



Y7 Guidance

Office of Religious & Independent School Support (ORISS)

Academic Intervention Services (AIS)

Contents

Grant Summary	4
Purpose	4
Statute	4
Eligibility: Institutions	4
Eligibility: Professional Development Expenses	4
Qualifying Expenses	5
Important Dates	5
Point of Contact	5
Funding Allocations & Calculations	6
NYS Budget Appropriation-AIS.....	6
Institutional AIS Student Total	6
NYS AIS Student Total	6
Per-Pupil Rate	6
Y7 Allocation (Current Year).....	6
Rollover Allocation	7
Allocation Balance	7
Assessment Reporting Flexibility (Y6 and Y7).....	7
Pooling	7
What is Pooling?.....	7
Who can Pool?	8
Item/Service Purchase Documentation	8
Acceptable Invoice/Proof of Purchase	8
Acceptable Proofs of Payment	9
Acceptable Justification Documentation	10
Submission & Reimbursement	10

Completion Check	11
Request for Information (RFI)	11
Application Review Period	11
ACH/Direct Deposit Payment	12
Resources	12
AIS Y7 Grant Solicitation Notice	12
AIS Y7 School Allocations	12
AIS Y7 Expense List	12
AIS Y7 Application Instructions.....	12
AIS Y7 Non-Portal Application Instructions.....	12
AIS Y7 Non-Portal Application	12
AIS Y7 Pooling	12
AIS Y7 Q&A.....	12

Grant Summary

The Academic Intervention Services (AIS) Grant summary can be found [here](#).

Purpose

The purpose of the AIS professional development grant is to raise the proficiency of Religious & Independent (R&I) schoolteachers in specific techniques to support students who are at risk of not meeting the New York State (NYS) administered 3-8 Assessments in either English Language Arts (ELA) and/or mathematics.

Statute

The AIS program is a state-funded grant based on [Commissioner's Regulations 100.2](#).

Eligibility: Institutions

Eligibility has been pre-determined based on New York State Education Department (NYSED) data. The criteria used for pre-determination include:

1. Currently open/operational (at the time of application)
2. Religious and Independent R&Is (non-profit or not-for-profit R&Is only)
3. Possession of (or will obtain) a valid Office of the State (OSC) Vendor ID
4. The New York State Education Department (NYSED) issued Basic Education Data System (BEDS) code
5. BEDS enrollment data for the 2021-2022
6. Offered the 3-8 New York State ELA and Mathematics Assessments AND

Funding Allocations & Calculations

NYS Budget Appropriation-AIS

Rollover Allocation

Unused allocations are tracked and available for R&Is to use in future grant years. Allocation amounts from Years 1-6 that were **not** claimed by a school are Rollover Allocations.

Please refer to the AIS website for Y1-Y6 Rollover Balance.

Allocation Balance

Combining the Current Year Allocation and Rollover Allocation, a R&I's Allocation Balance can be calculated. This is the maximum amount of reimbursement the school can receive for the Year 7 claim cycle.

Please refer to the AIS website for Y7 Allocation Balance.

Assessment Reporting Flexibility (Y6 and Y7)

As the grade 3-8 NYS Assessments in English Language Arts and Mathematics were not administered in 2020-2021 school year, the Y6 AIS Allocations utilized the 2019-2020 BEDS data (replicated the data from AIS Y5). While these assessments were administered in 2021-2022 school year, the educational landscape was still in a state of transition. NYSED provided an additional year of assessment reporting flexibility as it relates to AIS calculations.

More specifically:

- If a school did not submit assessment data in Y7 but did in Y5, the institutions Y7 assessment figures were retained for Y7
- If a school submitted assessment data in Y7 but the number of AIS-qualifying students was less than or equal to the number of AIS-qualifying students in Y5, the institution's Y5 assessment figures were retained for Y7

Pooling

What is Pooling?

Pooling of funds is used when related agencies have collaborative items/services and wish to combine their allocations. Pooling is optional and most R&Is

Who can Pool?

