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 inot89 Tw 0 -1.2w 0 -1.agreate

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

reimbursement request, or claim, will be processed utilizing the MSA online or paper
ication. Schools are strongly encouraged to use the Mandated Services Aid
bursement online system. The online system is designed to enhance the application
ess and expedite the issuance of the school's Mandated Services Aid payment.
tionally, the system is designed for schools to play a more active role in tracking the
gress of their specific claim's processing.

lication 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
- 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 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.
>
> Claim which generate a tolerance edit requires 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

Google Chrome   Firefox   Internet Explorer

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** school and no other...

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.
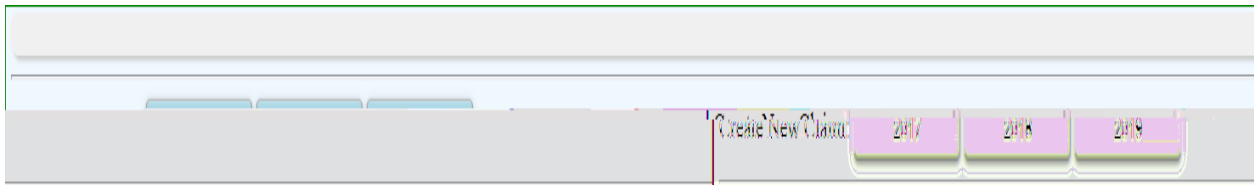
x   User can select the claim year to edit by clicking on the <Edit> button for the open claim year.
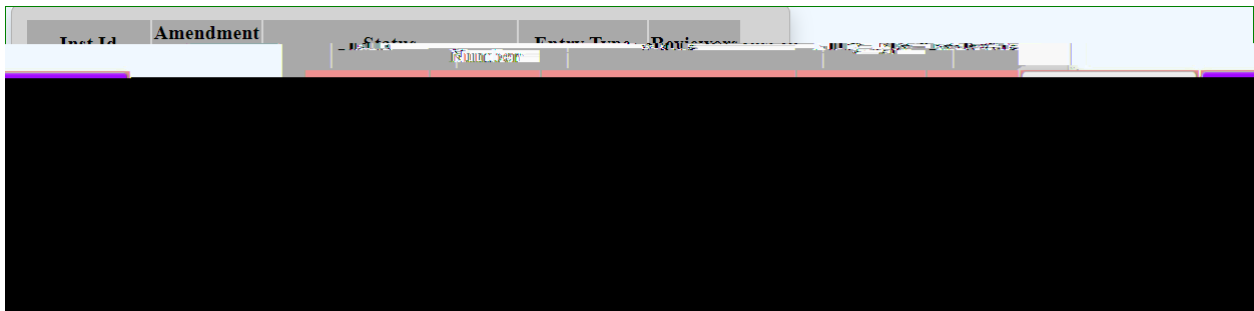
x   Comprehensive Attendance Policy (CAP) and Total School Aid is displayed. User has to certify CAP. **User has to enter data in applicable mandates before CAP can be certified.**

