Nonpublic School Aid
Mandated Services Aid (MSA) & Comprehensive Attendance Policy (CAP)

Guidance for Preparing the 2022-23 Claim

& Utilizing the MSA Online System

New York State Education Department

MSA-CAP Office

Presentation Overview

- What's New
- MSA-CAP Overview
- Comprehensive Attendance Policy (CAP)
- MSA-CAP General Information
- MSA-CAP Online System-General Information
- Using MSA-CAP Online System
- Recordkeeping
- Save/Print Claim as PDF

Documentation must be maintained for all these expenditures.

What's New

Changes to the MSA-CAP Forms/Online System

School Year 2022-23

- The MSA-CAP Guidance document highlighting the MSA-CAP processes is available on the Non-public Schools MSA-CAP page @ MSA-CAP Forms
- Please refer to the Guidance document to calculate the Average Hourly Rates [(Annual Gross Salary + Fringe Benefits)/ Total Annual Hours Worked] view claim parameters, and Hold-Harmless for any Regents Exam Cancellations.

Changes to the MSA-CAP Forms/Online System (continued)

School Year 2022-23

During the 2022-23 school year, field tests were administered for the following MSA related exams:

- NYSESLAT (Mandate 18)
- Grades 3-8 ELA and Math (computer-based and paper-based) (Mandate 2)
- Grade 8 Science (computer-based and paper-based) (Mandate 11 and 14)

Changes to the MSA-CAP Forms/Online System (continued)

School Year 2022-23

- The following exams were given in 2022-23:
  - 3-8 ELA (Mandate 2)
  - 3-8 Math (Mandate 2)
  - June 2023 Regents (Mandate 4)
  - Grade 8 Science Test (Mandate 14)
  - K-12 NYSESLAT/NYSITELL (Mandate 18)

Changes to the MSA-CAP Forms/Online System (continued)

School Year 2022-23

- Mandate 11: Grade 4 Science Test (GFST) was not administered. The test was discontinued.

MSA/CAP OVERVIEW

Mandated Services Aid (MSA)

- Mandated Services Aid (MSA) is a New York State funded reimbursement program for nonpublic schools. The schools receive reimbursement for the state mandates that they have met in the prior school year (July 1 to June 30). In order to receive reimbursement, the school must have met the requirements of the mandate and have documentation to support it. The reimbursement request, or claim, must be processed via our online system. A full listing of the mandates and a brief explanation of each one follows this introduction.
- Many of the mandates are met by reporting information in a timely fashion to the Department itself. For example, the Basic Educational Data Systems (BEDS) report, which is due every October, has a twofold purpose for nonpublic schools: it fulfills the requirement of mandate number three and enables a school's claim to be entered into the processing system for Mandated Services. Other mandates, such as Pupil Attendance Reporting (PAR) rely on the school providing the state information relative to the time and effort attributed to complying with the regulation.

MSA (continued)

Reimbursement of mandated services to nonpublic schools may be made for the actual costs related to complying with certain State mandates, if eligibility requirements are met. To be eligible for reimbursement, the school must:

- Provide instruction in all required subjects according to §3204 of the Education Law.
- Require pupils to attend full-time instruction according to §3205 of the Education Law.
- No students for which the school receives direct tuition payments from the state or local government may be included in the MSA calculations (e.g., tuition payments for a disabled student).
- Be a not-for-profit institution.

MSA (continued)

Expenses incurred in fulfilling mandates are reimbursable. These include, but are not limited to the following activities:

- BEDS forms
- Pupil attendance records
- Elementary school tests
- Regents Exams
- Regents Scholarship applications
- Registration of high schools
- Graduation reports
- Documentation of incorporation of home and career skills, technology education and library and information skills into other courses
- Comprehensive School Improvement Plan (for schools identified by the Commissioner as having to develop a Plan)

SUMMARY OF MANDATES

1. **Pupil Attendance Report (PAR)**: Attendance must be recorded once daily, summarized periodically, and maintained on file by the school. PAR applies to grades Kindergarten through 12th grade only.
2. **Elementary and Intermediate Assessment in English Language Arts and Math (EIA)**: Grades 3 through 8 Math and English Language Arts (ELA) tests must be administered and reported to the New York State Education Department's Office of Information and Reporting Services (IRS) through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System (SIRS).
3. **Mandate 3:** Basic Educational Data System Reporting (BEDS) Enrollment. BEDS Report of Non-public schools must be filed with NYSED by the established deadline in order to receive MSA-CAP services reimbursement. Include only those teachers that participated in Pupil Attendance Reporting (PAR). Do not include Pre-K teachers in your claim.
4. **Mandate 4: Regents Examinations (RE):** Regents exams ***must*** be administered, scored, the results interpreted, and reported in level 0 of SIRS. Non-public schools that administer any of the Regents Examinations ***must*** contract for data collection, scanning, and reporting services with a RIC.

***Documentation must be maintained for all these expenditures**

SUMMARY OF MANDATES (continued)

6. **Calculator Expense (CE)**: Costs of four function or scientific calculators used in the administration of certain math and science tests will be reimbursed at the flat rate of $15 per calculator. These tests include Grade 6, 7 and 8 Math, Living Environment, Chemistry, Earth Science and Physics.

   Reimbursement for the costs of graphing calculators will be at the flat rate up to $110 per calculator. Pupils administered an Algebra I, Algebra II, or Geometry Regents Exam must be provided the use of a graphing calculator without symbol manipulation.

7. **Registration of High School (RHS)**. **(ONLY APPLICABLE ONCE):** The high school registration program involves the submission of an Application for Non-public Secondary School Registration, review of data concerning student achievement, and a visit from the Non-public School Office.
8. **State School Immunization Program (SSIP)**: Only applicable to New York City, Rochester, and Buffalo). Complete and return the New York State Annual School Immunization Survey Summary Form by the required deadline. New York City schools ***must*** send the form to the NYC Health Department & Mental Hygiene Immunization Program; all other eligible schools ***must*** send the form to the NYS Department of Health Immunization Program.
9. **Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)**: The requirements for technology education, home and career skills, and library and information skills may be met by the integration of the State learning standards of such subjects into other courses in accordance with the criteria found in Section 100.4(2) of the Commissioner's Regulations.

SUMMARY OF MANDATES (continued)

10. **Graduation Report for Non-public Schools (HSGR) grade 12 only:** Non-public schools are now responsible for reporting all students who were awarded a local or Regents diploma, Career Development & Occupational Studies Commencement Credentials or Skills & Achievement Commencement Credential in SIRS. Graduation Reporting must now be completed with your local RIC and filed by the end of August annually.
11. **Grade Four Science Test (GFST)**: Grade Four Elementary-Level Science Test has been discontinued and will become Grade 5 Science Test in Spring 2024. The tests must be administered and reported to the SIRS through a contract with a Regional Information Center (RIC) for scanning and reporting.
12. **Expenditure for Travel Costs to Examination Storage Sites (TSS)**:Pick up for secure examinations being stored at a neutral site. (**Note:** All examinations included in the mandates are secure examinations.)
13. **New York State Scholarships for Academic Excellence Application (SAE):** Submission of the Scholarships for Academic Excellence Nomination Summary Form, listing the nominee(s) and the individual student application forms. Scholarships for Academic Excellence must be published and made available to students at the beginning of the school year.

SUMMARY OF MANDATES (continued)

14. **Grade Eight Science Test (GEST):** Grade Eight Science Test ***must*** be administered and reported to the SIRS through a contract with a Regional Information Center (RIC) for scanning and reporting.

17. **Pesticide Neighbor Notification (PNN):** School Pesticide Neighbor Notification Law requires all non-public schools to notify parents and interested parties prior to pesticide applications in instructional and administrative buildings and grounds, as well as playgrounds and athletic fields.

18. **New York State English as a Second Language Achievement Test (NYSESLAT):** The NYSESLAT is designed specifically for limited English proficient (LEP) students to determine proficiency in the English language. NYSESLAT test ***must*** be administered according to the rules, regulations and guidelines issued by the New York State Education Department. Student answer sheets must be sent to the RIC or large city scoring Center for scoring by the required deadline of May 31, 2023.

    NYSITELL **New York State Identification Test for English Language Learners (NYSITELL):** Assess the English Language proficiency of new entrants whose home language is a language other than English. NYSITELL ***must*** be administered in accordance with the rules, regulations and guidelines issued by the New York State Education Department. Student answer sheets must be sent to the RIC or large city Scoring Center for scoring and reporting to the Department.

19. **RIC and Scoring Center:** The 3rd through 8th grade tests may be scored by Regional Scoring Centers. (Note: If your tests are graded by a Scoring Center, no printing costs are separately reimbursed under Mandate 2, EIA.) All elementary exams, NYSESLAT, NYSITELL and Regents exams require scanning and that the student data be recorded and maintained by a Regional Information Center (RIC).

Comprehensive Attendance Policy (CAP)

Comprehensive Attendance Policy (CAP)

- CAP was promulgated by the Board of Regents for all schools in June 2002. The attendance policy must encompass the nine points outlined in Commissioner's Regulations 104.(i), All non-public schools must have such a policy on file and may be asked to produce the policy during a site visit or claim review.
- The purpose of the policy shall be to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law sections 3205 and 3210 and establish a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies to improve school attendance.

CAP (continued)

Nine elements to be included in the CAP

1. A statement of the objectives to be accomplished;

2. A description of the specific strategies to accomplish each objective;

3. A determination of which pupil absences, tardiness and early departures will be excused, and which will not be excused and an illustrative list of excused and unexcused pupil absences and tardiness;

4. A description of the coding system used to identify the reason for a pupil's absence, tardiness or early departure recorded in the register of attendance;

5. A description of the school's policy regarding pupil attendance and a pupil's ability to receive course credit;

6. A description of the incentives to be employed to encourage pupil attendance and any disciplinary sanctions to be used to discourage unexcused pupil absences, tardiness and early departures;

CAP (continued)

7. A description of the notice to be provided to the parents of a pupil who is absent, tardy or leaves school early without an acceptable excuse;

8. A description of the process to develop specific intervention strategies to be employed by teachers and other school employees to address identified patterns of unexcused pupil absence, tardiness or early departure;

9. Identification of the person(s) designated in each school building who will be responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the comprehensive attendance policy.

CAP (continued)

- The reimbursement amount is generated using the average hourly rates reported for staff in Mandate 1 Pupil Attendance Reporting (PAR) and the enrollment reported for a given school year.
- The formula used to calculate CAP reimbursement is as follows:
  - Teachers K-6 expenses = ([Teachers hourly salaries] x [K-6 enrollment]) x (0.17)
  - Administrative K-6 expenses = ([Administrative hourly salaries] x [K-6 enrollment]) x (.125)
  - Support staff K-6 expenses = ([Support staff hourly salaries] x [K-6 enrollment]) x (.125)
  - Teachers 7-12 expenses = ([Teachers hourly salaries] x [7-12 enrollment]) x (4.13)
  - Administrative 7-12 expenses = ([Administrative hourly salaries] x [7-12 enrollment]) x (.35)
  - Support staff 7-12 expenses = ([Support staff hourly salaries] x [7-12 enrollment]) x (.50)

MSA-CAP General Information

School Year 2022-23
MSA-CAP Claims

- Per state law, the 22-23 claims must be received by April 1, 2024. No Amendments will be accepted after May 31, 2024.
- An e-mail message will be sent to school administrators when the MSA-CAP online system is ready to enter claims**. Please check your contacts are up to date in SEDREF to ensure you don't miss important communications.**

Contact Information

MSA-CAP Office

518- 474-3936

MSA-CAP Office Email

- The MSA-CAP Web-based System is accessible via the Department's web portal (NYSED Business Portal)
- NYSED Business Portal Username & Password Help: 518-473-8832
- MSA-CAP: MSA-CAP Website
- Information and Reporting Services: IRS Website

  518-474-7965
- Office of State Assessment: Assessment Website

  518-486-5765

Check SEDREF

SEDREF - Core Information on SED Institutions

- The Department's authoritative source for institutional information
- To see your institution's information, go to https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup
- Update contact information and BEDS data: datasupport@nysed.gov

Electronic Payments

- "Electronic Payments" are the Office of the State Comptroller's program to maximize efficiency in making State payments to local governments, school districts, vendors, contractors, not-for-profits, payroll deduction agents and other eligible payees.
- Payments will be sent to the payees from the Office of the State Comptroller (OSC) utilizing the payee's chosen method of payment. The Office of the State Comptrollers Guide to Financial Operations listed Automated Clearing House (ACH) as the preferred payment method and is now requiring vendors currently enrolled in ACH to be paid utilizing the ACH payment method only.
- Vendors not enrolled in the ACH system are highly encouraged to enroll.
- For more information about this fast and convenient way to receive your nonpublic school aid, go to Office of the State Comptroller

Payee Information

- If any Payee Information is missing or inaccurate, you will need to complete and submit a Payee Information form. Payee Website
- Vendor changes other than Payee Information Vendor Changes Website

Payee Information Screen

- The payee information screen includes the Chief Executive Officer's or Chief Financial Officer's e-mail address. It is very important that this address be up-to-date because all communications regarding the MSA-CAP claim will be sent to that e-mail address. User will get error message if no email address is on file. To update e-mail address, please contact DATA SUPPORT

MSA-CAP ONLINE SYSTEM GENERAL INFORMATION

MSA-CAP Online System

- The MSA-CAP Online System links to information that has been submitted to the Office of Information Reporting Services. BEDS data, elementary and secondary examination data, and Regents examination data will be displayed for the applicable mandates. Applicable data entry field is also populated with the same value.
- The MSA user has the option of entering the same populated data or something different for applicable mandates. If the tolerance level that we established is exceeded, a warning message will appear at the top of the screen. The claim will be set to a "hold" or "post review" status.
- When you complete entering data for a mandate, the Section I – Summary expenditure data will automatically be populated.
- Warning signs appear next to the problem field for the mandate and on the Section I – Summary expenditure screen.
- If you see a warning message & sign, prior to submitting the claim, please double-check that you have entered the correct data and that you have the supporting documentation.
- Many schools had to refund the State money because of entry errors and lack of documentation.
- The buttons for mandates 7, High School Registration, and 8, SSIP, will be disabled for some schools. You will not be able to enter claim data for that mandate. If a school has been previously reimbursed for mandate 7, it cannot receive reimbursement again. For SSIP (mandate 8), a school must be located in New York City, Rochester or Buffalo.

