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

The following sign-on page will be displayed.

- Enter your User Name and Password
- Click the <Sign In> button.

New York State EDUCATION DEPA Knowledge > Skill > Op	RTMENTportunity	Application) n	
ୟ Sign In				
Username	ajohnso3			
Password				
	Sign in Cancel	Lost Password	?	
	NYSED Home Accessibility Privacy	Statement Disclaimer Terms of U	Use	

Under "My Applications"

• Click on the link for Mandated Services Aid.

NYSED Home Portal Home	🔍 Change Your Password 🕞 Log Out
New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity	Application Business Portal You are logged in as Althea Johnson.
🚓 My Applications	
Academic Intervention Services	
P Mandated Services Aid	
NonPublic School Safety Equipment (NPSE)	
SED Monitoring and Vendor Performance System	
🕈 State Aid Management System (SAMS)	
ବତ Public Links	🚓 Other Applications
Inventory of Registered Programs	Dild Nutrition Knowledge Center (CN)
Look Up Postal Zip Codes	Impartial Hearing Reporting System (IHRS)
NYSED Public web site	Rate Setting Unit (RSU)
Professional License Online Verification Searches	System to Track and Account for Children (STAC)
SEDREF Query	Teacher's Certification (TEACH)
Teacher Certification Help	Teacher Access and Authorization
TEACH Public Inquiry System	

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		jbouton-800000044337-USER_DATA_ENTRY	MSA
Name:SAINT ANSELM CATHOLIC ACADEMY	Vendor ID:1000000465	Institution ID:800000044337	SED Code:332000126013
City:DOUGLASTON PK w 1	Zip:1000000465	State Code:NY	Email:kflanagan@diobrook.org
	Viewing Year:2019- Amend	lment#: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.

 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		
80000044337	5	OPEN	School Entry		Edit	Withdraw Claim
80000044337	4	WITHDRAWN	School Entry			
80000044337	3	WITHDRAWN	School Entry			
80000044337	2	WITHDRAWN	School Entry			
80000044337	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.

here is a field preventing this claim from being submitted.											
I am certifyin	g that this school has adopted and	implemented a comprel	hensive attendand	ce policy pursuar	at to Section 104.1(i) of the	e Regulations of th	e Commissioner of Educat				
Not Certified Save CAP Status											
CAP Expenditures Comprehensive Attendance Policy (CAP)											
		Co	omprehensive Atten	dance Policy (CAP)							
		TEACHERS		ADN	NINISTRATORS	SUP	PORT 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 Par Gener	l) rameter (System ated)	(5) Hourly Rate for Salaries and Generated	Benefits (System	(6) Expenditures (System Generated)				
Teacher		0.17	3'	1	\$69.21		\$2,146.00				
Administrative	Grades K-6 and Ungraded Elementary 183	0.125	23		\$115.60		\$2,659.00				
Support Staff	100	0.125	2	3	\$54.16		\$1,246.00				
					Total E	xpenditures for K-6	\$6,051.00				
(1) (2) (3) (4) (5) (6) Employee Total# of Pupils (Take from Total Fixed CAP Parameter Per Enrollment x Parameter (System Group Enrollment) (5) (6) Group Enrollment (5) (5) (6) (6) (6) (7) (7) (7) (7) (7) (7) (7) (7) (7) (7											
Teacher	Condex 7.42 and the second of Second second	4.13	2'	19	\$69.21		\$15,157.00				
Administrative	Grades 7-12 and Ungraded Secondary 53	0.35	1	9	\$115.60		\$2,197.00				
Support Staff		0.50	2	7	\$54.16		\$1,463.00				
					Total E	xpenditures 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.

