILLING 2019-20 YR

Issue Date
11/05/2019

Due Date
12/05/2019

0348	High School	Cost Basis	Quantity	Unit Cost	Initial Amount	Year-to-Date Adjustments	Current Contract	Amount Billed To Date	Billing Amount This Cycle
001.303 ADMINISTRATIVE CHARGE 16%			1.0000	0.0000	\$0.00	\$249.91< \$249.91	\$249.91	\$0.00	\$249.91
11/05/2019 Non-Public School Test Scoring									
Administrative Charge, 7.13%, Amount: 249.91									
011.386 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		
11/05/2019 Non-Public School Test Scoring						\$500.00			
Data Collection RGNTS, Amount: 500.00									
011.387 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		
11/05/2019 Non-Public School Test Scoring						\$375.00			
RGNTS Cost of Participation, Amount: 375.00									
611.387.221 RGNTS SETUP JUNE			1.0000	0.0000	\$0.00	\$100.00	\$100.00		
11/05/2019 Non-Public School Test Scoring						\$100.00			
RGNTS Setup Jun, Amount: 100.00									
611.387.231 REGNTS SETUP AUGUST			1.0000	0.0000	\$0.00	\$100.00	\$100.00		
11/05/2019 Non-Public School Test Scoring						\$100.00			
RGNTS Setup Aug, Amount: 100.00									
611.387.241 RGNTS SETUP JANUARY			1.0000	0.0000	\$0.00	\$100.00	\$100.00		
11/05/2019 Non-Public School Test Scoring						\$100.00			
RGNTS Setup Jan, Amount: 100.00									
611.387.420 SCAN IN-DIST JUNE			1,428.0000	0.0000	\$0.00	\$2,070.60	\$2,070.60		
11/05/2019 Non-Public School Test Scoring						\$2,070.60			
RGNTS Scan InDist Jun, Amount: 2,070.60									
611.387.427 RGNTS IN-DIST SCAN SPRT			1.0000	0.0000	\$0.00	\$100.00	\$100.00		
11/05/2019 Non-Public School Test Scoring						\$100.00			
RGNTS InDist Scan Support, Amount: 100.00									
611.387.430 SCAN IN-DIST AUG.			69.0000	0.0000	\$0.00	\$100.05	\$100.05		
11/05/2019 Non-Public School Test Scoring						\$100.05			
RGNTS Scan InDist Aug, Amount: 100.05									
611.387.440 SCAN IN-DIST JAN.			41.0000	0.0000	\$0.00	\$59.45	\$59.45		
11/05/2019 Non-Public School Test Scoring						\$59.45			
RGNTS Scan InDist Jan, Amount: 59.45									
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 with details for the request. **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



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

For questions regarding this notification, click this link (emscmsa@nysesd.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 should login to the portal and select the school year for the claim to open it.
- Hover with your cursor to select the year and the current claim status will appear.
- Select the current OPEN, POST-REVIEW or HOLD claim to open.
- Expand the individual mandates to view additional details

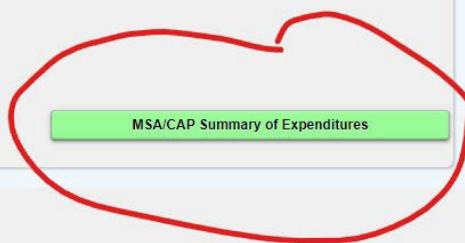
- Once your claim is open, scroll all the way down to the bottom of the claim to see your file requests. Pending requests will appear in red.
 - Click on the browse button to locate the document on your computer for upload. Only word, pdf or Excel documents are accepted. You MAY NOT link to Google docs. Only one document may be uploaded per request. Please combine files together into one document before uploading.
 - Click the CHOOSE FILE button to choose the file to upload, then hit the UPLOAD File button.
- Please remember to hover over the mandate listed under “File Request” to view additional details of the request.
- The file request will turn from red to blue or black once the document is uploaded to the system.

File Name	File Request
ig_combined files for mandate #9 for 2 teachers fringe and salary information.pdf	Fringes Delete Delete Request Upload File Resend Request
.pdf	Mandate 19 Delete Delete Request Upload File Resend Request
.1 Journal 09.01.23-08.31.2024	Mandate 9: Delete Delete Request Upload File Resend Request
fringe and salary.pdf	Mandate 9: Delete Delete Request Upload File Resend Request

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)
2024-2025 USER GUIDE

Sample of expanded mandate.

Mandate 1	Pupil Attendance Reporting (PAR)			\$462,494.00																																			
Select the option that applies:																																							
<input checked="" 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																																				
# of Hours in the Work Day for	Teachers	Administrators	Support Staff																																				
<table border="1"> <thead> <tr> <th></th> <th>Teachers</th> <th>Administrators</th> <th colspan="2">Support Staff</th> </tr> </thead> <tbody> <tr> <td>1. Total number of staff employed by school who participated in Pupil Attendance Reporting (PAR)</td> <td>190.00</td> <td>3.00</td> <td colspan="2">2.00</td> </tr> <tr> <td>2. Reported hours of work for all assigned tasks performed by employees reported in item 1.</td> <td>228,905.00</td> <td>3,852.00</td> <td colspan="2">2,568.00</td> </tr> <tr> <td>3. Total salaries paid for all services performed by employees in item 1.</td> <td>\$3,939,239.00</td> <td>\$495,498.00</td> <td colspan="2">\$147,364.00</td> </tr> <tr> <td>4. Total employee benefits paid on salaries reported in item 3.</td> <td>\$356,015.00</td> <td>\$88,046.00</td> <td colspan="2">\$49,864.00</td> </tr> <tr> <td>5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)</td> <td>\$4,295,254.00</td> <td>\$583,544.00</td> <td colspan="2">\$197,228.00</td> </tr> <tr> <td>6. Average hourly rate. (do not enter; system calculates)</td> <td>\$18.76</td> <td>\$151.49</td> <td colspan="2">\$76.80</td> </tr> </tbody> </table>						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.	\$356,015.00	\$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	
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4. Total employee benefits paid on salaries reported in item 3.	\$356,015.00	\$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 Support Staff	(leave blank)	7.5	1,425	\$151.49	\$215,874.00																																		
	(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 features 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.



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 all bullets and select the button stating *I hereby attest to the following* to save CAP certification and MSA certification.

- Click ‘Save Form button’ to save. There is no limit to the number of times you can save your claim. It will not be finalized until you select “submit”
- Read the certification statements and click on the *<I hereby attest to the following>* button.
- Please make sure the attestation is certified for BOTH MSA and CAP sections
- The system returns you to the “home” screen and displays the status of the claim once you click on save/submit.

TOTAL COMPREHENSIVE ATTENDANCE POLICY 2024-2025		\$19,130.00
<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.• The institution is currently open and operational at the time of application. Closed institutions will be allowed to submit a claim.		
TOTAL MANDATED SERVICES AID (MSA) 2024-2025		\$30,926.00
<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.• The institution is currently open and operational at the time of application. Closed institutions will be allowed to submit a claim.		
TOTAL CAP-MSA PAYMENT 2024-2025:\$19,130.00		
<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. NYSED 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.