

_____ 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



STATUSES

Auto Approved: The claim did not have any edit or variance problems and will be sent electronically to the Office of Fiscal Management for vouchering and electronic forwarding to the Office of the State Comptroller for payment. Payment is dependent upon funding authorization.

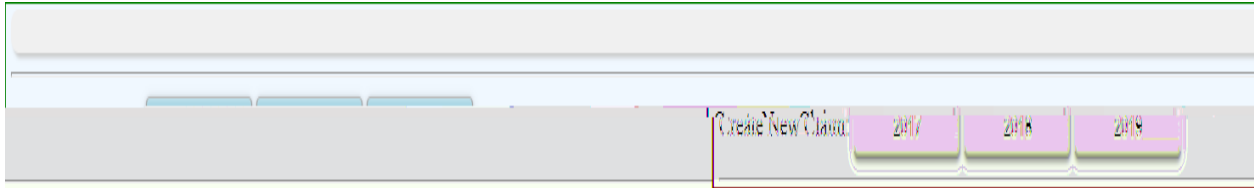
Approve: The NYSED Program Reviewer approved the claim after the review process.

Hold: The New York State Education Department (NYSED) Program Reviewer may "Reject", "Approve" or set the claim to "Post Review". Program Reviewer may request further clarification or documentation before approval is granted.

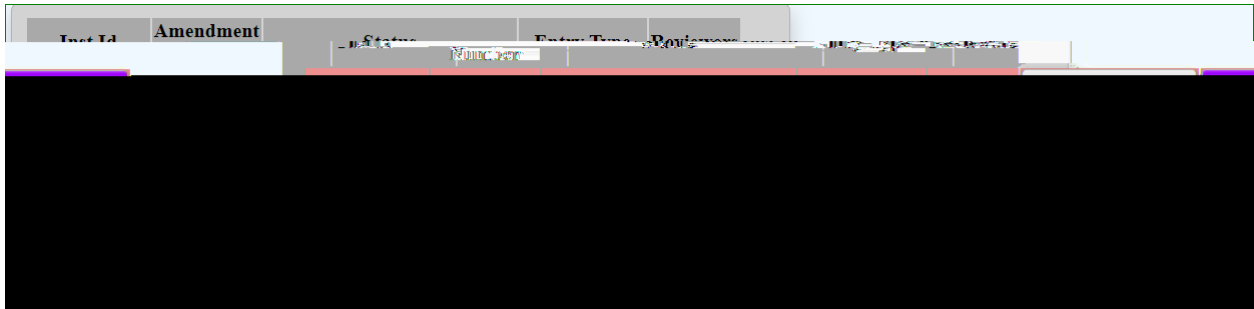
Post Review: The NYSED Program Reviewer, Supervisor, or authorized and designated staff and management, will review the claim after payment.

Rejected: The NYSED Program Reviewer may reject the claim based on the program review if too many mistakes were made, and after consulting with Supervisor and possibly other management. The school will always be notified when a claim is rejected. The claim will be reviewed through the amendment process once the appropriate and consistent substantiation is received from the non-public

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.

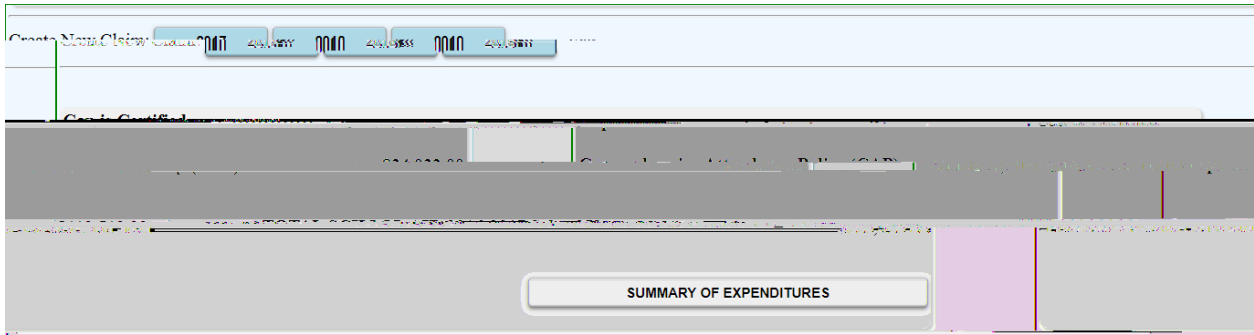


User can select the claim year to edit by clicking on the <Edit> button for the open claim year.