x   Once the user clicks on the certify button, the "Save CAP Status" button will appear. Click on the "Save CAP Status" button.
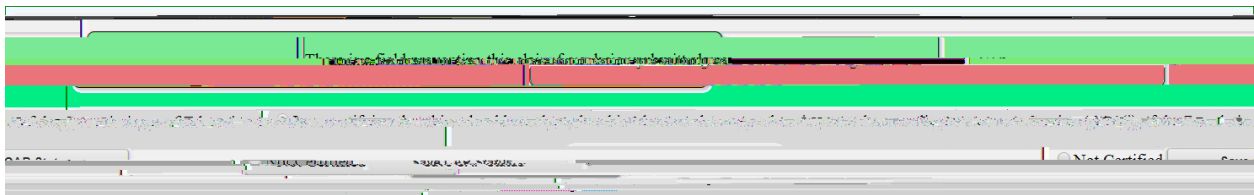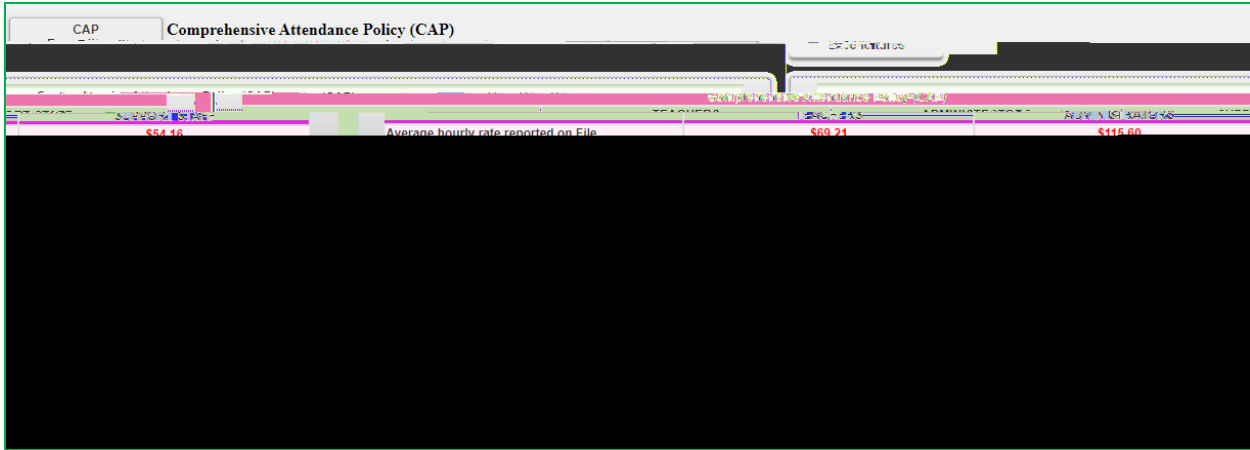
x   The following information will be displayed, showing that CAP has been certified.
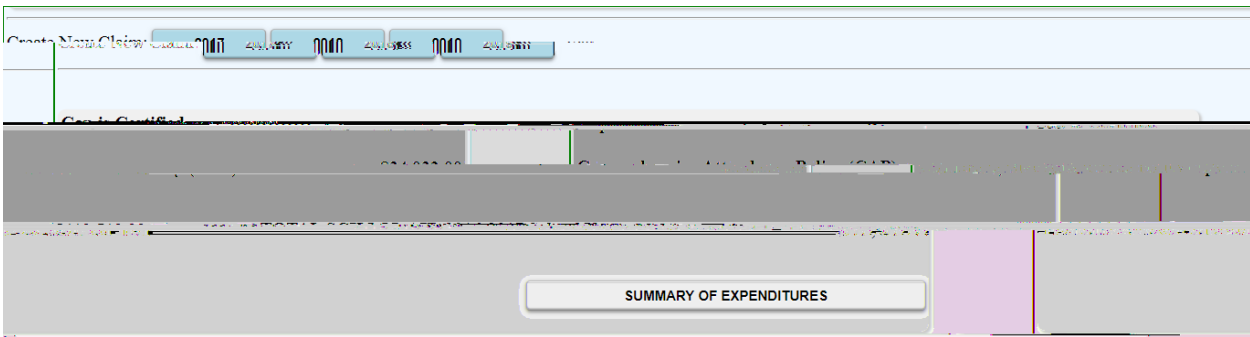
