

MANDATED SERVICES AID ONLINE SYSTEM

USER GUIDE

GENERAL INFORMATION

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, will be processed utilizing the MSA online or paper application. Schools are strongly encouraged to use the Mandated Services Aid reimbursement online system. The online system is designed to enhance the application process and expedite the issuance of the school's Mandated Services Aid payment. Additionally, the system is designed for schools to play a more active role in tracking the progress of their specific claim's processing.

Application Submission: Online submission: <https://eservices.nysed.gov/msa/> or utilize the following methods for completed MSA-1 and Schedule A/Worksheet paper application:

- Email claims to emscmsa@mail.nysed.gov
- Fax claims to 518-474-4674

The MSA Web-based System is accessible via the Department's web portal (<http://portal.nysed.gov>). The system improves internal controls and the efficiency of the claims process for nonpublic school mandated services reimbursement aid.

Filing for Mandated Services is a voluntary process, requiring 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 Contact keep a current email address on file in the State Education Data Reference File (SEDREF), and to check for updates weekly at the Nonpublic Schools web site.

- ❖ The MSA 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 Regents examination data will automatically populate and be displayed in READ ONLY FIXED FIELDS for the applicable mandates. Schools are unable enter data in these fields.
- ❖ If the data tolerance level that the Office of Grants Management 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 STATUSES listing which follows. Review system help features, MSA Guidelines for assistance or contact Grants Management Office.
- ❖ Claim which generate a tolerance edit requires the school to revise that mandate. Options exist and are required to allow claim to be submitted and approved, per MSA Guidelines.

- ❖ Schools with claims on hold can upload documents to the MSA system. The claims in hold status will be reviewed and the reviewer will send request to schools to provide documentation. The schools will be able to access their claims in the MSA 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 schools and schools will not be able to enter claim data for that mandate.
Mandate 7 is a onetime payment. If a school has been previously claimed and was reimbursed for Mandate 7, it cannot receive reimbursement again. For SSIP, a school must be located 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 has the ability to enter all information for ALL or applicable the 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, school can log off and come back at a later time to enter additional data.
- ❖ User can review 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 school has the opportunity to withdraw their claim and is allowed to decide when and/or how to submit the new claim. Limited to Current and two prior claim years.
- ❖ School's MSA CFO receives e-mail when new claim year starts and when prior year claim is revised annually, also posted on MSA web site.
- ❖ The MSA claim system was updated in the 2018-19 School Year. We recommend that the user expand each mandate before printing. If the mandate is not expanded, the user will get the summary each of each mandate.
- ❖ The school MSA CFO will receive Grants Management Office e-mail message when a claim submitted is "Auto Approved", set to "Hold" "Post Review" "Approved" "Rejected" "Overpayment" and "Closed".
- ❖ Claims can be amended or withdrawn after the payment is made and the status is "closed".
- ❖ Open inactive claims will be withdrawn after six months. User has the ability to start an amendment for withdrawn claim.
- ❖ Approved claims are usually paid within 7-10 business days of approval.
- ❖ Schools can submit a new claim or file an amendment for three years. 17/18, 18/19, and 19/20.

EXTERNAL USER ROLES

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



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.
- ❖ Approve: The NYSED Program Reviewer approved the claim after the review process.
- ❖ Hold: The New York State Education Department (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 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 non-public school, in accordance with the Department’s MSA 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 Grants Management Office for an official review and response.
- ❖ Withdrawn: The claim had too many mistakes and was withdrawn by the school administrator. The school 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 or NYSOSC audit or request, the Grants Management Office MSA/CAP Overpayment policy and procedures will be utilized, the school will be

notified, and the school 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. New claim requests can be done.
- ❖ Closed School Status: **Closing should not occur until all financial issues are resolved.** School cannot file a new claim or amendment once their school is listed as closed by the NYSED.
School has officially closed and have notified and filed the proper closure materials with the Department. Claims should be filed before the school is considered officially closed by NYSED.