MSA-CAP Online System (continued)

- The school administrator will receive an e-mail message when the claim is “auto approved”, set to “hold” “paid” “post review” and “overpayment”.
- Claims can be amended after the payment is made “closed”.
- Do not use commas when entering salaries and benefits
  Not a valid number Mandate 1. (do not use any special characters)
- You must select “standard workday” or “actual hours are varied”.
- If “standard workday” is selected, you must enter the # of hours in the workday.
- You must click on the <Save Form>button after completing entry for each mandate.
- Explanations are required when PAR exceeds last year’s PAR by 25%, when BEDS enrollment exceeds what was submitted on the BEDS Report by 20% and the Total Aid Expenditure exceeds the previous year by 25%.
- You must enter the number of graduation candidates for High School Graduation Report, Mandate 10.
- Schools with claims on hold can now upload documents to the MSA system.

MSA-CAP Online System - Statuses

- Auto Approved
- Hold – Program Reviewer may request further clarification or documentation before approval is granted
- Withdrawn-Claims inactive in the MSA-CAP for 6 months will be withdrawn with the option to do an amendment.
- Post Review Pending/Post Review- Program Reviewer may request further clarification or documentation before approval is granted.
- Approve-Payment will be received in 7-10 business days
- Overpayment- ALL subsequent Mandated Services Aid or Comprehensive Attendance Policy (CAP) payments will be held until the overpayment has been remitted
- Paid/Closed

Examples of Approved Claim Explanations

Be clear, concise and specific

- Enrollment increased by 17 students. Last year 12 teachers took attendance; this year we had 11 teachers taking attendance. This changed the time and effort standard from 20 to 30 which increased the Pupil Attendance Reporting (PAR) expenditure.
- The increase in PAR is due to the fact that there was a new administrator hired two years ago who had a graduated salary increase. This meant that the average hourly wage for the administrator increased significantly. In addition, there was a small increase of $1.22 over last year's teachers' average hourly wage. Despite the fact that it is a minimal increase, it significantly increases the reimbursement due to the fact that there are 5,000 teacher parameter hours for PAR.
- A nearby school closed so we picked up 25 students and had to add a new grade 4 class. Added two teachers; one for the 4th grade class and ½ day kindergarten.
- We began offering more Regents exams which meant we had to add more proctors which increased the average hourly rate $8.00. It also increased the total combined hours for the exams.
- Our administrator retired. We had to increase the salary 25% in order to find a replacement.

Common MSA-CAP Mistakes

- Not multiplying the number of days in the work year * the number of hours in the workday to arrive at the total hours of work for all assigned tasks (line 2 in the calculation of the hourly rate) if you have full time staff.
- Using salaries for staff that did not perform the services for the mandate.
- Including stipends in the staff salaries.
- Including substitute teachers.
- Including pre-school students in the BEDS enrollment.
- Using different # of teachers for PAR and BEDS.
- Not entering an explanation for the increase in PAR, BEDS and/or Total Aid.
- Including students from another school in the count of tests administered. If you reported 8th graders in your Oct. BEDS Report, you are sent a Secondary School Examination Report in June.
- Not including Regents Exams for August, January and June in the Secondary Examination Report.
- Using W-2's for staff gross salaries; school year not calendar year.
- Not paying attention to exam data discrepancies.
- Not having documentation to support the claim.

Using the MSA-CAP Online System

MSA-CAP- Getting Started

- Please read the accompanying Guidelines for the 2022-23 school year before completing the MSA-CAP forms.

- In addition to other information, the Guidelines describe requirements for each mandate and recordkeeping, and provide important information about calculating hourly rates and expenditures.
- Call or email the MSA-CAP office if you have questions; we are here to help!

Completing the MSA-CAP Online (continued)

- Assemble testing records, the Graduation and Dropout Report, BEDS Report, attendance records, invoices for test kits, teacher workshop fees, calculators, scoring center costs, etc. and any other documentation that supports the mandated services aid claim for each mandate.
- Gather employee records from your payroll company showing gross salary, hours worked and allowable fringe benefits.
- Gather staff contracts if a payroll company is not used

Completing the MSA-CAP Online (continued)

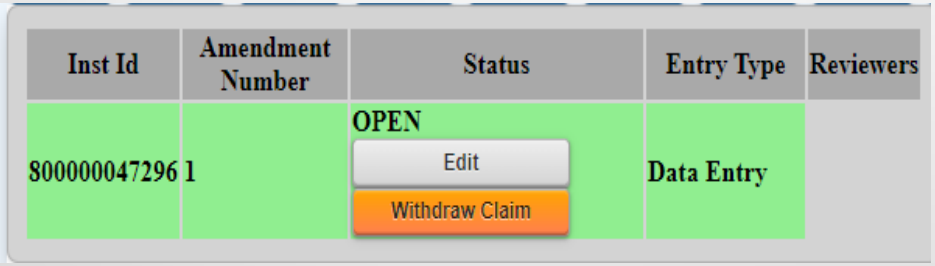
- You need to know how many employees provided the service—line 1.
- Enter the total hours the employees worked—line 2.
- Enter the total salaries for the employees—line 3.
- Enter the total employee benefits—line 4.
- The system calculates the total salaries and benefits-line 5.
- The system calculates the Average Hourly Rate-line 6.

Entering the MSA-CAP Claim

- After you click on the <All the information is correct> button, the following information will appear:
- School year <2022-23 button>
- Institution ID
- Beds Code
- Claim Number – includes year and inst. ID
- Amendment Number
- Claim Status
- Received date
- Entry Type
- <Edit>, <Print>, and <Withdraw Claim> buttons

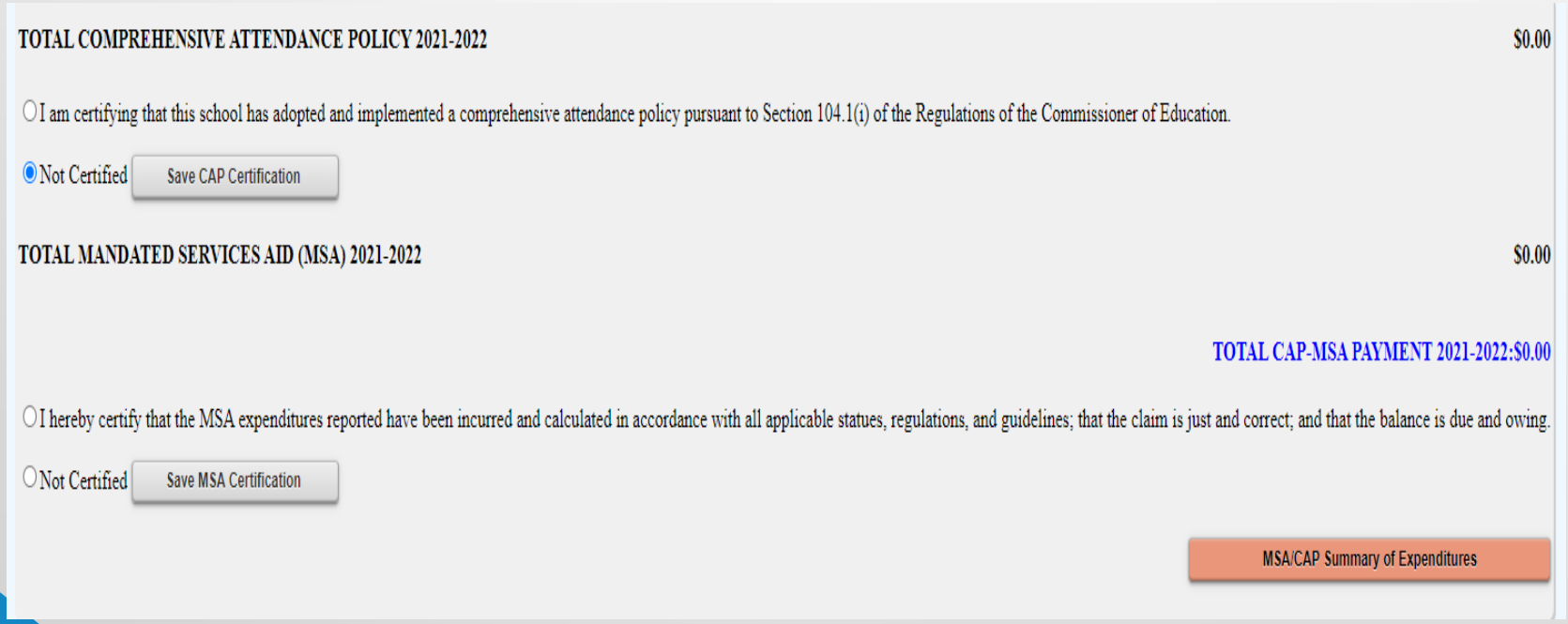
Starting a New MSA-CAP Claim

- To open a new 2022-2023 claim, go to the MSA-CAP application on the NYSED Business Portal http://portal.nysed.gov/ and, next to "Create", click on the button marked "2023-New". When you hover over "2023" once the screen reloads, the new claim should be on the screen and marked as "OPEN". School year <2022-23 button>
- To begin working on your new, "Open" claim, click "Edit".



Starting a New MSA-CAP Claim

- CAP certification will appear first. You will not be able to certify CAP until you have entered (and saved) salary and benefits information for Mandate 1.
- Click on MSA/CAP Summary of Expenditures to begin working on individual mandates.



Entering the MSA-CAP Claim
BEDS Enrollment

- Click on the "Enrollment" button.
- The *BEDS Enrollment Screen* will be displayed.
- Enrollment data is displayed and populated in the data entry field. Drop down defaults to BEDS on File; change to Opening or Closing if you are entering different values.
- Click on the <Save Form>button at the top of the screen.
- Note: If the BEDS enrollment figure you entered exceeds what was submitted on the BEDS Report by 20%, an explanation will be required.
- A box will appear on the screen for entry of the explanation. The claim cannot be submitted until something is entered in the explanation box.

BEDS Enrollment Screen

Enrollment **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	2021-2022 Enrollment	2021-2022 Enrollment on File
1. Grades K-6	134	134
2. Grades 7-8	265	265
3. Grades 9-12	0	0
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	399	399
Select opening, closing or Beds on file	(•) Beds On File ( ) Opening ( ) Closing	

Entering the MSA-CAP Claim Pupil Attendance Reporting (PAR)

- Click on the button for "standard workday" or "actual hours of employees are varied".
- If "standard workday " is selected, enter the # of days in the school year and # of hours in the workday for teachers, administrators and support staff.
- The # of days in the school year and at least one entry for # of hours in the workday are required fields.

Mandate 1: Pupil Attendance Reporting (PAR) Calculation of Hourly Rate & Calculation of Expenditures

- Enter data for line 1. Use the "tab" key 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. If you enter a comma in the number, you will receive an error message after you click on the <Save Form> button.
- Enter the total # of teachers taking daily attendance.
- Click on the <Save Form> button.
- 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.
- Note: If the PAR total exceeds last year's PAR by a 25%, an explanation will be required. A warning message will appear at the top of the screen.
- A box will appear on the screen for entry of the explanation. The claim cannot be submitted until data is entered in the explanation box.

Mandate 1: PAR Screen

Mandate 1 **Pupil Attendance Reporting (PAR)**

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	180	190	190

	Teachers	Administrators	Support Staff
# of Hours in the Work Day for	5.00	5.00	5.00

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Pupil Attendance Reporting (PAR)	10.00	1.00	1.00
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	9,000.00	950.00	950.00
3. Total salaries paid for all services performed by employees in item 1.	$473,252.00	$95,193.00	$41,412.00
4. Total employee benefits paid on salaries reported in item 3.	$149,628.00	$14,627.00	$10,038.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$622,880.00	$109,820.00	$51,450.00
6. Average hourly rate. (do not enter; system calculates)	$69.21	$115.60	$54.16

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	10	40.0	400	$69.21	$27,684.00
Administrative	(leave blank)	7.5	75	$115.60	$8,670.00
Support Staff	(leave blank)	7.0	70	$54.16	$3,792.00
				Supplies and Materials ($10 per Teacher) (system generated)	$100.00
				Total Expenditures PAR(system generated)	$40,246.00

Comprehensive Attendance Policy (CAP) Certification

*** CERTIFY CAP AFTER ENTERING DATA FOR MANDATE 1***

(●) I am certifying that this school has adopted and implemented a comprehensive attendance policy pursuant to Section 104.1(i) of the Regulations of the Commissioner of Education.

