MANDATED SERVICES AID ONLINE SYSTEM
USER GUIDE

GENERAL INFORMATION

- The Mandated Services Aid Online System links to information that has been submitted to the Office of Information Reporting Services (IRS). BEDS data, elementary and secondary examination data, and Regents examination data will be displayed for the applicable mandate.
- The mandated services aid user has the option of entering the same information from IRS or something different. If the 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 "hold" status.
- User has the ability to enter all information for ALL the mandates and then hit <Save Form> button at the top or bottom of the screen.
- Once you have saved your data, you 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.
- 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.
- Caution (warning) signs appear next to the problem field for the mandate and on the Section I – Summary expenditure screen.
- 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 you will not be able to enter claim data for that mandate.
  If a school has been previously reimbursed for Mandate 7, it cannot receive reimbursement again. For SSIP, a school must be located in New York City, Rochester or Buffalo.
- The school administrator will receive an e-mail message when the claim is "auto approved", set to "hold" "approved "and "closed".
- Claims can be amended after the payment is made and the status is "closed".

EXTERNAL USER ROLES
- Users 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.
- Hold: The New York State Education Department (NYSED) Program Reviewer may "Reject", "Approve" or set the claim to "Post Review"; the school may "Withdraw" the claim after rejection by the Program Reviewer.
- Post Review: The NYSED Program Reviewer will review the claim after payment.
- Approve: The NYSED Program Reviewer approved the claim after the review process.
- Rejected: The NYSED Program Review may reject the claim based on the program review if too many mistakes were made. The claim will be reviewed through the amendment process once the appropriate substantiation has been received from the non-public school.
- 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: As a result of a desk review or monitoring visit, a NYSED Program Reviewer determined that the school was overpaid, and the school must issue a refund.
- Closed: The Office of the State Comptroller has issued either an electronic payment or check.

LOGGING IN THE ONLINE SYSTEM

Enter https://eservices.nysed.gov/msa/
The following sign-on page will be displayed.
- Enter your User Name and Password
- Click the **<Sign In>** button.
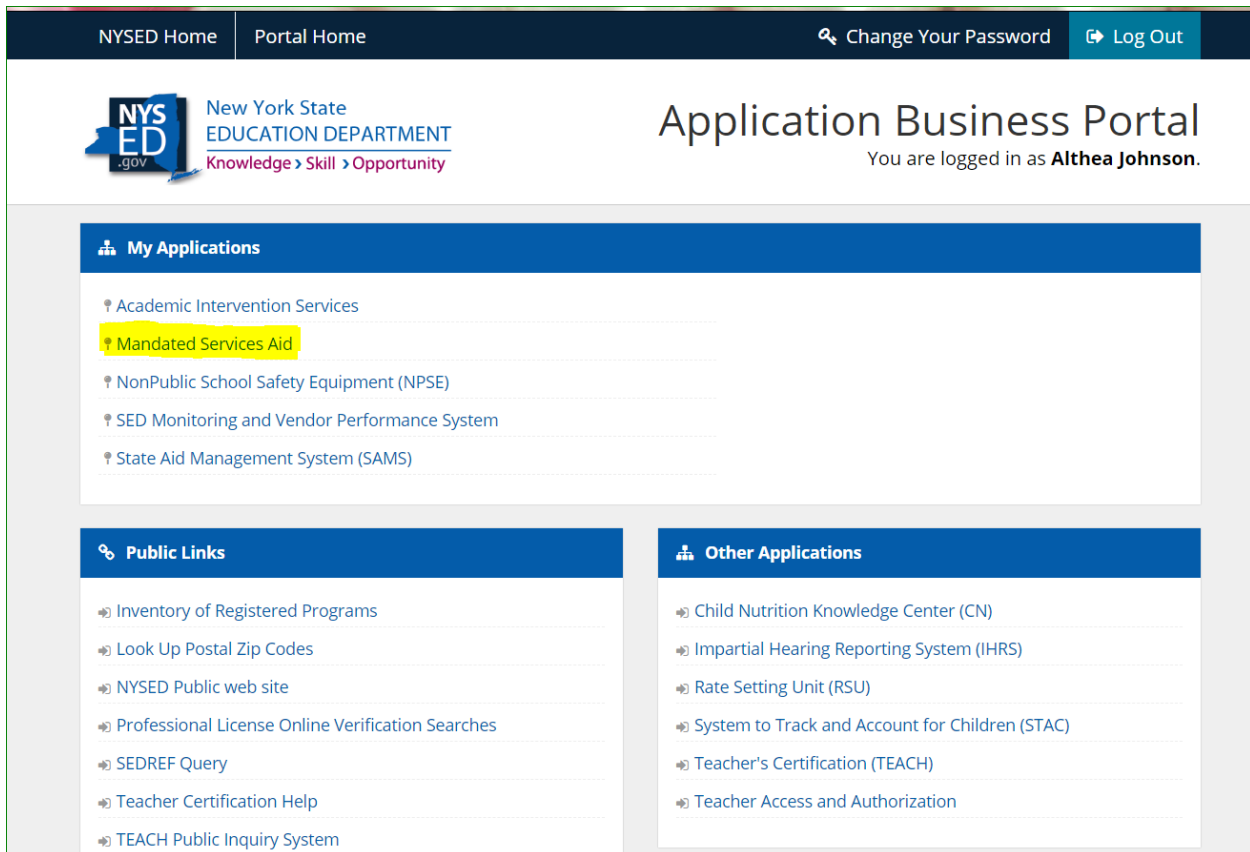
Under "My Applications"

- Click on the link for Mandated Services Aid.

