

# MANDATED SERVICES AID ONLINE SYSTEM USER GUIDE

## GENERAL INFORMATION

Mandated Services Aid (MSA) is a New York State funded reimbursement program for nonpublic schools. The schools receive reimbursement for the state mandates that they have met in order to receive the aid.

A school must have met the requirements of the mandate and have documentation to support it.

A reimbursement request, or claim, will be processed utilizing the MSA online or paper application. 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.

**Application Submission:** Online submission: <https://eservices.nysed.gov/msa/> or utilize the following methods for completed MSA-1 and Schedule A/Worksheet paper application:

- Email claims to [emscmsa@mail.nysed.gov](mailto:emscmsa@mail.nysed.gov)
- Fax claims to 518-474-4674

The MSA Web-based System is accessible via the Department's web portal (<http://portal.nysed.gov>). The system improves internal controls and the efficiency of the claims process for nonpublic school mandated services reimbursement aid.

Filing for Mandated Services is a voluntary process, requiring schools to keep abreast of the changes and notices so that they can properly comply. This can easily be done by having the Chief Financial Officer and MSA Contact keep a current email address on file in the State Education Data Reference File (SEDREF), and to check for updates weekly at the Nonpublic Schools web site.

The MSA online system links to information that has been submitted to the Office of Information Reporting Services (IRS), and other Department offices. BEDS data, elementary and secondary examination data, and Regents examination data will automatically populate and be displayed in READ ONLY FIXED FIELDS for the applicable mandates. Schools are unable to enter data in these fields.

If the data tolerance level that the Office of Grants Management established is exceeded, a warning message will appear at the top of the screen. The claim will be set to a specific status, usually the HOLD status. Refer to STATUSES listing which follows. Review system help features, MSA Guidelines for assistance or contact Grants Management Office.

Claims which generate a tolerance edit require the school to revise that mandate. Options exist and are required to allow claim to be submitted and approved, per MSA Guidelines.

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.

The buttons for Mandate 7, High School Registration, and Mandate 8, New York State School Immunization Program (SSIP), will be disabled for some schools and schools will not be able to enter claim data for that mandate.

Mandate 7 is a onetime payment. If a school has been previ



notified, and the school must issue a refund. Overpayment not refunded to the Department will be deducted from the next issuing claim year amount.

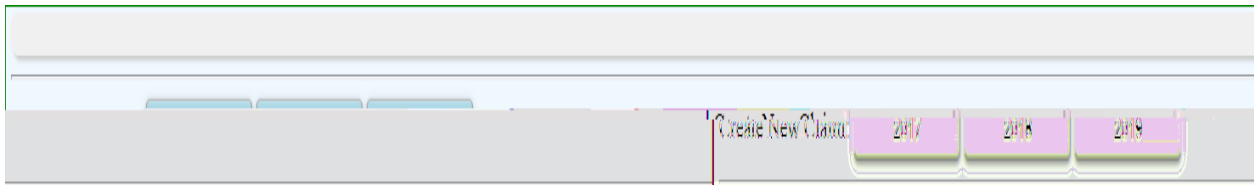
Closed: The Office of the State Comptroller has issued either an electronic payment or check, the MSA/CAP system lists claim as closed. New claim requests can be done.

Closed School Status: Closing is handled by [redacted] Tw 2.33 0 5ctmd[ta TTW 0.61 0 Td]1 8 (s)

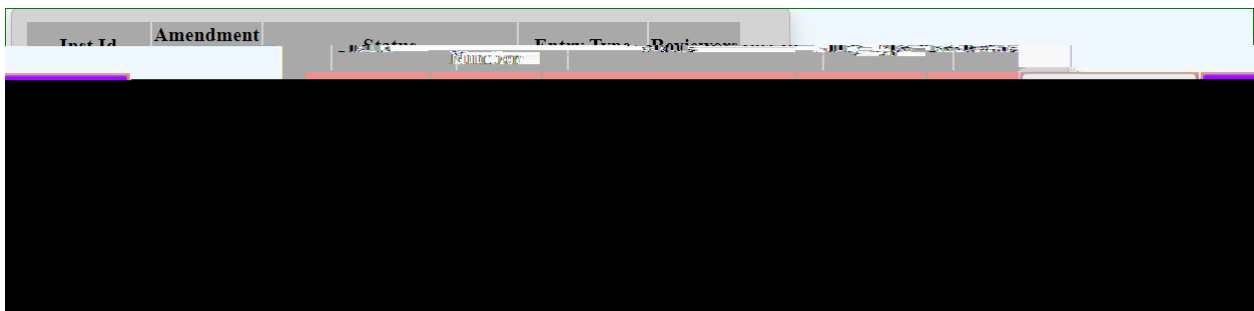


- x Three years of claims will be displayed for the user. The user has the following options for a claim.

