

PUTTING STUDENTS FIRST



State Aid Claim Forms: When To Complete, Key Areas To Review To Maximize Aid and Troubleshooting Claim Form Issues And Revisions

State Aid & Financial Planning Service

Coffee Talk

August 2022



Agenda

2

- ✓ Overview of Changes to the 22-23 Claim Forms
- ✓ Review of Due Dates for Claim Forms and Helpful Resources
- ✓ Areas to Focus on for Forms A, FT, and FB
- ✓ ST-3 Considerations
- ✓ Revisions and Edit Checks
- ✓ September Workshops



Changes to the 22-23 Claim Forms

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- https://stateaid.nysed.gov/sams/2022-23_SAMS_Release_Memo.htm
- Form Set A
 - ▣ Schedule A5-Days of Session Matrix
 - ▣ Schedule A8-Extraordinary Condition and State of Emergency Requiring Closure Days
- 180 Days Calendar – Attendance
 - ▣ 180 Days Calendar Waiver Form
 - Say N/A if already have waiver for 21-22 or apply now
 - ▣ 180 Days Calendar Edit Report



Changes to the 22-23 Claim Forms

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- Form Set FB – Building and Misc.
 - ▣ Building Condition Survey
 - ▣ Form FB Schedule W – Water Testing
 - ▣ Form FB Interest Rate Reduction Waiver Application Form
 - For waivers for 23-24 building aid
- Form Set FT- Transportation
 - ▣ Bus Purchases
 - Bus purchase ceiling max was updated to include Zero Emission Buses with a PO date after 7/1/22
 - Aid on Zero Emission Buses will be aided over **12 years** vs. 5 years
 - ▣ ARP & CRRSA Spent on Transportation Costs
 - New Lines 180-181 to report spending

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Claim Forms

Deadlines and Changes

When are State Aid Claim Forms Due & Why are They Due Then?

	Due Date for Submission of Data	Principal Purpose of the Data File	
Original State Aid Claim Forms Submission	September 2, 2022 *	1. Reporting Actual 2021-22 Expenses and Data for 2022-23 Aid 2. Projecting 2022-2023 Expenses and Data for 2023-24 Aid	
Revisions	October 15, 2022 **	NYS Executive Budget Proposal	
	January 15, 2023 **	NYS Budgetary Negotiations and Final Enacted Budget	
	April 15, 2023 **	Adjusted State Fiscal Projections or Final NYS Budget (If State Budget is late and Governor and Legislature elect to use latest revised data)	

* Original State Aid Claim Forms are due by statute on September 2 or the first day of business in the month of September

** NYSED recommends submitting revisions by mid month to ensure inclusion in the following month's state database

Claim Forms Done in SAMS

NYSED.gov Board of Regents | University of the State of New York

NEW YORK STATE EDUCATION DEPARTMENT Index A-Z | Calendar

About NYSED Program Offices News Room Business Portal Financial

State Aid

[View District Data](#)

Go **Clear**

2021-22 Calendar of Deadlines

2022-23 State Aid Handbook

Topics

- SAMS
 - SAMS Logon
 - SAMS 2022-23 Help
 - Training Material
 - SAMS Public Reports

NYSED / State Aid / SAMS

State Aid Management System (SAMS)

Contact: State Aid Unit

The State Aid Management System (SAMS) is a secure information system that facilitates the collection and processing of data required by the New York State Education Department (NYSED) to distribute annual state aid to all New York school districts. SAMS is accessible to authorized users from each school district, staff from the State Aid unit of the Education Department, and other authorized users from various state agencies.

Latest News

09-02-2021

Now Available - 2021-22 BOCES State Aid Claim Forms are now available in SAMS

<https://stateaid.nysed.gov/sams/>



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Application Business Portal

Portal Dashboard

My Applications

In order to view secure applications, you must be logged in. Please [Log In](#) to continue to your NYSED Business Portal Applications.

Public Links

- [Inventory of Registered Programs](#)
- [Look Up Postal Zip Codes](#)
- [NYSED Public web site](#)
- [Professional License Online Verification Searches](#)
- [SEDREF Query](#)
- [Teacher Certification Help](#)
- [TEACH Public Inquiry System](#)

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 \(TEACH\)](#)
- [Teacher Access and Authorization](#)



State Aid Management System (SAMS) Help 2022-23

[Contents](#) | [Index](#) | [Search](#)

Getting Started

- SAMS Table of Contents
- Getting and Using Help
- Selecting an Entity to Work With
- Data Collection Forms
- Activity Log
- SAMS Forms
 - Form A and Schedules
 - 180 Days Calendar
 - Form FB and Schedules
 - Form BP: Bus Purchase
 - Form FT and Schedules
 - Schedule F6: Bus Purchase Amortization
 - Form ST-3 and Schedules
 - RSU Forms and Schedules
 - CPSE
 - Administrative Compensation Information Form
 - Property Tax Report Card
- BOCES/CoSer Ancillary System
 - List of Active Services Form
 - Program Details Form
 - Cross Contracting Form
 - CoSer Edit Report
 - CoSer Certification Form
 - CoSer Notices
 - CoSer Reports
- BOCES Financial
- BOCES Facility



State Aid Management System (SAMS) Help System

Schools

BOCES

BOCES

[BOCES Financial](#)

[BOCES Facility](#)

[BOCES/CoSer Ancillary System](#)




If you have any questions on the COSER Ancillary System please contact Education Management Services at (518)473-0210.

