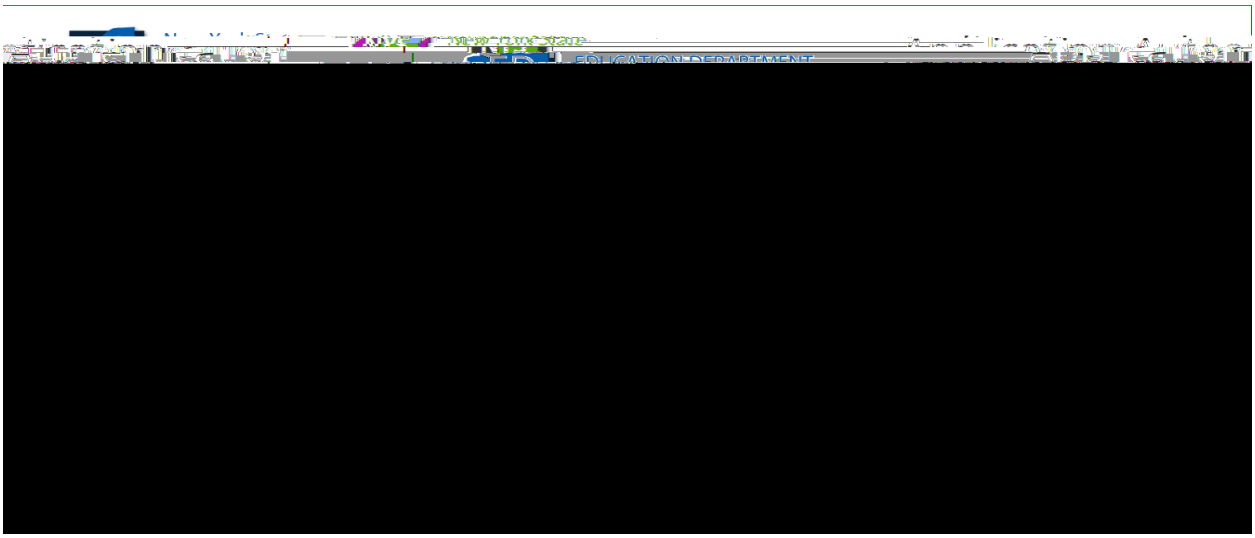
- The Mandated Services Aid Online System links to information that has been submitted to the Office of Information Reporting Services (IRS). BEDS data, elementary and secondary examination data, and Regents examination data will be displayed for the applicable mandate.
- The mandated services aid user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

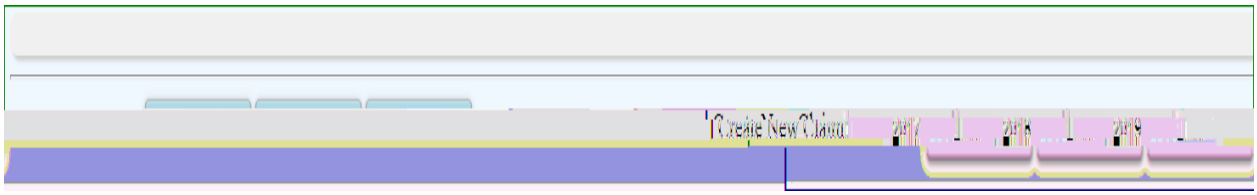


Under rf1yf1

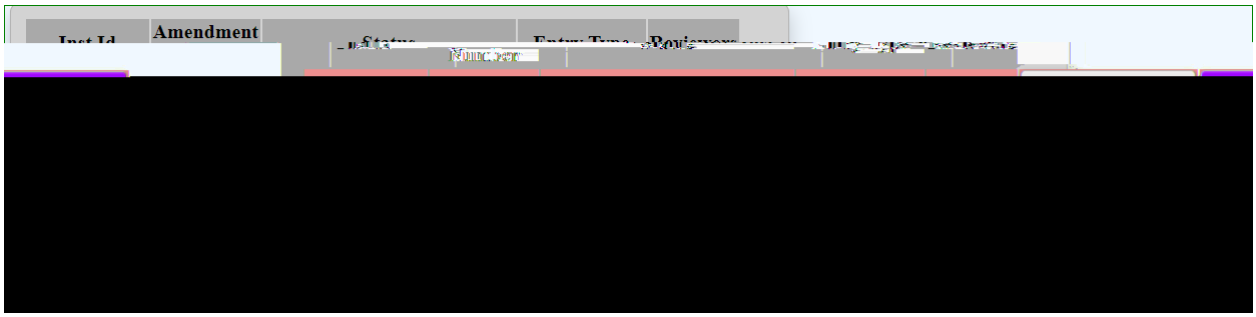
communications regarding the Mandated Services Aid claim will be sent to that e-mail address. User will get an error message if no email address is on file.

