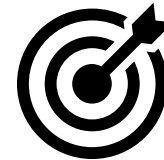


PUTTING STUDENTS FIRST



Knowledge Café July 2023



State Aid and Financial Planning Service



Agenda



2

- Outline of Knowledge Café's mission
- SBO Calendar for August 2023
- Review of Various Business Portal Applications
- SDIV Process
- Verification of SIRS Data
- Attorney Reporting
- Questions and Answers





August 2023



3



Task	Due Date	Filing Requirement	Notes	Priority
School District Income Verification (SDIV) - Review of ORPTS-assigned school codes by school districts	8/4	Annually	SDIV Program Resources	Recommended Best Practice
Final Review and Correction of Fall 2022 Enrollment and Free & Reduced-Price Lunch (FRPL) Counts Affecting your District's State Aid	8/7	Annually	Review the Three-Year Enrollment Summary Report available on the Information and Reporting Services Portal (IRSP). The due date of 8/7 is used as an approximation here. Last year the Fall 2021 FRPL counts were required by the week of August 8 th . Please check for updated communications from the State Aid Unit in July 2023.	Recommended Best Practice
Attorney Reporting See: NYSED Application Business Portal Login	8/14	Annually	Due 45 days after the close of the fiscal year - EL §2053. Use NYSED Business Portal - SED Monitoring and Vendor Performance.	Recommended Best Practice
Submit school tax rates and school tax bill data files to school.taxrates@tax.ny.gov	8/14	Annually	The due date of 8/14 is used as an approximation here. Please check for updated communications from the NYS DTF for the 2023-24 tax rate due date.	Required
Billings (transportation, use of facilities, health services, parentally placed non-public, etc.)	8/31	Monthly		Recommended Best Practice



August 2023



4

Task	Due Date	Filing Requirement	Notes	Priority
Budget Status Reports to Board of Education including revenue and appropriation status reports	8/31	Monthly	Commissioner's Regulations 170.2(p) requires the treasurer to render a budget status report for the BoE and for the use of those staff members assigned responsibility for administration of specific portions of the budget, on at least a quarterly basis (monthly if budget transfers have been made since the last report). The report should include estimated revenues, revenues received to date, and estimated revenues yet to be received, original appropriations, adjustments and transfers, revised appropriations, expenditures, encumbrances, and unencumbered balances. Other information may be included, as necessary.	Required
Business Office Orientation for New School Employees (if applicable)	8/31	Annually		Recommended Best Practice
Cash Flow and Fund Balance - modify assumptions, update, and review for accuracy	8/31	Monthly		Recommended Best Practice
Direct Certification matching process DCMP (food service) See: DCMP information	8/31	Annually		Recommended Best Practice
Federal and State Cafeteria Reimbursement Form	8/31	Monthly		Recommended Best Practice
LEA Consolidated Application for ESSA-Funded Programs	8/31	Annually	https://www.nysed.gov/essa/schools/consolidated-application	Required
Monthly Profit/Loss Statements for School Food Service	8/31	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS/TRS Payments and Reports	8/31	Monthly	ERS: Due the 7th day of the month following the report period. TRS: Due within 10 business days after the end of the previous month.	Recommended Best Practice





August 2023



5



Task	Due Date	Filing Requirement	Notes	Priority
Prepare Final Cost Reports for capital construction projects as soon as certified as substantially complete and all outstanding bills are paid	8/31	Monthly		Recommended Best Practice
Prepare for accounting and reporting of Community Schools Set-Aside funds due in annual September SAMS filing through NYSED business portal (SS-8)	8/31	Annually	Due 9/2* - EL §3601. Programmatic questions can be directed to the Office of Student Support Services. Questions related to operation or submission of the SAMS form should be directed to State Aid. *September 2, 2023 is a Saturday. Monday, September 4, 2023 is Labor Day. The first business day after the Statutory Due Date is Tuesday, September 5, 2023.	Recommended Best Practice
Prepare Forms - A, FT, FB, and ST-3	8/31	Annually	Due 9/2* - EL §3601. *September 2, 2023 is a Saturday. Monday, September 4, 2023 is Labor Day. The first business day after the Statutory Due Date is Tuesday, September 5, 2023.	Recommended Best Practice
Prepare Management Discussion and Analysis for Financial Statements	8/31	Annually		Recommended Best Practice
Prepare Tax Warrant and Collection Process for BoE Approval (CSDs & UFSDs)	8/31	Annually	The Board of Education must approve the tax warrant by the warrant date. Warrant dates will vary throughout the state but on or before 9/1 for Central Schools and Union Free Schools, on or before 10/1 for Small Cities and Big Five. In Nassau County, Long Island the tax warrant date is August 15th. Suffolk County warrant date is October 1st.	Required
Publish Annual Financial Statement	8/31	Annually	If not done in July (small city school districts must publish their Annual Financial Statement within three months of the close of the fiscal year)	Recommended Best Practice
Review BOCES invoices for appropriate services and charges	8/31	Monthly		Recommended Best Practice



August 2023



6

Task	Due Date	Filing Requirement	Notes	Priority
State and Federal Projects - review of expenditures and revenues. Submit FS-25's request for funds to Grants Finance	8/31	Monthly	This is the form that must be submitted to request additional State and Federal grant funds. Districts may only request funds to cover expenses already incurred and 30 days of anticipated expenses. Payments totaling up to 90% of a grant's budget total may be requested	Recommended Best Practice
Submit Transportation Leases to the Office of Education Management Services	8/31	Annually	Aid on leases begins 12 months after the lease begins. Only leases approved by Education Management Services will be aided.	Recommended Best Practice
Tax Collectors Notice	8/31	Annually	Publish twice in two newspapers with 1st notice one month before taxes are due on 9/30 to inform property owners of 9/1 to 9/30 tax collection period. Required by RPTL §1322.	Recommended Best Practice
Teacher and support staff Salary Statements - update if necessary	8/31	Annually		Recommended Best Practice
Transportation Contracts - must be signed by contractor & Board President or designee on or before the date service begins. Must be signed by Superintendent on or after the contract agreement date	8/31	Annually	Executed contracts must be submitted to SED within 120 days of the start of service. Transportation Aid will be prorated if the contract is signed after start of service regardless of 120 days.	Recommended Best Practice
Transportation Information - bus route, pick-up time, drop-off etc.	8/31	Annually		Recommended Best Practice
Treasurer's Report	8/31	Monthly	Report on prior month's activities	Required
Update meal pricing in food service point of sale systems - BoE approved for full meal prices, input updated federal and state meal reimbursement rates See: School Lunch Annual Reimbursement Rates	8/31	Annually		Recommended Best Practice



Community Schools – SS-8

7

Not Sure if
Your
District
Has a
Community
Schools
Set-aside?


Check out
SS-8!