Select a claim year to view or edit for the last three years. User can view either open or closed claims for the last three years. Closed claims can only be viewed and printed. User can only work on one claim year at a time. Once the claim is approved and closed, the User can work on another claim year. Create a new claim for a claim year that is available.

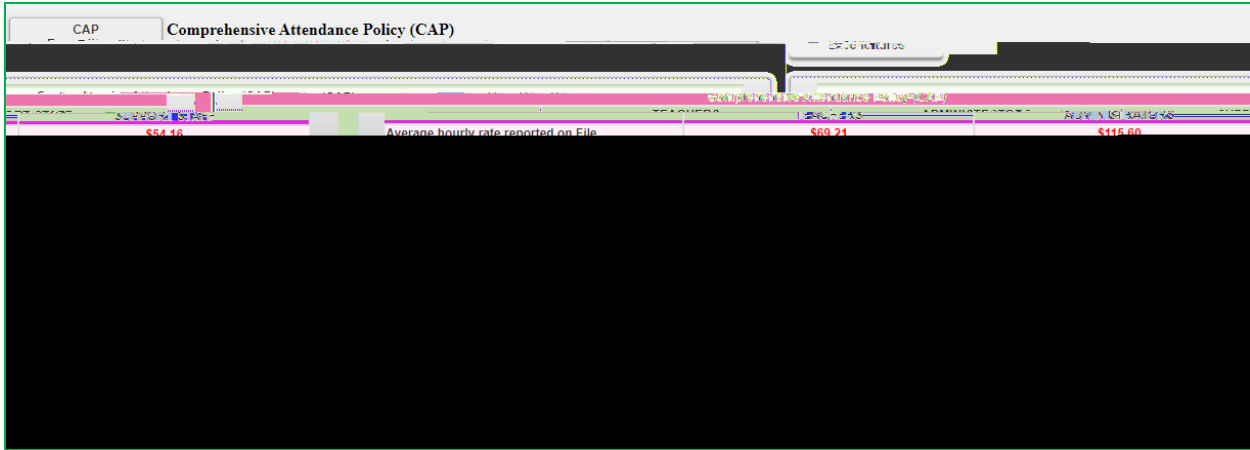


- x User can select the claim year to edit by clicking on the <Edit> button for the open claim year.

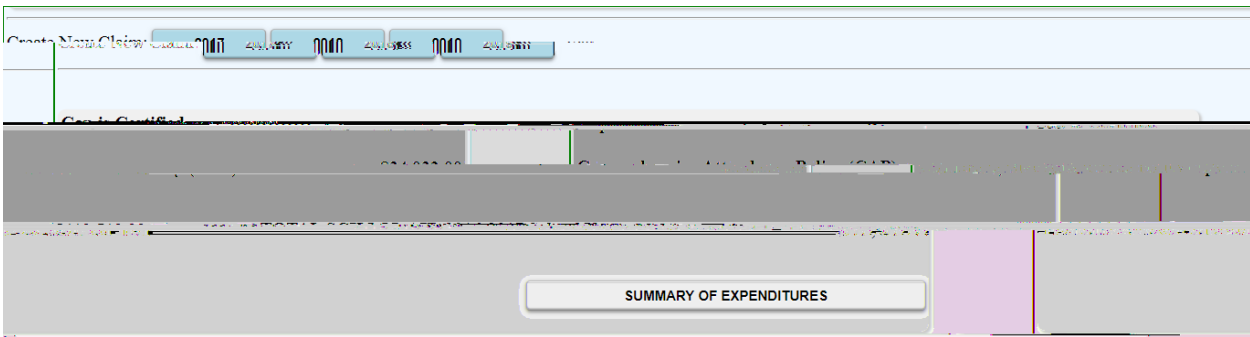


- x Comprehensive Attendance Policy (CAP) and Total School Aid is displayed. User has to certify CAP. **User has to enter data in applicable mandates before CAP can be certified.**
- x Once the user clicks on the certify button, the "Save CAP Status" button will appear. Click on the "Save CAP Status" button.