LOGGING IN THE MSA ONLINE SYSTEM

Enter <https://eservices.nysed.gov/msa/>

The following sign-on page will be displayed.

- Enter your Username and Password (contact seddas@nysed.gov for email and password help.
- Click the <Sign In> button.
- Maintain School's CFO e-mail, it's used to send school claim opening times and updates.
- CEO has entitlement rights. The CEO has to assign the CFO through SED REF. If you would like to change CEO/CFO information, please contact datasupport@nysed.gov
- to update the information. Phone: (518) 474-7965

The screenshot shows the NYSED Application Authentication login interface. At the top left is the NYSED logo with the text 'New York State EDUCATION DEPARTMENT' and the tagline 'Knowledge > Skill > Opportunity'. To the right, the page title is 'Application Authentication' with a 'Login' link. Below this is a 'Sign In' section with a search icon and the text 'Sign In'. The form contains two input fields: 'Username' with the value 'ajohnso3' and 'Password' which is masked with dots. Below the password field are two buttons: 'Sign in' (blue) and 'Cancel' (red). To the right of the buttons is a link for 'Lost Password?'. At the bottom of the page, there is a footer with links for 'NYSED Home', 'Accessibility', 'Privacy Statement', 'Disclaimer', and 'Terms of Use'.

Under “My Applications”

- Click on the link for Mandated Services Aid.

The screenshot shows the NYS Application Business Portal. At the top, there are navigation links for 'NYS Home', 'Portal Home', 'Change Your Password', and 'Log Out'. The NYS ED logo is on the left, and the title 'Application Business Portal' is on the right, with a user login notice: 'You are logged in as Althea Johnson.' Below this is a 'My Applications' section with a list of application types: Academic Intervention Services, Mandated Services Aid (highlighted in yellow), NonPublic School Safety Equipment (NPSE), SED Monitoring and Vendor Performance System, and State Aid Management System (SAMS). To the left is a 'Public Links' section with links to various services like 'Inventory of Registered Programs' and 'Look Up Postal Zip Codes'. To the right is an 'Other Applications' section with links to 'Child Nutrition Knowledge Center (CN)' and 'Impartial Hearing Reporting System (IHRS)'.

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 the Mandated Services Aid 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 datasupport@nysed.gov

The screenshot shows the payee information screen. It includes the NYS ED logo and 'SED's Web Accessibility Policy' link. The payee name is 'SAINT ANSELM CATHOLIC ACADEMY' with address '7200 DOUGLASTON PKWY, DOUGLASTON'. Other details include 'Vendor ID:1000000465', 'Institution ID:800000044337', 'SED Code:332000126013', 'Zip:1000000465', 'State Code:NY', 'Email:kflanagan@diobrook.org', and 'Viewing Year:2019- Amendment#:0-Status:OPEN'. A user ID 'jbouton-800000044337-USER_DATA_ENTRY' and 'MSA' are also visible.

HOW TO EDIT OR CREATE A CLAIM

- Three years of claims will be displayed for the user. The user has the following options for a claim.
 - Select a claim year to view or edit for the last three years. User can view either open or closed claims for the last three years. Closed claims can only be viewed and printed. User can only work on one claim year at a time. Once the claim is approved and closed, the User can work on another claim year.
 - Create a new claim for a claim year that is available.

Create New Claim: 2017 2018 2019

- 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	
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	

Buttons: Edit, Withdraw Claim

- Comprehensive Attendance Policy (CAP) and Total School Aid is displayed. User has to certify CAP. **User has to enter data in applicable mandates before CAP can be certified.**
- Once the user clicks on the certify button, the “Save CAP Status” button will appear. Click on the “Save CAP Status” button.

There is a field preventing this claim from being submitted.

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 Expenditures		Comprehensive Attendance Policy (CAP)			
Comprehensive Attendance Policy (CAP)					
Average hourly rate reported on File		TEACHERS	ADMINISTRATORS	SUPPORT STAFF	
		\$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

- The following information will be displayed, showing that CAP has been certified.