Help Content
Version 4 Document Release
August 2020



SAMS Training Materials






FOR SCHOOL DISTRICTS

- [Urgent Tips](#) - For SAMS (State Aid Management System) Submissions.
- [SAMS Frequently asked Questions](#)
- [SAMS Training Manual for District Users Version 7](#) ( 1,755 KB)
- [SAMS: Introduction to the State Aid Management System](#) ( 3 MB)
- [How to do Revisions in SAMS](#) ( 609 KB)

State Aid Output Reports

- State Aid Output Reports [Powerpoint Presentation](#) ( 147KB)

FOR BOCES

- BOCES SA-109 and SA-116A SAMS Training Webinar presented March 6, 2019
[Play Recording](#) (36 min)
- BOCES SAMS Training Webinar presented August 18, 2020
[Play Recording](#) (1 hr 44 min)
[SAMS Powerpoint Presentation](#) ( 8,503 KB)
[RWADA Powerpoint Presentation](#) ( 2,756 KB)
- [BOCES SAMS Training Webinar 2021-22 claim year PowerPoint](#) ( 7,445 KB)
- [BOCES SAMS Financial Training Manual for BOCES Users](#) ( 1 MB)
- [Template for converting XML files to EXCEL](#) ( 295 KB)

Resources Available on Our Website

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□ Guidebooks:

- Workbook for 2022-23 General State Aid Claim Forms
 - Line-by-line explanation of what each line in the claim forms should include
- Supplemental Schedules SS10-SS16 Guidebook
 - Provides guidance on completing these schedules for any in-district Summer 4408 program(s)
 - *Note: Special webinar coming in October on completing these schedules*
- Fund Balance and Reserves Guidebook
 - Provides guidance on recording activity in reserves and reporting reserves and restricted cash in the ST-3

Resources Available on Our Website

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Other Tools:

- State Aid Reconciliation
 - ▣ Under *Resources*, then *State Aid* link
- July 2022 Coffee Talk and June & July Knowledge Cafe
 - ▣ Reviewed many of the claim forms
 - Purpose
 - Where data is gathered from
 - Who may be able to help you gather key information
 - Available under *Resources*, then *Webinars* and/or *Webinar Recordings*

Claim Forms Process

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Claim Forms Process

Gather

Gather data with the assistance of other key district staff.

- Transportation Director, Pupil Personnel Director/Special Education Director, Treasurer, Data Coordinator, Etc.

Complete

Complete the Claim Forms and ST-3 in SAMS.

Run

Run Edit Reports and clear issues or provide detailed explanations.

Claim Forms Process

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Claim Forms Process

Save and Ready

“Save and Ready” all Forms.

Certify

Have Superintendent certify each section of the Claim Forms and ST-3.

Review

Review the Activity Log for any correspondence from SED. Respond to their correspondence in a timely manner.

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Form A

Part I.

Semester 2:	Possible Aggregate Attendance	Aggregate Attendance	Adjusted Aggregate Attendance	Actual Session (NOTES 1 & 2)	Net Session	ADA (Adj. Aggregate Attendance/ Net Session)	Unadj. ADA (Aggregate Attendance/ Actual Session)	Poss. Aggregate Attendance/Actual Session (NOTE 3)	Total Actual Session Days
1. A.M. Kdg.			0		0.000	0.00	0.00	0.00	0.000
2. P.M. Kdg.			0		0.000				
3. Full Day Kdg.			0		0.000				
4. Grade 1			0		0.000	0.00	0.00	0.00	0.000
5. Grade 2			0		0.000	0.00	0.00	0.00	0.000
6. Grade 3			0		0.000	0.00	0.00	0.00	0.000
Sub-Total									
7. Full Kdg.-3	0	0	0			0.00	0.00	0.00	0.000
8. Grade 4			0		0.000				
9. Grade 5			0		0.000				
10. Grade 6			0		0.000				
Sub-Total									
11. Grades 4-6	0	0	0			0.00	0.00	0.00	0.000
12. Grade 7			0		0.000	0.00	0.00	0.00	0.000
13. Grade 8			0		0.000	0.00	0.00	0.00	0.000
Sub-Total									
14. Grades 7-8	0	0	0			0.00	0.00	0.00	0.000
15. Grade 9			0		0.000	0.00			
16. Grade 10			0		0.000	0.00			
Grade 11						0.00			
Grade 12						0.00			

of students on the school register on a given day (ADM)

of students that attended school on a given day (ADA)

- $AV/RWADA \div NYS \text{ Average}$
 - BOCES Aid, Building Aid, and Transportation Aid
- $AV \& AGI/TWPU \div NYS \text{ Average}$
 - Combined Wealth Ratio

ADM and ADA numbers are coming from Schedules A2 and A4

They are used in several State Aid formulas

NOTE 2: Do not include Regents examination days or full-day superintendent's conference days when attendance was not recorded.

NOTE 3: The amounts calculated for the column titled Poss. Aggregate Attendance/Actual Session are used in the calculation of average daily membership (ADM) as defined in section 3602(1)(i) of the Education Law. ADM includes other counts, which can be viewed on the FAPU output report. ADM is the basis for pupil counts used to calculate Foundation Aid.

Schedule A5: Days of Session Matrix (Regular Day School)

Schedule A5 – Determines if the 180 days of instruction requirement was met to ensure Foundation Aid earned

Number of days when:	A.M. Kdg.	P.M. Kdg.	Full day Kdg.	Grade 1				
1. Attendance was recorded (A2+A4)	0.000	0.000	0.000	0.000				
2. Regents Basic Competency Examinations were administered								
3. Superintendent's conference days were held	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4
4. Extraordinary conditions resulted in school closings which were excused by the Commissioner	<input type="text"/> SED Only (Do Not Report snow days Except for 1/2 Day K)	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only
5. State of Emergency Closure Days	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only
6. Total Days *	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Short?

Number of days when:	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
1. Attendance was recorded (A2 + A4)	0.000	0.000	0.000	0.000	0.000	0.000	0.000
2. Regents Basic Competency Examinations were administered		<input type="text"/> Max=7	<input type="text"/> Max=7	<input type="text"/> Max=7	<input type="text"/> Max=7	<input type="text"/> Max=7	<input type="text"/> Max=7
3. Superintendent's conference days were held	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4	<input type="text"/> Max=4
4. Extraordinary conditions resulted in school closings which were excused by the Commissioner	<input type="text"/> SED Only (Do Not Report snow days Except for 1/2 Day K)	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only
5. State of Emergency Closure Days	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only	<input type="text"/> SED Only
6. Total Days *	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Short?

