- The Mandated Serices Aid Online System links to information that has been submitted to the Office of Information Reporting Serices (IRS). BEDS data, elementary and secondary examinat ion data, and Regents examination data is be displayed for the applicable mandate.
- The mandated serices aid ser has the option of entering the same information from IRS or something different. If the tolerance level that the Office of Grants Managem ent established is e



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communications regarding the Mandated Serices Aid claim i whether to that e -mail address. User i whether an error message if no email address is on file.

## HOW TO ED ORCREATE A CLAIM

- Three syars of claims ill/be disp laged for the ser. The ser has the folloinvg options for a claim.
  - f Select a claim gear to ive wore edit for the last three gears. User can ive wither open or closed claims for the last three gears.
  - f Create a new laim for a claim year that is available.

Create New Clana 7818 , 2019

User can select the claim year to edit bycl icking on the <Edit> btton for the open claim year.

Tree Id Amendment	

- Comprehensive Attendance Policy (CAP) and Total School Aid is displayed. User has to certify CAP.
- Once the ser clicks on the certifybtton, the "Save C AP Stats" btton Wappear. Cl ick on the "Save C AP Stats" btton.

Envolment Eurolineent	
CuP Comprehensive Attendance Policy (CAP)	50.00
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• You can expand or close the "Enrollment", "CAP Expenditces "and "Mandates 1-19" field by clicking on each icon.

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-	C4P Comprehensive Attendance Policy (CAP)	).00
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- Click on Mandate 1.
- Click on the btton for Standard WorkDay "or A ctal horss of employees are varied" Yournsi t select one of these toxoptions.
- Enter the # of day in the school year and # of hous in the overkday for teachers, administrators and sp port staff.
- If standard workday and selected, grums at enter the # of day in the school gear and # of hors in the workday.
- To ievy r total calclations click mandate 1 to refresh the screen. User can also click one one of the other mandates and then click on mandate 1.
- Click on the <Save Form> btton at the top or bottom of the screen.

Calclation of Horly Rate

- Enter data for line #1. Use the <Tab> keyto move to the net k data entry field.
- Contine ente ring data for lines 1, 3 and 4.
- When yuget to the end of line 4, tab again.

Calclation of Ependitces

Wandate	1 uphratentoance reepo	211112-(12114)-			677 000 00 Jones	Name of Contract o
	• • •	,				
					Select the option that applies:	
					sereet me opnon una appnes.	
					Standard Work Day	1 hours of employees are varied
		a and an an an and the state			I Standard Worksbay Calibidita	110018 of enhouses are valued
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00	thet Used in the School a		101			

Teacher Workshop Ependitres

- Enter the total hors of alloade owkshop training
- Enter the dollar amount of the own kshop fee .
- The system generates the Total General Ependitces.



Note: If you enter a different number of exams and it exceeds the tolerance level, you will receive a waning message stating that the value entered greater than the allowable tolerance and the claim will be set to Hold

If the value entered isgreater than 100% for any exam, the clairing be set to Hold The data that caused the problem will be mandativith a caution sign.

The school administrator will receive amail m0.

Calclat ion of HorlyRate

- Click on the Mandate 3 btton.
- Enter data for line #1. Use the T ab'keyto move to the net kdata entry ield.
- Contine entering data for lines 2 -4.
- Use the Tab"keyto move to the next data entryfield.
- Click on the <Save Form> btton at the top or bottom of the screen.

Calclat ion of Ependitces

- Enter the total # of teachers taking dailyatt endance.
- The system generates the information for lines 5 and 6 for the Calculation of HordyRate and populates the fields for the Calculation of Epsenditces and generates the Total Epsend itces for BEDS.

มารถระบบ	January Marting Strikt, and an and a second second second		······
	1 Total number of staff employed by school wh	A	
un ojsteli zame			Renorting (BED C) Reporting (BED C)

Calclation of HorlyRate

- Click on the Mandate 4 btton.
- Enter data for line #1. Use the "Tab"keyto move to the net kdata entry ield.
- Contine entering data for lines 2-4
- The system generates the calclatio ns in lines 5-6.
- Use the Tab'keyt o move to the net kdata entryfield.

		to saw to glowed by:	2481	AT 474 00
		Galm	ulation: filland's Det-	
. Administrators	Sunnort Staff			Teachars.
1 00	1 00	e mil	1. Total number of staff employed by school who	2 กฤ รับการรัฐที่ประเทศการการคระคนระการการการการการการการการการการการการการก
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## Time and Effort Standards: Calclation of Combined Hou rs

The system displays the number of Regents exames that ever reported to the O ffice of Information Reporting Seric es. The system has also populated the data entryfields it the same information to same guiror main to enter the information.

- Yourn ay enter different exam data.
- Use the tab'keyto mo e to the net field.
- The system generates the Total General E penditces .



- Enter the number of scientific calcla tors puchased in line 1.
- Enter the non ber of graphing calclators prchased in line 4 .
- The system gen erates the Total Ependities for Calculators

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anhaal numila far	Enter the walking A. Enterthe symbol of new will

Calclation of HorlyRate

- Click on the Mandate 9 btton.
- Enter data for line #1. Use the T ab'keyto mo ve to the net kdata entryfield.
- Contine e ntering data for lines 2-4
- Click on the <Save Form> btton at the top or bottom of the screen.

## Calclation of Ependitces

- Use the T ab" keyto move to the combined hous field.
- Enter Total #of 7th & 8th grade teachers that participated in the mandate.
- The syst em generates the Aver rage HourlyRate, and Total General Ependitces for DIRI.

## Calclation of H orlyRate

- Click on the Mandate 10 btton.
- Enter data for line #1. Use the T ab" keyto move to the next data entryfield.
- Contine entering data for lines 2-4

## Calclation of Ependitces

- Use the T ab'ke yto move to the next field.
- Enter the number of graduation candidates.
- The system generates the Total Ependitres for HSGR.

Mandate 10 High School Graduation Re	ort (HSGR) \$344.00			
Sunnort Staff.		Teachers	Administrators	

Calclation of HodyRate

• Click on the Mandate 1

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			_	Calculation of Hourly Pate		nij ivalo	
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Teacher Workshop Epe nditces

- Enter the total hors of allow ble ov rkshop training. Use the "Tab"key to move to t he net field.
- Enter the dollar amount of workshop fees. Use the T ab" keyto move to the ne k fi eld.



# <u>Test Kits</u>

- Enter number of stdents taking Grade Eight Scien ce Test.
- Enter number of test kits puchased (<u>Note:</u> each kit serves 30 ppils)
- The system generates the Total General Epsenditces, Total Workshop Epsenditces, and Total Epsenditce s for Test Kits.



• When all errors have been corrected that prevent a claim from being sbm itted, an <I agree> btton illy appear at the top of the Section I -