

PUTTING STUDENTS FIRST



State Aid Claim Forms: New Developments, Edit & Revisions; Non-Resident Billing

October 2020 Coffee Talk
State Aid & Financial Planning Service

Agenda

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- Reminder Upcoming Critical Deadlines
 - ▣ October 15th deadline quickly approaching
- New 180 Days Calendar - COVID-19 Instructional Time Waiver Form
- Adjustment to Second Semester Attendance
- Claim Forms Revisions & Edits
- Non-resident Billing

Upcoming Deadlines

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- October 15th filings/reporting due:
 - Final revisions to ST-3 financials & claim forms for the November Database
 - This date has been pushed later into October over the past three claim years.
 - Independent Audit
 - For all districts except Big 5 districts (Jan 1st)
 - State Aid payments withheld



File Financial Statements

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- Due October 15th:
 - Submit a copy to SED's Office of Audit Services
 - Login to the SED Application Business Portal
 - Select "SED Monitoring and Vendor Performance System"
 - Select "View Surveys for Office of Audit Services"
 - Upload Audit Reports
 - Submit a copy to NYS OSC
 - Email to afrfile@osc.state.ny.us
 - or mail to:

Office of the NYS Comptroller
Division of Local Government Services & Economic Development
Data Management Unit, 12th Floor
110 State Street
Albany, New York 12236

180 Days Calendar - COVID-19 Instructional Time Waiver Form

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Entity Name

BEDS Code

Claim Year

SAMS
NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM



CORE10/08/2020 12:29 PMHome | Issue Reporting | Help | Logout

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

You Have Selected the 'Official' Data Area.
The Data State of the form set is: "Certified"

[Print Legacy](#) | [Print Form](#) | [Print Blank](#) | [Print Text Only](#)

District Name:
Contact Person:

District Code:
Telephone:
Tel Extension:

180 Days Calendar - COVID-19 Instructional Time Waiver Form

School districts seeking a waiver from the minimum instructional hour requirement pursuant to Commissioner's Regulation §175.5(1) must complete the following questions.

Waiver applications will be for the 2019-20 and 2020-21 school years. Waiver approval is contingent on the following conditions:

- Does the Superintendent request a waiver from the minimal instructional hour requirement pursuant to Commissioner's Regulations §175.5 for the 2019-20 and 2020-21 school years?
- Please describe the challenge that prevented the school district from complying with the minimum instructional hour requirement in the 2019-20 school year and the anticipated challenges in the 2020-21 school year:

Maximum 2000 characters. Please contact 180days@nysed.gov if more space is needed.

Adjustment to Second Semester Attendance

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THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF EDUCATION FINANCE, EB139
E-mail: 180days@nysed.gov

August 2020

TO: School District Superintendents
School District State Aid Designees
BOCES District Superintendents

FROM: Brian S. Cechnicki, Director of Education Finance *As Blaise*

RE: 180-Day Requirement Compliance in the 2019-20 School Year

This memorandum provides additional information to school district officials about changes to the minimum instructional time requirement pursuant to Chapter 605 of the Laws of 2019, Chapter 107 of the Laws of 2020, and Commissioner's Regulations §175.5, including instructions for reporting State Aid.

- **For reporting in SAMS (Schedules A-2 and A-4):** For each day during the COVID-19 closures beginning in March 2020, during which time remote continuity of learning was provided, school districts should use the average daily aggregate attendance counts from the preceding days of the school year from September 2019 through March 2020.

Adjustment to Second Semester Attendance (*Cont.*)

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- SED asked that we recalibrate our 2nd Semester Attendance due to COVID closures
 - ▣ Expected volatility with the student counts on the Schedule A4.
- Use the ADM & ADA from Sept. to March closure date to approximate the virtual session days Possible Aggregate Attendance and Aggregate Attendance
 - ▣ $\text{ADM} \times \text{Virtual Sessions} = \text{Virtual Session PAA}$
 - ▣ $\text{ADA} \times \text{Virtual Sessions} = \text{Virtual Session Agg. Att.}$
- Add Virtual Session PAA and Agg. Att. to 2nd Semester In-Person Session Values to derive totals for the 2nd

Adjustment to Second Semester Attendance (Cont.)