( ) Not Certified [Save CAP Status]

Cap is Certified

Comprehensive Attendance Policy (CAP) **$24,868.00**

TOTAL SCHOOL AID 2017-2018 School Year **$72,339.00**

[SUMMARY OF EXPENDITURES]

[CAP Expenditures] **Comprehensive Attendance Policy (CAP)**

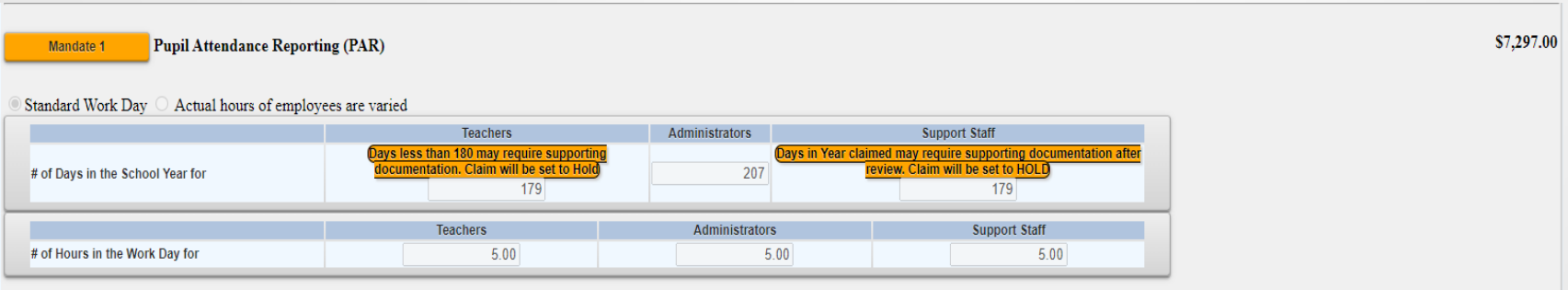
Comprehensive Attendance Policy (CAP)			
	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
Average hourly rate reported on File	$69.21	$115.60	$54.16

(1) Employee Group	(2) Total# of Pupils (Take from Total Enrollment)	(3) Fixed CAP Parameter Per Pupil	(4) Enrollment x Parameter (System Generated)	(5) Hourly Rate for Salaries and Benefits (System Generated)	(6) Expenditures (System Generated)
Teacher	Grades K-6 and Ungraded Elementary 183	0.17	31	$69.21	$2,146.00
Administrative		0.125	23	$115.60	$2,659.00
Support Staff		0.125	23	$54.16	$1,246.00
				Total Expenditures for K-6	$6,051.00

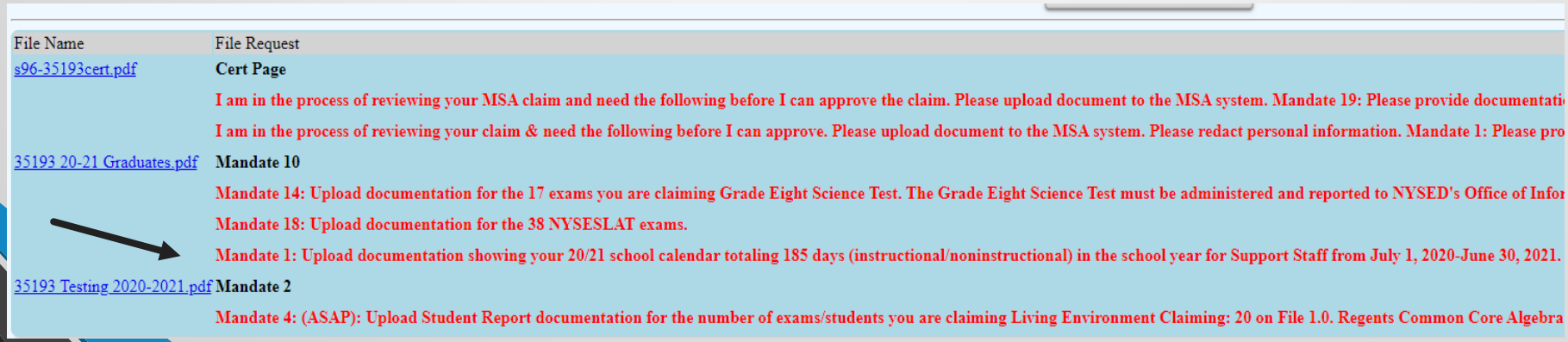
(1) Employee Group	(2) Total# of Pupils (Take from Total Enrollment)	(3) Fixed CAP Parameter Per Pupil	(4) Enrollment x Parameter (System Generated)	(5) Hourly Rate for Salaries and Benefits (System Generated)	(6) Expenditures (System Generated)
Teacher	Grades 7-12 and Ungraded Secondary 53	4.13	219	$69.21	$15,157.00
Administrative		0.35	19	$115.60	$2,197.00
Support Staff		0.50	27	$54.16	$1,463.00
				Total Expenditures for 7-12	$18,817.00
				Total Expenditures	$24,868.00

Mandate 1: DOCUMENT REQUESTS

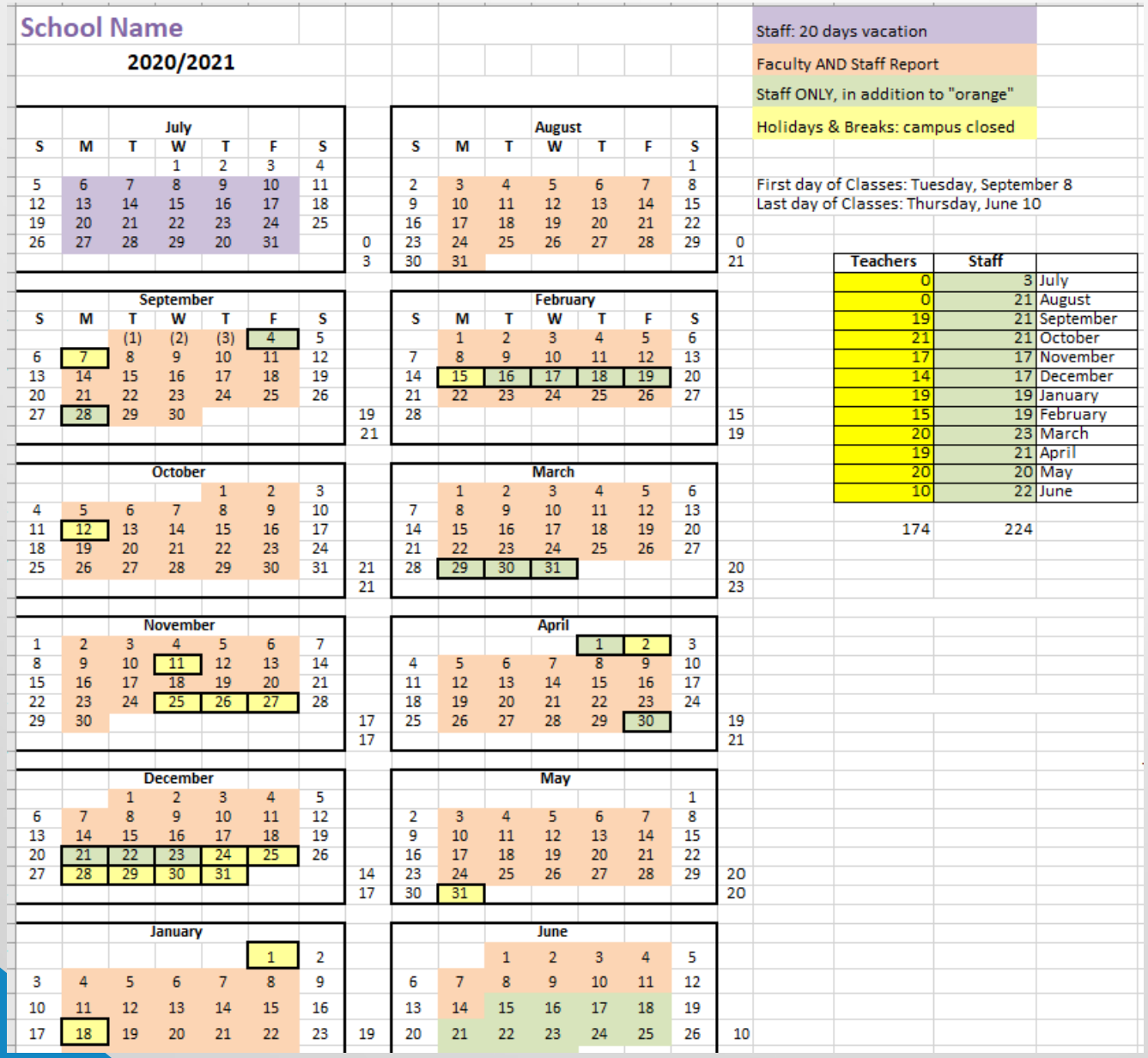
- You claim may be set to Hold if you enter fewer than 180 days in the school year for Teachers or 190 for Administrators/Support Staff.



- This will trigger a document upload request at the bottom of the claim screen and an email will be sent to the Administrator on file for a school calendar.



Mandate 1: SAMPLE CALENDAR EXAMPLE



School Name

2020/2021

Staff: 20 days vacation

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	
			1	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	20	31		0
							3

August

S	M	T	W	T	F	S	
						1	
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	0
30	31						21

September

S	M	T	W	T	F	S	
		(1)	(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				19
							21

February

S	M	T	W	T	F	S	
	1	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							15
							19

October

S	M	T	W	T	F	S	
				1	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	21
							21

March

S	M	T	W	T	F	S	
	1	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				20
							23

November

S	M	T	W	T	F	S	
1	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						17
							17

April

S	M	T	W	T	F	S	
				1	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		19
							21

December

S	M	T	W	T	F	S	
		1	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			14
							17

May

S	M	T	W	T	F	S	
						1	
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	20
30	31						20

January

S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	19

June

S	M	T	W	T	F	S	
		1	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	10

Teachers	Staff	
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	

Mandate 1: SAMPLE PAYROLL EXAMPLE

- Payroll records for those employees providing the mandated service, showing gross salary, and all payroll deductions including a *breakdown* of fringe benefits including sources of data (company names), must be maintained and made accessible upon request.
- Payroll company documents are preferred; if payroll is completed in-house, please provide payroll (*w/ benefit breakdowns*) on school letterhead, accompanied by staff hiring agreements or contracts.
- Please redact identifying information from documents.

High School - SY20-21 w/benefits ADP

Period Start Date	Period End Date	Payroll Check Date	Employee Name	Payroll Earning Amount	Payroll Deduction Amount	Employer - Dental	Employer - Health	FICA	Medicare	Workers Comp	Benefits Total	Total Comp
			T1 Total	50,332.44	2,392.56	414.00	6,633.36	3,120.61	729.82	216.43	11,114.22	61,446.66
			T2 Total	58,472.52	2,392.56	414.00	6,633.36	3,625.30	847.85	251.43	11,771.94	70,244.46
			T3 Total	61,386.68	2,392.56	414.00	6,633.36	3,805.97	890.11	263.96	12,007.40	73,394.08
			T4 Total	60,145.88	2,007.18	414.00	5,477.22	3,729.04	872.12	258.63	10,751.01	70,896.89
			A1 Total	85,750.08	0.00	0.00	0.00	5,316.50	1,243.38	368.73	6,928.61	92,678.69
			T5 Total	51,041.72	7,117.06	1,923.73	18,822.06	3,164.59	740.10	219.48	24,869.96	75,911.68
			T6 Total	64,083.23	0.00	0.00	0.00	3,973.16	929.21	275.56	5,177.92	69,261.15
			T7 Total	56,726.00	0.00	0.00	0.00	3,517.01	822.53	243.92	4,583.46	61,309.46
			T8 Total	44,008.40	1,715.32	351.90	4,683.30	2,728.52	638.12	189.24	8,591.08	52,599.48
			T9 Total	57,000.00	2,265.52	414.00	6,252.36	3,534.00	826.50	245.10	11,271.96	68,271.96
			T10 Total	54,104.12	2,054.70	414.00	5,619.78	3,354.46	784.51	232.65	10,405.39	64,509.51
			T11 Total	59,067.68	181.44	414.00	0.00	3,662.20	856.48	253.99	5,186.67	64,254.35
			T12 Total	48,957.40	2,003.76	414.00	5,466.96	3,035.36	709.88	210.52	9,836.72	58,794.12
			T13 Total	49,162.60	2,054.70	414.00	5,619.78	3,048.08	712.86	211.40	10,006.12	59,168.72
			T14 Total	46,528.28	2,189.22	414.00	6,023.34	2,884.75	674.66	200.07	10,196.83	56,725.11
			S1 Total	82,601.00	6,464.40	1,319.28	17,658.72	5,121.26	1,197.71	355.18	25,652.16	108,253.16
			Grand Total	929,368.03	35,230.98	7,734.91	95,523.60	57,620.82	13,475.84	3,996.28	178,351.45	1,107,719.48

Mandate 2: Elementary and Intermediate Assessment in English Language Arts and Math (EIA) Calculations of Hourly Rate, Combined Hours, & Expenditures

Calculation of Hourly Rate

- Enter data for line 1. Use the "tab" key 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.
- If you enter a comma in the number or if you enter a character instead of a number in any of the fields, you will receive an error message saying "not a valid number" after you click on the <Save Form> button. A caution sign will appear next to the field that caused the problem.

Documentation must be maintained for all these expenditures.

Mandate 2: Elementary and Intermediate Assessment in English Language Arts and Math (EIA) Calculations of Hourly Rate, Combined Hours, & Expenditures(continued)

Exam Expenditures

- Enter the number of tests administered (compare to number of tests showing as on file).

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.

Documentation must be maintained for all these expenditures.

