



## Y10 Application Instructions

Office of Religious & Independent School Support (ORISS)

### Nonpublic School Safety Equipment (NPSE) Grant

<b>Grant Summary .....</b>	<b>4</b>
<b>Purpose.....</b>	<b>4</b>
<b>Eligibility .....</b>	<b>4</b>
<b>Important Dates .....</b>	<b>4</b>
<b>Point of Contact.....</b>	<b>4</b>
<b>Getting Started .....</b>	<b>5</b>
<i>Leadership Designation.....</i>	<i>5</i>
<i>Leadership Changes .....</i>	<i>5</i>
<i>Entitlement Assignments &amp; Changes .....</i>	<i>5</i>
<i>Institution &amp; Payee Information.....</i>	<i>6</i>
<b>NYSED Business Portal Log On .....</b>	<b>8</b>
<b>NPSE Portal .....</b>	<b>8</b>
<b>Groundwork.....</b>	<b>9</b>
<i>Groundwork: Internet Browser.....</i>	<i>9</i>
<i>Groundwork: Data Entry Selection .....</i>	<i>9</i>
<i>Groundwork: Create or Edit a Claim.....</i>	<i>9</i>
<i>Groundwork: Vendor ID Error.....</i>	<i>10</i>
<i>Groundwork: Claim Selection .....</i>	<i>11</i>
<i>Groundwork: Claim Status Definitions .....</i>	<i>11</i>
<i>Groundwork: Edit.....</i>	<i>12</i>
<i>Groundwork: Save.....</i>	<i>13</i>
<i>Groundwork: Troubleshooting .....</i>	<i>13</i>
Incomplete Sections/Errors.....	13
Incomplete Application/Flagged Data .....	13
<b>Section 1: Certification .....</b>	<b>14</b>
<b>Section 2: Pooling.....</b>	<b>15</b>
<i>Section 2: What is Pooling?.....</i>	<i>15</i>
<i>Section 2: Who can Pool? .....</i>	<i>15</i>
<i>Section 2: Opt In/Out Pooling .....</i>	<i>15</i>
<b>Section 3: Item/Service Expenditures .....</b>	<b>16</b>
<i>Section 3: Preparation .....</i>	<i>16</i>
Confirm Eligibility .....	16
Determine Invoices Categories.....	16

Section 3: Open & Add Data.....	17
Section 3: Upload Proof of Purchase.....	18
Section 3: Upload Proof of Payment.....	18
Section 3: Upload Error Message.....	19
<b>Section 4: Contracted Personnel Expenditures .....</b>	<b>19</b>
Section 4: Eligibility.....	19
Section 4: Open & Add Data.....	19
Section 4: Uploads .....	20
<b>Section 5: School Employee Personnel Expenditures .....</b>	<b>21</b>
Section 5: Eligibility.....	21
Section 5: Open & Add Data.....	21
<b>Submission &amp; Reimbursement .....</b>	<b>21</b>
Deadline .....	22
Direct Deposit.....	22
<b>Resources.....</b>	<b>22</b>
NPSE Y10 Grant Solicitation Notice .....	22
NPSE Y10 Grant Overview.....	22
NPSE Y10 Guidance .....	22
NPSE Y10 School Allocations .....	22
NPSE Y10 Approved Unreimbursed Expenditures.....	22
NPSE Y10 Eligibility Lists .....	22
NPSE Y10 Personnel Activity Reports .....	22
NPSE Y10 Pooling .....	22
NPSE Y10 Q & A.....	22

## Grant Summary

The Nonpublic School Safety Equipment (NPSE) Grant summary can be found [here](#).

## Purpose

The NPSE Grant provides New York State religious and independent schools with reimbursement for expenditures related to certain school safety and health expenses.

## Eligibility

Institutions meeting the following criteria are eligible and encouraged to apply:

1. Currently open
2. Religious and independent schools (non-profit or not-for-profit schools only)
3. 853 and 4201 schools who meet the other criteria are eligible.
4. Possess a valid Office of the State (OSC) Vendor ID (or will obtain one)
5. New York State Education Department (NYSED) issued Basic Education Data System (BEDS) code.
6. Filed BEDS enrollment data for the 2022-2023 school year with enrollments for grades pre-kindergarten and higher (Schools limited to only pre-kindergarten enrollments are ineligible.)

Please note eligibility has already been determined based on NYSED data.

## Important Dates

The submission deadline for the Year 10 NPSE Grant is **June 27, 2024**.

## Point of Contact

For all questions regarding the NPSE Grant, please have your Institution ID or BEDS code ready, and contact:

[NPSE-ORISS@nysed.gov](mailto:NPSE-ORISS@nysed.gov)

Phone:(518) 474-3936

## Getting Started

The information listed in the school's State Education Data Reference File, or [SEDREF](#) file, must be accurate to process an NPSE claim. This section takes the applicant through the checks and balances required to successfully file a claim.

### **Leadership Designation**

- An institutions [SEDREF](#) file will contain a Chief Executive Officer (CEO) and an additional contact/Chief Financial Officer (CFO).
- Both the CEO and additional contact/CFO must keep a current email in their [SEDREF](#) file. The emails on file receive all NYSED religious and/or independent school announcements.
- ORISS also recommends checking for weekly updates on the ORISS website.
- If information in the [SEDREF](#) file is outdated or inaccurate, it is the school's responsibility to notify SEDREF. See below on how to make changes.

### **Leadership Changes**

The CEO is the only user that can manage SEDREF Profile/SEDDAS accounts.

- To change CEO/CFO information, please contact [datasupport@nysed.gov](mailto:datasupport@nysed.gov) to update the information.
- To change CFO designation, the [CFO form](#) must be completed and emailed to [datasupport@nysed.gov](mailto:datasupport@nysed.gov).
- For all other contact info changes, the change can be requested via email at [datasupport@nysed.gov](mailto:datasupport@nysed.gov).

