



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK /  
ALBANY, NY 12234

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Rate Setting Unit  
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Albany, New York 12234  
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E-mail: [rateweb@mail.nysed.gov](mailto:rateweb@mail.nysed.gov)  
[www.oms.nysed.gov/rsu](http://www.oms.nysed.gov/rsu)

Thomas Hamel, Bureau Chief

July 3, 2008

Dear BOCES Provider:

The instruction manual for completing the SA-111 Supplemental Schedules for the July 1, 2007 to June 30, 2008 cost reporting period is now available at the SED Rate Setting Unit website [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/SA111.html](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/SA111.html). Please do not use previous versions of the BOCES instruction manual.

### **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 OMH CFR software is available at <https://www.omh.state.ny.us/omhweb/cfr/app/default.asp> (software version to be used for 2007-08 submissions is not yet available). BOCES providers can download the OMH CFR software to a desktop personal computer in their office (click on download link on OMH webpage above and follow instructions). Once downloaded and installed, the software can then be used to complete the 2007-2008 CFR.

### **Submission of CFRs to NYS Agencies**

Upon completion of the 2007-2008 CFR, BOCES providers should submit their CFR to the appropriate State Agency(ies). After completing the CFR document using OMH CFR software, BOCES providers should upload their CFR data to a central repository maintained by OMH. On a daily basis, the information received in the 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 OMRDD 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 OMRDD and SED. The Internet address for CFR uploads is [http://www.omh.state.ny.us/omhweb/cfrsweb/cfr\\_pages/upload1.htm](http://www.omh.state.ny.us/omhweb/cfrsweb/cfr_pages/upload1.htm).

Please note that SED is currently unable to accept electronic certifications or signatures. Therefore, in addition to transmitting the CFR submission via the Internet, BOCES providers must also submit a *paper* copy of the certification Schedule 8-i/CFR-i to SED. The Document Control Number (DCN) of your agency's Internet submission must match the DCN that appears on the paper certification Schedule 8-i/CFR-i mailed to SED.

## **Due Dates and Submission Requirements**

The 2007-08 SA-111 Supplemental Schedules must be filed with the Rate Setting Unit by October 1, 2008. The following items must be submitted:

- One copy of the SA-111 *Schedule 8 for your special education COSEs only*
- An electronic submission via the internet of the supplemental schedules prepared using Consolidated Fiscal Report (CFR) software
- A paper copy 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, CFR-i, 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 [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Forms/BOCES/200708/boces07.htm](http://www.oms.nysed.gov/rsu/Manuals_Forms/Forms/BOCES/200708/boces07.htm). Any 2007-08 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.

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 [http://www.oms.nysed.gov/rsu/Contact\\_Us/schoolassignments.html](http://www.oms.nysed.gov/rsu/Contact_Us/schoolassignments.html).

Sincerely,

Thomas Hamel

TH:BZ  
Attachment