Entity Name

BEDS Code

Claim Year

SAMS
NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM



Welcome sarah morrison (State Aid Planning) CORE 06/29/2023 10:23 AM Home | Issue Reporting | Help | Logout

Forms | Reports | Subsystems

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

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

District Name:

Contact Person:

District Code:

Telephone:

Tel Extension:

You have read-only access to this form at this time. Do not attempt to save any data.

Supplemental Schedule SS-8
Community Schools Set-aside Expenditures

DP Code 96

Pursuant to Education Law §3802(4)(e), the Community Schools Set-aside amount below, allocated from Foundation Aid, must be used to support the transformation of school buildings into community hubs to deliver co-located or school-linked services in any of the categories listed below.

[Appendix A](#)

Important:

Community Schools set-aside funds must be used to supplement and not supplant district expenditures for eligible programs and services in the 2019-20 school year. For school districts with Community Schools Grants from the 2018-19 school year that expired on June 30th, 2021, set-aside funds may be used to continue funding for those existing programs. The supplement-not-supplant requirement will still apply for set-aside amounts in excess of the 2018-19 grant amount.

Any district whose 2017-18 Community Schools increase amount exceeded one million dollars (\$1,000,000) shall continue to use an amount equal to the greater of one hundred fifty thousand dollars (\$150,000) or ten percent of that increase to support Community Schools transformation at schools with extraordinary high levels of student need, as designated by the Commissioner of Education, including at least \$100,000 specifically in such designated schools. For a list of designated schools, please see [Appendix A](#).

PLEASE NOTE THAT THE ST-3 SUPERINTENDENT/CHANCELLOR CERTIFICATION FORM HAS BEEN MODIFIED TO INCLUDE AN ATTESTATION THAT 2021-22 AND 2022-23 COMMUNITY SCHOOLS SET-A-SIDE EXPENDITURES WILL SUPPLEMENT NOT SUPPLANT 2019-20 EXPENDITURES FOR ELIGIBLE PROGRAMS AND SERVICES.

	2020-21 School Year (Prior)	2021-22 School Year (Actual)	2022-23 School Year (Projected)
Community Schools Set-aside Amount	2,032,346	2,032,346	2,032,346



Topics Covered Last July



8

- How Information the Treasurer reports in the ST-3 and SBO reports in the Claim Forms should be verified to maximize State Aid. Areas discussed:
 - ▣ Transportation Expenses reported in ST-3 vs. Claim Forms
 - ▣ ESY Summer Transportation reported in (F) vs. Form FT
 - ▣ Why extra caution for ST-3 lines with the same account numbers is recommended
 - ▣ Cautions about how expenses are reported on Schedule G3-Capital Expenditures and their affect on various State Aid calculations
 - ▣ IMA – the importance of coding ST-3 and completing Schedule C accurately
 - ▣ Reviewing “Other (Specify)” lines in ST-3 carefully
 - ▣ Recording refunded bonds in ST-3 properly for State Aid purposes
 - ▣ Matching charter school expenses with student FTEs reported on Sch U
 - ▣ Reviewing fund balance and reserves for reasonableness

Resources for Claim Forms/ST-3

9

- ❑ We have a Claims Form guidebook
- ❑ We have a webinar recording on preparing the ST-3
- ❑ State Aid Week:
 - ▣ August 21 – ST-3 Preparation
 - ▣ August 23 – Claim Form A
 - ▣ August 25 – Claim Form FT/FB
- ❑ In SAMS you can print out blank forms and/or the Help screens now
 - ▣ See next slides for printing out multiple blank forms



In SAMS

10

Entity Name [REDACTED]
BEDS Code [REDACTED]
Claim Year 2022-2023 SET VALUES

SAMS
NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM

Welcome (School Entity User) CORE 06/29/2023 10:29 AM Home | Issue Reporting | Help | Logout

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

Official Data
Revision Data
Sandbox Data
Import Form Data
Print Multiple Forms

Forms Menu Links

Official Data:
[Official Data](#)

Revision Data:
[Revision Data](#)

Sandbox Data:
[Sandbox Data](#)

Import Form Data:
[Import Form Data](#)

Print Multiple Forms:
[Print Multiple Forms](#)

State Aid Homepage | Contact Us Ver 1.8.97

Printing Multiple Forms

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Print Multiple Forms

Select Data Area:

Official ▼

- Official
- Print Blank
- Print Legacy
- Print Reference Keys
- Revision
- Sandbox

Print Multiple Schedules:

- ☐ Form A (Attendance)
- ☐ Schedule A-1 Religious Holidays First Semester
- ☐ Schedule A-2 Attendance Report First Semester
- ☐ Schedule A-3 Religious Holidays Second Semester
- ☐ Schedule A-4 Attendance Report Second Semester
- ☐ Schedule A-5 Days of Session Matrix
- ☐ Schedule A-6 Decimal Days of Actual Session Worksheet
- ☐ Schedule A-7 Enrollment - Central High School Districts Only
- ☐ Schedule A-8 Extraordinary Condition and State of Emergency Requiring Closure Days
- ☒ Schedule B - Dual Enrollment
- ☐ Schedule C - Designation of Textbook, Software, Library Materials and Hardware Expenses
- ☐ Schedule P - Additional Data for Calculations
- ☐ Schedule U1 - Charter School Enrollment and FTE
- Form A Edit Report
- Form A Certification
- ☐ 180 Days Calendar:
 - ☐ 180 Days Calendar Waiver Form
 - ☐ 180 Days Calendar Form

You will click the box next to one or more forms and then go to the bottom of the list and select Print Multiple Forms



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Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL

Presentation available at: <https://www.questar.org/knowledge-cafe/>



Kathy's Corner

Review of Various Business Portal Applications

Business Portal Applications

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My Applications

📌 Facilities Planning - Fire Safety

➡ 📌 IRS Data Exchange (IDEx) For ESSA Transparency reporting

➡ 📌 Information and Reporting Services Portal (IRSP) For Revising SIRS Information

📌 New York State Student Identification System (NYSSIS)