x   Click on the "Summary of Expenditures". The "Summary of Expenditures" will display "Enrollment, "CAP Expenditures" and Mandates 1-19 information.
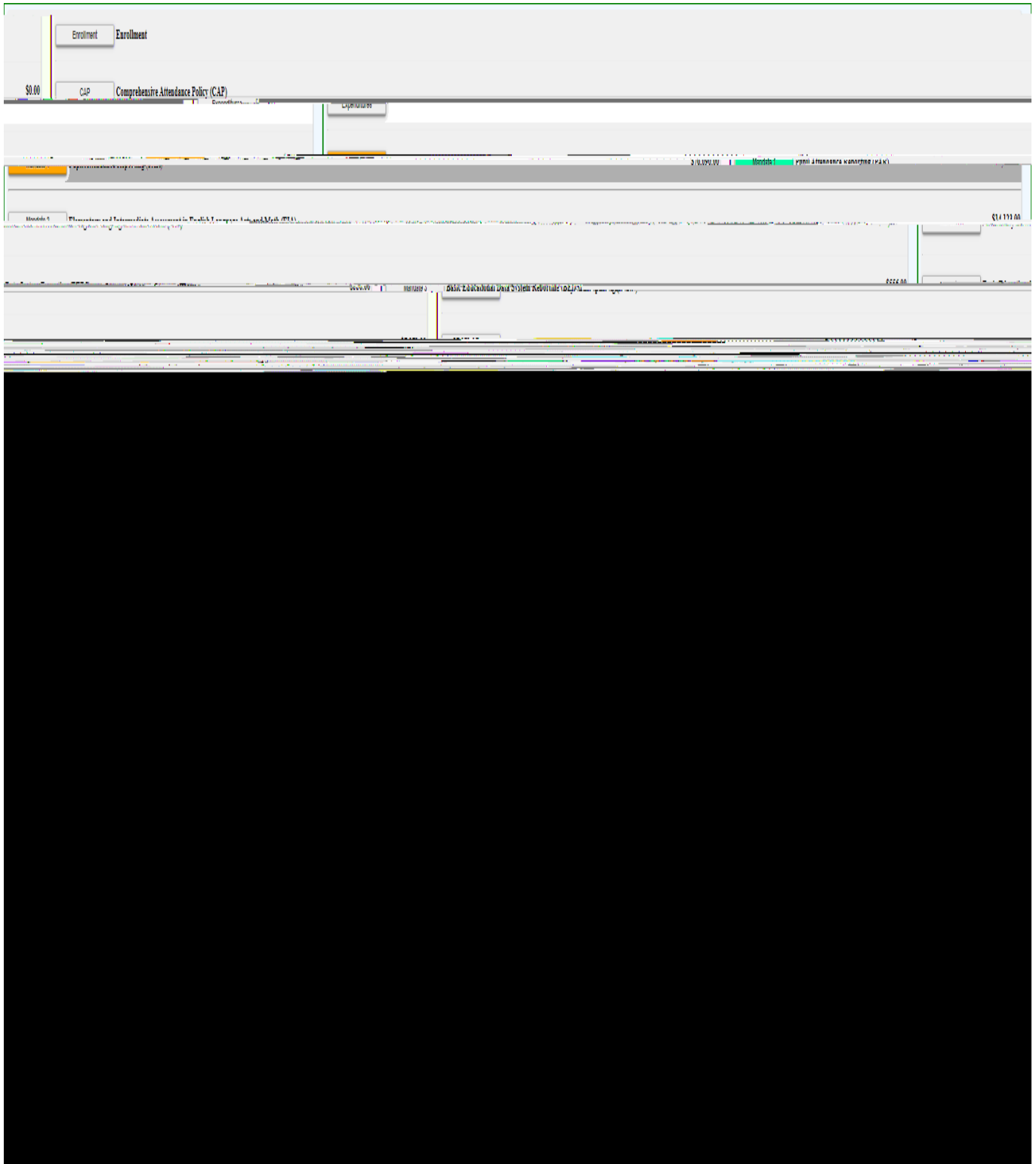
x   You can expand or close the "Enrollment", "CAP Expenditures" and "Mandates 1-19" field
    by clicking on each icon.
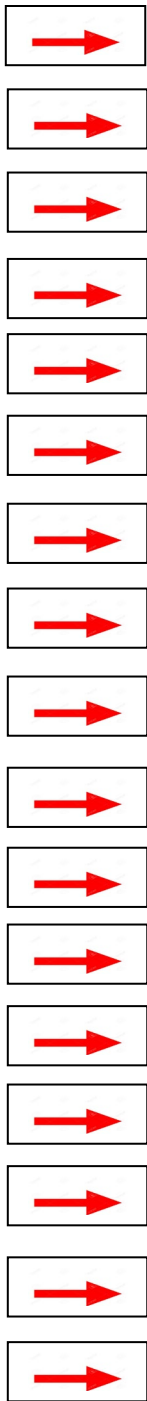
Enrollment | Enrollment

