



Rate Setting Unit
89 Washington Avenue, Room 302 EB
Albany, New York 12234
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E-mail: ratweb@nysed.gov
www.oms.nysed.gov/rsu

Brian Zawistowski, Assistant Director

February 22, 2021

Dear BOCES Provider:

The instruction manual for completing the SA-111 Supplemental Schedules for the July 1, 2019 to June 30, 2020 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 35 is to be used for 2019-20 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 <https://apps.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 2019-20 CFR, BOCES providers should upload their CFR data to OMH. The OMH web address to upload your completed CFR is located at: https://apps.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 2019-20 SA-111 Supplemental Schedules must be filed with the Rate Setting Unit by February 1, 2021. 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 either via email to your assigned rate setting accountant or mail 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 2019-20 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

- Expense and revenue reporting for Special Education Itinerant Services (SEIS) should now be reported based on how the service was provided to the student. See the SA-111 reporting instructions for details.
 - Report data in programs 9135-9139 if services were provided on an individual basis.
 - Report data in programs 9140-9144 if services were provided in a group of 2.
 - Report data in programs 9145-9149 if services were provided in a group of 3 or more.
- COVID-19S – Informational Schedule has been added effective July 1, 2019. The COVID-19S schedule should be used by providers to report program net changes in program administration and program/site expenses and revenues in the reporting period, on a program/site specific basis, that are specifically related to COVID-19. The COVID-19S schedule is required for all BOCES providers. The schedule is informational only and data will not transfer to any other CFR schedule.

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 that reads "Brian Zawistowski". The signature is written in a cursive style with a large initial 'B' and a long, sweeping tail on the 'i'.

Brian Zawistowski