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Isolate 2nd Semester Data: 1/27-3/13/2020 are in-person sessions and 3/16-6/19/2020 are virtual sessions.

Use full year in-person ADM (100) and ADA (95) to derive PAA and AA for the 66 virtual sessions.

Use the sum of 2nd Semester in-person and virtual session PAA and AA to complete Sch. A4.

Date Range: 9/04/2019 - 3/13/2020	FDK
Possible Aggregate Attendance	11,000
Aggregate Attendance	10,450
Actual Session	110
Daily Averages	
ADM	100.00
ADA	95.00

Date Range: 3/16/2020 - 6/19/2020	FDK
Possible Aggregate Attendance	6,600
Aggregate Attendance	6,270
Virtual Session	66
Daily Averages	
ADM	100.00
ADA	95.00

Date Range: 1/27/2020 - 3/13/2020	FDK
Possible Aggregate Attendance	2,500
Aggregate Attendance	2,338
Actual Session	25
Daily Averages	
ADM	100.00
ADA	93.52

Date Range: 1/27/2020 - 6/19/2020	FDK
Possible Aggregate Attendance	9,100
Aggregate Attendance	8,608
Actual Session	91
Daily Averages	
ADM	100.00
ADA	94.59

Claim Forms Edits

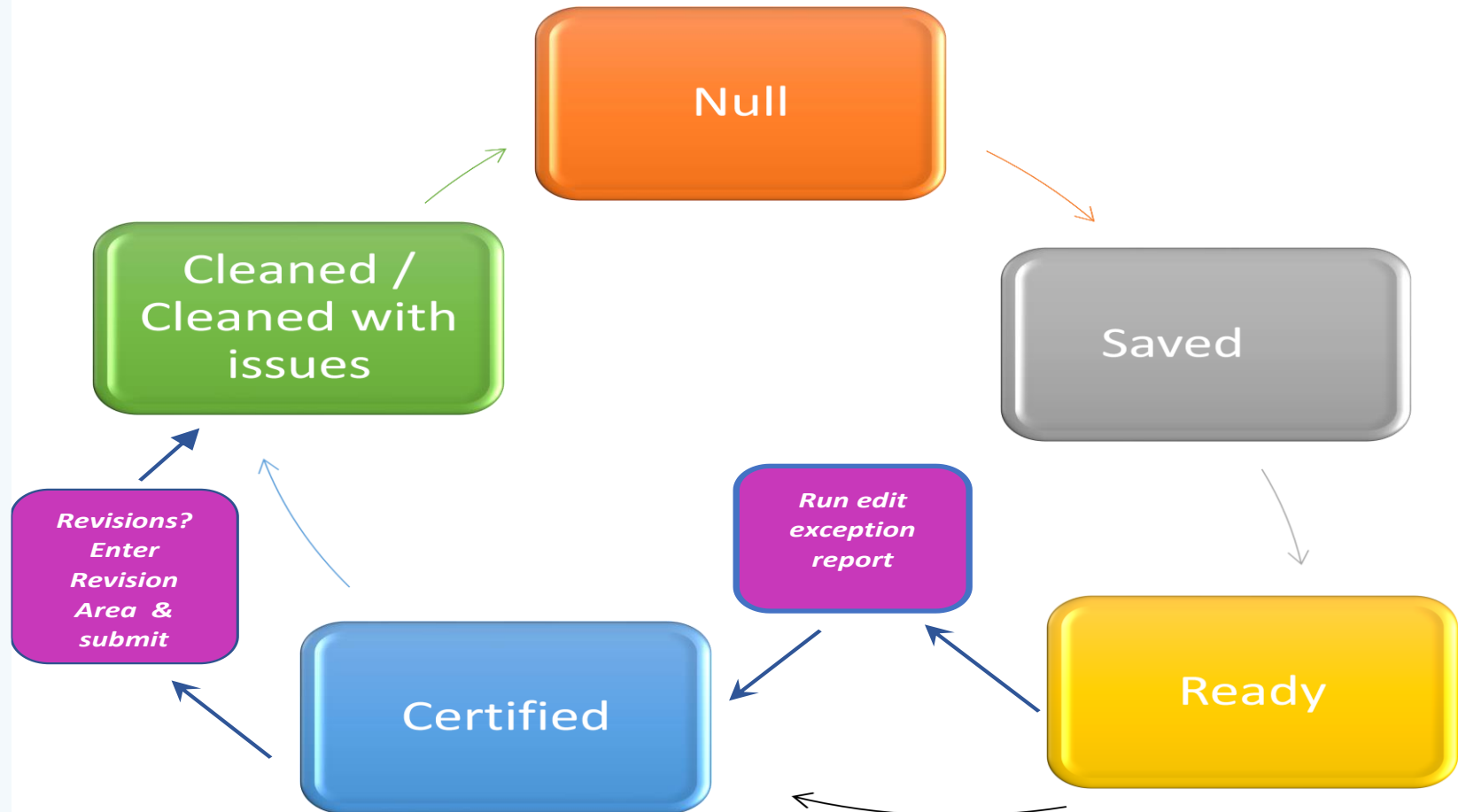
9

- What are edits?
- How are they generated?
 - ▣ Preset “tolerance” / variance changes from prior year
 - ▣ Form set to form set checks – information should be consistent in data areas
- When/how to address & importance

ST-3 & Form Set Status Chart

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ST-3 FORM SET STATUS FLOW CHART



Claim Form Edits

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- Run Edit Exception Reports for each Form Set
- Review Results
- Update/Change necessary data areas as generated on the Edit Exception Report
- Address in comment area if no data requires changing
- After all exceptions addressed, re-run report to confirm that its acceptable and 'ready'
- All edits for all forms must be in 'READY' status before Superintendent Certification can be completed

Edit Exception Generation

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Entity Name

BEDS Code

Claim Year

SAMS

NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM



CORE

10/08/2020 12:10 PM