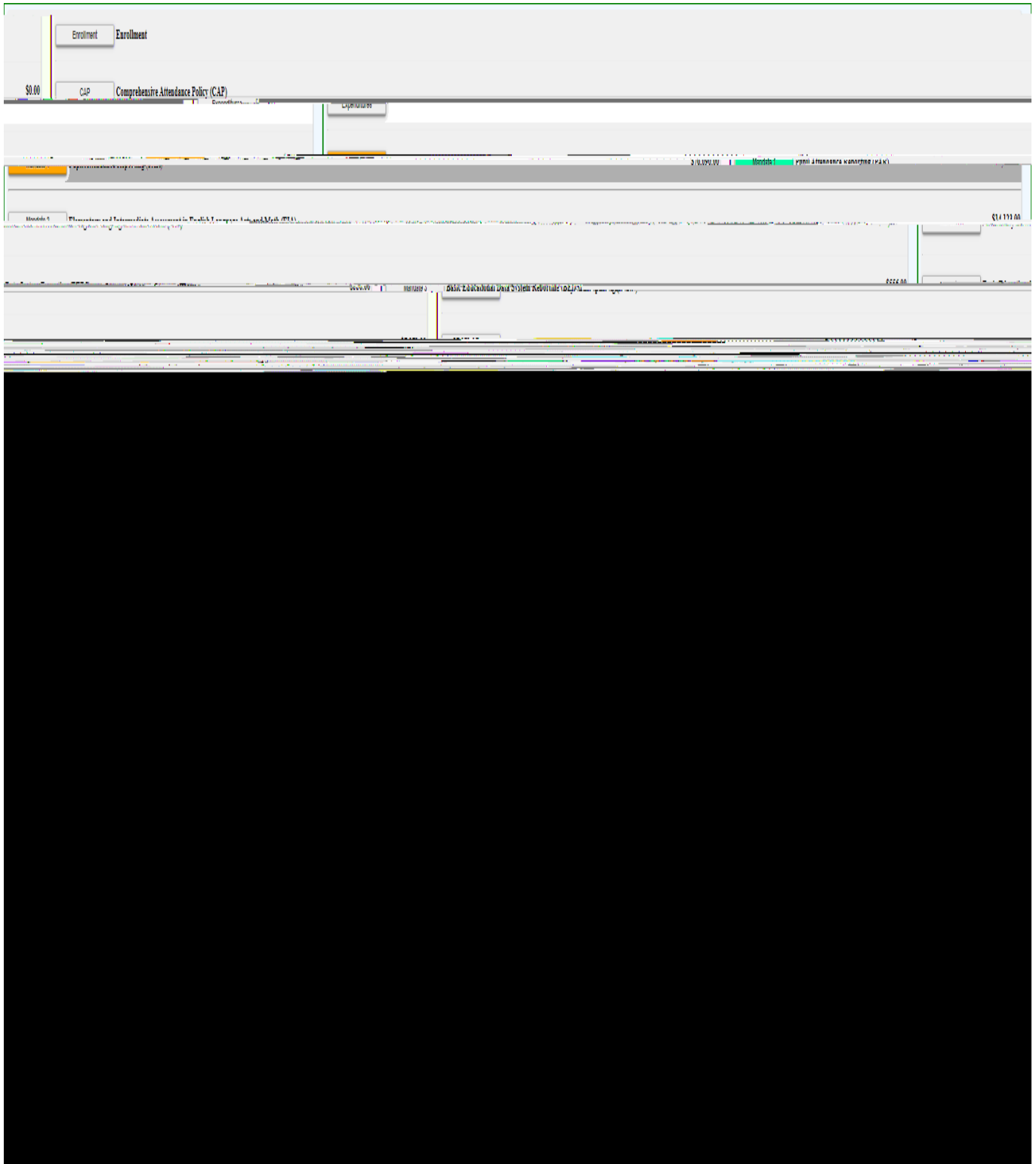




x The following information will be displayed, showing that CAP has been certified.

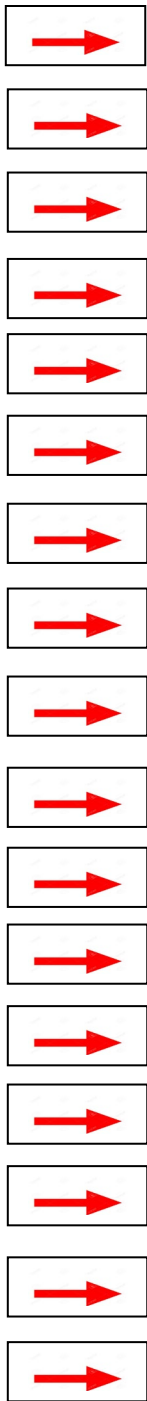


x Click on the "Summary of Expenditures". The "Summary of Expenditures" will display "Enrollment, "CAP Expenditures" and Mandates 1-19 information.



- x You can expand or close the “Enrollment”, “CAP Expenditures” and “Mandates 1-19” field by clicking on each icon.





The screenshot displays a software interface for enrollment management. At the top, there are two tabs labeled 'Enrollment' and 'Enrollment'. Below this, a sub-header shows '\$0.00', 'CAP', and 'Comprehensive Attendance Policy (CAP)'. The main content area features a table with columns for enrollment details. The table has a header row with a yellow background and a data row with a green background. The data row contains the text '3,000.00' and 'Monthly Comprehensive Attendance Policy (CAP)'. Below the table, there is a section titled 'Model 1' with a description: 'Procedures and Technicals: Accessed in Product Support, Helpdesk, Math, CAP'. To the right of this section, there is a value '\$1,133.00'. The bottom portion of the screenshot is obscured by a large black redaction box.