Mandate 2: EIA Screen

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

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).	11.00	1.00	1.00
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	9,900.00	950.00	950.00
3. Total salaries paid for all services performed by employees in item 1.	$594,508.00	$95,193.00	$48,771.00
4. Total employee benefits paid on salaries reported in item 3.	$139,063.00	$14,627.00	$7,905.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$733,571.00	$109,820.00	$56,676.00
6. Average hourly rate. (do not enter; system calculates)	$74.10	$115.60	$59.66

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	0	0.0		(0 X 0.75)=0.00
Grade 3 Math	0	0.0		(0 X 0.55)=0.00
Grade 4 ELA	31	31.0		(31 X 0.75)=23.25
Grade 4 Math	30	30.0		(30 X 0.6)=18.00
Grade 5 ELA	0	0.0		(0 X 0.9)=0.00
Grade 5 Math	0	0.0		(0 X 0.65)=0.00
Grade 6 ELA	28	28.0		(28 X 1)=28.00
Grade 6 Math	28	28.0		(28 X 0.8)=22.40
Grade 7 ELA	0	0.0		(0 X 1)=0.00
Grade 7 Math	0	0.0		(0 X 0.75)=0.00
Grade 8 ELA	27	27.0		(27 X 1)=27.00
Grade 8 Math	28	28.0		(28 X 0.8)=22
		Mandate 2: Total Combined Hours (system generated)		141

a. General Expenditures

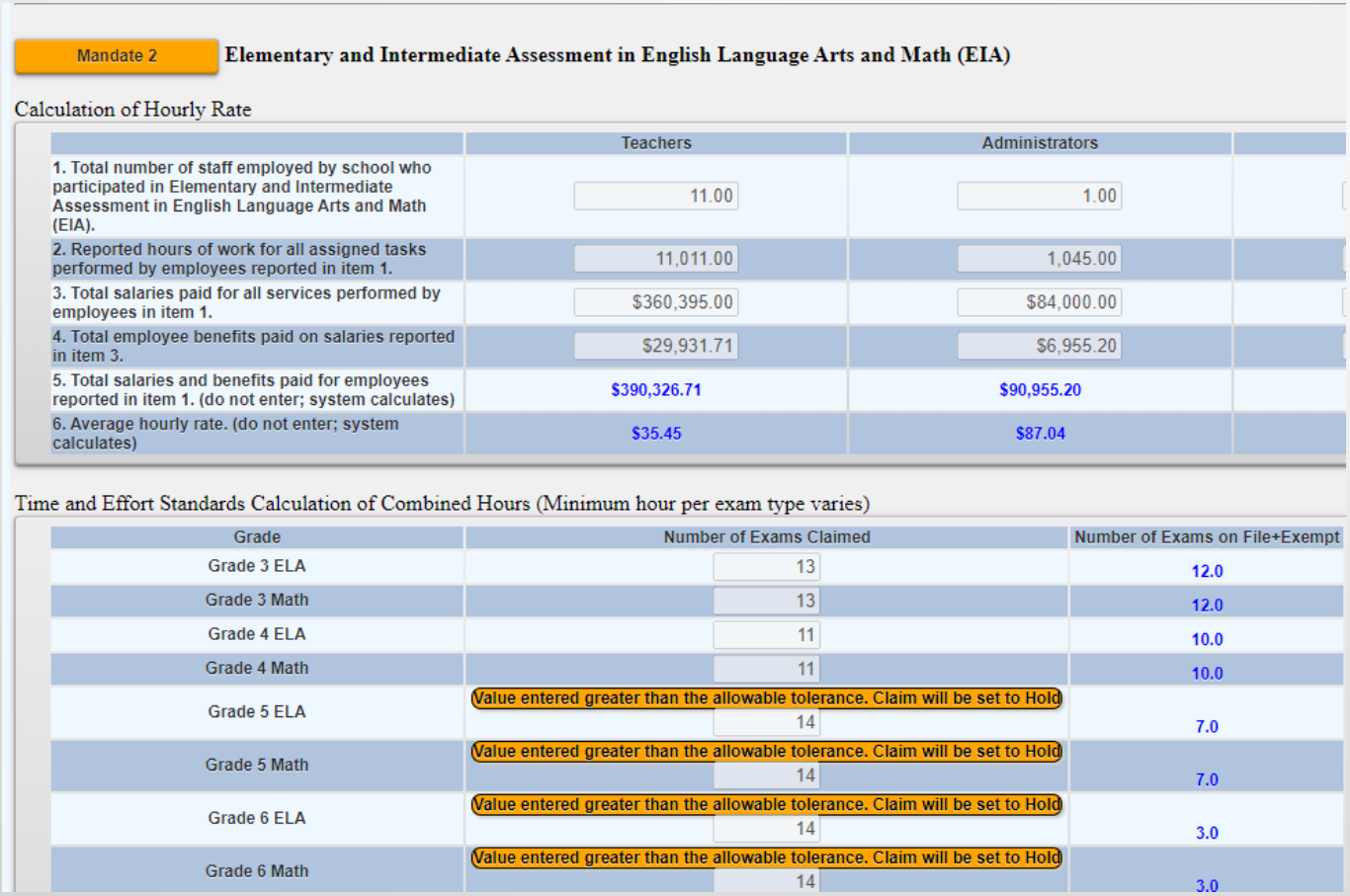
(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	141	$74.10	$10,449.00
Administrative (4.25 hours per grade + 1 hour if field test; system generated)	13	$115.60	$1,503.00
Support Staff (5 hours per grade + 1 hour if field test; system generated)	15	$59.66	$895.00
		Supplies, cost of shipping exams to and from scoring site	$110
		Printing Costs $86 x # of grades (system generated)	258
		Total General Expenditures EIA (system generated)	$13,215.00

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	33	$74.10	$2,446.00
Workshop Fees	0		$2,446.00
		Total Workshop Expenditures (system generated)	$2,446.00

Mandate 2: EIA HOLD

- Your claim may trigger a hold if the number of exams does not match the exams on file. You may still claim the number of exams entered but will be asked to provide documentation.



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

Calculation of Hourly Rate

	Teachers	Administrators
1. Total number of staff employed by school who participated in Elementary and Intermediate Assessment in English Language Arts and Math (EIA).	11.00	1.00
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	11,011.00	1,045.00
3. Total salaries paid for all services performed by employees in item 1.	$360,395.00	$84,000.00
4. Total employee benefits paid on salaries reported in item 3.	$29,931.71	$6,955.20
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$390,326.71	$90,955.20
6. Average hourly rate. (do not enter; system calculates)	$35.45	$87.04

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

Grade	Number of Exams Claimed	Number of Exams on File+Exempt
Grade 3 ELA	13	12.0
Grade 3 Math	13	12.0
Grade 4 ELA	11	10.0
Grade 4 Math	11	10.0
Grade 5 ELA	Value entered greater than the allowable tolerance. Claim will be set to Hold 14	7.0
Grade 5 Math	Value entered greater than the allowable tolerance. Claim will be set to Hold 14	7.0
Grade 6 ELA	Value entered greater than the allowable tolerance. Claim will be set to Hold 14	3.0
Grade 6 Math	Value entered greater than the allowable tolerance. Claim will be set to Hold 14	3.0

Mandate 2: EIA SAMPLE DOCUMENT

District Name:	Academy		
Address:			
BOCES Testing Coordinator:	Beth	District Testing Coordinator:	
Phone:		Phone:	
Fax:	(516) 608-	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**

Head of School — 1-15-2020

Signature of Superintendent or Business Official — Title — Date

Center for Curriculum, Instruction and Technology

Sample

Mandate 3: Basic Educational Data System Reporting (BEDS) Enrollment

- Click on the <Mandate 3> 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.
- Enter the total # of teachers taking daily attendance in the calculation of expenditure area.
- Click on the <Save Form>button.
- The system generates the information for lines 5 and 6 and completes the fields for Calculation of Expenditures and populates the "MSA/CAP Summary of Expenditures" Screen.

Documentation must be maintained for all these expenditures.

Mandate 3: BEDS Enrollment Screen

Mandate 3 **Basic Educational Data System Reporting (BEDS)** **$1,809.00**

	Teachers	Administrators	Support Staff
1.Total number of staff employed by school taking daily attendance in Basic Educational Data System (BEDS)	5.00	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	790.00	433.00	588.00
3. Total salaries paid for all services performed by employees in item 1.	$104,954.00	$70,000.00	$58,827.00
4. Total employee benefits paid on salaries reported in item 3.	$9,606.00	$263.00	$4,818.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$114,560.00	$70,263.00	$63,645.00
6. Average hourly rate. (do not enter; system calculates)	$145.01	$162.27	$108.24

Calculation of Expenditures.

(1) Employee Group	(2) Total # TEACHERS Taking Daily Attendance	(3) Combined Hours (system generated)	(4) Hourly Rate for Salaries and Benefits (system generated)	(5) Expenditures(system generated)
Classroom Teacher	5.00	5.0	$145.01	$726.00
Administrative		4	$162.27	$650.00
Support Staff		4	$108.24	$433.00
			Total Expenditures BEDS (system generated)	$1,809.00

Mandate 4: Regents Examinations

Calculation of Hourly Rate

- Click on the <Mandate 4> 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 information for lines 5 and 6 and completes the fields for Calculation of Expenditures.

Documentation must be maintained for all these expenditures.

Mandate 4: Regents Examinations (continued)

Calculation of Combined Hours

- The system shows the number of Regents exams that were reported to the Office of Information Reporting Services.
- Enter the number of exams that were administered. Use the "tab" key to move to the next field.
- You must make an entry for each exam you want to receive reimbursement for.
- When you have completed entering the exam data, click the <Save Form> button. The system generates the Total General Expenditures.

Documentation must be maintained for all these expenditures.

Mandate 4: Regents Exams (continued)

Teacher Workshop Expenditures

- Under Section B enter the total hours of allowable workshop training.
- Enter the dollar amount of the workshop fee.
- The system generates the Total Expenditures,

Test Kits

- Under Section C, enter the total number students taking Regents Earth Science and the number of Earth Science Test Kits purchased during the 2022-2023 school year.
- The system generates the calculations of the Total Expenditures and Total Workshop/Test Kits Expenditures and populates the "MSA/CAP Summary of Expenditures" Screen.

Documentation must be maintained for all these expenditures.

Mandate 4:Regents Exam Screen

Mandate 4 **Regents Examinations (RE)**

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Regents Examinations (RE).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$0.00	$0.00	$0.00
6. Average hourly rate. (do not enter; system calculates)			

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

Mandate 4: Regents Exams (Summer 2018, January 2019, and June 2019)

Grade	Number of Exams Claimed	Number of Exams on File	Field Test Given	Calculation
Common Core English	0	0.0		(0 X 1.08)=0.00
Common Core Algebra 1	0	0.0		(0 X 2.36)=0.00
Common Core Algebra 2/Trig	0	0.0		(0 X 2.36)=0.00
Common Core Geometry	0	0.0		(0 X 2.36)=0.00
Global History & Geography II	0	0.0		(0 X 0.81)=0.00
Transition Exam in Global History & Geography	0	0.0		(0 X 0.81)=0.00
US History & Govt.	0	0.0		(0 X 0.81)=0.00
Chemistry	0	0.0		(0 X 0.48)=0.00
Physics	0	0.0		(0 X 0.48)=0.00
Earth Science	0	0.0		(0 X 0.65)=0.00
Living Environment	0	0.0		(0 X 0.84)=0.00
		Mandate 4: Total Combined Hours (system generated)		0

a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	0		$0.00
Administrative	24		$0.00
Support Staff	10		$0.00
		Supplies, cost of shipping exams to and from scoring site	$125
		Total General Expenditures Regents (system generated)	$0.00

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			$0.00
Workshop Fees			
		Total Workshop Expenditures (system generated)	$0.00

c. Test Kits

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

Mandate 4: Regents Exam
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

- Enter the number of scientific calculators that were purchased.
- Use the “tab” key to move to the next data entry field.
- Enter the number of graphing calculators that were purchased.
- Click on the <Save Form> button.
- The system generates the calculations of Total Expenditures and populates the “MSA/CAP Summary of Expenditures” screen.

Documentation must be maintained for all these expenditures.

Mandate 6: Calculator Screen

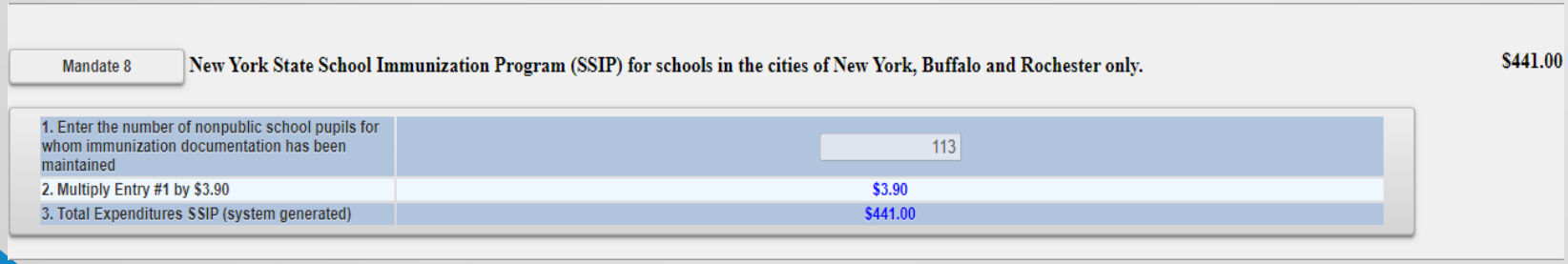
Mandate 6 **Calculator Expenses (CE)** $1,100.00

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.	10
5. Multiply entry #4 by $110	$110
6. Total Expenditures - Scientific Calculators/Four Function	$0.00
7. Total Expenditures CE (system generated)	1,100

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

Only Grade K-12 students in non-public 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 non-public schools.

