Y7 Application Instructions

Academic Intervention Services (AIS) Grant

Grant Summary

The Academic Intervention Services (AIS) Grant summary can be found [here](#).

Purpose

The purpose of the Academic Intervention Services (AIS) professional development grant is to raise the proficiency of Religious & Independent (R&I) schoolteachers in specific techniques to support students who are at risk of not meeting the New York State (NYS) administered 3-8 assessments in either English Language Arts (ELA) and/or mathematics.

Statute

The AIS program is a state-funded grant based on [Commissioner's Regulations 100.2](#).

Eligibility: Institutions

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

1. Currently open/operational (at the time of application)
2. Religious and Independent schools (non-profit or not-for-profit schools only)
3. Possession of (or will obtain) a valid Office of the State (OSC) Vendor ID.
4. The New York State Education Department (NYSED) issued Basic Education Data System (BEDS) code.
5. BEDS enrollment data for the 2021-2022.
6. Offered the 3-8 New York State ELA and Mathematics Assessments AND reported students not achieving at a level 3 or 4 in the 2021-2022 school year*.

   *Note: secondary to the COVID pandemic, some flexibility was permitted for Grant Y6 and Y7 assessment reporting. See the AIS Y7 Guidance document for details.

Important Dates

The submission deadline for the Year 7 AIS Grant is **October 17, 2024**. The purchase deadline for Year 7 is June 30, 2024.

Point of Contact

For all questions regarding the AIS Grant, please have your Institution ID or BEDS code ready, and contact:

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

Getting Started

This section takes the applicant through the checks and balances required to successfully file a claim. The information listed in the school's State Education Data Reference File, or SEDREF, must be accurate to process an AIS claim.

Leadership Designation

- An institution's SEDREF file will contain a Chief Executive Officer (CEO) and an additional contact/Chief Financial Officer (CFO).
- Both the CEO and the additional contact/CFO must keep a current email in their SEDREF file. The emails on file receive all NYSED religious and/or independent school announcements.
- ORISS also recommends checking for weekly updates on the ORISS website.
- If information in the SEDREF file is outdated or inaccurate, it is the school's responsibility to notify SEDREF. See below for how to make changes.

Leadership Changes

The CEO is the only user that can manage SEDREF Profile/SEDDAS accounts.
- To change CEO/CFO information, please contact datasupport@nysed.gov to update the information.
- To change the CFO designation, the CFO form must be completed and emailed to datasupport@nysed.gov.
- For all other contact info changes, the change can be requested via email at datasupport@nysed.gov.

Entitlement Assignments & Changes

- Entitlement = Portal Access
- The CEO designation in SEDREF has access to entitlement rights as the DA/EA (Delegated Accounts/Entitlement Administrator).
- The CEO can assign the entitlement role to the CFO using the SEDDAS system.
- The DA/EA can also grant access to enable staff to enter and view data in the portal. Instructions are in the SEDDAS User Guide.
- If the CEO login information is known, but the institution would like to grant additional CFO access, please reach out to NYSED's Office of Information and Reporting Services at datasupport@nysed.gov.
- Should this entitlement be assigned to anyone other than the CEO, the CEO must be aware that the entitled person will now receive the NYSED correspondence mentioned above.

NYSED Business Portal Log On

1. Enter the **NYSED Business Portal** (the sign-on page below will be displayed).
2. If the CEO and CFO listings are correct in **SEDREF**, enter **Username** & **Password** (contact **SEDDAS** for email & password help) and Click **Sign In**.
3. If your CEO and CFO listings are incorrect in **SEDREF**, please see the **Leadership Changes & Entitlement Assignments** section of this document to update before proceeding.

Institution & Payee Information

Before logging into the AIS application, the applicant will need to know the school's:

- Institution ID (a twelve-digit number that begins with 8000000)
- Payee Information (if the institution is opting to Pool)

If the applicant does not have this information on hand, they can complete a SEDREF Query under the Business Portal's **Public Links** Section as shown below:

Upon entering **SEDREF**, the user will need to:

- ONLY enter the school's **Name** (followed by "%") **OR** only enter the school's **SED/BEDs Code**. **(**No further information is required to complete a search.) Then, click **Find.**

- A school's Institution ID will be located on the top line of the Institution Data screen.
- The Payee Information will be found under the OSC Vendor ID and the Payee's Name is located near the bottom of the data chart as indicated below.

