



Rate Setting Unit
39 Washington Avenue, Room 302 EB
Albany, New York 12234
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www.oms.nysed.gov/rsu

July 27, 2017

Dear BOCES Provider:

The instruction manual for completing the SA-111 Supplemental Schedules for the July 1, 2016 to June 30, 2017 cost reporting period is now available at the SED Rate Setting Unit website www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/BOCESInstructions/home.html.

CFR Software

Please note that all BOCES providers are required to report the data for the SA-111 Supplemental Schedules using approved CFR software. Approved CFR software is available at Office of Mental Health (OMH) at <http://www.omh.ny.gov/omhweb/CFRSWeb/default.asp>. CFR software version 28 is to be used for 2016-17 submissions and can be downloaded from the OMH web site. Once the download is complete, the software can be installed for use.

For assistance with CFR software, please consult the Frequently Asked Questions page of the OMH website at <http://www.omh.ny.gov/omhweb/CFRSWeb/instructions/downloadfaq.htm>. For further assistance, please contact the CFR software help desk by phone at 1-800-HELPNYS or by email at helpdesk@omh.ny.gov.

Submission of CFRs to NYS Agencies

Upon completion of the 2016-17 CFR, BOCES providers should upload their CFR data to OMH. The OMH web address to upload your completed CFR is located at: http://www.omh.ny.gov/omhweb/CFRSWeb/cfr_pages/upload1.htm. On a routine basis, the information received in OMH's central repository will be distributed to the appropriate State Agency(ies). For example, if your agency operates programs that are funded and/or certified by OPWDD and SED, you should submit your agency's CFR by accessing the OMH website and following the appropriate steps. After a successful submission, your agency's CFR data will be transmitted from the central repository to OPWDD and SED.

Effective immediately, SED will accept emailed submissions of certification schedules and Attestation statements in PDF form. Providers must keep original signed certification schedules and Attestations Statements corresponding to those emailed for the required retention period and must be able to make these documents available upon request by SED.

The Document Control Number (DCN) of your agency's Internet submission must match the DCN that appears on the certification Schedule 8-i/CFR-i mailed to SED.

Due Dates and Submission Requirements

The 2016-17 SA-111 Supplemental Schedules must be filed with the Rate Setting Unit by October 31, 2017. The following items must be submitted:

- One copy of the SA-111 *Schedule 8 for your special education COSERs only*
- An electronic submission via the internet of the supplemental schedules prepared using Consolidated Fiscal Report (CFR) software
- A PDF version of the required certification Schedule 8-i/CFR-i. The Document Control Number (DCN) on the certification schedule must match the DCN of the internet submission.
- Detail for any expenses/revenues reported on schedule CFR-1 that is not captured on the CFR electronic submission.

The Schedule 8s, and CFR-1 detail page should be sent to the following address:

New York State Education Department
Rate Setting Unit
Room 302 Education Building
Albany, New York 12234

It is not necessary to submit the entire SA-111 to Rate Setting. The SA-111 must be sent in its entirety to the Department's Finance Management and Information Services Unit.

To assist you in the preparation of the data for input on the CFR software, a copy of the supplemental schedules can be found at the Rate Setting Unit website. The supplemental schedules are presented on our website for illustrative purposes only at www.oms.nysed.gov/rsu/Manuals_Forms/Forms/BOCES/home.html. Any 2016-17 SA-111 supplemental schedule submissions that have been prepared using the schedules on our website, or previous years' supplemental schedules, will not be considered acceptable submissions.

Special Instructions for SED Funded and/or Certified Service Providers

1. In Section 2.0, the following note was removed under SED Reporting Requirements: "For all SED funded service providers, resubmissions of **certified** or **attested** Consolidated Fiscal Reports will **ONLY** be considered for errors in the reporting of student FTE enrollment, and only if verified with the student enrollment reported on the STAC system."
2. For SED providers, the Excessive Teacher Turnover Prevention Grant (ETTPG) is now called the Excessive Teacher Turnover Prevention Program (ETTPP). Additionally, the applicable revenues associated with the ETTPP will no longer be reported on schedule CFR-1 line 87, but are to be included in the applicable tuition revenues reported on schedule CFR-1 lines 89, 91 and/or 92. For further details, please review Section 13.0 of the 2016/2017 CFR Manual.
 - Report ETTPP revenues on line 89 as it applies to 4402 Revenue for school age students (ages 5 to 21) for months September to June.
 - Report ETTPP revenue on line 91 as it applies to 4408 Revenue for school age students (ages 5 to 21) for months July to August.
 - Report ETTPP revenue on line 92 as it applies to 4410 Revenue for preschool students (ages 3 to 4).

3. CFR-1 Line 87 should now be used to report the revenues for Universal Pre-K in SCIS programs. The revenues are no longer to be reported on line 94-Other Revenues. For further details, please see the General Instructions section of the CFR Manual along with Section 13.0.
4. Mandated Units of Service for SEIS (SEIT) programs (Program Codes 9135-9139) should now be reported on Schedule SED-1, line 111, instead of Schedule CFR-1, line 13.

Should you have any questions or concerns regarding the completion of your supplemental schedules, or any rate setting issues, please contact your SED rate setting unit (RSU) accountant. If you should require any technical assistance with reporting or rate setting issues, I encourage you to contact your RSU accountant to set up a meeting/conference to discuss such issues in detail. Current accountant assignments can be found at www.oms.nysed.gov/rsu/Contact_Us/SchoolAssignments.html.

Sincerely,

A handwritten signature in black ink, appearing to read "Suzanne Bolling". The signature is fluid and cursive, with the first name "Suzanne" and last name "Bolling" clearly distinguishable.

Suzanne Bolling
Director of Special Education Fiscal
Services

SB:bz