Y1 Application Instructions

Office of Religious & Independent School Support (ORISS)

Art & Music (AMTS)
Teacher Reimbursement Grant

May 2024

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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 capital funds for the reimbursement of art & music teachers' salaries. Each school which 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 program is awarded funds via General Legislative Operations Programs. The New York State Fiscal Year appropriation is located beginning on line 45 of page 265 of Chapter 53 of the Laws of 2023 and is administered by the New York State Education Department (NYSED).

Institutional Eligibility

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 (OSC) Vendor ID
5. NYSED issued Basic Education Data System (BEDS) code
6. BEDS enrollment data for 2023-2024 school year for grades k-12

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

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

Getting Started

The information listed in the school's State Education Data Reference File, or SEDREF, must be accurate to process an AMTS 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 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- If information in the SEDREF file is outdated or inaccurate, it is the school's responsibility to notify SEDREF.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 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

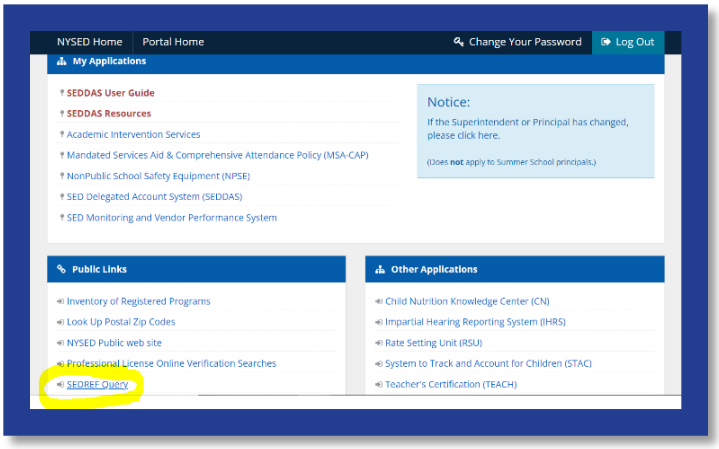
- Entitlement = Portal Access
- The CEO designation in SEDREF has access to entitlement rights as the DA/EA (Delegated Accounts/Entitlement Administrator).
- The CEO can assign the entitlement role to the CFO using the SEDDAS system.
- The DA/EA can also grant access to enable staff to enter and view 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.

Institution ID, Affiliation, LEA District Name, and OSC Vendor ID

Prior to completing the AMTS Application (non-portal), the applicant will need to know the school's:

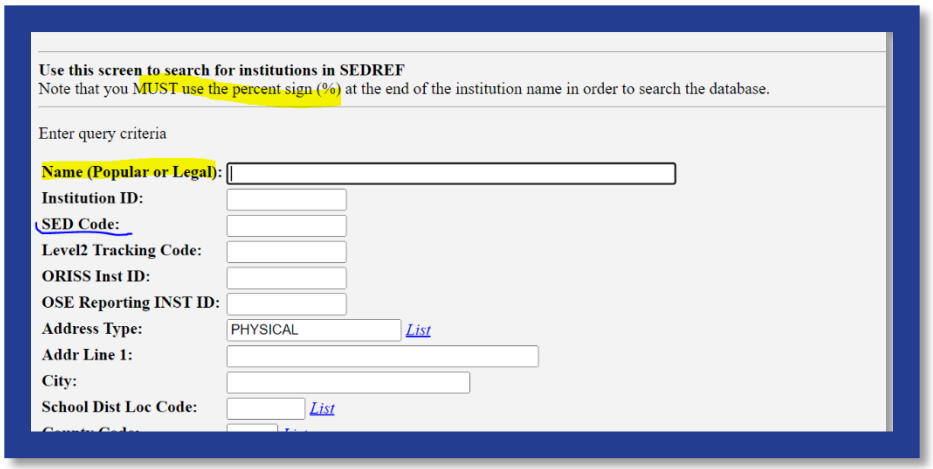
- Institution ID
- Affiliation
- LEA District Name
- OSC Vendor ID

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



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

- Enter school's **name** (followed by "%") **OR** enter school's **SED/BEDs code**. (No further information is required to complete a search.)
- Then, click **Find** (at the bottom of the page).



