Y7 Non-Portal Application Instructions

Office of Religious & Independent School Support (ORISS)

Academic Intervention Services (AIS) Grant

April 2024

Grant Summary **4**

Purpose **4**

Eligibility: Institutions **4**

Important Dates **4**

Point of Contact **4**

Getting Started **5**

- *Leadership Designation* *5*
- *Leadership Changes* *5*
- *Institution & Payee Information* *5*

Institutional Data & Certification **8**

Pooling **9**

- *What is Pooling?* *9*
- *Who can Pool?* *9*
- *Opt In/Out Pooling* *9*

Item/Service Expenditures **10**

- *Preparation* *10*
  - Confirm Eligibility 10
  - Determine Invoices Categories 10
  - Master Document 11
- *Invoice Information (yellow, blue, & red columns)* *11*
  - Item Expenditures or Service Expenditures 11
  - Item Expenditures 11
  - Service Expenditures 12
- *Required Documents (green)* *12*

Workbook & Document Tracker **13**

- *Document Tracker: Purpose* *13*
- *Document Tracker: How Does It Work?* *13*
- *Document Tracker: Applicant Review & Final Verification* *13*
- *Document Tracker: NYSED Verification* *14*

Non-Portal Application Submission & Reimbursement **14**

- *Non-Portal Application: Submission Components* *14*
- *Non-Portal Application: Submission* *14*
- *Deadline* *15*

Direct Deposit *15*
Resources **15**
AIS Y7 Grant Solicitation Notice *15*
AIS Y7 Grant Overview *15*
AIS Y7 Guidance *15*
AIS Y7 School Allocations *15*
AIS Y7 Expense List *15*
AIS Y7 Pooling *15*
AIS Y7 Q & A *15*

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.

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 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.

Please note eligibility has already been determined based on NYSED data.

Important Dates

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

Religious and independent schools are highly encouraged to use the AIS online application found in the NYSED Business Portal. The portal application is designed to enhance the application process and expedite the issuance of the school's payment.

This document (Non-Portal Application Instructions) relates to the Non-Portal Application option. This document is to be used in conjunction with the Non-Portal Application Workbook. The Non-Portal Application Workbook is an Excel document that will be one of the two required documents for the Non-Portal application submission.

Pre-Application Work

Regardless of application submission format (Portal or Non-Portal), the information listed in the school's State Education Data Reference File, or SEDREF file, must be accurate to process an AIS claim. This section takes the applicant through the checks and balances required to successfully file a 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 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 on how to make changes.

Leadership Changes

The CEO is the only user that can manage SEDREF Profile/SEDDAS accounts. To change the CEO/CFO information, the CFO designation, and all other SEDREF changes, please visit the "Changing Information in SEDREF" section of the SEDREF Main Information Page.

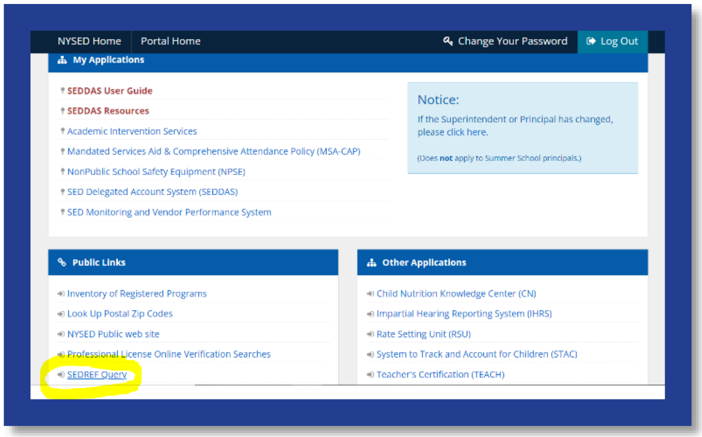
Institution & Payee Information

The applicant will need to know:

- 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:

1. Visit the NYSED Business Portal.
2. Select SEDREF **Query** under the Public Links Section.

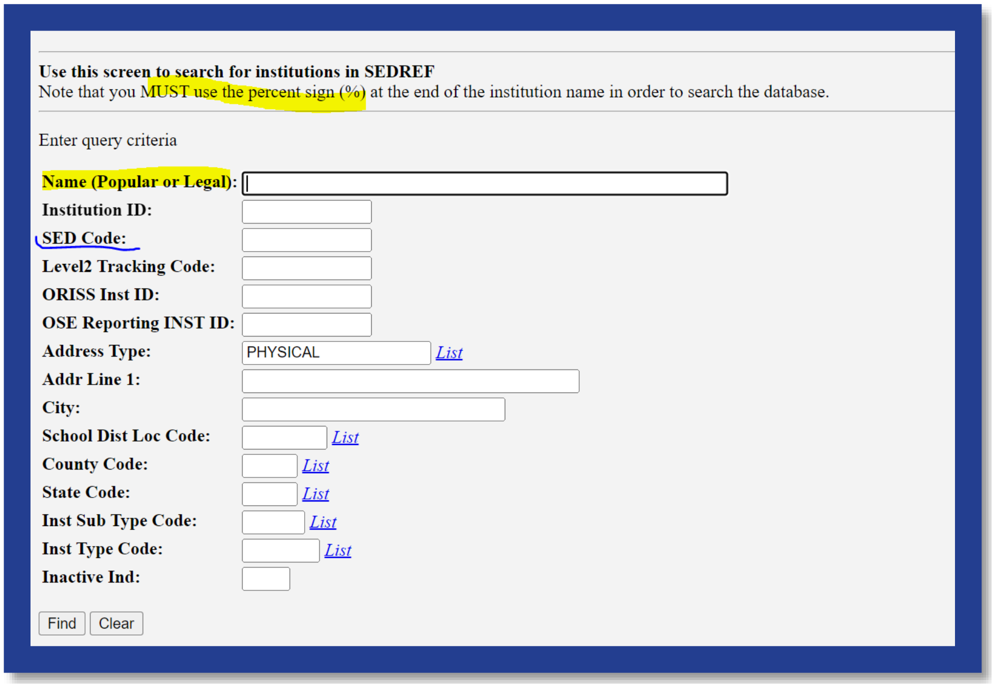

NYSED Home
Portal Home
Change Your Password
Log Out
My Applications
SEDDAS User Guide
SEDDAS Resources
Academic Intervention Services
Mandated Services Aid & Comprehensive Attendance Policy (MSA-CAP)
NonPublic School Safety Equipment (NPSE)
SED Delegated Account System (SEDDAS)
SED Monitoring and Vendor Performance System
Public Links
Inventory of Registered Programs
Look Up Postal Zip Codes
NYSED Public web site
Professional License Online Verification Searches
SEDREF Query
Other Applications
Child Nutrition Knowledge Center (CN)
Impartial Hearing Reporting System (IHRS)
Rate Setting Unit (RSU)
System to Track and Account for Children (STAC)
Teacher's Certification (TEACH)

Notice:

If the Superintendent or Principal has changed, please click here.

(Does **not** apply to Summer School principals.)

3. From the SEDREF main search page, the user will need to enter ONLY the school's Name (followed by "%") OR only the school's SED/BEDS Code. No other information needs to be completed to perform a search. Click **Find.**