HOW TO EDIT OR CREATE A CLAIM

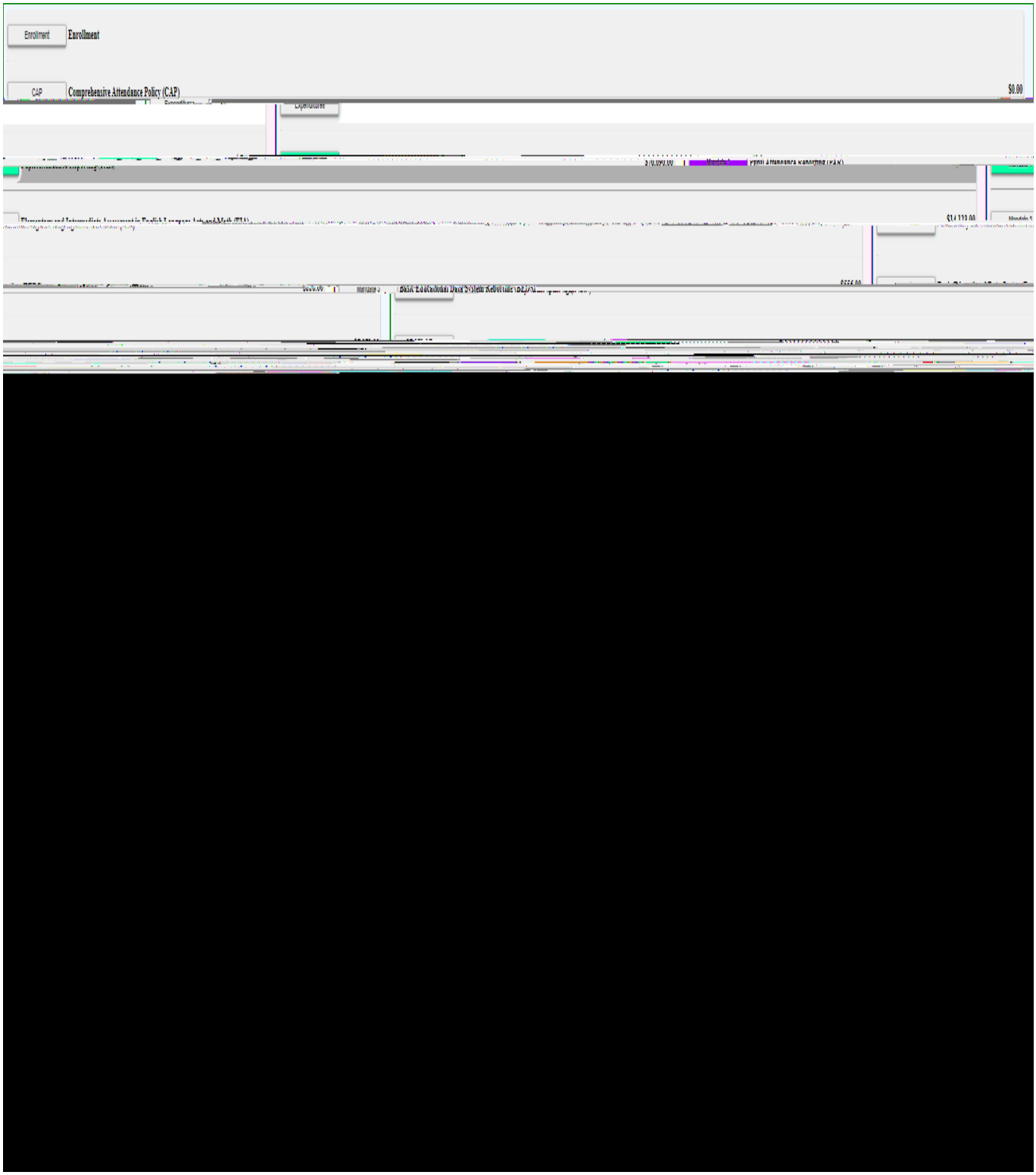
- Three years of claims will be displayed for the user. The user has the following options for a claim.
  - Select a claim year to view or edit for the last three years. User can view either open or closed claims for the last three years.
  - Create a new claim for a claim year that is available.



