



SY2023-2024 Guidance

Office of Religious & Independent School Support (ORISS)

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

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Grant Summary

Mandated Services Aid (MSA) is a New York State (NYS) reimbursement program established in 1974 supporting Religious & Independent (R&I) schools that participate in specific mandates of the Commissioner of Education regarding data reporting, pupil testing, pupil evaluation, and other targeted programs.

Promulgated by the Board of Regents (BOR) in June 2002, the Comprehensive Attendance Policy (CAP) established full attendance regulations for all schools in NYS, public and non-public, to have an approved policy outlining all expectations associated with student attendance from kindergarten registration through graduation. For R&I schools, the CAP reimbursement program is filed in conjunction with the MSA program.

Purpose

The purpose of the MSA-CAP program is to support R&I schools' engagement in NYS mandated programs.

Statute

The MSA-CAP program is a NYS capital funded program and administered by the New York State Education Department (NYSED) and is based on the following laws/rules/regulations:

8 CRR-NY 3.36
8 CRR-NY 104.1
Section 912 of the Education Law
Section 3204 of the Education Law
Section 3205 of the Education Law
8 CRR-NY 104.1(i)

Eligibility: Institutions

Eligibility has been pre-determined based on New York State Education Department (NYSED) data. The criteria used for pre-determination include:

1. Open/operational during the application claim year
2. Religious & Independent school (non-profit or not-for-profit R&I schools only)
3. Provide instruction in accordance with section 3204 of the Education Law
4. Require students to attend full time instruction according to section 3205 of the Education Law (kindergarten through twelfth grade, only)
5. Religious and Independent Schools (non-profit or not-for-profit schools only). 853 or Approved Special Education Schools are ineligible.
6. Not be the recipients of other State or local aid, directly or indirectly, (e.g. tuition payments). This includes 853 and Approved Special Education Schools.
7. Possession of (or will obtain) a valid [Office of the State \(OSC\) Vendor ID](#)
8. Possess a NYSED issued [Basic Education Data System \(BEDS\)](#) code

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 must 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 not 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) & BEDS Enrollment Data	Application Deadline
2019-2020	\$115,652,000	\$77,476,000	2018-2019	4/1/2020
2020-2021	\$115,652,000	\$77,476,000	2019-2020	4/1/2021
2021-2022	\$115,652,000	\$77,476,000	2020-2021	4/1/2022
2022-2023	\$115,652,000	\$77,476,000	2021-2022	4/1/2023
2023-2024	\$141,552,000	\$77,476,000	2022-2023	4/1/2024
2024-2025	\$132,385,000	\$86,743,000	2023-2024	4/1/2025

Pre-Application/Initial Steps

Ensure Accuracy of Information on File

Prior to submitting a claim for MSA-CAP, the school should review [SEDREF](#) to be sure that the information listed there is accurate and up to date for school contacts. Click on SEDREF Query and follow the instructions. For changes, please email DataSupport@nysed.gov.

Changes: OSC Vendor ID & Payee Information

For changes to the OSC Vendor ID or payee information and corresponding address changes, please log in to your account in SFS. If you do not currently have a vendor ID, you will need to obtain one before you can submit your MSA-CAP claim by completing both the NYSED Substitute W-9 form and the Payee Information form. Email MSA-CAP-ORISS@nysed.gov for assistance or questions.

CEO-Online Application Access via Business Portal

Applicants may click [here](#) to access the NYSED Business Portal. This web-based system improves the quality of submissions, decreasing the need for follow-up communication, and increasing the efficiency of the claims process and reimbursement.

Schools must have a User ID, Password, and access to use the [NYSED Business Portal](#). To reset your password, click on the key at the top right of the Application Business Portal Dashboard. If you've forgotten your User ID, contact the SEDDAS Help desk via email [SEDDAS Help Desk](#).

CFO/Other- Online Application Access via Business Portal

Religious and independent schools have the option to assign an MSA-CAP CFO to submit and certify their MSA-CAP claim. If an institution does not have a CFO, the submit and certify role automatically defaults to the CEO. If an institution would like to add an MSA-CAP CFO to submit and certify the claim:

- Email DataSupport@nysed.gov to request a CFO be added to the institution's SEDREF listing.
- Once the CFO is added to [SEDREF](#), contact the ORISS team at 518-474-3936 or email MSA-CAP-ORISS@nysed.gov to provide entitlement access to the CFO.

To enable all other staff access, your school's CEO should visit [SEDDAS](#) and follow instructions in the [SEDDAS User Guide](#) to enable additional users for data entry access. Only the CEO and/or CFO can submit and certify claims.