📌 PD System

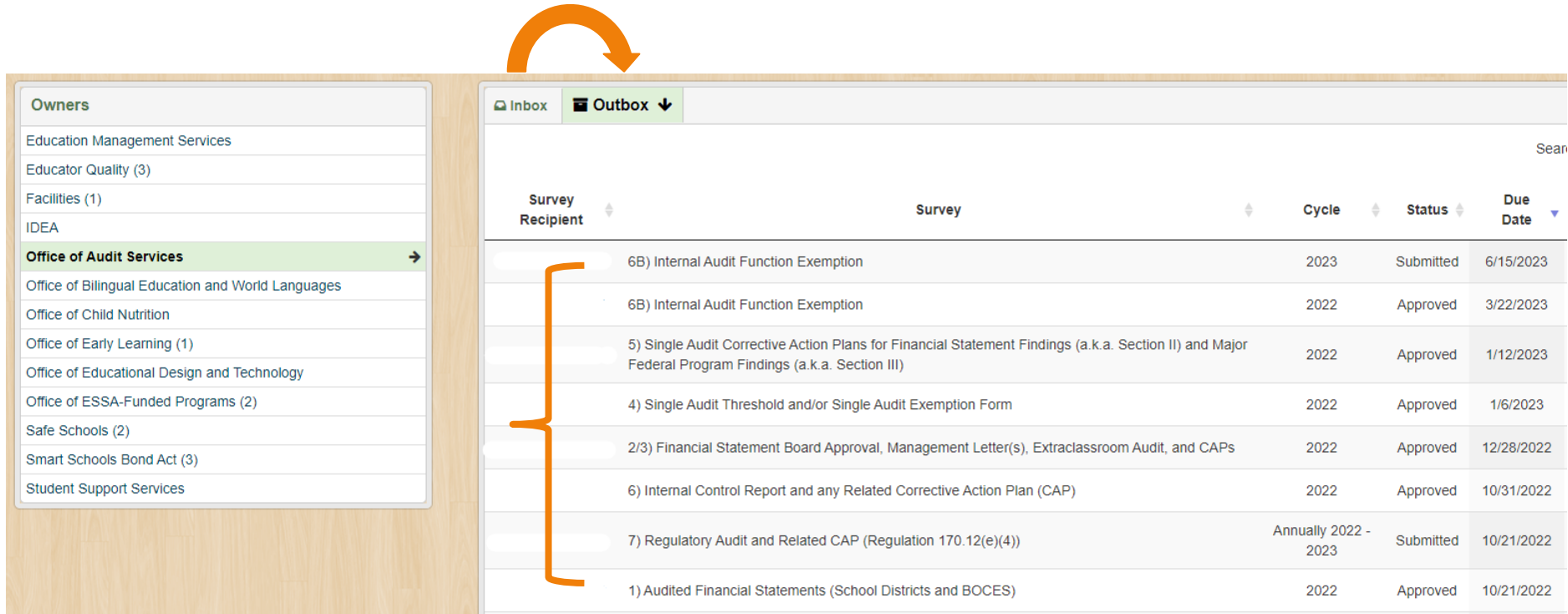
➡ 📌 SED Monitoring and Vendor Performance System  For Various Surveys

➡ 📌 SSBA Reimbursement Smart School Bond Act Reimbursements

➡ 📌 State Aid Management System (SAMS) Claim Forms and ST-3 Reporting

Office of Audit Services

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The screenshot displays the Office of Audit Services interface. On the left is a sidebar titled "Owners" with a list of various educational services. The "Office of Audit Services" is highlighted in green with a right-pointing arrow. An orange curved arrow points from this sidebar item to the main content area. The main area features a header with "Inbox" and "Outbox" tabs, and a search bar. Below is a table with columns: "Survey Recipient", "Survey", "Cycle", "Status", and "Due Date". An orange bracket on the left side of the table groups the first seven rows.

Survey Recipient	Survey	Cycle	Status	Due Date
	6B) Internal Audit Function Exemption	2023	Submitted	6/15/2023
	6B) Internal Audit Function Exemption	2022	Approved	3/22/2023
	5) Single Audit Corrective Action Plans for Financial Statement Findings (a.k.a. Section II) and Major Federal Program Findings (a.k.a. Section III)	2022	Approved	1/12/2023
	4) Single Audit Threshold and/or Single Audit Exemption Form	2022	Approved	1/6/2023
	2/3) Financial Statement Board Approval, Management Letter(s), Extraclassroom Audit, and CAPs	2022	Approved	12/28/2022
	6) Internal Control Report and any Related Corrective Action Plan (CAP)	2022	Approved	10/31/2022
	7) Regulatory Audit and Related CAP (Regulation 170.12(e)(4))	Annually 2022 - 2023	Submitted	10/21/2022
	1) Audited Financial Statements (School Districts and BOCES)	2022	Approved	10/21/2022

Office of Early Learning

16

The screenshot displays the Questar Knowledge-Cafe interface. On the left, a sidebar titled "Owners" lists various educational entities. The "Office of Early Learning (1)" is highlighted with a red box, and a red arrow points from this box to a survey entry in the main area. The main area shows an "Inbox (1)" tab with a table containing one survey entry. The table has columns for "Survey Recipient", "Survey", "Cycle", "Status", and "Due Date". The entry shows a survey for the "2022-2023 NYS Prekindergarten Final Program Report" with a cycle of "2023", a status of "Not Submitted", and a due date of "7/31/2023". Below the table, it says "Showing 1 to 1 of 1 entries".

Survey Recipient	Survey	Cycle	Status	Due Date
	2022-2023 NYS Prekindergarten Final Program Report	2023	Not Submitted	7/31/2023

Showing 1 to 1 of 1 entries

One open survey

Office of ESSA-Funded Programs

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Owners

- Education Management Services
- Educator Quality (3)
- Facilities (1)
- IDEA
- Office of Audit Services
- Office of Bilingual Education and World Languages
- Office of Child Nutrition
- Office of Early Learning (1)
- Office of Educational Design and Technology
- Office of ESSA-Funded Programs (2)** →
- Safe Schools (2)
- Smart Schools Bond Act (3)
- Student Support Services

Inbox (2) ↓ **Outbox**

Survey Recipient	Survey	Cycle	Status	Due Date
	Foundation Aid Increase Survey	Foundation Aid Increase	Not Submitted	7/1/2023
	2023-24 Consolidated Application for ESSA-Funded Programs	2023	Not Submitted	8/31/2023

Showing 1 to 2 of 2 entries

Safe Schools

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Options:

- View
- Print
- Print Blank

The screenshot displays the Questar Safe Schools interface. On the left is a sidebar with a list of 'Owners' including Education Management Services, Educator Quality (3), Facilities (1), IDEA, Office of Audit Services, Office of Bilingual Education and World Languages, Office of Child Nutrition, Office of Early Learning (1), Office of Educational Design and Technology, Office of ESSA-Funded Programs (2), **Safe Schools (2)** (highlighted with a green bar and a right arrow), Smart Schools Bond Act (3), and Student Support Services. The main content area has tabs for 'Inbox (2)' and 'Outbox'. Below the tabs is a table with columns: Survey Recipient, Survey, Cycle, Status, Due Date, and Actions. An orange bracket highlights the 'Actions' column. The table contains two entries: one for 'ELEMENTARY SCHOOL' and one for 'HIGH SCHOOL', both with 'School ERP' as the survey, '2023' as the cycle, and 'Not Submitted' as the status, with a due date of '10/1/2023'. Each entry has three action buttons: 'View', 'Print', and 'Print Blank'. Below the table, it says 'Showing 1 to 2 of 2 entries'.