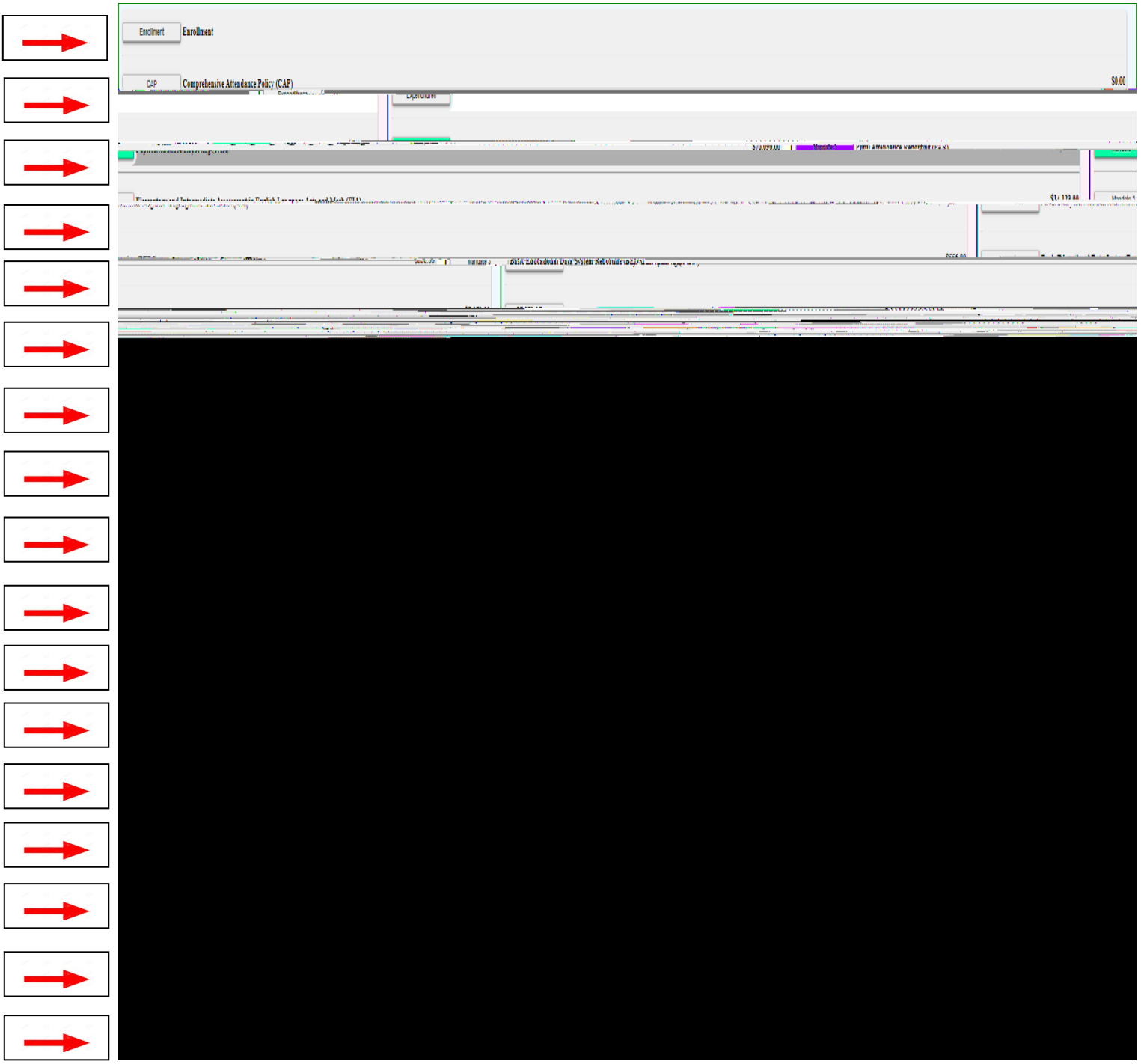
- User can select the claim year to edit by clicking on the <Edit> button for the open claim year.



- Comprehensive Attendance Policy (CAP) and Total School Aid is displayed. User has to certify CAP.
- Once the user clicks on the certify button, the "Save CAP Status" button will appear. Click on the "Save CAP Status" button.