$0.00 | CAP | Comprehensive Attendance Policy (CAP)

Expenditures | Expenditures

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.

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 Td 4s)3 (s)1 (s)TJ0 Tw 3.0.R)th

Select the option that applies:

○ Standard Work Day   ○ Actual hours of employees are varied
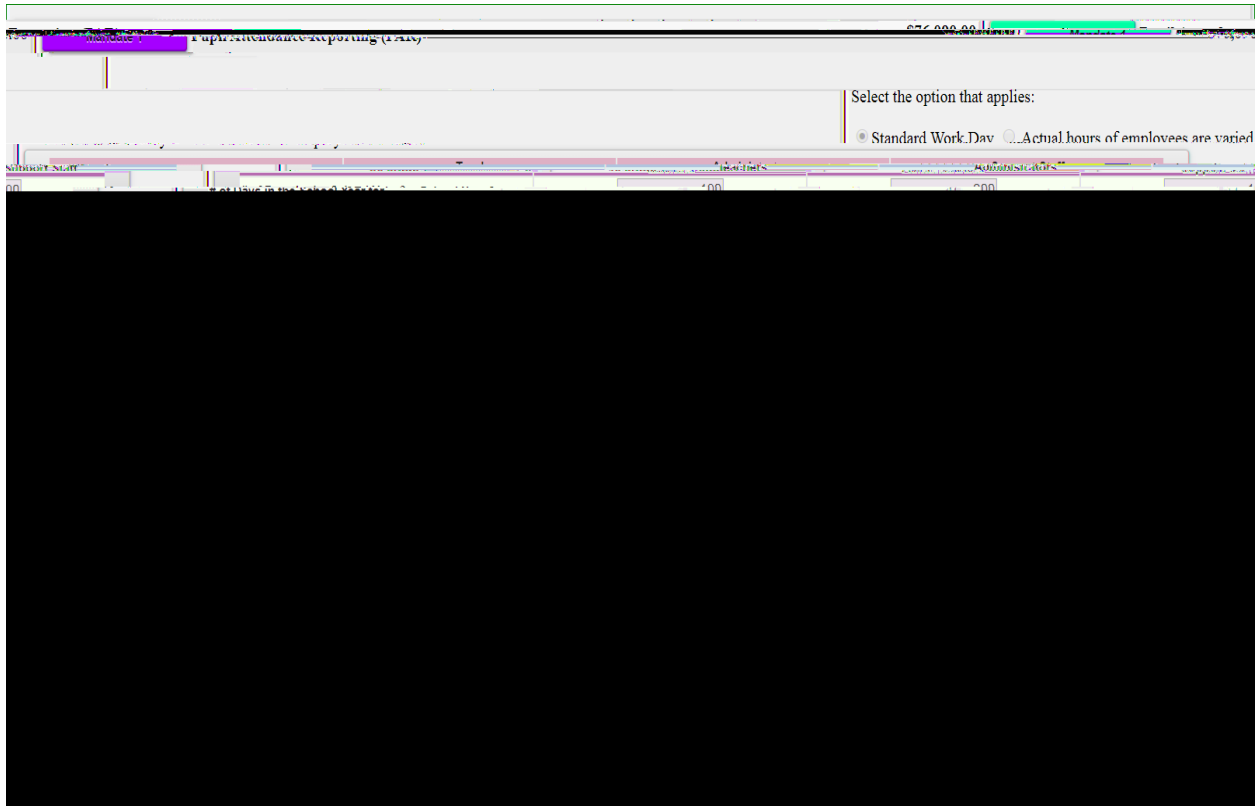
Mandate 2 – Elementary and Intermediate Assessment in English Language Arts and Math (EIA)

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)

