

2020-21 MANDATED SERVICES AID ONLINE SYSTEM USER GUIDE

GENERAL INFORMATION

Mandated Services Aid (MSA) is a New York State funded reimbursement program for nonpublic schools. The schools receive reimbursement for the state mandates that they have met in the prior school year (July 1 to June 30). In order to receive reimbursement, the school must have met the requirements of the mandate and have documentation to support it.

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

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

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

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

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

- ❖ Non-public schools must submit their 2020-21 by April 1, 2022 for the 20/21 claim year. The MSA system will not accept any new 20/21 claims after the claiming deadline. Submitted claims will be paid by May 31, 2022.
- ❖ The 2017-18 claim year will be closed effective December 31, 2021, and no further claims will be accepted for the 2017-18 school year or any year prior to 2017-18.
- ❖ NYSED will continue to accept new claims/amendments for the 2018-19 school year.
- ❖ For the 19/20 claim year, amendments only will be accepted until December 31, 2021.
- ❖ The MSA online system links to information that has been submitted to the Office of Information Reporting Services (IRS), and other Department offices. BEDS data, elementary and secondary examination data, and Regents examination data will automatically populate and be displayed in READ ONLY FIXED FIELDS for the applicable mandates. Schools are unable enter data in these fields.

- ❖ If the data tolerance level that the Office of Grants Management established is exceeded, a warning message will appear at the top of the screen. The claim will be set to a specific status, usually the HOLD status. Refer to STATUSES listing which follows. Review system help features, MSA Guidelines for assistance or contact Grants Management Office.
- ❖ Claim which generate a tolerance edit requires the school to revise that mandate. Options exist and are required to allow claim to be submitted and approved, per MSA Guidelines.
- ❖ Schools with claims on hold can upload documents to the MSA system. The claims in hold status will be reviewed and the reviewer will send request to schools to provide documentation. The schools will be able to access their claims in the MSA system and upload requested document/s.
- ❖ The buttons for Mandate 7, High School Registration, and Mandate 8, New York State School Immunization Program (SSIP), will be disabled for some schools and schools will not be able to enter claim data for those mandates.
Mandate 7 is a onetime payment. If a school has been previously claimed and was reimbursed for Mandate 7, it cannot receive reimbursement again. For SSIP, a school must be located in New York City, Rochester or Buffalo and properly file SSIP related information with the Department of Health, to claim and to receive aid for this mandate.
- ❖ User has the ability to enter all information for ALL or applicable the mandates and press the <Save Form> button at the top or bottom of the screen to save data that has been entered. Once data has been entered, school can log off and come back at a later time to enter additional data.
- ❖ User can review the claim and correct any errors until the claim is submitted.
- ❖ If claim is submitted and not placed into a HOLD or Post Review Status, the school has the opportunity to withdraw their claim and is allowed to decide when and/or how to submit the new claim. Limited to Current and two prior claim years.
- ❖ The MSA claim system was updated in the 2018-19 School Year. We recommend that the user expand each mandate before printing. If the mandate is not expanded, the user will get the summary each of each mandate.
- ❖ The school MSA CFO receives Grants Management Office e-mail when the new claim year starts. This information is also posted on MSA web site. The school MSA CFO will also receive e-mail message when a claim submitted is “Auto Approved”, set to “Hold” “Post Review” “Approved” “Rejected” “Overpayment” and “Closed”.
- ❖ Claims can be amended after the payment is made and the status is “closed”.
- ❖ Open inactive claims will be withdrawn after six months. User has the ability to start an amendment for withdrawn claim.
- ❖ Approved claims are usually paid within 7-10 business days of approval.

