2022-23 MANDATED SERVICES AID/COMPREHENSIVE ATTENDANCE POLICY (MSA-CAP) ONLINE SYSTEM
USER GUIDE

GENERAL INFORMATION

Mandated Services Aid/Comprehensive Attendance Policy (MSA-CAP) is a New York State funded reimbursement program for religious and independent schools. The religious and independent receive reimbursement for the state mandates that they have met in the prior religious and/or independent school year (July 1 to June 30). To receive reimbursement, the religious and independent school must have met the requirements of the mandate and have supporting documentation.

The reimbursement request, or claim, will be processed utilizing the MSA-CAP online or paper application. Religious and independent are strongly encouraged to utilize the MSA-CAP reimbursement online system. The online system is designed to enhance the application process and expedite the issuance of the religious and/or independent school's MSA-CAP Aid 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's processing.

MSA-CAP APPLICATION SUBMISSION:

Online submission: NYSED Business Portal or utilize the following methods for completed MSA-1 and Schedule A/Worksheet paper application:
- ❖ Email claims to msa-cap@nysed.gov
- ❖ Fax claims to 518-474-4674

The MSA-CAP Web-based System is accessible via the NYSED Business Portal. The system improves internal controls and the efficiency of the claims process for religious and independent school MSA-CAP reimbursement aid.

Filing for MSA-CAP is a voluntary process, requiring religious and independent schools to keep abreast of the changes and notices so that they can properly comply. This can easily be done by having the Chief Financial Officer and MSA-CAP contact keep a current email address on file in the State Education Data Reference File (SEDREF), and to check for updates weekly at the religious and independent school web site.

religious and/or independent schools have the option to assign an MSA CFO to submit and certify their MSA-CAP claim. Currently, most religious and/or independent 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 contact datasupport@nysed.gov. If your 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.

- ❖ Per state law, non-public religious and/or independent schools must submit their 2022-23 claim by April 1, 2024 for the 22/23 claim year. The MSA-CAP system will not accept any new 22/23 claims after the claiming deadline. Submitted claims will be paid by May 31, 2024.
- ❖ Per state law, the 2021/22 claim year is closed, and no further claims will be accepted for that year.

- The MSA-CAP online system links to information that has been submitted to the [Office of Information Reporting Services](#) (IRS), and other Department offices. BEDS data, elementary and secondary examination data, and Regent's examination data will automatically populate and be displayed in READ ONLY FIXED FIELDS for the applicable mandates. Religious and/or independent schools are unable to enter data in these fields.
- If the data tolerance level that the MSA-CAP established is exceeded, a warning message will appear at the top of the screen. The claim will be set to a specific status, usually the HOLD status. Refer to <u>STATUSES</u> listing which follows. Review system help features, MSA-CAP Guidelines for assistance or contact MSA-CAP Office.
- Claims which generate a tolerance edit require the religious and/or independent school to revise that mandate. Options exist and are required to allow a claim to be submitted and approved, per MSA-CAP Guidelines.
- Religious and/or independent schools with claims on hold can upload documents to the MSA-CAP system. The claims in hold status will be reviewed and the reviewer will send a request to provide documentation. The religious and independent schools will be able to access their claims in the MSA-CAP system and upload requested document/s.
- 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 and they will not be able to enter claim data for those mandates.
  Mandate 7 is a onetime payment. If a religious and/or independent school has previously claimed and was reimbursed for Mandate 7, it cannot receive reimbursement again. For SSIP, a religious and/or independent school must be in New York City, Rochester, or Buffalo and properly file SSIP related information with the Department of Health, to claim and to receive aid for this mandate.
- User may enter information for ALL or applicable mandates and press the <Save Form> button at the top or bottom of the screen to save data that has been entered. Once data has been entered, the religious and/or independent school can log off and return later to enter additional data.
- User can continue to review and save the claim and correct any errors until the claim is submitted.
- If claim is submitted and not placed into a HOLD or Post Review Status, the religious and/or independent school may withdraw their claim and is allowed to decide when and/or how to submit the new claim. This option is limited to current claim year.
- We recommend that the user expand each mandate before printing. If the mandate is not expanded, the user is unable to view the full details of each mandate.
- The religious and/or independent school MSA-CAP CEO/CFO receives MSA-CAP Office e-mail when the new claim year starts. This information is also posted on MSA-CAP web site. The religious and/or independent school MSA-CAP CEO/CFO will also receive an e-mail message when a claim submitted is "Auto Approved", set to "Hold" "Post Review" "Approved" "Rejected" "Overpayment" and "Closed".
- Claims can be amended until May 31, after the payment is made and the status is "closed".