Errolment Errolment	
CAP Expenditures Comprehensive Attendance Policy (CAP)	\$0.00
Mendele 1 Pupil Attendance Reporting (PAR)	\$76,090.00
Montoin 2 Elementary and Intermediate Assessment in English Language Arts and Math (ELA)	\$14,123.00
Mandala 3 Basic Educational Data System Reporting (BEDS)	\$556.00
Mandala 4 Regents Examinations (RE)	\$7,371.00
Mandala 5 NYS Regents Competency Testing Program (RCTP)	\$0.00
Mandata 6 Calculator Expesses (CE)	\$0.00
Mantalis 7 Registration of High School (RHS)	\$0.00
Mandalo 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.
Mandala S Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)	\$326.00
Mandale 10 High School Graduation Report (HSGR).	* Not available for this school.
Mandala 11 Grade Four Science Text (GFST)	\$1,132.00
Nandala 12 Travel In Storage Sites (TSS)	\$0.00
Mandato 13 Scholarship for Academic Excellence Application (SAE)	\$0.00
Mandala 14 Grade Elight Science Test (GEST)	\$1,191.00
Mandala 17 Pesticide Neighbor Notification (PNN)	\$0.00
New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners(NYSITELL)	\$0.00
Manadaka 13 RIC Framewithman for State Texting and HSGR	\$2,251.00

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

-	Envolment	
	CAP Experiofures Comprehensive Attendence Policy (CAP)	\$0.00
	Martalis 1 Pupil Attendance Reporting (PAR)	\$75,090.00
	Montains 2 Elementary and Intermediate Assessment in English Language Arts and Math (EIA)	\$14,123.00
	Mondate 3 Basic Educational Data System Reporting (BEDS)	5556.00
	Mondals 4 Regards Examinations (RE)	\$7,371.00
	Mandale 5 NYS Regents Competency Testing Program (RCTP)	\$0.00
-	Mardala 6 Calculator Expenses (CE)	\$0.00
-	Mandals 7 Registration of High School (RHS)	50.00
-	Mendals 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.
	Montolis 5 Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)	\$326.00
	Mannado 10 High School Graduation Report (HSGR).	* Not available for this school.
	Mandala 11 Crade Four Science Test (CFST)	\$1,132.00
	Mandate 12 Travel to Storage Sites (TSS)	50.00
	Mandates 13 Scholarship for Academic Excellence Application (SAE)	\$0.00
	Mandals 14 Grade Eight Science Test (GEST)	\$1,191.00
	Mandala 17 Pesiticide Neighbor Notification (PNN)	\$9.00
	Mandain 10 New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners(NYSITELL)	\$0.00
-	Mannale 15 RIC Framenfilment for State Tartine and HSGR	\$2.51.00

- 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 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.

