

Nonpublic School Aid Mandated Services Aid (MSA) & Comprehensive Attendance Policy (CAP)

**Guidance for Preparing the 2019-20 Claim
& Utilizing the MSA Online System**

New York State Education Department

Office of Grants Management

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Presentation Overview

- ❖ General Information
- ❖ What's New
- ❖ Completing MSA Forms

Documentation must be maintained for all MSA related expenditures.



General Information

Contact Information

Grants Management

518: 474-3936

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- ❖ The MSA Web-based System is accessible via the Department's web portal (<http://portal.nysed.gov>)
- ❖ NYSED Business Portal Username & Password Help: 518-473-8832
- ❖ Mandated Services Aid (MSA):
<http://www.p12.nysed.gov/nonpub/mandatedservices/>
- ❖ Comprehensive Attendance Policy (CAP): <http://www.p12.nysed.gov/nonpub/mandatedservices/cap/>
- ❖ Information and Reporting Services: www.emsc.nysed.gov/irts/
518-474-7965
- ❖ Office of State Assessment:
<http://www.p12.nysed.gov/assessment/contact-osa.html>
518-486-5765

Check SEDREF

- ❖ The Department's authoritative source for institutional information
- ❖ To see your institution's information, go to <http://portal.nysed.gov>
- ❖ Click on SEDREF Query which appears under "Public Links" column



What's New

Changes to the Mandated Services Aid Forms/Online System School Year 2019-20

- ❖ **The 19-20 claims should be received by **May 15, 2021**.**
- ❖ **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.**
- ❖ **Schools with claims on hold can now upload documents to the MSA system. The claims in hold status will be reviewed and the reviewer will send request to schools to provide documentation. The schools will be able to access their claims in the MSA system and upload requested document/s.**

Changes to the Mandated Services Aid Forms/Online System continued

Special COVID-19 Document

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:

- ❖ 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.
- ❖ Non-public schools will use 2019-20 school year salary and fringe costs
- ❖ The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

Changes to the Mandated Services Aid Forms/Online System continued

Special COVID-19 Document-Claiming Guidance

Claiming Parameters:

- ❖ 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-harmless, NYSED will also reimburse costs for workshops, supplies/materials, printing, shipping, test storage, RIC test scoring and testing kits; and
- ❖ Reimbursement for exams that were administered would be based on the number of students that actually sat for each exam.

Changes to the Mandated Services Aid Forms/Online System continued Special COVID-19 Document-Claiming Guidance

Mandate 4 Regents Examinations (RE)

- ❖ This includes the administration of Regents exams. Enter the Staff (teacher, administrator, support) that would have proctored the exam. Non-public schools will claim the actual number of exams reported for the August 2019 and January 2020 exams that were administered before COVID. In addition, Non-public schools were required to enter into NYSED's database the students who were eligible and scheduled to take the June 2020 Regents exams in a special category called "exempt". The "exempt" exams should be included as well. The MSA system will have the data related to the June 2020 Regents already populated in the system together with the August 2019 and January 2020 exams.

Reminder:

- ❖ Non-public schools will use 2019-20 school year salary and fringe costs.
- ❖ The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

Changes to the Mandated Services Aid Forms/Online System continued

Special COVID-19 Document-Claiming Guidance

Mandate 2: Elementary and Intermediate Assessment in English Language Arts and Math (EIA),

- ❖ This includes the administration of ELA and Math testing for Grades 3-8. Enter the Staff (teacher, administrator, support) that would have proctored the exam. The school should utilize the pre-printed rosters showing the number of exams or the detailed billing summary showing the number of exams provided by the BOCES. This list should accurately reflect the students that were scheduled to take the exams.

Reminder:

- Non-public schools will use 2019-20 school year salary and fringe costs.
- The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

Changes to the Mandated Services Aid Forms/Online System continued

Special COVID-19 Document-Claiming Guidance

Mandate 11: Grade Four Science Test (GFST)

- ❖ This includes the administration of Science Exam for Grade 4. Enter the Staff (teacher, administrator, support) that would have proctored the exam. The school should utilize the pre-printed rosters showing the number of exams or the detailed billing summary showing the number of exams provided by the BOCES. This list should accurately reflect the students that were scheduled to take the exams.

