

# GUIDELINES

## NONPUBLIC SCHOOL MANDATED SERVICES AID FOR THE 2019-2020 SCHOOL YEAR

### General Requirements

**Eligibility** – Any non-profit or not-for-profit Non-public educational institution which was recognized and functioning as a school for students between the ages of kindergarten through twelfth grade with an equivalent educational program to the public schools during the school year of 2019-20 may file. Institution must have filed a timely BEDS report for that year meeting the requirements of the Office of Information and Reporting Services of the New York State Education Department (NYSED)

- x School must be registered with the NYS Statewide Financial System's centralized vendor file and be assigned an OSC Vendor ID in order to receive payment from SEDNY. Any State Agency Payments will be sent to the payees from the Office of the State Comptroller (OSC) utilizing the payee chosen method of payment. Changes must be made by the school through the OSC vendor portal [at www.sfs.ny.gov](http://www.sfs.ny.gov). Click on the Vendor Doing Business in NYS.
- x Review Attachment 1 – Summary of Mandates for an explanation of each mandate to determine school's eligibility for each mandate.
- x All reports required in connection with that mandate must have been submitted according to procedures and timelines established by NYSED to be eligible for reimbursement.
- x In regard to testing, Nonpublic schools should follow the procedures established by the Regional Information Centers (RICs) and SED in order to have test scores on file with the Office of Information and Reporting Services.

**Due Date for submission of 2020 School Year claims** Online claims or paper submissions (MSA and Schedule A/Worksheet) should be received in the Office of Grants Management by close of business **May 15, 2021**.

- x If, based on the submissions received by **May 15, 2021**, funding is not sufficient to pay all claims, payments will be prorated based on available funding. The unpaid balance will be made when additional funds are appropriated for this purpose.
- x Submissions received **after May 15, 2021** will be processed in the order received subject to the availability of funds.
- x **The 2016-17 claim year will be closed effective March 15, 2021**, and no further claims will be accepted for the 2016-17 school year or any year prior to 2016-17.

**Reporting periods**- Claims for reimbursement are based on the mandated services provided during a school year.

- x The school year is defined as July 1 to the following June 30.

1. Please refer to the Special COVID 19 document for guidance pertaining to calculating the Average Hourly Rates [(Annual Gross Salary + Fringe Benefits)/ Total Annual Hours Worked] Claiming Parameters, and Hold Harmless for Exam Cancellations
2. Payroll records showing gross salaries and allowable fringe benefits only the employees providing each mandated service must be accessible upon request

Definitions of Terms - Review Attachment 2 Definitions to become familiar with the various mandated services aid terms before proceeding with the completion of your claim

- x Explanations are required for the following:

When the Pupil Attendance Report PAR claim total exceeds the previous year by 20% or more or

When the claim total reimbursement exceeds the previous year by 20% or more or

When you chose Opening or Closing enrollment and the enrollment varies by more than 20% of the reported BIS data

**Calculation of Hourly Rates-** Hourly Rates must be for the employees providing the mandated service. **Please refer to the Special VO 19 document.**

- x Hourly salary and fringe benefit rates are calculated in the Public School Mandated Services Aid, Schedule A/Worksheet
- x When calculating hourly salary and fringe benefit rates, if the total number of hours the employee is expected to perform required duties is determined based on a standard workday, the number of hours in that workday must be in accordance with established school policy. In accordance with NYS Law, employees who work six hours are to receive at minimum ½ hour unpaid lunch period, which may be subtracted from the total hours required to be performing required duties. If the total hours worked is based on other than a standard workday, documentation of hours worked by each employee must be maintained by the school and be readily accessible.
- x The calculation of hourly rates must include the hours and salaries for those employees that provided the mandated service being claimed.

Example: Reimbursement for Pupil Attendance Reporting (PAR) is provided for taking attendance once per day. The salaries used in the calculation of the hourly rate must include the gross wages and fringe benefits for only those employees performing the task of taking attendance. Typically, the homeroom teacher takes the attendance being claimed as the PAR mandate.

**Time and Effort Standards**

Supplies and Materials Costs for supplies and materials for certain mandates will be automatically reimburse

- x For changes to the payee information and correspondence address changes, please notify the Office of Grants Management. The Payee Information form is available at <http://www.oms.nysed.gov/cafe/forms/>
- x For other changes to your SEDREF file, on the SEDREF search screen, click on the public help icon and follow the directions

**Online or Paper Filing** 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.

### Online Filing

- x Schools must have a User, ID, Password and access to use the online system at <http://portal.nysed.gov>. To obtain a User ID, contact the SEDDAS Help Desk at 878-8832 or email [seddas@nysed.gov](mailto:seddas@nysed.gov)
- x For online system claims, the Chief Executive Officer or Financial Officer as identified in SEDREF must agree to the online certification statement prior to submission.
- x Information entered for each mandate claim must be saved before proceeding to the next mandate. Schools are encouraged to print and save a copy of the completed applicable mandated screens as well as review for accuracy prior to submitting.