Create New Claim:	
2017	2018
2019	
Cap is Certified	
Comprehensive Attendance Policy (CAP)	\$34,032.00
TOTAL SCHOOL AID 2016-2017 School Year	\$110,510.00
<input type="button" value="SUMMARY OF EXPENDITURES"/>	

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

Enrollment	Enrollment	
CAP Expenditures	Comprehensive Attendance Policy (CAP)	\$0.00
Mandate 1	Pupil Attendance Reporting (PAR)	\$76,090.00
Mandate 2	Elementary and Intermediate Assessment in English Language Arts and Math (EIA)	\$14,123.00
Mandate 3	Basic Educational Data System Reporting (BEDS)	\$656.00
Mandate 4	Regents Examinations (RE)	\$7,371.00
Mandate 5	NYS Regents Competency Testing Program (RCTP)	\$0.00
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)	\$326.00
Mandate 10	High School Graduation Report (HSGR)	* Not available for this school.
Mandate 11	Grade Four Science Test (GFST)	\$1,122.00
Mandate 12	Travel to Storage Sites (TSS)	\$0.00
Mandate 13	Scholarship for Academic Excellence Application (SAE)	\$0.00
Mandate 14	Grade Eight Science Test (GEST)	\$1,191.00
Mandate 17	Pesticide Neighbor Notification (PNN)	\$0.00
Mandate 18	New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners (NYSELL)	\$0.00
Mandate 19	RIC Funditures for State Testing and HSGR	\$2,261.00

- You can expand or close the “Enrollment”, “CAP Expenditures” and “Mandates 1-19” field by clicking on each icon.



Enrollment	Enrollment	
CAP Expenditures	Comprehensive Attendance Policy (CAP)	\$0.00
Mandate 1	Pupil Attendance Reporting (PAR)	\$76,090.00
Mandate 2	Elementary and Intermediate Assessment in English Language Arts and Math (EIA)	\$14,123.00
Mandate 3	Basic Educational Data System Reporting (BEDS)	\$666.00
Mandate 4	Regents Examinations (RE)	\$7,371.00
Mandate 5	NYS Regents Competency Testing Program (RCTP)	\$0.00
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 9th Grade (DIRI)	\$226.00
Mandate 10	High School Graduation Report (HSGR)	* Not available for this school.
Mandate 11	Grade Four Science Test (GFST)	\$1,132.00
Mandate 12	Travel to Storage Sites (TSS)	\$0.00
Mandate 13	Scholarship for Academic Excellence Application (SAE)	\$0.00
Mandate 14	Grade Eight Science Test (GEST)	\$1,191.00
Mandate 17	Pesticide Neighbor Notification (PNN)	\$0.00
Mandate 18	New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners (NYSELLE)	\$0.00
Mandate 19	RIC Expenditures for State Taxline and HSGR	\$2,281.00

- 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 from the drop-down box in line 7.

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 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 2018.

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	2018-2019 Enrollment	2018-2019 Enrollment on File
1. Grades K-6	186	186
2. Grades 7-8	53	53
3. Grades 9-12	0	0
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	239	239

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.
- Enter the # of days in the school year and # of hours in the workday for teachers, administrators and support staff.
- If standard workday was selected, you must enter the # of days in the school year and # of hours in the workday.
- 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.

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 20%, 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
# 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

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.
- If you are claiming 8 hours for G-4 and G-8 you must use the drop-down box to change the number for administrative and support staff.

Teacher Workshop Expenditures

- Enter the total hours of allowable workshop training.
- Enter the dollar amount of the workshop fee.
- The system generates the Total General Expenditures.

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 6 ELA	56	56.0		(56 X 0.9)=50.40
Grade 6 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
a. General Expenditures				
(1)	(2)	(3)	(4)	
Employee Group	Combined Hours	Hourly Rate for Salaries and Benefits (system generated)	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	
			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)	(2)	(3)	(4)	
Employee Group	Total Hours of Allowable Workshop Training	Hourly Rate for Salaries and Benefits (system generated)	Expenditures (system generated)	
Classroom Teacher	0	\$58.45	\$0.00	
Workshop Fees	0		\$0.00	
			Total Workshop Expenditures (system generated)	
			\$0.00	

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 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 information for lines 5 and 6 for the Calculation of Hourly Rate and populates the fields for the Calculation of Expenditures and generates the Total Expenditures for BEDS.