rollment is used to determine average class size in calculating P	AR reimbursement. Enter the highest of opening, closing or BED	S enrollment below and check enrollment used.
ening enrollment is the number of pupils who were in attenda	nce on the first day of school plus those who were registered but v	vere absent on opening day.
osing enrollment is the number of pupils still enrolled when sci	hool closed at the end of the year.	
DS enrollment is the number submitted to the State Education	Department based on a count taken during the first week of Octo	ber 2018.
pils in ungraded classes should be counted as ungraded element	ary if under 13 years of age and ungraded secondary if 13 years o	ld or older.
not include enrollment of <u>nursery school</u> or <u>pre-kindergarten</u> p	upils, postgraduate students or pupils with disabilities who are en	rolled pursuant to a contract with a public school dis
not include enrollment of <u>nursery school</u> or <u>pre-kindergarten</u> p te Education Department.	upils, postgraduate students or pupils with disabilities who are en	rolled pursuant to a contract with a public school dis
not include enrollment of <u>mursery school</u> or <u>pre-kindergarten</u> p te Education Department.	upils, postgraduate students or pupils with disabilities who are en	rolled pursuant to a contract with a public school dis
not include enrollment of <u>mursery school</u> or <u>pre-kinderparten</u> p te Education Department. Grade Level	upils, postgraduate students or pupils with disabilities who are en 2018-2018 Enrollment	rolled pursuant to a contract with a public school dis 2018-2019 Enrolment on File
not include enrollment of <u>mursery school</u> or <u>pre-kindergarten</u> p te Education Department. Grade Level 1. Grades K-6	upils, postgraduate students or pupils with disabilities who are en 2018-2019 Enrollment 186	rolled pursuant to a contract with a public school de 2018-2019 Enrolment on File 186
not include enrollment of <u>mursery school</u> or <u>pre-kinderparten</u> p te Education Department. Grade Level 1. Grades K-6 2. Grades 7-8	upils, postgraduate students or pupils with disabilities who are en 2018-2019 Enrolment 186 53	rolled pursuant to a contract with a public school de 2018-2019 Enrolment on File 186 53
not include enrollment of <u>mursery school</u> or <u>pre-kindergarten</u> p te Education Department. Grade Level 1. Grades K-6 2. Grades 7-8 3. Grades 9-12	upils, postgraduate students or pupils with disabilities who are en 2018-2019 Enrollment 106 53 0	rolled pursuant to a contract with a public school dis 2018-2019 Enrolment on File 186 53 0
not include enrollment of <u>mursery school</u> or <u>pre-kinderparten</u> p te Education Department. Grade Level 1. Grades K-6 2. Grades 7-8 3. Grades 9-12 4. Ungraded Elementary	upils, postgraduate students or pupils with disabilities who are en 2018-2019 Enrollment 186 53 0 0	rolled pursuant to a contract with a public school de 2018-2019 Enrolment on File 186 63 0 0
not include enrollment of <u>mursery school</u> or <u>pre-kinderparten</u> p te Education Department. Grade Level 1. Grades K-6 2. Grades 7-8 3. Grades 9-12 4. Ungraded Elementary 5. Ungraded Secondary	upils, postgraduate students or pupils with disabilities who are en 2018-2019 Enrollment 186 53 0 0 0 0	rolled pursuant to a contract with a public school dis 2018-2019 Enrolment on File 186 53 0 0 0
not include enrollment of <u>mursery school</u> or <u>pre-kinderparten</u> p te Education Department. Grade Level 1. Grades K-6 2. Grades 7-8 3. Grades 9-12 4. Ungraded Elementary 5. Ungraded Secondary 6. Total Enrollment (system generated)	upils, postgraduate students or pupils with disabilities who are en 2018-2019 Enrollment 186 53 0 0 209	rolled pursuant to a contract with a public school dis 2018-2019 Enrolment on File 186 63 0 0 0 0 239