District wide adverse weather condition day reporting

- Session cancelled due to adverse weather conditions
- Remote instruction pilot utilized due to adverse weather conditions

FORM REVISED

* To assist in the completion of Schedule A5, the [180 Day Model Calendar worksheet](#) is available.

Complete Form A Schedule A8 to request the State Aid Office to disregard the required 2022-2023 State Aid reduction if one or more schools of the district were in session less than 180 days in the 2021-2022 school year due to an extraordinary condition(s) pursuant to Education Law Section 3604 (7) or if a State or Local State of Emergency was declared requiring the closure of schools pursuant to Education Law Section 3604 (7)(1). Please know these days will not show up or add to district total days on Schedule A-5 - Days of Session Matrix until required steps are completed, reviewed and approved by SED.

To assist in the completion of Schedule A8, a Days of Session worksheet is available at https://stateaid.nysed.gov/attendance/htm_docs/attendance_900_990_Hour_Requirement_memo.htm

Extraordinary conditions

Extraordinary conditions include only the following: Extraordinarily adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, lack of electricity, natural gas leakage, unacceptable levels of chemical substances, or destruction of a school building either in whole or in part.

If reporting Extraordinary Condition Days, a maximum of 5 days can be requested for any grade. In the chart below, only enter information for session day deficiencies if the school(s) / district could not make up the day(s) by using, for secondary grades, all scheduled vacation days prior to the first scheduled Regents examination day in June, and for elementary grades, all scheduled vacation days prior to the last scheduled Regents examination day in June. Please choose the appropriate Reason for Session Closure from the drop-down list in that column.

State of Emergency Closure

A State of Emergency Closure can only be used if the district was required to close a school or schools due to a properly executed declaration of a state or local state of emergency. In the chart below, only enter information for session day deficiencies if there was a properly executed declaration of a state or local state of emergency. Please choose "State of Emergency" as the Reason for Session Closure from the drop-down list in that column. Districts must also review the posting titled [Emergency Declarations Cancelling Sessions Days](#), noting the required documentation that needs to be submitted before the penalty for session less than 180 days can be disregarded:

To be eligible, districts must submit documentation to State Aid at 180days@nysed.gov and appropriately report the day in SED Monitoring. A copy of the executive order must be submitted as an attachment. Districts must also submit a letter drafted and signed by District counsel making the determination that the district was required to close a school or schools due to a properly executed declaration of a state or local state of emergency, for any day(s) on which session was previously schedule. This letter must provide:

- The specific declaration of a state or local state of emergency pursuant to article two-B of the Executive Law
- A brief description of the portion of the declaration that required closure
- The date(s) of session previously scheduled and impacted by the declaration
- A list of impacted buildings and the grade levels they serve

For each date reported below, choose "Yes" from the drop down box in the appropriate Grade column, and choose the appropriate Reason for Session Closure from the drop down list in that column:

Date (MM/DD/CCYY)	AM K	PM K	Kdg	1	2	3	4	5	6	7	8	9	10	11	12	Reason for Session Closure	School/Building or Whole District
1.																	
2.																	
3.																	

Schedule A8 –
Used to document **Extraordinary Condition Days** and
State of Emergency Closure Days



Form A8 Continued

For each date reported below, choose "Yes" from the drop down box in the appropriate Grade column, and choose the appropriate Reason for Session Closure from the drop down list in that column:

Date (MM/DD/CCYY)	AM K	PM K	Kdg	1	2	3	4	5	6	7	8	9	10	11	12	Reason for Session Closure	School/Building or
1.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
2.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
3.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
4.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
5.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
6.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
7.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
8.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
9.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
10.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
11.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
12.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
13.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
14.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
15.		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	

Provide a valid URL for the district's final 2021-22 school year calendar. (Please do not include http:// in the URL)

Based on State Aids review, the request for Extraordinary Condition Day excusal has been:

If Disapproved, or partially disapproved, reason for disapproval:

Based on State Aids review, the request for State of Emergency Condition Day excusal has been:

If Disapproved, or partially disapproved, reason for disapproval:

**SED doesn't always
approve reason**

Form A

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Form A: Attendance Data Entry

Form A - Pupil Data 2022-23 Claim Aid Year

2020-21 School Year from
SED File

2021-22 School Year
(Actual) EDP Form #10

2022-23 School Year
(Projected) EDP Form #38

Part I: Regular Day School Enrollment and Attendance

A: Enrollment

- 1a. 1/2 Day K UNWTD Enrollment
- 1b. Full Day K Enrollment
- 1c. The year the District first offered a full-day Kindergarten program to all students
- 1d. If your District plans to first offer a full-day Kindergarten program to all students in 2022-23 school year, enter "2022" in entry 1d. If not, leave blank.
- 1e. If your District plans to first offer a full-day Kindergarten program to all students in 2023-24 school year, enter "2023" in entry 1e. If not, leave blank.
2. Grades 1-3 Enrollment
3. Grades 4-6 Enrollment
4. Grades 7-12 Enrollment
5. Calculated Enrollment (Includes the resident enrollment in lines 1a. through 4 above plus enrollment for resident students in charter schools, enrollment for resident students with disabilities educated full time in BOCES, enrollment for students in Equivalent Attendance programs and enrollment for Homebound/Hospitalized resident students educated at district expense.)

0

55

0

66

1,954

"Projected" Column is Used in November database for Foundation Aid, SIRS information used in February database.

202

224

411

195

201

415

911

895

0

Calc'd when saved

Recommend you update "Projected" in October to match SIRS!

