



## MEMORANDUM

TO: Elementary and Secondary Principals  
FROM: Christian V. Riso,  
Assistant Superintendent of Government Services & Special Projects  
RE: 2020-2021 Mandated Services Reimbursement Claim Procedure  
DATE: August 16, 2020

It is time again to begin preparations for the submission of your Mandated Services Claim for last school year, the 2020-2021 school year. All principals or closed school staff must file their own school's Mandated Services Claim electronically or use a paid preparer (Ex. Steve Partisano). The most time consuming part of this procedure is the collection of school-specific data related to any NYS Mandated Services your school provides. Please refer to the attached worksheets and "Mandated Services Recordkeeping Folder Contents – June 25, 2021" for specific information that should be collected at this time.

Aside from collecting the needed paperwork, I highly recommend that you review your 2020-2021 salaries and benefits. At this time you could also review the days in the 2020-2021 school year along with which of your staff participated in the Mandates. You will be able to describe all of these things by using your school-specific Mandated Services 2020-2021 Excel spreadsheet first. This is the information you will need in order to complete the NYSED electronic filing form. If you complete these forms and verify that the information is correct now, electronic submission should take no more than an hour to complete in December/January.

You no longer need to decide on the hours in the school day for each employee. NYSED has advised us to use 5.0 hours for all staff working in Elementary schools (in our case that would mean any K-8 school) or 5.5 hours for all staff working in Secondary Schools (in our case this would mean all High Schools and NativityMiguel Middle School).

Please send me an email when you would like me to send your Excel spreadsheet to you; your spreadsheet contains salary and benefits information from your NCEA report so I do not want to send them out to you (or someone else on your staff) without your knowledge. To avoid confusion, I encourage you to complete your Excel spreadsheet before you begin working with your 2021-2022 budget year. Once you have filled out this form I would very much appreciate if you would send the completed copy back to me; I will look it over to see if I notice any errors or have any suggestions for how you could improve your claim.

Finally, please take a moment to ensure the accuracy of the information on file at NYSED. The State Education Department maintains information about your institution in a system called State Education Data Reference File (SEDREF).

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- Prior to submitting an electronic claim, each school should review SEDREF to be sure that the information listed is accurate. Information that NYSED has on file for your school is available at: <http://portal.nysed.gov/>. Click on “SEDREF Query” and follow the instructions.
- For changes to the payee information and correspondence address changes, please notify the Office of Information and Reporting Services, Education Building Annex – Room 863, Albany, NY 12234. The Payee Information form is available at <http://www.oms.nysed.gov/cafe/forms/>
- For other changes to your SEDREF file, on the SEDREF search screen, click on the public help icon and follow the directions

Thank you for completing the Excel spreadsheet this summer. Please contact Nancy DiBerardino or me if you need assistance at 716-847-5504 or 716-847-5511.