EXTERNAL USER ROLES

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



STATUSES

- ❖ Auto Approved: The claim did not have any edit or variance problems and will be sent electronically to the Office of Fiscal Management for vouchering and electronic forwarding to the Office of the State Comptroller for payment. Payment is dependent upon funding authorization.
- ❖ Approve: The NYSED Program Reviewer approved the claim after the review process.
- ❖ Hold: The New York State Education Department (NYSED) Program Reviewer may “Reject”, “Approve” or set the claim to “Post Review”. Program Reviewer may request further clarification or documentation before approval is granted.
- ❖ Post Review: The NYSED Program Reviewer, Supervisor, or authorized and designated staff and management, will review the claim after payment.
- ❖ Rejected: The NYSED Program Reviewer may reject the claim based on the program review if too many mistakes were made, and after consulting with Supervisor and possibly other management. The school will always be notified when a claim is rejected. The claim will be reviewed through the amendment process once the appropriate and consistent substantiation is received from the non-public school, in accordance with the Department’s MSA Guidelines. Department is solely responsible for making claim decisions, consistent with Legislation, Commissioner Regulations and Rules, and the Department’s Non-Discrimination policy. Questions should be forwarded to the Grants Management Office for an official review and response.
- ❖ Withdrawn: The claim had too many mistakes and was withdrawn by the school administrator. The school administrator may amend the claim. The amended claim will be populated with the original claim data.
- ❖ Amendment: The amended claim can be submitted after the claim status has been either “Rejected” “Withdrawn” or “Closed”. The amended claim will be populated with the original claim data.
- ❖ Overpayment: If an overpayment is discovered by a NYSED program reviewer, monitoring visit, or a Department or NYSOSC audit or request, the Grants Management Office MSA/CAP Overpayment policy and procedures will be utilized, the school will be notified, and the school must issue a refund. Overpayment not refunded to the Department will be deducted from the next issuing claim year amount.
- ❖ Closed: The Office of the State Comptroller has issued either an electronic payment or check, the MSA/CAP system lists claim as closed. New claim requests can be done.

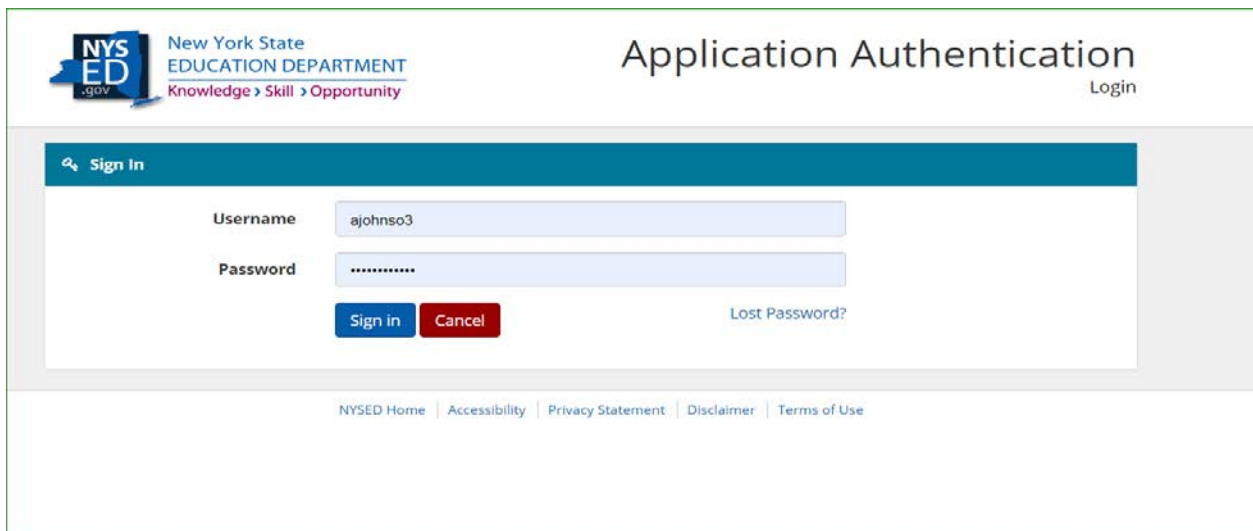
- ❖ Closed School Status: **Closing should not occur until all financial issues are resolved.** School cannot file a new claim or amendment once their school is listed as closed by the NYSED. School has officially closed and have notified and filed the proper closure materials with the Department. Claims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

LOGGING IN THE MSA ONLINE SYSTEM

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

The following sign-on page will be displayed.