Form A – Lines 55-64

21

2020-21 School Year from
SED File

2021-22 School Year
(Actual) EDP Form #10

2022-23 School Year
(Projected) EDP Form #38

Part IV: Full Time Equivalent Enrollment (FTE) of Resident Students with Disabilities (SWD) Educated Full Time in another Pub Sch District (Used to calculate additional weighted average daily attendance (WADA).)

Note: Full-Time-Equivalent (FTE) Enrollments should be computed using the "FTE Calculator" on the State Aid Internet site at <http://stateaid.nysed.gov/ftecalc/calcfte.htm>

55.	FTE of K-3 Resident SWD in Other Public School	1.00	
56.	FTE of 4-6 Resident SWD in Other Public School		
57.	FTE of 7-12 Resident SWD in Other Public School		
58.	Not Used		

Part V: Adjustments to Attendance (Used to calculate resident pupils for pupil wealth measures.)

A: Adjustments to 2021-22 Attendance Based Upon Net Registrations in Other Public Schools or BOCES of Certain Resident, Nondisabled Students

59.	1/2 K Resident Students in Other Public Schools/BOCES	0	
60.	K-6 Resident Students in Other Public Schools/BOCES	0	
61.	7-12 Resident Students in Other Public Schools/BOCES	3	

B: Adjustments to 2021-22 Attendance Based Upon Net Registrations in this School District of Certain Non-Resident Students, including Non-Resident Students with Disabilities

62.	1/2 K Non-Resident Students in this School District	0	
63.	K-6 Non-Resident Students in this School District	1	
64.	7-12 Non-Resident Students in this School District	0	

✓ Are you reporting all your eligible children here?

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Form FB

Form FB - Building Data 2022-23 Claim Year

2020-21 School Year
SED File
(Prior)2021-22 School Year
EDP Form #10
(Actual)2022-23 School Year
EDP Form #38
(Projected)

Part XI. Miscellaneous Data for Aid and Projections

136. 2022-23 Projected Total Capital Expense (Not Borrowed Monies). In addition to budgetary appropriations, please include 2022-23 Projected Expenses shown in Item 137 (last column) and the non-borrowed projected EXCEL expenditures that will be transferred from the General Fund to the Capital Fund. Do not include non-borrowed projected EXCEL expenditures that will be recorded directly in the Capital Fund. Note: Entry 136 projection is used for the estimated Non Resident Tuition calculation.

137. Of the Expenses reported in Item 136 above, report only 2022-23 Projected Capital Outlay Exception Expense for Emergency projects, project less than \$100,001, or Small City Debit Limit Waiver.

0	0	
---	---	--

138. Building Condition Survey: Total Square Footage of Buildings Surveyed

0		
---	--	--

139. Expenditures for Building Condition Surveys associated with the square footage reported in Entry 138 above

0		
---	--	--

Note: To apply for 2022-23 Building Condition Survey aid for 2021-22 expenditures, please enter actual expenditures in 2021-22 middle column above.

Only districts on SED Office of Facilities Planning 2021 & 2022 BCS assignment lists and NYC can apply for 2022-23 BCS aid.

To enter 2022-23 projected building condition survey expenditures, please enter expenditures in 2022-23 column.

Only districts on SED Office of Facilities Planning 2022 or 2023 BCS assignment lists and NYC can report 2022-23 projections.

2020-21 Prior	2021-22 Actual	2022-23 Estimated
---------------	----------------	-------------------

Please reference the website, **Building Condition Survey and Visual Inspection:**

<https://www.p12.nysed.gov/facplan/BldgCondSurv.htm>

- 2020-2024 Building Condition Survey - [Assignment List](#) (115KB) (12/10/20)
- 2020 and 2022 Visual Inspection - [Assignment List](#) (181 KB) (11/22/19)

140. Expenditures for Purchase and Installation of Stationary Metal Detectors, Security Cameras and Safety Devices.

0		
---	--	--

Note: To apply for 2022-23 aid for these items please refer to Form FB, Schedule N. Regarding the projected expense above, please read the memo in attached link for further instructions. See detailed instructions in the help file. <http://emsc32.nysed.gov/facplan/SecurityCameraMCA051711.html>

For information on the NYSAFE Act and its impact on school district building aid, please refer to the memo in the following link:

https://stateaid.nysed.gov/build/html_docs/nysafe+3602.6-c.htm

141. State Aided Instructional Computer Hardware Staff Development

0		
---	--	--

142. NYC Only: Charter Schools Facilities Expenditure Pursuant to section 2853 (3)(e) and 3602 6-g of the Education law.

--	--	--

- Charter Schools Facilities actual expenditure amounts should only include amount in excess of the \$40 Million statutory threshold

143. Not Used

144. Minor Repair Expenditures (A1621) to Restore Leased Facilities

0		
---	--	--

145. General Fund Expenditures Disallowed for Aid (For AOE Calc)

0		
---	--	--

146. Unapproved BOCES Services

2,192		
-------	--	--

Interest Rate Reduction Waiver

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- This form will only populate if there is a project that will potentially be affected

Interest Rate Reduction Waiver Application Form

For complete details on Project data: [Explanation of Project Data](#).

For instructions on filling out the form, please see the SAMS Help file.