- x The system displays the BEDS Enrollment data that was submitted on the BEDS Report. The system has also populated the data entry fields, lines 1-5, with the same information to save you from entering the information again.
  - x You may enter different enrollment data for opening and closing.
  - x Select opening, closing or Beds on File from the drop-down box in line 7.
- 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 the explanation is completed.*

The screenshot shows the 'Enrollment' section of a software interface. It includes several informational paragraphs and a data table.

**Enrollment** is used to determine average class size in calculating...

**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 closes for the year.

**BEDS enrollment** is the number submitted to the State Education Department based on a count taken during the first week of October 2018.

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.

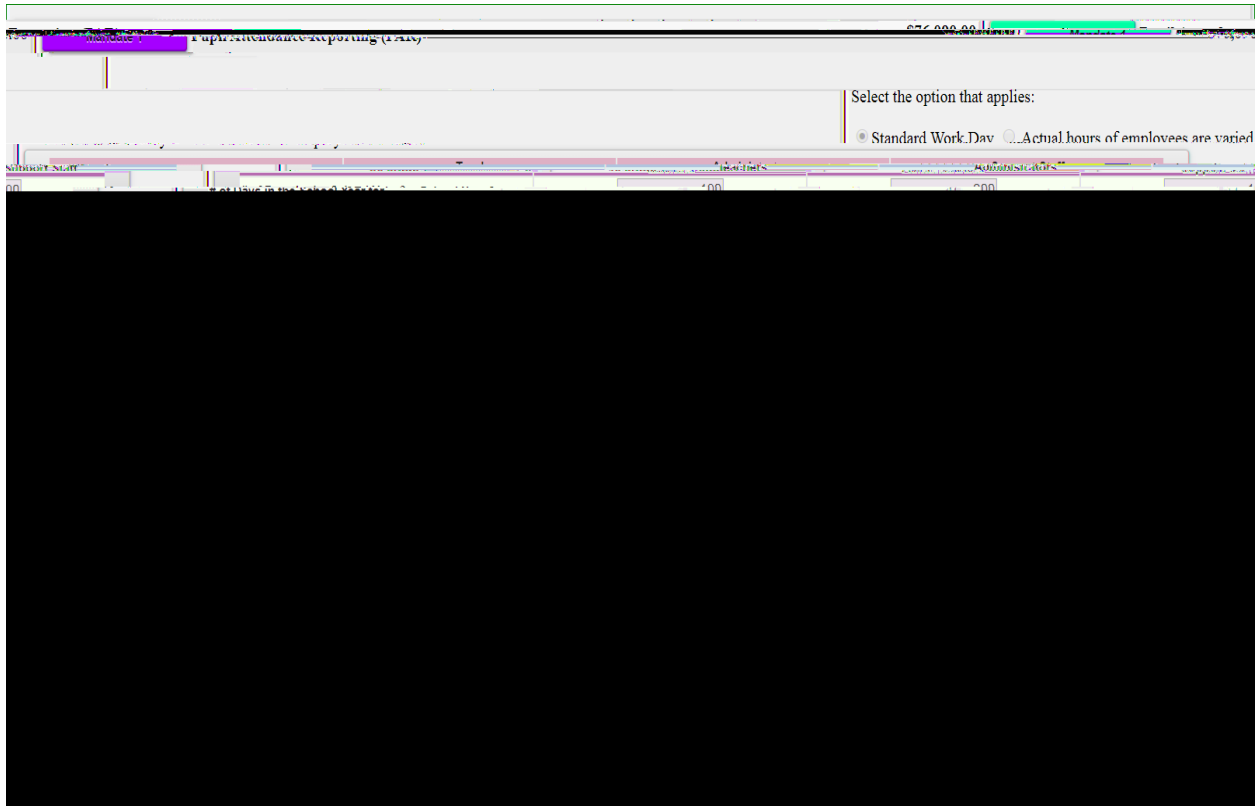
Grade Level	2018-2019 Enrollment	2018-2019 Enrollment on File
1. Grades K-6	186	186
2. Grades 7-8	53	53
3. Grades 9-12		
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	239	239

Select opening, closing or Beds on file:  Beds On File  Opening  Closing

x

## Mandate 1 – Pupil Attendance Reporting (PAR)

- x Click on Mandate 1.
- x Click on the button for “Standard WorkDay” or “Actual hours of employees are varied”.  
You must select one of these two options.
- x Enter the # of days in the school year and # of hours in the workday for teachers, administrators and support staff.
- x If standard workday was selected, Td(thj0.3)Tj0.5 0 Td(547 Tw 0.275 0 Td4s)3 (s)1 (s)J0 Tw 3.0.R)th



## Mandate 2 – Elementary and Intermediate Assessment in English Language Arts and Math (EIA)

- x Click on Mandate 2.

