



Y2 Application Instructions

Office of Religious & Independent School Support (ORISS)

Art & Music (AMTS) Teacher Reimbursement Grant

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Grant Summary

The Art & Music Teacher Salary (AMTS) Grant summary can be found [here](#).

Purpose

The AMTS grant provides religious & independent schools with \$5 million in capital funds for the reimbursement of art & music teachers' salaries. Each school which seeks reimbursement shall submit to the New York State Education Department (NYSED) an application, together with such additional documents as the Commissioner of Education may reasonably require.

Governance

The AMTS grant program is awarded funds via General Legislative Operations Programs. The New York State Fiscal Year appropriation is located beginning on line 45 of page 265 of Chapter 53 of the Laws of 2023 and is administered by the New York State Education Department (NYSED).

Institutional Eligibility

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

1. Religious and Independent schools (non-profit or not-for-profit schools only)
2. Currently open/operational (at the time of application)
3. 853 and 4201 schools are not eligible.
4. Possession of (or will obtain) a valid Office of the State Comptroller (OSC) Vendor ID
5. NYSED issued Basic Education Data System (BEDS) code
6. BEDS enrollment data for 2024-2025 school year for grades k-12

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

Important Dates

The submission deadline for the Year 2 AMTS Grant is **August 1, 2025**.

Point of Contact

For all questions regarding the AMTS Grant, please contact:

AMTS-ORISS@nysed.gov

Phone:(518) 474-3936

Getting Started

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

Leadership Designation

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

Leadership Changes

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

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

Entitlement Assignments & Changes

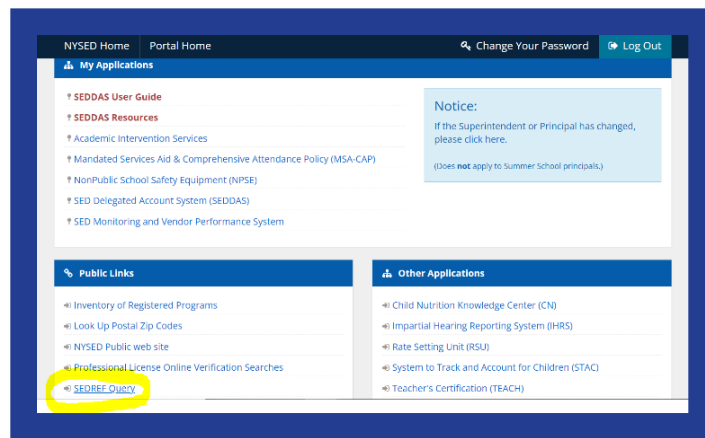
- Entitlement = Portal Access
- The CEO designation in [SEDREF](#) has access to entitlement rights as the DA/EA (Delegated Accounts/Entitlement Administrator).
- The CEO can assign the entitlement role to the CFO using the [SEDDAS](#) system.
- The DA/EA (CEO, or CFO if assigned) can also grant access to enable staff to enter and view data in the portal. Instructions are in the [SEDDAS User Guide](#).
- If the CEO login information is known, but the institution would like to grant additional CFO access, please reach out to NYSED's Office of Information and Reporting Services at datasupport@nysed.gov.
- Should this entitlement be assigned to anyone other than the CEO, the CEO must be aware that the entitled person will now receive the NYSED correspondence mentioned above.
- If the CEO and CFO listings are correct in [SEDREF](#), you will be able to log in to the portal, but if you don't see the SED Monitoring link, contact [ORISS](#) for entitlement access.

Institution ID, Affiliation, LEA District Name, and OSC Vendor ID

This information will be auto populated in the AMTS portal application. However, if choosing to file a non-portal application, the applicant will need to know the school's:

- Institution ID
- Affiliation
- LEA District Name
- OSC Vendor ID

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



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

- Enter school's **name** (followed by “%”) **OR** enter school's **SED/BEDs code**. (No further information is required to complete a search.)
- Then, click **Find** (at the bottom of the page).

A screenshot of the SEDREF search screen. The title is 'Use this screen to search for institutions in SEDREF'. A note states: 'Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.' Below this is a section titled 'Enter query criteria' with several input fields: 'Name (Popular or Legal):' (a long text box), 'Institution ID:', 'SED Code:', 'Level2 Tracking Code:', 'ORISS Inst ID:', 'OSE Reporting INST ID:', 'Address Type:' (with 'PHYSICAL' selected and a 'List' link), 'Addr Line 1:', 'City:', and 'School Dist Loc Code:' (with a 'List' link). At the bottom, there is a 'Complete Query' button.