Reasons for Waiver Request:

1. Bond Issued as Non Callable
2. Already refinanced; additional advance refunding not permitted. Bond not currently callable until future date
3. Refunding this bond would not meet savings threshold in NYS Local Finance Law
4. District would exceed its constitutional debt limit as a result of refinancing

Prospective Project Waiver Application

Project Number	2021-22 Estimated Single Year Aid Impact	Estimated Total Aid Impact over Remaining Life of Project	Are you applying for a waiver for this project?	Date of Bond Issue Currently Financing this Project (Enter in MM/DD/YYYY Format)	Reason for Waiver Request	Call Date (Enter in MM/DD/YYYY Format)	Waiver Approved?
5016 003	-17	-86	Yes	11/09/2017		10/01/2028	Y

Summary Of Estimated Aid Impact

2021-22 Estimated Aid Impact: All Projects	2021-22 Estimated Aid Impact: Excluding Waived Projects	Estimated Aid Impact Over Remaining Life: All Projects	Estimated Aid Impact Over Remaining Life: Excluding Waived Projects
-17	0	-86	0

Bond Issued As Non Callable [1]

Already Refinanced; Additional Advance Refunding Not Permitted [2]

Refunding This Bond Would Not Meet Savings Threshold In NYS Local Finance Law [3]

District Would Exceed Its Constitutional Debt Limit As A Result Of Refinancing [4]

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Form FT

Form FT Mileage Data

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- Review mileage
- Other Purpose Mileage used for deduction
- Do actuals for 2021-22 look reasonable?
- Do projections for 2022-23 look reasonable?

Form FT: Transportation Data			
Form FT - Transportation Data 2022-23 Claim Year	2020-21 School Year SED File (Prior)	2021-22 School Year EDP Form #10 (Actual)	2022-23 School Year EDP Form #38 (Projected)
Part X. Transportation Expenditures			
110a. Nonallowable Pupil Decimal		0.0218 (from SED or NPD worksheets)	
110b. Enter the Date of the First Day of School that students attended (in MM/DD/YYYY format) Note school year above each column			
111. District Owned Bus Mileage - Regular Routes	265,800		
112. District Owned Bus Mileage - For Buses Leased or Contracted to Others for Transportation (Not Education Law 1709(25)(h))	0		
113. District Owned Bus Mileage - For Buses Leased or Contracted to Others for Non-Resident Preschool or DFY (Education Law 1709(25)(h))			
114. District Owned Bus Mileage - 4408 Summer	2,748		
115a. District Owned Bus Mileage - Other Purposes (Excluding Regular District Operated Summer School)	8,268		
115b. District Owned Bus Mileage - Regular District Operated Summer School (Excluding 4408 and BOCES Operated)			



Form FT Lines 117-118

27

- ❑ Employee Benefits Calculation
 - ▣ Include Health/ Dental (single coverage)
 - ▣ FICA
 - ▣ ERS
 - ▣ Worker's Compensation, Unemployment
- ❑ Costs of benefits for monitors and aides not required by an IEP, are not aidable. You report them with other costs here, but then back them out on Line 175

New Lines on Form FT

28


Part XIV. Total Operating Expenditures During the Buses Leases During the 2022-23 School Year for Projection of 2023-24 Transportation Capital Aid

174.	Salaries Paid to Assistant Drivers (Monitors, Aides, and Escorts not required by IEP) on Buses Transporting Non-disabled Pupils	<input type="text"/>	<input type="text"/>	<input type="text"/>
175.	Employee Benefits Paid to Assistant Drivers (Monitors, Aides, and Escorts not required by IEP) on Buses Transporting Non-disabled Pupils	<input type="text"/>	<input type="text"/>	<input type="text"/>
176.	Projected Transportation Contract Expenditures for Regular Routes (Schedule J Column Fa)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
176a.	After 4 Transportation Expenditure Pursuant to section 3627 of the Education Law (NYC Only).	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
	<ul style="list-style-type: none"> Entry 176a should ONLY include NYC After 4 actual and projected expenditures. After 4 actual expenditure amounts should also be reported on the Schedule J form After 4 projected expenditure amounts should be included in the projection amount reported in line 176. 			
177.	Projected Transportation Contract Expenditures for Other Purposes (Schedule J Column G) Excluding District Operated Summer School	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
178.	Projected Transportation Contract Expenditures for District Operated Regular Summer School (Schedule J Column Fb)		<input type="text" value="0"/>	<input type="text"/>
179.	Projected Transportation Contract Expenditures for Chapter 173 pass through (Refer to Schedule J)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
180.	Transportation expenditures using federal American Rescue Plan (ARP) funds			<input type="text"/>
181.	Transportation expenditures using Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds			<input type="text"/>

Will be used in Transportation Aid calculation to reduce State Aid

Form FT Schedules G, H, I, J, K

29

 Pupil Transportation

<http://www.nysed.gov/pupil-transportation/guide-aidable-non-aidable-transportation-expenses>

Pupil Transportation

State Aid ▼

Transportation Aid Ratios

▶ Aidable/Non-Aidable
Transportation Expenses

Guide to Aidable/Non-Aidable Transportation Expenses

This document contains an up-to-date listing of aidable and non-aidable transportation expenses, as well as detailed information about transportation expenses that require prior written SED approval in order to be aidable. The lists will be updated quarterly, if new information becomes available. These lists are provided to assist districts in completing schedules G, H and I on SAMS. These lists are guidelines and this is an evolving document. If you have questions or concerns about items appearing on these lists, or

Can't be greater than what is reported on the corresponding entries on the ST-3

Must be listed on the aidable transportation expense list

Importing From Your Software and Key Areas to Check

See below for changes to ST-3:

<https://stateaid.nysed.gov/st3/>

ST-3 Tips and Recommendations

31



TIP!

- SAMS has an **import function**
 - ▣ Can import from accounting records the actual numbers from the 21-22 year and the budgeted numbers for the 22-23 year.
 - For all funds!
 - Close your funds first, so final fund balance is transferred to ST-3 properly.