- Enter the number of non-public school pupils for whom immunization documentation has been maintained.
- The system generates the calculations of Total Expenditures for SSIP and populates the "MSA/CAP Summary of Expenditures" screen.



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

Calculation of Hourly Rate

- Click on the <Mandate 9> 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.

Calculation of Expenditures

- Use the "tab" key to move to the combined hours field.
- Enter Total # of 7th & 8th grade teachers that participated in the mandate.
- Click on the <Save Form> button.
- The system generates the calculations of Total General Expenditures for DIRI and populates the "MSA/CAP Summary of Expenditures" screen.

Documentation must be maintained for all these expenditures.

Mandate 9: DIRI 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:
High School Graduation Report (HSGR)

Calculation of Hourly Rate

- Click on the <Mandate 10> 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.

Calculation of Expenditures

- Use the "tab" key to move to the next field.
- Enter the number of graduation candidates.
- Click on the <save> button.
- The system generates the calculations of Total General Expenditures for HSGR and populates the "MSA/CAP Summary of Expenditures" screen.

Documentation must be maintained for all these expenditures.

Mandate 10: HSGR SCREEN

Mandate 10 **High School Graduation Report (HSGR)** **$1,496.00**

	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	968.00	968.00
3. Total salaries paid for all services performed by employees in item 1.	NA	$83,070.00	$45,337.00
4. Total employee benefits paid on salaries reported in item 3.	NA	$16,249.00	$8,943.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	NA	$99,319.00	$54,280.00
6. Average hourly rate. (do not enter; system calculates)	NA	$102.60	$56.07

Calculation of Expenditures

	# of Candidates	Candidates On File	Calculation
Enter the # of graduation candidates.	295	295.0	(295.0 / 85)=3.47

a. General Expenditures

(1) Employee Group	(2) Combined Hours (Preset)	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Administrative	3	$102.60	$308.00
Support Staff	21	$56.07	$1,178.00
		Supplies and Materials	$10
		Total Expenditures RCTP & NLW (system generated)	$1,496.00

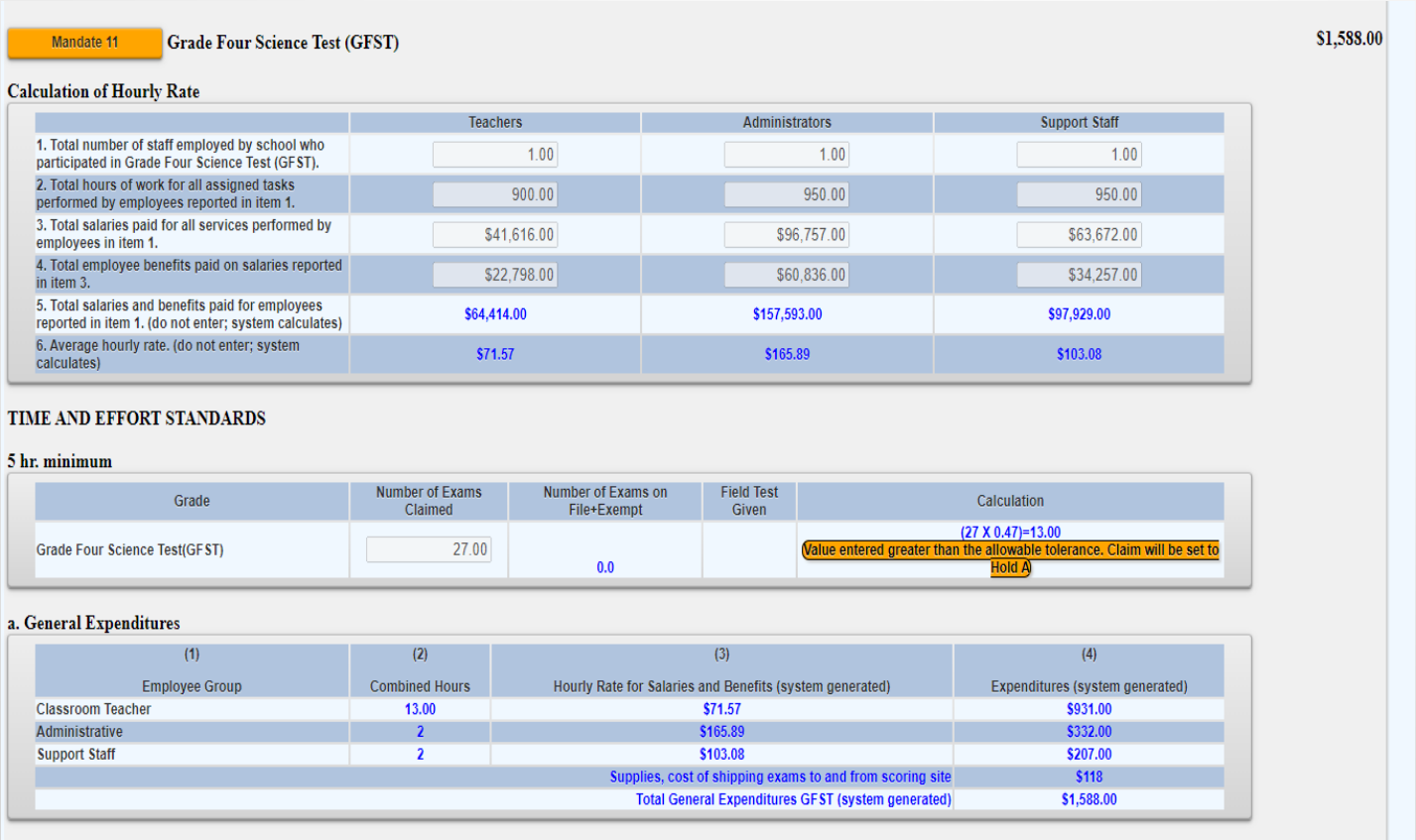
Mandate 11: Grade Four Science Test (GFST)

Calculation of Hourly Rate

- Enter data for line 1. Use the "tab" key to move to the next data entry field.
- Continue entering data for lines 2-4. Do not use commas. When you get to the end of line 4, tab again.
- If you enter a comma in the number or if you enter a character instead of a number in any of the fields, you will receive an error message saying "not a valid number" after you click on the "save" button. A caution sign will appear next to the field that caused the problem.
- Enter number of tests administered, regardless of amount shown as *on file*. You may be asked for documentation if amount differs.

Documentation must be maintained for all these expenditures.

Mandate 11: Grade Four Science Test Screen



Mandate 11 **Grade Four Science Test (GFST)** **$1,588.00**

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Grade Four Science Test (GFST).	1.00	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	900.00	950.00	950.00
3. Total salaries paid for all services performed by employees in item 1.	$41,616.00	$96,757.00	$63,672.00
4. Total employee benefits paid on salaries reported in item 3.	$22,798.00	$60,836.00	$34,257.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$64,414.00	$157,593.00	$97,929.00
6. Average hourly rate. (do not enter; system calculates)	$71.57	$165.89	$103.08

TIME AND EFFORT STANDARDS

5 hr. minimum

Grade	Number of Exams Claimed	Number of Exams on File+Exempt	Field Test Given	Calculation
Grade Four Science Test(GFST)	27.00	0.0		(27 X 0.47)=13.00 Value entered greater than the allowable tolerance. Claim will be set to Hold A

a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	13.00	$71.57	$931.00
Administrative	2	$165.89	$332.00
Support Staff	2	$103.08	$207.00
		Supplies, cost of shipping exams to and from scoring site	$118
		Total General Expenditures GFST (system generated)	$1,588.00

Mandate 11: GFST – Teacher Workshop Expenditures & Test Kits

Teacher Workshop Expenditures

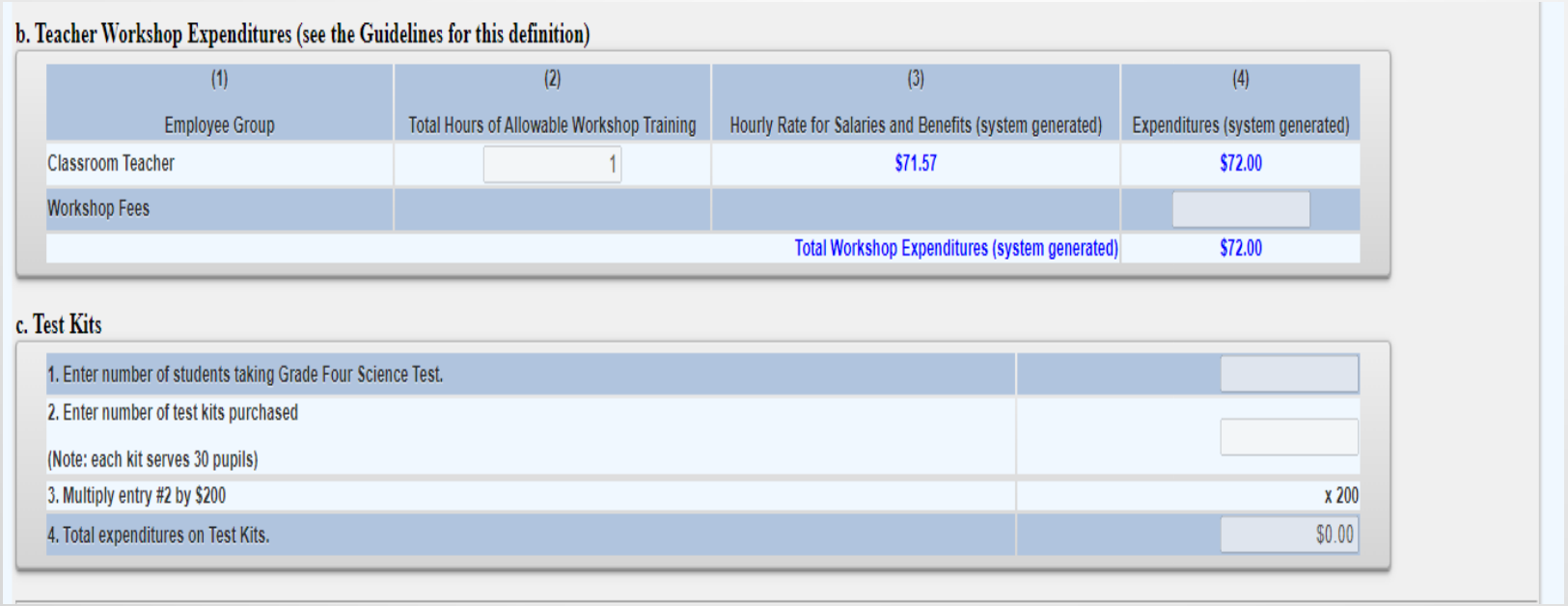
- Enter the total hours of allowable workshop training (the time that the teacher is out of the classroom). Use the "tab" key to move to the next field.
- Enter the dollar amount of workshop fees. Use the "tab" key to move to the next field.

Test Kits

- Enter number of students taking Grade Four Science Test
- Enter number of test kits purchased (Note: each kit serves 30 pupils)
- Click on the <Save Form> button.
- The system generates the calculations of Total Expenditures and Total Workshop/Test Kits Expenditures and populates the "MSA/CAP Summary of Expenditures" Screen.

Documentation must be maintained for all these expenditures.

Mandate 11: GFST – Teacher Workshop Expenditures & Test Kits Screen



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	1	$71.57	$72.00
Workshop Fees			
		Total Workshop Expenditures (system generated)	$72.00

c. Test Kits

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

Mandate 11: Grade Four Science Sample Document Example

DS0-STF0-PERM3/1

CONFIRMATION OF EXAMINATION REQUEST

Grade 4 Elementary-Level Science and Grade 8 Intermediate-Level Science Tests

Spring 2020

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:

TROY NY 12180

	Test Booklets			
Test	**Regular # Requested**	**# To Ship**	**Large Type # Requested**	**Braille # Requested**
GR. 4 ELEM. LEVEL SCIENCE	15	25	0	0
GR. 8 INT. LEVEL SCIENCE	0	0	0	0

NOTE: The Grades 4 and 8 Science Test booklets for both the Written and Performance Tests will each be shipped in packages of 25 booklets. The Grades 4 and 8 Science Performance Test Station Diagrams are shipped in bundles of ten sets of three stations (enough to test 30 students at one time). Braille, large-type, and alternative language editions of the station diagrams will be provided based on the number of those booklets requested.

For the Grades 4 and 8 Science Tests, all schools must make arrangements with either a Regional Information Center or Large-City Scanning Center to obtain and scan answer sheets.

Mandate 12: Travel to Storage Sites (TSS)

TSS Expenditures

1. Enter total number of staff employed by school who participated in TSS.
2. Enter total hours of work for all assigned tasks performed by employees reported in line 1.
3. Enter total salaries paid for all services performed by employees in line 1.
4. Enter total employee benefits paid on salaries in line 3.
5. Enter total salaries and benefits paid for employees reported in line 1. (system automatically calculates)
6. Average hourly rate is automatically calculated by system.
7. Click on the <Save Form> button.

- The system generates the calculations of Total Expenditures and Total Workshop Expenditures and populates the “MSA/CAP Summary of Expenditures” Screen.

Documentation must be maintained for all these expenditures.