Use this screen to search for institutions in SEDREF

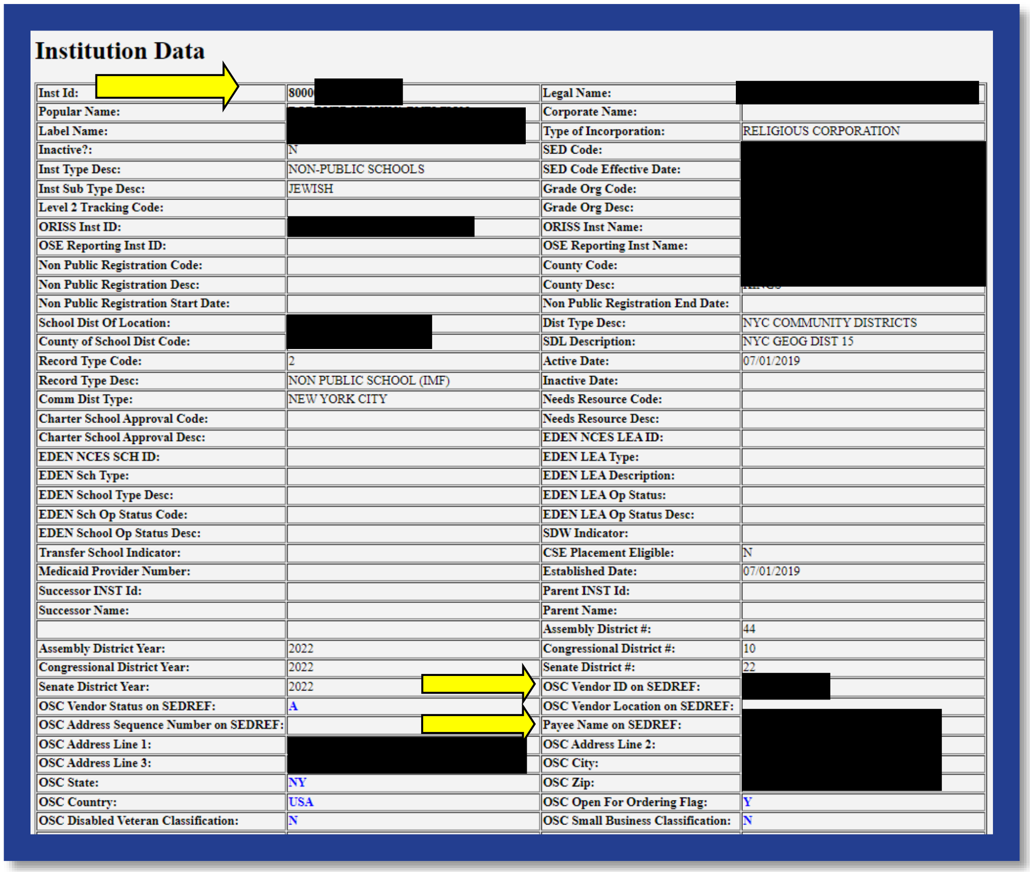
Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.

Enter query criteria

Name (Popular or Legal):
Institution ID:
SED Code:
Level2 Tracking Code:
ORISS Inst ID:
OSE Reporting INST ID:
Address Type: PHYSICAL
Addr Line 1:
City:
School Dist Loc Code:
County Code:
State Code:
Inst Sub Type Code:
Inst Type Code:
Inactive Ind:

List
List
List
List
List
List
Find
Clear

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 Office of the State Comptroller (OSC) Vendor ID and Payee Name, located near the bottom of the data chart as indicated below.