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 Repor	ting (PAR)						\$76,090.00
Sel	lect the option t	nat applies:							
	Standard Work	Day O Actual hours of employ	yees 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 employees in ite	paid for all services performed by m 1.	\$962,333.00			\$135,661.00		\$62,872.00	
	 Total employe in item 3. 	e benefits paid on salaries reported	\$277,269.00		\$41,908.00		\$22,155.00		
	5. Total salaries reported in item	and benefits paid for employees 1. (do not enter; system calculates)	\$1,239,602.00		\$177,569.00			\$85,027.00	
	6. Average hour calculates)	y rate. (do not enter; system	\$50.08		\$110.98		\$27.97		
_									_
Ca	lculation of Exp	enditures.							
	(1)	(2)	(3)		(4)	(5)		(6)	
	Employee Group	Total # TEACHERS Taking Daily Attendance	Enter Appropriate Parameter (system generated)	Combined ge	d Hours (system merated)	Hourly Rate for Salaries a system generate	nd Benefits ed)	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) (sy: Total Expenditures PAR(sy:	stem generated) stem generated)	\$250.00 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 A	ssessment in English Lang	guage Arts and Math (El	IA)				\$14,
lation of Hourly Rate							
Tatal number of staff surplayed by school use	Teachers		Administrators		Support Staff		
. local number of staff employed by school who articipated in Elementary and Intermediate ssessment in English Language Arts and Math EIA).	8.00		2.00		1.	00	
. Reported hours of work for all assigned tasks erformed by employees reported in item 1.	7,920.00		3,200.00		1,600.	00	
. Total salaries paid for all services performed by mployees in item 1.	\$332,536.00		\$182,661.00	\$40,872.00		00	
. Total employee benefits paid on salaries reported	\$130,355.00		\$56,568.00		\$22,155.00		
. Total salaries and benefits paid for employees	\$462,891.00		\$239,229.00		\$63,027.00		
Average hourly rate. (do not enter; system alculates)	\$58.45		\$74.76		\$39.39		
and Effort Standards Calculation of Combined Hou	s (Minimum hour per exam	type varies)					
Grade	Number of Exams Claimed	Number of	Exams on File	Field Test Given	Cal	culation	
Grade 3 ELA	45	4	15.0		(45 X (0.75)=33.75	
Grade 3 Math	45		15.0		(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 55.0 0.0 40.0 39.0		1 X 36) X 46) X 6) X 6) X 60) X 46) X 4 46)		
Grade 5 Math	55	e					
Grade 6 ELA	0						
Grade 6 Math	0						
Grade 7 Math	39	4					
Grade 8 ELA	0						
Grade 8 Math	0		0.0		(0)	x 0.8)=0	
		Ма	indate 2: Total Combined	Hours (system generat	ted)	213	
neral Expenditures							
(1)	(2)		(3)				(4)
Employee Group	Combined Hours	Hourly Rate for	or Salaries and Benefi	ts (system generate	ed)	Expenditure	s (system generated)
lassroom Teacher	213		\$58.45			s	12,450.00
dministrative 1.25 hours per grade + 1 hour if field test; system	13		\$74.76				\$972.00
support Staff							
5 hours per grade + 1 hour if field test; system enerated)	15		\$39.39				\$591.00
		Sup	plies, cost of shipping	j exams to and fron	n scoring site		\$110
			Printing Costs \$86 x	# of grades (syste	m generated)		0
			Total General Expe	nditures EIA (syste	m generated)	5	14,123.00
acher Workshop Expenditures (see the Guid	elines for this definition))					
(1)	(2	2)		(3)			(4)
Employee Group	Total Hours of Allowat	ble Workshop Training	Hourly Rate for Sa	laries and Benefits	(system gene	rated) Expend	itures (system generated)
lassroom Teacher		0		\$58.45			\$0.00
Vorkshop Fees		0					\$0.00
			Total Wo	rkshop Expenditur	es (system de	nerated)	\$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)								
			Teachers	Administrators		Support Staff		
1. Total number of staff participated in Basic E Reporting (BEDS).	employed by school who ducational Data System		25.00	1.00	[2.00		
2. Total hours of work t performed by employe	for all assigned tasks es reported in item 1.		24,750.00	1,600.00		3,040.00		
3. Total salaries paid fo employees in item 1.	or all services performed by		\$962,333.00	\$135,661.00		\$62,872.00		
4. Total employee bene in item 3.	efits paid on salaries reported		\$277,269.00	\$41,908.00		\$22,155.00		
5. Total salaries and be reported in item 1. (do	enefits paid for employees not enter; system calculates)		\$1,239,602.00	\$177,569.00		\$85,027.00		
6. Average hourly rate. calculates)	(do not enter; system		\$50.08	\$110.98		\$27.97		
culation of Expenditu (1)	ıres. (2)		(3)	(4)		(5)		
Employee Group	Total # TEACHERS Taking Daily	Attendance	Combined Hours (system generated	Hourly Rate for Salaries and Benefits (system	m generated)	Expenditures(system generated)		
Classroom Teacher	C		0	\$50.08		\$0.00		
Administrative			4	\$110.98		\$444.00		
Support Staff			4	\$27.97	<i>(</i> 1)	\$112.00		
				Total Expenditures BEDS (syste	em 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)								
lculation of Hourly Rate								