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Expand All | Collapse All

Core Forms

Form A and Schedules: Certified

180 Days Calendar: Certified

Form FB : Building And Misc.: Clean

- Form FB : Building and Misc. Ready
- Interest Rate Reduction Waiver Application Form Ready
- Schedule M2 - Expenses for Lease of Buildings Ready
- Schedule N - Security Cameras, Metal Detectors and Other Safety Equipment Ready
- 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 Clean**
- Form Set FB Certification Certified

Form FT : Transportation: Clean

Form BP : Bus Purchase:

ST-3 Forms and Schedules (Financial): Clean

RSU Forms and Schedules: Clean

CPSE Administrative Forms and Schedules Clean

Schedule F6 : Bus Amortization: Clean

NYSED Only Form Set:

Edit Exception Comment Area

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Form A Edit Report Part III

Schedule A1
Schedule A2
Schedule A3
Schedule A4
Schedule A5
Schedule A7
Schedule A8
Schedule U
Form A (Attendance)
Schedule C
Form Set A -- General
1. ** CRITICAL **
180 Day Calendar not on file...

[Fields Used in Edit](#)

Add New Comment:

LISTED ABOVE ARE EDIT EXCEPTIONS RELATED TO YOUR DISTRICT'S FORM A. PLEASE CORRECT THE DATA SHOWN IN THE EDITS LISTED WHERE POSSIBLE OR PROVIDE AN EXPLANATION FOR EACH REMAINING EXCEPTION. ALL ERRORS MUST BE RESOLVED BEFORE SUBMITTING DATA TO THE STATE EDUCATION DEPARTMENT.

This area is for general comments related to this edit report.

Save Comments

Common Edits

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- Review of common edits
 - Form A edits due to 180 Day Calendar file upload
 - Preset message in SAMS
 - Form A was opened before the 180 Day Calendar Module
 - This message is to remind us not to submit the Form A without performing the calendar upload.
 - Once the calendar file is uploaded, we can ignore this exception and save/certify.

Form Set A -- General
1. **** CRITICAL ****
180 Day Calendar not on file...

[Fields Used in Edit](#)

Add New Comment:

2. **** CRITICAL ****
180 Day Calendar will need review...

[Fields Used in Edit](#)

Add New Comment:

Common Edits (Cont.)