Mandate 3 Basic Educational Data System Reporting (BEDS)
\$556.00

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Basic Educational Data System Reporting (BEDS).	25.00	1.00	2.00
2. Total 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) Combined Hours (system generated)	(4) Hourly Rate for Salaries and Benefits (system generated)	(5) Expenditures(system generated)
Classroom Teacher	0	0	\$50.08	\$0.00
Administrative		4	\$110.98	\$444.00
Support Staff		4	\$27.97	\$112.00
Total Expenditures BEDS (system generated)				\$556.00

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.

Mandate 4

Regents Examinations (RE)

\$7,371.00

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Regents Examinations (RE).	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.	\$110,687.00	\$135,661.00	\$40,872.00
4. Total employee benefits paid on salaries reported in item 3.	\$33,806.00	\$41,908.00	\$22,155.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$144,493.00	\$177,569.00	\$63,027.00
6. Average hourly rate. (do not enter; system calculates)	\$72.98	\$110.98	\$41.47

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. 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.

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

Mandate 4: Regents Exams (Summer 2017, January 2018, and June 2018)

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	17	17.0		(17 X 2.36)=40.12
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	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	17	17.0	Yes	(17 X 0.89)=15.13
Mandate 4: 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	\$72.98	\$4,014.00
Administrative	25	\$110.98	\$2,775.00
Support Staff	11	\$41.47	\$457.00
Supplies, cost of shipping exams to and from scoring site			\$125
Total General Expenditures Regents (system generated)			\$7,371.00

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	\$72.98	\$0.00
Workshop Fees	0		
Total Workshop Expenditures (system generated)			\$0.00

c. Test Kits

Enter # of students taking Regents Earth Science.		0
Enter # of Test Kits.		0
Total expenditures on Test Kits.		\$0.00

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		0	
2. Multiply entry #1 by \$15		\$15	
3. Total Expenditures - Scientific Calculators/Four Function		\$0.00	
4. Enter the number of graphing calculators purchased.		0	
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 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 Total Expenditures for SSIP.

Mandate 8 New York State School Immunization Program (SSIP) for schools in the cities of New York, Buffalo and Rochester only. \$0.00

1. Enter the number of nonpublic school pupils for whom immunization documentation has been maintained	<input type="text"/>
2. Multiply Entry #1 by \$3.79	\$3.79
3. Total Expenditures SSIP (system generated)	\$0.00

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 Average Hourly Rate, and Total General Expenditures for DIRI.

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 Total Expenditures for HSGR.

	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 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.	\$66,243.00	\$136,661.00	\$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	\$82.25	\$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 Total General Expenditures, Total Workshop Expenditures, and Total Expenditures for Test Kits.

c. Test Kits


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


HOLD CLAIMS: UPLOAD DOCUMENT REQUEST

Schools with claims on hold can upload documents to the MSA system. The claims in hold status will be reviewed and the reviewer will send request to schools to provide documentation. The schools will be able to access their claims in the MSA system and upload requested document/s.

❖ School will receive an e-mail for the request. The document request text will be in the e-mail.

MSA: Document Request of Institution ID: 800000044336(TREF)(To User: wcapece@xaverian.org:)

 emscmsa@nysed.gov(emscmsa@nysed.gov via nysed.gov) ↩ Reply ↩ Reply All → Forward ⋮
 To Michael Gunderson; Jack Bouton Tue 1/19/2021 12:50 PM

 The actual sender of this message is different than the normal sender. Click here to learn more.

 ATT00001.txt
695 bytes

xaverian High School

please upload proof of something or other.

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.

- ❖ The 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
<input type="button" value="SUMMARY OF EXPENDITURES"/>	

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

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

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

GAP_REPORT.xlsx

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

- ❖ After the file is upload, there will be a link that both the 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 Summary of Expenditures at the top of the MSA claim form.