<u>Calculation of Hourly Rate</u>

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.
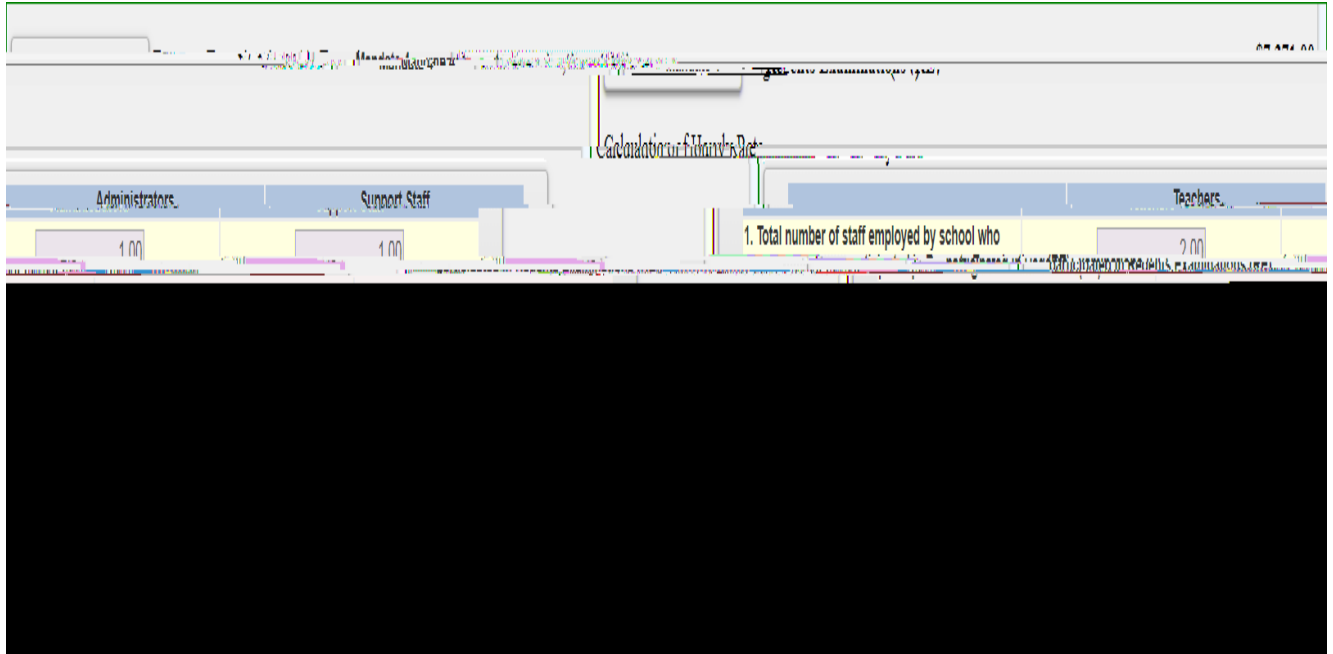

Time and Effort Standards: Calculation of Combined Hours

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.
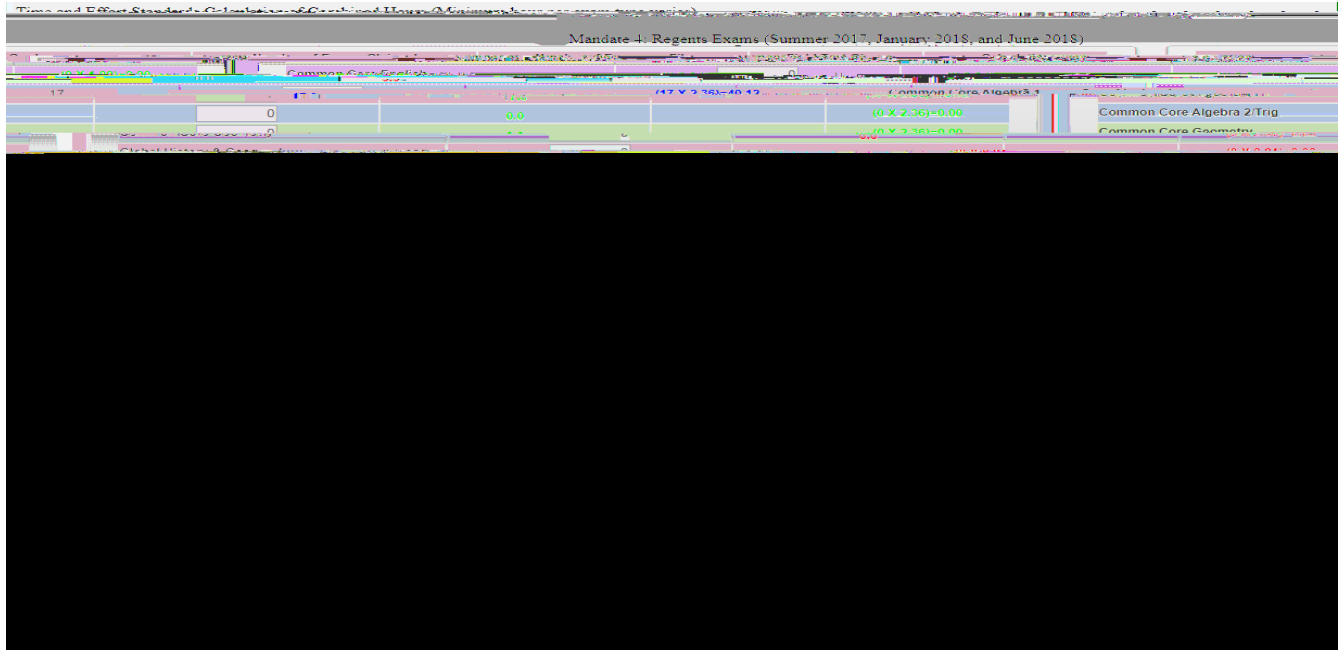
Mandate 6: Calculator Expenses (CE)