Survey Recipient	Survey	Cycle	Status	Due Date	Actions
ELEMENTARY SCHOOL	School ERP	2023	Not Submitted	10/1/2023	View Print Print Blank
HIGH SCHOOL	School ERP	2023	Not Submitted	10/1/2023	View Print Print Blank

Showing 1 to 2 of 2 entries

Tips

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- ❑ Sign into the Business Portal now
- ❑ See what you have access to and what you might be missing
- ❑ Work with your superintendent to get access to the applications that you are responsible for
- ❑ Make sure other new professionals also have the access they may need
- ❑ Review surveys to make sure there are none overdue



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School District Income Verification (SDIV) Program

Due Early August

Overview



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School District Income Verification (SDIV)

See [School District Income Verification \(SDIV\)](#) for basic information about the program.

Since 1980, personal income wealth has been used in the calculation of state aid to public school districts. From that time on, income wealth has been attributed to school districts based on the school district codes reported by residents on their personal income tax returns. Concern over the accuracy of taxpayer reported school district codes resulted in the creation of a statewide system for the assignment of school district codes to taxpayer addresses.

First implemented in accordance with Chapter 50 of the Laws of New York State (1993), the statewide School District Income Verification (SDIV) Program has continued to demonstrate that a statewide computerized matching system is an appropriate and cost effective means of assigning school district codes to taxpayer address records.

See [Overview of the SDIV process](#) for a detailed look at the verification process.

Schedule for SDIV for 2023

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Proposed schedule for the 2023 processing year

Phase 1: Assignment of school district codes by ORPTS

January 2023 to May 2023

No direct school district involvement. For further information on this process please refer to the SDIV Process Instructions.

Phase 2: School district review of ORPTS assignments

May 2023 to August 2023

Review of ORPTS-assigned school codes by School districts (optional)

Not too late to
participate this
year!

Phase 3: Processing of School district corrections by ORPTS

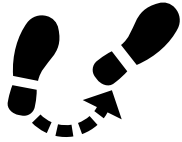
July 2023 to September 2023

For further information on this process, please refer to the SDIV Process Instructions.

Example of File You Will Receive

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TAX YEAR 2021 SCHOOL DISTRICT INCOME VERIFICATION PROGRAM														
2	DELETIONS REPORT FOR:														
3	DATE	6/14/2023													
4	RECORDS	216													
6	Control	Street No.	Street Name	City	State	Zip	Plus	County	Taxpayer	Assigned	Assigned School Na	Confirm	Correct	Correct School Name	BOCES
125	PH2205897317	835		RENSSELAER	NY	12144	2029	38	027	530	Rensselaer	Yes			Yes
126	PH2206160990	100		RENSSELAER	NY	12144	2154	38	027	530	Rensselaer	Yes			Yes
127	PH2207565516	100		RENSSELAER	NY	12144	2157	38	027	530	Rensselaer	Yes			Yes
128	PH2208842685	412		RENSSELAER	NY	12144	5408	38	027	530	Rensselaer	Yes			Yes
129	PH2211327463	42		RIVERHEAD	NY	11901	1078	38	027	537	Riverhead	Yes			Yes
130	PH2204015203	343		ROCHESTER	NY	14650	0001	38	027	538	Rochester	Yes			Yes
131	PH2206076333	152		ROCHESTER	NY	14619	1224	38	027	538	Rochester	Yes			Yes
132	PH2207490148	117		SARANAC LAKE	NY	12983	3203	38	027	561	Saranac Lake	Yes			Yes
133	PH2210645238	5		SARATOGA SPRINGS	NY	12866	8939	38	027	562	Saratoga Springs	Yes			Yes
134	PH2207564038	1		SCHENECTADY	NY	12304	2035	38	027	569	Schenectady	Yes			Yes
135	PH2206219282	1155		CASTLETON	NY	12033	1554	38	027	571	Schodack	Yes			Yes
136	PH2207576619	1562		CASTLETON	NY	12033	9605	38	027	571	Schodack	Yes			Yes
137	PH2208151174	233		NASSAU	NY	12123	3708	38	027	571	Schodack	Yes			Yes
138	PH2210617044	1454		CASTLETON	NY	12033	9685	38	027	571	Schodack	Yes			Yes
139	PH2210721043	107		CASTLETON	NY	12033	3047	38	027	571	Schodack	Yes			Yes
140	PH2211748815	1038		CASTLETON	NY	12033	2508	38	027	571	Schodack	Yes			Yes
141	PF2200377782	587		CLIFTON PARK	NY	12065	5903	38	027	581	Shenendehowa	Yes			Yes
142	PF2200744632	40		CLIFTON PARK	NY	12065	7702	38	027	581	Shenendehowa	Yes			Yes
143	PH2202535679	1		CLIFTON PARK	NY	12065	6600	38	027	581	Shenendehowa	Yes			Yes
144	PH2204969332	1702		CLIFTON PARK	NY	12065	7122	38	027	581	Shenendehowa	Yes			Yes
145	PH2205012226	7G		HALFMOON	NY	12065	4644	38	027	581	Shenendehowa	Yes			Yes
146	PH2207443809	1		WATERFORD	NY	12188	1152	38	027	581	Shenendehowa	Yes			Yes
147	PH2209643933	135D		HALFMOON	NY	12065	4258	38	027	581	Shenendehowa	Yes			Yes
148	PH2202723413	2		ALBANY	NY	12205	5004	38	027	595	South Colonie	Yes			Yes
149	PH2205882129	32		LOUDONVILLE	NY	12211	2155	38	027	595	South Colonie	Yes			Yes
150	PH2204389684	1144		TICONDEROGA	NY	12883	3103	38	027	636	Ticonderoga	Yes			Yes
151	PF2200385903	3		TROY	NY	12180	7201	38	027	642	Troy	Yes			Yes
152	PH2200108169	11		TROY	NY	12180	7412	38	027	642	Troy	Yes			Yes
153	PH2200451460	671		TROY	NY	12180	6211	38	027	642	Troy	Yes			Yes
154	PH2200472942	20		TROY	NY	12180	5402	01	027	642	Troy	Yes			Yes



Steps Needed



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- ✓ Fill out the form to say your district wants to participate [Form RP-10:5/15:School District Income Verification \(SDIV\) Process Participation Form:rp10 \(ny.gov\)](#)
- ✓ You will receive an Excel file with the changes that they have identified
- ✓ You will review and either say they are correct or revise and then you will send file to your BOCES rep for review/resolution of issues
- ✓ Your BOCES will send to ORPTS
- ✓ ORPTS will revise information used in State Aid formulas and submit to SED

