**Mandated Services Worksheet for 2020-2021 – Form 2**

**For Services provided in 2020-2021 School Year Filing Deadline: TBA**

School Name:

BEDS #:

NYSED Portal location: <https://portal.nysed.gov/abp>

 \* Make sure you have the NYSED Portal User ID and Password to submit your form online.

1. Complete only the mandates that your school performs (see pp. 7-11 of the NYSED Mandated Services “Guidelines” for a summary of the Mandates).
2. Use this worksheet to help you prepare to submit your 2020-2021 Mandated Services Claim online. I do not recommend submission of a paper application.
3. All items on this form, including enrollment numbers, staffing and salaries, refer to the school year 2020-2021. Be sure to use 2020-2021 numbers when completing this form.
4. “Hours in Work Day” means the total number of hours an employee is expected to be performing required duties less any time for lunch. Hours should be claimed on either a 5.0 hour (Elementary – for schools K-8) or 5.5 hour (Middle/HS – for schools Gr. 7-12) standard instructional day.
5. When determining the “Total hours worked (or Salaries or Benefits) for all assigned tasks by employees” in any mandate, you are reporting the employees’ total hours worked (based on Standard Day), salaries, or benefits at your school, not just their hours, salaries, or benefits related to the mandate.
6. **I recommend that you use the school-specific Excel spreadsheet sent to you before filling out this form.** This spreadsheet calculates all requested “Total Hours Worked”, “Total Salaries”, & “Total Benefits”.

Please complete the following items that apply to your school. When all items have been completed you should log onto the NYSED Portal to enter the information online and save it for review. One you select “Edit” for your 2021 claim, click “Summary of Expenditures” to see the Mandates and enter information, being sure to hit “Save Form” after you finish each Mandate. Once reviewed, you should submit your claim by the filing deadline listed above.

2020-2021 Enrollment as reported on the BEDS Report from **October 7, 2020\*** (Do Not Include Pre-K):

K-6: 7-8: 9-12:

**\* If you had more registered students on the first day of school or the last day of school,**

**use those numbers instead. Enter these numbers in the “Enrollment” section.**

Click on Mandate 1 - Pupil Attendance Reporting (PAR-HR Attendance): Refer to Excel Spreadsheet for calculations.

1. Select Option: “Standard Work Day” if all employees claimed on this Mandate are full time. Mark “Actual hours of employees are varied” if some employees claimed work part-time schedules.
	1. **Only enter the information below online if you choose “Standard Work Day”.**
		1. Number of Days in the School Year - (Include Staff Conference days in this number; do not include days closed for weather or other reasons). Use the same number of days for Teachers, Administrators, and Support Staff, if doing so does not trigger a HOLD.

Teachers: Administrators: Support Staff:

* + 1. Number of hours in the work day. How many hours is the person required to be at school and performing required duties? Do not include the time the person is allowed for lunch.
			- **Important:** **Do not claim more than 5.0 hours for schools with Grades K-8;**

**Do not claim more than 5.5 hours for schools with Grades 7-12.**

1. Total number of K-12 staff involved in taking and reporting **morning (homeroom) attendance only**:

Teachers: Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: Administrators: Support Staff:

System will calculate items 5 and 6

1. **Enter the total # of teachers taking morning attendance: .** Everything else will be calculated.

**Note:** If the PAR or Enrolment total exceeds last year’s amount by 25%, a warning message will appear and a precise and clear explanation justifying the increase will be required. A box will appear on the screen for entry of the explanation. The claim cannot be submitted until you provide an explanation.

Click on Mandate 2 – Elementary and Intermediate Assessment in ELA and Math (EIA)

1. Total number of staff who participated in Elementary and Intermediate Assessment in ELA and Math:

Teachers: Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: Administrators: Support Staff:

System will calculate 5 and 6

Number of tests **completed** at each grade level during 2020-21. Field Tests will be accounted for automatically:

 # of tests completed Field Test: Y/N # of tests completed Field Test: Y/N

Grade 3 ELA Grade 6 ELA

Grade 3 Math Grade 6 Math

Grade 4 ELA Grade 7 ELA

Grade 4 Math Grade 7 Math

Grade 5 ELA Grade 8 ELA

Grade 5 Math Grade 8 Math

1. Teacher Scoring Workshop Expenditures: **# of hours teachers would have spent in training**

Workshop Fees \* (Must Have Invoices)

\* **Some schools attended scorer training workshops run by our Dept. or BOCES and a fee was charged.**

Click on Mandate 3 – (BEDS Reporting based on HR Attendance) (**Should be the same information as Mandate 1**)

1. Total number of K-12 staff involved in taking and reporting morning (homeroom) attendance only:

Teachers: Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: Administrators: Support Staff:

System will calculate items 5 and 6

1. Enter the total # of teachers taking morning attendance: . Everything else will be calculated.

**Note:** If the BEDS total exceeds last year’s BEDS by 25%, a warning message will appear and a precise and clear explanation justifying the increase will be required. A box will appear on the screen for entry of the explanation. The claim cannot be submitted until you provide an explanation.