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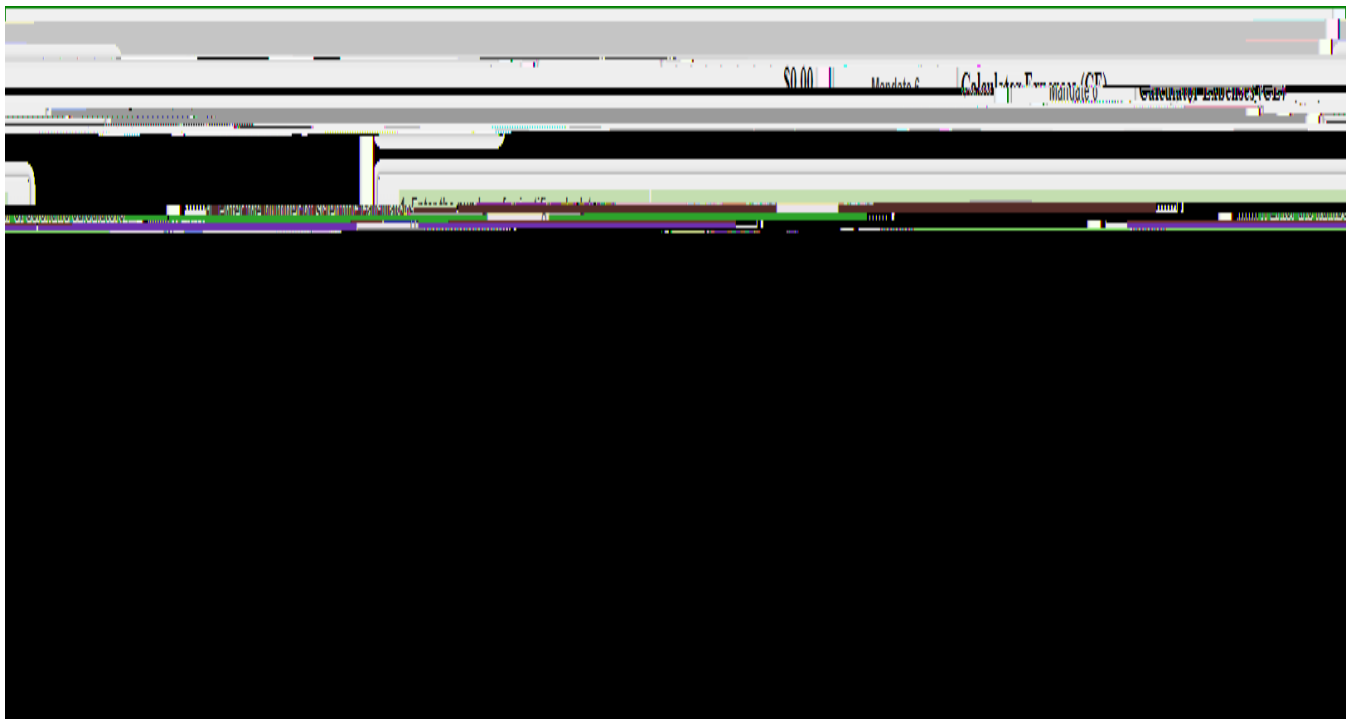
Mandate 8: New York State School Immunization Program (SSIP)