Institution Data

Inst Id:	8000▮▮▮▮	Legal Name:	▮▮▮▮
Popular Name:		Corporate Name:	
Label Name:	▮▮▮▮	Type of Incorporation:	RELIGIOUS CORPORATION
Inactive?:	N	SED Code:	▮▮▮▮
Inst Type Desc:	NON-PUBLIC SCHOOLS	SED Code Effective Date:	
Inst Sub Type Desc:	JEWISH	Grade Org Code:	
Level 2 Tracking Code:		Grade Org Desc:	
ORISS Inst ID:	▮▮▮▮	ORISS Inst Name:	
OSE Reporting Inst ID:		OSE Reporting Inst Name:	
Non Public Registration Code:		County Code:	
Non Public Registration Desc:		County Desc:	KINGS
Non Public Registration Start Date:		Non Public Registration End Date:	
School Dist Of Location:	▮▮▮▮	Dist Type Desc:	NYC COMMUNITY DISTRICTS
County of School Dist Code:		SDL Description:	NYC GEOG DIST 15
Record Type Code:	2	Active Date:	07/01/2019
Record Type Desc:	NON PUBLIC SCHOOL (IMF)	Inactive Date:	
Comm Dist Type:	NEW YORK CITY	Needs Resource Code:	
Charter School Approval Code:		Needs Resource Desc:	
Charter School Approval Desc:		EDEN NCES LEA ID:	
EDEN NCES SCH ID:		EDEN LEA Type:	
EDEN Sch Type:		EDEN LEA Description:	
EDEN School Type Desc:		EDEN LEA Op Status:	
EDEN Sch Op Status Code:		EDEN LEA Op Status Desc:	
EDEN School Op Status Desc:		SDW Indicator:	
Transfer School Indicator:		CSE Placement Eligible:	N
Medicaid Provider Number:		Established Date:	07/01/2019
Successor INST Id:		Parent INST Id:	
Successor Name:		Parent Name:	
		Assembly District #:	44
Assembly District Year:	2022	Congressional District #:	10
Congressional District Year:	2022	Senate District #:	22
Senate District Year:	2022	OSC Vendor ID on SEDREF:	▮▮▮▮
OSC Vendor Status on SEDREF:	A	OSC Vendor Location on SEDREF:	
OSC Address Sequence Number on SEDREF:		Payee Name on SEDREF:	▮▮▮▮
OSC Address Line 1:	▮▮▮▮	OSC Address Line 2:	▮▮▮▮
OSC Address Line 3:		OSC City:	
OSC State:	NY	OSC Zip:	
OSC Country:	USA	OSC Open For Ordering Flag:	Y
OSC Disabled Veteran Classification:	N	OSC Small Business Classification:	N

The applicant can then:

- Record the school's **Institutional ID**, **Payee Name**, and **OSC Vendor ID**.
- Close the **SEDREF** tab.
- Open/Return to the **NYSED Business Portal** homepage.

AIS Portal

1. Under *My Applications*, click **Academic Intervention Services** (AIS).
2. If the CEO and CFO listings are correct in SEDREF, you are able to log in to the portal, but you don't see the AIS Grant listed, contact AIS-ORISS@nysed.gov for entitlement access.
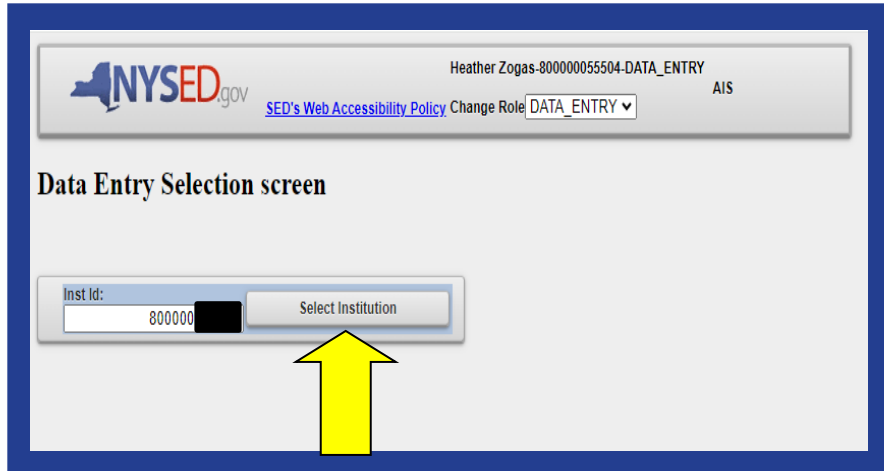
Groundwork

Groundwork: Internet Browser

Firefox or Google Chrome are the preferred browsers for completing the AIS Claim Application on the NYSED Business Portal.