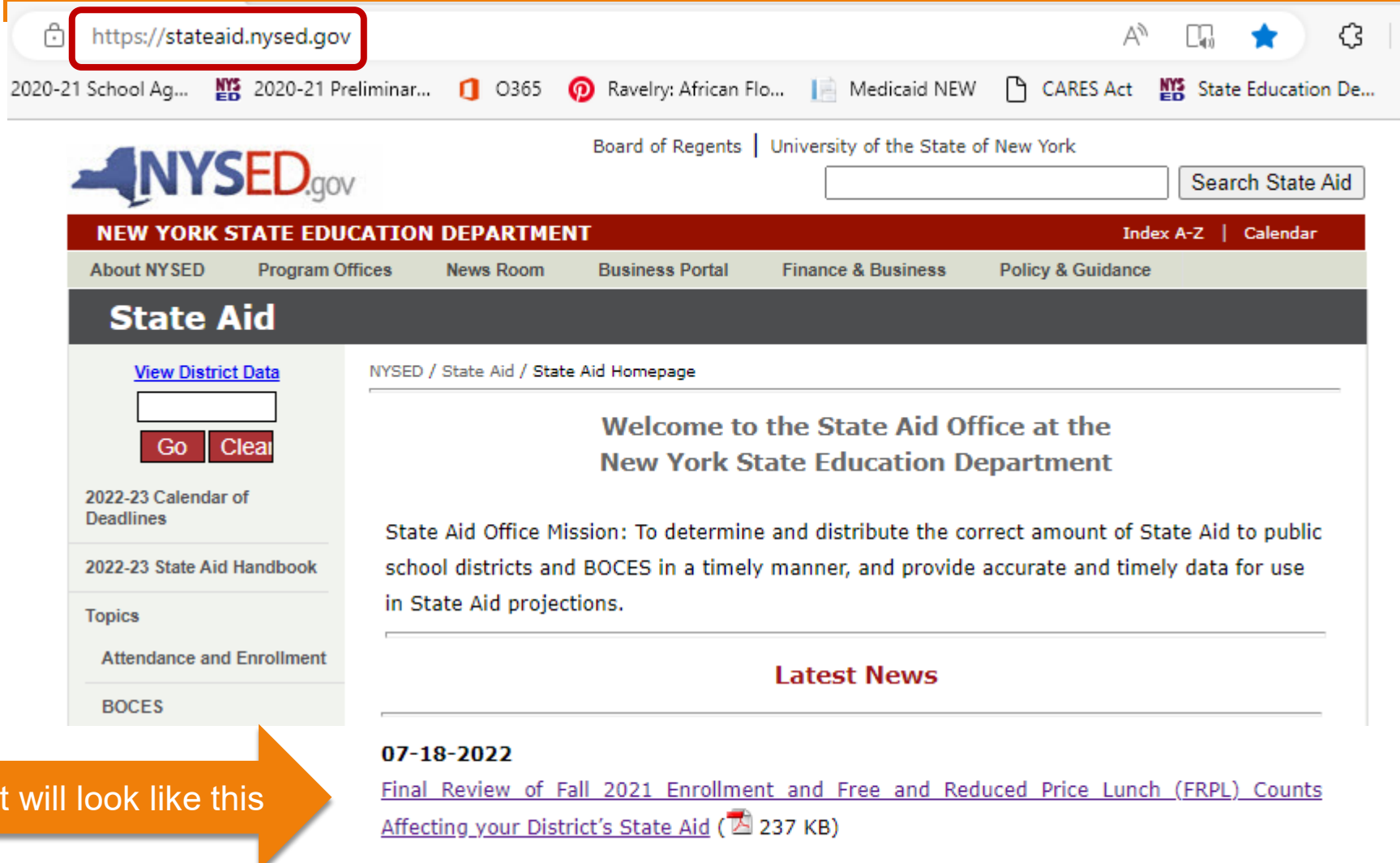
25

Check Data Reported to SIRS

Due Early August 2023

Check July 2023 Posting on stateaid.nysed.gov

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The screenshot shows the website <https://stateaid.nysed.gov> in a browser. The address bar is highlighted with a red box. The website header includes the NYSED logo, the text "Board of Regents | University of the State of New York", and a "Search State Aid" button. Below the header is a navigation bar with links: "About NYSED", "Program Offices", "News Room", "Business Portal", "Finance & Business", and "Policy & Guidance". The main content area is titled "State Aid" and features a "View District Data" link, a search input field with "Go" and "Clear" buttons, and a "2022-23 Calendar of Deadlines" section. The "2022-23 State Aid Handbook" and "Topics" section are also visible, with links for "Attendance and Enrollment" and "BOCES". The "Latest News" section displays a post dated "07-18-2022" titled "Final Review of Fall 2021 Enrollment and Free and Reduced Price Lunch (FRPL) Counts Affecting your District's State Aid" with a PDF icon and "237 KB".

2020-21 School Ag... **NYS ED** 2020-21 Preliminar... O365 Ravelry: African Flo... Medicaid NEW CARES Act **NYS ED** State Education De...

Board of Regents | University of the State of New York

NYSED.gov Search State Aid

NEW YORK STATE EDUCATION DEPARTMENT Index A-Z | Calendar

About NYSED Program Offices News Room Business Portal Finance & Business Policy & Guidance

State Aid

[View District Data](#)

Go Clear

2022-23 Calendar of Deadlines

2022-23 State Aid Handbook

Topics

Attendance and Enrollment

BOCES

NYSED / State Aid / State Aid Homepage

Welcome to the State Aid Office at the New York State Education Department

State Aid Office Mission: To determine and distribute the correct amount of State Aid to public school districts and BOCES in a timely manner, and provide accurate and timely data for use in State Aid projections.

Latest News

07-18-2022

[Final Review of Fall 2021 Enrollment and Free and Reduced Price Lunch \(FRPL\) Counts Affecting your District's State Aid](#) (📎 237 KB)

It will look like this

Why Is This Important?



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- These student counts will be used in **many State Aid formulas**
 - ▣ Generally, two-year lag
 - ▣ 2022-23 *data will be frozen August 2023, and will not be able to be changed*
- SWD counts for MOE comes from SIRS reporting

Information is in Business Portal

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Application Business Portal

You are logged in as

My Applications

- ⚡ Facilities Planning - Fire Safety
- ⚡ IRS Data Exchange (IDEx)
- ⚡ Information and Reporting Services Portal (IRSP)
- ⚡ New York State Student Identification System (NYSSIS)
- ⚡ PD System
- ⚡ SED Monitoring and Vendor Performance System
- ⚡ SSBA Reimbursement
- ⚡ State Aid Management System (SAMS)



Table of Contents

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Information and Reporting Services | [Home](#) | [Logout](#)

Available Files from SED

Welcome

SCHOOL DISTRICT

Announcements

PLEASE NOTE:

The IRS Portal is a secure file transport for documents. **LEAs and Schools must download ALL files when received and securely store them on their own local network.**

Three Year Enrollment Summary Report - *** REPORTS FOR 2022-23 SCHOOL YEAR ***

The Three Year Enrollment Summary report is available for State Aid Designees and District Data Coordinators to review. The report displays three years of BEDS Day enrollment and free and reduced price lunch eligible counts based on data reported via the SIRS and BEDS on-line data systems (Fall 2020 to Fall 2022). This report includes identification of outlier values. This outlier flag is for your convenience in assuring the quality and accuracy of data reporting. More description is provided in Note [8] of this report. This report will be refreshed with data from SIRS and SED on a weekly basis until the final Fall 2022 SIRS/BEDS on-line data is extracted. If charter or nonpublic schools are located within your district and/or resident students from your district attend charter or nonpublic schools, the Three Year Enrollment Summary will contain supplemental reports displaying these data for your district.