A school's **Institution ID** is located at the top left of the chart, labeled as “Inst Id”.

Affiliation is located near the top left of the chart, labeled as “Inst Sub Type Desc”.

The **LEA District Name** is located near the middle right of the chart, labeled as “SDL Description”.

The **OSC Vendor ID** is located near the bottom right of the data chart as indicated below. The OSC Vendor ID will be in **Blue**.

Additionally, if you scroll all the way to the bottom of the page, under “Administrative Positions”, CEO & CFO information can be found. If your CEO and CFO listings are incorrect in [SEDREF](#), please see the **Leadership Changes & Entitlement Assignments** section of this document to update before proceeding (page 5).

1. If filing a non-portal application, the user should record the school's Institution ID, Affiliation, LEA District Name, and OSC Vendor ID.
2. Close the SEDREF tab.

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

Application

Non-Portal Application

A non-portal application can be found under the [AMTS Guidance & Resource Documents](#) web page.

Portal Application

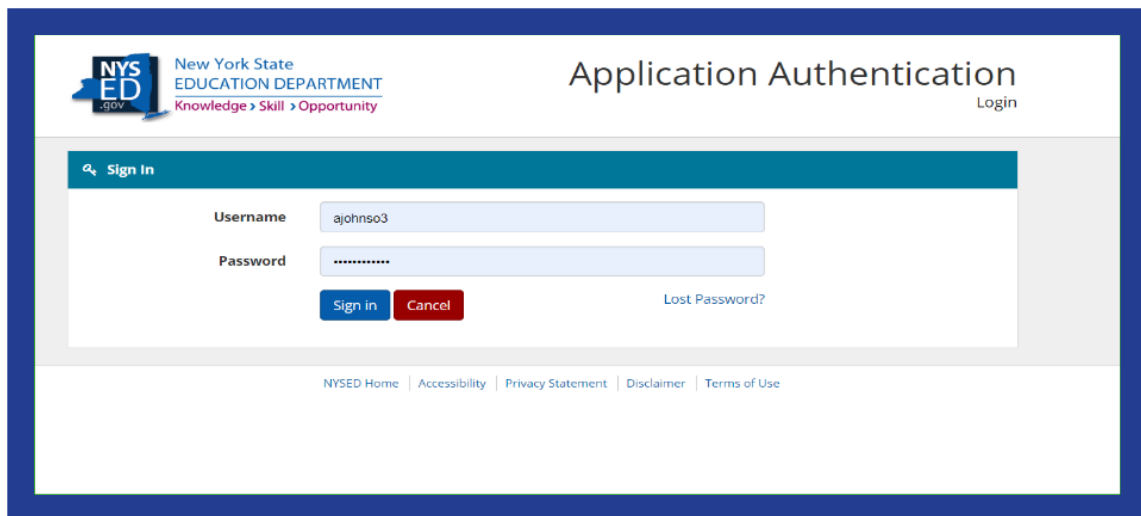
The online application is housed in NYSED's Business Portal, which can be accessed at the following link: [SED Business Portal Link](#).

Internet Browser

For completing the AMTS Portal Application be sure to use Firefox or Google Chrome.

