SY2023-2024 Guidance

Mandated Services Aid (MSA) & Comprehensive Attendance Policy (CAP)

Contents

Grant Summary

Mandated Services Aid (MSA) is a

9. Filed a timely BEDS report with NYSED's [Office of Information and Reporting Services (IRS)](#) with enrollment data for the 2023-2024 School Year (SY). For the purposes of this program, the SY is defined as July 1st -June 30th.

Eligibility: Mandates

A comprehensive list of the MSA-CAP Mandates can be found on the [MSA-CAP website](#). While each mandate has specific eligibility criteria, the eligibility listed below provides a general overview:

1. Individual Mandates
   a. To be eligible for each individual mandate, the school must have complied with the corresponding NYSED guidelines, reporting, and submission process and requirements, and affiliated deadlines.
   b. For individual mandates requiring test scores, schools <u>must</u> have their test scores on file with the [Office of Information and Reporting Services (IRS)](#) and follow the procedures established by the [Regional Information Centers (RICs)](#) and NYSED.
2. CAP
   a. To be eligible for CAP reimbursement, the school's attendance policy must encompass the nine points outlined in [Commissioner's Regulations 104.1(i)(link is external)](#), within the NYSED website. The R&I school must have such a policy on file and may be asked to produce the policy during a site visit or claim review.
   b. A CAP claim may <u>not</u> be filed independently. A CAP claim must occur in conjunction with/after the MSA claim for any given school year.

If a school has a question regarding mandate eligibility, we highly recommend visiting the [MSA-CAP Frequently Asked Questions](#) page to learn more.

Duplicate Funding Source/Duplication of Benefits

To maintain the integrity of the grant application process, ORISS does not permit duplication of funding sources i.e., receiving funding from multiple sources/fiscal programs for the same eligible costs. This includes federal, state, and local grants. Applications that are duplicative in their entirety or are found to have overlap will not be reviewed.

Important Dates

Per NYS Law, the submission deadline for the SY 2023-2024 is April 1st, 2025.

1. The MSA-CAP electronic system will close, and not accept any new claims, after the submission deadline.

A complete paper submission includes:

MSA-CAP Workbook, AND
   a. A signed Attestation Certification form

Amendments will be accepted until May 31, 2025.

Claims will be paid by May 31, 2025.

Point of Contact

For all questions regarding the MSA-CAP program, please contact:

MSA-CAP-ORISS@nysed.gov
Phone:(518) 474-3936

Funding

NYS Budget Appropriation

Enacted NYS Budget Year	DOB MSA Approp	DOB CAP Approp	Reimbursement for School Year (SY) &

CEO-Online Application Access via Business Portal

Applicants may click here to

A signed Attestation Certification form and/or AOR form if using a consultant.

Attestation Certification

All claims must be certified. Claims will not be processed without a signed Attestation Certification.

Complete

Submissions must include all required documentation. The application has built-in compliance features to ensure that appropriate supporting documentation is submitted. Upon application review, e-mail communication may be required. These communications will have a response deadline. If the response deadline is not met, applications will be processed "as is".

Required Explanations

Both the online submission system and paper form allow space for a precise and clear explanation justifying certain increases.

> To assist NYSED in the timely review of MSA-CAP claims placed on hold, schools must provide an explanation for any year-to-year changes in total and average hourly compensation, staffing levels, hours worked, tests administered, enrollment, etc., both in the MSA-CAP system and in the MSA-CAP workbook.

> When selecting either Opening or Closing enrollment, if the enrollment varies from the reported BEDS data, a clear and detailed explanation of the variance must be provided. An explanation for any year-to-year increase in enrollment should also be provided in both the MSA-CAP system and in the MSA-CAP workbook.

Single Application

Due to the capabilities of our payment system, NYSED is limited to one application for reimbursement, per eligible BEDS code, per grant cycle (year).

Sub p&Tw &nt ydd7b)P&s(S)6p)5l)-1(i)-4 EMC ET/P&MCID &Tg/C2Tf01&Td(EMC ET/

R&Is wanting to complete/update ACH should contact the Statewide Financial System (SFS) Help Desk (helpdesk@sfs.ny.gov |877-737-4185 toll-free | 518-457-7737).

Records & Audits

NYS Comptroller Audit

The NYS Comptroller has the authority to audit the records of private firms and non-profit organizations that receive funding from public programs such as Nonpublic School Aid for accuracy and compliance with State law.

MSA-CAP Paper Application

When applying via email, submit the MSA-CAP Workbook in its entirety (with tabs completed for any claimed mandates). Will be accepted or-1 (l)8(ac)up8g8r1 (i)1que(ac)3 (2)-1 (om)-38