- ❖ Open inactive claims will be withdrawn after six months. Users have the ability to start an amendment for withdrawn claims. This option is limited to the current claim year.
- ❖ Claims processed for payments are usually paid within 7-10 business days.

EXTERNAL USER ROLES

Google Chrome is the preferred browser for MSA-CAP online system. MSA-CAP CFO Users or those officially certified as an official user, by the CFO, can access MSA-CAP utilizing the following web browsers:

CLAIM STATUSES

- ❖ Auto Approved: The claim did not have any edit or variance problems and will be sent electronically to the Office of Fiscal Management for vouchering and electronic forwarding to the Office of the State Comptroller for payment. Payment is dependent upon funding authorization.
- ❖ Approved: The NYSED Program Reviewer approved the claim after the review process.
- ❖ Hold: 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.
- ❖ 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 possibly other management. The religious and/or independent school will always be notified when a claim is rejected. The claim will be reviewed through the amendment process once the appropriate and consistent substantiation is received from the religious and/or independent school, in accordance with the Department's MSA-CAP Guidelines. Department is solely responsible for making claim decisions consistent with Legislation, Commissioner Regulations and Rules, and the Department's Non-Discrimination policy. Questions should be forwarded to the MSA-CAP Office for an official review and response.

❖ Withdrawn: The claim had too many mistakes and was withdrawn by the religious and/or independent school administrator. The religious and/or independent administrator may amend the claim. The amended claim will be populated with the original claim data.
❖ Amendment: The amended claim can be submitted after the claim status has been either "Rejected" "Withdrawn" or "Closed". The amended claim will be populated with the original claim data.
❖ Overpayment: If an overpayment is discovered by a NYSED program reviewer, monitoring visit, or a Department of NYSOSC audit or request, the MSA-CAP Overpayment policy and procedures will be utilized, the school will be notified, and the 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.
❖ Closed religious and/or independent school Status: **Closing should not occur until all financial issues are resolved.** Religious and/or independent schools cannot file a new claim or amendment once their school is listed as closed by NYSED as officially closed and has notified and filed the proper closure materials with the Department. Claims should be filed before the religious and/or independent school is considered officially closed by NYSED.

LOGGING IN THE MSA-CAP ONLINE SYSTEM

Enter NYSED Business Portal
The following sign-on page will be displayed.
• Enter your Username and Password (contact SEDDAS for email and password help.
• Click the **<Sign In>** button.

- Maintain religious and/or independent school's CEO/CFO e-mail. It's used to send religious and/or independent school claim opening times and updates.
- The CEO has entitlement rights. The CEO must assign the CFO through SEDREF. The CEO can give entitlements rights to the MSA-CAP CFO. The CEO should be aware that this person will receive all correspondence. The CEO would need to send a letter requesting this update to DATA SUPPORT.
- If you would like to change CEO/CFO information, please contact DATA SUPPORT to update the information. Phone: (518) 474-7965

Under "My Applications"
- Click on the link for Mandated Services Aid & Comprehensive Attendance Policy.

PAYEE INFORMATION

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 is up to date because all communications regarding MSA-CAP claim will be sent to that e-mail address. User will get an error message if no email address is on file. To update e-mail address, please contact DATA SUPPORT

NYSED.gov SED's Web Accessibility Policy   ADMIN   MSA-CAP

Name: _____ SCHOOL   Vendor ID:1100022039   Institution ID:800000035___   SED Code:66230062___
Address:110 STATE ST MAILDROP 10-4
City:ALBANY   Zip:12236   State Code:NY   Email:finance@_____.org   Contact:

Viewing 2020-2021 School Year / Amendment#:0/Status:POST REVIEW

HOW TO EDIT OR CREATE A CLAIM

The current claim year will be displayed for the user. The user has the following options for a claim.

- Select the current claim year to view or edit. User can view either the current year open claim or closed claims for the last three years. Closed claims can only be viewed and printed.
- Create a new claim for the current 2022-23 year.

Create: **2022-New**
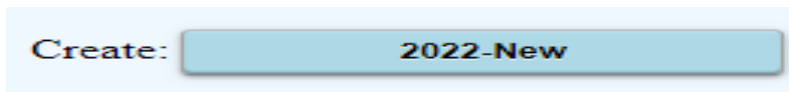
- User can select the claim year to edit by clicking on the <Edit> button for the open claim year.

