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- When the PAR daim total exceeds the previous year by 25% or more; or
- When the daim total reimbursement exceeds the previous year by 25% or more; or
- When you chose Opening or Closing enrollment and the enrollment varies by more than 20% of the reported BEDS data

Hourly Rates must be for the employees providing the mandated service. Hourly salary and fringe benefit rates are calculated in the Religious and Independent School MSA-CAP, Schedule A/Worksheet

- When calculating hourly salary and fringe benefit rates, if the total number of hours the employee is expected to perform required duties is determined based on a standard workday, the number of hours in that workday must be in accordance with established school policy. In accordance with NYSLaw, employees who work six hours are to receive at minimum ½ hour unpaid lunch period, which may be subtracted from the total hours required to be performing required duties. If the total hours worked is based on other than a standard workday, documentation of hours worked by each employee must be maintained by the school and be readily accessible.
- The calculation of hourly rates must include the hours and salaries for those employees that provided the mandated service being claimed.
  - Example: Reimbursement for Pupil Attendance Reporting (PAR) is provided for taking attendance once per day The salaries used in the calculation of the hourly rate must include the gross wages and fringe benefits for only those employees performing the task of taking attendance. Typically, the homeroom teacher takes the attendance being claimed as the PAR mandate.

- The amount of time and effort that can be reasonably expected for each mandate is provided in the Time and Effort Standards chart. The Time and Effort Standards charts for PAR and State tests are included with the MSA-1 Form. The Time and Effort Standards chart for all other mandates is included in the Schedule A/Worksheet.

- The standards are the required measure of time and effort and cannot be exceeded. For certain mandates and salary groups within mandates, the standards are fixed and have been pre-entered.
- Where the standards are variable, it is necessary to calculate the appropriate combined hours when using the paper daim form. The online system will perform the calculation.

Costs for supplies and materials for certain mandates will be

Bementary/Intermediate Assessment	
in English Language Arts and Math (日A)	\$110
BA Printing Costs	\$86* *
Regents Examinations (RE)	\$125
High School Graduation & Dropout Report (HSG3preW* n	

Schools are <u>strongly encouraged</u> to use the MSA-CAP reimbursement online system. The online system is designed to enhance the application process and expedite MSA-CAP payment. Additionally, the system is designed for schools

Do not claim examination results for students enrolled in other schools, even if the students attended class and/or were tested in the Religious and Independent school. The principal of the school where the student is enrolled is responsible for reporting the examination score and the school where the student is enrolled receives the MSA-CAP aid for the examinations. Please note that the administration of the Second Language Proficiency (SLP) exam is not a reimbursable expense. The website for the <u>Office of State Assessment</u> will contain the schedules and information about the administration of these tests.

Competency Test are no longer offered by New York State Education Department, so we cannot accept reimbursement claims for the administration of these test after the 2018-19 school year. They were available in August 2018 \_\_\_\_ and were administered to students who have completed the unit of study requirements specified

: The costs of four function or scientific calculators used in the administration of certain math and science tests will be reimbursed at the flat rate of \$15 per calculator. These tests include Grade 6, 7 and 8 Math, Living Environment, Chemistry, Earth Science and Physics. Schools may choose either a four-function calculator with square root or a scientific calculator for Grade 6. Grades 7 and 8 must have scientific calculators for the revised math tests. Reimbursement for the costs of graphing calculators will be at the flat rate up to \$110 per calculator. Pupils administered an Algebra I, Algebra II, or Geometry Regents Exam must be provided the use of a graphing calculator without symbol manipulation. The calculators are the property of the school and should be loaned to the students. Schools must maintain an inventory record of the calculators. Purchase documentation and inventory records must be maintained and available upon request.

The high school registration program involves the submission of an Application for Religious and Independent Secondary School Registration, review of data concerning student achievement, and a visit from the Religious and Independent

## by the New York -16 Initiatives and Access Programs. More information is available at Office of K-16 Initiatives and Access Programs Website.