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



The screenshot shows the 'Application Authentication' login page for the New York State Education Department. The page features the NYS ED logo and the tagline 'Knowledge > Skill > Opportunity'. The main heading is 'Application Authentication' with a 'Login' link. Below this is a 'Sign In' section with a search icon. The form contains two input fields: 'Username' with the value 'ajohnso3' and 'Password' with masked characters. There are two buttons: a blue 'Sign in' button and a red 'Cancel' button. A 'Lost Password?' link is also present. At the bottom, there are links for 'NYSED Home', 'Accessibility', 'Privacy Statement', 'Disclaimer', and 'Terms of Use'.

Under “My Applications”

- Click on the link for Mandated Services Aid.

NYS ED .gov New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity

Application Business Portal
You are logged in as **Althea Johnson**.

My Applications

- Academic Intervention Services
- Mandated Services Aid**
- NonPublic School Safety Equipment (NPSE)
- SED Monitoring and Vendor Performance System
- State Aid Management System (SAMS)

Public Links

- Inventory of Registered Programs
- Look Up Postal Zip Codes
- NYS ED Public web site
- Professional License Online Verification Searches
- SEDREF Query
- Teacher Certification Help
- TEACH Public Inquiry System

Other Applications

- Child Nutrition Knowledge Center (CN)
- Impartial Hearing Reporting System (IHRS)
- Rate Setting Unit (RSU)
- System to Track and Account for Children (STAC)
- Teacher's Certification (TEACH)
- Teacher Access and Authorization

PAYEE INFORMATION

- The payee information screen includes the Chief Executive Officer’s or Chief Financial Officer’s e-mail address. It is very important that this address is up-to-date because all communications regarding the Mandated Services Aid claim will be sent to that e-mail address. User will get an error message if no email address is on file. To update e-mail address, please contact datasupport@nysed.gov

NYS ED .gov SED's Web Accessibility Policy

Vendor ID:1000000465 **Institution ID:**800000044337 **SED Code:**332000126013

City:DOUGLASTON **Zip:**1000000465 **State Code:**NY **Email:**kflanagan@diobrook.org

Viewing Year:2019- **Amendment#:**0- **Status:**OPEN

jbouton-800000044337-USER_DATA_ENTRY MSA

HOW TO EDIT OR CREATE A CLAIM

- Three years of claims will be displayed for the user. The user has the following options for a claim.
 - Select a claim year to view or edit for the last three years. User can view either open or closed claims for the last three years. Closed claims can only be viewed

and printed. User can only work on one claim year at a time. Once the claim is approved and closed, the User can work on another claim year.

- Create a new claim for a claim year that is available.

Create New Claim:

- 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		<input type="button" value="Edit"/>	<input type="button" value="Withdraw Claim"/>
800000044337	4	<input type="button" value="WITHDRAWN"/>	School Entry			
800000044337	3	<input type="button" value="WITHDRAWN"/>	School Entry			
800000044337	2	<input type="button" value="WITHDRAWN"/>	School Entry			
800000044337	1	<input type="button" value="WITHDRAWN"/>	School Entry			
800000044337	0	<input type="button" value="WITHDRAWN"/>	School Entry			

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

There is a field preventing this claim from being submitted.

I am certifying that this school has adopted and implemented a comprehensive attendance policy pursuant to Section 104.1(i) of the Regulations of the Commissioner of Education.