Reminder:

- ❖ Non-public schools will use 2019-20 school year salary and fringe costs.
- ❖ The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

Changes to the Mandated Services Aid Forms/Online System continued

Special COVID-19 Document-Claiming Guidance

Mandate 12: Travel to Storage Sites (TSS)

- ❖ This includes travel to storage site for picking up various exams. As part of hold-harmless, NYSED will reimburse costs for travel to storage sites.

Mandate 14: Grade Eight Science Test (GEST)

- ❖ This includes the administration of Science Exam for Grade 8.-Enter the Staff (teacher, administrator, support) that would have proctored the exam. The school should utilize the pre-printed rosters showing the number of exams or the detailed billing summary showing the number of exams provided by the BOCES. This list should accurately reflect the students that were scheduled to take the exams.

Reminder:

- ❖ Non-public schools will use 2019-20 school year salary and fringe costs.
- ❖ The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

Changes to the Mandated Services Aid Forms/Online System continued

Special COVID-19 Document-Claiming Guidance

Mandate 18: New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners(NYSITELL)

- ❖ This includes the administration of NYSESLAT/NYSITELL exams. Enter the Staff (teacher, administrator, support) that would have proctored the exam. The school should utilize the pre-printed rosters showing the number of exams or the detailed billing summary showing the number of exams provided by the BOCES. This list should accurately reflect the students that were scheduled to take the exams.

Reminder:

- ❖ Non-public schools will use 2019-20 school year salary and fringe costs.
- ❖ The hourly compensation rate will be calculated using 2019-20 salary/fringe costs and 2018-19 hours/days for all applicable mandates.

Mandate 19 RIC/Scoring Center Costs

- ❖ This includes reimbursement of the costs of RIC and Scoring Center expenses.
- ❖ RIC, (Mandate 19) will be reimbursed based upon actual costs incurred by the non-public schools. It is NYSED's understanding that the RIC's are charging the non-public schools a reduced amount for scanning/scoring expenses.

Changes to the Mandated Services Aid Forms/Online System (continued)