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

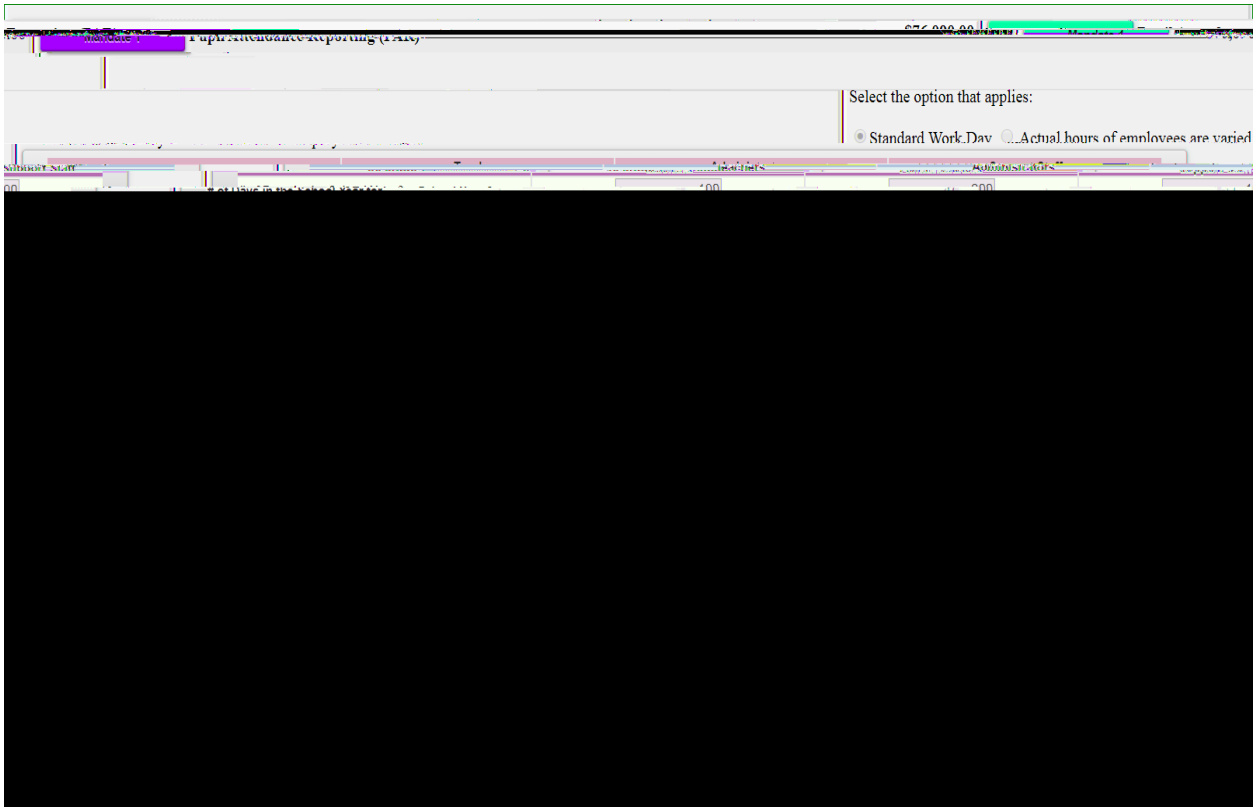

Enrollment
Enrollment
CAP
Comprehensive Attendance Policy (CAP)
$0.00

- Click on Mandate 1.
- Click on the button for "Standard WorkDay" or "Actual hours of employees are varied" You must select one of these two options.
- Enter the # of days in the school year and # of hours in the workday for teachers, administrators and support staff.
- If standard workday was selected, you must enter the # of days in the school year and # of hours in the workday.
- To view your total calculations 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> button at the top or bottom of the screen.