There were 3 edits that put this claim to HOLD.

Cap is Certified	
Comprehensive Attendance Policy (CAP)	\$251,668.00
TOTAL SCHOOL AID 2018-2019 School Year	\$466,973.00

SUMMARY OF EXPENDITURES

A blue arrow points from the 'SUMMARY OF EXPENDITURES' button to the 'TOTAL SCHOOL AID 2018-2019 School Year' value.

- ❖ Select each mandate to expand and view detail explanation of each mandate.

Enrollment	Enrollment	
CAP Expenditures	Comprehensive Attendance Policy (CAP)	\$251,668.00
Mandate 1	Pupil Attendance Reporting (PAR)	\$462,494.00
Mandate 2	Elementary and Intermediate Assessment in English Language Arts and Math (ELA)	\$0.00
Mandate 3	Basic Educational Data System Reporting (BEDS)	\$4,479.00
Mandate 4	Regents Examinations (RE)	\$0.00
Mandate 5	NYS Regents Competency Testing Program (RCTP)	\$0.00
Mandate 6	Calculator Expenses (CE)	\$0.00

Blue arrows point to the expandable buttons for Enrollment, CAP Expenditures, Mandate 1, Mandate 2, and Mandate 3.

❖ 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Hours in the Work Day for	<input type="text"/>	<input type="text"/>	<input type="text"/>

	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.

2/5/2021 MSA

NYSED.gov SED's Web Accessibility Policy A.JOHNSON-808000448-BATA_ENTRY MSA

Name: UNION SPRINGS ACADEMY Vendor ID: 10000431 Institution ID: 80800004486 SED Code: 051901425032
 Address: PO BOX 524 Zip: 13140 State Code: NY Email: therghardt@unionspringacademy.org Contact: Fredrick Burghardt (315) 889-7314
 City: UNION SPRINGS Viewing Year: 2019-2020 School Year / Amendment #: Status: OPEN

Available Forms [Inst Id: 80000004486] Change School Claim Note Adjust Note Save Form

Submit Form

There are 16 edits that will put the claim to HOLD.

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 [View CAP Status]

Cap is Certified

Comprehensive Attendance Policy (CAP)	\$18,536.00
TOTAL SCHOOL AID 2018-2019 School Year	\$24,438.00

SUMMARY OF EXPENDITURES

Enrollment Enrollment

Enrollment is used to determine average class size in calculating PAR reimbursement. Enter the highest of opening, closing or BEES 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.

BEES enrollment is the number submitted to the State Education Department based on a count taken during the first week of October 2018.

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 agency school or non-enrolled 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	2018-2019 Enrollment	2019-2019 Enrollment on File
1. Grades K-4	0	0
2. Grades 5-8	0	0
3. Grades 9-12	57	0
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (sum of rows 1-5)	57	0

https://services.nysed.gov/mas/update.action

2/5/2021 MSA

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

CAP Expenditures	Comprehensive Attendance Policy (CAP)	\$18,536.00
Mandate 1	Pupil Attendance Reporting (PAR)	\$18,082.00
Mandate 2	Elementary and Intermediate Assessment in English Language Arts and Math (ELA)	58.00
Mandate 3	Basic Educational Data System Reporting (BEES)	5661.00
Mandate 4	Regents Examinations (RE)	\$18,916.00

Print 4 pages

Destination Save as PDF

Pages All

Layout Landscape

More settings

Save Cancel

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 Section I - 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.

NYSED.gov SED's Web Accessibility Policy

Name: SAINT BERNADETTE CATHOLIC ACADEMY Vendor ID: 1000000430
 Viewing Year: 2019- Am

Available Forms [Inst Id: 800000044338] Change School Claim Note

Submit Form

I certify that the expenditures reported have been incurred and calculated in accordance with all applicable statutes, regulations and guidelines; that the claim is just and correct;

MSA
SED Code: 332000126020

OK Cancel