Inst Id	Amendment Number	Status	Entry Type	Reviewers		
800000044337	5	OPEN	School Entry		Edit	Withdraw Claim
800000044337	4	WITHDRAWN	School Entry			
800000044337	3	WITHDRAWN	School Entry			
800000044337	2	WITHDRAWN	School Entry			
800000044337	1	WITHDRAWN	School Entry			
800000044337	0	WITHDRAWN	School Entry			

- Total religious and/or independent school Aid (MSA)-CAP and is displayed. User must certify MSA-CAP. **User has to enter data in applicable mandates before MSA-CAP can be certified.**
- Once the user clicks on the certify button, the "Save MSA-CAP Statuses" button will appear. Click on the "Save MSA-CAP Statuses" button. The following information will be displayed, showing that MSA-CAP has been certified.

Comprehensive Attendance Policy (CAP) $7,106.00

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 Certification

TOTAL SCHOOL AID 2021-2022 School Year $12,664.00

Total Before Certification:$12,664.00

I hereby certify that the MSA expenditures reported have been incurred and calculated in accordance with all applicable statues, regulations, and guidelines; that the claim is just and correct; and that the balance is due and owing.

Not Certified   Save MSA Certification

- Click on the "MSA-CAP Summary of Expenditures". The "MSA-CAP Summary of Expenditures" will display "Enrollment, "CAP Expenditures" and Mandates 1-19 information.

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)

- You can expand or close the "Enrollment", "CAP Expenditures" and "Mandates 1-19" fields by clicking on each icon.
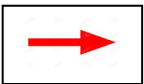
Enrollment	**Enrollment**	
CAP Expenditures	**Comprehensive Attendance Policy (CAP)**	$105,582.00
Mandate 1	**Pupil Attendance Reporting (PAR)**	$75,192.00
Mandate 2	**Elementary and Intermediate Assessment in English Language Arts and Math (EIA)**	$24,738.00
Mandate 3	**Basic Educational Data System Reporting (BEDS)**	$2,915.00
Mandate 4	**Regents Examinations (RE)**	$0.00
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

ENROLLMENT

- The system displays the BEDS Enrollment data that was submitted on the BEDS Report. The system has also populated the data entry fields, lines 1-5, with the same information to save you from entering the information again.
- You may enter different enrollment data for opening and closing.
- Select opening, closing or Beds on File at the bottom of the Enrollment field under line 6.

Note: If the BEDS enrollment figure you entered exceeds what was submitted on the BEDS Report by 20%, an explanation/documentation will be required. A box will appear on the screen for entry of the explanation. The claim cannot be submitted until the explanation is completed.

| 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	57	57
2. Grades 7-8	133	133
3. Grades 9-12	0	0
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	190	190
Select opening, closing or Beds on file	⦿ Beds On File ◯ Opening ◯ Closing	

Mandate 1 – Pupil Attendance Reporting (PAR)

- Click on Mandate 1.
- Click on the button for "Standard WorkDay" or "Actual hours of Employees are Varied". You must select one of these two options.
- If standard workday is selected, you must enter the # of days in the school year and the # of hours in the workday for Teachers, Administrators and Support Staff.
- To view your total calculations, click Mandate 1 to refresh the screen. User can also click one of the other mandates and then click on Mandate 1.
- Click on the <Save Form> button at the top or bottom of the screen.

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 1-4.
- When you get to the end of line 4, tab again.
- Click on the <Save Form> button at the top or bottom of the screen.

Calculation of Expenditures
- Enter the total # of teachers taking daily attendance.
- The system calculates the information for lines 5-6 for the calculation of hourly rates and columns 3, 4, 5 & 6 for the calculation of expenditures.
- If the calculations don't appear, you forgot to click on the button for "standard workday" or "actual hours of employees are varied". A warning message will appear on the screen.

Note: If the PAR total exceeds last year's PAR by 25%, a warning message will appear, and an explanation will be required.
A box will appear on the screen for entry of the explanation. The claim cannot be submitted until you provide an explanation.