Calculation of Hourly Rate

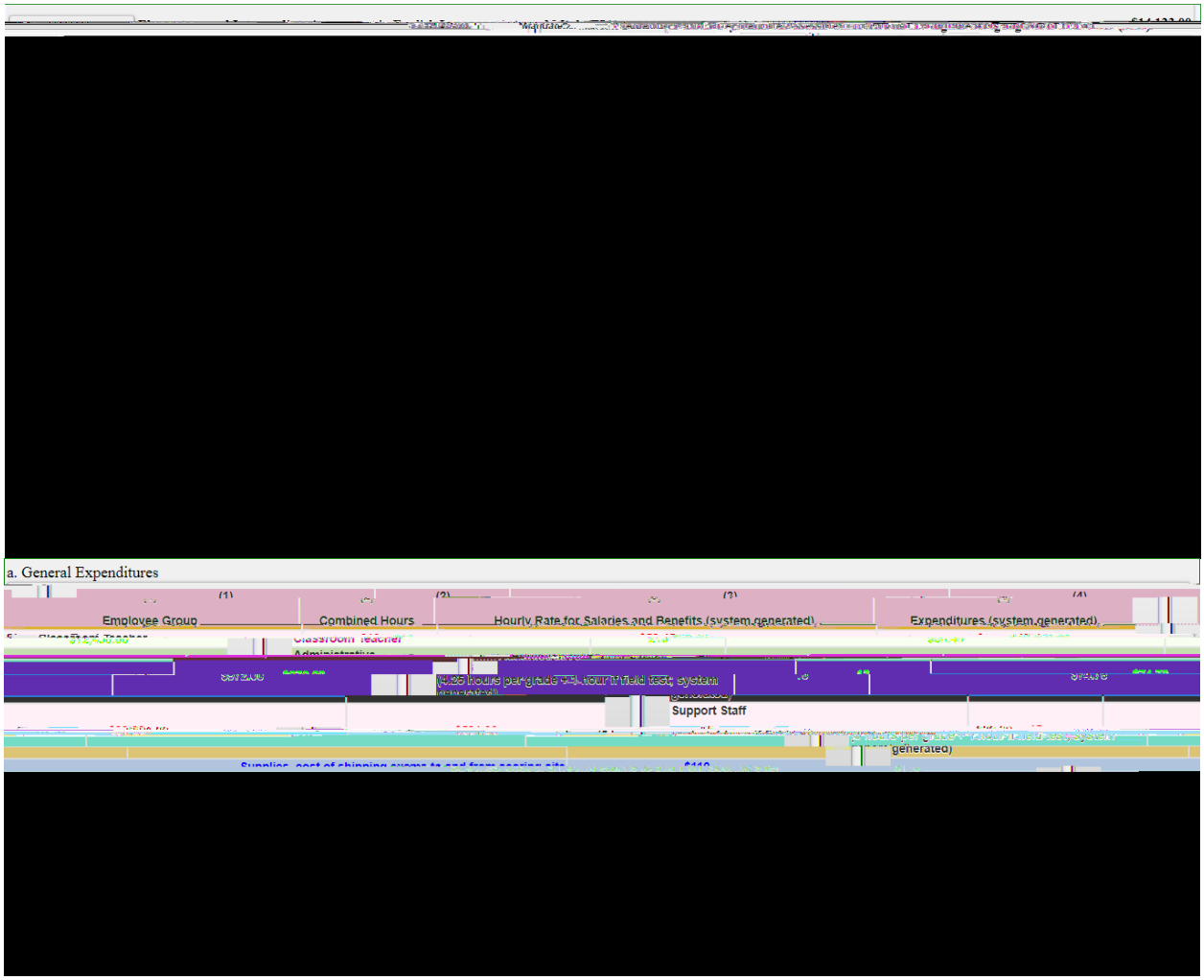
- Enter data for line #1. Use the <Tab> key to move to the next data entry field.
- Continue entering data for lines 1, 3 and 4.
- When you get to the end of line 4, tab again.

Calculation of Expenditures


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

Teacher Workshop Expenditures

- Enter the total hours of allowable workshop training .
- Enter the dollar amount of the workshop fee .
- The system generates the Total General Expenditures .



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

If the value entered is greater than 100% for any exam, the claim will be set to Hold The data that caused the problem will be marked with a caution sign.

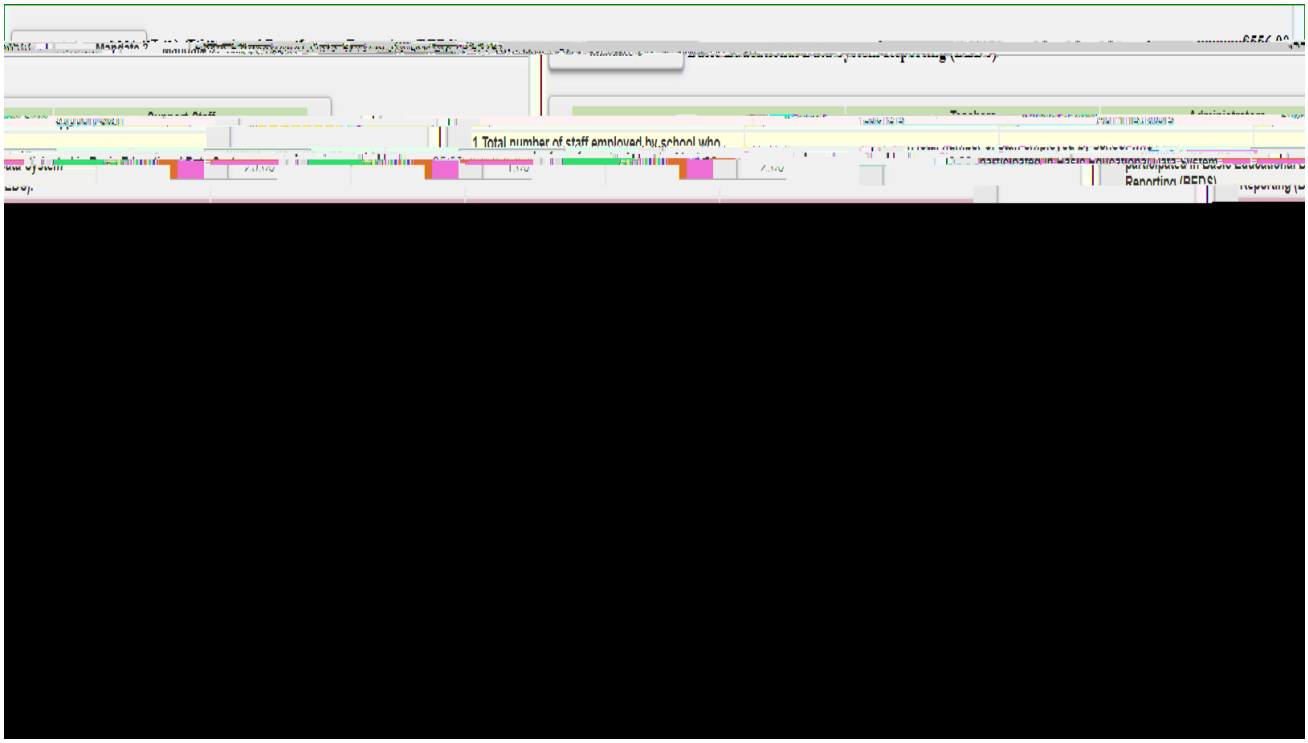
The school administrator will receive an email m0.