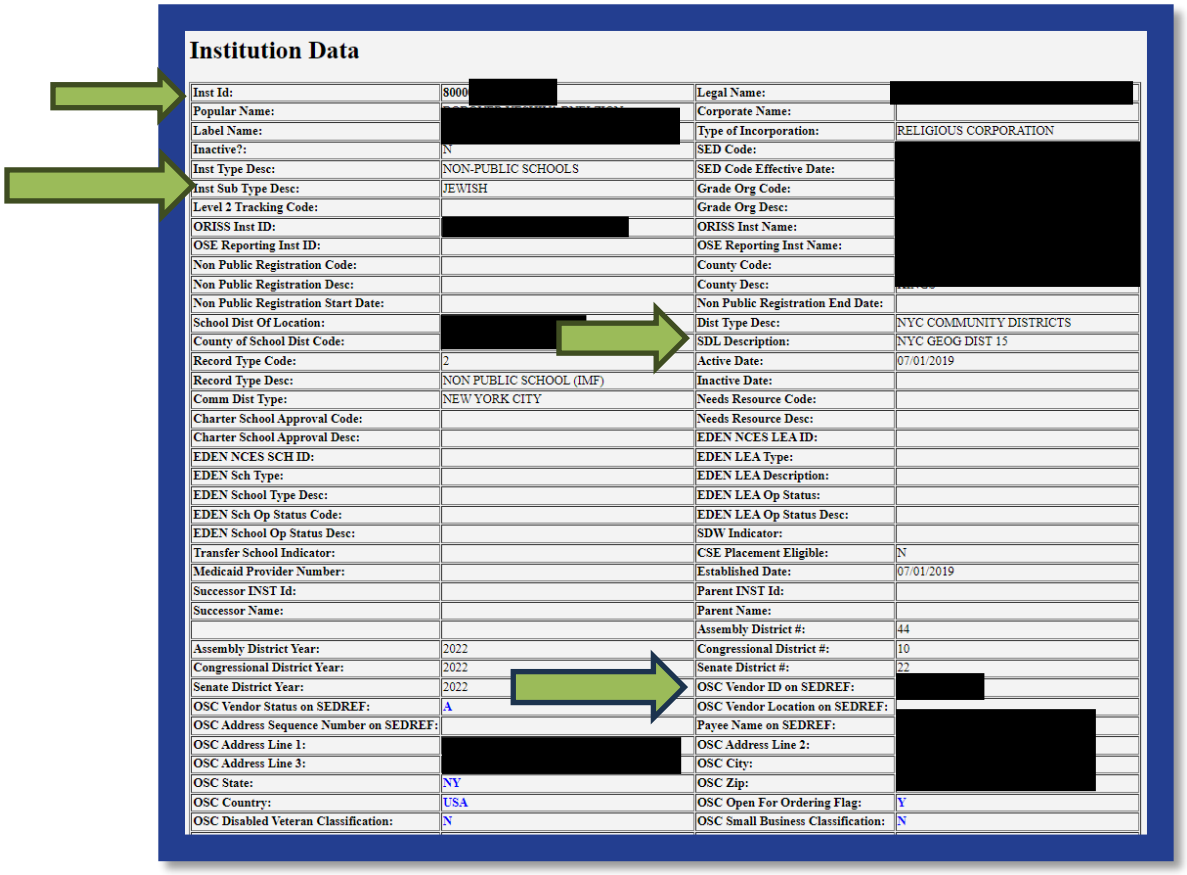
A school's **Institution ID** is located at the top left of the chart, labeled as "**Inst Id**".

Affiliation is located near the top left of the chart, labeled as "**Inst Sub Type Desc**".

The **LEA District Name** is located near the middle right of the chart, labeled as "**SDL Description**".

The **OSC Vendor ID** is located near the bottom right of the data chart as indicated below. The OSC Vendor ID will be in **Blue**.

1. The user should record the school's Institution ID, Affiliation, LEA District Name, and OSC Vendor ID.
2. Close the SEDREF tab.
3. Open/Return to the Business Portal Home Page.



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:	
Inst Sub Type Desc:	JEWISH	Grade Org Code:	
Level 2 Tracking Code:		Grade Org Desc:	
ORISS Inst ID:	[redacted]	ORISS Inst Name:	
OSE Reporting Inst ID:		OSE Reporting Inst Name:	
Non Public Registration Code:		County Code:	
Non Public Registration Desc:		County Desc:	
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:		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:	
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

Application

Non-Portal Application

A non-portal application can be found under the AMTS Guidance & Resource Documents web page.