180 x 5.5 hr. workday = 990 x 25 teachers = 24,750. 24,750 is the total hours of work for all assigned tasks – line 2

Mandate 1	Pupil Attendance Reporting (PAR)			$76,090.00

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	180	200	190

	Teachers	Administrators	Support Staff
# of Hours in the Work Day for	5.50	8.00	8.00

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Pupil Attendance Reporting (PAR)	25.00	1.00	2.00
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	24,750.00	1,600.00	3,040.00
3. Total salaries paid for all services performed by employees in item 1.	$962,333.00	$135,661.00	$62,872.00
4. Total employee benefits paid on salaries reported in item 3.	$277,269.00	$41,908.00	$22,155.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$1,239,602.00	$177,569.00	$85,027.00
6. Average hourly rate. (do not enter; system calculates)	$50.08	$110.98	$27.97

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	25	40.0	1,000	$50.08	$50,080.00
Administrative	(leave blank)	7.5	188	$110.98	$20,865.00
Support Staff	(leave blank)	7.0	175	$27.97	$4,895.00
			Supplies and Materials ($10 per Teacher) (system generated)		$250.00
			Total Expenditures PAR(system generated)		No Previous Par. Claim will be set to Hold $76,090.00

Payroll Data

- Payroll records for those employees providing the mandated service, showing gross & net 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.

Calendar

- 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.

Mandate 1 Sample Payroll

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 1 Sample Calendar

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
30	31					

0 / 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
30	31					

20 / 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 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 to move to the next data entry field.
- Continue entering data for lines 2-4**.** When you get to the end of line 4, tab again.

Calculation of Combined Hours
The system displays the number of exams that were 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.

Note: *If you enter a different number of exams than that on file and it exceeds the tolerance level, you will receive a warning message stating that the value entered is greater than the allowable tolerance and the claim will be set to Hold.*

If the value entered is greater than 100% for any exam, the claim will be set to Hold. The data that caused the problem will be marked with a caution sign.

The religious and/or independent school administrator will receive an e-mail message stating that the claim was set to Hold, and documentation may be requested.

Mandate 2	Elementary and Intermediate Assessment in English Language Arts and Math (EIA)		$14,123.00

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Elementary and Intermediate Assessment in English Language Arts and Math (EIA).	8.00	2.00	1.00
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	7,920.00	3,200.00	1,600.00
3. Total salaries paid for all services performed by employees in item 1.	$332,536.00	$182,661.00	$40,872.00
4. Total employee benefits paid on salaries reported in item 3.	$130,355.00	$56,568.00	$22,155.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$462,891.00	$239,229.00	$63,027.00
6. Average hourly rate. (do not enter; system calculates)	$58.45	$74.76	$39.39

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

Grade	Number of Exams Claimed	Number of Exams on File	Field Test Given	Calculation
Grade 3 ELA	45	45.0		(45 X 0.75)=33.75
Grade 3 Math	45	45.0		(45 X 0.55)=24.75
Grade 4 ELA	0	0.0		(0 X 0.75)=0.00
Grade 4 Math	0	0.0		(0 X 0.6)=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

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 General Expenditures for EIA and populates the "MSA/CAP Summary of Expenditures" Screen.

a. General Expenditures

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

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

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

Mandate 2 Sample EIA Exam Document

District Name: Academy

Address:

BOCES Testing Coordinator: Beth

District Testing Coordinator:

Phone:

Phone:

Fax:

Fax:

Email Address:

Email:

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

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

Head of School   1-15-2020

Signature of Superintendent or Business Official   Title   Date

Center for Curriculum, Instruction and Technology
Westbury NY 11590

Sample   (516)   • Fax

Mandate 3: Basic Educational Data System Reporting (BEDS)

Calculation of Hourly Rate
- Click on the Mandate 3 button.
- Enter data for line 1. Use the "Tab" key to move to the next data entry field.
- Continue entering data for lines 2-4.
- Use the "Tab" key to move to the next data entry field.
- Click on the <Save Form> button at the top or bottom of the screen.

Calculation of Expenditures
- Enter the total # of teachers taking daily attendance.
- The system generates the calculations of information for lines 5 and 6 and completes the fields for Calculation of Expenditures for BEDS and populates the "MSA/CAP Summary of Expenditures" Screen.

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

Calculation of Expenditures.

(1) 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	9.00	9	$78.09	$703.00
Administrative		4	$159.78	$640.00
Support Staff		4	$75.92	$304.00
			Total Expenditures BEDS (system generated)	$1,647.00

Mandate 4: Regents Examinations (RE)

Calculation of Hourly Rate
- Click on the Mandate 4 button.
- Enter data for line 1. Use the "Tab" key to move to the next data entry field.
- Continue entering data for lines 2-4**.**
- The system generates the calculations in lines 5-6.
- Use the "Tab" key to move to the next data entry field.