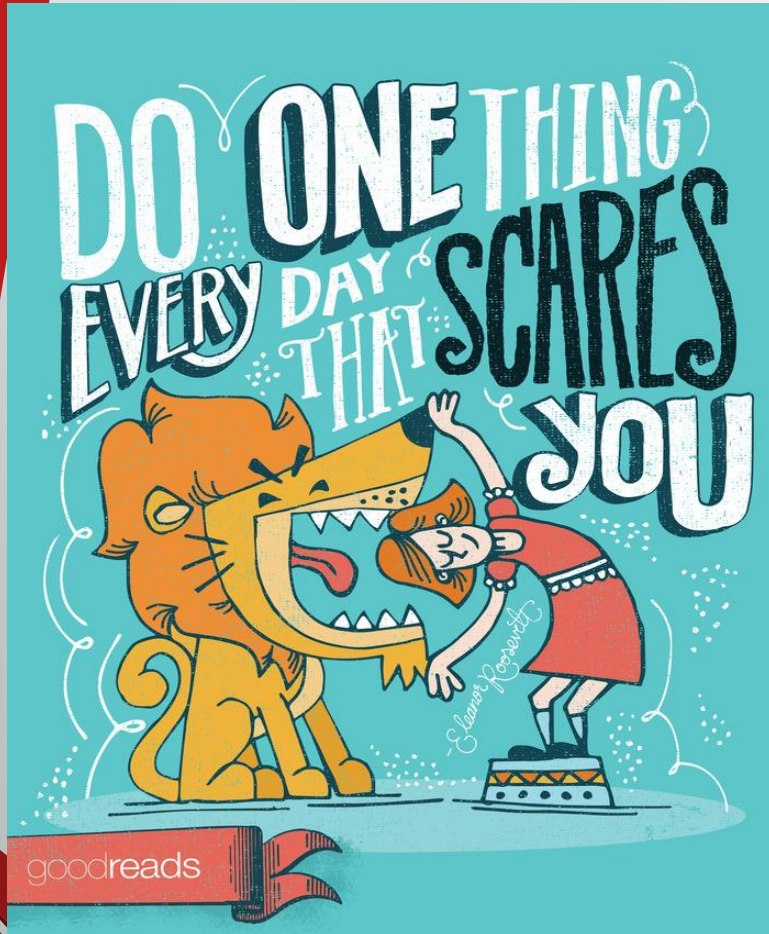
School Year 2019-20

- ❖ **Mandate 4 – Global History and Geography have been revised to include the following exam:**
 - ❖ **New Framework Exam Global History and Geography II**
- ❖ **Mandate 8 – The SSIP, State School Immunization Program, rate has been set at \$3.77. The new appropriation limits participation in this program to New York City, Rochester, Buffalo schools that have immunization records on file with the New York State Department of Health.**



Completing MSA Forms

Althea's Favorite Quote



Completing the Forms

Getting Started

- ❖ Please read the accompanying Guidelines for the 2019-20 school year before completing the Mandated Services Aid forms.
- ❖ In addition to other information, the Guidelines describe requirements for each mandate and recordkeeping, and provide important information about calculating hourly rates and expenditures.

Entering the MSA Claim

- ❖ After you click on the **<All the information is correct>** button, the following information will appear:
- ❖ School year **<2017-18>** **<2018-19>** and **<2019-20 buttons>**
- ❖ Institution ID
- ❖ Beds Code
- ❖ Claim Number – includes year and inst. ID
- ❖ Amendment Number
- ❖ Claim Status
- ❖ Received date
- ❖ Entry Type
- ❖ **<Edit>**, **<Print>**, and **<Withdraw Claim>** buttons

Completing the Forms (continued)

- ❖ Assemble testing records, the Graduation and Dropout Report, BEDS Report, attendance records, invoices for test kits, teacher workshop fees, calculators, scoring center costs, etc. and any other documentation that supports the mandated services aid claim for each mandate.
- ❖ Gather employee records showing gross salary, hours worked and allowable fringe benefits.
- ❖ You need to know how many employees provided the service—line 1.
- ❖ Enter the total hours the employees worked—line 2.
- ❖ Enter the total salaries for the employees—line 3.
- ❖ Enter the total employee benefits—line 4.
- ❖ The system calculates the total salaries and benefits—line 5.
- ❖ The system calculates the Average Hourly Rate—line 6.

Entering the MSA Claim BEDS Enrollment

- ❖ Click on the “**Enrollment**” button.
- ❖ The ***BEDS Enrollment Screen*** will be displayed.
- ❖ Enrollment data is displayed and populated in the data entry field. Drop down defaults to BEDS on File; change to Opening or Closing if you are entering different values.
- ❖ Click on the <**Save Form**> button at the top of the screen.
- ❖ **Note:** If the BEDS enrollment figure you entered exceeds what was submitted on the BEDS Report by 20%, an explanation will be required.
- ❖ A box will appear on the screen for entry of the explanation. The claim cannot be submitted until something is entered in the explanation box.

BEDS Enrollment Screen

Enrollment

Enrollment

Enrollment is used to determine average class size in calculating PAR reimbursement. Enter the highest of opening, closing or BEDS enrollment below and check enrollment used.

Opening enrollment is the number of pupils who were in attendance on the first day of school plus those who were registered but were absent on opening day.

Closing enrollment is the number of pupils still enrolled when school closed at the end of the year.

BEDS enrollment is the number submitted to the State Education Department based on a count taken during the first week of October 2017.

Pupils in ungraded classes should be counted as ungraded elementary if under 13 years of age and ungraded secondary if 13 years old or older.