Mandate 12: Travel to Storage Sites (TSS) Screen

Mandate 12 **Travel to Storage Sites (TSS)** **$3,246.00**

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
2. Total hours of work for all assigned tasks performed by employees reported in item 1.									433.00
3. Total salaries paid for all services performed by employees in item 1.									70,000
4. Total employee benefits paid on salaries reported in item 3.									263.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$70,263.00
6. Average hourly rate. (do not enter; system calculates)									$162.27

Travel Costs to Examination Storage Sites (TSS)

(1) Examination Being Stored at an Alternate Site	(2) Combined Hours(Preset)	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
May Grade Four Science Test	2		$0.00
May Grade Eight Science Test (Performance)	2		$0.00
June Grade Eight Science Test (Written)	2		$0.00
NYSESLAT	4		$0.00
NYSITELL	4		$0.00
EIA	8		$0.00
August Regents, et	2		$0.00
January Regents, etc.	16		$0.00
June Regents, etc	20	$162.27	$3,246.00
		Total General Expenditures TSS (system generated)	$3,246.00

Mandate 13: Scholarship for Academic Excellence Application (SAE)

SAE Expenditures

1. Enter total number of staff employed by school who participated in the SAE.
2. Enter total hours of work for all assigned tasks performed by employees reported in line 1.
3. Enter total salaries paid for all services performed by employees in line 1.
4. Enter total employee benefits paid on salaries in line 3.
5. Enter total salaries and benefits paid for employees reported in line 1. (system automatically calculates)
6. Average hourly rate is automatically calculated by system.
7. Click on the <Save Form> button.

- The system generates the calculations of Total Expenditures and Total Workshop Expenditures and populates the "MSA/CAP Summary of Expenditures" Screen.

Documentation must be maintained for all these expenditures.

Mandate 13: Scholarship for Academic Excellence Application (SAE) Screen

Mandate 13 **Scholarship for Academic Excellence Application (SAE)** **$2,694.00**

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in the Scholarship for Academic Excellence Application (SAE).	NA	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	NA	962.50	962.50
3. Total salaries paid for all services performed by employees in item 1.	NA	$52,836.00	$26,728.00
4. Total employee benefits paid on salaries reported in item 3.	NA	$14,497.00	$3,605.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	NA	$67,333.00	$30,333.00
6. Average hourly rate. (do not enter; system calculates)	NA	$69.96	$31.51

Calculation of Expenditures.

(1) Employee Group	(2) Combined Hours (system generated)	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures(system generated)
Administrative	37	$69.96	$2,589.00
Support Staff	3	$31.51	$95.00
		Total General Expenditures SAE (system generated)	$2,694.00

Mandate 14: Grade Eight Science Test (GEST)

GEST Expenditures

1. Enter total number of staff employed by school who participated in Grade Eight Science Test (GEST).
2. Enter total hours of work for all assigned tasks performed by employees reported in line 1.
3. Enter total salaries paid for all services performed by employees in line 1.
4. Enter total employee benefits paid on salaries in line 3.
5. Enter total salaries and benefits paid for employees reported in line 1. (system automatically calculates)
6. Average hourly rate is automatically calculated by system.
7. Enter number of tests administered, regardless of amount shown as *on file*. You may be asked for documentation if amount differs.
8. Click on the <Save Form> button.

- The system generates the calculations of Total Expenditures and Total Workshop Expenditures and populates the "MSA/CAP Summary of Expenditures" Screen.

Mandate 14: Grade Eight Science Test (GEST) Screen

Mandate 14 **Grade Eight Science Test (GEST)** **$449.00**

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Grade Eight Science Test (GEST).	2.00	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	1,925.00	962.50	962.50
3. Total salaries paid for all services performed by employees in item 1.	$40,522.00	$52,836.00	$26,728.00
4. Total employee benefits paid on salaries reported in item 3.	$7,552.00	$14,497.00	$3,605.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$48,074.00	$67,333.00	$30,333.00
6. Average hourly rate. (do not enter; system calculates)	$24.97	$69.96	$31.51

Time and Effort Standards Calculation of Combined Hours (4 hr. minimum)

Grade	Number of Exams Claimed	Number of Exams on File+Exempt	Field Test Given	Calculation
Grade Eight Science Test (GEST)	3.00	3.0		(3 X 0.59)=4.00
			Mandate 14: Total Combined Hours (system generated)	4

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	$24.97	$100.00
Administrative	2	$69.96	$140.00
Support Staff	2	$31.51	$64.00
		Supplies and Materials	$145

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	$24.97	$0.00
Workshop Fees			$0.00
		Total Workshop Expenditures (system generated)	$0.00

c. Test Kits

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

Mandate 14: Grade Eight Science Test (GEST) Sample Document Example

DS0-STF0-PERM3/1

CONFIRMATION OF EXAMINATION REQUEST

Grade 4 Elementary-Level Science and Grade 8 Intermediate-Level Science Tests

Spring 2020

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:

TROY NY 12180

	Test Booklets			
Test	Regular # Requested	# To Ship	Large Type # Requested	Braille # Requested
GR. 4 ELEM. LEVEL SCIENCE	15	25	0	0
GR. 8 INT. LEVEL SCIENCE	0	0	0	0

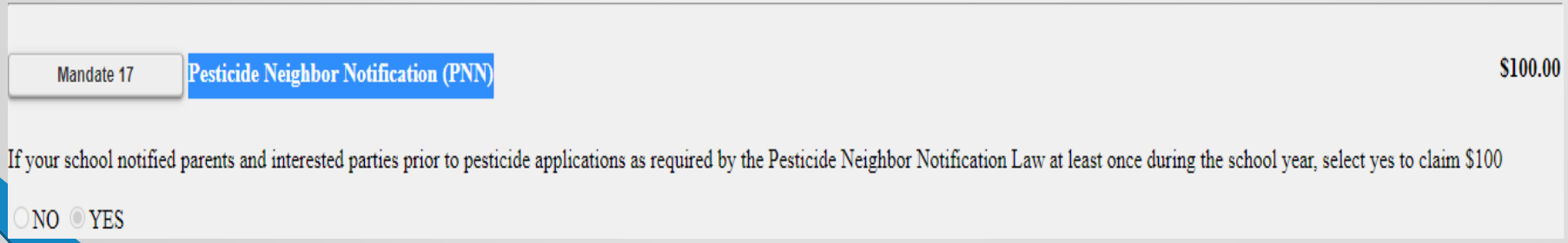
NOTE: The Grades 4 and 8 Science Test booklets for both the Written and Performance Tests will each be shipped in packages of 25 booklets. The Grades 4 and 8 Science Performance Test Station Diagrams are shipped in bundles of ten sets of three stations (enough to test 30 students at one time). Braille, large-type, and alternative language editions of the station diagrams will be provided based on the number of those booklets requested.

For the Grades 4 and 8 Science Tests, all schools must make arrangements with either a Regional Information Center or Large-City Scanning Center to obtain and scan answer sheets.

Mandate 17: Pesticide Neighbor Notification (PNN)

The School Pesticide Neighbor Notification Law requires all Non-public schools to notify parents and interested parties prior to pesticide applications in instructional and administrative buildings and grounds, as well as playgrounds and athletic fields.

1. Click yes to claim if your school notified parents and interested parties prior to pesticide applications as required by the Pesticide Neighbor Notification Law.
2. The system will automatically award $100 for this mandate if claimed.



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

NYSESLAT/NYSITELL Expenditures

1. Enter total number of staff employed by school who participated in NYSESLAT/NYSITELL.
2. Enter total hours of work for all assigned tasks performed by employees reported in line 1.
3. Enter total salaries paid for all services performed by employees in line 1.
4. Enter total employee benefits paid on salaries in line 3.
5. Enter total salaries and benefits paid for employees reported in line 1. (system automatically calculates)
6. Average hourly rate is automatically calculated by system.
7. Enter number of tests administered, regardless of amount shown as *on file*. You may be asked for documentation if amount differs.
8. Click on the <Save Form> button.

- The system generates the calculations of Total Expenditures and Total Workshop Expenditures and populates the "MSA/CAP Summary of Expenditures" Screen.

Documentation must be maintained for all these expenditures.

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

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

$16,463.00

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.	559.00	354.50	352.00
3. Total salaries paid for all services performed by employees in item 1.	$138,500.00	$96,000.00	$25,050.00
4. Total employee benefits paid on salaries reported in item 3.	$19,934.00	$9,639.00	$4,460.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$158,434.00	$105,639.00	$29,510.00
6. Average hourly rate. (do not enter; system calculates)	$283.42	$297.99	$83.84

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

	Number of Exams Claimed	Number of Exams on file+Exempt	Calculation
NYSESLAT	56.00	56.0	(56 X 0.98)=55.00
NYSITELL	0.00	0.0	(0 X 0.81)=0.00
		Mandate 18: Total Combined Hours (system generated)	55

a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	55	$283.42	$15,589.00
Administrative	2	$297.99	$596.00
Support Staff	2	$83.84	$168.00
		Supplies and Materials	$185
		Total General Expenditures NYSITELL (system generated)	$16,463.00

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		$283.42	$0.00
Workshop Fees			
		Total Workshop Expenditures (system generated)	$0.00

Mandate 18: NYSESLAT & NYSITELL Test Sample Document Examples

From:
Sent:
To:
Subject:

Thank you for your 2019-2020 Academic Year - NYSESLAT order.

The following order has been placed for your school:

K	1-2	3-4	5-6	7-8	9-12	Total
30	56	59	61	58	0	264

Writing Scoring Materials

Your school selected **Option 2:** "No, Writing scoring materials are NOT needed."

- Your school uses a RIC/Scanning Center or another outside service to perform scoring for Writing, and that outside service does not need your school to provide Writing scoring materials for their use.
- Your school will receive one copy of the scoring materials for reference purposes.

Note: If you are not sure of your scoring process, please check with your school principal and contact us or follow the link below to update your order.

For your convenience, click below and log in to view or update your order. You have until the close of the ordering window to adjust your order.

https://nyseslat.metritech.com/Login.aspx

Key Dates for NYSESLAT

10/14/2019 - 1/3/2020	NYSESLAT Speaking, Listening, Reading and Writing Order Window
2/5/2020 - 5/5/2020	Additional Materials Ordering window
3/30/2020 - 4/1/2020	Speaking materials delivered to participating schools
4/6/2020 - 5/15/2020	Speaking administration period
4/27/2020 - 4/30/2020	Listening/Reading/Writing materials delivered to participating schools
5/4/2020 - 5/15/2020	Listening/Reading/Writing administration period
5/12/2020 - 5/15/2020	Writing scoring materials delivered to participating schools
5/18/2020 - 5/28/2020	Scoring of open-ended questions for Writing
5/28/2020	Deadline to submit answer sheets to scanning centers
6/12/2020	Deadline to return secure materials to MetriTech

If you have questions, please contact MetriTech Customer Service at 800.747.4868 or nyseslat@metritech.com

1

PERFECT SCORING
Brooklyn, NY 11218

Invoice

Date
9/1/2020

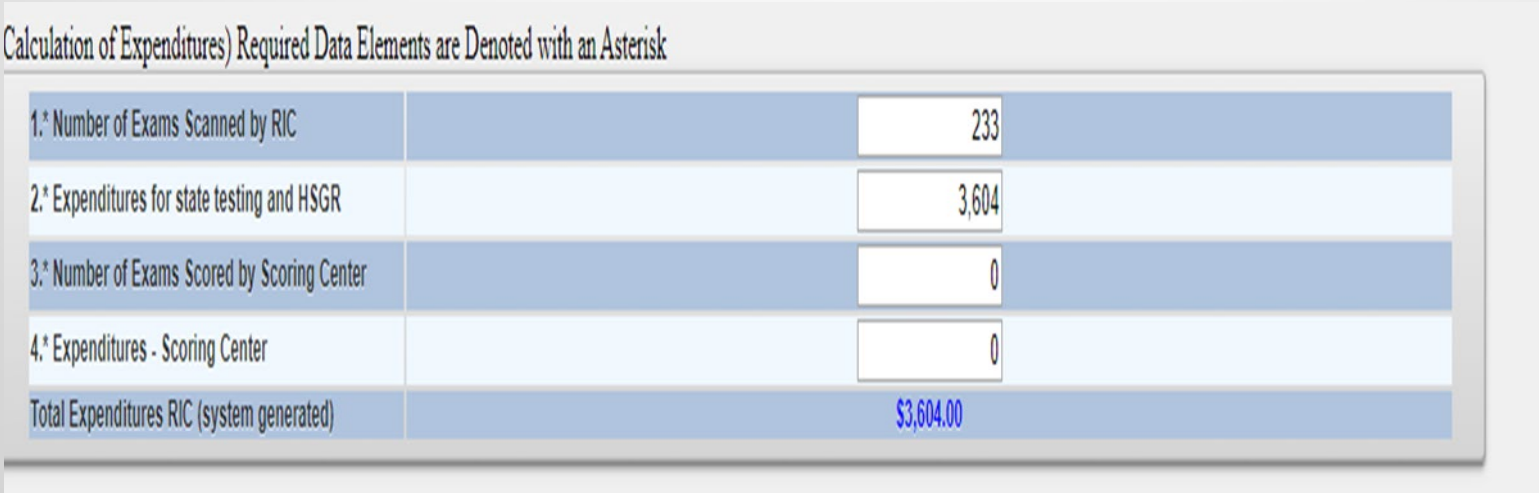
Bill To

Description	Quantity	Rate	Amount
NYSESLAT scoring	256	13.00	**3,328.00**
COVID-19 reduced fee @ 30%		-70.00%	**-2,329.60**

Total $998.40

Mandate 19-RIC & Scoring Center Expenditures

- 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. If you leave the fields blank, a warning message will appear at the top of the screen.
- The 3rd through 8th grade tests may be scored by Regional Scoring Centers. (Note: If your tests are graded by a Scoring Center, no printing costs are separately reimbursed under Mandate 2, EIA.)
- Round to the nearest dollar amount when entering expenditure amounts.