### Paper Filing

- x Directions for completing the Schedule A/Worksheet and the MSA1 are located on the cover pages of each form.
- x The BEDS Code, Institution Code and OSC Vendor ID must be completed on the MSA. Please consult SEDREF if you do not know this information.
- x All entries must be legible and be typed or in ink. Pencils not acceptable.
- x The first page of Form MSA (the certification page) must include the school's identifying information and the signature of the Chief Executive Financial Officer as identified in SEDREF.
- x The school's name and address, BEDS, Institution Code, and OSC Vendor ID must be accurate and legible.
- x If incomplete, the MSA may not be entered into the online system and the forms may be returned to the school.
- x If you submit a paper claim, the MSA-Form and Schedule A/Worksheet must be complete and include any required explanations noted on the claim form.

- x Hourly rates must be reported in dollars and cents (e.g., \$26.77 = \$26.77)
- x Combined hours must be rounded to the nearest whole number (e.g., 16.49 and below = 16; 16.50 and above = 17)
- x Expenditures must be rounded to the next highest dollar (e.g., \$455.02 = \$456)

## SUMMARY OF MANDATES

1. Pupil Attendance Report (PAR). Attendance must be recorded once daily, summarized periodically, and maintained on file

reimbursement for ~~all~~ tests administered in accordance with all rules, including retesting, so the school should claim

any retests and be prepared to submit supporting documentation if requested. Reporting correctly in Level 0 will accomplish this task.

Do not claim examination results for students enrolled in other schools, even if the students attended class and/or were tested in the ~~public~~ school. The principal of the school where the student is enrolled is responsible for reporting the examination score and the school where the student is enrolled receives the mandated services aid for the examinations. Please note that the administration of the Second Language Proficiency (SLP) exam is ~~not~~ a reimbursable expense.

5. **Regents Competency Testing Program 002 Test**



the individual pupil immunization records. The school must complete and return the New York State Annual School Immunization Survey Summary Form by the required deadline. New York City schools must send the form to the NYC Health Department & Mental Hygiene Immunization Program; all other eligible schools must send the form to the NYS Department of Health Immunization Program. New York City and State Health Department audits must be completed when required. Schools may not claim more students, no a greater amount of students than claimed in enrollment.

13. New York State Scholarships for Academic Excellence Application (SAE). The mandate relates to submission of the Scholarships for Academic Excellence Nomination Summary Form, listing the nominee(s) and the individual student application forms. The criteria for nominees for the Scholarships for Academic Excellence must be published and made available to students at the beginning of the school year. A high school must use uniform criteria for the selection of scholarship nominees, applicable to all competing students. The criteria must be in accordance with the requirements and timelines established by the New York State Education Department's Office of K-16 Initiatives and Access Programs. More information is available at <http://www.highered.nysed.gov/kiap/scholarships/sae.htm>

The 2019-20 exam was not administered (Please refer to the Special COVID 19 document)

14. Grade Eight Science Test (GEST) The Grade Eight Science Test must be administered and reported to the New York State Education Department's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System. Public schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have the scores reported and reimbursed. Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets. The website for the Office of Curriculum, Assessment and Educational Technology at <http://www.P12.nysed.gov/assessment/> will contain (a)-3.9 (d)-1.2 (s)1 (s)1 (m)-1 8514 Tw 0.335

the teacher functions for the NYSESLAT exam, schools may only use the Administrative and Support functions for reimbursement.

**NYSITELL (partial until March/April)** New York State Identification Test for English Language Learners (NYSITELL) replaces the Language Assessment Battery (LAB-R) as the approved means of initially identifying ELLs in New York State. The purpose of the NYSITELL is to assess English Language proficiency of new entrants whose home language is a language other than English, as indicated on the Home Language Questionnaire. It is used to determine if the student is in need of bilingual and/or ESL services. NYSITELL must be administered in accordance to the rules, regulations and guidelines issued by the New York State Education Department. Student answer sheets must be sent to the RIC or the city Scoring Center for scoring and reporting to the Department.

Note: Teachers who administer the NYSESLAT and/or NYSITELL exam should have a “highly qualified background”, as noted by the NYS Department of Education’s Office of Bilingual Education. “A highly qualified background” is defined as teachers certified in English as a Second Language, special ed in Special Education or Reading Teachers, and some English Language Arts teachers. In order to enhance the appropriate administration of this test, schools may wish to access trainings provided by the Regional Bilingual Education Resource Network (RBERN), or by any educational entities delegated by either RBERN or the Office of Bilingual Education to be comparable. Schools are encouraged to contact either the New York City Office of English Language Learners or the Office of Bilingual Education for more information.

#### 19. RIC and Scoring Center (Please)



compensation that is not related to the teaching or instructional duties. The annual salary paid must be for the services provided during the period July 1 to June 30 of the corresponding year for which reimbursement is being claimed. (Please refer to the [Special COVID-19 document](#)) You must be able to provide evidence that the rates claimed in the hourly rate calculation were for the individuals providing that mandated service.

8. "Fringe Benefits"

10. "Teacher Workshop Fees" paid by the school for test-related training are also reimbursable. (Please refer to the Special COVID 19 documents) These fees may be charged on a per teacher basis or as a flat fee. Documentation of the payment must be maintained and accessible upon request. Teacher workshop expenditures incurred this year for exams scheduled for next year should be included in this year's ISA. As schools are individually reimbursed