



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](mailto:rateweb@mail.nysed.gov)  
[www.oms.nysed.gov/rsu](http://www.oms.nysed.gov/rsu)

October 5, 2016

Dear BOCES Provider:

The instruction manual for completing the SA-111 Supplemental Schedules for the July 1, 2015 to June 30, 2016 cost reporting period is now available at the SED Rate Setting Unit website [www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/BOCESInstructions/home.html](http://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 27 is to be used for 2015-16 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](mailto:helpdesk@omh.ny.gov).

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

Upon completion of the 2015-16 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](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.

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 2015-16 SA-111 Supplemental Schedules must be filed with the Rate Setting Unit by October 31, 2016. 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](http://www.oms.nysed.gov/rsu/Manuals_Forms/Forms/BOCES/home.html). Any 2015-16 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. A new schedule titled 'CFR-2A Agency Fiscal Data' has been added to the CFR software. This schedule is not applicable for BOCES providers.
2. Clarification has been added to the CFR-4 instructions regarding the reporting of Hours Paid for SEIS (SEIT) programs (Program Codes 9135-9139) concerning direct and indirect hours worked.
3. SEIS (SEIT) (Program Codes 9135-9139) specific instructions have been added to Appendix D for Supervising Teachers, Codes 215 and 518.
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](http://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