	Teachers	Administrators	Support Staff					
 Total number of staff employed by school who participated in Regents Examinations (RE). 	2.00	1.00	1.00					
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 Combine	d Hours (Minimum h	hour per exam type var	ries)		
Mandate 4: Regents Exams (Summer 2017, Januar	y 2018, and June 201	8)			
Grade	Number of Ex	xams 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 Combin	ed Hours (systen	n generated) 55
(1)	(2)		(3)		(4)
Employee Group	Combined Hours	Hourly Rate f	or Salaries and Benefits (system generate	ed)	Expenditures (system generated)
Classroom Teacher	55		\$72.98		\$4,014.00
Administrative	25		\$110.98		\$2,775.00
support stan	11	Sup	\$41.47 plies_cost of shipping exame to and from	ecoring site	\$457.00
		To	otal General Expenditures Regents (system	m generated)	\$7,371.00
Teacher Workshop Expenditures (see the Guidel	ines for this definitio	n)			
(1)		(2)	(3)		(4)
Employee Group	Total Hours of Allow	able Workshop Training	Hourly Rate for Salaries and Benefits	(system generate	ed) Expenditures (system generated)
Classroom Teacher		0	\$72.98		\$0.00
Workshop Fees		0			
			Total Workshop Expenditure	es (system gener	ated) \$0.00
. 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		
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 In	umunization 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		
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 Integrat	tion of Required Instruc	ction in 7th and 8	h Grade (DIRI)		
culation of Hourly Rate					
	Teachers	;	Administrators	Support Staff	
 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	
 Total hours of work for all assigned tasks performed by employees reported in item 1. 	1,9	80.00	1,600.00	1,520.00	
3. Total salaries paid for all services performed by employees in item 1.	\$69,8	23.00	\$135,661.00	\$40,872.00	
4. Total employee benefits paid on salaries reported in item 3.	\$15,7	68.00	\$41,908.00	\$22,155.00	
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$85,591.0	0	\$177,569.00	\$63,027.00	
6. Average hourly rate. (do not enter; system calculates)	\$43.23		\$110.98	\$41.47	
General Expenditures (1)	(2)		(3)	(4)	1
Employee Group	Combined Hours	Hourly Rate for	Salaries and Benefits (system generated)	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 generat	ed) \$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	NA			\$45.92	
calculates)	NA	\$57.55		\$45.92	
calculates)	NA	\$07.00		\$45.92	
calculates) culation of Expenditures	MA	\$07.00		\$45.92	
calculates) culation of Expenditures	NA	\$57.55 # of Candidates	Candidates On File	\$45.92 Calculation	
calculates) culation of Expenditures Enter the # of graduation candidates.	NA	\$57.55 # of Candidates 39.0	Candidates On File 39.0	\$45.92 Calculation (39.0 / 85)=1.00	
calculates) culation of Expenditures Enter the # of graduation candidates.		\$57.55 # of Candidates 39.0	Candidates On File 39.0	\$45.92 Calculation (39.0 / 85)=1.00	
calculates) culation of Expenditures Enter the # of graduation candidates. General Expenditures		\$57.55 # of Candidates 39.0	Candidates On File 39.0	\$45.92 Calculation (39.0 / 85)=1.00	
calculates) culation of Expenditures Enter the # of graduation candidates. General Expenditures (1)	(2)	\$57.55 # of Candidates 39.0 (3)	Candidates On File 39.0	\$45.92 Calculation (39.0 / 85)=1.00 (4)	
calculates) culation of Expenditures Enter the # of graduation candidates. General Expenditures (1) Employee Group	(2) Combined Hours (Preset)	\$57.55 # of Candidates 39.0 (3) Hourly Rate for Salaries and Benefit	Candidates On File 39.0 Is (system generated)	\$45.92 Calculation (39.0 / 85)=1.00 (4) Expenditures (system generated)	
calculates) culation of Expenditures Enter the # of graduation candidates. General Expenditures (1) Employee Group Administrative	(2) Combined Hours (Preset) 1	\$57.55 # of Candidates 39.0 (3) Hourly Rate for Salaries and Benefit \$57.55	Candidates On File 39.0 Is (system generated)	\$45.92 Calculation (39.0 / 85)=1.00 (4) Expenditures (system generated) \$58.00	
calculates) culation of Expenditures Enter the # of graduation candidates. General Expenditures (1) Employee Group Administrative Support Staff	(2) Combined Hours (Preset) 1 6	\$57.55 # of Candidates 39.0 (3) Hourly Rate for Salaries and Benefit \$57.55 \$45.92	Candidates On File 39.0 Is (system generated)	\$45.92 Calculation (39.0 / 85)=1.00 (4) Expenditures (system generated) \$58.00 \$276.00	
calculates) culation of Expenditures Enter the # of graduation candidates. General Expenditures (1) Employee Group Administrative Support Staff	(2) Combined Hours (Preset) 1 6	\$57.55 # of Candidates 39.0 (3) Hourly Rate for Salaries and Benefit \$57.55 \$45.92	Candidates On File 39.0 Is (system generated) Supplies and Materials	\$45.92 Calculation (39.0 / 85)=1.00 (4) Expenditures (system generated) \$88.00 \$276.00 \$10	