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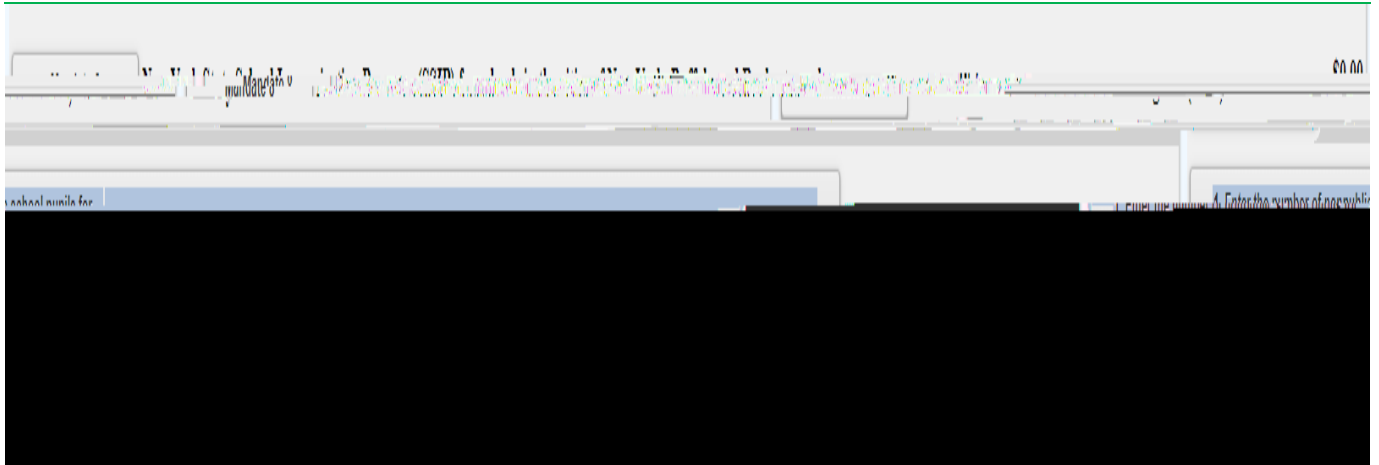
Mandate 10. Calculation of Hourly Rate High School Graduation Report (HSGR)

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.

c. Test Kits
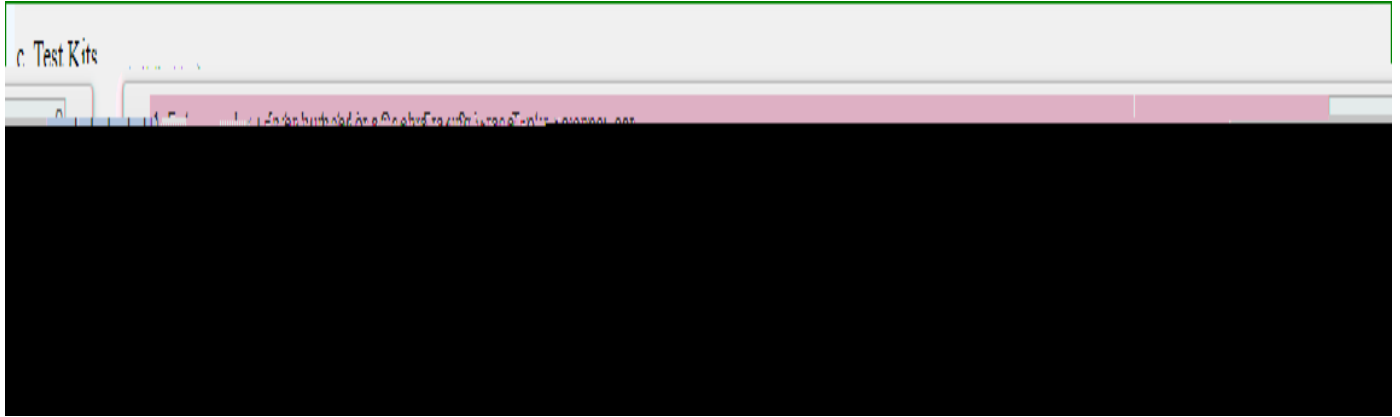
HOLD CLAIMS UPLOAD DOCUMENT REQUEST

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

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

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

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

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.

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