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

1.* Number of Exams Scanned by RIC	233
2.* Expenditures for state testing and HSGR	3,604
3.* Number of Exams Scored by Scoring Center	0
4.* Expenditures - Scoring Center	0
Total Expenditures RIC (system generated)	$3,604.00

Mandate 19-Sample Document Example

Invoice Number
C0335-20

Page 1

CONTRACT INVOICE

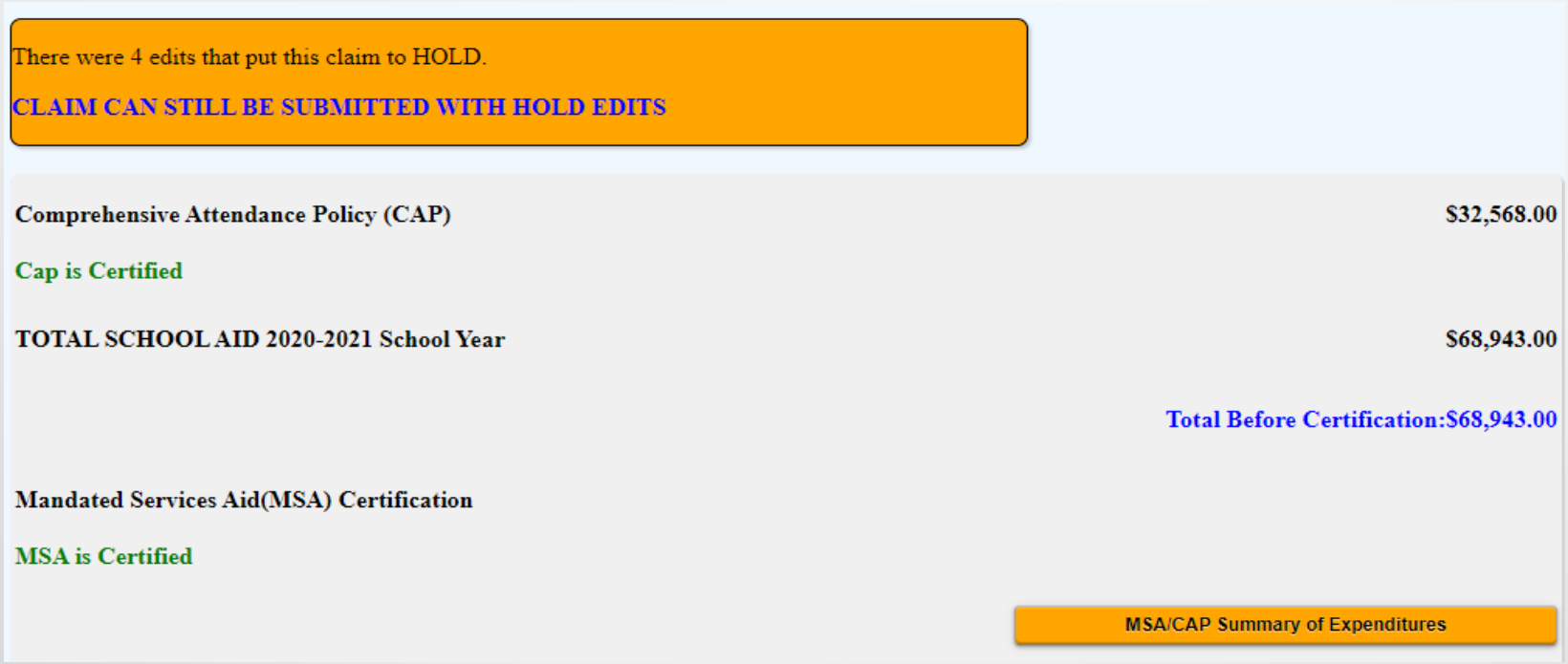
NON PUBLIC TEST SCORING BILLING 2019-20 YR

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

High School

Service	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**	**$0.00**	**$249.91**
11/05/2019 Non-Public School Test Scoring					$249.91			
Administrative Charge, 7.13%, Amount: 249.91								
611.386 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								
611.387 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**

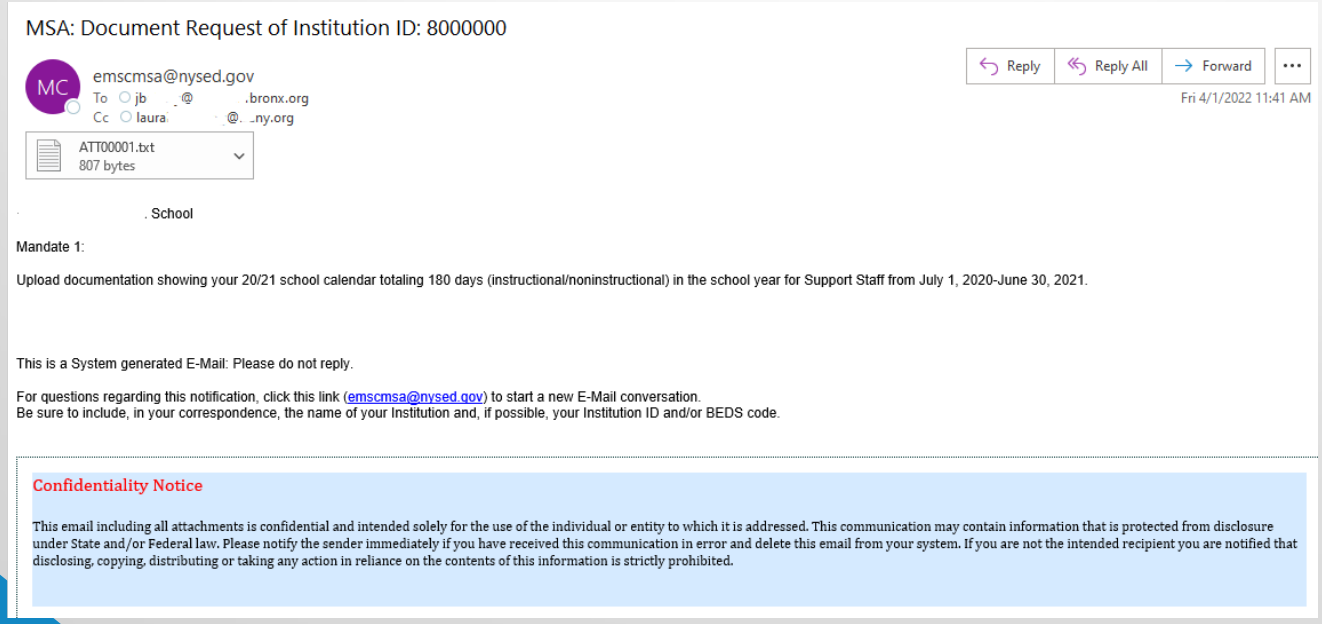
Hold Messages



- Expanding the “MSA/CAP Summary of Expenditures” button will show details including reason/s for the claim being placed in hold status.

HOLD CLAIMS: UPLOAD DOCUMENT REQUEST

- The claims in **hold** status will be reviewed by MSA-CAP staff who will send a request to schools to provide supporting document/s.
- School will also receive a system triggered e-mail request. The document request text will be in the e-mail.
- Schools will be able to access their claims in the MSA-CAP system to upload requested document/s.



MSA: Document Request of Institution ID: 8000000

MC emscmsa@nysed.gov
To jb . @ .bronx.org
Cc laura. @. .ny.org

Reply | Reply All | Forward | ...
Fri 4/1/2022 11:41 AM

ATT00001.txt
807 bytes

. 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.

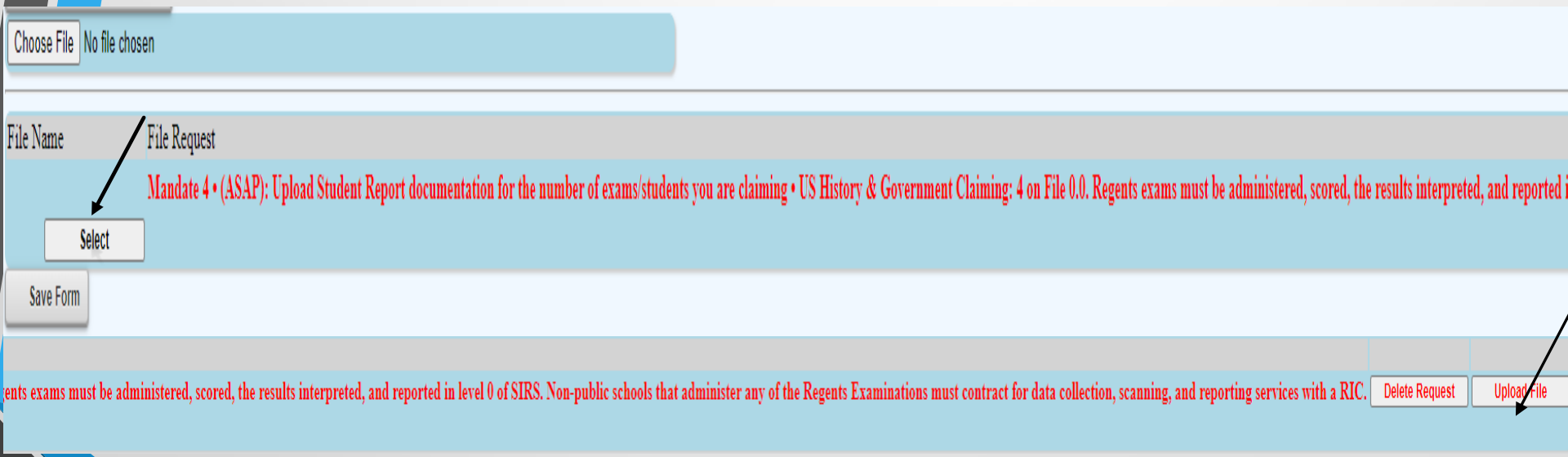
For questions regarding this notification, click this link (emscmsa@nysed.gov) to start a new E-Mail conversation.
Be sure to include, in your correspondence, the name of your Institution and, if possible, your Institution ID and/or BEDS code.

Confidentiality Notice

This email including all attachments is confidential and intended solely for the use of the individual or entity to which it is addressed. This communication may contain information that is protected from disclosure under State and/or Federal law. Please notify the sender immediately if you have received this communication in error and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

HOLD CLAIMS: UPLOAD DOCUMENT REQUEST (continued)

- Select the File Request
- Choose the File
- Select the Upload File button by scrolling all the way to the right of your screen.
- Please note that file requests that are still pending are displayed in red.



HOLD CLAIMS: UPLOAD DOCUMENT REQUEST (continued)

- After the file is uploaded, there will be a link that both the schools and the reviewer can view and download.
- Claims that were successfully uploaded will have the file name displayed in blue and the file request wording will change from red to black.

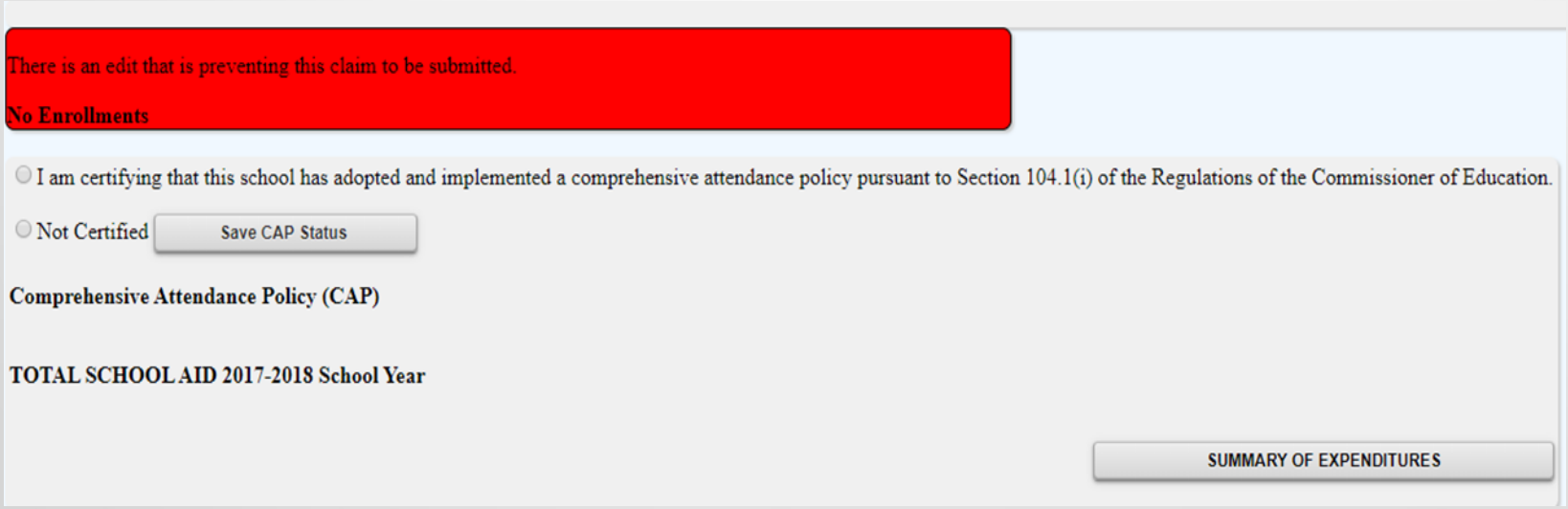
File Name	File Request
PAR 20-21.xls	Claim has been set to open so that you can update mandate 1 according to your note. Please update and resubmit.
20 21 calendar.pdf	Mandate 1: Upload documentation showing your 20/21 school calendar totaling 186 days (instructional/noninstructional) in the school year for Support Staff from July 1, 2020-June 30, 20
MSA 21.pdf	Please update and resubmit documentation pertaining to salary.
PAR BACKUP 20.21.pdf	Please update and resubmit documentation pertaining to salary.

