



Y1 Guidance

Office of Religious & Independent School Support (ORISS)

Art & Music Teacher Salary (AMTS) Reimbursement Grant

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Grant Summary

The Art & Music Teacher Salary (AMTS) grant summary can be found [here](#).

Purpose

The AMTS grant provides religious & independent schools with \$5 million in State funding for the reimbursement of art & music teachers' salaries. Each school that seeks reimbursement shall submit to the New York State Education Department (NYSED) an application, together with such additional documents as the Commissioner of Education may reasonably require.

Governance

The AMTS grant is awarded via discretionary funding. The New York State Fiscal Year 2023-2024 appropriation is located beginning on line 45 of page 265 of Chapter 53 of the Laws of 2023 and is administered by NYSED.

Institutional Eligibility

Institutions meeting the following criteria are eligible and encouraged to apply:

1. Religious and independent schools (non-profit or not-for-profit schools only)
2. Currently open/operational (at the time of application)
3. 853 and 4201 schools are not eligible
4. Possession of (or will obtain) a valid Office of the State Comptroller (OSC) Vendor ID
5. NYSED issued Basic Education Data System (BEDS) code
6. BEDS enrollment data for the 2023-2024 school year for grades k-12

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

Teacher Eligibility

1. An eligible teacher is categorized as one of the following:
 - a. Certified to teach in New York State pursuant to [Section 3004 of Education Law](#); or
 - b. Holds a master's degree or Ph.D. in one or more of the following subject areas:
 - i. Dance
 - ii. Theater
 - iii. Visual or Media Arts
 - iv. Fine Arts
 - v. Music
 - vi. Education; or
 - c. Holds a bachelor's degree in dance, theater, visual or media arts, fine arts, music or education and is currently enrolled in a master's or Ph.D. program in dance, theater, visual or media arts, fine arts, music or education within five (5) years from the date of April 10, 2019, or the employment start date with the religious or independent school.
2. Teaches dance, theater, visual or media arts, fine arts, and/or music in any

grade from kindergarten (k) through twelve (12) using curricula that support the New York State Learning Standards.

3. Does not provide non-secular (religious) instruction in any capacity.
4. Is employed by a religious or independent school during the 2023-24 school year.

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.

For the AMTS grant, we ask applicants to be keenly aware of this restriction for the Mathematics, Science & Technology (MST) grant program.

Definitions

For the AMTS grant, the following definitions will apply:

Non-Secular Instruction

Religious instruction. Teachers providing instruction in dance, theater, visual or media arts, fine arts, and/or music and providing non-secular (religious) instruction in any capacity are **not** eligible.

Teacher

An employee of a religious or independent school whose responsibility is to create and instruct students using a research-based curriculum guided by the New York State Learning Standards in the grant-specified areas. Please note that non-primary, instructional support and non-classroom educators are **not** eligible teachers for the AMTS grant and include:

- Consultant Teachers
- Teacher Aides or Teacher Assistants
- Librarians or Library Media Specialists
- Speech-Language Pathologists
- Physical or Occupational Therapists/Aids
- Tutors
- Substitute Teachers

Study of Arts

The study of arts is defined as an opportunity to teach students how to become artistically literate students and citizens. An artistically literate citizen has the knowledge, tools, and understanding to actively engage in the arts throughout their

lives as measured by the [NYS Learning Standards for the Arts](#) which includes dance, music, theater, visual and media arts.

Important Dates

The submission deadline for the Year 1 AMTS Grant is **September 30, 2024**.

Point of Contact

For all questions regarding the AMTS Grant, please contact:

AMTS-ORISS@nysed.gov

Phone:(518) 474-3936

Funding Appropriations & Reimbursement Calculations

NYS Budget Appropriations-AMTS

Grant Year	Division of Budget Appropriations	Fiscal Year (FY)	School Year (SY)	Application Year	AMTS Reimbursement Rate
1	\$5M	2023-24	2023-24	2024	TBD
2	\$5M	2024-25	2024-25	2025	TBD

Reimbursement Methodology

Reimbursement for eligible teachers shall be the average comparable teacher salary and personal service, per subject area, of public-school teachers in the school district in which such nonpublic schools are located, multiplied by the percentage of full-time equivalent secular instructional hours completed in the school day per subject area. **Reimbursements shall not be provided for eligible teachers who provide instruction in dance, theater, visual or media arts, fine arts, and/or music if such teachers also provide non-secular instruction in any capacity.**

If the total reimbursements requested exceed the appropriation available for this program, then each applicant shall only be reimbursed an amount equal to the percentage each such applicant represents to the total of all applications submitted.

Note: Eligible teacher salaries in similar grants have historically exceeded their reimbursement. The employing religious and/or independent school must support the remaining expenses and should not plan to receive additional reimbursement.

Dataset

NYSED's Information and Reporting Services (IRS) collects and reports annual data on public school districts and schools. For Y1 of the AMTS grant, the 2023-2024 School Year data will be used for the calculations.

Application

Please visit the [AMTS](#) web page to access the Y1 AMTS Application, Application Instructions, and additional grant resources.

Submission

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.” Communication will be sent to the school’s CEO and application-provided contact.

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). Please group all eligible teachers under one application.

Deadline

ORISS must receive the complete submission and accompanying documents by **September 30, 2024**.

Application Review & Reimbursement Process

The following steps describe the process used to review AMTS applications:

Completion Check

Applications are screened during intake to ensure they are complete.

Eligibility Review & Request for Information (RFI)

NYSED will review the application. 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 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 quality of the application and the workload of the office.

Reimbursement

Reimbursement for the AMTS grant may take 12-18 months. Keep in mind, that reimbursement is not processed after each application review. As outlined in the **Reimbursement Methodology** section of this document, the reimbursement calculations require:

1. An institutional eligibility review.
2. A thorough review of the documentation for each teacher within each application.
3. Determination of total approved teacher requests and calculating proportionate shares.
4. Payment is to be processed, and the grant recipient list will be posted to the AMTS website.

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 schools 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 of check fraud, better cash management, and 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.

Schools 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

AMTS Y1 Portal Application Instructions

AMTS Y1 Non-Portal Application

AMTS Y1 Teacher Attestation E-Sign

AMTS Y1 Documentary Evidence

AMTS Y1 Anticipated Subject Areas

AMTS Y1 Average Public School Teacher Salary Chart

AMTS Y1 Sample Master Schedule

AMTS Y1 FAQ