



Nonpublic School Aid Mandated Services

**Preparing the 2008-09 Claim
Forms, 2007-08 CAP
& Using the Online System
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Presentation Overview

General Information

- **Comprehensive Attendance Policy**
- **Collecting Information and Back Up Data to prepare the MSA claim**
- **Responding to SED Requests for Information**
- **Question & Answer Session**
- **Demonstration of the Online System**
- **Question & Answer Session**



Contact Information

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Electronic Payments

- “Electronic Payments” is the Office of the State Comptroller’s program to maximize efficiency in making State payments to local governments, school districts, vendors, contractors, not-for-profits, payroll deduction agents and other eligible payees.
- For more information about this fast and convenient way to receive your nonpublic school aid, go to <http://www.osc.state.ny.us/epay/index.htm>



School Year 2008-09

MSA Claims

- **The 08-09 claims should be received by December 15, 2009.**
- **An e-mail message will be sent to school administrators when the online system is ready.**



Comprehensive Attendance Policy (CAP)

- **Section 104.1(i) of the Regulations of the Commissioner of Education requires each public school district..and nonpublic elementary, middle and secondary school to adopt a CAP by June 30, 2002**
- **Schools had an additional year to complete implementation—July 1, 2003**
- **2001-02 school year; schools were able to claim \$500 for developing a Comprehensive Attendance Policy**



CAP (continued)

- **The purpose of the policy shall be to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law sections 3205 and 3210 and establish a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies to improve school attendance.**



CAP (continued)

- **Nine elements to be included in the CAP:**
- **1. A statement of the objectives to be accomplished;**
- **2. A description of the specific strategies to accomplish each objective;**
- **3. A determination of which pupil absences, tardiness and early departures will be excused and which will not be excused and an illustrative list of excused and unexcused pupil absences and tardiness;**
- **4. A description of the coding system used to identify the reason for a pupil's absence, tardiness or early departure recorded in the register of attendance;**
- **5. A description of the school's policy regarding pupil attendance and a pupil's ability to receive course credit;**
- **6. A description of the incentives to be employed to encourage pupil attendance and any disciplinary sanctions to be used to discourage unexcused pupil absences, tardiness and early departures;**



CAP (continued)

- **7. A description of the notice to be provided to the parents of a pupil who is absent, tardy or leaves school early without an acceptable excuse;**
- **8. A description of the process to develop specific intervention strategies to be employed by teachers and other school employees to address identified patterns of unexcused pupil absence, tardiness or early departure;**
- **9. Identification of the person(s) designated in each school building who will be responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the comprehensive attendance policy.**



CAP (continued)

- 2006-07 CAP Integrated into the Online System
- 2007-08 CAP Form System Generated – You will receive an e-mail notification when online system is ready for you to certify CAP. CAP form and instructions will be attached to the e-mail.
- Certify that the school has adopted and implemented a comprehensive attendance policy pursuant to Section 104.1(i) of the Regulations of the Commissioner of Education.

<http://www.emsc.nysed.gov/sss/Laws-Regs/Attendance/AttendanceReg104-1.html>



Preparing the MSA Claim

- **Read the Guidelines**

It is crucial that you thoroughly read through the guidelines, as many of the complications that come up would be avoided or minimized if the school knows what is expected of them regarding the form. Lets review some examples now.

- **Assemble Information**

Let's conduct a detailed step by step review of the important documents that should be on hand before you begin completing the MSA Claim.

- **Collect Back Up Data**

Let's go over a number of important items that you should gather together now to both ensure the accuracy of your submission and have available for back up in the event of a review of your claim (which can take place up to 7 years later).



Mandated Services Aid Online System - Statuses

- **Auto Approved**
- **Hold – Program Reviewer May Reject or Approve**
- **Withdrawn**
- **Post Review Pending/Post Review**
- **Approve**
- **Overpayment**
- **Paid/Closed**



New Edits

- **Mandate 6: Graphing calculators claimed 2007-08 and 2008-09**
- **Mandate 19: All fields are required; zero is a valid entry**
- **Closed School – Claim Set to Hold**
- **Claim ELA/Math Exams – Warning Message if no RIC/Scoring Center Changes**



Responding to SED Requests for Information

- **Claim Explanations**

Be clear and specific

- **Hold Reviews**

- **Post Reviews**

A program reviewer may ask for documentation depending on the reason for the hold or post review.



Questions & Answers





Common MSA Mistakes

- Claiming Second Language Proficiency Exams – not reimbursable for 07-08
- Not multiplying the number of days in the work year X the number of hours in the work day to arrive at the total hours of work for all assigned tasks (line 2 in the calculation of the hourly rate) if you have full time staff.
- Using salaries for staff that did not perform the services for the mandate.
- Including stipends in the staff salaries.
- Including substitute teachers.
- Including pre-school students in the BEDS enrollment.
- Using different # of teachers for PAR and BEDS.
- Not entering an explanation for the increase in PAR, BEDS and/or Total Aid.
- Including students from another school in the count of tests administered. If you reported 8 graders in your Oct. BEDS Report, you are sent a Secondary School Examination Report in June.
- Not including Regents Exams for August, January and June in the Secondary Examination Report.
- Using W-2's for staff gross salaries; school year not calendar year.
- Not paying attention to exam data discrepancies.
- Not having documentation to support the claim.



Recordkeeping

- *It is very important that accurate documentation be kept by every school that claims mandated services. Even if your mandated services forms are completed by an independent contractor or diocesan office, the school is responsible for maintaining complete records.*
- Documentation must be maintained for a minimum of 7 years. Records must be available for inspection, monitoring and/or audit by the State Education Department and the Office of the State Comptroller.
- It is recommended that each school create and maintain a mandated services documentation file for each school year that a claim is submitted. The following list identifies types of records that would be recommended documentation to include in the file or otherwise have readily available:



Recordkeeping

- **Payroll records, for only those employees providing the mandated service, including allowable fringe benefits. If you use a payroll service, you will need to put copies of the applicable payroll records in the mandated services aid documentation file.**
- **Salary agreements and/or contracts for those employees providing mandated services.**
- **Time distribution records. You are required to maintain documentation to show that the employee actually provided services such as taking attendance or proctoring exams.**



Recordkeeping

- **Student enrollment records, class schedules or Attendance rosters.**
- **Invoices/cancelled checks or credit card receipts/statements for purchases made to perform mandated services.**
- **Any documentation that supports the information and calculations used to prepare any claim for nonpublic school aid.**
- **Schools must maintain inventory records for calculators and science test kits. Calculators are not a consumable product. The inventory control procedure should include a replenishment cycle to replace aging and broken calculators. Calculators may not be given permanently to students.**
- **Documentation of calculator purchase must be retained for monitoring and/or audit.**



Recordkeeping

- Documentation of the hours that form the basis for a standard workday must be maintained by the school.
- **Information gathering per Comptroller's Audit**
- Documentation must be maintained to show the basis of the calculation for the average hourly rates.
- Schools must maintain inventory records of the science test kits and earth science test kits.
- Evidence of number of students who graduated from high school such as student transcripts.
- Records of student scores on State examinations such as the Individual Student Score Reports, Nonpublic Secondary Examination Report, Comprehensive Information Report.
- Failure to maintain adequate supporting documentation may result in a disallowance or partial disallowance.
- NOTE: This is not an all-inclusive list