Portal Application

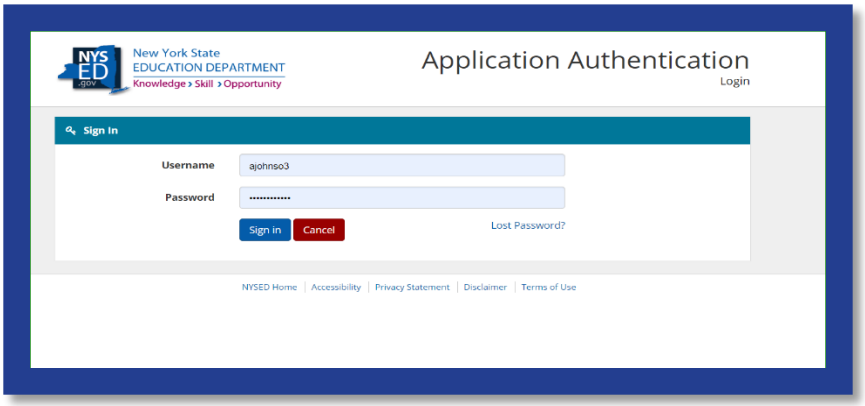
The online application is housed in NYSED's Business Portal, which can be accessed at the following link: https://portal.nysed.gov/abp.

Internet Browser

For completing the AMTS Portal Application be sure to use Firefox or Google Chrome.

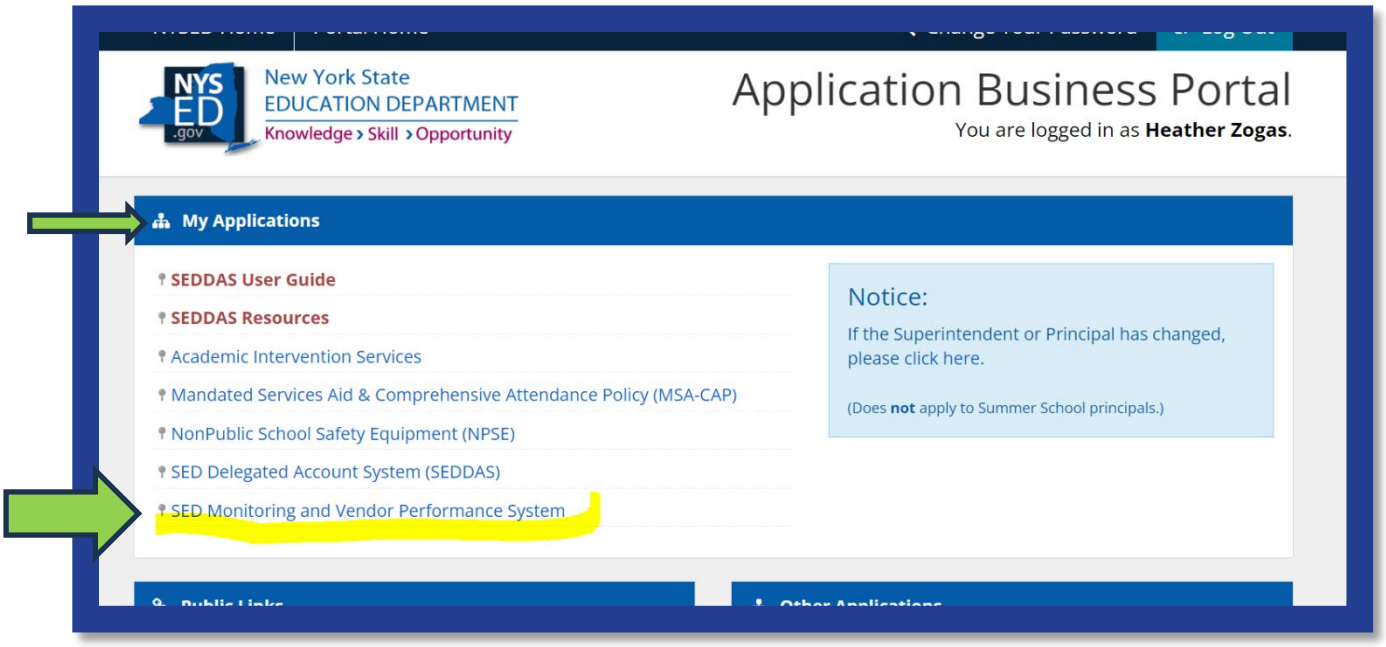
NYSED Business Portal Log On

1. Enter 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** and Click **Sign In**.
    a. Contact SEDDAS for email & password help
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 (page 5).