ST-3 and Claim Forms

32

- Information in the ST-3 meets three purposes:
 - ▣ All governments in NYS must report their financial position annually
 - ▣ Expenditures eligible for aid are reported on the ST-3 and/or the claim forms and together are used to determine the eligible State Aid
 - ▣ Projected expenditures are used by the State to determine the potential aid due to the district for the following year

ST-3 Tips

33

- Important to ensure key information in the ST-3 are reported in the proper places, for example:
 - ▣ Instructional Material expenditures
 - ▣ Transportation expenditures
 - ▣ Capital Outlay Exception expenditures
 - ▣ Summer 4408 expenditures
 - ▣ Refunded bond
 - ▣ Any account in the ST-3 that has more than one line

Submitting the ST-3

34

- ❑ Run ST-3 Edit Report and clear or explain all questions / comments
 - ❑ “Verified accurate” is not an acceptable answer – provide enough information so they will clear the edit
 - ❑ Responses can’t be deleted – be careful what you write!
- ❑ Make sure all sections are set as “Ready”
- ❑ Have Superintendent review, complete ST-3 Certification form and transmit report
- ❑ Print OSC ST-3 Certification Form and have Treasurer sign & mail in

Submitting the ST-3 & Claim Forms

35

- Monitor the progress of the claim forms and ST-3 by selecting “Activity Log” in SAMS
- Respond promptly to any questions
- Use “Revision Data” section for changes
- Make sure to transmit revisions
 - Doesn’t require Superintendent to send revisions

First Time Completing the ST-3?

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- ❑ Does the task seem daunting?
- ❑ We recorded a webinar titled, “**ST-3 101**”.
- ❑ The webinar is under *Webinar Recordings* then scroll down to the *Special Webinar* section.
- ❑ Presentation covers how to import from your accounting records, overview of what is reported, what to check (What should balance? What should agree?), key areas for each fund and the Supplemental Schedules SS-1 through SS-8, maximizing aid, and tips for submitting and revising the ST-3.

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Approval Process and Revisions

What to Watch, Edits and Revision Process

Remember to Review Activity Log


38

Entity Name

BEDS Code

Claim Year

SAMS
NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM



Welcome (School Entity User) CORP 08/09/2022 08:10 PM Home | Issue Reporting | Help | Logout

Entity Info | Forms | Claim Verifications | **Activity Log** | Reports |

Selected Claim Year is now: 2022-2023

Activity Log

Form Set: Activity type:

Category: Date Range (mm/dd/yyyy): -

Log ID	BEDS Code	Claim Year	Form name	Activity type	Description	Date	User
------------------------	---------------------------	----------------------------	---------------------------	-------------------------------	-----------------------------	----------------------	----------------------

State Aid Homepage | Contact Us Ver 1.8.79a

2021-2022	RSU Edit Report	Data State	Clean	09/15/2021 02:12 PM
2021-2022	Form Set RSU	Data State	Certified	09/15/2021 02:12 PM
2021-2022	RSU Edit Report	Data State	Certified	09/15/2021 02:12 PM
2021-2022	Form Set ST-3	Data State	Certified	09/15/2021 02:11 PM
2021-2022	ST-3 Edit Report	Data State	Certified	09/15/2021 02:11 PM
2021-2022	Form Set FT Transportation	Data State	Certified	09/15/2021 02:11 PM
2021-2022	Form F Transportation Edit Report	Data State	Certified	09/15/2021 02:11 PM
2021-2022	Form Set FB Building And Misc	Data State	Certified	09/15/2021 02:11 PM
2021-2022	Form F Building Edit Report	Data State	Certified	09/15/2021 02:11 PM
2021-2022	Form Set A	Data State	Certified	09/15/2021 02:11 PM
2021-2022	Form A Edit Report	Data State	Certified	09/15/2021 02:11 PM
2021-2022	RSU Edit Report	Data State	Ready	09/15/2021 12:48 PM
2021-2022	RSU Edit Report	Data State	Saved	09/15/2021 12:48 PM
2021-2022	CPSE Administrative Edit Report	Data State	Ready	09/15/2021 11:15 AM
2021-2022	CPSE Administrative Edit Report	Data State	Saved	09/15/2021 11:15 AM
2021-2022	ST-3 Edit Report	Data State	Ready	09/15/2021 10:57 AM
2021-2022	Form F Transportation Edit Report	Data State	Ready	09/15/2021 10:55 AM
2021-2022	Form F Building Edit Report	Data State	Ready	09/15/2021 10:37 AM
2021-2022	Form F Building Edit Report	Data State	Saved	09/15/2021 10:31 AM

2021-2022	Form A Edit Report	Data State	Corrections Submitted	09/15/2021 02:20 PM
2021-2022	Form Set A	Correspondence	Notification	09/15/2021 02:42 PM
2021-2022	Form Set A	Data State	Edit Rejection	09/15/2021 02:42 PM
2021-2022	Form A Edit Report	Data State	Edit Rejection	09/15/2021 02:42 PM
2021-2022	Form Set FB Building And Misc	Correspondence	Notification	09/15/2021 02:26 PM
2021-2022	Form Set FB Building And Misc	Data State	Clean	09/15/2021 02:26 PM
2021-2022	Form F Building Edit Report	Data State	Clean	09/15/2021 02:26 PM
2021-2022	Form Set FT Transportation	Correspondence	Notification	09/15/2021 02:25 PM
2021-2022	Form Set FT Transportation	Data State	Clean	09/15/2021 02:25 PM
2021-2022	Form F Transportation Edit Report	Data State	Clean	09/15/2021 02:25 PM
2021-2022	Form Set FT Transportation	Data State	Edit in Progress	09/15/2021 02:25 PM
2021-2022	Form F Transportation Edit Report	Data State	Edit in Progress	09/15/2021 02:25 PM
2021-2022	Form Set FB Building And Misc	Data State	Edit in Progress	09/15/2021 02:24 PM
2021-2022	Form F Building Edit Report	Data State	Edit in Progress	09/15/2021 02:24 PM
2021-2022	Form Set A	Data State	Edit in Progress	09/15/2021 02:13 PM
2021-2022	Form A Edit Report	Data State	Edit in Progress	09/15/2021 02:13 PM
2021-2022	Form Set CPSE Administrative Forms and Schedules	Data State	Certified	09/15/2021 02:12 PM
2021-2022	CPSE Administrative Edit Report	Data State	Certified	09/15/2021 02:12 PM
2021-2022	Form Set RSU	Data State	Clean	09/15/2021 02:12 PM



Correspondence from SED

40

SAMS
NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM



Log ID
1202243

Description
Notification

To: User Id

To: Email

From: User Id

From: Email

Details

This is an auto generated email, please do not respond directly to this message via email but rather follow the below instructions and make any appropriate changes through SAMS.