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.

Calculation of Hourly Rate Calculation of Hourly Rate Teachers Administrators Support Staff 1, Total number of staff eraployed by exhole who participated in Gride Eight Science Test (GEST) 100 100 2, Total number of staff eraployed by exhole who participated in Gride Eight Science Test (GEST) 100 100 3, Total satine spaid for all services performed by engineerating in terms 566,24300 \$135,661.00 \$40,872.00 4, Total number of staff eraployed for an statines reported 325,181.00 \$41,900.00 \$22,155.00 5, Total satines and benefits paid for an statines reported 325,181.00 \$41,900.00 \$22,155.00 6, Arenge noutry role, (do not enive; system calculates) \$22,25 \$140.38 \$41.47 Calculation of Combined Hours (4 hr minimum) \$22,25 \$140.38 \$41.47 Fine and Effort Standards Calculation of Combined Hours (4 hr minimum) Mandate 14: Total Combined Hours (system generated) 9 Calculation 15.00 1.60 (15.02,05)=3.00 9 Calculation 15.00 1.60 (15.02,05)=3.00 9 Calculation 15.00 1.60 (15.02,05)=3.00 9 1.60 1.60 Calculation 15.00	Mandate 14 Grade Eight Science Test	(GEST)					\$1,191.0
Index number of the majory	Calculation of Hourly Rate						
1. Total number of staff employeed by school who 1.00 1.00 1.00 2. Total number of staff employeed by school who 1.00 1.00 1.00 2. Total staffies paid for all services performed by monopress in time 1. 990.00 1.600.00 1.520.00 3. Total staffies paid for all services performed by employees in time 1. 566.243.00 \$135.661.00 \$44.0872.00 4. Total employee benefits paid on salaries reported in tem 3. 556.243.00 \$177.568.00 \$22.156.00 5. Total staffies and benefits paid for employees in tem 4. \$56.243.00 \$177.568.00 \$53.027.00 6. Average houring in tem 5. \$16.00 \$177.568.00 \$53.027.00 \$53.027.00 6. Average houring in tem 6. \$16.00 \$177.568.00 \$53.027.00 \$53.027.00 6. Average houring in tem 7. \$100.00 \$12.25 \$116.38 \$41.47 calculates) \$12.25 \$116.38 \$41.47 Calculation of Combined Hours (4 hr minimum) Mandate 42. Total Combined Hours (system generated) \$150 Grade Eight Science Test (GEST) 15.00 15.0 Mandate 42. Total Combined Hours (system generated) \$1 Classcoon Teacher \$ \$22.26		Teache	rs	Administrators	Su	ipport Staff	
2. Total hours of work for all assigned tasks 990.00 1.600.00 1.520.00 9efformed by exployee sepretor med by employees in them 1. 556.243.00 \$135.661.00 \$40.872.00 4. Total employee benefits paid on salaries reported in item 1. \$25.161.00 \$41.908.00 \$22.156.00 5. Total subres and benefits paid or employees in item 3. \$81.424.00 \$117.569.00 \$55.027.00 6. Average houry task. (of or otherer, system calculates) \$81.424.00 \$117.569.00 \$51.027.00 8. Average houry task. (of or otherer, system calculates) \$81.424.00 \$117.569.00 \$51.027.00 8. Average houry task. (of or otherer, system calculates) \$82.25 \$110.98 \$41.47 calculates) \$12.25 \$110.98 \$41.47 calculates) \$12.25 \$110.98 \$41.47 calculates) \$12.25 \$110.98 \$41.47 calculates) \$12.25 \$110.98 \$41.47 calculates \$12.00 \$15.00 \$15.00 \$15.00 If and Effort Standards Calculation of Combined Hours (4 hr minimum) \$15.00 \$15.00 \$15.00 If and Eight Science Test (GEST) \$15.00 \$16.0	 Total number of staff employed by school who participated in Grade Eight Science Test (GEST). 		1.00	1.00		1.00	