NYSED Business Portal Log On

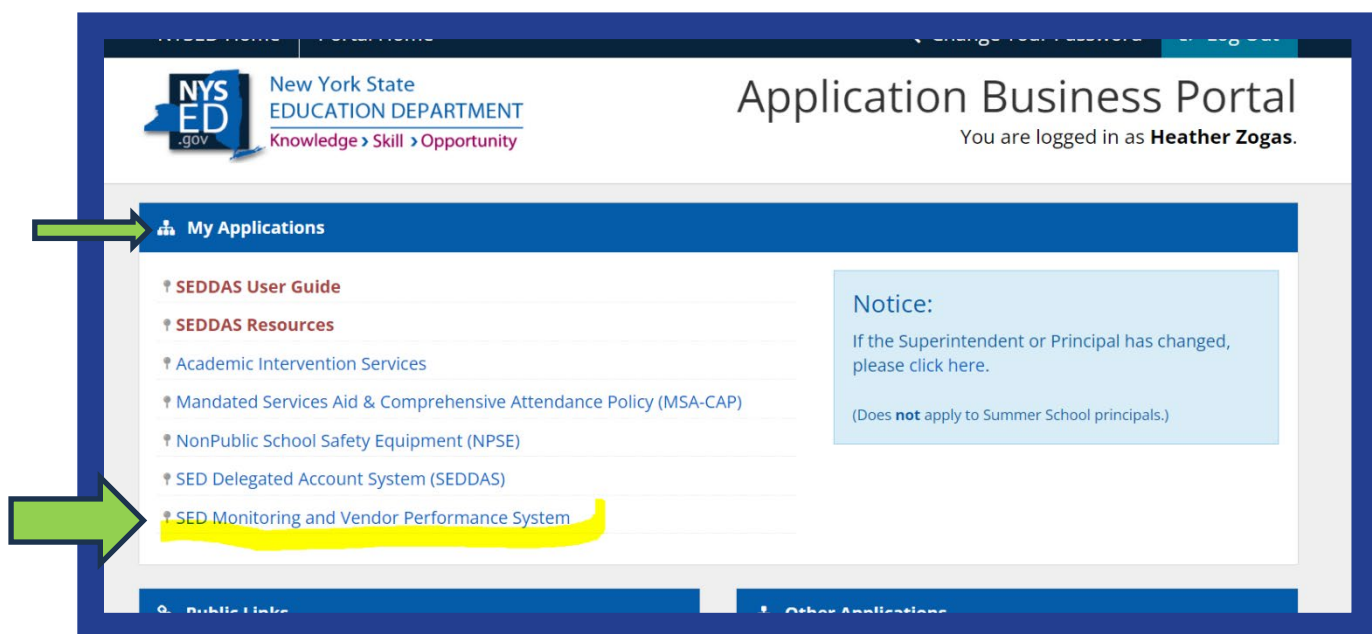
1. Enter [NYSED Business Portal](#) (the sign-on page below will be displayed).
2. If the CEO and CFO listings are correct in [SEDREF](#), enter **Username & Password** and Click **Sign In**.
 - a. Contact [SEDDAS](#) for email & password help



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

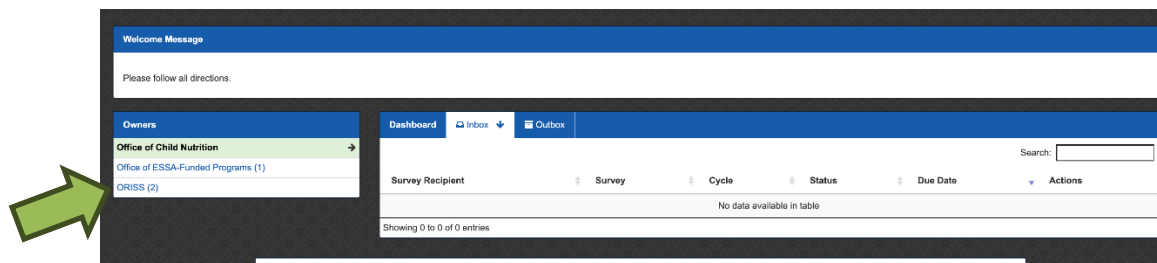
SED Monitoring and Vendor Performance System

1. Under *My Applications*, click “**SED Monitoring and Vendor Performance System.**”
2. If the CEO and CFO listings are correct in [SEDREF](#), you will be able to log in to the portal, but **if you do not see** the SED Monitoring link, contact [ORISS](#) for entitlement access.
3. To perform a SEDDAS password reset, please click [here](#).