CSD

Your 2021-2022 Form Set A has been rejected. Please log into SAMS, go to the Revision Data Area and run the edit report. Note our comments and which edits must be addressed. Please make any data changes in the Revision Data area, re-run the edit report and add comments as needed, then submit your revisions using the Change Submission Summary form.

If you need more information regarding this message, please contact the State Aid staff person assigned to this form. To find out the State Aid staff person assigned, please logon to SAMS and check the Activity Log.

Details

This is an auto generated email, please do not respond directly to this message via email but rather follow the below instructions and make any appropriate changes through SAMS.

CSD

 Pull Here

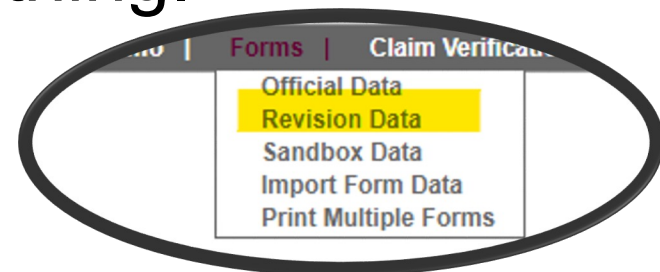
2021-2022	Form Set CPSE Administrative Forms and Schedules	Data State	Clean	09/27/2021 02:37 PM
2021-2022	CPSE Administrative Edit Report	Data State	Clean	09/27/2021 02:37 PM
2021-2022	Form Set CPSE Administrative Forms and Schedules	Data State	Edit in Progress	09/27/2021 02:37 PM
2021-2022	CPSE Administrative Edit Report	Data State	Edit in Progress	09/27/2021 02:37 PM
2021-2022	Form Set ST-3	Correspondence	Notification	09/22/2021 09:11 AM
2021-2022	Form Set ST-3	Data State	Clean	09/22/2021 09:11 AM
2021-2022	ST-3 Edit Report	Data State	Clean	09/22/2021 09:11 AM
2021-2022	Form Set ST-3	Data State	Revision Accepted	09/22/2021 09:11 AM
2021-2022	ST-3 Edit Report	Data State	Revision Accepted	09/22/2021 09:11 AM
2021-2022	Form Set ST-3	Data State	Revision in Progress	09/22/2021 09:08 AM
2021-2022	ST-3 Edit Report	Data State	Revision in Progress	09/22/2021 09:08 AM
2021-2022	Form Set ST-3	Data State	Revision Submitted	09/22/2021 09:06 AM
2021-2022	ST-3 Edit Report	Data State	Revision Submitted	09/22/2021 09:06 AM
2021-2022	Form Set ST-3	Correspondence	Notification	09/20/2021 01:27 PM
2021-2022	Form Set ST-3	Data State	Clean with Issues	09/20/2021 01:27 PM
2021-2022	ST-3 Edit Report	Data State	Clean with Issues	09/20/2021 01:27 PM
2021-2022	Form Set ST-3	Data State	Edit in Progress	09/17/2021 01:19 PM
2021-2022	ST-3 Edit Report	Data State	Edit in Progress	09/17/2021 01:19 PM

2021-2022	Form F Transportation Edit Report	Data State	Clean	12/23/2021 12:01 PM
2021-2022	Form Set FT Transportation	Data State	Revision Accepted	12/23/2021 12:01 PM
2021-2022	Form F Transportation Edit Report	Data State	Revision Accepted	12/23/2021 12:01 PM
2021-2022	Form Set FT Transportation	Data State	Revision in Progress	12/23/2021 12:00 PM
2021-2022	Form F Transportation Edit Report	Data State	Revision in Progress	12/23/2021 12:00 PM
2021-2022	Form Set FT Transportation	Data State	Revision Submitted	12/22/2021 01:37 PM
2021-2022	Form F Transportation Edit Report	Data State	Revision Submitted	12/22/2021 01:37 PM
2021-2022	Form Set A	Correspondence	Notification	10/16/2021 01:23 PM
2021-2022	Form Set A	Data State	Clean	10/16/2021 01:23 PM
2021-2022	Form A Edit Report	Data State	Clean	10/16/2021 01:23 PM
2021-2022	Form Set A	Data State	Corrections Accepted	10/16/2021 01:23 PM
2021-2022	Form A Edit Report	Data State	Corrections Accepted	10/16/2021 01:23 PM
2021-2022	NYSED Only Edit Report	Data State	Saved	10/14/2021 09:37 AM
2021-2022	Form Set A	Data State	Corrections in Progress	10/13/2021 12:24 PM
2021-2022	Form A Edit Report	Data State	Corrections in Progress	10/13/2021 12:24 PM
2021-2022	Form Set A	Data State	Corrections Submitted	10/12/2021 03:27 PM
2021-2022	Form A Edit Report	Data State	Corrections Submitted	10/12/2021 03:27 PM
2021-2022	Form Set A	Correspondence	Notification	10/12/2021 03:04 PM
2021-2022	Form Set A	Data State	Corrections Rejected	10/12/2021 03:04 PM
2021-2022	Form A Edit Report	Data State	Corrections Rejected	10/12/2021 03:04 PM

Want/Need to Revise Claims/ST-3?

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- ❑ Must be under the Revision Data section in SAMS.
- ❑ Make sure you can see the “REVISION” watermark at all times.
- ❑ Make all the revisions you are aware of at the same time. Form “frozen” while they review.
- ❑ Make sure that you “Submit” the revision, so SED knows you changed something.
- ❑ Follow through on the process.