Groundwork: Data Entry Selection

1. Enter the school's **Inst ID**.
2. If you do not know your school's **Inst ID** number, please visit the **Institution & Payee Information** section of this document (pages 6 & 7).
3. Click **Select Institution**.

Groundwork: Create or Edit a Claim

The Claim Selection Screen will populate with the prior year's filings. These are in **CLOSED** status, but available for viewing. **DO NOT** attempt to file under prior years. All filing must be under 2022.

1. To OPEN a new claim, select Create Claim.
2. This will OPEN the 2022 claim where information will be entered.
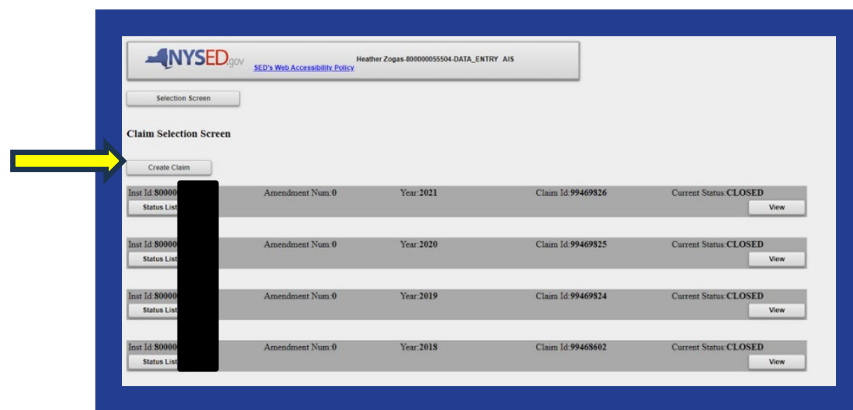
Groundwork: Vendor ID Error

This message indicates that NYSED does not have **Payee Information** on file for your institution. The institution will need to complete the [Payee form](#).

    1. Please complete the form and **mail it** to the address below.

> *NYS Education Department/ORISS*
> *89 Washington Avenue Room 1076 EBA*
> *Albany, NY 12234*

Note: These are federal forms and a <u>hard copy</u> with an <u>original signature</u> is required to be on file. Once received, we will process the information and be able to open the application for your school.

Groundwork: Claim Status Definitions

- **Amendment**: The amended claim can be submitted after the claim status has been either "Rejected" or "Withdrawn." The amended claim will be populated with the original claim data.
- **Approved**: The Reviewer approved the claim after the review process.
- **Closed**: Closing will not occur until the claim has been reviewed and all issues are resolved. Closing will occur after approval is made.
- **Hold:** Once a claim is submitted, if there is no flagged data, the claim will go into "Hold" status until it is reviewed and either approved or sent back to the school for further information. If the claim requires more information or correction, the Reviewer will reject it and place it back in "Open" status for editing.
- **Open:** Initial status of claim before submitting for review.
- **Rejected**: The Reviewer may reject the claim based on the review. The religious and/or independent school will be notified when a claim is rejected.
- **Withdrawn**: The Reviewer or the applicant may withdraw a claim. This will end the claim process. Any information entered before withdrawal will be saved should the applicant restart the claim process. Withdraw should only be used if a school chooses to relinquish a claim.

Groundwork: Claim Selection

The current grant cycle, AIS Year 7, is Fiscal Year (FY) 2012, School Year (SY) **2021-2022**, and Reporting Year (RY) 2024.