### **Entitlement Assignments & Changes**

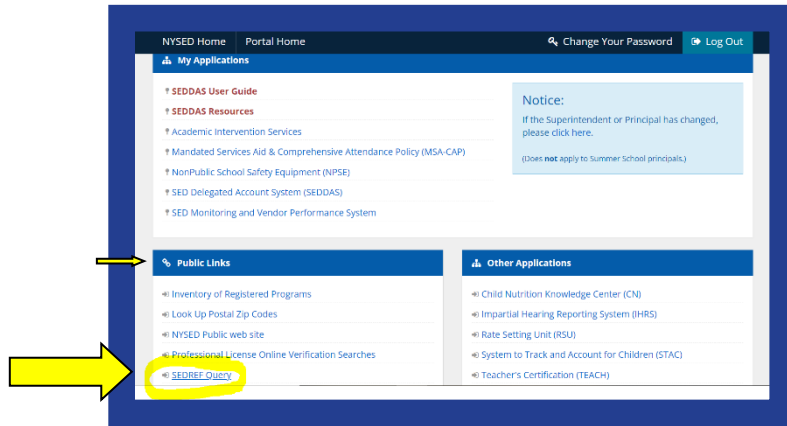
- Entitlements = Portal Access
- The CEO designation in [SEDREF](#) has access to entitlement rights as the DA/EA (Delegated Accounts/Entitlement Administrator).
- The CEO can assign the entitlement role to the CFO using the [SEDDAS](#) system.
- The DA/EA can also grant access to enter and view data in the portal to other staff. Instructions are in the [SEDDAS User Guide](#).
- If the CEO login information is known, but the institution would like to grant additional access, please reach out to NYSED's Office of Information and Reporting Services at [datasupport@nysed.gov](mailto:datasupport@nysed.gov).
- Should this entitlement be assigned to anyone other than the CEO, the CEO must be aware that the entitled person will now receive the NYSED correspondence mentioned above.

## Institution & Payee Information

Prior to logging into the Business Portal, the applicant will need to know:

- Institution ID (a twelve-digit number that begins with 8000000)
- Payee Information (if the institution is opting to Pool)

If the applicant does not have this information on-hand, they can complete a SEDREF Query under the Public Links Section as shown below:



Upon entering **SEDREF**, the user will need to:

- Enter school's **Name** (followed by "%") **OR** enter school's **SED/BEDs Code**.
- Then, click **Find**.

The screenshot shows the SEDREF search form. At the top, it says 'Use this screen to search for institutions in SEDREF' and 'Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.' Below this is a section for 'Enter query criteria' with several input fields: 'Name (Popular or Legal):', 'Institution ID:', 'SED Code:', 'Level2 Tracking Code:', 'ORISS Inst ID:', 'OSE Reporting INST ID:', 'Address Type: PHYSICAL List', 'Addr Line 1:', 'City:', 'School Dist Loc Code: List', 'County Code: List', 'State Code: List', 'Inst Sub Type Code: List', 'Inst Type Code: List', and 'Inactive Ind:'. A blue arrow points to the 'SED Code' field, and a yellow arrow points to the 'Find' button at the bottom left.

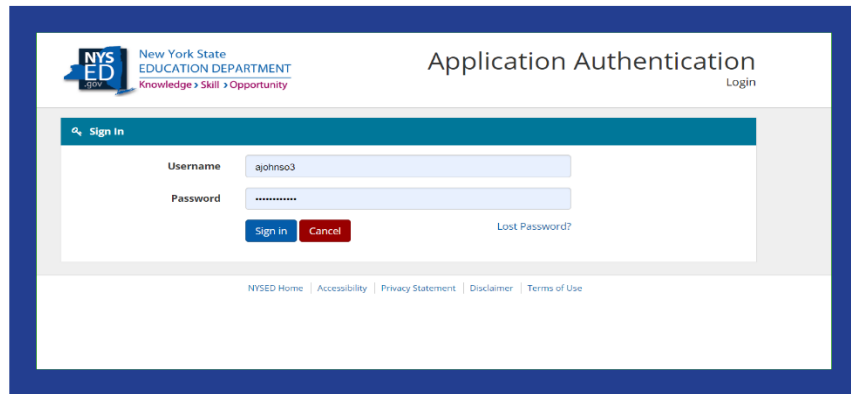
A school's Institution ID will be located on the top line of the **Institution Data** screen. The Payee Information will be found under the OSC Vendor ID and Payee Name, located near the bottom of the data chart as indicated below.

1. The applicant should record the school's **Institutional ID, Payee Name and OSC Vendor ID.**
2. Close the SEDREF tab.
3. Open/Return to the Business Portal Home Page.

Institution Data			
Inst Id:	8000	Legal Name:	
Popular Name:		Corporate Name:	
Label Name:		Type of Incorporation:	RELIGIOUS CORPORATION
Inactive?:	N	SED Code:	
Inst Type Desc:	NON-PUBLIC SCHOOLS	SED Code Effective Date:	
Inst Sub Type Desc:	JEWISH	Grade Org Code:	
Level 2 Tracking Code:		Grade Org Desc:	
ORISS Inst ID:		ORISS Inst Name:	
OSE Reporting Inst ID:		OSE Reporting Inst Name:	
Non Public Registration Code:		County Code:	
Non Public Registration Desc:		County Desc:	
Non Public Registration Start Date:		Non Public Registration End Date:	
School Dist Of Location:		Dist Type Desc:	NYC COMMUNITY DISTRICTS
County of School Dist Code:		SDL Description:	NYC GEOG DIST 15
Record Type Code:	2	Active Date:	07/01/2019
Record Type Desc:	NON PUBLIC SCHOOL (IMF)	Inactive Date:	
Comm Dist Type:	NEW YORK CITY	Needs Resource Code:	
Charter School Approval Code:		Needs Resource Desc:	
Charter School Approval Desc:		EDEN NCES LEA ID:	
EDEN NCES SCH ID:		EDEN LEA Type:	
EDEN Sch Type:		EDEN LEA Description:	
EDEN School Type Desc:		EDEN LEA Op Status:	
EDEN Sch Op Status Code:		EDEN LEA Op Status Desc:	
EDEN School Op Status Desc:		SDW Indicator:	
Transfer School Indicator:		CSE Placement Eligible:	N
Medicaid Provider Number:		Established Date:	07/01/2019
Successor INST Id:		Parent INST Id:	
Successor Name:		Parent Name:	
Assembly District Year:	2022	Assembly District #:	44
Congressional District Year:	2022	Congressional District #:	10
Senate District Year:	2022	Senate District #:	22
OSC Vendor Status on SEDREF:	A	OSC Vendor ID on SEDREF:	
OSC Address Sequence Number on SEDREF:		OSC Vendor Location on SEDREF:	
OSC Address Line 1:		Payee Name on SEDREF:	
OSC Address Line 3:		OSC Address Line 2:	
OSC State:	NY	OSC City:	
OSC Country:	USA	OSC Zip:	
OSC Disabled Veteran Classification:	N	OSC Open For Ordering Flag:	Y
		OSC Small Business Classification:	N