 Not Certified

Comprehensive Attendance Policy (CAP)

Comprehensive Attendance Policy (CAP)						
Average hourly rate reported on File		TEACHERS	ADMINISTRATORS	SUPPORT STAFF		
		\$69.21	\$115.60	\$54.16		
(1) Employee Group	(2) Total# of Pupils (Take from Total Enrollment)	(3) Fixed CAP Parameter Per Pupil	(4) Enrollment x Parameter (System Generated)	(5) Hourly Rate for Salaries and Benefits (System Generated)	(6) Expenditures (System Generated)	
Teacher	Grades K-6 and Ungraded Elementary 183	0.17	31	\$69.21	\$2,146.00	
Administrative		0.125	23	\$115.60	\$2,659.00	
Support Staff		0.125	23	\$54.16	\$1,246.00	
				Total Expenditures for K-6	\$6,051.00	
(1) Employee Group	(2) Total# of Pupils (Take from Total Enrollment)	(3) Fixed CAP Parameter Per Pupil	(4) Enrollment x Parameter (System Generated)	(5) Hourly Rate for Salaries and Benefits (System Generated)	(6) Expenditures (System Generated)	
Teacher	Grades 7-12 and Ungraded Secondary 53	4.13	219	\$69.21	\$15,157.00	
Administrative		0.35	19	\$115.60	\$2,197.00	
Support Staff		0.50	27	\$54.16	\$1,463.00	
				Total Expenditures for 7-12	\$18,817.00	
				Total Expenditures	\$24,868.00	

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

Create New Claim:

Cap is Certified	
Comprehensive Attendance Policy (CAP)	\$34,032.00
TOTAL SCHOOL AID 2016-2017 School Year	\$110,510.00

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

Enrollment	Enrollment	
CAP Expenditures	Comprehensive Attendance Policy (CAP)	\$0.00
Mandate 1	Pupil Attendance Reporting (PAR)	\$76,090.00
Mandate 2	Elementary and Intermediate Assessment in English Language Arts and Math (EIA)	\$14,123.00
Mandate 3	Basic Educational Data System Reporting (BEDS)	\$656.00
Mandate 4	Regents Examinations (RE)	\$7,271.00
Mandate 5	NYS Regents Competency Testing Program (RCTP)	\$0.00
Mandate 6	Calculator Expenses (CE)	\$0.00
Mandate 7	Registration of High School (RHS)	\$0.00
Mandate 8	New York State School Immunization Program (SSIP) for schools in the cities of New York, Buffalo and Rochester only.	* Not available for this school.
Mandate 9	Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)	\$326.00
Mandate 10	High School Graduation Report (HSGR)	* Not available for this school.
Mandate 11	Grade Four Science Test (GFST)	\$1,122.00
Mandate 12	Travel to Storage Sites (TSS)	\$0.00
Mandate 13	Scholarship for Academic Excellence Application (SAE)	\$0.00
Mandate 14	Grade Eight Science Test (GEST)	\$1,191.00
Mandate 17	Pesticide Neighbor Notification (PNN)	\$0.00
Mandate 18	New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners (NYSELL)	\$0.00
Mandate 19	RIC Funditures for State Testing and HSGR	\$2,251.00

- 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
Mandate 2	Elementary and Intermediate Assessment in English Language Arts and Math (EIA)	\$14,123.00
Mandate 3	Basic Educational Data System Reporting (BEDS)	\$666.00
Mandate 4	Regents Examinations (RE)	\$7,371.00
Mandate 5	NYS Regents Competency Testing Program (RCTP)	\$0.00
Mandate 6	Calculator Expenses (CE)	\$0.00
Mandate 7	Registration of High School (RHS)	\$0.00
Mandate 8	New York State School Immunization Program (SSIP) for schools in the cities of New York, Buffalo and Rochester only.	* Not available for this school.
Mandate 9	Documentation of Integration of Required Instruction in 7th and 9th Grade (DIRI)	\$226.00
Mandate 10	High School Graduation Report (HSGR)	* Not available for this school.
Mandate 11	Grade Four Science Test (GFST)	\$1,132.00
Mandate 12	Travel to Storage Sites (TSS)	\$0.00
Mandate 13	Scholarship for Academic Excellence Application (SAE)	\$0.00
Mandate 14	Grade Eight Science Test (GEST)	\$1,191.00
Mandate 17	Pesticide Neighbor Notification (PNN)	\$0.00
Mandate 18	New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners (NYSELLE)	\$0.00
Mandate 19	RIC Expenditures for State Taxline and HSGR	\$2,281.00