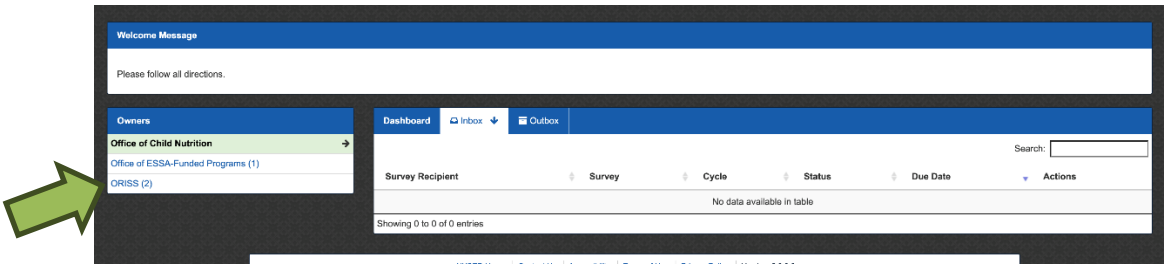
SED Monitoring and Vendor Performance System

1. Under *My Applications*, click "**SED Monitoring and Vendor Performance System**."
2. If the CEO and CFO listings are correct in SEDREF, you will be able to log in to the portal, but **if you do not see** the SED Monitoring link, contact ORISS for entitlement access.
3. To perform a SEDREF password reset, please click here.



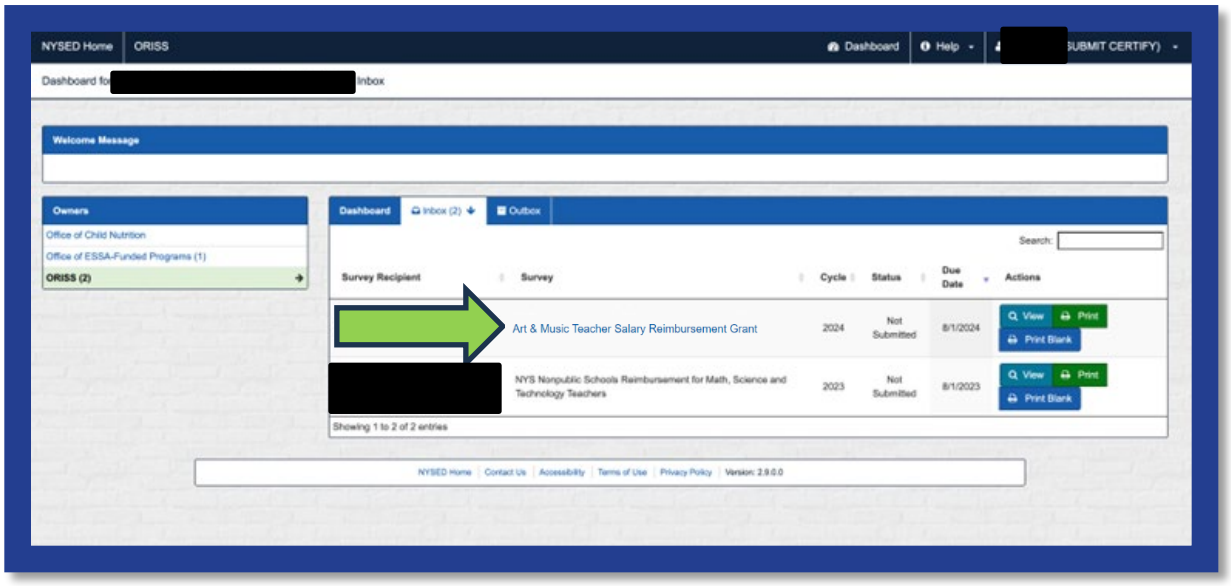
ORISS Surveys Link

1. Once the *SED Monitoring and Vendor Performance System* is accessed, a list of NYSED Program Office surveys that the user can access will be displayed.
2. Select "**ORISS**" (Office of Religious & Independent School Support)