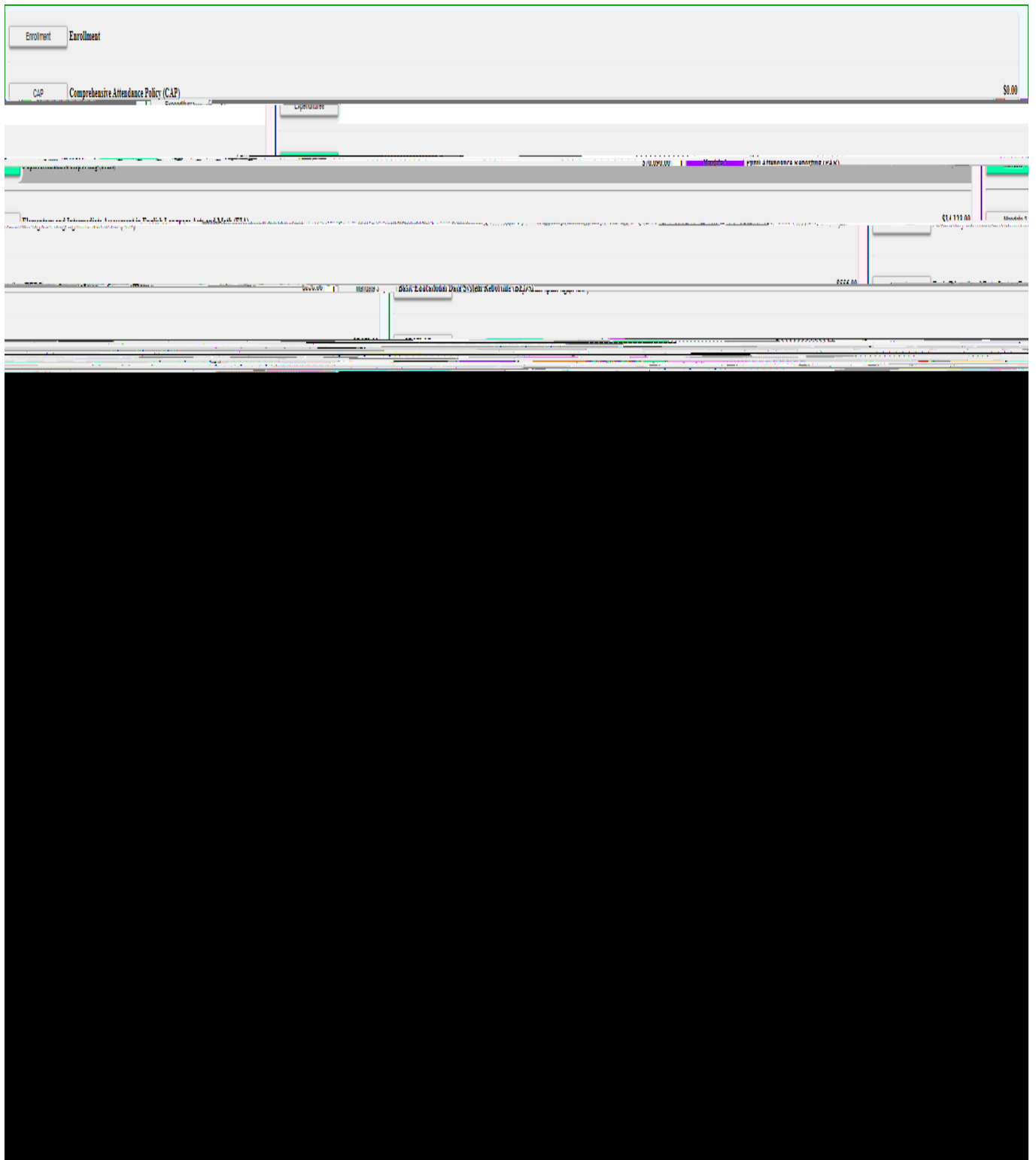


Comprehensive Attendance Policy.