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- Review of common edits
 - ▣ Edits due to financial data not matching on corresponding forms
 - Fund Balance
 - Example: *“Restricted Fund Balance (AT092) generally should have corresponding Restricted Cash (Total Restricted Cash AT023) and/or Restricted Investments (A452 and/or A453)”*
 - Sum of A3 Sum of General Fund Revenues does not match A1 Summary of Budget, Revenue & Variance
 - Debt Service Payments
 - Example: *“Sum of Bond interest payments in General Fund and Debt Service Funds does not = amount of bond interest paid during FY on SS-1 (Schedule of indebtedness)”*

MAKE YOUR FIRST EDIT

Common Edits

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- Review of common edits (Cont'd)
 - ▣ Edits due to financial data not matching on corresponding forms
 - Transportation Form FT
 - Example: *“Schedule I Contractual Transportation Expenses does not match expenditures reported in Schedule A4c A5510.4, A5530.49 or A5510.49”*
- **Important** to address all edits –
Don't Ignore!!!
 - ▣ Speeds up SED review and approval process
 - ▣ Check the “activity log” for any **edit rejections**
 - ▣ **Until addressed, SED cannot “clean” form sets**
 - ▣ **“Clean” / “Clean with Issues” = included in November database**



Claim Form Revisions

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□ Data Areas

■ What is and when to use the Revision Data Area

- Revision Area – separate area in SAMS used to make changes to “Official” Data
- When? : After data has been “certified and submitted” by District Superintendent



Claims Forms Revision Process

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Step 1: Forms

- “Revision Data”
- “REVISION” watermark in the background
- Save (Alt S or Save)
- Run Edit Exception



Step 2: “Forms” “Revision Data”

- Displays summary of all pending revisions for the Form Sets (A, FT, FB or ST-3)
- Review for completeness
- Click “Submit changes”

Claim Form Revision Process

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The screenshot displays the SAMS (State Aid Management System) web interface. At the top, there is a header bar with the SAMS logo and the text 'NEW YORK STATE EDUCATION DEPARTMENT STATE AID MANAGEMENT SYSTEM'. Below the header, there is a navigation bar with links: 'Entity Info', 'Forms', 'Claim Verifications', 'Activity Log', and 'Reports'. The main content area shows a list of forms and schedules, including 'Form A and Schedules: Certified', 'Form FB : Building And Misc.: Clean', 'Form FB : Building and Misc.: Ready', 'Interest Rate Reduction Waiver Application Form: Ready', 'Schedule M2 - Expenses for Lease of Buildings: Ready', 'Schedule N - Security Cameras, Metal Detectors and Other Safety Equipment: Ready', '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: Clean', 'Form FB Change Submission' (circled in red), 'Form F1 : Transportation: Clean', 'ST-3 Forms and Schedules (Financial): Clean', 'RSU Forms and Schedules: Clean', 'CPSE Administrative Forms and Schedules: Clean', 'Schedule F6 : Bus Amortization: Clean', and 'NYSED Only Form Set:'. A large, faint watermark reading 'ON REVISION' is visible across the center of the page.

Entity Name: [Redacted]
BEDS Code: 2020-2021
Claim Year: SET VALUES

SAMS
NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM

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Core Forms

- Form A and Schedules: Certified
- Form FB : Building And Misc.: Clean
 - Form FB : Building and Misc.: Ready
 - Interest Rate Reduction Waiver Application Form: Ready
 - Schedule M2 - Expenses for Lease of Buildings: Ready
 - Schedule N - Security Cameras, Metal Detectors and Other Safety Equipment: Ready
 - 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: Clean
 - Form FB Change Submission**
- Form F1 : Transportation: Clean
- ST-3 Forms and Schedules (Financial): Clean
- RSU Forms and Schedules: Clean
- CPSE Administrative Forms and Schedules: Clean
- Schedule F6 : Bus Amortization: Clean
- NYSED Only Form Set:

Monitoring the State Aid Claims

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Entity Name

BEDS Code

2020-2021

Claim Year

SET VALUES

SAMS

NEW YORK STATE EDUCATION DEPARTMENT

STATE AID MANAGEMENT SYSTEM

CORE

10/08/2020 11:44 AM

Home | Issue Reporting | Help | Logout

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

Activity Log

Form Set: All

Category: Any

(mm/dd/yyyy):