Click on Mandate 4 – Regents Examinations (RE) Completed/Exempt August 2020, January 2021, and June 2021

1. Total number of staff participating in Organization, Distribution & Scoring of Regents Exams:

Teachers: Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: Administrators: Support Staff:

System will calculate items 5 and 6

Number of Regents Exams Completed/Exempt (Aug 2020, January 2021, and June 2021), even if taken at another location:

(Field Testing will be accounted for automatically) # of Tests Completed/Exempt Field Test: Y/N

1. Common Core English Language Arts
2. Common Core Algebra I
3. Common Core Algebra II
4. Common Core Geometry
5. Global History & Geography II (New Framework)
6. Global History Transition
7. Common Core US History & Government
8. US History & Government (New Framework)
9. Physical Setting/Chemistry
10. Physical Setting/Physics
11. Physical Setting/Earth Science
12. Living Environment

b. Teacher Scoring Workshop Expenditures: **# of hours teachers would have spent in training**

Workshop Fees (Must Have Invoices)

1. Test Kits: 1. Number of students taking Regents Earth Science:

2. Number of Test Kits purchased (Each kit serves 30 pupils):

3. Total Expenditures on test kits only (Must Have Invoice):

Mandate 5 – NYS Regents Competency Testing Program (RCTP) - No Longer Available

Click on Mandate 6 – Calculator Expenses (CE) (Must Have Invoices)

 (Reimbursement Amounts)

Number of scientific calculators purchased: ($15 per scientific calculator)

Number of graphing calculators purchased: ($110 per graphing calculator)

Click on Mandate 7 - Registration of High School (RHS) for **new High Schools Only**

**N.B. This mandate does not apply to any current Catholic High Schools.**

Click on Mandate 8 – Immunization **(For Schools Located in the City of Buffalo Only)**

Enter Enrollment number for students in grades K-12:

Click on Mandate 9 – Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)

 - This involves Technology Education, Home & Career Skills, and Library & Information Skills curricula.

1. Total number of staff participating in Documentation of Integration of Required Instruction in 7th & 8th grade (DIRI):

Teachers: Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: Administrators: Support Staff:

System will calculate items 5 and 6

Total number of 7th and 8th grade teachers listed above:

Click on Mandate 10 - Calculation of Hourly Rate High School Graduation Report (HSGR)

1. Total number of staff participating in High School Graduation Report (HSGR):

Teachers: N/A Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: N/A Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: N/A Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: N/A Administrators: Support Staff:

 Number of graduation candidates:

Click on Mandate 11 – Grade Four Science Test (GFST)

1. Total number of staff participating in Organization, Distribution & Scoring of GFST:

Teachers: Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: Administrators: Support Staff:

System will calculate items 5 and 6

1. Number of Grade Four Science Tests completed:
2. Teacher Scoring Workshop expenditures

**Number of hours teachers would have spent in training**

Workshop Fees (must have invoices):

1. Test Kits
	* 1. Enter number of students taking Grade Four Science Test:
		2. Enter number test kits purchased (must have invoice):

(Note: Each kit serves 30 students) FYI - Reimbursement is $200 per test kit purchased.

Click on Mandate 12 – Travel to Storage Sites (TSS) for secure storage of NYS tests (Regents, NYSITELL, NYSESLAT, and possibly Gr. 3-8 tests) if secure storage does not exist at your school.

1. Total number of staff participating in Travel to Storage Sites (TSS), or normally would have:

Teachers: N/A Administrators: Support Staff: N/A

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: N/A Administrators: Support Staff: N/A

1. Total Salaries paid for all services performed by employees in #1:

Teachers: N/A Administrators: Support Staff: N/A

1. Total employee Benefits paid on salaries reported in #3:

Teachers: N/A Administrators: Support Staff: N/A

Click on Mandate 13 – Scholarship for Academic Excellence Application (SAE) – **High Schools Only**

1. Total number of staff participating in Scholarship for Academic Excellence Application (SAE):

Teachers: N/A Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: N/A Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: N/A Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: N/A Administrators: Support Staff:

Mandate 14 – Grade Eight Science Test (GEST)

1. Total number of staff participating in Organization, Distribution & Scoring of GEST:

Teachers: Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: Administrators: Support Staff:

System will calculate items 5 and 6

 a. Number of Grade Eight Science Tests (GEST) completed:

 b. Teacher Scoring Workshop Expenditures: **#of Hours teachers would have spent in training**:

 Workshop Fees (Must have Invoices):

 c. Test Kits

 1. Enter number of students taking Grade Eight Science Test:

 2. Enter number test kits purchased (Must Have Invoice) (Each kit serves 30 students):

Mandates 15 & 16 – Grades Five and Eight Social Studies Tests – **Removed - Tests No Longer Offered**

Mandate 17 – Pesticide Neighbor Notification (PNN): Check YES if you at least once notified any neighbors of the option to receive notification prior to pesticide application during the 2020-21 school year (Newsletter or online).

Mandate 18 – New York State English as a Second Language Achievement Test (NYSESLAT) and New York State Identification Test for English Language Learners (NYSITELL):

1. Total number of staff **employed by the school** participating in Organization, Distribution & Scoring of NYSESLAT and/or NYSITELL (Public school staff may not be claimed):

Teachers: Administrators: Support Staff:

1. Total hours worked for all assigned tasks by employees in #1: (# Staff ) x (# of days) x (# hours):

Teachers: Administrators: Support Staff:

1. Total Salaries paid for all services performed by employees in #1:

Teachers: Administrators: Support Staff:

1. Total employee Benefits paid on salaries reported in #3:

Teachers: Administrators: Support Staff:

System will calculate items 5 and 6

 a. Number of NYSESLAT completed:

 Number of NYSITELL completed:

 b. Teacher Scoring Workshop Expenditures

 Number of Hours teachers spent in training:

 Workshop Fees (Must have Invoices):

#### Click on Mandate 19 - RIC and Scoring Center Expenditures

#### Include the Following RIC Costs (Expenditures for state testing and HSGR) on Line 2:

#### Elementary Schools refer to your “BOCES End of Year Service Summary” for “Fiscal Year: 2020-2021” or your “BOCES Initial Service Request Form” for “Fiscal Year: 2021-2022”.

#### High Schools refer to your “BOCES Initial Service Request Form” for “Fiscal Year: 2021-2022”. You may also need to consult your “Fiscal Year: 2020-2021” printout to make sure you are reimbursed for actual expenses.

#### Data Warehouse – Data Warehouse Reporting (Base Service) (650.330.01)

#### Data Warehouse – Parent Reports Printing (650.330.05 EM, NN & SC)

#### Data Warehouse – NYS Data Collection Fee (Level 0) (650.330.30 and possibly 650.330.29)

#### eSchoolData – Hosting/Training/Support (650.100.30)

#### Test Scoring (Gr. 3-8 ELA Assessments, Gr. 3-8 Math Assessments, Science Assessments Grades 4 & 8, NYSESLAT, NYSAA, NYSITELL) (650.300.01 and 600.300.03)

#### Test Scoring - NYS Regents Exams (650.300.02)

#### WNYRIC Mailing Service (650.790)

#### Be sure to also add the 10% BOCES Administrative Fee to the total amounts listed above.

#### DO NOT include any optional costs.

####  1. Number of Exams Scanned by RIC (Total from Test Scoring Section):

####  2. Expenditures for state testing and HSGR (Use whole numbers only - no decimals):

####  3. Number of Exams Scored by Scoring Center: (Should be 0 for most)

####  4. Expenditures – Scoring Center: (Should be $0 for most schools)

####

**CAP (Comprehensive Attendance Policy) Certification**

After you have completed and saved your Mandate 1 information, be sure to check the box at the top of the claim that says “I am certifying that this school has adopted and implemented a comprehensive attendance policy pursuant to Section 104.1(i) of the Regulations of the Commissioner of Education” and then click the “Save CAP Status” button and then “Save Form.”

**Total School Aid and CAP Reimbursement Amounts**

After all sections are complete and CAP is certified, the home page of the claim shows you the total amounts you claimed for reimbursement. If you wish you can write these totals here:

1. Total 2020-2021 CAP Reimbursement (Paid by May 31, 2022)

2. Total 2020-2021 Mandated Services Reimbursement (Paid by May 31, 2022)

If your claim is approved without a HOLD, you should see payment sent to you as described above.

**If you have any questions please contact Chris Riso at 716-847-5511 or Nancy DiBerardino at 716-847-5504.**