



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

Rate Setting Unit
89 Washington Avenue, Room 302 EB
Albany, New York 12234
Tel. 518-474-3227, Fax 518-486-3606
E-mail: rateweb@mail.nysed.gov
www.oms.nysed.gov/rsu

April Wojtkiewicz, Bureau Chief

July 19, 2010

Dear BOCES Provider:

The instruction manual for completing the SA-111 Supplemental Schedules for the July 1, 2009 to June 30, 2010 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 <https://www.omh.state.ny.us/omhweb/cfr/app/default.asp> (software version 15 is to be used for 2009-10 submissions). 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 2009-2010 CFR.

Submission of CFRs to NYS Agencies

Upon completion of the 2009-2010 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.state.ny.us/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 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.

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.

Changes to the Reporting Manual for 2009-10

Please note the following changes to Appendix D Position Titles Codes:

- The following Position Title Codes were added:
 - 238 - IEP Coordinator
 - 518 - Supervising Teacher

- The definitions for Position Titles Codes 215, 237, 243, and 511 were modified
- The names of Position Title Codes 237 and 243 were modified.

Due Dates and Submission Requirements

The 2009-10 SA-111 Supplemental Schedules must be filed with the Rate Setting Unit by October 1, 2010. 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 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 www.oms.nysed.gov/rsu/Manuals_Forms/Forms/BOCES/home.html. Any 2009-10 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 www.oms.nysed.gov/rsu/Contact_Us/SchoolAssignments.html.

Sincerely,

April Wojtkiewicz

AW:bz