To check for additional information please visit <https://stateaid.nysed.gov/LatestNews>.

Pre-K Enrollment Records Missing Required Pre-K Program or UPK Setting Codes - *** REPORTS FOR 2022-23 SCHOOL YEAR ***

This report displays student level records that are missing either the required Pre-K program code (902 UPK; 990 Other Pre-K Programs) or UPK Setting code for those with 902 UPK Pre-K program code. Districts are responsible for using the RIC to assemble the missing data and load it into SIRS. Student records without the required Pre-K program code or required UPK setting codes will not be included by State Aid in the calculation of the district UPK grant payable.

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to
Sort

Show 10 entries

Search:

Name	Description	Date Created	Download the File
3 year BEDS enrollment summary	Show Description	06/26/2023 04:09 PM	
3 year BEDS enrollment summary - nonpublic school district of residence	Show Description	06/26/2023 04:06 PM	
Partner Project Fact SIRS Data	Show Description	06/15/2023 11:47 AM	
2023 Summer SEDREF Update - Districts	Show Description	06/01/2023 08:11 AM	

Presentation available at: <https://www.questar.org/knowledge-cafe/>

Example of 3-Year Enrollment Report



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STATE AID 3-YEAR BEDS DAY ENROLLMENT SUMMARY

MODIFIED DATE: 6/24/2023

School District

Row	Description [1]	October BEDS Day		
		Out- lier [8]	Fall 2022 [2]	Fall 2021 2020
1	SIRS: KH (Kindergarten Half-day)		0	0
2	SIRS: KF (Kindergarten Full-day)		71	66
3	SIRS: GRADES 1-3		195	195
4	SIRS: GRADES 4-6		200	201
5	SIRS: UGE (UnGraded Elementary)		1	0
6	SIRS: GR 7-12		410	415
7	SIRS: UGS (UnGraded Secondary)		0	0
8	SIRS: NON RESIDENT STUDENTS ENROLLED IN PUBLIC SCHOOLS IN THIS DISTRICT		0	0
9	SIRS: RESIDENT STUDENTS ENROLLED IN PUBLIC SCHOOLS IN ANOTHER DISTRICT FOR WHOM THIS DISTRICT IS PAYING OR COULD BE CHARGED TUITION [5]		1	2
10	BEDS ONLINE: RESIDENT STUDENTS ENROLLED IN NON-PUBLIC SCHOOLS W TUITION PAID BY PARENTS OR OTHERS - AS REPORTED TO SED BY NONPUBLIC SCHOOLS [3][5]		42	39
11	SIRS: RESIDENT STUDENTS WITH DISABILITIES ENROLLED IN BOCES FULL TIME [5]		17	16
12	SIRS: RESIDENT GENERAL EDUCATION STUDENTS ENROLLED IN BOCES FULL TIME [5]		10	8
13	SIRS: APPROVED PRIVATE SCHOOL OR SPECIAL ACT SCHOOL (4405 PUPILS) [5]		3	2
14	SIRS: NYS SCHOOL FOR THE DEAF AT ROME OR NYS SCHOOL FOR THE BLIND AT BATAVIA [5]		0	0
15	BEDS ONLINE: RESIDENT AND NON RESIDENT PUPILS ATTENDING NON PUBLIC SCHOOLS IN THIS DISTRICT - AS REPORTED TO SED BY NONPUBLIC SCHOOLS [3][5]		0	0
16	SIRS: RESIDENT HOMEBOUND STUDENTS EDUCATED AT DISTRICT EXPENSE [5]		1	2
17	SIRS: K-6 FREE LUNCH ELIGIBLE APPLICANTS		100	90
18	SIRS: 7-12 FREE LUNCH ELIGIBLE APPLICANTS		80	64
19	SIRS: K-6 REDUCED PRICE LUNCH ELIGIBLE APPLICANTS		8	2
20	SIRS: 7-12 REDUCED PRICE LUNCH ELIGIBLE APPLICANTS		9	0
21	SIRS: UNIV PREK ENROLL - 1/2 DAY RES NONRES IN DISTRICT CLASSROOMS [9]		0	0
22	SIRS: UNIV PRE-K ENROLL: FULL DAY RES NONRES IN DISTRICT CLASSROOMS [9]		0	0
23	SIRS: UNIV PRE-K ENROLL: 1/2 DAY RES NONRES IN CBO SETTINGS [9]		0	0
24	SIRS: UNIV PRE-K ENROLL: FULL DAY RES NONRES IN CBO SETTINGS [9]		17	0
25	SIRS: UNIV PRE-K ENROLL: NON-RESIDENT [9]		0	0
26	SIRS: RESIDENT CHARTER SCHOOL ENROLLMENT - AS REPORTED TO SED BY CHARTER SCHOOLS [4]		0	1
27	SIRS: RESIDENT AND NONRESIDENT CHARTER SCHOOL ENROLLMENT ATTENDING WITHIN THIS DISTRICT - AS REPORTED TO SED BY CHARTER SCHOOLS [4]		0	0

Example of Non-Public Schools Report

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Resident Students Enrolled in Non-Public Schools with Tuition Paid by Parents or Others On BEDS Day - Fall 2022

MODIFIED_DATE:
6/24/2023

School District

Non-Public School Name	Non-Public School ID:	Kindergarten through Grade 6 Count:	Grade 7 through Grade 12 Count:
ALBANY ACADEMIES	010100996428	0	7
ALL SAINTS CATHOLIC ACADEMY	010100115684	1	1
DARROW SCHOOL	101601996549	0	1
DOANE STUART SCHOOL	491200995972	1	1
EMMA WILLARD SCHOOL	491700997083	0	2
HEBREW ACADEMY-CAPITAL DISTRICT	010100216559	1	0
HOLY SPIRIT SCHOOL	490301115686	3	0
LA SALLE INSTITUTE	490801116667	3	12
LOUDONVILLE CHRISTIAN SCHOOL	010623806562	0	3
ROBERT C PARKER SCHOOL	491302999322	2	0
ST JUDE THE APOSTLE SCHOOL	490804115704	1	0
WILDWOOD SCHOOL - LATHAM	530301996571	0	1
WOODLAND HILL MONTESSORI SCHOOL	490301999028	2	0

Where Do the Numbers Come From?