### Calculation of Hourly Rate

- x Enter data for line #1. Use the "tab" key to move to the next data entry field.
- x Continue entering data for lines 2-4. When you get to the end of line 4, tab again.

### Calculation of Combined Hours

The system displays the number of exams that were reported to the Office of Information Reporting Services. The system has also populated the data entry fields with the same information to save you from having to enter the information again.

- x You may enter different exam data.
- x Use the "Tab" key to move to the next field.
- x If you are claiming 8 hours for G-4 and G-8 you must use the drop-down box to change the number for administrative and support staff.

Teacher Workshop Expenditures

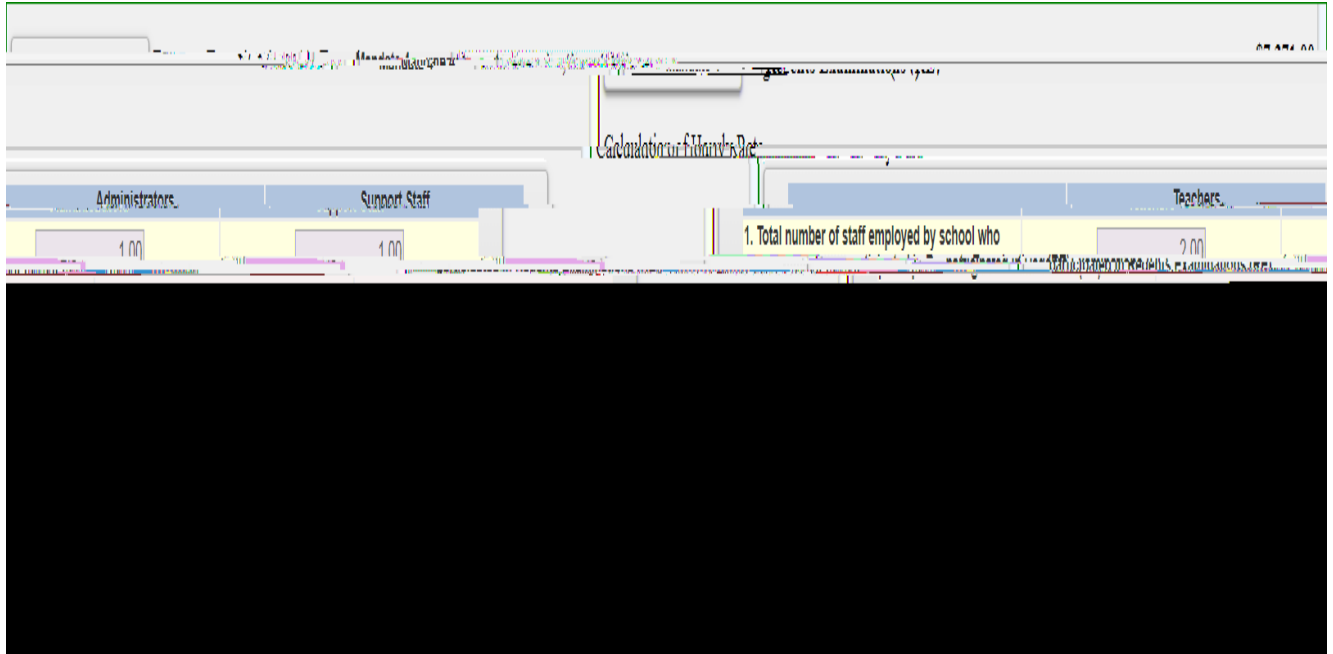
x Enter the total hours of allowable workshop trai

## Mandate 3: Basic Educational Data System Reporting (BEDS)

### Calculation of Hourly Rate

- x Click on the Mandate 3 button.
- x Enter data for line #1. Use the "Tab" key to move to the next da