Apply Filter

Log ID	BEDS Code	Claim Year	Form name	Activity type	Description	Date	User
1126583	491302	2020-2021	Form Set A	Data State	Certified	09/30/2020 04:29 PM	
1126582	491302	2020-2021	Form A Edit Report	Data State	Certified	09/30/2020 04:29 PM	
1126578	491302	2020-2021	Form A Edit Report	Data State	Ready	09/30/2020 04:22 PM	
1125652	491302	2020-2021		Correspondence	Dunning Letter	09/30/2020 10:04 AM	JCUSHIN
1114751	491302	2020-2021		Correspondence	Dunning Letter	09/15/2020 09:25 AM	MHORNAUE

See progressive revision status. Check to ensure revisions accepted or SED needs additional information



Non-Resident Billing

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State Aid Planning
has guidebook and
helpful resource

“Non-Resident
Guidebook”

Found at:

<https://www.questar.org/services/financial/state-aid-financial-planning/guidebooks/>

- Identify students – Who are they?
 - Students of Staff
 - District policy regarding tuition basis
 - Parentally Placed
 - Private
 - Charter school
 - District to District Placement
 - Contract
 - Foster & Homeless



Non-Resident Student Determinations

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- Once students are identified need to determine:
 - ▣ Type of Program
 - ▣ District where student previously legally resided
 - ▣ Child eligible for special education services?
 - ▣ Type of State Agency
- In all determinations, district should notify district who is financially responsible

http://www.p12.nysed.gov/mgtserv/faq/docs/non-resident_tuition_charges.html

Sample Letter District Notification

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Sample Letter to Notify District of Origin for the 2020-21 School Year

September 15, 2020

Superintendent of Schools
Tiny Town Central Schools
8 Small St.
Tiny Town, NY 55555

Dear Superintendent,

This letter is to inform you that we have a nonresident pupil(s) placed in foster care in our district. The district the child resided in at the time of placement in foster care was *Tiny Town Central School District* as listed on the enclosed LDSS 2999 form. In accordance with Section 3202(4) (a) of the Education Law, the cost of instruction shall be borne by the school district the child resided at the time the social services district or state agency assumed responsibility for the placement, support and maintenance of such pupil.

The name(s) of the pupil(s) are listed below:

Non-Resident Billing Scenarios (Most Common)

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□ Parentally Placed (non-public school)

- Student with Disability (SWD)
 - Must have letter of consent from parent
 - Education Law Section 3602-c.
 - IESP billing
 - Must have minimum proportionate share of federal funds deducted. Current allocations can be found at: <http://www.p12.nysed.gov/sedcar/federal.htm>
 - Deduct Public Excess Cost Aid Attributable
 - NYSED calculation can be found: https://stateaid.nysed.gov/special/doc/att3_202021sy_Update.xlsx
 - Additional Guidance:

➤ <http://www.p12.nysed.gov/special/publications/policy/reimbursement608.htm>

□ Foster & Homeless

- Foster students
 - Foster Care Law –EL § 3244: Updates were made regarding responsibilities for districts and rights for students in foster care
 - <http://www.p12.nysed.gov/ssss/documents/FCtoolkit.pdf>
 - <http://www.p12.nysed.gov/ssss/pps/fostercare.html>
- Best Interest determination (BID) made
- District of Origin (DoO) and District of Residence (DoR) should both receive copy of LDSS-2999 form
- DoO should review form to ensure their student – verify residency


Non-Resident Tuition Rates (NRT)

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- Rates established by annual financial information submitted
 - ▣ K-6 Regular Education
 - ▣ 7-12 Regular Education
 - ▣ K-6 Students with Disabilities
 - ▣ 7-12 Students with Disabilities
- Available on District Output reports
 - ▣ Actual non-resident (prior year) – NRT
 - ▣ Estimated non-resident current year – NRT EST

Non-Resident Tuition (NRT) Output Report

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Board of Regents | University of the State of New York

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[NYSED](#) / [State Aid](#) / SAMS State Aid Claim

Select Claim Year

2019-2020 ▾

Enter Institution Name or BEDS code:

[Click Here To View Prior Years Output Reports](#)

2019-2020 - STATE AID CLAIM REPORTS - as of 10/05/2020 12:00 AM

For questions regarding claim data or aid calculations, please refer to the State Aid staff assignment directory at: https://stateaid.nysed.gov/contactus/sa_staff_assignments.htm. As data and calculations may change, please review these reports periodically during the year.