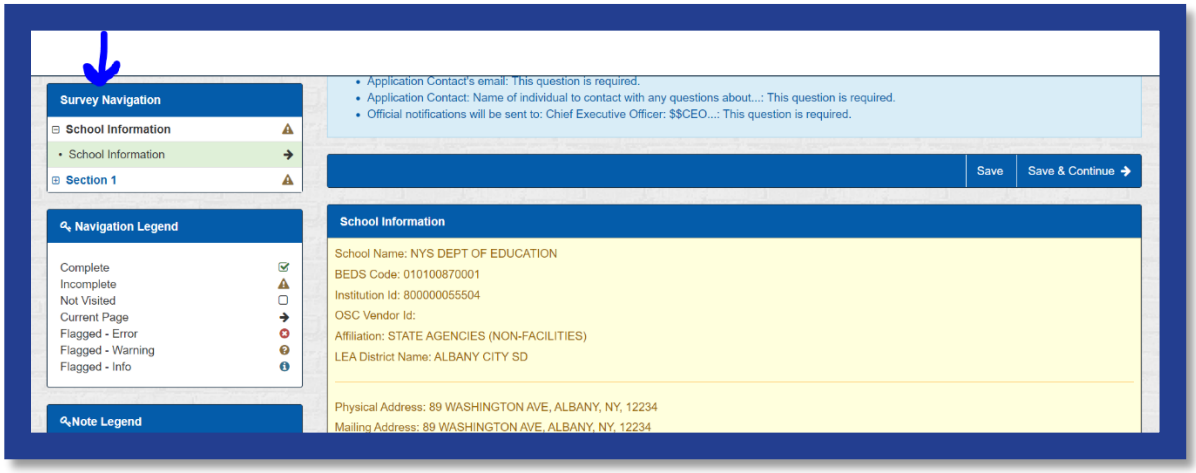
AMTS Year 1 Portal Application link

1. Once the *ORISS* link is accessed, a list of ORISS specific surveys that the user can access will be displayed.
2. Select "**View**" to the right of "Art & Music Teacher Salary Reimbursement Grant", "Cycle 2024".



Survey Navigation

Navigate through the application by selecting a heading in the *Survey Navigation* box (upper left corner of the page).



School Information

To verify a user's school information, please click on "School Information". This will display the School Name, BEDS Code, Institution Id, OSC Vendor Id, Affiliation, LEA District name and user's school physical and mailing addresses. This section also includes additional contact information and an AMTS teacher count.

Contact Information

Official notifications about the AMTS grant, including the school's award amount and payment information, will be sent to the individual listed as the school's CEO (Chief Executive Officer) on SEDREF.

The user will need to verify that this information is correct. If any changes are required, please see the instructions under Leadership Changes on page 5.

If questions arise during the application review process, they will be sent to the CEO as listed under the Contact Information section. If you would like to list an additional Application Contact for the AMTS review process, please list this contact as an individual designated as an Application Contact.

Teacher Count

The user will need to enter the number of AMTS teachers they are submitting for the 2024 cycle. If the user's school only employed two (2) eligible AMTS teachers in the 2023-24 school year, enter the number *2* in this section. If the user's school employed seven (7) eligible AMTS teachers in the 2023-24 SY, enter the number *7* in this section. **The teacher count must match the number of teachers being claimed.**

Teacher Information

Complete the requested information on each teacher for whom the school is requesting reimbursement. Please see the AMTS Documentary Evidence Resource Guide for further information. All teacher information should be submitted under one application.