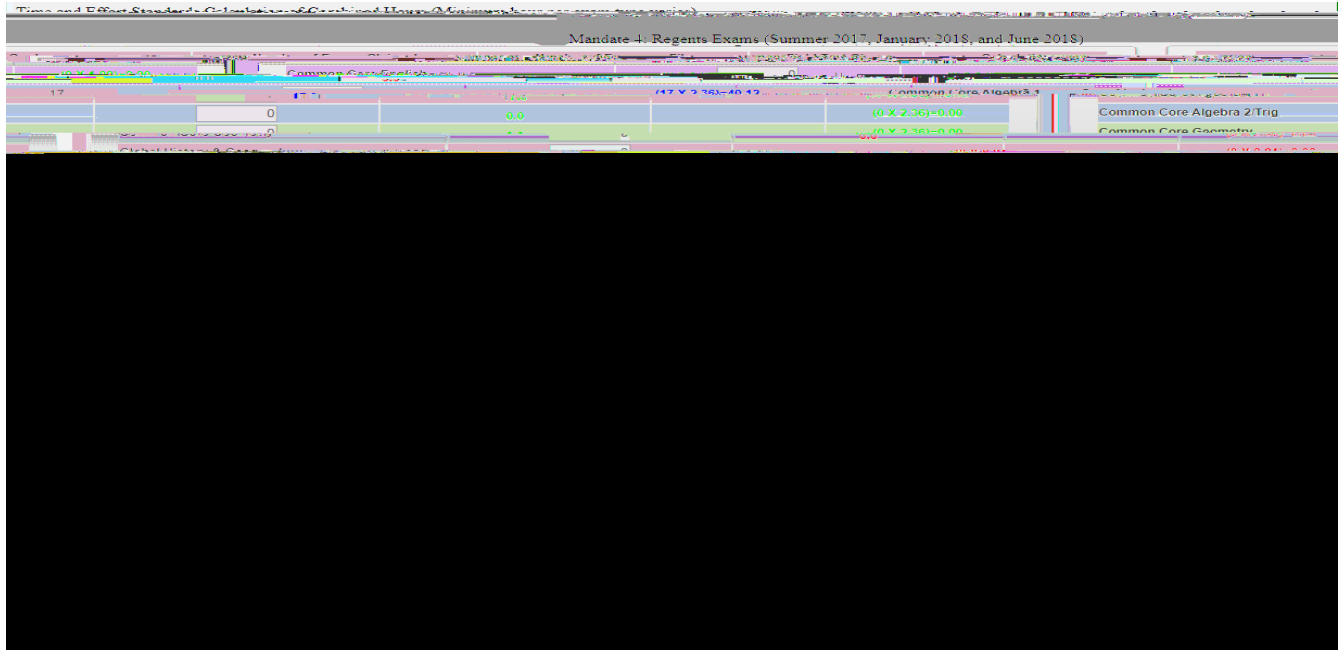
- x Use the "Tab" key to move to the next data entry field.



#### Time and Effort Standards: Calculation of Combined Hours

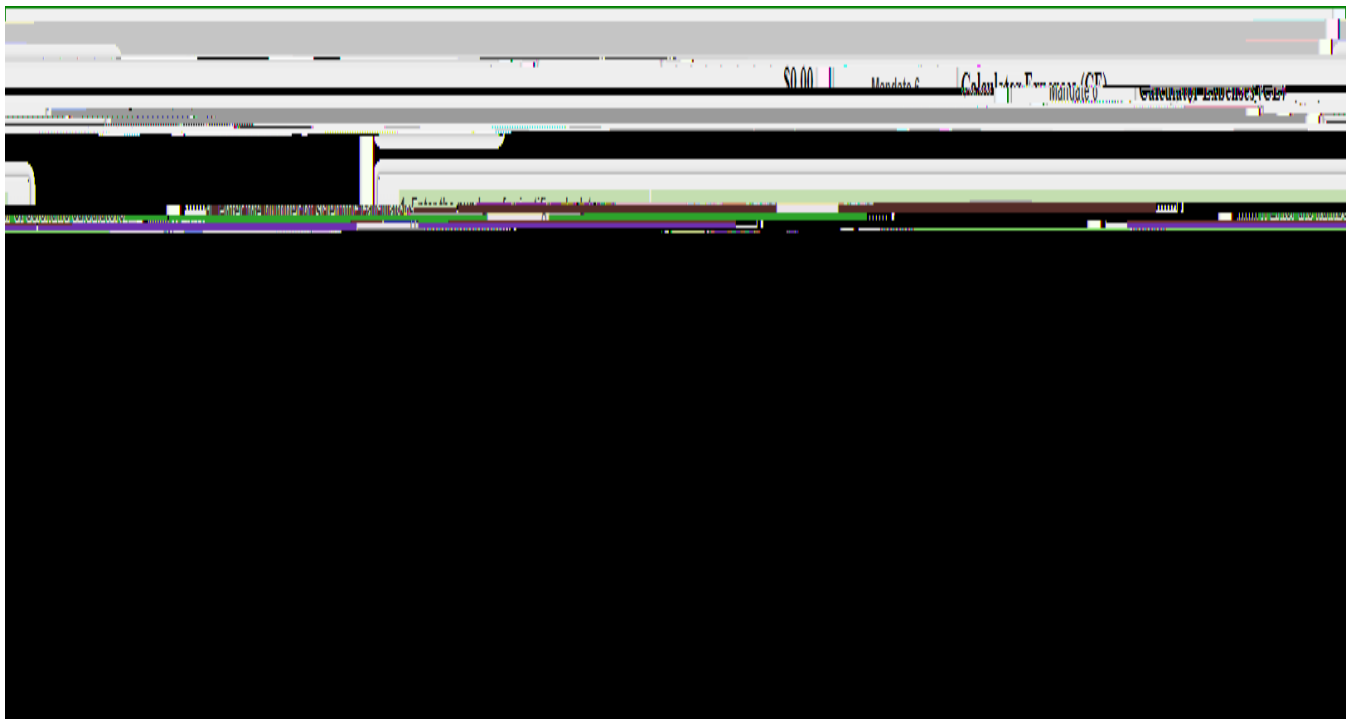
The system displays the number of Regents exams that were reported to the Office of Information Reporting Services. The system has also populated the data entry fields with the same information to save you from having to enter the information.