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Second page provides specific details of source of information:

STATE AID 3-YEAR BEDS DAY ENROLLMENT SUMMARY - DATA MAPPING				
Row	Description [1]	Fall 2022 DATA SOURCE [2]	Fall 2021 DATA SOURCE	Fall 2020 DATA SOURCE
1	SIRS: KH (Kindergarten Half-day)	SIRS (L2RPT SIRS 313 - K-half-day)	SIRS (L2RPT SIRS 313 - K-half-day)	SIRS (L2RPT SIRS 313 - K-half-day)
2	SIRS: KF (Kindergarten Full-day)	SIRS (L2RPT SIRS 313 - K-full-day)	SIRS (L2RPT SIRS 313 - K-full-day)	SIRS (L2RPT SIRS 313 - K-full-day)
3	SIRS: GRADES 1-3	SIRS (L2RPT SIRS 313 - Gr 1 + Gr 2 + Gr 3))	SIRS (L2RPT SIRS 313 - Gr 1 + Gr 2 + Gr 3))	SIRS (L2RPT SIRS 313 - Gr 1 + Gr 2 + Gr 3))
4	SIRS: GRADES 4-6	SIRS (L2RPT SIRS 313 - Gr 4 + Gr 5 + Gr 6))	SIRS (L2RPT SIRS 313 - Gr 4 + Gr 5 + Gr 6))	SIRS (L2RPT SIRS 313 - Gr 4 + Gr 5 + Gr 6))
5	SIRS: UGE (UnGraded Elementary)	SIRS (L2RPT SIRS 313 - UGE)	SIRS (L2RPT SIRS 313 - UGE)	SIRS (L2RPT SIRS 313 - UGE)
6	SIRS: GRADES 7-12	SIRS (L2RPT SIRS 313 - Gr 7 + Gr 8 + Gr 9 + Gr 10 + Gr 11 + Gr 12))	SIRS (L2RPT SIRS 313 - Gr 7 + Gr 8 + Gr 9 + Gr 10 + Gr 11 + Gr 12))	SIRS (L2RPT SIRS 313 - Gr 7 + Gr 8 + Gr 9 + Gr 10 + Gr 11 + Gr 12))
7	SIRS: UGS (UnGraded Secondary)	SIRS (L2RPT SIRS 313 - UGS)	SIRS (L2RPT SIRS 313 - UGS)	SIRS (L2RPT SIRS 313 - UGS)
8	SIRS: NON RESIDENT STUDENTS ENROLLED IN PUBLIC SCHOOLS IN THIS DISTRICT	SIRS (L2RPT SIRS 312 - cols. i + j))	SIRS (L2RPT SIRS 312 - cols. i + j))	SIRS (L2RPT SIRS 312 - cols. i + j))
9	SIRS: RESIDENT STUDENTS ENROLLED IN PUBLIC SCHOOLS IN ANOTHER DISTRICT FOR WHOM THIS DISTRICT IS PAYING OR COULD BE CHARGED TUITION [5] [7]	SIRS (L2RPT SIRS 312 - col. d))	SIRS (L2RPT SIRS 312 - col. d))	SIRS (L2RPT SIRS 312 - col. d))
10	BEDS ONLINE: RESIDENT STUDENTS ENROLLED IN NON-PUBLIC SCHOOLS W TUITION PAID BY PARENTS OR OTHERS - AS REPORTED TO SED BY NON-PUBLIC SCHOOLS [3] [5]	BEDS online, Nonpublic School K-12 Data Form Form, q.2.A	BEDS online, Nonpublic School K-12 Data Form Form, q.4.A	BEDS online, Nonpublic School K-12 Data Form Form, q.4.A
11	SIRS: RESIDENT STUDENTS WITH DISABILITIES ENROLLED IN BOCES FULL TIME [5]	SIRS (L2RPT SIRS 312 - col. e - SWD subgroup))	SIRS (L2RPT SIRS 312 - col. e - SWD subgroup))	SIRS (L2RPT SIRS 312 - col. e - SWD subgroup))
12	SIRS: RESIDENT GENERAL EDUCATION STUDENTS ENROLLED IN BOCES FULL TIME [5]	SIRS (L2RPT SIRS 312 - col. e - Gen Ed subgroup))	SIRS (L2RPT SIRS 312 - col. e - Gen Ed subgroup))	SIRS (L2RPT SIRS 312 - col. e - Gen Ed subgroup))
13	SIRS: APPROVED PRIVATE SCHOOL OR SPECIAL ACT SCHOOL (4405 PUPILS) [5]	SIRS (L2RPT SIRS 312 - col. f))	SIRS (L2RPT SIRS 312 - col. f))	SIRS (L2RPT SIRS 312 - col. f))
14	SIRS: NYS SCHOOL FOR THE DEAF AT ROME OR NYS SCHOOL FOR THE BLIND AT BATAVIA [5]	SIRS (L2RPT SIRS 312 - col. g))	SIRS (L2RPT SIRS 312 - col. g))	SIRS (L2RPT SIRS 312 - col. g))
15	BEDS ONLINE: RESIDENT AND NON RESIDENT PUPILS ATTENDING NON-PUBLIC SCHOOLS IN THIS DISTRICT - AS REPORTED TO SED BY NONPUBLIC SCHOOLS [3] [5]	BEDS online, Nonpublic School K-12 Data Form, q.1A, q.1B, q.1C	BEDS online, Nonpublic School K-12 Data Form, q.3	BEDS online, Nonpublic School K-12 Data Form, q.3
16	SIRS: RESIDENT HOMEBOUND STUDENTS EDUCATED AT DISTRICT EXPENSE [5]	SIRS (L2RPT SIRS 312 - col. h))	SIRS (L2RPT SIRS 312 - col. h))	SIRS (L2RPT SIRS 312 - col. h))
17	SIRS: K-6 FREE LUNCH ELIGIBLE APPLICANTS	SIRS (L2RPT SIRS 323 - col. c))	SIRS (L2RPT SIRS 323 - col. c))	SIRS (L2RPT SIRS 323 - col. c))
18	SIRS: 7-12 FREE LUNCH ELIGIBLE APPLICANTS	SIRS (L2RPT SIRS 323 - col. d))	SIRS (L2RPT SIRS 323 - col. d))	SIRS (L2RPT SIRS 323 - col. d))
19	SIRS: K-6 REDUCED-PRICE LUNCH ELIGIBLE APPLICANTS	SIRS (L2RPT SIRS 323 - col. h))	SIRS (L2RPT SIRS 323 - col. h))	SIRS (L2RPT SIRS 323 - col. h))
20	SIRS: 7-12 REDUCED-PRICE LUNCH ELIGIBLE APPLICANTS	SIRS (L2RPT SIRS 323 - col. i))	SIRS (L2RPT SIRS 323 - col. i))	SIRS (L2RPT SIRS 323 - col. i))
21	SIRS: UNIV PREK ENROLL - 1/2 DAY RES NONRES IN DISTRICT CLASSROOMS	SIRS (L2RPT SIRS 316 - UPK in District Operated Half-Day)	SIRS (L2RPT SIRS 316 - UPK in District Operated Half-Day)	SIRS (L2RPT SIRS 316 - UPK in District Operated Half-Day)
22	SIRS: UNIV PREK ENROLL - FULL DAY RES NONRES IN DISTRICT CLASSROOMS	SIRS (L2RPT SIRS 316 - UPK in District Operated Full-Day)	SIRS (L2RPT SIRS 316 - UPK in District Operated Full-Day)	SIRS (L2RPT SIRS 316 - UPK in District Operated Full-Day)
23	SIRS: UNIV PREK ENROLL - 1/2 DAY RES NONRES IN CBO SETTINGS	SIRS (L2RPT SIRS 316 - UPK in CBO Operated Half-Day)	SIRS (L2RPT SIRS 316 - UPK in CBO Operated Half-Day)	SIRS (L2RPT SIRS 316 - UPK in CBO Operated Half-Day)
24	SIRS: UNIV PREK ENROLL - FULL DAY RES NONRES IN CBO SETTINGS	SIRS (L2RPT SIRS 316 - UPK in CBO Operated Full-Day)	SIRS (L2RPT SIRS 316 - UPK in CBO Operated Full-Day)	SIRS (L2RPT SIRS 316 - UPK in CBO Operated Full-Day)

