

# GUIDELINES

for an explanation of each mandate to determine school's eligibility for each mandate. te (m7Tw 5 0078-12 3432465] 6 H0512848 0 20200045) subject to the availability of funds.

The 2015 claim year was closed effective October 31, 2015. Claims for reimbursement accepted for the 2015-16 school year or any year prior to October 31, 2015.

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

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



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 BEDS data

**Calculation of Hourly Rates** - Hourly Rates must be for the employees providing the mandated service.

Hourly salary and fringe benefit rates are calculated in the Nonpublic School Mandated Services Aid, Schedule A/Worksheet.

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.

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.

**Supplies and Materials** - Costs for supplies and materials for certain mandates will be automatically reimbursed based upon fixed amounts that have been determined to be consistent with actual costs. It is not necessary to maintain documentation for these fixed amount expenditures. Reimbursement rates for supplies and materials are as follows:

Pupil Attendance Report (PAR)	\$10*
Elementary/ Intermediate Assessment in English Language Arts and Math (EIA)	\$110
EIA Printing Costs	\$86**
Regents Examinations (RE)	\$125
NYS Regents Competency Testing and Native Language Writing Test	\$10
High School Graduation & Dropout Report (HSGR)	\$10
Grade Four Science Test (GFST)	\$118
Scholarship for Academic Excellence Application (SAE)	\$10
Grade Eight Science Test (GEST)	\$145
NYS English as a Second Language Achievement Test (NYSESLAT)	\$110

\*per teacher

\*\*per grade level tested

**Science Kits** The costs of test kits will be reimbursed as follows:

Grade Four Science Test (GFST) - \$200, Grade Eight Science Test (GEST) - \$250, Regents Earth Science (RE)–at cost for the 2018-19 school year.

**Note:** Each grade 4 and 8 test kit contain 30 set-ups, which serves up to 30 students. Schools that have fewer than 30 students taking the exam must use the remaining set-ups for the tests administered in subsequent years.

Set-ups are reusable and generally last a minimum of 3 years. The set-ups contain some items that are discarded after each exam. These set-ups must be replenished before administering the next scheduled exam. Allowance for the disposable items in the set-ups is included in the reimbursement fees for supplies and materials.

The Regents Earth Science Kit may be purchased in different sizes, depending on the number of teachers and students. Reimbursement is restricted to complete kits only, not replacement material.

Schools must maintain inventory records of the test kits.

## HOW TO FILE A CLAIM

**Ensure Accuracy of Information on File** - The New York State Education Department maintains information about your institution in a system called State Education Data Reference File (SEDREF).

Prior to submitting an electronic claim or paper MSA-1 Form, the school should review SEDREF to be sure that the information listed is accurate. Information that NYSED has on file for your school is available at: <http://portal.nysed.gov>. Click on SEDREF Query and follow the instructions.

For changes to the payee information and correspondence address changes, please notify the Office of Information and Reporting Services, Education Building Annex – Room 863, Albany, NY 12234. The Payee Information form is available at <http://www.oms.nysed.gov/cafe/forms/>

For other changes to your SEDREF file, on the SEDREF search screen, click on the public help icon and follow the directions

Hourly rates must be reported in dollars and cents (e.g., \$26.77 = \$26.77).

Combined hours must be rounded to the nearest whole number (e.g., 16.49 and below = 16; 16.50 and above = 17).

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 by the school. PAR applies to grades Kindergarten through 12<sup>th</sup> grade only. Do not include enrollment of nursery school or Pre-K students and teachers, post graduate students or pupils with disabilities who are enrolled pursuant to a contract with a public-school district or the Ec

Do not claim



8. **State School Immunization Program (SSIP).** (Note: only applicable to New York City, Rochester and Buffalo). The new appropriation limits participation in this program to schools that have immunization records on file with the New York State Department of Health. Nonpublic schools must develop and enforce a school immunization program. Such immunization programs shall include the collection, verification and completion of the individual pupil immunization records. The school must complete and return the New York State Annual School Immunization Survey Summary Form by the required

12. **Expenditure for Travel Costs to Examination Storage Sites (TSS).** Some schools are required to pick up secure examinations being stored at a neutral site. A copy of an Approved Program Test Storage Plan must be filed with the New York State Education Department. (**Note:** All examinations included in the mandates are secure examinations.)
  
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 selection criteria for nominees for the Scholarships for Academic Excellence must be published



## DEFINITIONS

1. **“Administrative”** includes administrators, principals, and teachers performing administrative functions.
2. **“Classroom Teacher”** as a classification includes a homeroom tea



printing costs under Mandate 2 for ELA/Math, any claim for workshop