[2019-2020 - General Formula Aid Output Report \(GEN\)](#)
[2019-2020 - Foundation Aid \(FOUNDATION\)](#)

[2019-2020 - Instructional Material Aids \(IMA\)](#)

[2019-2020 - Universal Pre-K Grant \(UPREK\)](#)

[2019-2020 - Actual Nonresident Tuition Report for Prior Year \(NRT\)](#)

[2019-2020 - Estimated Nonresident Tuition Report for Current Year \(NRTEST\)](#)

[2019-2020 - Employment Preparation Education Aid \(SA-EPE\)](#)

[2019-2020 - Component School District BOCES Aid\(BOC-CMP\)](#)

[2019-2020 - Estimated Component School District BOCES Aid\(EST-BOC-CMP\)](#)

Non-resident (NRT) Rates

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- ❑ Non-Resident Tuition rates to bill:
 - Grade level
 - Reg. Ed & SWD

TUITION CHARGE FOR REGULAR EDUCATION STUDENTS BASED ON NET COST PER STUDENT:

NET COST PER HALF DAY K STUDENT	(ENT 82)	0
NET COST PER FULL DAY K-6 STUDENT	(ENT 83)	7,098
NET COST PER GRADE 7-12 STUDENT	(ENT 84)	9,804

TUITION FOR STUDENTS WITH DISABILITIES WHO ARE ELIGIBLE FOR PUBLIC EXCESS COST AID:

HALF DAY K STUDENT WITH DISABILITIES	(ENT 86)	0
FULL DAY K-6 STUDENT WITH DISABILITIES	(ENT 87)	25,835
GRADE 7-12 STUDENT WITH DISABILITIES	(ENT 88)	28,541

NONRESIDENT TUITION WORKSHEET FOR IN-DISTRICT PROGRAMS (NOT BOCES)

Foster Care – District Determinations

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- District definitions
 - District of Origin - District in which the student was attending a public school or preschool or was entitled to attend at the time of placement into foster care, **which is different from the district of residence.**
 - School of Origin - The public school or charter school the child was attending when first placed in foster care or at the time of a change in foster care placement.
 - District of Residence - The school district in which the child is residing due to foster care placement, **which is different from the district of origin**
 - District of Attendance - The school district where the student placed in foster care is enrolled after a best interest determination is made

Commissioner's Decision 17713

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- July 26, 2019 Decision
- District (Menands) appealed that they were deemed district of origin for student in foster care
- Student was in a homeless shelter in Menands when they were placed in foster care
- Commissioner held that temporary placement did not establish residency
- Decision also reiterated time frames for objecting to determination and public agency responsibility
- <http://www.counsel.nysed.gov/Decisions/volume59/d17713>

Foster Care – District Responsibilities

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- District of Origin
 - ▣ Financially responsible
 - Education costs less any aid District of Attendance receives
 - Transportation costs
 - Changes instituted by EL §3244 – District of Attendance and LDSS share unaided costs.
 - ▣ Will remain same while child remains under care of LDSS – Ensures educational stability for student
 - ▣ Make sure student is included in Form A reporting
 - Regular Ed student equivalent FTE (Entries 59-61)
 - Students receiving Special Education services – Entries 28-54 entered as appropriate to level of services received.
 - Special Education student FTE in Entry 55-57

Foster Care – District Responsibilities

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- District of Attendance (educating district)
 - ▣ CSE Responsible District
 - ▣ Arranges Educational Services
 - ▣ Files STAC forms
 - ▣ Provides transportation
 - ▣ Charges net tuition to District of Origin
 - use applicable NRT Rate less any Excess Cost Aid

Billing for Parentally Placed Students in Non-Public Schools

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- For non-resident SWD students
 - LEA in which non-public school is located may bill non-resident school districts of residence for:
 - Cost of Evaluations
 - CSE administration costs
 - Provision of Education Services
 - **Less:** Federal Share of funds (IDEA) and applicable state aid (Excess cost aid attributable)

