



## **Y7 Portal Application Instructions**

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

### **Mathematics, Science, & Technology (MST) Teacher Reimbursement Grant**

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## Grant Summary

The Mathematics, Science, and Technology (MST) Grant summary can be found [here](#).

## Purpose

The MST Grant provides New York State (NYS) religious and independent schools with reimbursement for teacher salary expenditures related to Mathematics, Science, and Technology.

## Governance

The MST program is governed by [Section 3037 of Education Law](#) and 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 Comptroller (OSC) Vendor ID
5. New York State Education Department (NYSED) issued Basic Education Data System (BEDS) code
6. BEDS enrollment data for 2023-2024 school year for grades 3-12

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

## Important Dates

The submission deadline for the Year 7 MST Grant is **August 1, 2024**.

## Point of Contact

For all questions regarding the MST Grant, please contact:

[MST-ORISS@nysed.gov](mailto:MST-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 a MST 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- If information in the [SEDREF](#) file is outdated or inaccurate, it is the school's responsibility to notify SEDREF.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](mailto:datasupport@nysed.gov) to update the information.
- To change CFO designation, the [CFO form](#) must be completed and emailed to [datasupport@nysed.gov](mailto:datasupport@nysed.gov).
- For all other contact info changes, the change can be requested via email at [datasupport@nysed.gov](mailto:datasupport@nysed.gov).

### **Entitlement Assignments & Changes**

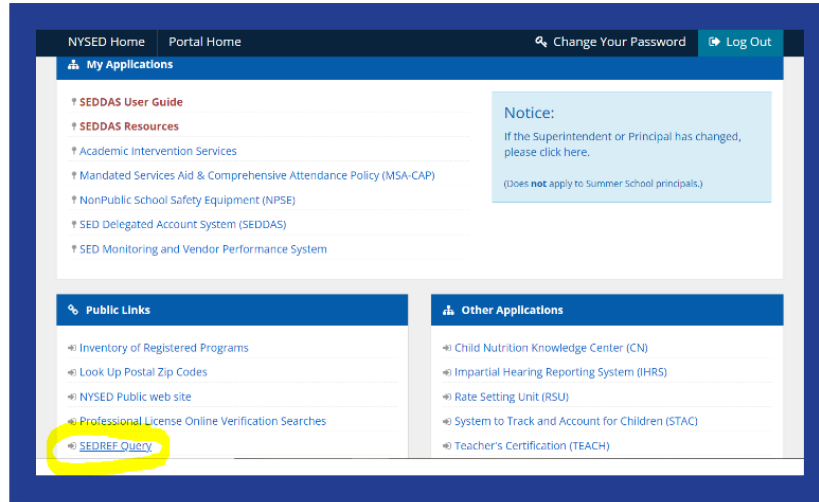
- Entitlement = Portal Access
- The CEO designation in [SEDREF](#) has access to entitlement rights as the DA/EA (Delegated Accounts/Entitlement Administrator).
- The CEO can assign the entitlement role to the CFO using the [SEDDAS](#) system.
- The DA/EA can also grant access to enable staff to enter 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](mailto: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 logging into the MST Application, 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 screenshot of the SEDREF search interface. At the top, it says 'Use this screen to search for institutions in SEDREF' and 'Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.' Below this is a section titled 'Enter query criteria' with several input fields: 'Name (Popular or Legal):' (with a yellow highlight), 'Institution ID:', 'SED Code:', 'Level2 Tracking Code:', 'ORISS Inst ID:', 'OSE Reporting INST ID:', 'Address Type:' (with 'PHYSICAL' selected and a 'List' link), 'Addr Line 1:', 'City:', 'School Dist Loc Code:' (with a 'List' link), and 'County Code:'. The 'Name (Popular or Legal):' field is highlighted with a yellow background.

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	Legal Name:	
Popular Name:		Corporate Name:	
Label Name:		Type of Incorporation:	RELIGIOUS CORPORATION
Inactive?:	N	SED Code:	
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:		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:		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 Year:	2022	Assembly District #:	44
Congressional District Year:	2022	Congressional District #:	10
Senate District Year:	2022	Senate District #:	22
OSC Vendor Status on SEDREF:	A	OSC Vendor ID on SEDREF:	
OSC Address Sequence Number on SEDREF:		OSC Vendor Location on SEDREF:	
OSC Address Line 1:		Payee Name on SEDREF:	
OSC Address Line 2:		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 [MST Guidance & Resource Documents](#) web page.