        After OPENING the 2022 claim, select **Edit** to start.
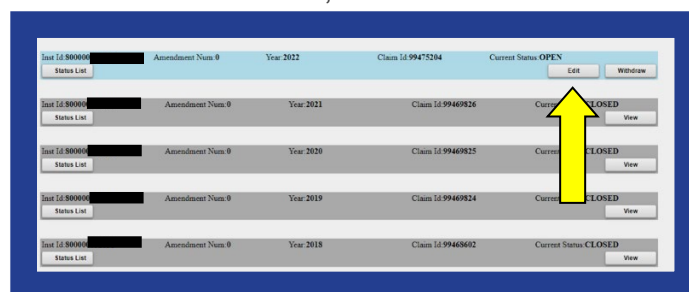
Groundwork: Edit

Selecting **Edit** will bring you to the Claim Home Screen. This screen will contain:

- School's Name
- Institution ID/ SEDREF ID
- SED Code
- Vendor Id
- Y7 Grant Allocation information (no rollover will be listed)

<<< Note: This table only includes the Y7 allocation. Any prior year rollover will not be shown here BUT is available for Y7 use. Visit the AIS website to access Y7 School Allocations List for the total allocation balance.

The Claim Home Screen includes the following claim sections:

- SECTION 1: Certification
- SECTION 2: Pooling
- SECTION 3: Item/Service Expenditures

Groundwork: Save

You can **Save** your work at any time. This will save the entered data so that it may be worked on at another time. Click SAVE in the upper right corner of the screen.

Groundwork: Troubleshooting

Incomplete Sections/Errors

If there are any incomplete sections, an error message may appear. The applicant may correct the incomplete sections by continuing to **Edit** the claim or **Save** and **Edit** at another time.

Incomplete Application/Flagged Data

A snapshot of all missing data is flagged in the application home screen. Please see the orange highlights for example.

Section 1: Certification

1. Click **Section 1: Certification**.
2. Read each of the certification items.
3. Complete and certify by checking the boxes on the far right.
4. Certification is required to submit a claim.
5. Don't lose all your work. Click "Save" now.
6. To close this section, click the **SECTION 1: Certification** button again.
7. The applicant may now select another section of the application.

Section 2: Pooling

Section 2: What is Pooling?

Pooling of funds is used when related agencies have collaborative items/services and wish to combine their allocations into one claim. Pooling is optional and most schools do not participate in pooling.

Section 2: Who can Pool?

Only eligible schools may elect to pool. To share funds with a consortium, a diocese, or another provider, the institutions <u>must</u> share the same **Payee Information (OSC Vendor ID & Payee Name on SEDREF)**. If you do not know your school's **Payee**

Information, please visit the **Groundwork** section of this document for further instructions.

Section 2: Opt In/Out Pooling

1. Click the **Section 2: Pooling** button.
2. Select **YES** to pool funds **OR** select **NO** to not pool funds. Selection is required to submit a claim.
3. If selecting **NO**, click the "No" button and move to step 8 of this section.
4. If selecting **YES**, click the "Yes" button and complete the rest of the **Section 2: Pooling (required).**
5. Each pooling school (and affiliated BEDS code) must submit an individual application.
6. Each pooling school must upload a completed **Y7 AIS Pooling Application** found on the AIS Guidance & Resource Documents webpage.
7. Don't lose all your work. Click "Save" now.
8. To close this section, click the **SECTION 2: Pooling** button again.
9. The applicant may now select another section of the application.

Section 3: Item/Service Expenditures

Section 3: Preparation

Confirm Eligibility

See the **AIS Y7 Guidance** and **AIS Y7 Expense List** found on the <u>Guidance & Resources webpage</u> for further information on eligible Items/Service Expenditures. <mark>Year 7 would include unclaimed eligible expenses made through June 30, 2024.</mark>

Determine Invoices Categories

To allow for a smooth and efficient application process, gather your documents in advance and determine which spending categories are applicable. There are six categories for the types of professional development and instructional material expenditures for the **Items/Service Expenditures**. Please note that one invoice can cover more than one category. But generally, each invoice will have its own category. Invoices can also be combined by vendor.

Amount spent within EACH category for EACH invoice					
Teacher Materials	Student Materials	Software Materials	In-Class Coaching	Workshop Fees	Other (Provide details with connection to ELA/Math improvement

Section 3: Open & Add Data

1. Click **Section 3: Item/Service Expenditures**
2. For each invoice, enter the requested invoice information.
3. Enter payment amount(s). Be sure to delineate the payment amounts by category. If you are unsure, please reference the **AIS Y7 Expense List** found on the <u>Guidance & Resource page</u>. (Note: **the auto-calculated totals will not populate until you click SAVE.** Additionally, the invoice total may not match the auto-calculated total, as this amount represents what is being requested for reimbursement and may or may not include all items on the invoice. See the example below.)