3. Total starting paid for all services performed by \$66,243.00 \$136,661.00 \$40,872.00 4. Total employee benefits paid on salaries reported in tem 1. \$25,181.00 \$41,908.00 \$22,155.00 5. Total startes and benefits paid for employees in tem 5. \$\$1,424.00 \$177,563.00 \$65,927.00 Feported in tem 1. (0o not emter; system calculates) \$\$2,25 \$110.38 \$\$41,70 Calculates) \$\$2,26 \$110.38 \$\$41,7 Calculates) \$\$2,26 \$110.38 \$\$41,70 Calculates) \$\$2,26 \$\$10.38 \$\$41,7 Calculates) \$\$2,26 \$\$10.38 \$\$41,70 Calculates) \$\$2,820 \$\$10.38 \$\$41,70 Calculates) \$\$2,820 \$\$10.38 \$\$41,70 Calculates) \$\$2,820 \$\$10.38 \$\$41,70 Calculates) \$\$2,827 \$\$10.38 \$\$41,70 Calculates \$\$10,00 \$\$5,027 \$\$10,00 Calculates \$\$10,00 \$\$5,027 \$\$10,00 Calculates \$\$100 \$\$10,00 \$\$10,00 \$\$10,00 Calculates \$\$100 \$\$10,00	Total hours of work for all assigned tasks performed by employees reported in item 1.	(990.00	1,600.00		1,520.00	
4. Total employee benefits paid on salaries reported in item 3. \$22,155.00 5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates) \$31,72,69.00 \$53,027.00 6. Average houry rate. (do not enter; system calculates) \$22,25 \$110,98 \$41,47 Calculation of Combined Hours (4 hr. minimum) Grade [15,00 15.0 (15,0,0) Grade Eight Science Test (GEST) 15.00 15.0 (15,20,0) 9 L General Expenditures (1) (2) (3) (4) Employee Group Combined Hours Hourly Rate for Salaries and Benefits (system generated) Expenditures (system generated) Classroom Teacher 9 \$22,20,0 \$110,38 \$22,20	 Total salaries paid for all services performed by employees in item 1. 	\$56,2	243.00	\$135,661.00		\$40,872.00	
S. Total statistics and benefits paid for employees reported in item 1, (do not enter; system calculates) St1444.00 S177,580.00 S. Average hourly rate, (do not enter; system calculates) St2.25 St10.38 Fine 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 Number of Exams Claimed Number of Exams on File Field Test Given Calculation Grade Eight Science Test (GEST) 15.00 16.0 (15 X 0.59)=9.00 L General Expenditures L (1) (2) (3) (4) Employee Group Combined Hours Hourly Rate for Statises and Benefits (system generated) 9 Classroom Teacher 9 St2.25 \$141.03 Supplies and Materials \$141.47 \$53.00 Supplies and Hatrials \$145.00	 Total employee benefits paid on salaries reported in item 3. 	\$25,1	181.00	\$41,908.00		\$22,155.00	
6. Average hourly rate. (do not enter; system calculates) \$\$2,25 \$110,38 \$41.47 Fine and Effort Standards Calculation of Combined Hours (4 hr. minimum) Imme 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)=5.00 Grade Eight Science Test (GEST) 15.00 15.0 (15 X 0.59)=5.00 L General Expenditures Wandate 14: Total Combined Hours (system generated) 9 Classroom Teacher 9 \$82.25 \$714.00 Classroom Teacher 9 \$82.25 \$714.00 Support Staff 2 \$110.38 \$22.200 Support Staff 2 \$41.47 \$83.00 Support Staff 2 \$41.47 \$13.00	5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$81,424	.00	\$177,569.00	S	63,027.00	
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 16.0 (15 X 0.59)=8.00 Mandate 14: Total Combined Hours (system generated) 9 L General Expenditures (1) (2) (3) (4) Employee Group Combined Hours Hourly Rate for Salaries and Benefits (system generated) Expenditures (system generated) Classroom Teacher 9 \$82.25 \$741.00 Administrative 2 \$110.38 \$22.20.0 Support Staff 2 \$41.47 \$83.00 Total General Expenditures GEST (system generated) \$11.91.0 \$11.91.0	6. Average hourly rate. (do not enter; system calculates)	\$82.25	5	\$110.98		\$41.47	