### **Portal Application**

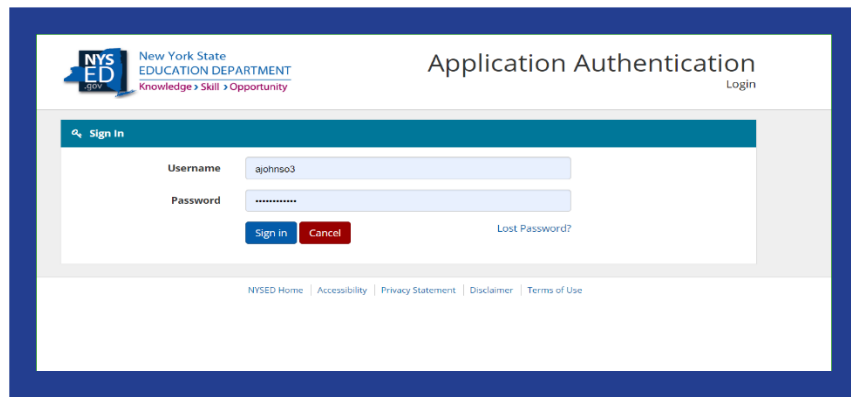
The online application is housed in NYSED's Business Portal, which can be accessed at the following link: <https://portal.nysed.gov/abp>.

### **Internet Browser**

For completing the MST 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).

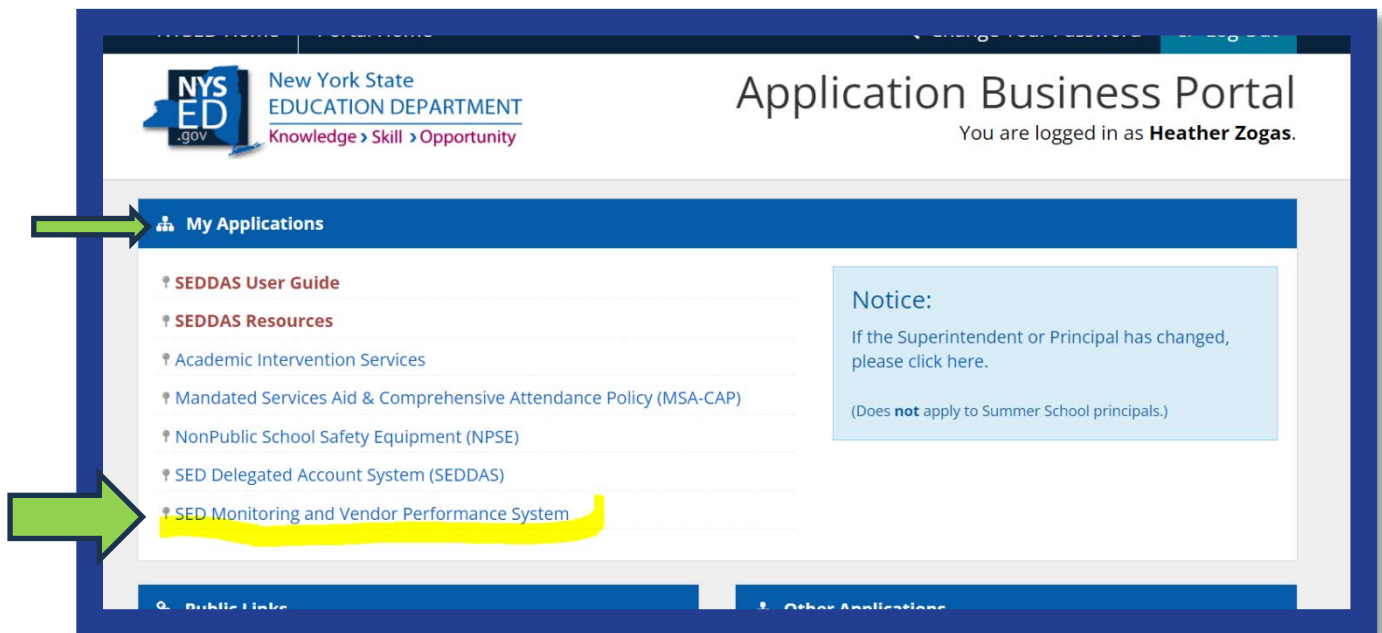


The screenshot shows the 'Application Authentication' page of the NYSED Business Portal. The page header includes the NYSED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. The main content area features a 'Sign In' section with two input fields: 'Username' (containing 'ajohnso3') and 'Password' (masked with dots). Below the password field are two buttons: 'Sign in' (blue) and 'Cancel' (red). A 'Lost Password?' link is also present. The footer contains links for 'NYSED Home', 'Accessibility', 'Privacy Statement', 'Disclaimer', and 'Terms of Use'.