Only eligible R&IsR&Is may elect to pool. Pooled funding is limited to those R&Is that share a Payee address. Please visit the **Getting Started** section of the Application document to confirm and/or change your R&I's Payee Information.

Item/Service Purchase Documentation

Detailed purchase documentation is required for all eligible items. Additional information is provided below.

Acceptable Invoice/Proof of Purchase

For each eligible item/service, detailed proof of purchase (invoice) is required. Specifically, submissions must include:

1. The eligible item/service purchased by the school.
2. The

Acceptable Proofs of Payment

For each invoice, corresponding proof of payment is required. Specifically, submissions must include evidence that:

1. Payment to the vendor was made by the school.
2. Please visit [SEDREF](#) to view the current authorized payee name or to make changes.
3. The school used authorized school funds for payment

Proof of Payment Tips:

1. A cancelled check will have verification from the bank that the check was deposited. If the back side of the check is blank, it **will not** be accepted as a valid proof of payment.
2. An itemized invoice, with dated payment credit(s), and a zero balance (indicating the payment was made from the school and cashed/cleared by the vender) is ideal.
3. Before you file, log into [SEDREF](#) to pre-check what is listed as the payee

Acceptable Justification Documentation

For Teacher, Student, and/or Software Materials, please briefly explain how this item(s) is linked to improved instruction or corresponds to AIS subjects. This can be a statement of a few sentences listing the item and indicating why the invoiced claim(s) are eligible. This can be provided as a Word document or in an Excel table format. **For any item on the AIS Y7 Expense list, the brief explanation can be “on expense list”.**

For eligible Professional Development such as Graduate Courses and/or Workshop Fees please upload required documentation, including both a 1) course syllabus and 2) proof of attendance/completion to support the invoiced expense.

For eligible Professional Development such as In-Classroom Coaching please upload the required documentation, including a 1) list of the teacher(s) coached, 2) the subject area(s), and 3) date(s) to support the invoiced expense.

Submission & Reimbursement

NYSED Monitoring Business Portal

Please click [here](#) to access the NYSED Business Portal. This web-based system improves the quality of submissions, decreasing the need for follow-up communication, and increasing the efficiency of the claims process and reimbursement.

Please visit the [AIS Guidance & Resources](#) page to obtain the Non-Portal Application.

Complete

Submissions must include all required documentation. The application has built-in compliance features to ensure that appropriate supporting documentation is submitted. Upon application review, e-mail communication may be required. These communications will have a response deadline. If the response deadline is not met, applications will be processed “as is” and the school may need to re-apply (with rollover funding) the following grant cycle (year).

Single Application

Due to the capabilities of our payment system, NYSED is limited to one application for reimbursement, per eligible BEDS code, per grant cycle (year). As noted in the **Funding Allocations & Calculations** section of this document, the remaining funds will roll over.

Deadline

ORISS must RECEIVE the complete submission and accompanying documents in the NYSED Business Portal by **October 17, 2024**.

Application Review Process

The following steps describe the process used to review AIS Applications:

Completion Check

ACH/Direct Deposit Payment

The Office of the State Comptroller has instituted an Automated Clearing House (ACH) as the preferred payment method. This is also referred to as Direct Deposit. We strongly encourage R&Is that have historically received a reimbursement check to enroll in ACH. ACH payments provide both the sender and receiver with the advantages of improved controls, reduced chances for check fraud, better cash management, and greatly reduced bank charges.

Your institution should access the Statewide Financial System (SFS) Help Desk and confirm that ACH is selected as the preferred method of payment:

1. Navigate to the Location tab on the vendor record.
2. Select the "Payables" hyperlink.
3. The payment method is displayed under the "Additional Payables Options," "Additional Payment Information" section.
4. If the payment method is ACH, the payment will be made via ACH.

R&Is wanting to complete/update ACH should contact the Statewide Financial System (SFS) Help Desk