Invoice #1	Wilson L/R	27027	10/15/2023	$3,200.00			$3,200.00				$3,200.00
Invoice #2	Journals Inc	3225	09/05/2023	$800.00		$500.00					$500.00
Invoice #3	Mine LLC	123	03/15/2024	$5,000.00	$4,200.00						$4,200.00

4. Each invoice will require a **Proof of Purchase**, a **Proof of Payment**, and a brief **Justification**. <mark>To maximize the use of the available lines in the portal AND reduce the number of required uploads, ensure EACH line item</mark>

represents a different vendor. If the same vendor is listed on Lines #1-19, work with the vendor to isolate the AIS-related costs for the Y7 eligibility period and combine invoices. Invoices can be combined by vendor using the earliest invoice date and number to complete the line information.

5. Applicants with more than 20 Invoices/Vendors, should:
    a. access the **Y7 Additional Invoice Instructions** and complete the **Y7 Additional Invoice Workbook** found on the [Guidance & Resource Documents webpage](#).
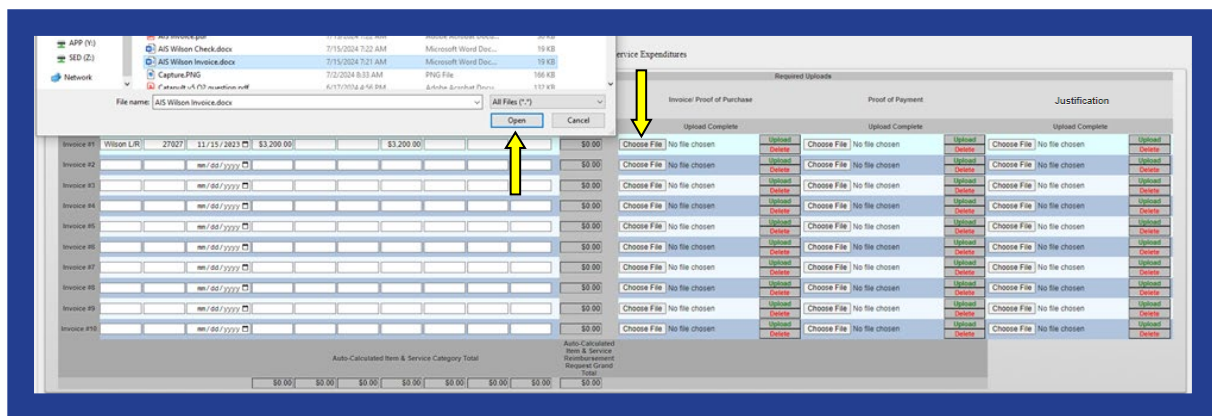   b. Complete Portal Invoice Line #20 using the following data:
        - Vendor Name: Additional Form
        - Invoice Number #:123456
        - Invoice Date: 6/30/24
        - Invoice Total: enter the actual total of additional invoices – subtotals can be broken out by category.
        - Be sure to upload the corresponding master documents.
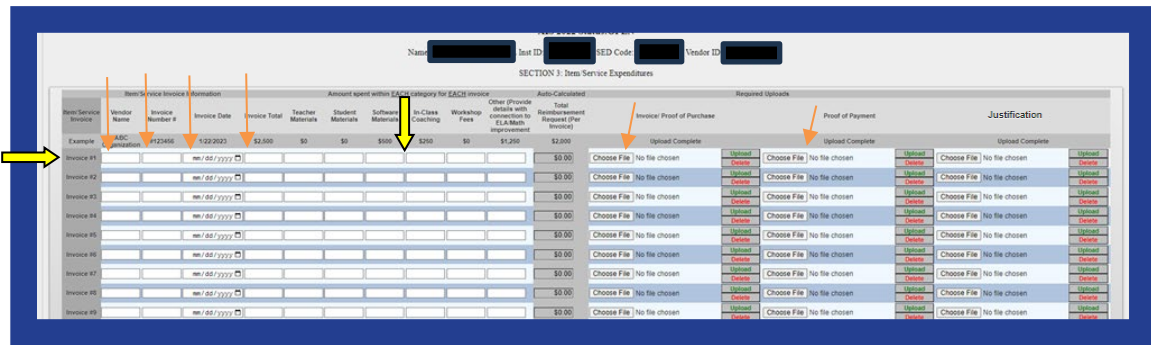
Section 3: Upload Proof of Purchase

6. Select *Choose File* in the Invoice/Proof of Puchase column of the claim form.
7. Select the appropriate file from your saved documents (Word, pdf, Excel & jpg).