## NYSED Business Portal Log On

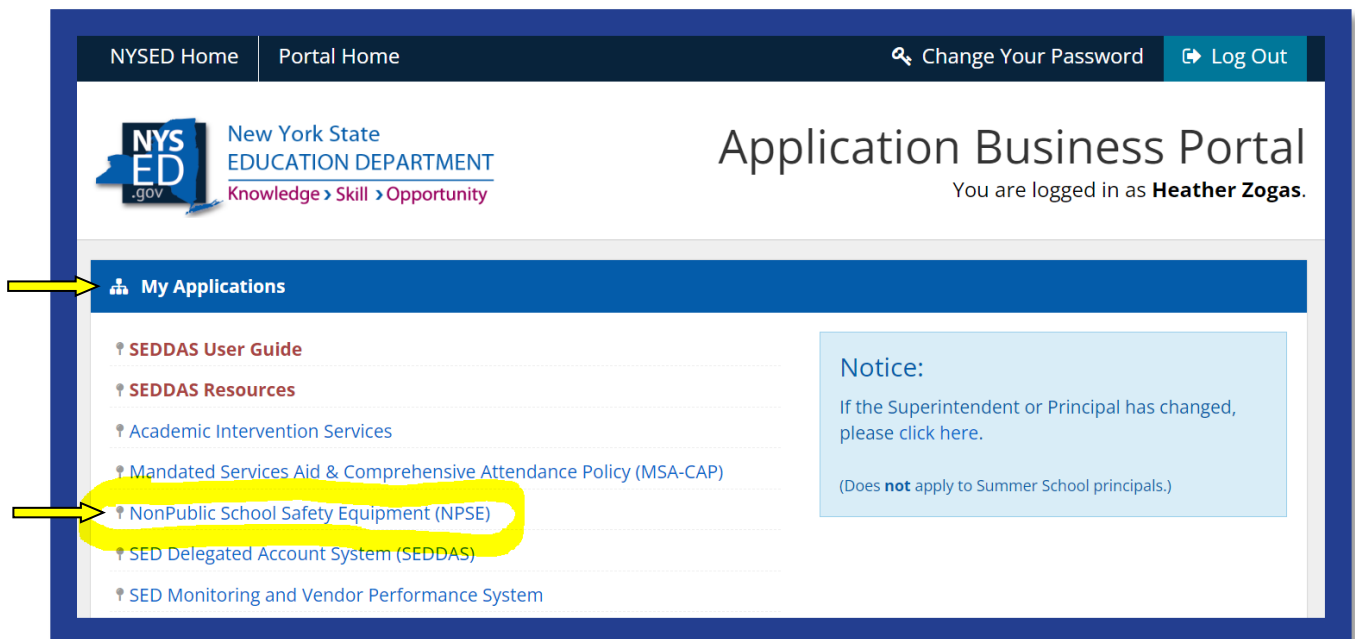
1. Enter [NYSED Business Portal](#) (the sign-on page below will be displayed).
2. If the CEO and CFO listings are correct in [SEDREF](#), enter **Username & Password** (contact [SEDDAS](#) for email & password help) and Click **Sign In**.
3. If your CEO and CFO listings are incorrect in [SEDREF](#), please see the **Leadership Changes & Entitlement Assignments** section of this document to update before proceeding.



The screenshot shows the 'Application Authentication' page of the NYSED Business Portal. At the top left is the NYSED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. At the top right is the text 'Application Authentication' and 'Login'. Below this is a 'Sign In' section with a search icon and the text 'Sign In'. There are two input fields: 'Username' with the value 'ajohnso3' and 'Password' with a masked password. Below the fields 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 are links for 'NYSED Home', 'Accessibility', 'Privacy Statement', 'Disclaimer', and 'Terms of Use'.

## NPSE Portal

1. Under *My Applications*, click Nonpublic School Safety Equipment (NPSE).
2. If the CEO and CFO listings are correct in [SEDREF](#), you are able to log in to the portal, but you don't see the NPSE Grant listed, contact [ORISS](#) for entitlement access.



The screenshot shows the 'Application Business Portal' dashboard. At the top left are links for 'NYSED Home' and 'Portal Home'. At the top right are links for 'Change Your Password' and 'Log Out'. Below this is the NYSED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. At the top right of the dashboard is the text 'Application Business Portal' and 'You are logged in as Heather Zogas.'. Below this is a 'My Applications' section with a list of applications. A yellow arrow points to the 'My Applications' header. Another yellow arrow points to the 'NonPublic School Safety Equipment (NPSE)' application, which is highlighted with a yellow circle. The list of applications includes: 'SEDIDAS User Guide', 'SEDIDAS Resources', 'Academic Intervention Services', 'Mandated Services Aid & Comprehensive Attendance Policy (MSA-CAP)', 'NonPublic School Safety Equipment (NPSE)', 'SED Delegated Account System (SEDDAS)', and 'SED Monitoring and Vendor Performance System'. To the right of the list is a 'Notice' box with the text: 'Notice: If the Superintendent or Principal has changed, please click here. (Does not apply to Summer School principals.)'



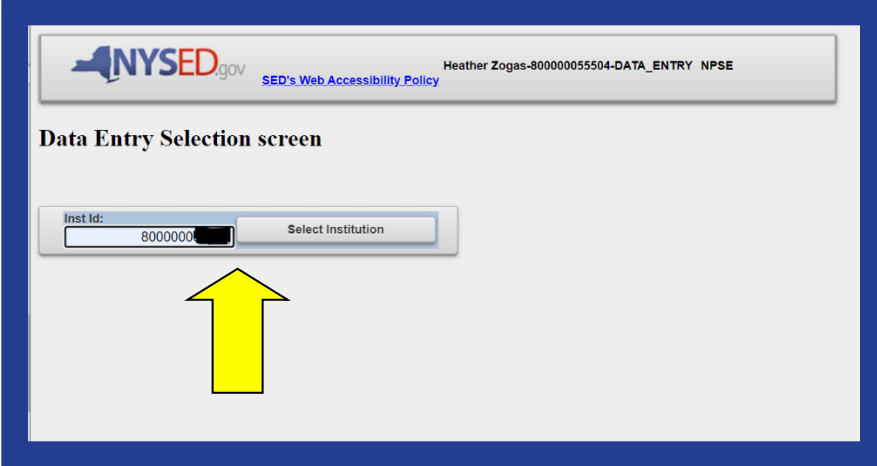
## Groundwork

### **Groundwork: Internet Browser**

Google Chrome is the preferred browser for completing the NPSE Claim Application on the NYSED Business Portal.