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 be 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.

SED's Web Accessibility Policy
Name:SAINT ANSELM CATHOLIC ACADEMY   Vendor ID:1000000465   Institution ID:800000044337   SED Code:332000126013
Address:7200 DOUGLASTON PKWY
City:DOUGLASTON   Zip:1000000465   State Code:NY   Email:kflanagan@diobrook.org
Viewing Year:2019- Amendment#:0-Status:OPEN

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.
    - 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		Edit	Withdraw Claim
800000044337	4	WITHDRAWN	School Entry			
800000044337	3	WITHDRAWN	School Entry			
800000044337	2	WITHDRAWN	School Entry			
800000044337	1	WITHDRAWN	School Entry			
800000044337	0	WITHDRAWN	School Entry			

- Comprehensive Attendance Policy (CAP) and Total School Aid is displayed. User has to certify CAP.
- 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)			
	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
Average hourly rate reported on File	$69.21	$115.60	$54.16

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

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

- 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

[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)	$558.00
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)	$328.00
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(NYSITELL)	$0.00
Mandate 19	RIC Expenditures for State Testing and HSGR	$2,251.00

- 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
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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(NYSITELL)	$0.00
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- 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 having to enter the information.
- You may enter different enrollment data.
- 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 a certain percentage, 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 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, 3 and 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 a certain percentage, a warning message will appear, and an explanation will be required.
A box will appear on the screen for entry of the explanation. The claim cannot be submitted until you provide an explanation.

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

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

Select the option that applies:

⦿ Standard Work Day ○ Actual hours of employees are varied

	Teachers	Administrators	Support Staff
# of Days in the School Year for	180	200	190

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

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

Calculation of Expenditures.

(1) Employee Group	(2) Total # TEACHERS Taking Daily Attendance	(3) Enter Appropriate Parameter (system generated)	(4) Combined Hours (system generated)	(5) Hourly Rate for Salaries and Benefits (system generated)	(6) Expenditures(system generated)
Classroom Teacher	25	40.0	1,000	$50.08	$50,080.00
Administrative	(leave blank)	7.5	188	$110.98	$20,865.00
Support Staff	(leave blank)	7.0	175	$27.97	$4,895.00
				Supplies and Materials ($10 per Teacher) (system generated)	$250.00
				Total Expenditures PAR(system generated)	No Previous Par. Claim will be set to Hold $76,090.00

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.
- 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 5 ELA	56	56.0		(56 X 0.9)=50.40
Grade 5 Math	55	55.0		(55 X 0.65)=35.75
Grade 6 ELA	0	0.0		(0 X 1)=0.00
Grade 6 Math	0	0.0		(0 X 0.8)=0.00
Grade 7 ELA	39	40.0		(39 X 1)=39.00
Grade 7 Math	39	39.0		(39 X 0.75)=29.25
Grade 8 ELA	0	0.0		(0 X 1)=0.00
Grade 8 Math	0	0.0		(0 X 0.8)=0
		Mandate 2: Total Combined Hours (system generated)		213

a. General Expenditures

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

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

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

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)	(2)	(3)	(4)	(5)
Employee Group	Total # TEACHERS Taking Daily Attendance	Combined Hours (system generated)	Hourly Rate for Salaries and Benefits (system generated)	Expenditures(system generated)
Classroom Teacher	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.

		$0.00
Mandate 6	**Calculator Expenses (CE)**	
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.

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

1. Enter the number of nonpublic school pupils for whom immunization documentation has been maintained	
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.

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

Calculation of Hourly Rate

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

a. General Expenditures

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

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

Calculation of Hourly Rate
- Click on the Mandate 10 button.
- Enter data for line #1. Use the "Tab" key to move to the next data entry field.
- Continue entering data for lines 2-4**.**

Calculation of Expenditures
- Use the "Tab" key to move to the next field.
- Enter the number of graduation candidates.
- The system generates the Total Expenditures for HSGR.

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Mandate 10	High School Graduation Report (HSGR)			$344.00

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in High School Graduation Report (HSGR).	NA	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	NA	1,100.00	1,045.00
3. Total salaries paid for all services performed by employees in item 1.	NA	$43,780.00	$30,915.00
4. Total employee benefits paid on salaries reported in item 3.	NA	$19,524.00	$17,069.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	NA	$63,304.00	$47,984.00
6. Average hourly rate. (do not enter; system calculates)	NA	$57.55	$45.92

Calculation of Expenditures

	# of Candidates	Candidates On File	Calculation
Enter the # of graduation candidates.	39.0	39.0	(39.0 / 85)=1.00

a. General Expenditures

(1)	(2)	(3)	(4)
Employee Group	Combined Hours (Preset)	Hourly Rate for Salaries and Benefits (system generated)	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)

Calculation of Hourly Rate

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

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

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

a. General Expenditures

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

Teacher Workshop Expenditures

- Enter the total hours of allowable workshop training. Use the "Tab" key to move to the next field.
- Enter the dollar amount of workshop fees. Use the "Tab" key to move to the next field.

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

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

CLAIM SUBMISSION

- When all errors have been corrected that 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.