- The system displays the BEDS Enrollment data that was submitted on the BEDS Report. The system has also populated the data entry fields, lines 1-5, with the same information to save you from entering the information again.
- You may enter different enrollment data for opening and closing.
- Select opening, closing or Beds on File from the drop-down box in line 7.

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

Enrollment
Enrollment

Enrollment is used to determine average class size in calculating PAR reimbursement. Enter the highest of opening, closing or BEDS enrollment below and check enrollment used.

Opening enrollment is the number of pupils who were in attendance on the first day of school plus those who were registered but were absent on opening day.

Closing enrollment is the number of pupils still enrolled when school closed at the end of the year.

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

Pupils in ungraded classes should be counted as ungraded elementary if under 13 years of age and ungraded secondary if 13 years old or older.

Do not include enrollment of nursery school or pre-kindergarten pupils, postgraduate students or pupils with disabilities who are enrolled pursuant to a contract with a public school district or the State Education Department.

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

Select opening, closing or Beds on file

 Beds On File
 Opening
 Closing

Mandate 1 – Pupil Attendance Reporting (PAR)

- Click on Mandate 1.
- Click on the button for “Standard WorkDay” or “Actual hours of employees are varied”. You must select one of these two options.
- Enter the # of days in the school year and # of hours in the workday for teachers, administrators and support staff.
- If standard workday was selected, you must enter the # of days in the school year and # of hours in the workday.
- To view your total calculations click mandate 1 to refresh the screen. User can also click one of the other mandates and then click on mandate 1.
- Click on the <Save Form> button at the top or bottom of the screen.

Calculation of Hourly Rate

- Enter data for line #1. Use the <Tab> key to move to the next data entry field.
- Continue entering data for lines 1-4.
- When you get to the end of line 4, tab again.

Calculation of Expenditures

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

Note: If the PAR total exceeds last year's PAR by 25%, a warning message will appear, and an explanation will be required.

A box will appear on the screen for entry of the explanation. The claim cannot be submitted until you provide an explanation.

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

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

Select the option that applies:

Standard Work Day Actual hours of employees are varied

	Teachers	Administrators	Support Staff
# of Days in the School Year for	180	200	190
# 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	\$20,866.00
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)					\$76,090.00

Mandate 2 – Elementary and Intermediate Assessment in English Language Arts and Math (EIA)

- Click on Mandate 2.

Calculation of Hourly Rate

- Enter data for line #1. Use the “tab” key to move to the next data entry field.
- Continue entering data for lines 2-4. When you get to the end of line 4, tab again.

Calculation of Combined Hours

The system displays the number of exams that were reported to the Office of Information Reporting Services. The system has also populated the data entry fields with the same information to save you from having to enter the information again.

- You may enter different exam data.
- Use the “Tab” key to move to the next field.
- If you are claiming 8 hours for G-4 and G-8 you must use the drop-down box to change the number for administrative and support staff.