Time and Effort Standards: Calculation of Combined Hours
The system displays the number of Regents exams that were reported to the Office of Information Reporting Services (IRS). The system has also populated the data entry fields with the same information to save you from having to enter the information.

- You may enter different exam data.
- Use the "tab" key to move to the next field.
- The system generates the Total General Expenditures.

Mandate 4	Regents Examinations (RE)				$17,874.00

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Regents Examinations (RE).	9.00	2.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	8,965.00	2,200.00	1,045.00
3. Total salaries paid for all services performed by employees in item 1.	$355,463.00	$149,929.00	$39,387.00
4. Total employee benefits paid on salaries reported in item 3.	$100,027.00	$41,698.00	$6,205.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$455,490.00	$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)=22.68
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	$480.00
		Supplies, cost of shipping exams to and from scoring site	$125
		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	$50.81	$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.		

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 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 2022-2023 school year.

- The system generates the calculations of Total Expenditures and Total Workshop/Test Kits Expenditures for Regents Examinations and populates the "MSA/CAP Summary of Expenditures" Screen

Note: *If you enter a different number of exams and it exceeds the tolerance level, you will receive a warning message stating that the value entered is greater than the allowable tolerance and the claim will be set to Hold.*

If the value entered is greater than 100% for any exam, the claim will be set to Hold. The data that caused the problem will be marked with a caution sign.

The religious and/or independent school administrator will receive an e-mail message stating that the claim was set to Hold and may receive a request for documentation.

Mandate 4 Sample Document-Regent Exams

ASAP: District Test Counts

Rev. 10.0

Page 1 of 1

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Regents	Count
███████ 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
███████ Academy	120

Mandate 6: Calculator Expenses (CE)

- Enter the number of scientific calculators purchased in line 1.
- Enter the number of graphing calculators purchased in line 4.
- The system generates the Total Expenditures for Calculators.

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	

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

Only religious and/or independent schools in New York City, Buffalo or Rochester that filed their immunization data with NYSDOH are eligible for Mandate 8. The Mandate 8 button will be disabled for the other religious and/or independent schools.

- Enter the number of school pupils for whom immunization documentation has been maintained. (Grade K-12 students only).
- The system generates the calculation of Total Expenditures for SSIP and populates the "MSA/CAP Summary of Expenditures" screen.

Mandate 8	New York State School Immunization Program (SSIP) for schools in the cities of New York, Buffalo and Rochester only.	$1,001.00
1. Enter the number of nonpublic school pupils for whom immunization documentation has been maintained	260	
2. Multiply Entry #1 by $3.85	$3.85	
3. Total Expenditures SSIP (system generated)	$1,001.00	

Mandate 9: Documentation of Expenditures for Documentation of 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 to move to the next data entry field.
- Continue entering data for lines 2-4.
- Click on the <Save Form> button at the top or bottom of the screen.

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

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

Calculation of Hourly Rate

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

a. General Expenditures

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

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

Calculation of Hourly Rate
- Click on the Mandate 10 button.
- Enter data for line 1. Use the "Tab" key 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.
- 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 / 85)=1.00

a. General Expenditures

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

Mandate 11: Grade Four Science Test (GFST)

Calculation of Hourly Rate
- Click on the Mandate 11 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 Average Hourly Rate.

Time and Effort Standards
The system shows the number of Grade Four Science Tests that were reported to the Office of Information Reporting Services.
- Enter the number of exams that were administered if it differs from what is displayed. Use the "Tab" key to move to the next field.

| Mandate 11 | Grade Four Science Test (GFST) | | | | $748.00 |

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Grade Four Science Test (GFST).	4.00	1.00	2.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	4,320.00	1,080.00	2,160.00
3. Total salaries paid for all services performed by employees in item 1.	$203,450.00	$127,000.00	$108,000.00
4. Total employee benefits paid on salaries reported in item 3.	$23,688.00	$9,747.00	$13,124.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$227,138.00	$136,747.00	$121,124.00
6. Average hourly rate. (do not enter; system calculates)	$52.58	$126.62	$56.08

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)	10.00	0.0		(10 X 0.47)=5.00 Value entered greater than the allowable tolerance. Claim will be set to Hold A

Teacher Workshop Expenditures
- Enter the total hours of allowable workshop training. 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 the number of students taking the Grade Four Science Test
- Enter the number of test kits purchased (Note: Each kit serves 30 pupils)
- The system generates the calculations of Total Expenditures and Total Workshop/Test Kits Expenditures for Grade Four Science Test and populates the "MSA/CAP Summary of Expenditures" Screen.