Do not include enrollment of nursery school or pre-kindergarten pupils, postgraduate students or pupils with disabilities who are enrolled pursuant to a contract with a public school district or the State Education Department.

| Grade Level | 2017-2018 Enrollment | 2017-2018 Enrollment on File |
|---|---|------------------------------|
| 1. Grades K-6 | <input type="text" value="183"/> | 183 |
| 2. Grades 7-8 | <input type="text" value="53"/> | 53 |
| 3. Grades 9-12 | <input type="text" value="0"/> | 0 |
| 4. Ungraded Elementary | <input type="text" value="0"/> | 0 |
| 5. Ungraded Secondary | <input type="text" value="0"/> | 0 |
| 6. Total Enrollment (system generated) | 236 | 236 |
| Select opening, closing or Beds on file | <input checked="" type="radio"/> Beds On File <input type="radio"/> Opening <input type="radio"/> Closing | |

Comprehensive Attendance Policy (CAP) Certification

☒ I am certifying that this school has adopted and implemented a comprehensive attendance policy pursuant to Section 104.1(i) of the Regulations of the Commissioner of Education.

☐ Not Certified

Save CAP Status

Cap is Certified

Comprehensive Attendance Policy (CAP)

\$24,868.00

TOTAL SCHOOL AID 2017-2018 School Year

\$72,339.00

SUMMARY OF EXPENDITURES

CAP
Expenditures

Comprehensive Attendance Policy (CAP)

| Comprehensive Attendance Policy (CAP) | | | | | | | |
|---------------------------------------|--|--------------------------------------|---|--|---|---------------|--|
| Average hourly rate reported on File | | TEACHERS | | ADMINISTRATORS | | SUPPORT STAFF | |
| | | \$69.21 | | \$115.60 | | \$54.16 | |
| (1) Employee Group | (2) Total# of Pupils (Take from Total Enrollment) | (3) Fixed CAP Parameter Per Pupil | (4) Enrollment x Parameter (System Generated) | (5) Hourly Rate for Salaries and Benefits (System Generated) | (6) Expenditures (System Generated) | | |
| Teacher | Grades K-6 and Ungraded Elementary 183 | 0.17 | 31 | \$69.21 | \$2,146.00 | | |
| Administrative | | 0.125 | 23 | \$115.60 | \$2,659.00 | | |
| Support Staff | | 0.125 | 23 | \$54.16 | \$1,246.00 | | |
| Total Expenditures for K-6 | | | | | \$6,051.00 | | |
| (1) Employee Group | (2) Total# of Pupils (Take from Total Enrollment) | (3) Fixed CAP Parameter Per Pupil | (4) Enrollment x Parameter (System Generated) | (5) Hourly Rate for Salaries and Benefits (System Generated) | (6) Expenditures (System Generated) | | |
| Teacher | Grades 7-12 and Ungraded Secondary 53 | 4.13 | 219 | \$69.21 | \$15,157.00 | | |
| Administrative | | 0.35 | 19 | \$115.60 | \$2,197.00 | | |
| Support Staff | | 0.50 | 27 | \$54.16 | \$1,463.00 | | |
| Total Expenditures for 7-12 | | | | | \$18,817.00 | | |
| Total Expenditures | | | | | \$24,868.00 | | |

Entering the MSA Claim Pupil Attendance Reporting (PAR)

- ❖ Click on the button for “**standard workday**” or “**actual hours of employees are varied**”.
- ❖ If “**standard workday**” is selected, enter the # of days in the school year and # of hours in the workday for teachers, administrators and support staff.
- ❖ The # of days in the school year and at least one entry for # of hours in the workday are required fields.