Grade

The Grade Eight Science Test must be administered and

Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System. Religious and Independent schools must adhere

to have their scores reported and reimbursed. Proof of mailing should be maintained by the es and a copy of answer sheets. The website

for the Office of Curriculum, Assessment and Educational Technology at Office of Curriculum, Assessment and Educational Technology will contain the schedules and information about the administration of these tests.

The School Pesticide Neighbor Notification Law requires all Religious and Independent schools to notify parents and interested parties prior to pesticide applications in instructional and administrative buildings and grounds, as well as playgrounds and athletic fields. The school must establish written pesticide notification procedures acco

Regulations. The procedures and a record of the notice(s) must be kept on file locally.

## The NYSESLAT

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is designed specifically for limited English proficient (LEP) students to determine proficiency in the English language. The New York State English as a Second Language Achievement Test must be administered according to the rules, regulations and guidelines issued by the New York State Education Department. Student answer sheets must be sent to the RICor large city scoring Center for scoring by the required deadline listed on the <u>NYSESLAT Website</u>. Proof of mailing should be maintained by the school. The signed and dated Examination Storage Certificate, the Deputy Proctor Certificate and the Exam Scoring Certificate must be kept on file locally. Please note that if only teachers employed by the public school perform the teacher functions for the NYSESLAT exam, schools may only claim the Administrative and Support functions for reimbursement.

## NYSTELL

NYSTELL replaces the Language Assessment Battery-Revised (LAB-R) as the approved means of initially identifying ELLs, in New York State. The purpose of the NYSTELL is to assess the English Language proficiency of new entrants whose home language is a language other than English, as indicated on the Home Language Questionnaire. It is used to determine if the student needs bilingual and/or ESL services. NYSTELL must be administered in accordance with the rules, regulations and guidelines issued by the New York State Education Department. Student answer sheets must be sent to the RIC or large city Scoring Center for scoring and reporting to the Department.

Note: Teachers who administer the NYSESLAT and/or NYSTELL

includes administrators, principals, and teachers performing administrative functions.

as a classification includes a homeroom teacher for attendance purposes, those acting as proctors during examination periods, or scoring examinations.

includes derks, typists, stenographers, some administrative office staff, and aides.

total number of hours employee is expected to be performing required duties less any time for lunch or hours may be claimed based on either a 5 (elementary) or 5.5 (secondary) hour standard instructional day or another workday as certified by the Religious and Independent school official, in accordance with the methodology for computing salary and benefits applied by the New York State Education Department in paying aid for the 2012-13 including tutoring, should be excluded in your annual salary calculations. Parsonage and other compensation should be excluded in calculations of annual salary. The annual salary paid must be for the services provided during the period July 1 to June 30 of the corresponding year for which reimbursement is being claimed.

share is actually paid for the benefit of employees engaged in providing required services:

Insurance, Life Insurance, Unemployment Insurance, Disability Insurance, Health Insurance, and Union Welfare benefits. The following items be included as fringe benefits:

- Dues
- Reimbursement to the employee for any expense incurred as a result of employment
- Room and board
- Parsonage
- Housing, meals, and dothing
- The value of an automobile provided to any employee
- Car insurance, maintenance, parking, parking tickets and gasoline
- Day care
- The value of tuition provided to the children of employees

are allowable costs of participating in training workshops designed to increase and enhance their preparation and knowledge of the New York State testing program for 3<sup>rd</sup> through 8<sup>th</sup> grade English and Math, Regents Exams, Grade Eight Science Test, Grade Four Science Test and the NYSEnglish as a Second Language Achievement Test. The workshops may include pre-exam, exam, and post exam training sessions. paid by the school for test-related training are also reimbursable. These

Documentation of the payment must be maintained and accessible upon request. Teacher workshop expenditures incurred this year for exams scheduled for next year should be included in this year's MSA-1 form. As schools are individually reimbursed for printing costs under Mandate 2 for ELA/Math, any claim for workshop fees which include a cost for the printing of practice sets and/or Teacher Directions must be adjusted accordingly.