



Y7 Guidance

Office of Religious & Independent School Support (ORISS)

Academic Intervention Services (AIS)

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Grant Summary

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

Purpose

The purpose of the 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 used for pre-determination include:

1. Currently open/operational (at the time of application)
2. Religious and Independent R&Is (non-profit or not-for-profit R&Is 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 Funding Allocations & Calculations for details.

Eligibility: Professional Development Expenses

R&Is should evaluate and determine the strengths and weaknesses demonstrated by student performance on the 3-8 State Assessments to align professional development to the students' needs within the following parameters:

1. The Grant Year 7 application cycle will apply to all eligible expenditures between April 1, 2015, and June 30, 2024.
2. All professional development materials (i.e. books, software, course materials, etc.):
 - a. Must be designed to improve instruction for AIS-targeted students (i.e. struggling students, non-traditional learners, low-performing, etc.) OR must align with the New York State Learning Standards in the corresponding subject area.
 - b. Must be free from religious content.
3. All professional development programs (i.e. courses, workshops, seminars, etc.):

- a. Must explicitly state the course is designed to improve instruction for AIS-targeted students (i.e. struggling students, non-traditional learners, low-performing, etc.) **OR** must align with the New York State Learning Standards in the corresponding subject area.
- b. Must be free from religious content.

Note: the costs of eligible in-person professional development opportunities may be shared among multiple R&Is when presented to groups from each participating school.

Qualifying Expenses

Starting in year 7, the AIS Expense List was created listing the qualifying/ nonqualifying expenses.

To access this comprehensive list, please visit the [AIS website](#) or the [AIS Guidance & Resource Documents](#) webpage . If a school needs assistance in determining eligibility for an expense, please contact AIS-ORISS@nysed.gov.

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, but isn't limited to federal, state, and local grants. Applications that are duplicative in their entirety or are found to have overlap will not be reviewed.

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 contact:

AIS-ORISS@nysed.gov

Phone:(518) 474-3936

Funding Allocations & Calculations

NYS Budget Appropriation-AIS

Grant Year	DOB Allocation	BEDS Enrollment Data	Fiscal Year (FY)	School Year (SY)	Application Year
1	\$922,000	2015-2016	2006-07	2015-16	2016-17
2	\$922,000	2016-2017	2007-08	2016-17	2017-18
3	\$922,000	2017-2018	2008-09	2017-18	2018-19
4	\$922,000	2018-2019	2009-10	2018-19	2020-21
5	\$922,000	2019-2020	2010-11	2019-20	2021-22
6	\$922,000	2019-2020^	2011-12	2020-21	2022-23
7	\$922,000	2021-2022*	2012-13	2021-22	2023-24

^*Please see Assessment Flexibility notes below

Institutional AIS Student Total

Each school's total number of reported students who did not meet level 3 or 4 on grade 3-8 State Assessments in English Language Arts and/or Mathematics in the 2021-2022 school year.

NYS AIS Student Total

Statewide total number of reported R&I school students who did not meet level 3 or 4 on grade 3-8 State Assessments in English Language Arts and/or Mathematics in the 2021-2022 school year.

Per-Pupil Rate

Calculated by dividing NYS AIS Student Total by the NYS Budget Appropriation.

$$\text{NYS AIS Student Total} / \text{NYS Budget Appropriation} = \text{Per Pupil Rate}$$

Y7 Allocation (Current Year)

The per pupil rate is then multiplied by the school's reported number of students who did not meet level 3 or 4 on grade 3-8 State Assessments in English Language Arts and/or Mathematics in the 2021-2022 school year.

$$\frac{\text{Per Pupil Rate} \times \text{Institutional AIS Student Total}}{\text{Current Year Allocation}}$$

Please refer to the AIS website for Y7 Allocation.

Rollover Allocation

Unused allocations are tracked and available for R&Is to use in future grant years. Allocation amounts from Years 1-6 that were **not** claimed by a school are Rollover Allocations.

$$\begin{array}{r} \text{Years 1-6 Allocation} \\ - \text{Years 1-6 Reimbursed Claims} \\ \hline \text{Years 1-6 Rollover} \end{array}$$

Please refer to the AIS website for Y1-Y6 Rollover Balance.

Allocation Balance

Combining the Current Year Allocation and Rollover Allocation, a R&I's Allocation Balance can be calculated. This is the maximum amount of reimbursement the school can receive for the Year 7 claim cycle.

$$\begin{array}{r} \text{Year 7 Allocation} \\ + \text{Years 1-6 Rollover (if any)} \\ \hline \text{Allocation Balance} \end{array}$$

Please refer to the AIS website for Y7 Allocation Balance.

Assessment Reporting Flexibility (Y6 and Y7)

As the grade 3-8 NYS Assessments in English Language Arts and Mathematics were not administered in 2020-2021 school year, the Y6 AIS Allocations utilized the 2019-2020 BEDS data (replicated the data from AIS Y5). While these assessments were administered in 2021-2022 school year, the educational landscape was still in a state of transition. NYSED provided an additional year of assessment reporting flexibility as it relates to AIS calculations.

More specifically:

- If a school did not submit assessment data in Y7 but did in Y5, the institutions Y7 assessment figures were retained for Y7
- If a school submitted assessment data in Y7 but the number of AIS-qualifying students was less than or equal to the number of AIS-qualifying students in Y5, the institution's Y5 assessment figures were retained for Y7

Pooling

What is Pooling?

Pooling of funds is used when related agencies have collaborative items/services and wish to combine their allocations. Pooling is optional and most R&Is do not participate in pooling.