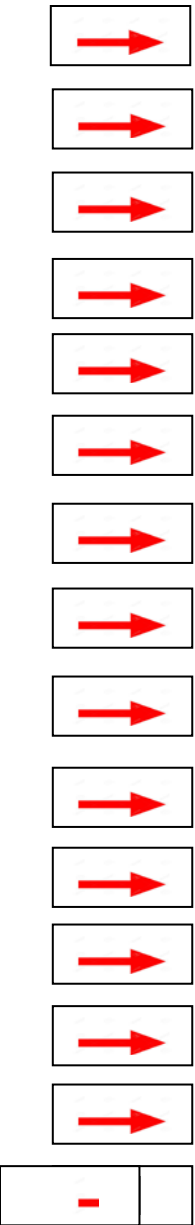
The following information will be displayed, showing that CAP has been certified.



Click on the "Summary of Expenditures". The "Summary of Expenditures" will display "Enrollment, "CAP Expenditures" and Mandates 1-19 information.



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



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.

You may enter different enrollment data for opening and closing.

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.

Enrollment Enrollment

Enrollment is used to determine average class size. Enrollment is used to determine the number of pupils who were in attendance on the first day of school plus those who were registered but were absent on opening day.

Opening enrollment is the number of pupils who were in attendance on the first day of school plus those who were registered but were absent on opening day.

Closing enrollment is the number of pupils who were in attendance on the last day of school plus those who were registered but were absent on closing day.

BEDS enrollment is the number submitted to the State Education Department based on a count taken during the week of October 2018.

Pupils in ungraded classes should be counted as ungraded elementary or ungraded secondary.

Grade Level	2018-2019 Enrollment	2018-2019 Enrollment
1. Grades K-6	186	186
2. Grades 7-8	53	53
3. Grades 9-12	0	0
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	239	239

Select opening, closing or Beds on file: Beds On File Opening Closing

Mandate 1 – Pupil Attendance Reporting (PAR)

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 1-4.

When you get to the end of line 4, tab again.

Calculation of Expenditures

Enter the total # of teachers taking daily attendance.

The system calculates the information for lines 5-6 for the calculation of hourly rates . ll4, t

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.

Mandate 2 \$14,123.00

Calculation of Hourly Rate

Teachers	Statisticians	Administrators	
1. Total number of staff employed by school who participated in Elementary and Intermediate Assessment in English Language Arts and Math (ELA)	2.00	1.00	
2. Reported hours of work for all assigned tasks performed	7,000.00	3,000.00	1,000.00
3. Total salary and benefits paid for employees in item 1.	\$332,536.00	\$150,000.00	\$50,000.00
4. Total employee benefits in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$462,891.00	\$200,000.00	\$60,000.00
6. Average hourly rate. (do not enter; system calculates)	\$66.45	\$73.75	\$70.00

Time and Effort Standards Calculation of Combined Hours (Minimum hour per exam type applies)

Grade	Number of Exams Claimed	Combined Hours	Calculation
Grade 3 ELA	45	45.0	(45 X 0.75)=33.75
Grade 3 Math	45	45.0	(45 X 0.55)=24.75
Grade 4 ELA	0	0.0	(0 X 0.75)=0.00
Grade 4 Math	0	0.0	(0 X 0.55)=0.00
Grade 5 ELA	56	56.0	(56 X 0.9)=50.40
Grade 5 Math	56	56.0	(56 X 0.65)=36.40
Grade 6 ELA	0	0.0	(0 X 1)=0.00
Grade 6 Math	0	0.0	(0 X 0.8)=0.00
Grade 7 ELA	39	39.0	(39 X 0.8)=31.20
Grade 7 Math	39	39.0	(39 X 0.75)=29.25
Grade 8 ELA	0	0.0	(0 X 1)=0.00
Grade 8 Math	0	0.0	(0 X 0.8)=0.00
Mandate 2: Total Combined Hours (system generated)			213

a. General Expenditures

Employee Group	Combined Hours	Hourly Rate for Salaries and Benefits (system generated)	Expenditures (system generated)
Classroom Teachers	213	\$70.00	\$14,910.00
Administrative	0	\$70.00	\$0.00
Support Staff	0	\$70.00	\$0.00

4.25 hours per grade + 1-hour field test; system generated

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

Mandate 3: Basic Educational Data System Reporting (BEDS)

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.