Submit and Certify

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

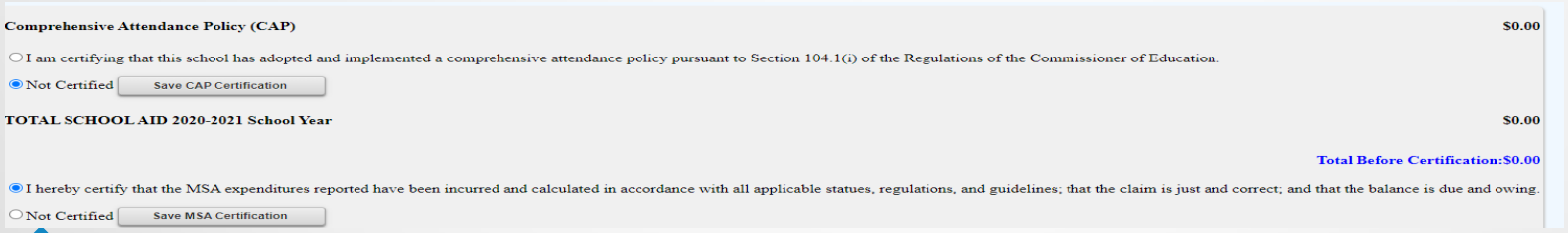
Submitting Claims: Warning Messages

- Expanding summary of expenditures will show the user the warnings associated with the claim.

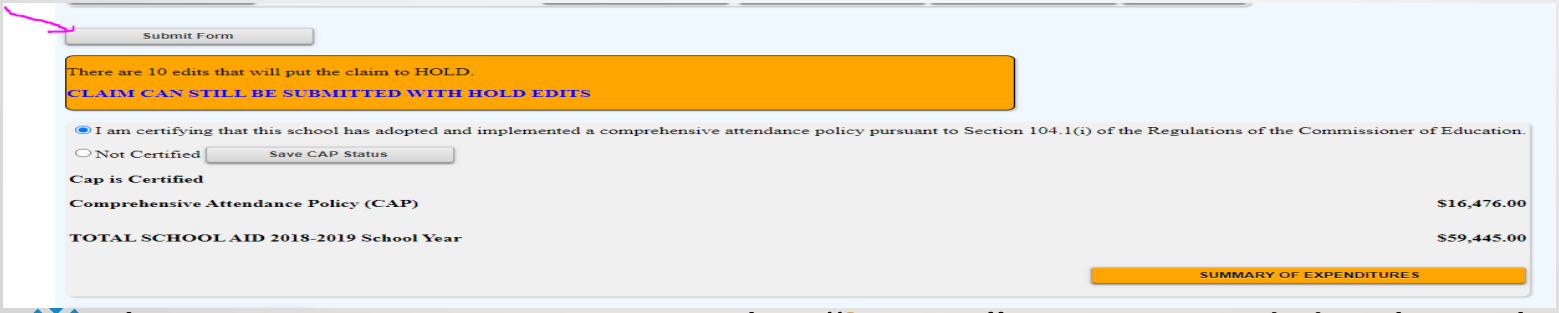


Submitting the MSA Claim

- When all errors have been corrected, the certification buttons will appear at the top of the MSA-CAP Summary of Expenditures screen.
- Read the certification statement and click the “save CAP Certification and save MSA Certification” button.

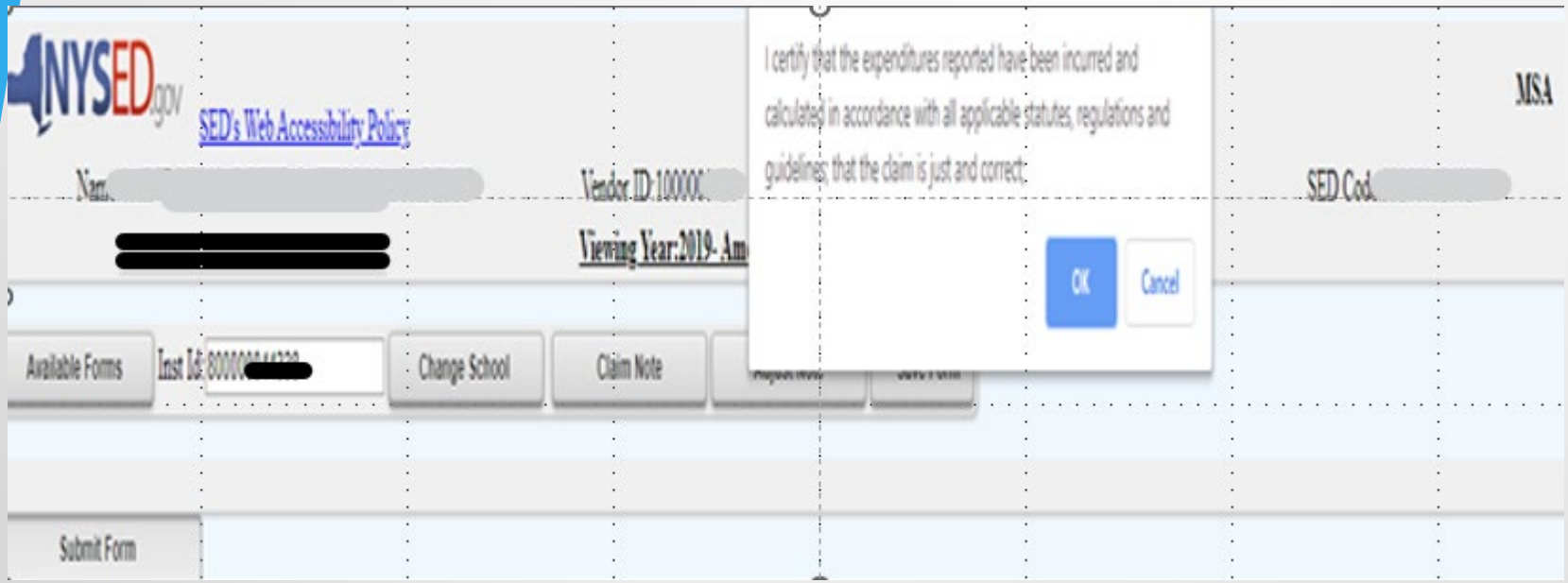


- Click on the <Submit Form> button.



- The system returns you to the “home” screen and displays the status of the claim.

MSA Screen
Submitting the MSA Claim



Recordkeeping

Recordkeeping

- It is very important that accurate documentation be kept by every school that claims mandated services. Even if your mandated services forms are completed by an independent contractor or diocesan office, the school is responsible for maintaining complete records.
- Documentation must be maintained for a minimum of 7 years. Records must be available for inspection, monitoring and/or audit by the New York State Education Department and the Office of the State Comptroller.
- It is recommended that each school creates and maintains a mandated services documentation file for each school year that a claim is submitted.

Recordkeeping (continued)

The following list identifies documentation that we recommend schools keep on file or otherwise have readily available:

- Payroll records, for only those employees providing the mandated service, including allowable fringe benefits. If you use a payroll service, you will need to put copies of the applicable payroll records in the mandated services aid documentation file. If you do not use a payroll company, copied of contracts will be requested.
- Salary agreements and/or contracts for those employees providing mandated services.
- Time distribution records. You are required to maintain documentation to show that the employee actually provided services such as taking attendance or proctoring exams.

Recordkeeping (continued)

- Student enrollment records, class schedules or Attendance rosters.
- Invoices/cancelled checks or credit card receipts/statements for purchases made to perform mandated services.
- Any documentation that supports the information and calculations used to prepare any claim for nonpublic school aid.
- Schools must maintain inventory records for calculators and science test kits. Calculators are not a consumable product. The inventory control procedure should include a replenishment cycle to replace aging and broken calculators. Calculators may not be given permanently to students.
- Documentation of calculator purchase must be retained for monitoring and/or audit.

Recordkeeping (continued)

- Documentation of the hours that form the basis for a standard workday must be maintained by the school.
- Information gathering per Comptroller's Audit.
- Documentation must be maintained to show the basis of the calculation for the average hourly rates.
- Schools must maintain inventory records of the science test kits and earth science test kits.
- Evidence of number of students who graduated from high school such as student transcripts.
- Records of student scores on State examinations such as the Individual Student Score Reports, Nonpublic Secondary Examination Report, Comprehensive Information Report.
- Failure to maintain adequate supporting documentation may result in a disallowance or partial disallowance.

NOTE: This is not an all-inclusive list

HOW TO SAVE/PRINT CLAIM AS PDF

- Select MSA/CAP Summary of Expenditures at the top of the MSA/CAP claim form.

- Select each mandate to expand and view detailed explanation of each mandate.

❖ Sample of expanded mandate.

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

Select the option that applies:

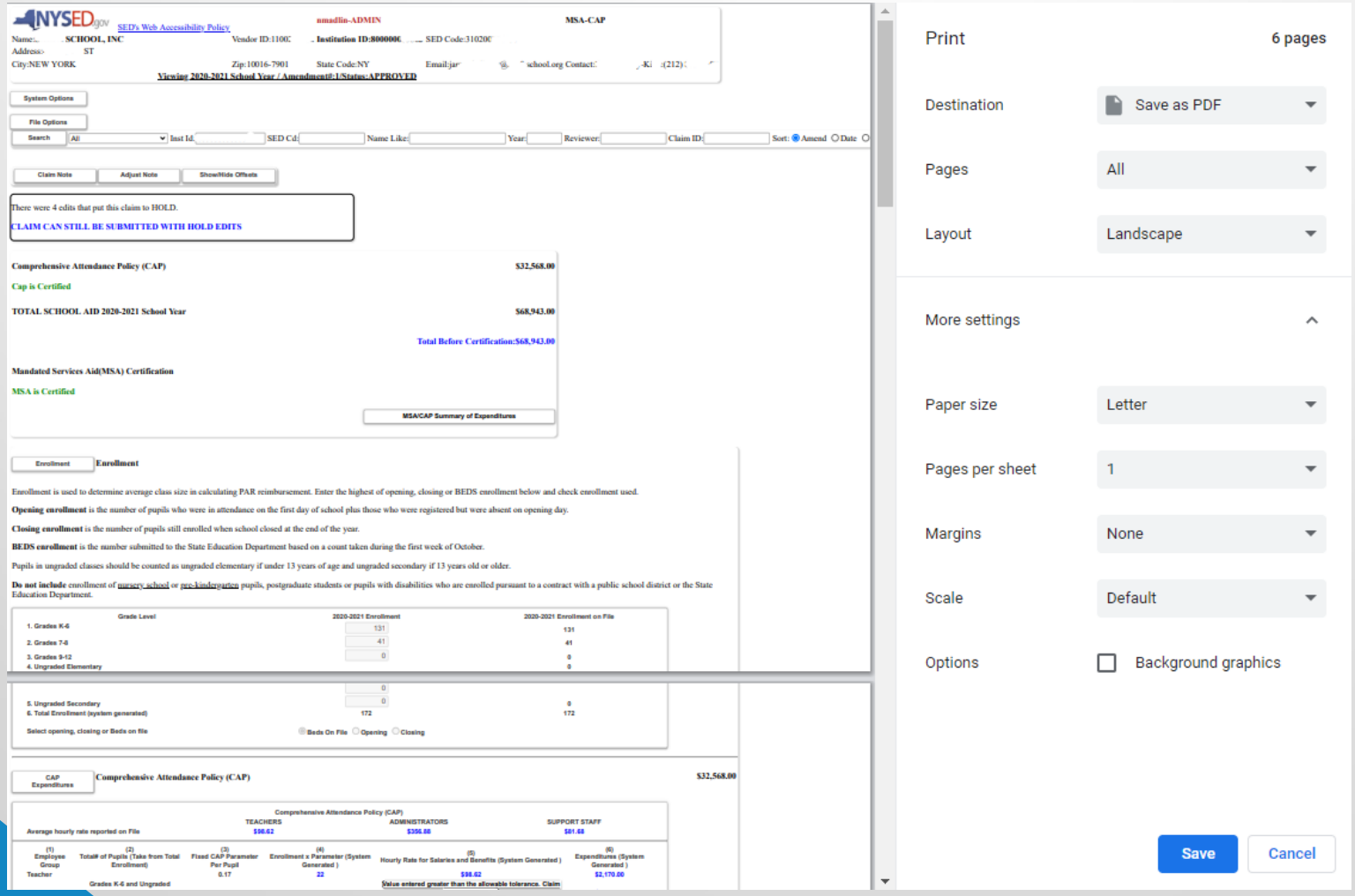
○ Standard Work Day ◉ Actual hours of employees are varied

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

	Teachers	Administrators	Support Staff
# 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.	$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	(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 and print. You may need to decrease the document size to ensure the entire claim is visible on their screen before printing.