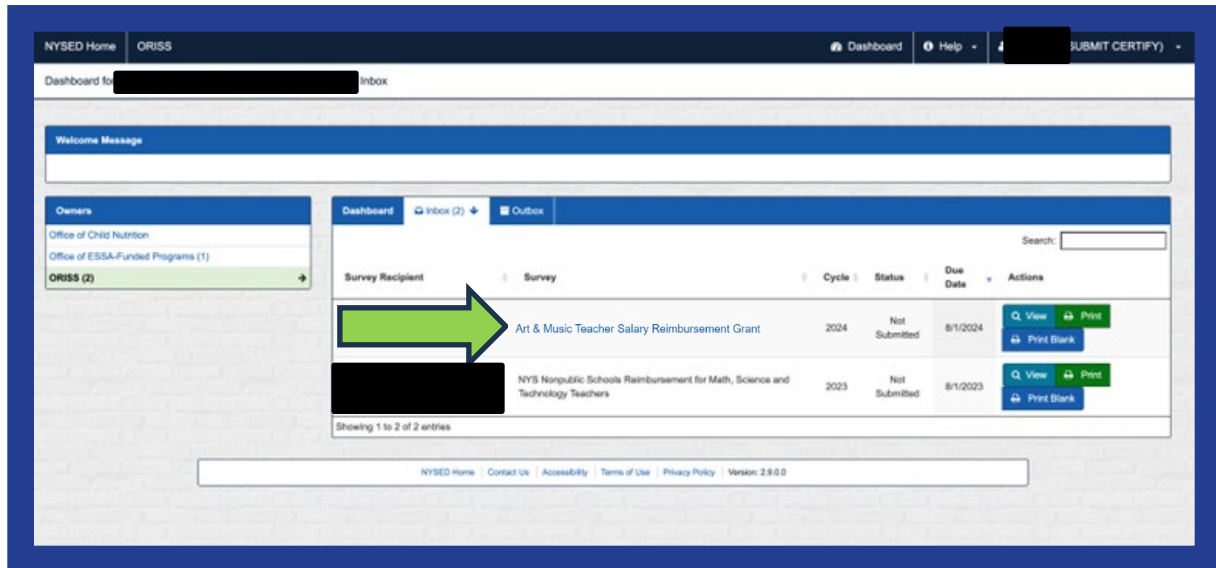
ORISS Surveys Link

1. Once the *SED Monitoring and Vendor Performance System* is accessed, a list of NYSED Program Office surveys that the user can access will be displayed.
2. Select “**ORISS**” (Office of Religious & Independent School Support)



AMTS Year 2 Portal Application link

1. Once the *OR/ISS* link is accessed, a list of *OR/ISS* specific surveys that the user can access will be displayed.
2. Select **“View”** to the right of “Art & Music Teacher Salary Reimbursement Grant”, **“Cycle 2025”**.



Survey Navigation

Navigate through the application by selecting a heading in the *Survey Navigation* box (upper left corner of the page).



School Information Section

To verify a user's school information, please click on "School Information". This will display the School Name, BEDS Code, Institution Id, OSC Vendor Id, Affiliation, LEA District name and user's school physical and mailing addresses. In section #1, please indicate if any changes have been made since 7/1/2024. If any changes in the school information are required, please see the instructions on page 5. This section also includes additional contact information and an AMTS teacher count.

Contact Information

Official notifications about the AMTS grant, including the school's award amount and payment information, will be sent to the individual listed as the school's CEO (Chief Executive Officer) on SEDREF.

The user will need to verify that this information is correct, in section #2. If any changes are required, please see the instructions under Leadership Changes on page 5.

If questions arise during the application review process, they will be sent to the CEO as listed under the Contact Information section. If you would like to list an additional Application Contact for the AMTS review process, please list this contact as an individual designated as an Application Contact in section #3-5. A secondary contact is optional in sections #6-8.

Teacher Count

For section #9, the user will need to enter the number of AMTS teachers they are submitting for the 2025 cycle. If the user's school only employed two (2) eligible AMTS teachers in the 2024-25 school year, enter the number 2 in this section. If the user's school employed seven (7) eligible AMTS teachers in the 2024-25 SY, enter the number 7 in this section. **The teacher count must match the number of teachers being claimed.**

AMTS Application Section

Teacher Information

Complete the requested information on each teacher for whom the school is requesting reimbursement. Please see the AMTS [Documentary Evidence](#) Resource Guide for further information. All teacher information should be submitted under one application.

For each teacher, the school must provide:

- Teacher's full name with documentation of former/alternate name if different names are used on required documents in sections #1-2; **AND**
- For sections # 3-4 Subject area(s) taught with the individual teacher schedule, which must show all classes and responsibilities of this teacher only. Classes included on the individual schedule must also appear on the master schedule to

be reimbursable. PLEASE PROVIDE A NUMBER FOR AMTS ELIGIBLE INSTRUCTIONAL HOURS.