Time and Effort Standards Calculation of Combined Hours (Minimum hour per exam type varies)

Mandate 4: Regents Exams (Summer 2017, January 2018, and June 2018)

Grade	Number of Exams Claimed	Number of Exams on File	Field Test Given	Calculation
Common Core English	0	0.0		$(0 \times 1.65) = 0.00$
Common Core Algebra 1	17	0.0		$(17 \times 0.00) = 0.00$
Common Core Algebra 2/Trig	0	0.0		$(0 \times 2.36) = 0.00$
Common Core Geometry	0	0.0		$(0 \times 2.36) = 0.00$
Global History & Geography	0	0.0		$(0 \times 0.81) = 0.00$
US History & Govt.	0	0.0		$(0 \times 0.81) = 0.00$
Chemistry	0	0.0		$(0 \times 0.48) = 0.00$
Physics	0	0.0		$(0 \times 0.65) = 0.00$
Earth Science	0	0.0		$(0 \times 0.65) = 0.00$
Living Environment	17	17.0	Yes	$(17 \times 0.00) = 0.00$
Mandate 4: Total Combined Hours (system generated)				0.00

a. General Expenditures

(1) Employee Group	(2) Combined Hours	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	55	\$72.98	\$4,014.00
Administrative	25	\$110.98	\$2,775.00
Support Staff	11	\$41.47	\$457.00
Supplies, cost of shipping exams to and from scoring site			\$125
Total General Expenditures Regents (system generated)			\$7,371.00

b. Teacher Workshop Expenditures (see the Guidelines for this definition)

(1) Employee Group	(2) Total Hours of Allowable Workshop Training	(3) Hourly Rate for Salaries and Benefits (system generated)	(4) Expenditures (system generated)
Classroom Teacher	0	\$72.98	\$0.00
Workshop Fees	0		\$0.00
Total Workshop Expenditures (system generated)			\$0.00

c. Test Kits

Enter # of students taking Regents Earth Science.		0
Enter # of Test Kits.		0
Total expenditures on Test Kits.		\$0.00

Mandate 6: Calculator Expenses (CE)

Enter the number o

Mandate 8:



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

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.



Mandate 14: Grade Eight Science Test (GEST)

Calculation of Hourly Rate

Click on the Mandate 14 button.

Enter data for line #1. Use the "Tab" key to move to the next data entry field.

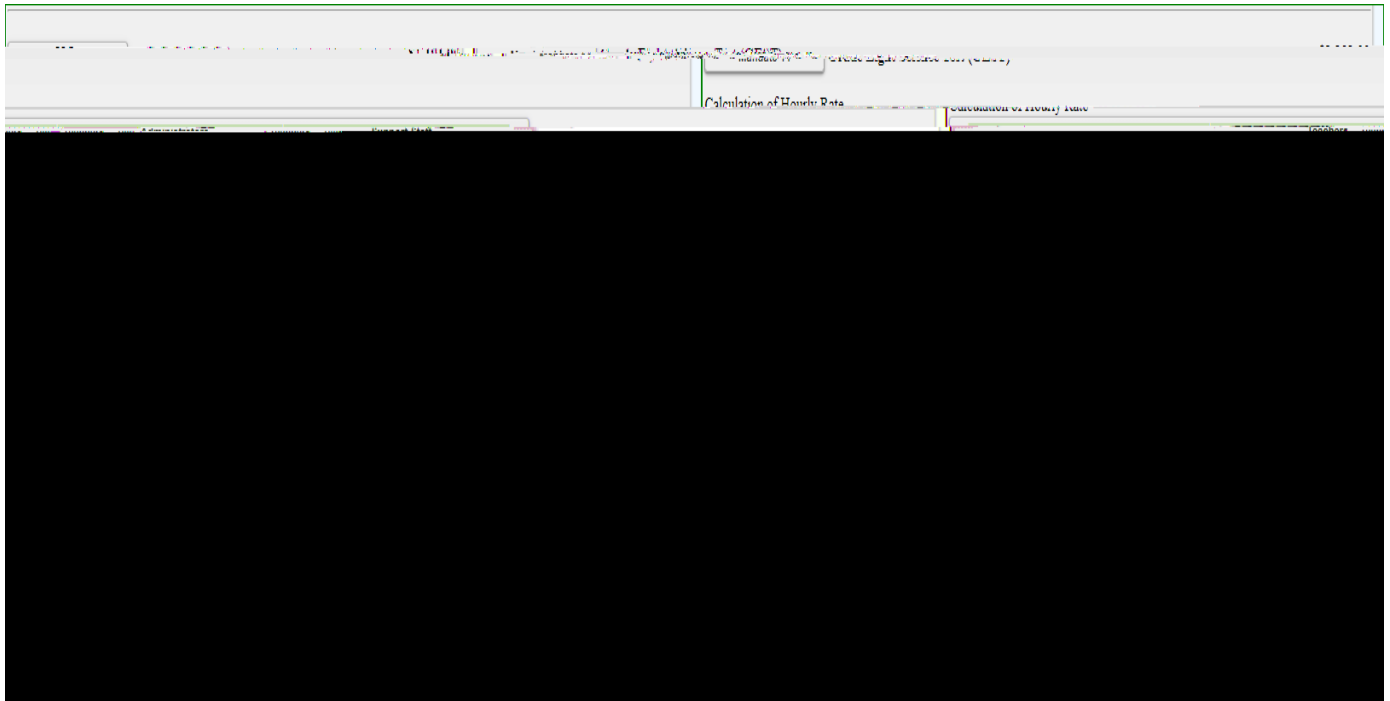
Continue entering data for lines 2-4.