Who can Pool?

Only eligible R&IsR&Is may elect to pool. Pooled funding is limited to those R&Is that share a Payee address. Please visit the **Getting Started** section of the Application document to confirm and/or change your R&I's Payee Information.

Item/Service Purchase Documentation

Detailed purchase documentation is required for all eligible items. Additional information is provided below.

Acceptable Invoice/Proof of Purchase

For each eligible item/service, detailed proof of purchase (invoice) is required. Specifically, submissions must include:

1. The eligible item/service purchased by the school.
2. The eligible item/service received by the school.
3. The eligible item/service aligns with the timelines outlined in the guidance.

Invoice/Proof of Purchase Tips:

- To confirm the eligibility of an item/service, please refer to the **Qualifying Expenses** section of this document.
- Invoices or Receipts must be final.
- Upon invoice/proof of purchase receipt, a school should critically review for accuracy. The school should review information on the invoice/proof of purchase to ensure it conforms to the information logged in [SEDREF](#), including:
 - School Name
 - Contact Name
 - Mailing Address
 - Delivery Address

If there are discrepancies (i.e., the information on the invoice does not match the information in the [SEDREF](#) database), the school should proactively reach out to the vendor and request an updated invoice/proof of payment. The school will then have an accurate invoice on file for the AIS submission process. Not obtaining an accurate invoice/proof of payment could result in insufficient proof of purchase and omission of that item/service for the current grant cycle.

Acceptable Proofs of Payment

For each invoice, corresponding proof of payment is required. Specifically, submissions must include evidence that:

1. Payment to the vendor was made by the school.
2. Please visit [SEDREF](#) to view the current authorized payee name or to make changes.
3. The school used authorized school funds for payment.
4. The payment was received by the vendor.
5. The date and amount of the transaction align with the proof of purchase/invoice.

Proof of payment options include the following:

Canceled Check

Proof of payment in the form of a check requires submission of **BOTH** sides of a canceled check.

- A canceled check with only one side is insufficient and **will not** qualify for the school's reimbursement claim.
- Check notations are insufficient and **will not** qualify for the school's reimbursement claim.

Detailed Credit Card/Bank Statement or Electronic Transfer

Proof of payment is also accepted as a detailed credit/bank statement or electronic transfer. These submissions must include:

- Name of the school.
- Transaction to be reimbursed (date, vendor name, and amount).
- Please do not send the full statement. Submissions only require the first page and any page listing the qualifying purchases.

Personal Expense Reimbursement, School Employee

Reimbursement of a school employee is not best practice and should be avoided whenever possible. However, NYSED understands that *occasionally* the circumstances may warrant this type of emergency payment process. If the school is submitting a claim that includes reimbursement of a school employee, submissions must consider/include the following:

- School employee reimbursements are limited to one transaction per AIS claim.
- To document the full transaction, proof of payment must include both the employee's detailed bank/credit card statement and the documentation showing the school reimbursed the employee.

Proof of Payment Tips:

1. A cancelled check will have verification from the bank that the check was deposited. If the back side of the check is blank, it **will not** be accepted as a valid proof of payment.
2. An itemized invoice, with dated payment credit(s), and a zero balance (indicating the payment was made from the school and cashed/cleared by the vender) is ideal.
3. Before you file, log into [SEDREF](#) to pre-check what is listed as the payee name. If you need to make changes, please do so in advance. Information on how to make changes can be found on the [SEDREF Main Information Page](#).
4. Before you file, please confirm authorized school funds were utilized to make the purchase. Examples of funds that do NOT meet these requirements are personal bank accounts, PayPal, Venmo, go-fund me, etc. An authorized account has a direct link back to the school. If you need to explain (to NYSED, to IRS, etc.) how the account is directly linked to the school, it is not an authorized account.

Acceptable Justification Documentation

For Teacher, Student, and/or Software Materials, please briefly explain 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. This can be provided as a Word document or in an Excel table format. **For any item on the AIS Y7 Expense list, the brief explanation can be “on expense list”.**

For eligible Professional Development such as Graduate Courses and/or Workshop Fees please upload required documentation, including both a 1) course syllabus and 2) proof of attendance/completion to support the invoiced expense.

For eligible Professional Development such as In-Classroom Coaching please upload the required documentation, including a 1) list of the teacher(s) coached, 2) the subject area(s), and 3) date(s) to support the invoiced expense.

Submission & Reimbursement

NYSED Monitoring Business Portal

Please 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.

Please visit the [AIS Guidance & Resources](#) page to obtain the Non-Portal Application.

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” and the school may need to re-apply (with rollover funding) the following grant cycle (year).

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). As noted in the **Funding Allocations & Calculations** section of this document, the remaining funds will roll over.

Deadline

ORISS must RECEIVE the complete submission and accompanying documents in the NYSED Business Portal by **October 17, 2024**.

Application Review Process

The following steps describe the process used to review AIS Applications:

Completion Check

Applications are screened during intake to ensure they are complete. A completed application will be placed in **HOLD** status until it is reviewed.

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 given 30 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.

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.

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).

Resources

[AIS Y7 Grant Solicitation Notice](#)

[AIS Y7 School Allocations](#)

[AIS Y7 Expense List](#)

[AIS Y7 Application Instructions](#)

[AIS Y7 Non-Portal Application Instructions](#)

[AIS Y7 Non-Portal Application](#)

[AIS Y7 Pooling](#)

[AIS Y7 Q&A](#)