Mandate 1: Pupil Attendance Reporting (PAR)

Calculation of Hourly Rate & Calculation of Expenditures

- ❖ Enter data for line #1. Use the “tab” key to move to the next data entry field.
- ❖ Continue entering data for lines 2-4. When you get to the end of line 4, tab again. If you enter a comma in the number, you will receive an error message after you click on the <Save Form> button.
- ❖ Enter the total # of teachers taking daily attendance.
- ❖ Click on the <Save Form> button.
- ❖ The system calculates the information for lines 5-6 for the calculation of hourly rates and columns 3, 4, 5 & 6 for the calculation of expenditures.
- ❖ Note: If the PAR total exceeds last year’s PAR by a 20%, an explanation will be required. A warning message will appear at the top of the screen.
- ❖ A box will appear on the screen for entry of the explanation. The claim cannot be submitted until something is entered in the explanation box.

Mandate 1: PAR Screen

Mandate 1

Pupil Attendance Reporting (PAR)

Select the option that applies:

☒ Standard Work Day ☐ Actual hours of employees are varied

| | Teachers | Administrators | Support Staff |
|----------------------------------|----------|----------------|---------------|
| # of Days in the School Year for | 180 | 190 | 190 |
| # of Hours in the Work Day for | 5.00 | 5.00 | 5.00 |

| | Teachers | Administrators | Support Staff |
|---|--------------|----------------|---------------|
| 1. Total number of staff employed by school who participated in Pupil Attendance Reporting (PAR) | 10.00 | 1.00 | 1.00 |
| 2. Reported hours of work for all assigned tasks performed by employees reported in item 1. | 9,000.00 | 950.00 | 950.00 |
| 3. Total salaries paid for all services performed by employees in item 1. | \$473,252.00 | \$95,193.00 | \$41,412.00 |
| 4. Total employee benefits paid on salaries reported in item 3. | \$149,628.00 | \$14,627.00 | \$10,038.00 |
| 5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates) | \$622,880.00 | \$109,820.00 | \$51,450.00 |
| 6. Average hourly rate. (do not enter; system calculates) | \$69.21 | \$115.60 | \$54.16 |

Calculation of Expenditures.

| (1) Employee Group | (2) Total # TEACHERS Taking Daily Attendance | (3) Enter Appropriate Parameter (system generated) | (4) Combined Hours (system generated) | (5) Hourly Rate for Salaries and Benefits (system generated) | (6) Expenditures(system generated) |
|--|---|---|--|---|---------------------------------------|
| Classroom Teacher | 10 | 40.0 | 400 | \$69.21 | \$27,684.00 |
| Administrative | (leave blank) | 7.5 | 75 | \$115.60 | \$8,670.00 |
| Support Staff | (leave blank) | 7.0 | 70 | \$54.16 | \$3,792.00 |
| Supplies and Materials (\$10 per Teacher) (system generated) | | | | | \$100.00 |
| Total Expenditures PAR(system generated) | | | | | \$40,246.00 |

Mandate 2: Elementary and Intermediate Assessment in English Language Arts and Math (EIA) Calculations of Hourly Rate, Combined Hours, & Expenditures

Calculation of Hourly Rate

- ❖ Enter data for line #1. Use the “**tab**” key to move to the next data entry field.
- ❖ Continue entering data for lines 2-4. When you get to the end of line 4, **tab** again.
- ❖ If you enter a comma in the number or if you enter a character instead of a number in any of the fields, you will receive an error message saying “**not a valid number**” after you click on the <**Save Form**> button. A caution sign will appear next to the field that caused the problem.

Mandate 2: EIA Screen

Mandate 2

Elementary and Intermediate Assessment in English Language Arts and Math (EIA)

Calculation of Hourly Rate

| | Teachers | Administrators | Support Staff |
|---|--------------|----------------|---------------|
| 1. Total number of staff employed by school who participated in Elementary and Intermediate Assessment in English Language Arts and Math (EIA). | 11.00 | 1.00 | 1.00 |
| 2. Reported hours of work for all assigned tasks performed by employees reported in item 1. | 9,900.00 | 950.00 | 950.00 |
| 3. Total salaries paid for all services performed by employees in item 1. | \$594,508.00 | \$95,193.00 | \$48,771.00 |
| 4. Total employee benefits paid on salaries reported in item 3. | \$139,063.00 | \$14,627.00 | \$7,905.00 |
| 5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates) | \$733,571.00 | \$109,820.00 | \$56,676.00 |
| 6. Average hourly rate. (do not enter; system calculates) | \$74.10 | \$115.60 | \$59.66 |