- x You may enter different exam data.
- x Use the "tab" key to move to the next field.
- x The system generates the Total General Expenditures.



### Mandate 6: Calculator Expenses (CE)

- x Enter the number of scientific calculators purchased in line 1.
- x Enter the number of graphing calculators purchased in line 4.
- x The system generates the Total Expenditures for Calculators.



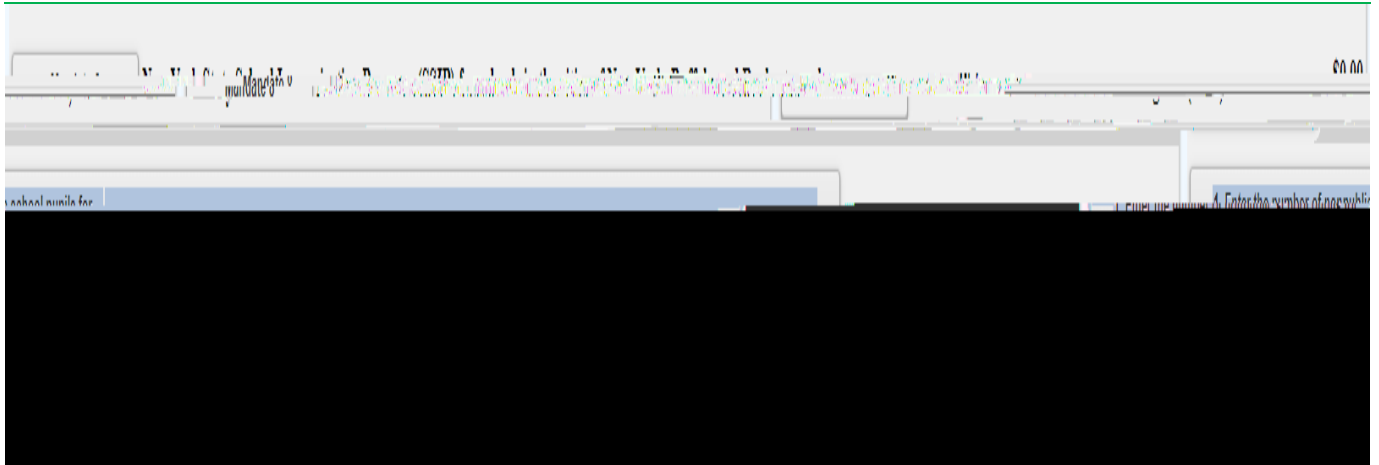


## Mandate 8: New York State School Immunization Program (SSIP)

Only non-public schools in New York City, Buffalo or Rochester that filed their immunization data with NYSDOH are eligible for Mandate 8. The Mandate 8 button will be disabled for the other non-public schools.

- x Enter the number of non-public school pupils for whom immunization documentation has been maintained.
- x The system generates the Total Expenditures for SSIP.

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## Mandate 10. Calculation of Hourly Rate High School Graduation Report (HSGR)