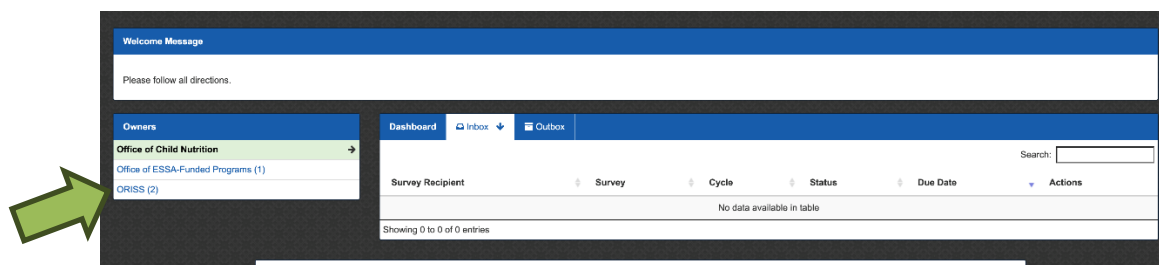
## SED Monitoring and Vendor Performance System

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 don't see the SED Monitoring link, contact [ORISS](#) for entitlement access.
3. To perform a SEDREF password reset, please click [here](#).



## ORISS Surveys Link

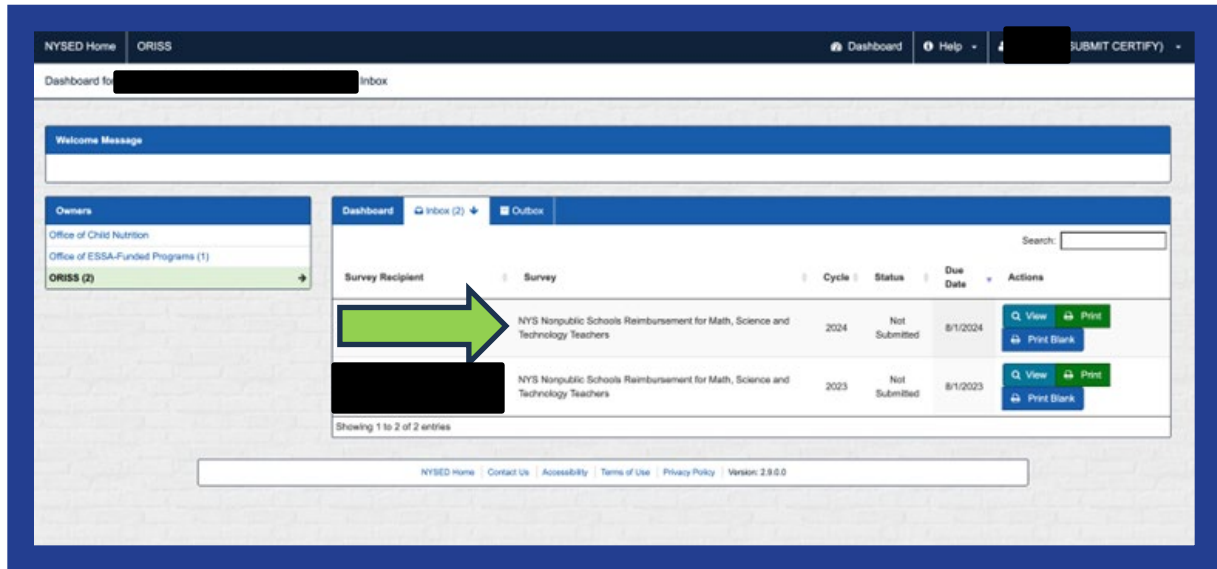
1. Once the *SED Monitoring and Vendor Performance System* is accessed, a list of NYSED Program Office surveys that the user can access will be displayed.
2. Select “**ORISS**”