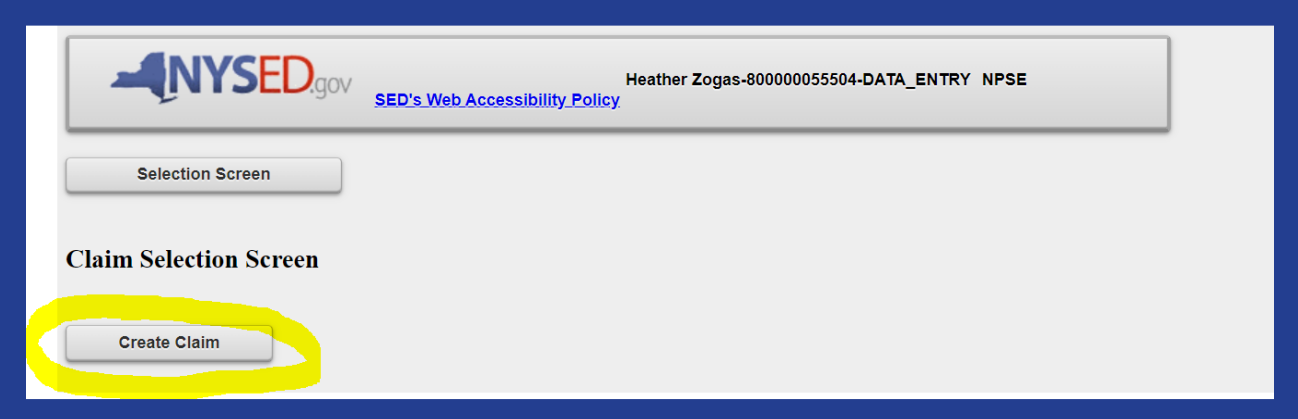
### **Groundwork: Data Entry Selection**

1. Enter the school's **Inst ID**.
2. If you do not know your school's **Inst ID** number, please visit the **Institution & Payee Information** section of this document (page 6) for further instructions.
3. Click **Select Institution**.



### **Groundwork: Create or Edit a Claim**

1. On the **Claim Selection Screen** select **Create Claim**.



## **Groundwork: Vendor ID Error**

1. This message indicates NYSED does not have **Payee Information** on file for your institution.
2. The institution will need to complete the [Payee form](#).
3. Please complete the form and **mail** to the address below.

NYS Education Department/ORISS  
89 Washington Avenue Room 1076 EBA  
Albany, NY 12234

Note: these are federal forms and a hard copy with an original signature is required to be on file. Once received, we will process the information and be able to open the application for your school.

NYSED.gov  
SED's Web Accessibility Policy  
Heather Zogas-80000055504-DATA\_ENTRY NPSE

Claim Selection Screen

**Claim can not be submitted without a Vendor Id**

NPSE 2013/ Status:HOLD

Name: Sedref ID: SED Code: Vendor ID:

## Groundwork: Claim Selection

The current grant cycle, NPSE Year 10, is Fiscal Year (FY) 2022 & School Year (SY) 2023-2024.

1. Select **Start/Edit** a claim for the Year 2022.
2. The **Claim Selection Screen** will populate with the current claim year and any prior claim year filings will be in closed status, but available for viewing.
3. To start a current year claim for NPSE Year 10 (FY 2022/ SY 2023-24), select **Edit**.

The screenshot shows the NYSED.gov Claim Selection Screen. At the top, there is a header with the NYSED.gov logo, a link to the SED's Web Accessibility Policy, and the user name Heather Zogas-8000005504-DATA\_ENTRY NPSE. Below the header is a 'Selection Screen' button. The main content area is titled 'Claim Selection Screen' and displays a table of claims. The first row is highlighted in light blue and has an 'Edit' button circled in yellow. A yellow arrow points to the 'Edit' button. The second and third rows are greyed out and have 'View' buttons.

Inst Id	Amendment Num	Year	Claim Id	Current Status	Actions
8000 [REDACTED]	0	2022	99473500	OPEN	Edit, Withdraw
8000 [REDACTED]	0	2021	99473499	CLOSED	View
8000 [REDACTED]	0	2020	99473498	CLOSED	View

## Groundwork: Claim Status Definitions

- **Amendment:** The amended claim can be submitted after the claim status has been either "Rejected" or "Withdrawn." The amended claim will be populated with the original claim data.
- **Approved:** The Reviewer approved the claim after the review process.
- **Closed:** Closing will not occur until all issues are resolved. Closing will occur after approval and payment is requested to be issued in 7-10 business days.
- **Hold:** Once a claim is submitted, if there is no flagged data, the claim will go into "Hold" status until it is reviewed and either approved or sent back to the school for further information. If claim requires more information or correction, the reviewer will reject and place back in "Open" status.
- **Open:** Initial status of claim prior to submitting for review.
- **Rejected:** The Reviewer may reject the claim based on the review. The religious and/or independent school will be notified when a claim is rejected.
- **Withdrawn:** The reviewer or the applicant may withdraw a claim. This will end the claim process. Any information entered prior to withdrawal will be saved should the applicant restart the claim process. Withdraw should only be used if a school chooses to relinquish a claim.

## Groundwork: Edit

Selecting **Edit** will bring you to the Claim Home Screen. This screen will contain:

- School's Name
- SEDREF ID
- SED Code
- Vendor Id
- Grant Allocation information

The screenshot displays the 'Claim Selection Screen' with a navigation bar at the top containing 'Save' and 'Submit' buttons. Below the navigation bar are five tabs: SECTION 1: Certification, SECTION 2: Pooling, SECTION 3: Item/Service Expenditures, SECTION 4: Contracted Personnel Expenditures, and SECTION 5: School Employee Personnel Expenditures. The main content area shows 'NPSE 2022 Status: OPEN' and fields for Name, Sedref ID, SED Code, and Vendor ID, all of which are redacted with black boxes. Below this is a summary section titled 'TOTAL BY CATEGORY (SECTION II, SECTION III AND SECTION IV)' with a 'Total (System calculated)' of \$2,600.00. It breaks down into Section III Total (\$2,600.00), Section IV Total (\$0.00), and Section V Total (\$0.00). The 'Total Combined: TOTAL (SECTION II AND SECTION IV AND SECTION V)' is also \$2,600.00. A 'Current Allocation' section shows an 'Allocation Total' of \$8,289.00. At the bottom, there is a table for 'Year/Allocation Used Allocation Total' with columns for Year, Allocation Used, and Allocation Total, listing data from 2013 to 2022.