Second Page – Con't

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Row	Description [1]	Fall 2022 DATA SOURCE [2]	Fall 2021 DATA SOURCE	Fall 2020 DATA SOURCE
25	SIRS: UNIV PREK ENROLL - NON-RESIDENT	SIRS (L2RPT SIRS 316 - UPK Students who are not residents of this district)	SIRS (L2RPT SIRS 316 - UPK Students who are not residents of this district)	SIRS (L2RPT SIRS 316 - UPK Students who are not residents of this district)
26	SIRS: RESIDENT CHARTER SCHOOL ENROLLMENT - AS REPORTED TO SED BY CHARTER SCHOOLS [4]	SIRS (L2RPT SIRS 319 - data from Charter School)	SIRS (L2RPT SIRS 319 - data from Charter School)	SIRS (L2RPT SIRS 319 - data from Charter School)
27	SIRS: RESIDENT AND NONRESIDENT CHARTER SCHOOL ENROLLMENT ATTENDING WITHIN THIS DISTRICT - AS REPORTED TO SED BY CHARTER SCHOOLS [4]	SIRS (L2RPT SIRS 313 - data from Charter School)	SIRS (L2RPT SIRS 313 - data from Charter School)	SIRS (L2RPT SIRS 313 - data from Charter School)
	Revisions Allowed? >>	YES [6]	NO	NO

NOTES:

- [1] Row descriptions are prefaced with a general indication of the source of the data appearing in the row.
"SIRS:" indicates that all data in the row is sourced from the Student Information Repository System (SIRS).
"BEDS Online:" indicates that all the data appearing for the row is sourced from the BEDS Online data collection.
- [2] When reviewing SIRS-sourced counts please note the MODIFIED_DATE which indicates on which date these counts were refreshed. You should make sure CURRENT counts in L2RPT 312, 313, 316, 319 and 323 are accurate.
Counts from L2RPT 312, 313, 316, 319 and 323 for Fall 2022 will be final when the data collection closes in August. Prior year counts may not be revised.
- [3] If you believe a nonpublic school is not reporting or reporting inaccurate enrollments to which you are fiscally tied, please reach out directly to their Data Coordinator. In cases in which the nonpublic Data Coordinator is not responsive, SED-IRS may be able to assist.
- [4] If you believe a Charter school is not reporting or inaccurately reporting enrollments to which you are fiscally tied, you may reach out directly to their Data Coordinator or you may ask your RIC representative to work with you. SED-IRS may assist if the RIC cannot.
- [5] For Central High School districts and regionally associated elementary school "feeder" districts, counts are adjusted for State Aid purposes.
Counts of students reported as in grades 7-12 or in ungraded secondary programs and who are resident in "CHS feeder" elementary school districts are deducted from the resident count for these "CHS feeder" districts for this report.
Counts of students resident in "CHS feeder" elementary districts reported as in grades 7-12 or in ungraded secondary programs are summed to generate a count of resident students for the associated Central High School district for this report.
- [6] To revise Fall 2022 year counts, submit revised enrollment records to the SIRS Level 2 data warehouse using your normal Level 1 or Big 5 Data Center's local data processing procedures. Prior year counts are not subject to change.
- [7] Students who are parentally placed outside of their home district are excluded.
- [8] Data for the row for Fall 2022 is compared to data for Fall 2021. If the newer year value is different by more than 30 and more than 15% compared to the prior year, this column will show a "+" if the difference is positive and a "-" if the difference is negative. Please give any such "outlier" counts special attention. If they are a correct representation of changes within the district, then there is no problem to be corrected. Any inaccuracy should be corrected. This outlier flag is for your convenience in assuring the quality and accuracy of data reporting.
- [9] For 2022-23 BEDS Day UPK enrollment will not be used for calculating maximum grant payable. Instead, UPK enrollment will be pulled from SIRS for March 17 and June 2.

Important – Please Read

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Attorney Reporting

Due 8/14/23 (45 Days After Year-End)

Attorney Reporting – Education Law §2053 – What is this All About?

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Remember
this story?



In a separate ongoing investigation, Attorney General Cuomo uncovered abuses by independent contractors throughout the state who defrauded the pension system by holding themselves out as public employees entitled to pension benefits, resulting in the return of over \$1.9 million to taxpayers through actions involving the conduct of more than 70 attorneys and other professionals. As a permanent fix, the Attorney General spearheaded legislative reform to curb pension fraud and rein in double-dipping.

Where can you find additional information about this requirement?

- [Education Law Section 2053 : Reporting : P-12 : NYSED](#)

Reporting Done in the Business Portal

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My Applications


- 🔑 SEDDAS User Guide
- 🔑 IRS Data Exchange (IDEx)
- 🔑 Information and Reporting Services Portal (IRSP)
- 🔑 SED Delegated Account System (SEDDAS)
- 🔑 **SED Monitoring and Vendor Performance System**
- 🔑 SSBA Reimbursement
- 🔑 State Aid Management System (SAMS)


Owners

Education Management Services (1) →

Office of Audit Services (5)

Smart Schools Bond Act (2)

 Inbox

 Outbox ↓

Survey Recipient

Survey

Cycle

Status

SCHOOL DISTRICT-ED LAW SECTION 2053

2022

Approved

SCHOOL DISTRICT-ED LAW SECTION 2053

2021

Approved

37

-



Conclusion



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- ❑ Make sure you have access to all needed Business Portal applications now.
- ❑ Consider participating in the SDIV program this summer.
- ❑ Review the 22-23 SIRS counts and revise timely.
- ❑ Attorney reporting is due 8/14/23.
- ❑ It is not too soon to start the Claim Forms & ST-3
 - ❑ September 5th is 49 days away!

Questions?

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State Aid and Financial Planning Service

Questar III BOCES
10 Empire State Boulevard
Castleton, NY 12033

518-477-2635

Option 1 (SAP)

<http://sap.questar.org>

twitter.com/qiisap - @qiisap



Upcoming dates:

August 16, 2023

September 13, 2023

October 18, 2023

November 16, 2023 (Thursday)

January 17, 2024

February 14, 2024

March 13, 2024

April 17, 2024

May 15, 2024

June 26, 2024