Grade Eight Science Test (GEST) 15.00 15.00 15.00 Mandate 14: Total Combined Hours (system generated) Administrative Expenditures (1) (2) (3) (4) Expenditures Classroom Teacher 9 S82.25 \$741.00 Support Staff 2 \$119.98 Support Staff Support Staff Support Staff Supplies and Materials State of S119.98 Supplies and Materials State of S119.98 Supplies and Materials Supplies and Materials State	Time and Effort Standards Calculation of Combine	d Hours (4 hr. minimum)) s Claimed	Number of Exams on File	Field Test Given	Calculation]
Mandate 14: Total Combined Hours (system generated) 9 4. General Expenditures (1) (2) (3) (4) Employee Group Combined Hours Classroom Teacher 9 State \$741.00 Administrative 2 Support Staff 2 Support Staff \$14.5 Total General Expenditures GEST (system generated)	Grade Eight Science Test (GEST)		15.00	15.0		(15 X 0.59)=9.00	
I. General Expenditures (1) (2) (3) (4) Employee Group Combined Hours Hourly Rate for Salaries and Benefits (system generated) Expenditures (system generated) Classroom Teacher 9 \$82,25 \$741,00 Administrative 2 \$110,96 \$22,200 Support Staff 2 \$41,47 \$83,00 Supplies and Materials Total General Expenditures GEST (system generated)	,			Mandate 14: Total Combined H	ours (system generated) 9	
(1) (2) (3) (4) Employee Group Combined Hours Hourly Rate for Salaries and Benefits (system generated) Expenditures (system generated) Classroom Teacher 9 \$82.25 \$741.00 Administrative 2 \$81.00 Support Staff 2 \$441.47 Supplies and Materials \$145 Total General Expenditures GEST (system generated) \$1,191.00	1. General Expenditures						
Employee Group Combined Hours Hourly Rate for Salaries and Benefits (system generated) Expenditures (system generated) Classroom Teacher 9 \$82,25 \$741,00 Administrative 2 \$110,39 \$222,00 Support Staff 2 \$41,47 \$83,00 Support Staff 2 \$145 \$145 Total General Expenditures GEST (system generated) \$1,191,00 \$1,191,00	(1)	(2)		(3)		(4)	
Classroom Teacher 9 \$82.25 \$741.00 Administrative 2 \$10.99 \$222.00 Support Staff 2 \$41.47 \$83.00 Supplies and Materials Staff \$14.5 Total General Expenditures GEST (system generated) \$1,191.00	Employee Group	Combined Hours	Hourly Rate f	or Salaries and Benefits (system generated)	Expenditu	res (system generated)	
Administrative 2 \$110,95 \$222,00 Support Staff 2 \$41.47 \$83.00 Supplies and Materials \$145 Total General Expenditures GEST (system generated) \$1,191.00	Classroom Teacher	9		\$82.25		\$741.00	
Support start 303.00 Supplies and Materials \$145 Total General Expenditures GEST (system generated) \$1,191.00	Administrative	2		\$110.98		\$222.00	
Total General Expenditures GEST (system generated) \$1,191.00	SUDDOFT STOT	/		341.47		903.00	
	Support Starr			Supplies and Ma	terials	\$145	

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. '	o. 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	\$82.25	\$0.00				
	Workshop Fees			\$0.00				
	Total Workshop Expenditures (system generated) \$0.00							

<u>Test Kits</u>

- Enter number of students taking Grade Eight Science Test.
- Enter number of test kits purchased (<u>Note:</u> 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.

Name:SAINT BERNADETTE CATHOLIC ACADEMY	Vendor ID:1000000430 <u>Viewing Year:2019- Am</u>	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
Available Forms Inst Id: 800000044338 Change School	Claim Note		