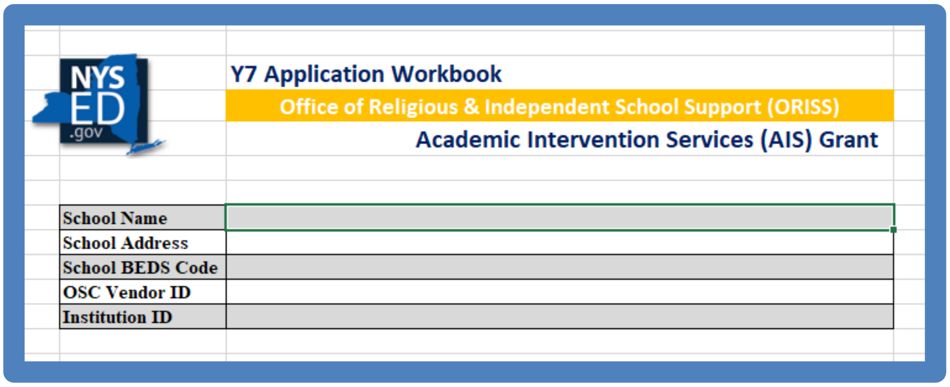
Institution Data

Inst Id:	8000[redacted]	**Legal Name:**	[redacted]
Popular Name:	[redacted]	**Corporate Name:**	
Label Name:	[redacted]	**Type of Incorporation:**	RELIGIOUS CORPORATION
Inactive?:	N	**SED Code:**	[redacted]
Inst Type Desc:	NON-PUBLIC SCHOOLS	**SED Code Effective Date:**	[redacted]
Inst Sub Type Desc:	JEWISH	**Grade Org Code:**	[redacted]
Level 2 Tracking Code:		**Grade Org Desc:**	[redacted]
ORISS Inst ID:	[redacted]	**ORISS Inst Name:**	[redacted]
OSE Reporting Inst ID:		**OSE Reporting Inst Name:**	[redacted]
Non Public Registration Code:		**County Code:**	[redacted]
Non Public Registration Desc:		**County Desc:**	[redacted]
Non Public Registration Start Date:		**Non Public Registration End Date:**	
School Dist Of Location:	[redacted]	**Dist Type Desc:**	NYC COMMUNITY DISTRICTS
County of School Dist Code:	[redacted]	**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:**	[redacted]
OSC Vendor Status on SEDREF:	A	**OSC Vendor Location on SEDREF:**	
OSC Address Sequence Number on SEDREF:		**Payee Name on SEDREF:**	[redacted]
OSC Address Line 1:	[redacted]	**OSC Address Line 2:**	[redacted]
OSC Address Line 3:	[redacted]	**OSC City:**	[redacted]
OSC State:	NY	**OSC Zip:**	[redacted]
OSC Country:	USA	**OSC Open For Ordering Flag:**	Y
OSC Disabled Veteran Classification:	N	**OSC Small Business Classification:**	N

1. The applicant should record the school's **Institutional ID, Payee Name** and **OSC Vendor ID.**
2. Close the SEDREF webpage.
3. Return to the Non-Portal Application Workbook.

Institutional Data & Certification

1. Open the Non-Portal Application Workbook found on the AIS Guidance & Resource Documents webpage.
2. The application is an Excel doc – when opening, be sure to select option to make changes/ edit.
3. Complete the **Institutional Data** section/tab.



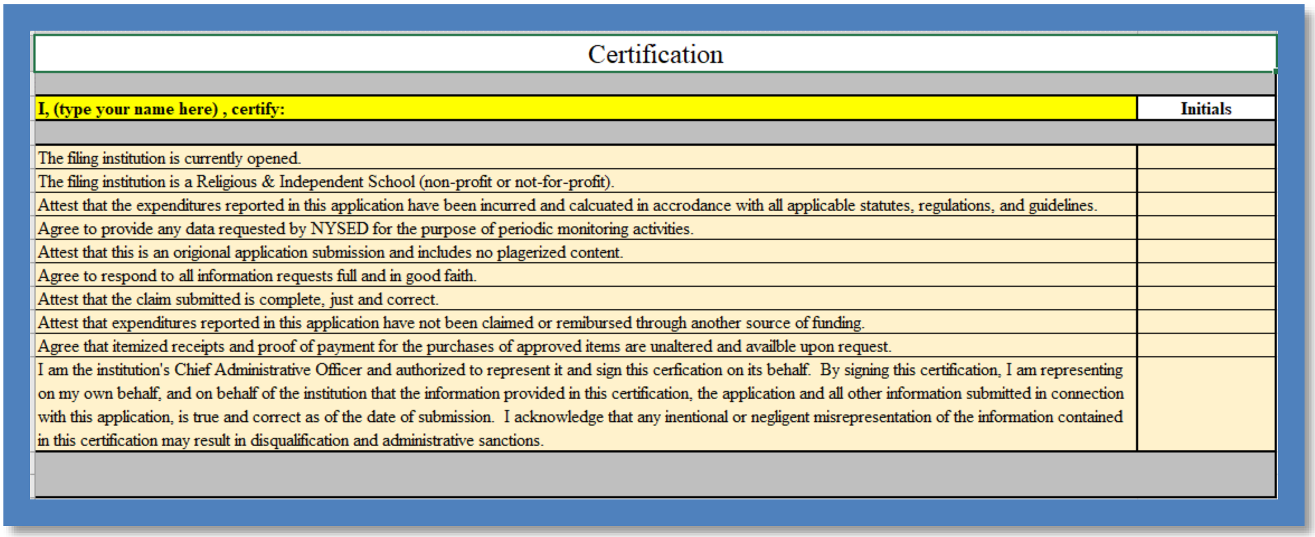
Y7 Application Workbook

Office of Religious & Independent School Support (ORISS)

Academic Intervention Services (AIS) Grant

School Name	
School Address	
School BEDS Code	
OSC Vendor ID	
Institution ID	

4. Next, click the **Certification** tab.
5. The applicant adds their name to the first line (highlighted yellow).
6. Read each of the certification items.
7. Complete and certify by initialing the box on the far right. Certification is required to submit a claim.
8. Once completed, the applicant may now select another section/tab of the application.