For each teacher, the school must provide:

1. Documentation of former/alternate name if different names are used on required documents; **AND**
2. Individual teacher schedule, which must show all classes and responsibilities of this teacher only. Classes included on the individual schedule must also appear on the master schedule to be reimbursable. PLEASE PROVIDE A NUMBER FOR AMTS ELIGIBLE INSTRUCTIONAL HOURS. **Periods are no longer being used to calculate reimbursement as each school's period length can vary, leading to an imbalance of funding.**
3. Confirmation of qualifications - either:
    1. NYS certification, **OR**
    2. Eligible master/PhD degree documentation (must show degree area), **OR**

3. Eligible bachelor's degree documentation (must show degree area) **AND** evidence of current enrollment in eligible master/PhD program (must show degree area), **AND**

4. Employment agreement signed by both the teacher and a school administrator, **AND**
5. Teacher Attestation form signed by both the teacher and a school administrator. If using an electronic signature, please see the list of acceptable formats below:

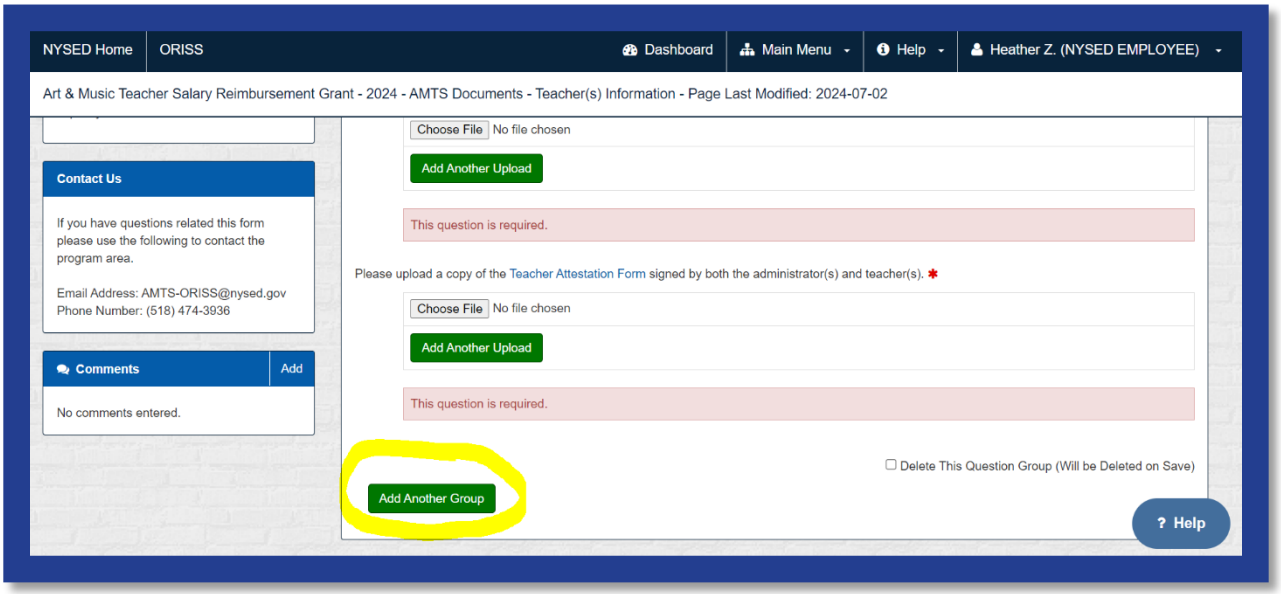
    a. handwritten signatures on faxed or scanned documents
    b. e-signatures that have been authenticated by a third-party digital software, such as DocuSign and Adobe Sign
    c. stored copies of the images of signatures that are placed on a document by copying and pasting or otherwise inserting them into the documents

    Unacceptable forms of e-signatures include:

    a. a typed name, including a signature created by selecting a script or calligraphy font for the typed name of the person "signing".

Grouping Teachers on One Application

After providing required documentation to demonstrate teacher eligibility, select "Add Another Group" in order to add an additional teacher (if needed). This option will be found at the bottom of the Teacher Information page (see image below).



PLEASE NOTE – all teachers will be grouped/submitted under **one** application. DO NOT create a new application for each teacher submission.

Master Schedule

All applications must include a school master schedule (one copy). The master schedule must contain the following information:

- Every course taught at the school (including those ineligible for AMTS funding), specifying the course name and grade level.
- Every teacher teaching at the school (even those not on the AMTS application), identified by full name. **If the schedule table does not permit the use of full names, and initials are used, please provide a connecting Key.**
- All grades enrolled in the school building.
- Schedules for the entire school year, including all terms/quarters.

