2019-20 Mandated Services Aid COVID-19 Special Instructions

This document outlines the standards (mandates) that will be utilized to address COVID-19 closures as it relates to Mandated Services Aid (MSA)/ Comprehensive Attendance Policy (CAP) non-public school reimbursement.

The New York State Education Department (NYSED) and the Division of Budget have approved utilizing a safe-harmless provision for spring 2020 exams for the 2019-20 claim year.

Non-public schools submitting a reimbursement claim for the 2019-2020 school year

- Non-public schools will create a new claim for the 2019-20 school year.

Non-public schools that did not submit a reimbursement claim for the 2018- 2019 school year

- Non-public schools filing claims for the first time should calculate the annual hours and annual school days based upon the pre-COVID-19 2019-2020 school calendar. Annual hours should be calculated as if there was a full school year, with no reduction in hours or days due to COVID-19.

MSA Claiming Guidance

- **Hourly Compensation Rate:**

  o Non-public schools will utilize the same number of hours and days (Standard Workday or Actual hours of employees are varied) they did in 2018-19 school year for their average hourly calculations. Standard Work Day and Actual Hours of Employees Varied will be populated from previous year and the cells will be read only.
  o Non-public schools will use 2019-20 school year salary and fringe costs
  o The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

- **Claiming Parameters:**

  o Reimbursement for all mandates performed during the 2019-20 school year will be calculated using the same parameters/time and effort standards in place for reimbursement of 2018-19 school year costs (i.e., none of the parameters/time and effort standards will change).

- **Hold-Harmless for Exam Cancellations:**

- Hold-harmless will only be provided for reimbursement of tests that were cancelled, based on the number of students that were scheduled to sit for each exam;
- As part of hold-