The system generates the Average Hourly Rate.

Calculation of Combined Hours

The system shows the number of Grade Eight Science Tests that were reported to the Office of Information Reporting Services.

Enter the number of exams that were administered if it differs from what is displayed. Use the "Tab" key to move to the next field.

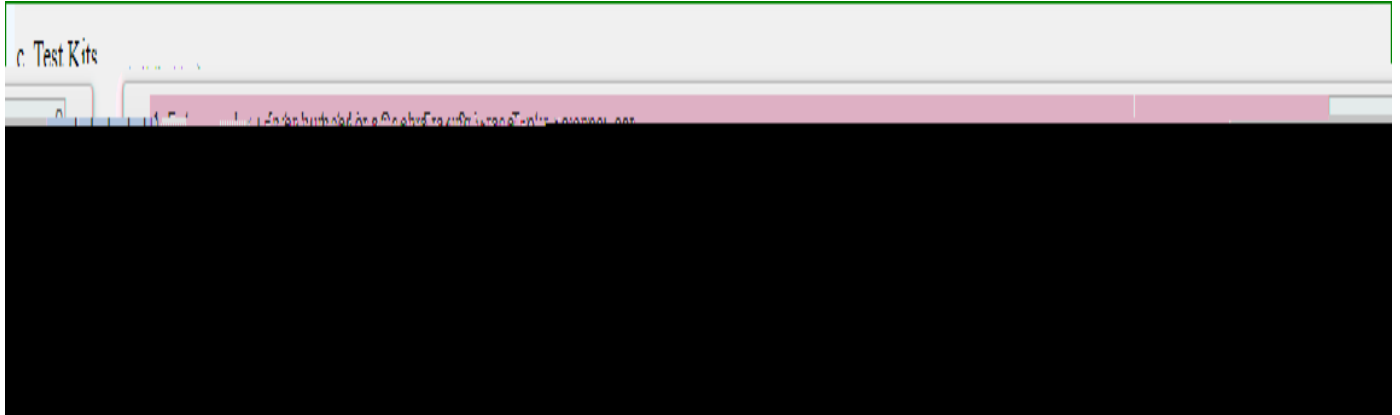


Teacher Workshop Expenditures

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.





HOLD CLAIMS: UPLOAD DOCUMENT REQUEST

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.

Access Documents:

The school must click on the school year that they are referring to.

The school must click on the tab that says "View".

Click on File Request.

There is a note explaining what is needed from the school. Click on the browse button to upload their document/s. Once the file is added, click upload. It will upload the document into the system.

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

Claim Note:

enrollment which led to an increase in the... or teachers participating as well as exams admin... claim appears reasonable for this size... approve. AJJ

File Name: [GAP_REPORT.xlsx](#) File Request: Please upload proof of funding or other...

SAVE/PRINT CLAIM AS PDF

Select Summary of Expenditures at the top of the MSA claim form.

There are 3 edits that need to be corrected...

Cap is Certified

Comprehensive Attendance Policy (CAP)	\$251,668.00
TOTAL SCHOOL AID 2016-2017 School Year	\$400,775.00

SUMMARY OF EXPENDITURES

Select each mandate to expand and view detail explanation of each mandate.