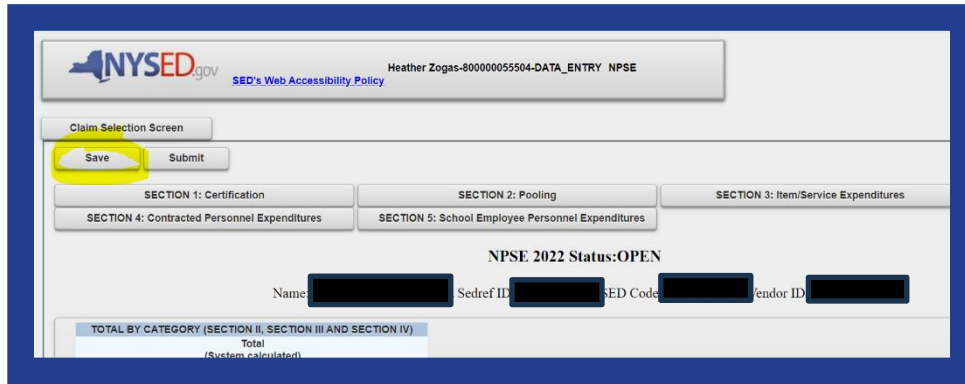
Year/Allocation Used	Allocation Total
2013	\$0.00 \$689.00
2014	\$0.00 \$183.00
2015	\$0.00 \$925.00
2016	\$0.00 \$2,857.00
2017	\$0.00 \$2,815.00
2018	\$0.00 \$2,895.00
2019	\$0.00 \$3,161.00
2020	\$0.00 \$2,551.00
2021	\$0.00 \$7,442.00
2022	\$0.00 \$8,289.00

The Claim Home Screen also provides the following claim sections:

1. SECTION 1: Certification
2. SECTION 2: Pooling
3. SECTION 3: Item/Service Expenditures
4. SECTION 4: Contracted Personnel Expenditures
5. SECTION 5: School Employee Personnel Expenditures

## Groundwork: Save

You can **Save** your work at any time. This will save the entered data so that it may be worked on at another time.



The screenshot shows the NYSED.gov Claim Selection Screen. At the top, the user is identified as Heather Zogas-80000055504-DATA\_ENTRY NPSE. Below the header, there are two buttons: 'Save' and 'Submit'. The 'Save' button is highlighted with a yellow circle. Below the buttons, there are five sections: SECTION 1: Certification, SECTION 2: Pooling, SECTION 3: Item/Service Expenditures, SECTION 4: Contracted Personnel Expenditures, and SECTION 5: School Employee Personnel Expenditures. Below the sections, the NPSE 2022 Status is shown as OPEN. There are also fields for Name, Sedref ID, SED Code, and Vendor ID, all of which are currently blank. At the bottom, there is a 'TOTAL BY CATEGORY' section with a 'Total' field.

## Groundwork: Troubleshooting

### Incomplete Sections/Errors

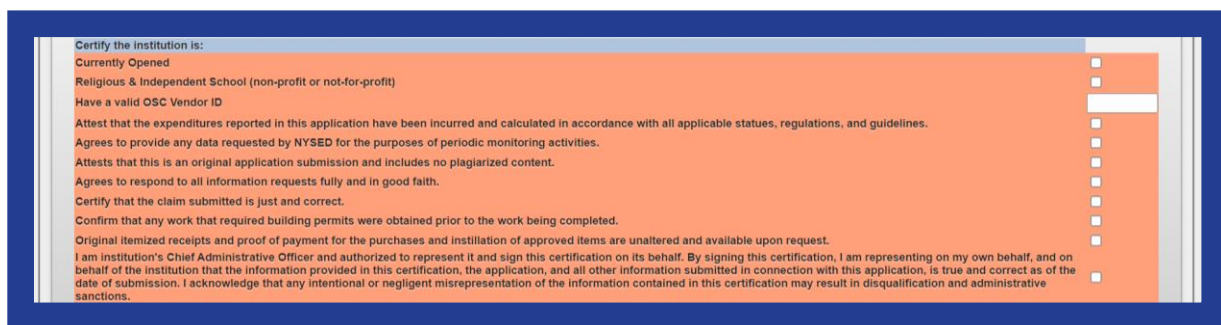
If there are any incomplete sections, an error message may appear. The applicant may correct the incomplete sections by continuing to **Edit** the claim or **Save** and **Edit** at another time.



The screenshot shows the NYSED.gov Claim Selection Screen with an error message. The 'Save' button is highlighted in red, and a red arrow points to the error message: 'Please fix required fields.' Below the error message, there are three sections: SECTION 1: Certification, SECTION 2: Pooling, and SECTION 3: Item/Service Expenditures. The NPSE 2022 Status is shown as OPEN.

### Incomplete Application/Flagged Data

A snapshot of all missing data is flagged in the application home screen. Please see the orange highlights for example.



The screenshot shows the NYSED.gov application home screen. It features a list of items with orange highlights indicating missing data. The items are:

- Certify the institution is: Currently Opened
- Religious & Independent School (non-profit or not-for-profit)
- Have a valid OSC Vendor ID
- Attest that the expenditures reported in this application have been incurred and calculated in accordance with all applicable statutes, regulations, and guidelines.
- Agrees to provide any data requested by NYSED for the purposes of periodic monitoring activities.
- Attests that this is an original application submission and includes no plagiarized content.
- Agrees to respond to all information requests fully and in good faith.
- Certify that the claim submitted is just and correct.
- Confirm that any work that required building permits were obtained prior to the work being completed.
- Original itemized receipts and proof of payment for the purchases and installation of approved items are unaltered and available upon request.
- I am institution's Chief Administrative Officer and authorized to represent it and sign this certification on its behalf. By signing this certification, I am representing on my own behalf, and on behalf of the institution that the information provided in this certification, the application, and all other information submitted in connection with this application, is true and correct as of the date of submission. I acknowledge that any intentional or negligent misrepresentation of the information contained in this certification may result in disqualification and administrative sanctions.