Teacher Workshop Expenditures

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

Mandate 2		Elementary and Intermediate Assessment in English Language Arts and Math (ELA)			\$14,123.00
Calculation of Hourly Rate					
1. Total number of staff employed by school who participated in Elementary and Intermediate Assessment in English Language Arts and Math (EIA).	Teachers	Administrators	Support Staff		
	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	55	55.0		(55 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)=0.00	
			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) Employee Group	(2) Total # TEACHERS Taking Daily Attendance	(3) Combined Hours (system generated)	(4) Hourly Rate for Salaries and Benefits (system generated)	(5) Expenditures(system generated)
Classroom Teacher	0	0	\$50.08	\$0.00
Administrative		4	\$110.98	\$444.00
Support Staff		4	\$27.97	\$112.00
Total Expenditures BEDS (system generated)				\$556.00

Mandate 4: Regents Examinations (RE)

Calculation of Hourly Rate

- Click on the Mandate 4 button.
- Enter data for line #1. Use the “Tab” key to move to the next data entry field.
- Continue entering data for lines 2-4.
- The system generates the calculations in lines 5-6.

- Use the “Tab” key to move to the next data entry field.

Mandate 4

Regents Examinations (RE)

\$7,371.00

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Regents Examinations (RE).	2.00	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	1,980.00	1,600.00	1,520.00
3. Total salaries paid for all services performed by employees in item 1.	\$110,687.00	\$135,661.00	\$40,872.00
4. Total employee benefits paid on salaries reported in item 3.	\$33,806.00	\$41,908.00	\$22,155.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$144,493.00	\$177,569.00	\$63,027.00
6. Average hourly rate. (do not enter; system calculates)	\$72.98	\$110.98	\$41.47

Time and Effort Standards: Calculation of Combined Hours

The system displays the number of Regents exams that were reported to the Office of Information Reporting Services. The system has also populated the data entry fields with the same information to save you from having to enter the information.

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

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

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

Grade	Number of Exams Claimed	Number of Exams on File	Field Test Given	Calculation
Common Core English	0	0.0		(0 X 1.08)=0.00
Common Core Algebra 1	17	17.0		(17 X 2.36)=40.12
Common Core Algebra 2/Trig	0	0.0		(0 X 2.36)=0.00
Common Core Geometry	0	0.0		(0 X 2.36)=0.00
Global History & Geography	0	0.0		(0 X 0.81)=0.00
US History & Govt.	0	0.0		(0 X 0.81)=0.00
Chemistry	0	0.0		(0 X 0.48)=0.00
Physics	0	0.0		(0 X 0.48)=0.00
Earth Science	0	0.0		(0 X 0.65)=0.00
Living Environment	17	17.0	Yes	(17 X 0.89)=15.13
Mandate 4: Total Combined Hours (system generated)				55

a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	55	\$72.98	\$4,014.00
Administrative	25	\$110.98	\$2,775.00
Support Staff	11	\$41.47	\$457.00
Supplies, cost of shipping exams to and from scoring site			\$125
Total General Expenditures Regents (system generated)			\$7,371.00

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

(1) Employee Group	(2) Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	0	\$72.98	\$0.00
Workshop Fees	0		
Total Workshop Expenditures (system generated)			\$0.00

c. Test Kits

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

Mandate 6: Calculator Expenses (CE)

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

Mandate 6

Calculator Expenses (CE)

\$0.00

1. Enter the number of scientific calculators purchased		0	
2. Multiply entry #1 by \$15		\$15	
3. Total Expenditures - Scientific Calculators/Four Function		\$0.00	
4. Enter the number of graphing calculators purchased.		0	
5. Multiply entry #4 by \$110		\$110	
6. Total Expenditures - Scientific Calculators/Four Function		\$0.00	
7. Total Expenditures CE (system generated)		0	

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

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

- Enter the number of non-public school pupils for whom immunization documentation has been maintained.
- The system generates the Total Expenditures for SSIP.

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

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

Mandate 9: Documentation of Expenditures for Documentation of Integration of Required Instruction in 7th and 8th Grades (DIRI)

Calculation of Hourly Rate

- Click on the Mandate 9 button.
- Enter data for line #1. Use the “Tab” key to move to the next data entry field.
- Continue entering data for lines 2-4.
- Click on the <Save Form> button at the top or bottom of the screen.