Certification

I, (type your name here) , certify:	**Initials**
The filing institution is currently opened.	
The filing institution is a Religious & Independent School (non-profit or not-for-profit).	
Attest that the expenditures reported in this application have been incurred and calcuated in accrodance with all applicable statutes, regulations, and guidelines.	
Agree to provide any data requested by NYSED for the purpose of periodic monitoring activities.	
Attest that this is an origional application submission and includes no plagerized content.	
Agree to respond to all information requests full and in good faith.	
Attest that the claim submitted is complete, just and correct.	
Attest that expenditures reported in this application have not been claimed or remibursed through another source of funding.	
Agree that itemized receipts and proof of payment for the purchases of approved items are unaltered and availble upon request.	
I am the institution's Chief Administrative Officer and authorized to represent it and sign this cerfication on its behalf. By signing this certification, I am representing on my own behalf, and on behalf of the institution that the information provided in this certification, the application and all other information submitted in connection with this application, is true and correct as of the date of submission. I acknowledge that any inentional or negligent misrepresentation of the information contained in this certification may result in disqualification and administrative sanctions.	

Pooling

What is Pooling?

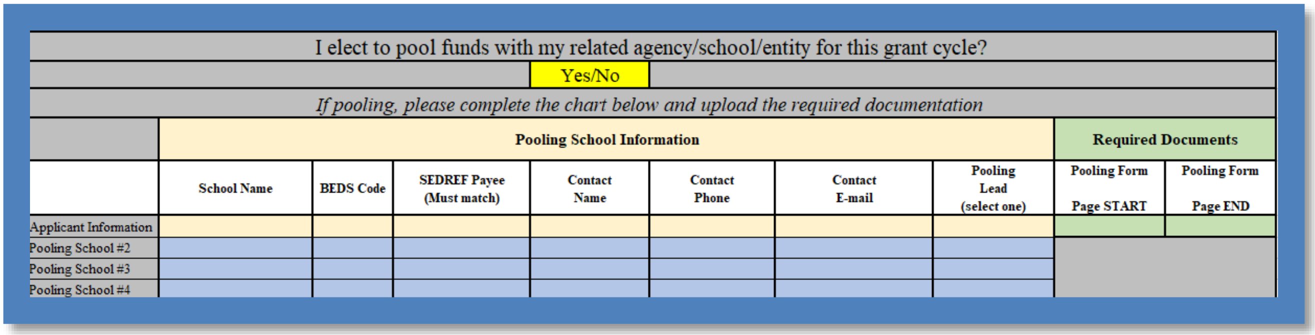
Pooling of funds is used when related agencies have collaborative items/services and wish to combine their allocations into one claim. Pooling is optional and most schools do not participate in pooling.

Who can Pool?

Only eligible schools may elect to pool. To share funds with a consortium, a diocese or other provider, the institutions must 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 **Getting Started** section of this document for further instructions.

Opt In/Out Pooling

1. Click the **Pooling** tab.
2. In the highlighted area, enter **YES** to pool funds **OR** enter **NO** to not pool funds. This field may not be left blank (delete one of the options or delete both and retype answer).
3. Non-pooling applicants can now move onto the next section/tab.
4. Pooling applicants must complete the rest of the **Pooling Section (required). Please fill-in the table accordingly.**
5. Each pooling school (and affiliated BEDS code) must submit an individual application.
6. Each pooling school must also submit a completed **Y7 AIS Pooling Application** found on the [AIS Guidance & Resource Documents webpage](#).
7. Once completed, the applicant may now select another section of the application.



I elect to pool funds with my related agency/school/entity for this grant cycle?

Yes/No

If pooling, please complete the chart below and upload the required documentation

	Pooling School Information							Required Documents	
	School Name	**BEDS Code**	**SEDREF Payee (Must match)**	**Contact Name**	**Contact Phone**	**Contact E-mail**	**Pooling Lead (select one)**	**Pooling Form Page START**	**Pooling Form Page END**
Applicant Information									
Pooling School #2									
Pooling School #3									
Pooling School #4									

Item/Service Expenditures

Preparation

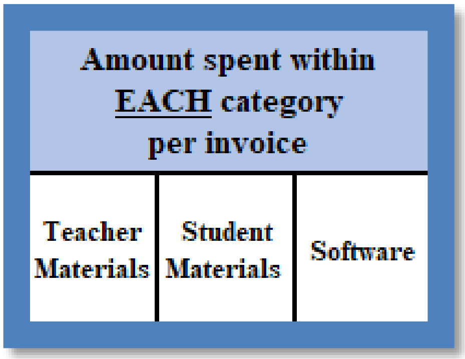
Confirm Eligibility

See the **AIS Guidance** and **AIS Expense List** documents found on the Guidance & Resource Documents webpage for eligibility information on Items/Service Expenditures. Year 7 would include unclaimed eligible expenses made through June 30, 2024.