Enrollment \$251,668.00

CAP Expenditures Comprehensive Attendance Policy (CAP)

Mandate 2 Elementary...

Mandate 3 Basic Educational Data System (BIDS)

Mandate 4 Regents Examinations (RE) \$0.00

Mandate 5 NYS Regents Competency Testing Program (RCTP) \$0.00

Mandate 6 ...or Expenses (CE)

Sample of expanded mandate.

Mandate 1 Pupil Attendance Reporting (PAR)

Select the option that applies:

Standard Work Day Actual hours of employees are varied

of Days in the School Year for Teachers Administrators Support Staff

of Hours in the Work Day for Teachers Administrators Support Staff

	Teachers	Administrators	Support Staff
1. Total number of staff employed by school who participated in Pupil Attendance Reporting (PAR)	190.00	3.00	2.00
2. Reported hours of work for all assigned tasks per day	228,905.00	3,852.00	2,568.00
3. Total salaries paid for all services performed by employees in item 1.	\$1,399,239.00	\$495,498.00	\$147,364.00
4. Total employee salaries paid on salaries reported in item 3.	\$356,015.00	\$88,046.00	\$49,864.00
5. Total salaries and benefits paid for employees reported in item 1. (do not enter; system calculates)	\$1,399,239.00	\$495,498.00	\$147,364.00
6. Average hourly rate. (do not enter; system calculates)	\$107.076	\$151.49	\$76.80

Calculation of Expenditures.

(1) Employee Group	(2) Total # TEACHERS Taking Daily Attendance	(3) Enter Appropriate Parameter (system generated)	(4) Combined Hours (system generated)	(5) Hourly Rate for Salaries and Benefits (system generated)	(6) Expenditures (system generated)
Classroom Teacher	190	40.0	7,600	\$18.76	\$142,576.00
Administrative	(leave blank)	7.5	1,425	\$151.49	\$215,874.25
Support Staff	(leave blank)	7.0	1,330	\$76.80	\$102,144.00
Supplies and Materials (\$10 per Teacher) (system generated)					\$1,900
Total Expenditures PAR (system generated)					\$462,494.25

Select print feature and print or save document as PDF and print.

2/5/2021 MSA

NYSED
City, Wide Accessibility Policy

Name: UNION SPRINGS ACADEMY Vendor ID: 1000040115
Address: PO BOX 524 Zip: 13148 State Code: NY
City: UNION SPRINGS Email: bughardh@unionspringsacademy.org Contact: Frederick Bughardh (315) 899-7314

2019-2020 School Year - Amendment & Status: OPEN

Destination Save as PDF

Pages All

Layout Landscape

More settings

Activate Form Total: \$2000005448 Change School Claim Note Adjust Note Save Form

Submit Form

There are 16 edits that will put the claim to HOLD.

Cap is Certified

Comprehensive Attendance Policy (CAP) \$18,036.00

TOTAL SCHOOL AID 2018-2019 School Year \$24,438.00

SUMMARY OF EXPENDITURES

Closing enrollment is the number of pupils still enrolled as of...

BEDS enrollment is the number submitted to the State Education Department based on a count taken during the first week of October 2018.

Pupils in ungraded classes should be counted as ungraded elementary if under 13 years of age and ungraded secondary if 13 years old or older.

Do not include enrollment of private school or non-indigenous pupils, postgraduate students or pupils with disabilities who are enrolled pursuant to a contract with a public school district or the State Education Department.

Grade Level	2018-2019 Enrollment	2018-2019 BEDS
1. Grades K-6	0	0
2. Grades 7-8	0	0
3. Grades 9-12	0	0
4. Ungraded Elementary	0	0
5. Ungraded Secondary	0	0
6. Total Enrollment (system generated)	0	0

https://resources.nysed.gov/msa/... 1/4

2/5/2021 MSA

Select reporting, closing or beds on file

CAP Expense

Module	Description	Amount
Module 1	Pupil Attendance Reporting (PAR)	\$18,036.00
Module 2	Elementary and Intermediate Assessment in English Language Arts	\$0.00
Module 3	Basic Educational Data System Reporting (BEDS)	\$661.00
Module 4	Regents Examinations (RE)	\$18,916.00

Save Cancel

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 returns you to the "home" screen and displays the status of the claim.