Calculation of Expenditures

- Use the “Tab” key to move to the combined hours field.
- Enter Total #of 7th & 8th grade teachers that participated in the mandate.
- The system generates the Average Hourly Rate, and Total General Expenditures for DIRI.

Calculation of Hourly Rate

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

a. General Expenditures

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

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

Calculation of Hourly Rate

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

Calculation of Expenditures

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

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

Calculation of Expenditures

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

a. General Expenditures

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

Mandate 14: Grade Eight Science Test (GEST)

Calculation of Hourly Rate

- Click on the Mandate 14 button.
- Enter data for line #1. Use the "Tab" key to move to the next data entry field.
- Continue entering data for lines 2-4.
- The system generates the Average Hourly Rate.

Calculation of Combined Hours

The system shows the number of Grade Eight Science Tests that were reported to the Office of Information Reporting Services.

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

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

Calculation of Hourly Rate

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Grade Eight Science Test (GEST).	1.00	1.00	1.00
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	990.00	1,600.00	1,520.00
3. Total salaries paid for all services performed by employees in item 1.	\$66,243.00	\$136,661.00	\$40,872.00
4. Total employee benefits paid on salaries reported in item 3.	\$25,181.00	\$41,908.00	\$22,155.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$81,424.00	\$177,569.00	\$63,027.00
6. Average hourly rate. (do not enter; system calculates)	\$82.25	\$110.98	\$41.47

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

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

a. General Expenditures

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

Teacher Workshop Expenditures

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

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

(1) Employee Group	(2) Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	0	\$82.25	\$0.00
Workshop Fees			\$0.00
Total Workshop Expenditures (system generated)			\$0.00

Test Kits

- Enter number of students taking Grade Eight Science Test.
- Enter number of test kits purchased (Note: each kit serves 30 pupils).
- The system generates the Total General Expenditures, Total Workshop Expenditures, and Total Expenditures for Test Kits.

c. Test Kits

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


HOLD CLAIMS: UPLOAD DOCUMENT REQUEST


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

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

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

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

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

 ATT00001.txt
 695 bytes

averian High School

lease upload proof of something or other.

his is a System generated E-Mail: Please do not reply.

or questions regarding this notification, click this link (emscmsa@nysed.gov) to start a new E-Mail conversation.
 e sure to include, in your correspondence, the name of your Institution and, if possible, your Institution ID and/or BEDS code.

Confidentiality Notice

This email including all attachments is confidential and intended solely for the use of the individual or entity to which it is addressed. This communication may contain information that is protected from disclosure under State and/or Federal law. Please notify the sender immediately if you have received this communication in error and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

- Access Documents:
 - The school must click on the school year that they are referring to.
 - The school must click on the tab that says "View".
 - Click on File Request.
 - There is a note explaining what is needed from the school. Click on the browse button to upload their document/s. Once the file is added, click upload. It will upload the document into the system.
- The school can then upload a file by clicking the SELECT button.

Cap is Certified	
Comprehensive Attendance Policy (CAP)	\$750,826.00
TOTAL SCHOOL AID 2018-2019 School Year	\$232,741.00
<input type="button" value="SUMMARY OF EXPENDITURES"/>	

Claim Note:

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

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

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

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

- After the file is upload, there will be a link that both the schools and the reviewer can see and download.

Claim Note:

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

File Name

[GAP_REPORT.xlsx](#)

File Request

Please upload proof of something or other.

SAVE/PRINT CLAIM AS PDF

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

There were 3 edits that put this claim to HOLD.

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

SUMMARY OF EXPENDITURES

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

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

- Sample of expanded mandate.