Time and Effort Standards Calculation of Combined Hours (Minimum hour per exam type varies)

| Grade | Number of Exams Claimed | Number of Exams on File | Field Test Given | Calculation |
|--|-------------------------|-------------------------|------------------|-------------------|
| Grade 3 ELA | 0 | 0.0 | | (0 X 0.75)=0.00 |
| Grade 3 Math | 0 | 0.0 | | (0 X 0.55)=0.00 |
| Grade 4 ELA | 31 | 31.0 | | (31 X 0.75)=23.25 |
| Grade 4 Math | 30 | 30.0 | | (30 X 0.6)=18.00 |
| Grade 5 ELA | 0 | 0.0 | | (0 X 0.9)=0.00 |
| Grade 5 Math | 0 | 0.0 | | (0 X 0.65)=0.00 |
| Grade 6 ELA | 28 | 28.0 | | (28 X 1)=28.00 |
| Grade 6 Math | 28 | 28.0 | | (28 X 0.8)=22.40 |
| Grade 7 ELA | 0 | 0.0 | | (0 X 1)=0.00 |
| Grade 7 Math | 0 | 0.0 | | (0 X 0.75)=0.00 |
| Grade 8 ELA | 27 | 27.0 | | (27 X 1)=27.00 |
| Grade 8 Math | 28 | 28.0 | | (28 X 0.8)=22.40 |
| Mandate 2: Total Combined Hours (system generated) | | | | 141 |

a. General Expenditures

| (1) Employee Group | (2) Combined Hours | (3) Hourly Rate for Salaries and Benefits (system generated) | (4) Expenditures (system generated) |
|---|-----------------------|---|--|
| Classroom Teacher | 141 | \$74.10 | \$10,449.00 |
| Administrative (4.25 hours per grade + 1 hour if field test; system generated) | 13 | \$115.60 | \$1,503.00 |
| Support Staff (5 hours per grade + 1 hour if field test; system generated) | 15 | \$59.66 | \$895.00 |
| Supplies, cost of shipping exams to and from scoring site | | | \$110 |
| Printing Costs \$86 x # of grades (system generated) | | | 258 |
| Total General Expenditures EIA (system generated) | | | \$13,215.00 |

b. Teacher Workshop Expenditures (see the Guidelines for this definition)

| (1) Employee Group | (2) Total Hours of Allowable Workshop Training | (3) Hourly Rate for Salaries and Benefits (system generated) | (4) Expenditures (system generated) |
|--|---|---|--|
| Classroom Teacher | 33 | \$74.10 | \$2,446.00 |
| Workshop Fees | 0 | | \$2,446.00 |
| Total Workshop Expenditures (system generated) | | | \$2,446.00 |

HOLD CLAIMS: UPLOAD DOCUMENT REQUEST

- ❖ Schools with claims on hold can upload documents to the MSA system. The claims in hold status will be reviewed and the reviewer will send request to schools to provide documentation. The schools will be able to access their claims in the MSA system and upload requested document/s.
- ❖ School will receive an e-mail for the request. The document request text will be in the e-mail.

MSA: Document Request of Institution ID: 800000044336(TREF)(To User: wcapece@xaverian.org.)



emscmsa@nysed.gov(emscmsa@nysed.gov via nysed.gov)

To Michael Gunderson; Jack Bouton

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HOLD CLAIMS: UPLOAD DOCUMENT REQUEST (continued)

- ❖ Schools can upload a file by selecting the SELECT button.

| | |
|--|--|
| Cap is Certified | |
| Comprehensive Attendance Policy (CAP) | \$750,826.00 |
| TOTAL SCHOOL AID 2018-2019 School Year | \$232,741.00 |
| SUMMARY OF EXPENDITURES | |
| Save Note | |
| Claim Note: 04/6/20-School claim is over 300000 which has been reviewed in the past. Days and Hours claimed are consistent with guidelines. There was an increase in enrollment which led to an increase in the number of teachers participating as well as exams administered. Claim appears reasonable for this size school. Ok to approve. AJJ | |
| File Name | File Request |
| Select | Please upload proof of something or other. |

HOLD CLAIMS: UPLOAD DOCUMENT REQUEST (continued)

- ❖ Select the CHOOSE FILE button to choose the file to upload, then hit the UPLOAD File button.