Attestation Certification & Submission

Submission: NYSED's Business Portal

Applicants may click [here](#) to access the NYSED Business Portal.

The MSA-CAP Excel Workbook is not required if your application is submitted electronically through the NYSED Business Portal.

For online system claims, the CEO or CFO as identified in SEDREF must check the box attesting to the MSA and CAP data and agree to the online certification statement prior to submission. Emailed claims must include a separate signed attestation form certifying the data.

Submission: Non-Portal Submission

If an applicant is unable to complete the application through the NYSED Business Portal, they are encouraged to contact the MSA-CAP team by emailing MSA-CAP-ORISS@nysed.gov for assistance and instructions for an email submission process.

Please note that emailed submissions must include the following components:
Completed MSA-CAP Workbook with all tabs completed for the applicable mandates with a summary of total expenditures page.

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).

Submission Deadline

Per state law, all claims must be submitted in the NYSED Business Portal or emailed to MSA-CAP-ORISS@nysed.gov by close of business **4/1/2025**.

Amendment Period

For the 2023-2024 claim year, amendments will be accepted for claims submitted by the 4/1/2025 deadline until **5/31/2025**.

Application Review Process

The following steps describe the process used to review MSA-CAP Claims:

HOLD & Post Review Status

Both the online submission system and paper form allow space for a precise and clear explanation justifying certain increases. All claims requiring clarification and/or

documentation will be placed in HOLD status, flagging it for further review. After the submission deadline of April 1, 2025, all HOLD claims will be placed into POST REVIEW and paid by the payment deadline of May 31, 2025. Claims on HOLD/POST REVIEW will need to provide the requested documentation.

Religious & Independent schools will not be able to file future year claims until requested documents are provided, and the claim is resolved.

Application Review Period

ORISS is unable to specify a timeline for review. Review times are impacted by a variety of factors, including the level of review of the application and the workload of the office. Please note the grant process involves multiple steps and multiple levels of review.

Request for Information (RFI)

If after initial review, NYSED has additional questions or identifies a need for more information or clarification, NYSED may issue a Request for Information (RFI). Applicants are typically requested to respond within 15 business days to provide the additional information or clarification requested in the RFI. NYSED reserves the right to issue as many separate RFI's as are needed for NYSED to come to a determination about the application. Additionally, NYSED may elect to conduct an on-site review at the applicant's proposed location.

Payments

As noted in the eligibility section, applicants must be registered with the NYS Statewide Financial System's centralized vendor file and be assigned an OSC Vendor ID to receive payment from NYSED (or any State Agency). Payments will be sent to the payees from the Office of the State Comptroller (OSC) utilizing the payee chosen method of payment.

The payment deadline for the 2023-2024 MSA-CAP program is May 31, 2025.

ACH/Direct Deposit Payment

The Office of the State Comptroller has instituted an Automated Clearing House (ACH) as the preferred payment method. This is also referred to as Direct Deposit. We strongly encourage R&Is that have historically received a reimbursement check to enroll in ACH. ACH payments provide both the sender and receiver with the advantages of improved controls, reduced chances for check fraud, better cash management, and greatly reduced bank charges.

Your institution should access the Statewide Financial System (SFS) Help Desk and confirm that ACH is selected as the preferred method of payment:

1. Navigate to the Location tab on the vendor record.
2. Select the "Payables" hyperlink.
3. The payment method is displayed under the "Additional Payables Options," "Additional Payment Information" section.
4. If the payment method is ACH, the payment will be made via ACH.

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), along with a signed attestation form. Please note that any documentation that supports the information and calculations used to prepare the submitted claim for MSA-CAP must be retained and produced upon request.

Payroll Records- Outside Company

Payroll records from an outside payroll company must be maintained and made accessible upon request for all those employees providing the mandated service, showing gross salary along with a summary breakdown of fringe benefits including sources of data (company names)

Payroll Records- Internal

For schools in which payroll is prepared in-house, the school must have on file, for each individual claimed, staff hiring agreements or contracts on school letterhead, signed which verify the claim amounts.

Timekeeping

A time distribution record for employees providing mandated services must be maintained and accessible.

Payroll Voucher

A voucher file which includes all paid vouchers used to substantiate actual costs included in MSA-CAP aid claims must also be maintained and accessible.

Student Testing Records

Testing information must also be maintained and available upon request. Schools are strongly encouraged to use online portal submission through NYSED and/or BOCES.

Additional Information about MSA-CAP Recordkeeping is available at the [MSA-CAP Record Keeping Website](#)