### Calculation of Hourly Rate

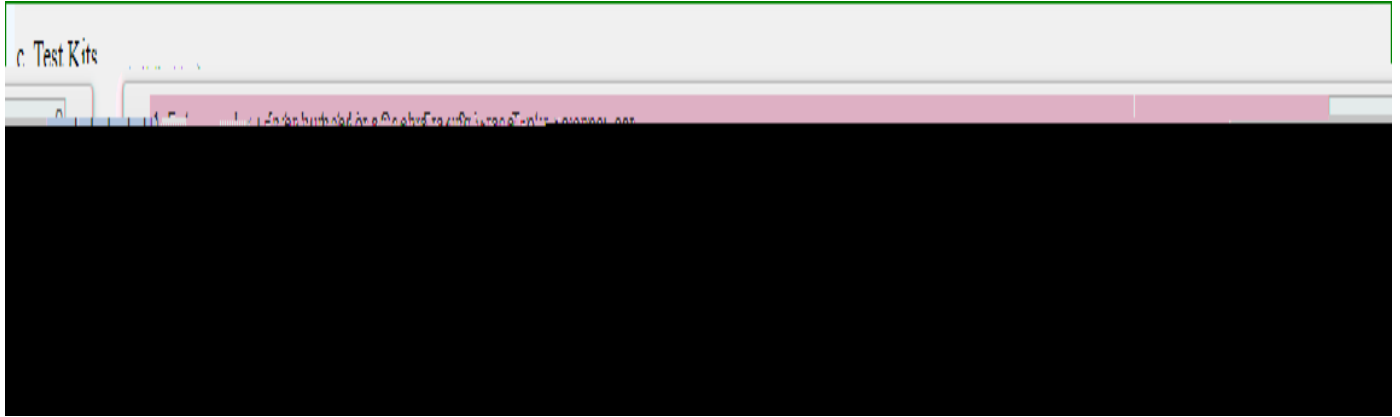
- x Click on the Mandate 10 button.
- x Enter data for line #1. Use the "Tab" key to move to the next data entry field.
- x Continue entering data for lines 2-4.

### Calculation of Expenditures

- x Use the "Tab" key to move to the next field.
- x Enter the number of graduation candidates.
- x The system generates the Total Expenditures for HSGR.







### HOLD CLAIMS/FLOADDOCUMENT REQUEST

Schools with claims on hold can upload documents to the MSA system.

The school can then upload a file by clicking the SELECT button.

The screenshot shows a web interface with a 'File Request' section. At the top, there is a 'Cap is Certified' status and a 'Completed: Attendance Rollup (GAR)' with a value of '\$750,000.00'. Below this is a 'TOTAL SCHOOL AID 2011' field. A 'SUMMARY OF EXPENDITURES' button is visible. A 'Save Note' button is located above a 'Claim Note' text area. The 'Claim Note' contains the text: '04/6/20-School claim is over 50000 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. approve. All...'. Below the text area is a 'File Name' field containing 'File Request' and a 'File Request' label. A red error message reads 'Please upload proof of something or other.' A 'Select' button is positioned below the file name field.

Click the CHOOSE FILE button to choose the file to upload, then hit the UPLOAD File button.

This screenshot shows the same web interface as the previous one, but with a file selected. The 'File Name' field now contains 'GAP\_REPORT.xlsx'. A 'Choose File' button is visible to the left of the file name. The red error message 'Please upload proof of something or other.' is still present. A blue 'Upload File' button is now visible below the file name field.

After the file is upload, there will be a link that both the schools and the reviewer can see and download.

This screenshot shows the web interface after the file upload. The 'File Name' field contains 'GAP\_REPORT.xlsx' and is underlined as a link. The red error message 'Please upload proof of something or other.' is still present. The 'Upload File' button is no longer visible.

## SAVE/PRINT CLAIM AS PDF

Select Summary of Expenditures at the top of the MSA claim form.



Select each mandate to expand and view detail explanation of each mandate.



Sample of expanded mandate.

Mandate 1 Pupil Attendance Reporting (PAR) \$462,494.00

Select the option that applies:  
 Standard Work Day  Actual hours of employees

	Teachers	Administrators	Support Staff
# of Days in the School Year for			
# of Hours in the Work Day for			
1. Total number of staff employed by school who participated in Pupil Attendance Reporting (PAR)	190.00	13.00	12.00
2. Reported hours of work for all assignments performed by employees reported in item 1.	338,905.00	3,852.00	2,678.00
3. Total salaries paid for all services performed by employees in item 1.	\$3,939,239.00	\$495,498.00	\$147,364.00
4. Total employee benefits paid on salaries reported in item 3.	\$356,015.00	\$88,046.00	\$49,864.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$4,295,254.00		
6. Average hourly rate. (do not enter; system calculates)	\$18.76	\$151.49	\$76.80

Calculate

	(1)	(2)	(3)	(4)	(5)	(6)
Employee	Total	TEACHERS Taking Daily	Enter Appropriate P	system	Combined Hours (system)	Hourly Rate for Salaries and Benefits (system)
Classroom Teacher		190	40.0	7.0		\$18.76
Administrative	(leave blank)					\$142,576.00
Support Staff	(leave blank)		7.0			\$1,900.00
Supplies and Materials (\$10 per Teacher) (system generated)						\$1,900.00
Total Expenditures PAR(system generated)						\$462,494.00

Select print feature and print or save document as PDF and print.





### **CLAIM SUBMISSION**

When all errors have been corrected that would prevent a claim from being submitted, an <I agree> button will appear at the top of the Section I - Summary of Expenditures page.

Read the certification statement and click on the <I agree> button.

The system retur