## Section 1: Certification

1. Click **Section 1: Certification**.

NYSED.gov SED's Web Accessibility Policy Heather Zogas-80000055504-DATA\_ENTRY NPSE

Claim Selection Screen

Save Submit

SECTION 1: Certification SECTION 2: Pooling SECTION 3: Item/Service Expenditures

SECTION 4: Contracted Personnel Expenditures SECTION 5: School Employee Personnel Expenditures

NPSE 2022 Status: OPEN

Name: [REDACTED] Sedref ID: [REDACTED] SED Code: [REDACTED] Vendor ID: [REDACTED]

TOTAL BY CATEGORY (SECTION II, SECTION III AND SECTION IV)	
Total (System calculated)	
Section III Total:	\$0.00
Section IV Total:	\$0.00
Section V Total:	\$0.00
Total Combined: TOTAL (SECTION III AND SECTION IV AND SECTION V)	\$0.00

2. Read each of the certification items.
3. Complete and certify by checking the box on the far right.
4. Certification is required to submit a claim.

Certification

Certify the institution is:

Currently Open

Religious & Independent School (non-profit or not-for-profit)

Attest that the expenditures reported in this application have been incurred and calculated in accordance with all applicable statutes, regulations, and guidelines.

Agrees to provide any data requested by NYSED for the purposes of periodic monitoring activities.

Attests that this is an original application submission and includes no plagiarized content.

Agrees to respond to all information requests fully and in good faith.

Certify that the claim submitted is just and correct.

Confirm that any work that required building permits were obtained prior to the work being completed.

Original itemized receipts and proof of payment for the purchases and installation of approved items are unaltered and available upon request.

I am institution's Chief Administrative Officer and authorized to represent it and sign this certification on its behalf. By signing this certification, I am representing on my own behalf, and on behalf of the institution that the information provided in this certification, the application, and all other information submitted in connection with this application, is true and correct as of the date of submission. I acknowledge that any intentional or negligent misrepresentation of the information contained in this certification may result in disqualification and administrative sanctions. Attest that expenditure reported in this application have not been claimed or reimbursed through another source of funding.

5. Don't lose all your work. Click "Save" now.
6. To close this section, click the **SECTION 1: Certification** button again.
7. The applicant may now select another section of the application.

## Section 2: Pooling

### Section 2: What is Pooling?

Pooling of funds is used when related agencies have collaborative items/services and wish to combine their allocations into one claim. Pooling is optional and most schools do not participate in pooling.

### Section 2: Who can Pool?

Only eligible schools may elect to pool. To share funds with a consortium, a diocese or other provider, the institutions must share the same **Payee Information (OSC Vendor Id & Payee Name on SEDREF)**. If you do not know your school's **Payee Information**, please visit the **Groundwork** section of this document for further instructions.

### Section 2: Opt In/Out Pooling

1. Click the **Section 2: Pooling** button.
2. Select **YES** to pool funds OR select **NO** to not pool funds. Selection is required to submit a claim.
3. If selecting **NO**, click the "No" button and move to step 7 of this section.
4. If selecting **YES**, click the "Yes" button and complete the rest of the **Section 2: Pooling (required)**.
5. Each pooling school (and affiliated BEDS code) must submit an individual application.
6. Each pooling schools must upload a completed Y10 NPSE Pooling Application.
7. Don't loose all your work. Click "Save" now.
8. To close this section, click the **SECTION 2: Pooling** button again.
9. The applicant may now select another section of the application.

The screenshot displays the NPSE 2022 application interface. At the top, there are five navigation buttons: SECTION 1: Certification, SECTION 2: Pooling (highlighted with a yellow circle), SECTION 3: Item/Service Expenditures, SECTION 4: Contracted Personnel Expenditures, and SECTION 5: School Employee Personnel Expenditures. Below the buttons, the status is "NPSE 2022 Status: OPEN". There are fields for Name, Sedref ID, SED Code, and Vendor ID, all of which are redacted with black boxes. The "Pooling Options (Collaborating Agencies)" section is active. It features a radio button selection for "Yes" (selected) and "No". A yellow arrow points to the "Yes" radio button. Below the selection is a file upload area with a "Choose File" button, "No file chosen" text, and "Upload" and "Delete" buttons. A yellow arrow points to the "Choose File" button. The form contains several input fields for: Name of Lead Entity, Pooling School Name, Pooling School Beds Code, Pooling School SEDREF Payee (both entities MUST have the same SEDREF Payee in order to pool), Pooling School Contact Name, Pooling School Contact Phone, and Pooling School Contact E-Mail.

## Section 3: Item/Service Expenditures

### Section 3: Preparation

#### Confirm Eligibility

See NPSE Guidance for eligibility information for **Items/Service Expenditures**.

#### Determine Invoices Categories

To allow for a smooth and efficient application process, gather your documents in advance and determine which spending categories are applicable. There are six categories for the types of health and safety expenditures for the **Items/Service Expenditures (other than security guards)**. Please note that one invoice can cover more than one category. But generally each invoice will have its own category.

Amount spent within <b>EACH</b> category for <b>EACH</b> invoice					
Security Items (No GUARDS)	Environmental/ Health	Fire Prevention	COVID 19	Child Abuse Prevention Training	Health & Safety Repairs
Category Eligibility Dates					
2013 - 2024	2016 - 2024	2016 - 2024	2020 - 2022	2019 - 2024	2022 - 2024



## Section 3: Open & Add Data

1. Click **Section 3: Item/Service Expenditures**
2. For each invoice, enter the requested invoice information.
3. Enter payment amount(s). Be sure to delineate the payment amounts by category. If you are unsure, please reference the NPSE Eligibility List.
4. Each invoice will require a Proof of Purchase **and** a Proof of Payment
5. Do not enter security guard information here. These expenses will be accounted for under Section 4 or 5.