Sample of Revision Section

43

Expand All | Collapse All

Core Forms

+ Form A and Schedules:

- Form FB : Building And Misc.: Edit in Progress

Form FB : Building and Misc. Ready

Interest Rate Reduction Waiver Application Form

Schedule M2 - Expenses for Lease of Buildings Ready

Schedule N - Security Cameras, Metal Detectors and Other Safety Equipment

Schedule T - Shared Services Aid - Big 5 and Non-components of BOCES Only Ready

Schedule W - Water Testing Aid Ready

Form F Building Edit Report Edit in Progress

Form FB Change Submission

+ Form FT : Transportation: Clean

+ ST-3 Forms and Schedules (Financial): Clean with Issues

+ RSU Forms and Schedules:

+ CPSE Administrative Forms and Schedules Clean

+ Schedule F6 : Bus Amortization: Clean

+ NYSED Only Form Set:

“Issues” are outlined in the Edit Report by SED.



End goal is to have each section say “Clean”

Review the Change Summary for Accuracy

44

Revision History Report

Change Submission Summary

BEDS Code:

Institution:

Current Date: 08/30/2021 02:00 PM

Submission Date: 09/09/2020 10:56:24 AM

Form	Item # and Label	Official Value(a)	Revised Value(b)	(b-a)Calc?	School Year	PYA?Type
SCHEDULE A4a - Expenditures by	28: General Support - Finance - Bu	3,754	3,379	-375	2019-2020	
SCHEDULE A4c - Expenditures by	431: Undistributed Expenditures - I	33,426	33,801	375	2019-2020	

You Know You are Done....

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Correspondence Details						
Log ID	Description	BEDS Code	Claim Year	Form Set	Date	User
1111990	Notification		2020-2021	Form Set ST-3	09/09/2020	Ashley Weil

To: User Id	To: First Name	To: Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>
To: Email	To: Phone Number	To: Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
From: User Id	From: First Name	From: Last name
SAMS	<input type="text"/>	<input type="text"/>
From: Email	From: Phone Number	From: Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Details

This is an auto generated email, please do not respond directly to this message via email but rather follow the below instructions and make any appropriate changes through SAMS.

CSD

Form Set ST-3 has been cleaned by the State Aid Office.

If you need more information regarding this message, please contact the State Aid staff person assigned to this form. To find out the State Aid staff person assigned, please logon to SAMS and check the Activity Log.

For each Claim Set

Important Dates

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- ❑ Forms are due 9/2/22
- ❑ Dunning letters normally sent every Friday (starting 9/9)
- ❑ October 1st – important that you get the originals in by approximately this date, so SED has time to review
- ❑ October 15th or so – Critical that Claim Forms and ST-3 be at least “Clean with Issues” so information can be included in November database for the Executive Budget projections
- ❑ Remember to go back and resolve the “Issues” as eventually you need to get a “Clean” for every section

Fall Workshops



Topics include: Review of 22-23 State Budget, Key State Aid Measurement Dates, What to Do This Year to Manage Fund Balance and Everything You Ever Wanted to Know about Foundation Aid – What to Monitor and How to Maximize Aid

Fall Workshops

Albany: Century House-997 New Loudon Rd. (Route 9), Latham,
September 12, 2022, from 9 a.m. – 11 a.m.

Syracuse: Double Tree Hotel-6301 Route 298, East Syracuse,
September 12, 2022, from 2 p.m. – 4 p.m.

Lake George: Courtyard by Marriott-365 Canada St, Lake George,
September 13, 2022, from 10 a.m. – 12 p.m.

Long Island (Session #1): Eastern-Suffolk BOCES Conference Rm. 9-
750 Waverly Ave, Holtsville, September 14, 2022, from 2 p.m. – 4 p.m.

Long Island (Session #2): Western-Suffolk BOCES -31 Lee Avenue,
Wheatley Heights, September 15, 2022, from 9 a.m. – 11 a.m.

Canton: St. Lawrence-Lewis BOCES– 40 West Main Street, Canton,
September 15, 2022, from 2 p.m. – 4 p.m.

Watertown: Jefferson-Lewis BOCES, Conference Room A & B,
Administration Building – 20104 State Route 3, Watertown,
September 16, 2022, from 9:30 a.m. – 11:30 a.m.

Fall Workshops

Utica: Oneida-Herkimer-Madison BOCES, Oneida Room – 4747
Middle Settlement Rd, New Hartford,
September 19, 2022, from 11 a.m. – 1 p.m.

Buffalo: Erie 1 BOCES, Conference Room B2b – 355 Harlem Rd, West
Seneca, September 22, 2022, from 2 p.m. – 4 p.m.

Putnam-Westchester: Holiday Inn – One Holiday Inn Drive, Mount
Kisco, September 22, 2022, from 2 p.m. – 4 p.m.

Mid-Hudson: Homewood Suites – 180 Breunig Rd, New Windsor,
September 23, 2022, from 9 a.m. – 11 a.m.

Rochester: RIT Inn & Conference Center – 5257 West Henrietta Rd,
Rochester, September 23, 2022, from 9 a.m. – 11 a.m.

Binghamton: Double Tree by Hilton – 225 Water Street, Binghamton,
September 29, 2022, from 11 a.m. – 1 p.m.

Webinar

September 30, 2022, from 9 a.m. – 11 a.m.

Next Coffee Talk

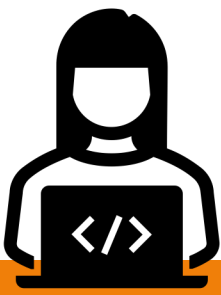
50

October 12 @ 9 AM

Topic:

***Review of Expense
Based Aids and How to
Maximize Each***





Contact Us



51

State Aid & Financial Planning Service

10 Empire State Boulevard

Castleton, NY 12033

(518) 477-2635, Option #1

sap.questar.org

@qiisap