## MST Year 7 Portal Application link

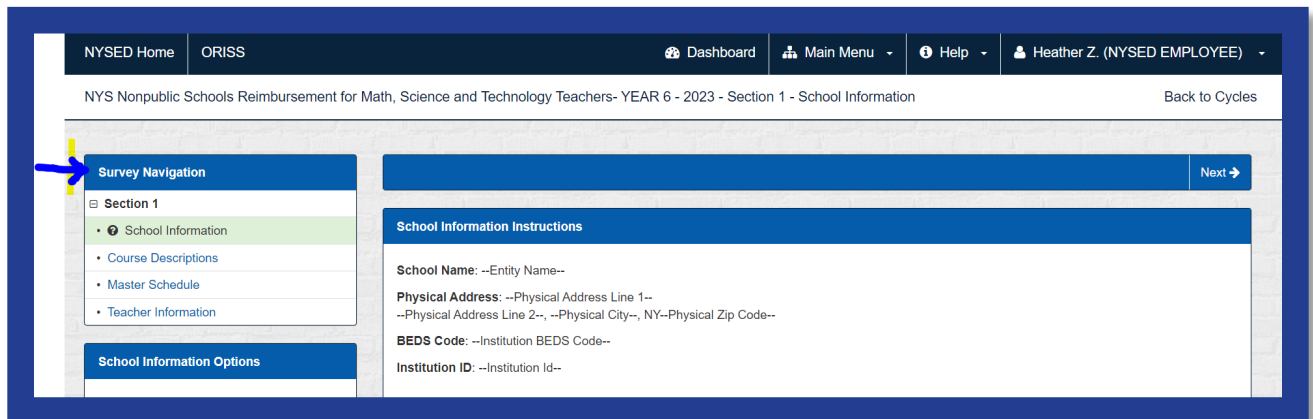
1. Once the *ORISS* link is accessed, a list of ORISS specific surveys that the user can access will be displayed.

2. Select “**View**” to the right of “NYS Nonpublic Schools Reimbursement for Math, Science and Technology Teachers”, “Cycle 2024”.



## Survey Navigation

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



## School Information

To verify and complete a user’s school information, please click on “School Information”. This will display the School Name, Physical Address, BEDS Code, and Institution ID. This section also includes OSC Vendor ID verification and Additional Contact information.

## OSC Vendor ID

The user will need to enter the OSC Vendor ID / Payee ID and verify it is correct.

- If the user does not know the school's Vendor ID, please see the getting started section on pages 6 & 7.
- If the Vendor ID field is blank in SEDREF, or if the school wishes to change its Vendor ID, a [Payee Information Form](#) will need to be completed and mailed to Office of Religious and Independent School Support, Room 1074 EBA, 89 Washington Ave, Albany, NY 12234.

### **Contact Information**

Official notifications about the MST grant, including the school's award amount and payment information, will be sent to the individual listed as the school's 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 and/ an Alternate Contact for the MST review process, please list these contacts as individual(s) designated as Application Contact(s).

### **Course Descriptions**

Upload course descriptions for all courses for which the school is requesting MST 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 [MST Y7 Documentary Evidence](#) for further information on course description requirements. **A copy/printout of the New York State Learning Standards is not a course description.**

### **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 MST funding), specifying the course name and grade level.
- Every teacher teaching at the school (even those not on the MST 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. Please see the [MST Master Sample Schedule](#).

## ***Embedded Master Schedule Template***

If a user has not uploaded an existing master schedule, they must use the ORISS-provided template, with schedule information for each teacher teaching at the school, even if the teacher isn't included in the MST application.

If a single teacher has multiple schedules, please create a separate row for each day, group of days, or time-period. For example:

- The school uses a six-day cycle: Teacher Jane Doe has a different schedule on odd versus even days. Create one row labeled "Jane Doe (Days 1, 3, 5)" and another labeled "Jane Doe (Days 2, 4, 6)."
- The school has a different schedule for Fridays: Create one row labeled "John Doe (Monday-Thursday)" and another labeled "John Doe (Friday)."
- Teacher Richard Roe teaches on Tuesdays only: Label the row "Richard Roe (Tuesdays)."
- The school has two semesters with different schedules: Label rows "John Smith (Semester 1, Monday)," "John Smith (Semester 2, Monday)," "John Smith (Semester 1, Tuesday)," "John Smith (Semester 2, Tuesday)," and so on.