### Single Invoice

**NPSE 2022 Status: OPEN**

SECTION 3: Item/Service Expenditures

Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Amount spent within EACH category for EACH invoice					Auto-Calculated Total Reimbursement Request (Per Invoice)	Invoice: Proof of Purchase	Proof of Payment	
					Security Items (No GUARDS)	Environmental/Health	Fire Prevention	COVID 19	Child Abuse Prevention Training				Health & Safety Repairs
Example	ABC Organization	#123456	1/22/2023	\$2,500	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete	Upload Complete
Invoice #1	LockMan	272727	02/09/2024	\$1,800.00						\$0.00	\$0.00	Choose File   No file chosen	Upload Complete   Upload Delete
Invoice #2		mm/dd/yyyy								\$0.00	\$0.00	Choose File   No file chosen	Upload Complete   Upload Delete
Invoice #3		mm/dd/yyyy								\$0.00	\$0.00	Choose File   No file chosen	Upload Complete   Upload Delete

### Multiple Invoices

SECTION 3: Item/Service Expenditures

Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Amount spent within EACH category for EACH invoice					Auto-Calculated Total Reimbursement Request (Per Invoice)	Invoice: Proof of Purchase	Proof of Payment	
					Security Items (No GUARDS)	Environmental/Health	Fire Prevention	COVID 19	Child Abuse Prevention Training				Health & Safety Repairs
Example	ABC Organization	#123456	1/22/2023	\$2,500	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete	Upload Complete
Invoice #1	Lockman	54321	04/09/2024	\$2,500.00						\$2,500.00	\$2,500.00	Choose File   No file chosen	Upload Complete   Upload Delete
Invoice #2	APlus	777721	01/23/2024				\$350.00			\$350.00	\$350.00	Choose File   npse_eligibl...has (2) p...	Upload Complete   Upload Delete

SECTION 3: Item/Service Expenditures

Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Amount spent within EACH category for EACH invoice					Auto-Calculated Total Reimbursement Request (Per Invoice)	Invoice: Proof of Purchase	Proof of Payment	
					Security Items (No GUARDS)	Environmental/Health	Fire Prevention	COVID 19	Child Abuse Prevention Training				Health & Safety Repairs
Example	ABC Organization	#123456	1/22/2023	\$2,500	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete	Upload Complete
Invoice #1	LockMan	272727	02/09/2024	\$1,800.00						\$1,800.00	\$1,800.00	Choose File   No file chosen	Upload Complete   Upload Delete
Invoice #2	APlus	777721	01/23/2024				\$350.00			\$350.00	\$350.00	Choose File   No file chosen	Upload Complete   Upload Delete
Invoice #3	TrainME	54321	12/14/2023						\$150.00	\$150.00	\$150.00	Choose File   No file chosen	Upload Complete   Upload Delete
Invoice #4	MaskUp	CV19	01/14/2021					\$300.00		\$300.00	\$300.00	Choose File   No file chosen	Upload Complete   Upload Delete
Invoice #5		mm/dd/yyyy								\$0.00	\$0.00	Choose File   No file chosen	Upload Complete   Upload Delete

### Section 3: Upload Proof of Purchase

1. Select **Choose File** in the **Invoice/Proof of Purchase** column of the claim form.
2. Select the appropriate file from your saved documents (Word, PDF, Excel & Jpg).
3. An uploaded file will be listed next to **Choose File**.
4. After the file name is listed, click on **Upload** as shown below. This will change the file name to an active link to view the document.

Claim Selection Screen

Save Submit

SECTION 1: Certification SECTION 2: Pooling SECTION 3: Item/Service Expenditures SECTION 4: Contracted Personnel Expenditures SECTION 5: Other

NPSE 2022 Status: OPEN

Name: [REDACTED] Sedref ID: [REDACTED] SED Code: [REDACTED] Vendor ID: [REDACTED]

SECTION 3: Item/Service Expenditures

Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Amount spent within EACH category for EACH invoice					Auto-Calculated Total Reimbursement Request (Per Invoice)	Invoice/ Proof of Purchase	Required	
					Security Items (No GUARDS)	Environmental/ Health	Fire Prevention	COVID 19	Child Abuse Prevention Training				Health & Safety Repairs
Example	ABC Organization	#123456	1/22/2023	\$2,500	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete	
Invoice #1	LockMan	272727	02/09/2024	\$1,800.00							\$0.00	Choose File   npse_eligibl...ases (1).pdf	Upload

### Section 3: Upload Proof of Payment

1. Select **Choose File** in the **Proof of Payment** column of the claim form.
2. Select the appropriate file from your saved documents.
3. An uploaded file will be listed next to **Choose File**.
4. After the file name is listed, click on **Upload** as shown below. This will change the file name to an active link to view the document.
5. Don't loose all your work. Click "Save" now.
6. To close this section, click the **SECTION 3: Item/Service Expenditures** button again.
7. The applicant may now select another section of the application.

Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Amount spent within EACH category for EACH invoice					Auto-Calculated Total Reimbursement Request (Per Invoice)	Invoice/ Proof of Purchase	Required Uploads	
					Security Items (No GUARDS)	Environmental/ Health	Fire Prevention	COVID 19	Child Abuse Prevention Training			Health & Safety Repairs	Invoice/ Proof of Purchase
Example	ABC Organization	#123456	1/22/2023	\$2,500	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete	Upload Complete
Invoice #1	LockMan	272727	02/09/2024	\$1,800.00							\$1,800.00	Choose File   No file chosen	Choose File   No file chosen
Invoice #2			mm/dd/yyyy								\$0.00	Choose File   No file chosen	Choose File   No file chosen

### Section 3: Upload Error Message

Both **Proof of Purchase** AND **Proof of Payment** are required. If both files are not uploaded for each invoice, an error message will appear.

The screenshot shows the NPSE 2022 Status: OPEN application. At the top, there are navigation buttons for SECTION 1: Certification, SECTION 2: Pooling, SECTION 3: Item/Service Expenditures (selected), SECTION 4: Contracted Personnel Expenditures, and SECTION 5: School Employee Personnel Expenditures. Below the navigation is a 'Name' field with a redacted name. The main section is titled 'SECTION 3: Item/Service Expenditures' and contains a table with the following columns: Item/Service Invoice, Vendor Name, Invoice Number #, Invoice Date, Invoice Total, Security Items (No GUARDS), Environmental/Health, Fire Prevention, COVID 19, Child Abuse Prevention Training, Health & Safety Repairs, Auto-Calculated Total Reimbursement Request (Per Invoice), Invoice/ Proof of Purchase, and Proof of Payment. The table has two rows: an example row and two data rows. The example row shows 'ABC Organization' with invoice #123456, date 1/22/2023, total \$2,500, and various category amounts. The data rows show 'Lockman' (invoice #54321, date 04/05/2024, total \$2,500) and 'APlus' (invoice #77721, date 01/23/2024, total \$350.00). For each data row, there are 'Choose File' buttons for 'Invoice/ Proof of Purchase' and 'Proof of Payment'. For the 'Lockman' row, the 'Proof of Payment' button is highlighted in red with the error message 'File must be uploaded.' and a 'Delete' button. A yellow arrow points to this error message.