Determine Invoices Categories

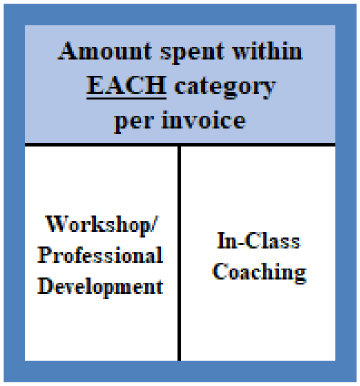
To allow for a smooth and efficient application process, gather your documents in advance and determine which spending categories are applicable. There are five categories between the **Items/Service Expenditures**. Please note that one invoice can cover more than one category. But generally each invoice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

Item Expenditures have three categories (Teacher Materials, Student Materials & Software):



Amount spent within EACH category per invoice		
Teacher Materials	Student Materials	Software

Service Expenditures have two categories (Workshop/Professional Development, In-Class Coaching):



Amount spent within EACH category per invoice	
Workshop/ Professional Development	In-Class Coaching

Master Document

The **Non-Portal Application** requires supporting documentation. If the applicant has not yet done so, it is now time to assemble all of the required supporting documentation into one, collective **Master Document**.

1. The **Master Document** will be one of two mandatory attached documents to the **Non-Portal Application** e-mail submission (additional information on this process can be found in the **Submission & Reimbursement** section of this document).
2. The **Master Document** must include all of the required documentation.
3. It is imperative that time and care be put into the **Master Document** assembly.
4. Each page number of the **Master Document** must align and be recorded within the green areas of the workbook.

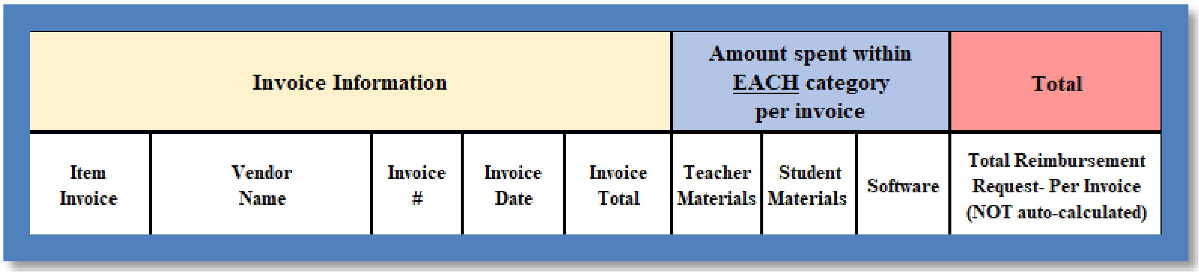
Invoice Information (yellow, blue, & red columns)

Item Expenditures or Service Expenditures

Click the **Item** or **Service** Expenditures tab depending upon the category of the expense**.**

Item Expenditures

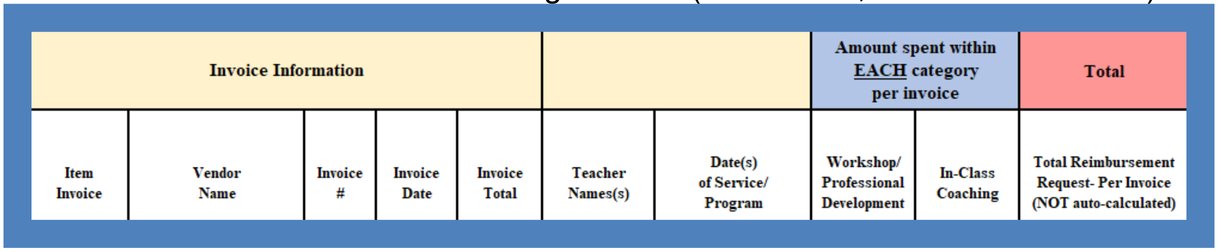
1. For each **Item Expenditure** invoice, enter the vendor name, invoice number, invoice date and invoice grand total (under yellow section).
2. Enter payment amount(s). Be sure to deliniate the payment amounts by the **proper category** (Teacher Materials, Student Materials, and/ Software under the blue section**)**. If you are unsure, please reference the AIS Eligibility List.
3. Key in the Total Reimbursement Request amount under the red section. Invoice total may not match Total Reimbursement Request if there are more items on the invoice than what is being claimed.