## **Teacher Information**

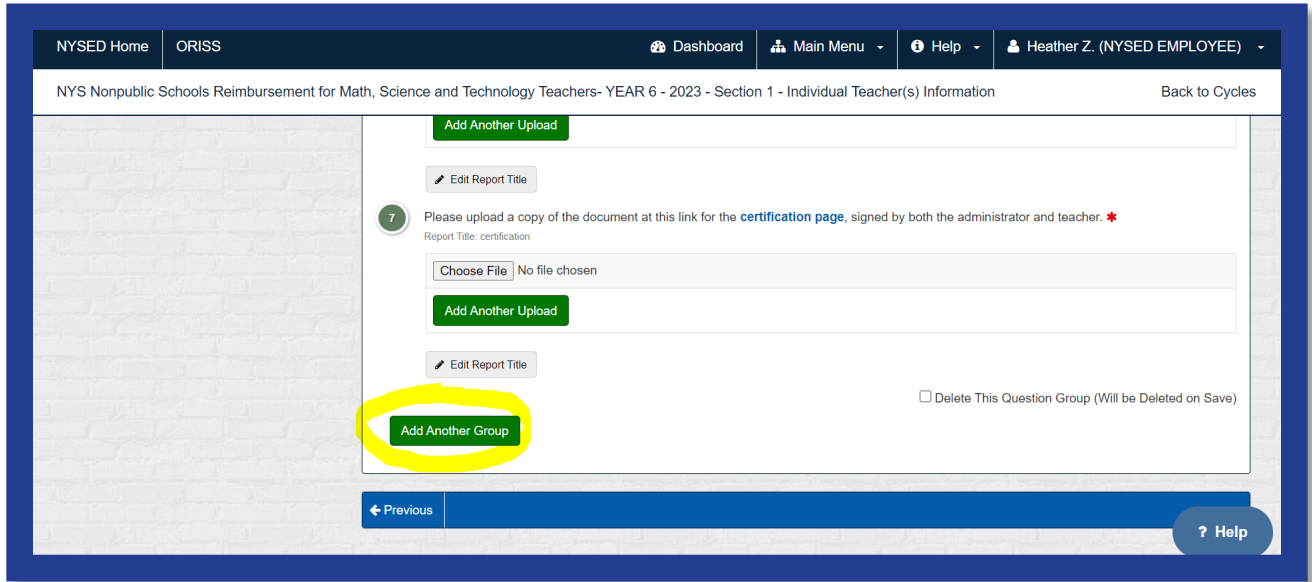
Complete the requested information on each teacher for whom the school is requesting reimbursement. Please see the MST [Documentary Evidence](#) resource guide for further information. All teacher information should be submitted under one application.

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 NUMBER OF MST 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.

## ***Grouping Teachers on One Application***

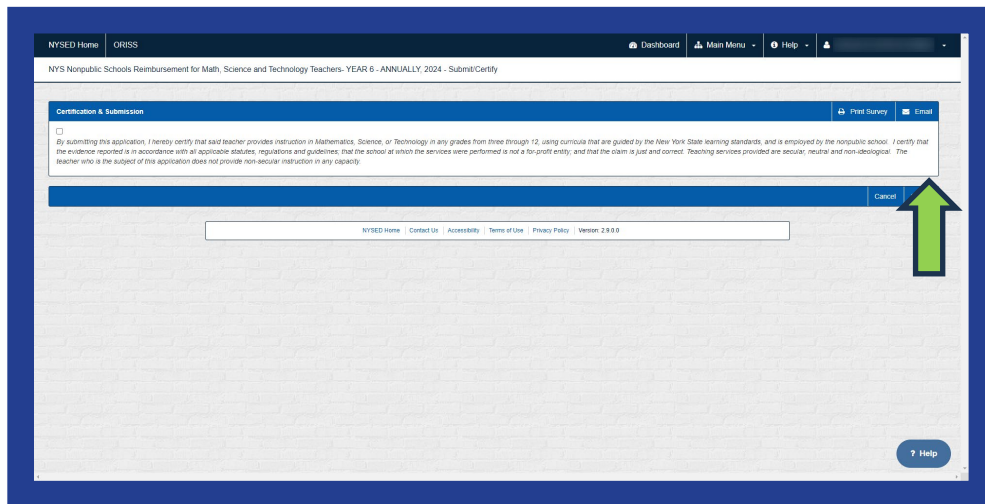
After providing required documentation to demonstrate teacher eligibility, select "Add Another Group" in order to add an additional teacher (if needed). This option will be found at the bottom of the Teacher Information page (see image below).



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

### **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 reviewed.
- 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 MST Y7 Guidance for further information on the reimbursement process.
- If all requirements are not met and further information cannot be provided, the reviewer will disapprove of the application. Disapproval will only occur if all the teacher(s) in an application are disapproved.

## 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 process and reimbursement.

### ***Deadline***

Schools must submit the completed claim application and accompanying documents by **August 1, 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**

***MST Y7 Guidance***

***MST Y7 Non-Portal Application***

***MST Y7 Teacher Attestation E-Sign***

***MST Y7 Documentary Evidence***

***MST Y7 Previously Approved Subjects***

***MST Y7 Average Public School Teacher Salary Chart***

***MST Y7 Sample Master Schedule***

***MST Y7 FAQ***