## Section 4: Contracted Personnel Expenditures

### Section 4: Eligibility

See NPSE Guidance for eligibility information for Contracted Security Guard expenses.

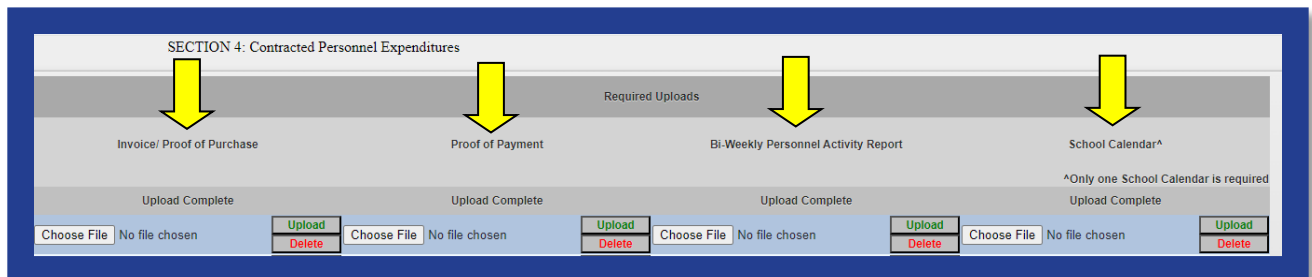
### Section 4: Open & Add Data

1. Click **Section 4** to open the Item/Service Invoice Information section of the application.
2. Complete the invoice lines and choose files to upload for the claims.
3. Do not enter School Personnel/School Employee security guard information here. These expenses will be accounted for under **Section 5**.

## Section 4: Uploads

- This section requires the following uploads:
  - Invoice/Proof of Purchase
  - Proof of Payment
  - Bi-Weekly Activity Report
  - School Calendar
- Please refer to the PAR resource document for the form and additional information.
- Select **Choose File** in the **Proof of Payment** column of the claim form.
- Select the appropriate file from your saved documents.
- An uploaded file will be listed next to **Choose File**.
- After the file name is listed, click on **Upload** as shown below. This will change the file name to an active link to view the document.
- Don't lose all your work. Click "Save" now.
- To close this section, click the **SECTION 4: Item/Service Expenditures** button again.
- The applicant may now select another section of the application.

Invoice #	Invoice Date: Date Range	Number of Employees	Invoice Total	FTE	Invoice: Proof of Purchase	Proof of Payment	Bi-Weekly Personnel Activity Report
Invoice #1	06/01/2022 - 06/01/2022	1	\$2,500	1.00	Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #2	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #3	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #4	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #5	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #6	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #7	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #8	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #9	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #10	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #11	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #12	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #13	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #14	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Invoice #15	06/01/2022 - 06/01/2022	1			Choose File No file chosen	Choose File No file chosen	Choose File No file chosen



## Section 5: School Employee Personnel Expenditures

### Section 5: Eligibility

See NPSE Guidance for eligibility information for School Employee Personnel Expenditures.

### Section 5: Open & Add Data

1. Click **Section 5** of the application.
2. Complete the invoice lines and choose files to upload for the claims.
3. Do not enter Contracted Security Guard information here. These expenses were accounted for in **Section 4**.
4. This section requires the following uploads:
  - a. **Bi-Weekly Personnel Activity Report (PAR)**
  - b. **School Calendar**
5. Please refer to the PAR resource document for the form and additional information.
6. Don't lose all your work. Click "Save" now.
7. To close this section, click the **SECTION 5: School Employee Personnel** button again.
8. The applicant may now select another section of the application.

Claim Selection Screen

Save Submit

SECTION 1: Certification SECTION 2: Pooling SECTION 3: Item/Service Expenditures SECTION 4: Contracted Personnel Expenditures SECTION 5: School Employee Personnel Expenditures

NPSE 2022 Status: OPEN

SECTION 5: School Employee Personnel Expenditures

School Employee Information				Totals		Payroll Register		Required Uploads	
Number of "Regular" Invoiced Hours*	Employee Name	Work Period	Total Number of "Regular" Hours	Total Reimbursement Request Per Employee (Input Total From Annual Personnel Activity Report)	Upload Complete	Upload Complete	Annual Personnel Activity Report	School Calendar*	
Example	Sarah Smith	1/22/2023-6/1/2023	80 hours	\$2,000	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	
Invoice #1		mm/dd/yyyy   mm/dd/yyyy			Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	
Invoice #2		mm/dd/yyyy   mm/dd/yyyy			Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	
Invoice #3		mm/dd/yyyy   mm/dd/yyyy			Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	
Invoice #4		mm/dd/yyyy   mm/dd/yyyy			Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	
Invoice #5		mm/dd/yyyy   mm/dd/yyyy			Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	
Invoice #6		mm/dd/yyyy   mm/dd/yyyy			Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	Choose File   No file chosen   Upload   Delete	

## Submission & Reimbursement

Please visit the [NYSED Business Portal](#) section of this document to access the submission portal. This web-based system improves the quality of submissions: decreasing the need for follow up communication, increasing efficiency of the claims process and reimbursement.

Under extraordinary circumstances, the ORISS office will allow for a paper application. Please contact [NPSE-ORISS@nysed.gov](mailto:NPSE-ORISS@nysed.gov) to submit a request for this rare accommodation.

### ***Deadline***

Schools must submit the completed claim application and accompanying documents by **June 27, 2024**.

### ***Direct Deposit***

Your institution should access the Statewide Financial System (SFS) Help Desk and confirm that ACH is selected as the preferred method of payment:

1. Navigate to the Location tab on the vendor record.
2. Select the “Payables” hyperlink.
3. The payment method is displayed under the “Additional Payables Options,” “Additional Payment Information” section.
4. If the Payment Method is ACH, the payment will be made via ACH.

Schools wanting to complete/update ACH should contact the SFS Help Desk at: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov), toll-free (877) 737-4185, or (518) 457-7737.

## **Resources**

***NPSE Y10 Grant Solicitation Notice***

***NPSE Y10 Grant Overview***

***NPSE Y10 Guidance***

***NPSE Y10 School Allocations***

***NPSE Y10 Approved Unreimbursed Expenditures***

***NPSE Y10 Eligibility Lists***

***NPSE Y10 Personnel Activity Reports***

***NPSE Y10 Pooling***

***NPSE Y10 Q & A***