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	$52.58	$263.00
Administrative	2	$126.62	$254.00
Support Staff	2	$56.08	$113.00
		Supplies, cost of shipping exams to and from scoring site	$118
		Total General Expenditures GFST (system generated)	$748.00

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		$52.58	$0.00
Workshop Fees			
		Total Workshop Expenditures (system generated)	$0.00

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 Sample Document GFST

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	Test Booklets			
	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

Mandate 12: Travel to Storage Sites (TSS)

<u>Calculation of Hourly Rate</u>
- Click on the Mandate 12 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 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) 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	$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.

	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	968.00	968.00
3. Total salaries paid for all services performed by employees in item 1.	NA	$142,500.00	$100,989.40
4. Total employee benefits paid on salaries reported in item 3.	NA	$17,876.22	$12,771.72
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	NA	$160,376.22	$113,761.12
6. Average hourly rate. (do not enter; system calculates)	NA	$165.68	$117.52

Calculation of Expenditures.

(1)	(2)	(3)	(4)
Employee Group	Combined Hours (system generated)	Hourly Rate for Salaries and Benefits (system generated)	Expenditures(system generated)
Administrative	37	$165.68	$6,131.00
Support Staff	3	$117.52	$353.00
		Total General Expenditures SAE (system generated)	$6,494.00

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 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 that were reported to the Office of Information Reporting Services.

- Enter the number of exams that were administered if it differs from what is displayed. Use the "Tab" key to move to the next field.

| Mandate 14 | Grade Eight Science Test (GEST) | | | $1,191.00 |

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Grade Eight Science Test (GEST).	1.00	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	990.00	1,600.00	1,520.00
3. Total salaries paid for all services performed by employees in item 1.	$56,243.00	$135,661.00	$40,872.00
4. Total employee benefits paid on salaries reported in item 3.	$25,181.00	$41,908.00	$22,155.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	$81,424.00	$177,569.00	$63,027.00
6. Average hourly rate. (do not enter; system calculates)	$82.25	$110.98	$41.47

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

Grade	Number of Exams Claimed	Number of Exams on File	Field Test Given	Calculation
Grade Eight Science Test (GEST)	15.00	15.0		(15 X 0.59)=9.00
		Mandate 14: Total Combined Hours (system generated)		9

a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	9	$82.25	$741.00
Administrative	2	$110.98	$222.00
Support Staff	2	$41.47	$83.00
		Supplies and Materials	$145
		Total General Expenditures GEST (system generated)	$1,191.00

Teacher Workshop Expenditures

- Enter the total hours of allowable workshop training. 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.

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 number of 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 (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 Sample Document GEST

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 | Test Booklets | | | |
	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

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

○ NO ◉ 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)

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

The system displays the number of exams that were 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.

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

Calculation of Hourly Rate

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

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

	Number of Exams Claimed	Number of Exams on file+Exempt	Calculation	
NYSESLAT	Value entered greater than the allowable tolerance. Claim will be set to Post-Review 38.00	0.0	(38 X 0.98)=37.00	
NYSITELL	0.00	0.0	(0 X 0.81)=0.00	
		Mandate 18: Total Combined Hours (system generated)	Value entered greater than the allowable tolerance. Claim will be set to Post-Review 37	

a. General Expenditures

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

Note: If you enter a different number of exams and it exceeds the tolerance level, you will receive a warning message stating that the value entered is greater than the allowable tolerance and the claim will be set to Hold. If the value entered is greater than 100% for any exam, the claim will be set to Hold. The data that caused the problem will be marked with a caution sign.

The school administrator will receive an e-mail message stating that the claim was set to Hold.

Mandate 18 Sample Document-NYSESLAT & NYSITELL

4.3.0 Assessments: Summary of Tested Students for NYS Assessments
2018-19 School Year
Grouped by Building; Sorted by Assessment Name

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

Not Tested Status Codes that MOVE to LEVEL 2:
92- Receiving Entirely Remote Instruction, 93- Medically Excused, 97- Admin Error, and 96- Refusal (for school years >:
Not Tested Status Codes that DO NOT MOVE to LEVEL 2:
50, 51, 53, 91, 95, 99

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

Mandate 19: RIC Expenditures for State Testing and HSGR

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. If you leave the fields blank, a warning message will appear at the top of the screen.
- 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.