The screenshot shows a web interface for uploading a document. At the top, there is a large white rectangular area. Below it is a light blue bar containing a 'Choose File' button and a text input field with the value 'GAP_REPORT.xlsx'. Underneath this bar is a table with two columns: 'File Name' and 'File Request'. The 'File Request' column contains a red error message: 'Please upload proof of something or other.'. At the bottom left of the table is an 'Upload File' button. The entire form is set against a light blue background with a yellow border at the bottom.

| File Name | File Request |
|-----------|--|
| | Please upload proof of something or other. |

HOLD CLAIMS: UPLOAD DOCUMENT REQUEST (continued)

- ❖ After the file is uploaded, there will be a link that both the schools and the reviewer can view and download.

Claim Note:

04/6/20-School claim is over 300000 which has been reviewed in the past. Days and Hours claimed are consistent with guidelines. There was an increase in enrollment which led to an increase in the number of teachers participating as well as exams administered. Claim appears reasonable for this size school. Ok to approve. AJJ

File Name

[GAP_REPORT.xlsx](#)

File Request

Please upload proof of something or other.

Submitting Claims: Warning Messages

- Expanding summary of expenditures will show the user the warnings associated with the claim.

There is an edit that is preventing this claim to be submitted.

No Enrollments

☐ I am certifying that this school has adopted and implemented a comprehensive attendance policy pursuant to Section 104.1(i) of the Regulations of the Commissioner of Education.

☐ Not Certified

Comprehensive Attendance Policy (CAP)

TOTAL SCHOOL AID 2017-2018 School Year

Submitting the MSA Claim

- ❖ When all errors have been corrected, an **<I agree>** button will appear at the top of the Section I - Summary of Expenditures screen.
- ❖ Read the certification statement--
- ❖ *I certify that the expenditures reported have been incurred and calculated in accordance with all applicable statutes, regulations and guidelines; that the claim is just and correct; and that the balance is due and owing.*
- ❖ Click on the **<I agree>** button.
- ❖ Click on the **<submit claim>** button.
- ❖ The system returns you to the “**home**” screen and displays the status of the claim.

MSA Screen

Submitting the MSA Claim

The screenshot shows the NYSED MSA submission interface. At the top left is the NYSED logo and a link to the 'SED's Web Accessibility Policy'. The main form area displays 'Name: SAINT BERNADETTE CATHOLIC ACADEMY', 'Vendor ID: 1000000430', and 'Viewing Year: 2019-2020'. Below this are buttons for 'Available Forms', 'Inst Id: 800000044338', 'Change School', 'Claim Note', and 'Submit Form'. A confirmation dialog box is overlaid in the center, containing the text: 'I certify that the expenditures reported have been incurred and calculated in accordance with all applicable statutes, regulations and guidelines; that the claim is just and correct;'. The dialog has 'OK' and 'Cancel' buttons. On the right side of the screen, there is a box labeled 'MSA' with the 'SED Code: 332000126020'.

NYSED.gov [SED's Web Accessibility Policy](#)

Name: SAINT BERNADETTE CATHOLIC ACADEMY Vendor ID: 1000000430
Viewing Year: 2019-2020

Available Forms Inst Id: 800000044338 Change School Claim Note

Submit Form

I certify that the expenditures reported have been incurred and calculated in accordance with all applicable statutes, regulations and guidelines; that the claim is just and correct;

OK Cancel

MSA
SED Code: 332000126020