- For section # 5, confirmation of qualifications - either:
 1. NYS certification, **OR**
 2. Eligible master/PhD degree documentation (must show degree area), **OR**
 3. Eligible bachelor's degree documentation (must show degree area) **AND** evidence of current enrollment in eligible master/PhD program (must show degree area), **AND**
- In section #6, employment agreement signed by both the teacher and a school administrator, **AND**
- In section #7, [Grant Attestation](#) form signed by both the teacher and a school administrator. If using an electronic signature, please see the list of acceptable formats below:
 1. Handwritten signatures on faxed or scanned documents
 2. E-signatures that have been authenticated by a third-party digital software, such as DocuSign and Adobe Sign
 3. Stored copies of the images of signatures that are placed on a document by copying and pasting or otherwise inserting them into the documents

Unacceptable forms of e-signatures include:

- i. Typed name, including a signature created by selecting a script or calligraphy font for the typed name of the person "signing".

Grouping Teachers on One Application

After providing required documentation to demonstrate teacher eligibility, select "Add Another Group" in order to add an additional teacher (if needed). This option will be found at the bottom of the Teacher Information page (see image below).

The screenshot displays the NYSED ORISS application interface. The top navigation bar includes links to NYSED Home, ORISS, Dashboard, Main Menu, Help, and the user profile for Heather Z. (NYSED EMPLOYEE). The main content area is titled 'Art & Music Teacher Salary Reimbursement Grant - 2024 - AMTS Documents - Teacher(s) Information - Page Last Modified: 2024-07-02'. On the left, there is a 'Contact Us' section with contact information and a 'Comments' section. The main form area contains two identical upload sections for the 'Teacher Attestation Form', each with a 'Choose File' button, a 'No file chosen' status, and an 'Add Another Upload' button. A red error message 'This question is required.' is displayed below each upload section. At the bottom of the form, the 'Add Another Group' button is highlighted with a yellow circle. A checkbox for 'Delete This Question Group (Will be Deleted on Save)' is also visible.

PLEASE NOTE – all teachers will be grouped/submitted under **one** application. DO NOT create a new application for each teacher submission.

Master Schedule

All applications must include a school master schedule (one copy).

To better assist in identifying the type and matrix used for your master schedule, a new selection tool has been created ([LINK](#)). In addition, further questions have been added to describe the master schedule.

The master schedule must contain the following information:

- Schedules for the entire school year, including all semesters/terms/quarters. List the number of terms in section #2.
- A copy of the daily bell schedule to indicate time of instructional periods if not indicated on the master schedule. Please indicate the number of days in a cycle in section #3 as well as information on the periods in sections #5-7.
- Every course taught at the school (including non-MST eligible subjects and grades), specifying the course name and grade level.
- Every teacher teaching at the school (even those not on the MST application), identified by full name.
 - **If the schedule table does not permit the use of full names, and initials are used, please provide a connecting Key.**
- All grades enrolled in the school building.
- A copy of the matrix/key if it's not included with the master schedule to be uploaded in section #8.

Upload Master Schedule

In section #8, schools may choose to upload an existing master schedule or complete the Master Sample Schedule. Please see the AMTS [Master Sample Schedule](#) if needed.