Mandate 1 Pupil Attendance Reporting (PAR) \$462,494.00

Select the option that applies:

Standard Work Day Actual hours of employees are varied

	Teachers	Administrators	Support Staff
# of Days in the School Year for			
# of Hours in the Work Day for			

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Pupil Attendance Reporting (PAR)	190.00	3.00	2.00
2. Reported hours of work for all assigned tasks performed by employees reported in item 1.	228,905.00	3,852.00	2,568.00
3. Total salaries paid for all services performed by employees in item 1.	\$3,939,239.00	\$495,498.00	\$147,364.00
4. Total employee benefits paid on salaries reported in item 3.	\$356,015.00	\$88,046.00	\$49,864.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$4,295,254.00	\$583,544.00	\$197,228.00
6. Average hourly rate. (do not enter; system calculates)	\$18.76	\$151.49	\$76.80

Calculation of Expenditures.

(1) Employee Group	(2) Total # TEACHERS Taking Daily Attendance	(3) Enter Appropriate Parameter (system generated)	(4) Combined Hours (system generated)	(5) Hourly Rate for Salaries and Benefits (system generated)	(6) Expenditures(system generated)
Classroom Teacher	190	40.0	7,600	\$18.76	\$142,576.00
Administrative	(leave blank)	7.5	1,425	\$151.49	\$215,874.00
Support Staff	(leave blank)	7.0	1,330	\$76.80	\$102,144.00
Supplies and Materials (\$10 per Teacher) (system generated)					\$1,900.00
Total Expenditures PAR(system generated)					\$462,494.00

- Select print feature and print or save document as PDF and print.

2/5/2021
MSA

AJOHNS01-800085486-DATA_ENTRY
MSA

Name: UNION SPRINGS ACADEMY Vendor ID: 100004015 Institution ID: 800085486 SED Code: 01190142502

Address: PO BOX 524 Zip: 13148 State Code: NY Email: borghard@unionspringsacademy.org Contact: Frederick Borghard (315) 889-7314

City: UNION SPRINGS [View for 2018-2019 School Year / Amendment # Status: OPEN](#)

Activate Form
Inst ID: 80000056486
Change School
Claim Note
Adjust Note
Save Form

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

I am certifying that this school has adopted and implemented a comprehensive attendance policy pursuant to Section 104.1(i) of the Regulations of the Commissioner of Education.

Not Certified

Cap is Certified

Comprehensive Attendance Policy (CAP) \$18,536.00

TOTAL SCHOOL AID 2018-2019 School Year \$24,438.00

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 private school or non-attendance 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	0	8
2. Grades 7-8	0	8
3. Grades 9-12	57	80
4. Ungraded Elementary	0	8
5. Ungraded Secondary	0	8
6. Total Enrollment (system generated)	57	80

<https://reservices.nysed.gov/msa/update.action>
1/4

2/5/2021 MSA

Select opening, closing or beds on file Beds on File Opening Closing

 Comprehensive Attendance Policy (CAP) \$18,536.00

 Pupil Attendance Reporting (PAR) \$18,682.00

 Elementary and Intermediate Assessment in English Language Arts and Math (EIA) \$0.00

 Basic Educational Data System Reporting (BEDS) \$661.00

 Regents Examinations (RE) \$18,916.00

Print 4 pages

Destination Save as PDF ▼

Pages All ▼

Layout Landscape ▼

More settings ▼

CLAIM SUBMISSION

- ❖ When all errors have been corrected that would prevent a claim from being submitted, an <I agree> button will appear at the top of the Section I - Summary of Expenditures page.
- ❖ Read the certification statement and click on the <I agree> button.
- ❖ The system returns you to the “home” screen and displays the status of the claim.



[SED's Web Accessibility Policy](#)

Name: SAINT BERNADETTE CATHOLIC ACADEMY

Vendor ID: 100000430

Viewing Year: 2019 - Am

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;

OK Cancel

MSA

SED Code: 332000126020

Available Forms

Inst Id: 800000044338

Change School

Claim Note

Approval

Submit Form

Submit Form