Calculation of Hourly Rate

- Click on the Mandate 3 button.
- Enter data for line #1. Use the "Tab" key to move to the next data entry field.
- Continue entering data for lines 2-4.
- Use the "Tab" key to move to the next data entry field.
- Click on the <Save Form> button at the top or bottom of the screen.

Calculation of Expenditures

- Enter the total # of teachers taking daily attendance.
- The system generates the information for lines 5 and 6 for the Calculation of Hourly Rate and populates the fields for the Calculation of Expenditures and generates the Total Expenditures for BEDS.



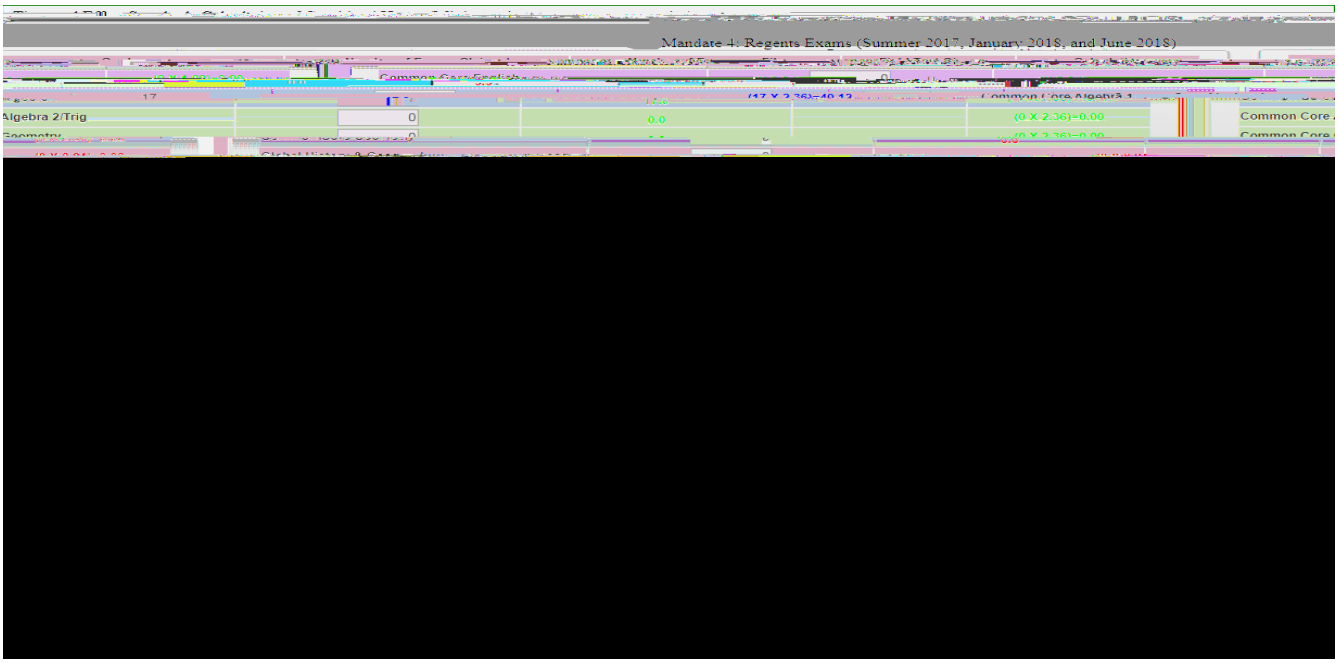
Calculation of Hourly Rate

- Click on the Mandate 4 button.
- Enter data for line #1. Use the "Tab" key to move to the next data entry field.
- Continue entering data for lines 2-4
- The system generates the calculations in lines 5-6.
- Use the "Tab" key to move to the next data entry field.