3. An uploaded file will be listed next to **Choose File.** See below.

4. After the file name is listed, click on **Upload** as shown below. This will change the file name to an active link to view the document.

Section 3: Upload Proof of Payment

1. Select **Choose File** in the **Proof of Payment** column of the claim form.
2. Select the appropriate file from your saved documents.
3. An uploaded file will be listed next to **Choose File.**
4. After the file name is listed, click on **Upload**. This will change the file name to an active link to view the document.

Section 3: Upload Justification Documentation

5. This column is for uploading documents that justify the AIS claim.
   a. For eligible Teacher, Student, and/ Software Materials please provide a brief explanation as to how this item(s) is linked to improved instruction or corresponds to AIS subjects. This can be a statement of a few sentences listing the item and indicating why the invoiced claim(s) are eligible. For any item on the eligibility list, the brief explanation can simply be "on eligibility list".
   b. For eligible Professional Development such as Graduate Courses and/ Workshop Fees please upload required documentation such as a course syllabus and proof of attendance/completion.
   c. For eligible Professional Development such as In-Classroom Coaching please include a list of the teacher(s) coached, the subject area(s) and date(s) to support the invoiced expense.

1. Please name the documents accordingly so that it is clear to the Reviewer what the documents relate to.
2. These items would be uploaded similarly to proof of purchase and proof of payment. See the instructions in these sections.
3. Don't lose all your work. Click "Save" now.
4. To close this section, click the **SECTION 3: Item/Service Expenditures** button again.
5. The applicant may now select another section of the application.

Section 3: Upload Error Message

Proof of Purchase, **Proof of Payment**, and **Justification** are required. If files are not uploaded for each invoice, an error message will appear. In the example shown below, both the proof of purchase and proof of payment documents are missing for line #9.

Missing information will need to be added in order to submit a claim. Once corrected, the SUBMIT button will reappear.

Submission & Reimbursement

Please visit the **NYSED Business Portal** section of this document to access the submission portal. Submission of the AIS application by utilizing the Business Portal is highly encouraged. This web-based system improves the quality of submissions: decreasing the need for follow up communication, increasing efficiency of the claims process and reimbursement.

Please visit the **AIS Guidance & Resources** page to obtain the Non-Portal Application and Workbook.

Submitting via the Portal Application

Upon submitting a completed portal application, the AIS claim will go into **HOLD** status.

Please see the Groundwork: Claim Status Definitions section on page 6 for further information on statuses. **You will <u>not</u> receive confirmation of submission other than the status change.** If your claim is in **HOLD status**, it has been, submitted and will be reviewed in the order received. During the review process, AIS-ORISS will reach out with any questions to the contact on-file for your school in SEDREF.

Submitting the Non-Portal Application

All non-portal applications should be submitted to the AIS-ORISS@nysed.gov email address. **Please do not** mail paper copies of the application. If files are too large for a single email message, please save them as a zip file or send in multiple consecutive email messages. All email submissions will be acknowledged with a received response as the messages are read.

Deadline

Schools must submit the completed claim application <u>and</u> accompanying documents by **October 17, 2024**.

Direct Deposit

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.

Schools wanting to complete/update ACH should contact the SFS Help Desk at: helpdesk@sfs.ny.gov, toll-free (877) 737-4185, or (518) 457-7737.

Resources

AIS Y7 Grant Solicitation Notice

AIS Y7 Grant Overview

AIS Y7 Guidance

AIS Y7 School Allocations

AIS Y7 Expense List

AIS Y7 Pooling

AIS Y7 Q & A

AIS Y7 Non-Portal Application Instructions

AIS Y7 Non-Portal Workbook