Upload Master Schedule

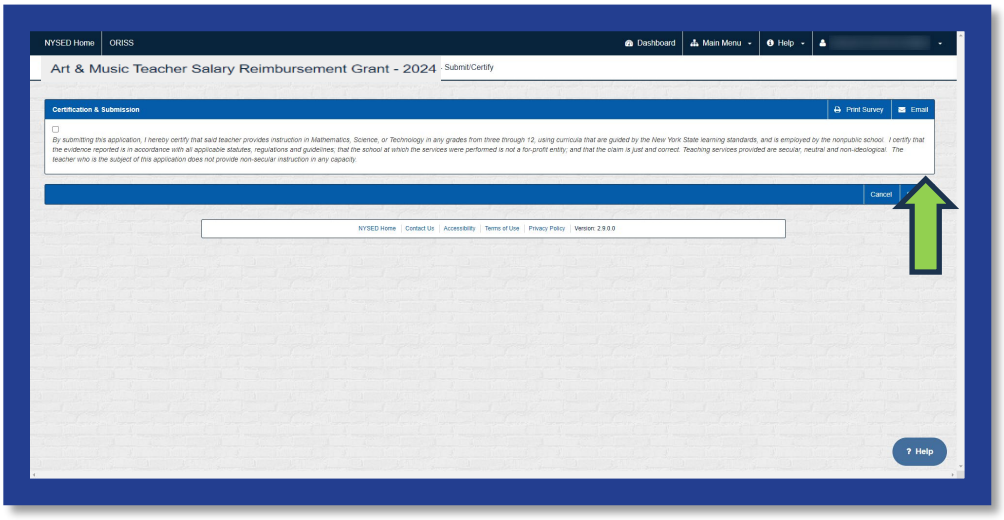
Schools may choose to upload an existing master schedule or complete the Master Sample Schedule. Please see the AMTS Master Sample Schedule if needed.

Course Descriptions

Upload course descriptions for all courses for which the school is requesting AMTS reimbursement. Eligible courses should be guided by the New York State Learning Standards, as evidenced by the course description and any corresponding curriculum or curriculum map. See the AMTS Y1 Documentary Evidence for further information on course description requirements. **A copy/printout of the New York State Learning Standards is not a course description.**

Portal Submission

Once all sections have been completed, the CEO will certify and submit the application for ORISS review. The Submit button will be found at the bottom of the certification agreement as shown below.



After submission, the following will occur:

- Application is submitted.
- Application will be manually reviewed at a later date.
- If further information is required by the reviewer an auto-generated message will be sent to the contact(s) stating that the application has been unsubmitted.
    - The user will log back into the application to see which areas have been flagged.
    - A flagged area means that a comment has been left by the reviewer.
    - The user will review the comment and respond accordingly.
    - If further information is requested, the user will upload the requested information.
    - Once all flagged areas have been addressed, the user will resubmit the application for further review.
    - This process will repeat itself if further information is still required.
    - If the user is non-responsive or does not respond promptly, the application may be subject to rejection.
- If further information is not required, and all requirements have been met, the reviewer will approve the application.
    - An auto-generated email will be sent to the contact(s) notifying of approval.
    - Approval of an application may mean one, several or all the teachers grouped in the application have been approved.
    - Approval must occur for all school applications prior to reimbursement being issued. See the AMTS Y1 Guidance for further information on the reimbursement process.

- If all requirements are not met and further documentation cannot be provided, the reviewer will disapprove the application. Disapproval will only occur if all the teacher(s) in an application are disapproved.

Application Submission & Reimbursement

Please visit the **NYSED Business Portal** to access the submission portal. This web-based system improves the quality of submissions by decreasing the need for follow-up communication and increasing efficiency of the claims and reimbursement processes.

Deadline

Schools must submit the completed claim application and accompanying documents by **September 30, 2024**.

Direct Deposit

The Office of the State Comptroller has instituted Automated Clearing House (ACH) as the preferred payment method. This is also referred to as *direct deposit*. We strongly encourage schools which 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 SFS Help Desk at: helpdesk@sfs.ny.gov, toll-free (877) 737-4185, or (518) 457-7737.

Resources

AMTS Y1 Guidance

AMTS Y1 Non-Portal Application

AMTS Y1 Teacher Attestation E-Sign

AMTS Y1 Documentary Evidence

AMTS Y1 Previously Approved Subjects

AMTS Y1 Average Public School Teacher Salary Chart

AMTS Y1 Sample Master Schedule

AMTS Y1 FAQ