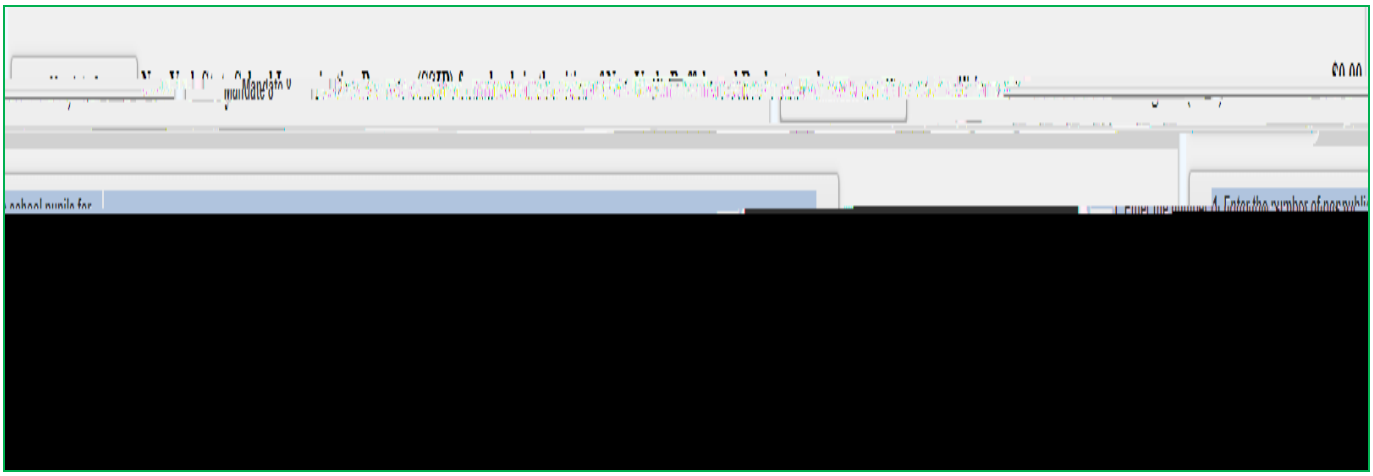
Time and Effort Standards: Calculation of Combined Hours

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.

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



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



Calculation of Hourly Rate

- Click on the Mandate 9 button.
- Enter data for line #1. Use the "Tab" key to move to the next data entry field.
- Continue entering data for lines 2-4
- Click on the <Save Form> button at the top or bottom of the screen.

Calculation of Expenditures

- Use the "Tab" key to move to the combined hours field.
- Enter Total # of 7th & 8th grade teachers that participated in the mandate.
- The system generates the Average Hourly Rate, and Total General Expenditures for DIRI.