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

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

| 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	$249.91	$0.00	$249.91
11/05/2019 Non-Public School Test Scoring								
Administrative Charge, 7.13%, Amount: 249.91								
611.386 NYS DATA COLLECTION-ARCHDIOCESES				$0.00	$500.00< $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								
Data Collection RGNTS, Amount: 500.00								
611.387 TEST SCORING-ARCH				$0.00	$3,005.10< $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	$375.00		
11/05/2019 Non-Public School Test Scoring								
RGNTS Cost of Participation, Amount: 375.00								
611.387.221 RGNTS SETUP JUNE		1.0000	0.0000	$0.00	$100.00 $100.00	$100.00		
11/05/2019 Non-Public School Test Scoring								
RGNTS Setup Jun, Amount: 100.00								
611.387.231 REGNTS SETUP AUGUST		1.0000	0.0000	$0.00	$100.00 $100.00	$100.00		
11/05/2019 Non-Public School Test Scoring								
RGNTS Setup Aug, Amount: 100.00								
611.387.241 RGNTS SETUP JANUARY		1.0000	0.0000	$0.00	$100.00 $100.00	$100.00		
11/05/2019 Non-Public School Test Scoring								
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	$2,070.60		
11/05/2019 Non-Public School Test Scoring								
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	$100.00		
11/05/2019 Non-Public School Test Scoring								
RGNTS InDist Scan Support, Amount: 100.00								
611.387.430 SCAN IN-DIST AUG.		69.0000	0.0000	$0.00	$100.05 $100.05	$100.05		
11/05/2019 Non-Public School Test Scoring								
RGNTS Scan InDist Aug, Amount: 100.05								
611.387.440 SCAN IN-DIST JAN.		41.0000	0.0000	$0.00	$59.45 $59.45	$59.45		
11/05/2019 Non-Public School Test Scoring								
RGNTS Scan InDist Jan, Amount: 59.45								
Total Invoice				$0.00	$3,755.01	$3,755.01	$0.00	$3,755.01

Note:

HOLD CLAIMS: UPLOAD DOCUMENT REQUEST

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

The claims in hold status will be reviewed and the reviewer will send a request to religious and/or independent schools to provide documentation. The religious and/or independent schools will be able to access their claims in the MSA-CAP system and upload requested document/s.

Religious and/or independent schools will receive an e-mail for the request. The document request text will be in the e-mail.

MSA: Document Request of Institution ID: 8000000

MC   emscmsa@nysed.gov
      To ○
      Cc ○ .

📄 ATT00001.txt   ⌄
   807 bytes
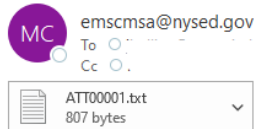
⸍ School

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.

Access Documents:
- The religious and/or independent school must click on the school year that they are referring to.
- The religious and/or independent school must click on the tab that says "View".
- Scroll all the way to the right and click on File Request.
- There is a note explaining what is needed from the religious and/or independent school. Click on the browse button to upload their document/s. Once the file is added, click upload. It will upload the document into the system.

- The religious and/or independent school can then upload a file by clicking the SELECT button.

Cap is Certified

Comprehensive Attendance Policy (CAP) $750,826.00

TOTAL SCHOOL AID 2018-2019 School Year $232,741.00

SUMMARY OF EXPENDITURES

Save Note

Claim Note:

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

File Name   File Request
       Please upload proof of something or other.

Select

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

Choose File | GAP_REPORT.xlsx

File Name   File Request
       Please upload proof of something or other.

Upload File

- After the file is uploaded, there will be a link that both the religious and/or independent schools and the reviewer can see and download.

Claim Note:

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

File Name   File Request
GAP_REPORT.xlsx   Please upload proof of something or other.

SAVE/PRINT CLAIM AS PDF

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

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.

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

- 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 screen before printing.

CLAIM SUBMISSION

❖ When all errors have been corrected that would prevent a claim from being submitted, an <I agree> button will appear at the top of the "MSA/CAP Summary of Expenditures" page.

❖ Read the certification statement and click on the <I agree> button.

❖ The system returns you to the "home" screen and displays the status of the claim.