Course Descriptions

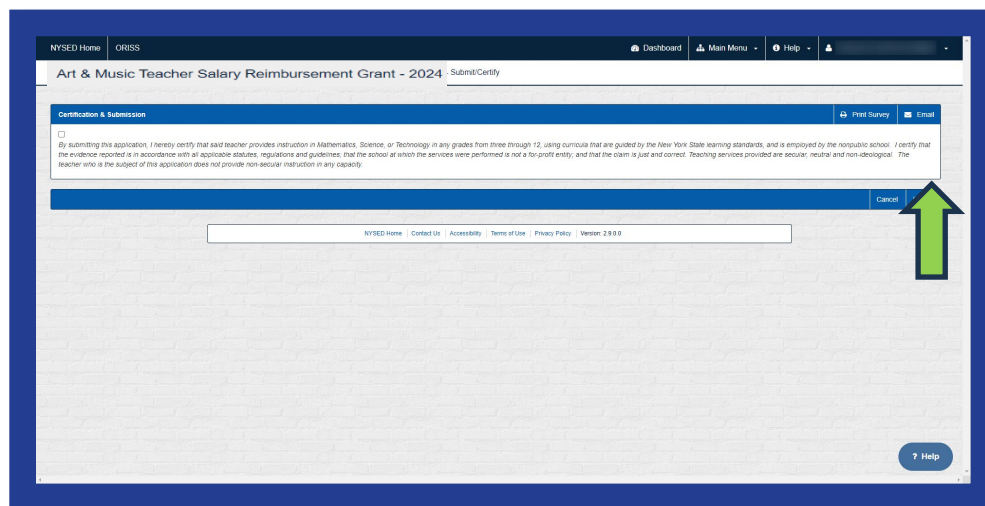
Upload course descriptions for all courses for which the school is requesting AMTS reimbursement. **A copy/printout of the New York State Learning Standards is not a course description.**

1. Please label AMTS course description uploads with the corresponding teacher name. (For instance: course descriptions of Studio in Art, Art History and Photography taught by Jane Smith would be uploaded as "JSmith Courses".)
2. Repeat this process for each AMTS teachers' course descriptions.)
3. Eligible courses should be guided by the New York State Learning Standards, as evidenced by the course description and any corresponding curriculum or curriculum map.

See the [AMTS Documentary Evidence](#) for further information on course description requirements.

Portal Submission

Once all sections have been completed, the CEO will certify and submit the 2025 application for ORISS review. The Submit button will be found at the bottom of the certification agreement as shown below.

The screenshot shows a web application interface for the NYSED ORISS portal. The top navigation bar includes links for 'NYSED Home', 'ORISS', 'Dashboard', 'Main Menu', and 'Help'. The main heading is 'Art & Music Teacher Salary Reimbursement Grant - 2024' with a 'Submit/Certify' link. Below this is a 'Certification & Submission' section containing a checkbox and a paragraph of legal text. At the bottom of this section is a 'Submit' button, which is highlighted by a large green arrow. The footer of the page includes links for 'NYSED Home', 'Contact Us', 'Accessibility', 'Terms of Use', 'Privacy Policy', and 'Version 2.0.0.0', along with a 'Help' button.

After submission, the following will occur:

- Application is submitted. Status will display “Submitted – m/dd/yyyy 00:00am/pm”
- Application will be manually reviewed at a later date.
 - If further information is required by the reviewer an auto-generated message will be sent to the contact(s) stating that the application has been unsubmitted.
 - The user will log back into the application to see which areas have been flagged.
 - A flagged area means that a comment has been left by the reviewer.
 - The user will review the comment and respond accordingly.
 - If further information is requested, the user will upload the requested information.
 - Once all flagged areas have been addressed, the user will resubmit the application for further review.
 - This process will repeat itself if further information is still required.
 - If the user is non-responsive or does not respond promptly, the application may be subject to rejection.
 - If all requirements are not met and further documentation cannot be provided, the reviewer will disapprove the application. Disapproval will only occur if all the teacher(s) in an application are disapproved.
 - If further information is not required, and all requirements have been met, the reviewer will approve the application.
 - An auto-generated email will be sent to the contact(s) notifying of approval.

- Approval of an application may mean one, several or all the teachers grouped in the application have been approved.
- Review must occur for all school applications prior to reimbursement being issued. See the [AMTS Y2 Guidance](#) for further information on the reimbursement process.

Application Submission & Reimbursement

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

Deadline

Schools must submit the completed claim application and accompanying documents by **August 1, 2025**.

Direct Deposit

The Office of the State Comptroller has instituted Automated Clearing House (ACH) as the preferred payment method. This is also referred to as *direct deposit*. We strongly encourage schools which have historically received a reimbursement check to enroll in ACH. ACH payments provide both the sender and receiver with the advantages of improved controls, reduced chances of check fraud, better cash management, and reduced bank charges.

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

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

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

Resources

AMTS Y2 Guidance

AMTS Y2 Non-Portal Application

AMTS Y2 Grant Attestation E-Sign

AMTS Y2 Documentary Evidence

AMTS Y2 Anticipated Subject Areas

AMTS Y2 Sample Master Schedule

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