Calculation of Hourly Rate

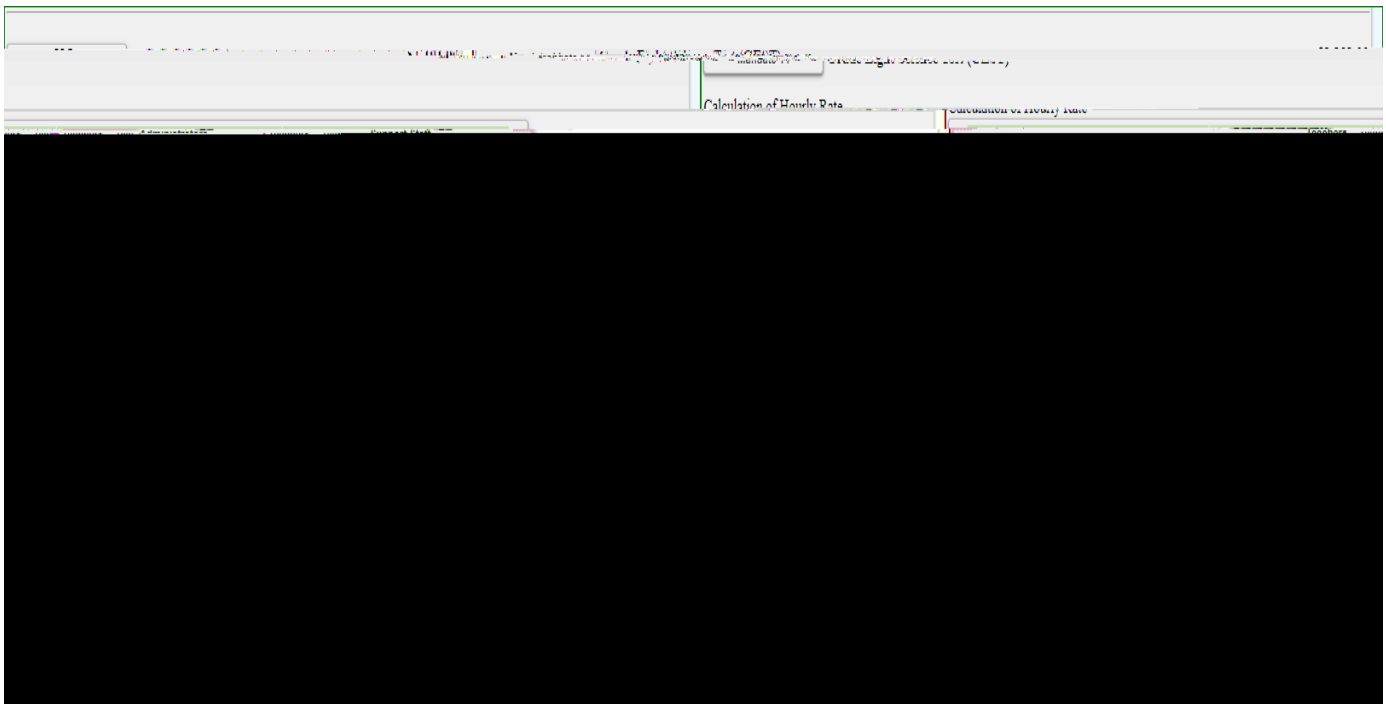
- Click on the Mandate 10 button.
- Enter data for line #1. Use the "Tab" key to move to the next data entry field.
- Continue entering data for lines 2-4

Calculation of Expenditures

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

Calculation of Hourly Rate

- Click on the Mandate 1

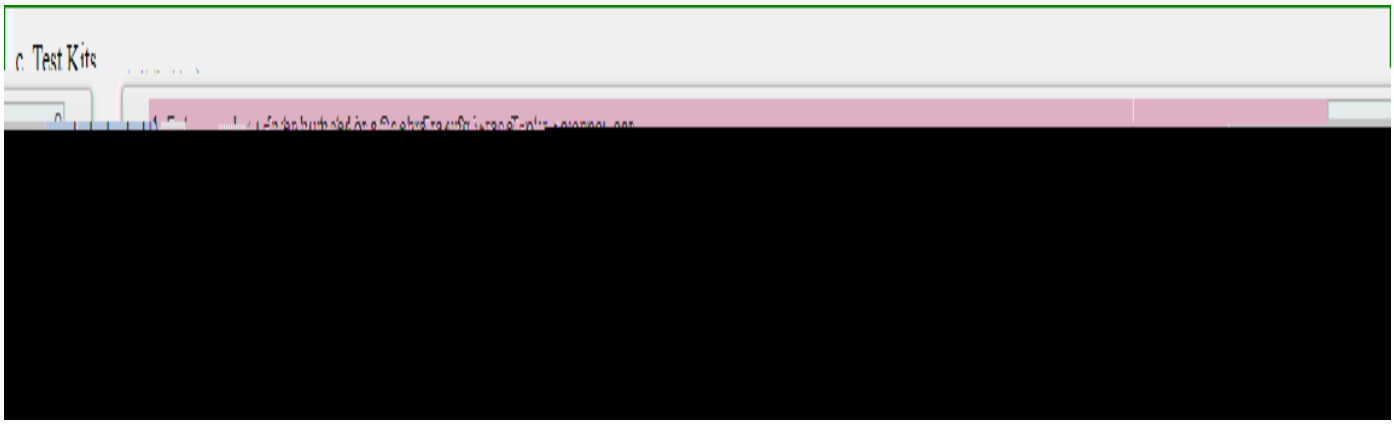


Teacher Workshop Expenditures

- Enter the total hours of allowable workshop training. Use the "Tab" key to move to the next field.
- Enter the dollar amount of workshop fees. Use the "Tab" key to move to the next field.

Test Kits

- Enter number of students taking Grade Eight Science Test.
- Enter number of test kits purchased (Note: each kit serves 30 pupils).
- The system generates the Total General Expenditures, Total Workshop Expenditures, and Total Expenditures for Test Kits.



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