Invoice Information					Amount spent within EACH category per invoice			Total
Item Invoice	Vendor Name	Invoice #	Invoice Date	Invoice Total	Teacher Materials	Student Materials	Software	Total Reimbursement Request- Per Invoice (NOT auto-calculated)

Service Expenditures

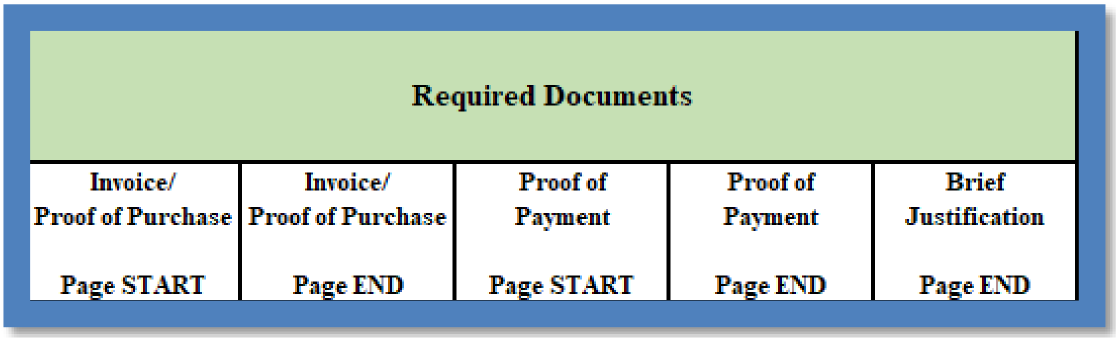
1. For each **Service Expenditure** invoice enter the vendor name, invoice number, invoice date, invoice grand total, participating teacher's name, and date(s) of service/program (yellow section).
2. Enter payment amount(s) within each **proper category** (Workshop/ Professional Development, and/ In-class Coaching under blue section).
3. Key in the Total Reimbursment Request amount. Invoice total may not match Total Reimbursement Request if there are more items on the invoice than what is being claimed (red section, not auto-calculated).



Invoice Information							Amount spent within EACH category per invoice		Total
Item Invoice	Vendor Name	Invoice #	Invoice Date	Invoice Total	Teacher Names(s)	Date(s) of Service/ Program	Workshop/ Professional Development	In-Class Coaching	Total Reimbursement Request- Per Invoice (NOT auto-calculated)

Required Documents (green)

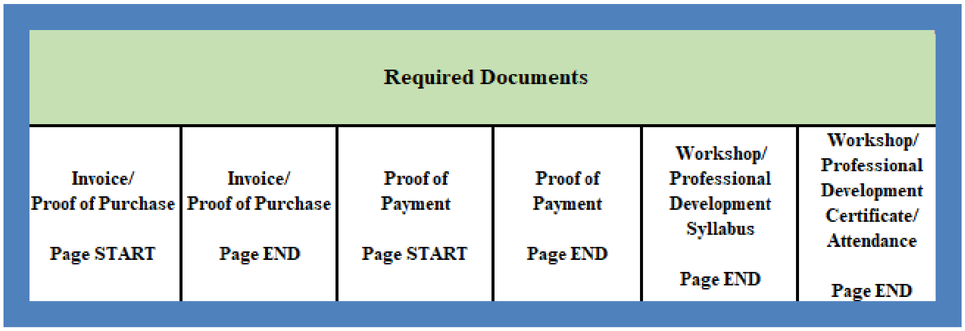
1. The green section of the form is dedicated to tracking required documents.
2. Next to **each** Invoice line, there is a corresponding space to record the page number for each of the required master documents.
3. The **Item Expenditures** require:
   a. Invoice/Proof of Purchase
   b. Proof of Payment
   c. Brief Justification*



Required Documents				
Invoice/ Proof of Purchase Page START	Invoice/ Proof of Purchase Page END	Proof of Payment Page START	Proof of Payment Page END	Brief Justification Page END

* 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".