Billing for Parentally Placed SWD Students in Non-Public Schools

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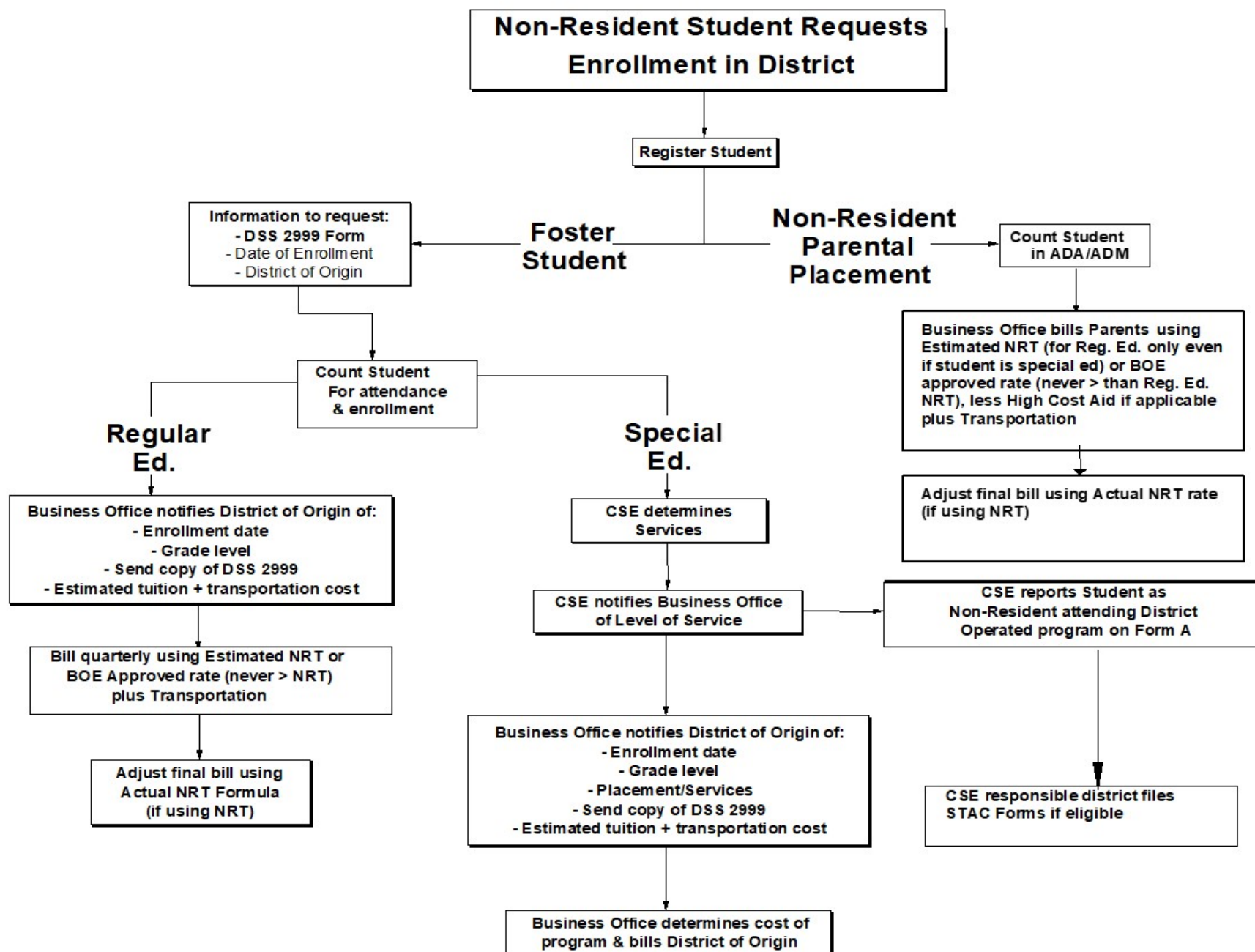
□ Tips for Success:

- Costs should be traceable/supported by documents
- Ensure receipt of parent approval/consent PRIOR to billing
- Have/develop “checklist” of items to have on file and items to accompany billing
- Bill in timely fashion (before service year end)



Non-Resident Student Billing & Claim Process

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Next Coffee Talk

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- November 4, 2020
- Topic:
 - ▣ Reserve Funds
 - ▣ Selected Accounting Issues
 - ▣ Building Aid
- Recorded Sessions:

<https://www.questar.org/services/financial/state-aid-financial-planning/webinars/coffee-talk/>

Questions/Contact Us

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State Aid and Financial Planning Service

Questar III BOCES

10 Empire State Boulevard

Castleton, NY 12033

518-477-2635 (p), Option #1

<http://sap.questar.org>

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