



## **Y1 Guidance**

**Office of Religious & Independent School Support (ORISS)**

### **Art & Music**

### **Teacher Salary (AMTS) 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 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 is awarded 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 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
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 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:
    - 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/ 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.

## Definitions

For the purpose of 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/ 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 **August 1, 2024**.

## Point of Contact

For all questions regarding the AMTS Grant, please contact:

[AMTS-ORISS@nysed.gov](mailto: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/ music, if such teachers also provide non-secular instruction in any capacity.**

In the event that 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.

Applicants should keep in mind; eligible teacher salaries in similar grants have historically exceeded their reimbursement rate (last column of the chart above). 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 Webpage](#) 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 **August 1, 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 in relation to the requirements set forth in Education Law § 3037(2). 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, 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. thorough review of the documentation for each teacher within each application.
3. determination of total approved teacher requests and calculating proportionate shares.
4. payment 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 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 Statewide Financial System (SFS) Help Desk ([helpdesk@sfs.ny.gov](mailto: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***

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