4. The **Service Expenditures** require:
   a. Invoice/Proof of Puchase
   b. Proof of Payment
   c. Workshop/Professional Development Syllabus
   d. Workshop/Professional Development Certificate/ Proof of Attendance



Required Documents					
Invoice/ Proof of Purchase Page START	Invoice/ Proof of Purchase Page END	Proof of Payment Page START	Proof of Payment Page END	Workshop/ Professional Development Syllabus Page END	Workshop/ Professional Development Certificate/ Attendance Page END

5. For each expenditure line, input the corresponding page numbers from your **Master Document**. As the applicant records page numbers into the green application section(s), the document will automatically update the **Document Tracker Section**.
6. As the **Master Document** may grow or change throughout the application process, it is best to record page numbers at the very **end** of the application process.

Workbook & Document Tracker

Document Tracker: Purpose

Understanding that most schools do not complete a claim application cover to cover, the **Workbook & Document Tracker** provides the institution with real-time visibility into their non-portal application status. If an applicant “hopped around” the application process, the **Workbook & Document Tracker** is a good tool to frame out the various AIS workbook components.

In addition to being a resource tool during the application process, the **Workbook & Document Tracker** also 1) ensures grant compliance and 2) keeps the necessary documentation/reports logged in one, centralized location. This is a crucial element for an efficient grant review process and fulfilling the grants auditor requirements.

Document Tracker: How Does It Work?

The **Workbook & Document Tracker** auto populates based on the data input within each of the other sections. The cells within this workbook are locked. If an error is found/an institution will need to update information. The applicant can navigate to that section of the workbook (i.e., Certification tab) and edit accordingly. The edit made within the section will be carried into the **Workbook & Document Tracker**.

Document Tracker: Applicant Review & Final Verification

After the applicant completes the five sections of the **Non-Portal Application Workbook**, it is now time for a final review. Think of this step in the application process as a mini-internal audit. The applicant will confirm:

1. Certification - all ten certifications have initials. If this is not the case, the applicant must navigate back to the Certification tab and complete it.
2. Pooling - the applicant's pooling selection has been made (yes **or** no) and, if pooling, the **Pooling Form**'s page numbers accurately align with the page number of the institution's **Master Document**.
3. Expenditures - each of the applicant's invoice numbers (i.e., Invoice #1) have the required documents (green section) **and** each of the required document page numbers accurately aligns with the corresponding page number of the institution's **Master Document**.
4. Note: Certification includes "the claim submitted is complete, just and correct."

Document Tracker: NYSED Verification

It is critical that the AIS application is complete. Before the content review of a Y7 AIS Non-Portal Application, the review team will perform a completion check. This is the same mini audit as described above, matching each application line with the corresponding Master Document page number.

If, in this initial screening, the page numbers are not present or do not align with the Master Document, the application is deemed incomplete. The reviewer will stop the application review process. The applicant will be notified and will need to resolve any upload/page number discrepancies. AIS correspondence will have a response deadline. If the response deadline is not met, the school may need to re-apply (with rollover funding) for the following grant cycle (year).

Non-Portal Application Submission & Reimbursement

Religious and independent schools are highly encouraged to use the AIS online system NYSED Business Portal. The AIS Portal Application is designed to enhance the application process and expedite the issuance of the school's payment.

Please visit the AIS Guidance & Resources page to obtain the Non-Portal Reimbursement Request Workbook (Excel doc).

Non-Portal Application: Submission Components

The Y7 AIS Non-Portal Application has two components. Each of the components are listed below along with their required format.

1. Non-Portal Application Workbook (*Excel doc*)
2. Non-Portal Application Master Document (*PDF format*)

Non-Portal Application: Submission

The completed Y7 AIS Non-Portal Application must be submitted via email to AIS-ORISS@nysed.gov. Hardcopy applications via regular mail will **NOT** be accepted.

Deadline

Schools must submit the completed claim application and 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