Y7 Guidance

Office of Religious & Independent School Support (ORISS)

Mathematics, Science, & Technology (MST) Teacher Reimbursement Grant

April 2024

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Grant Summary

The Mathematics, Science, and Technology (MST) Grant summary can be found here.

Purpose

The MST Grant provides New York State (NYS) religious and independent schools with reimbursement for teacher salary expenditures related to Mathematics, Science, and Technology.

Governance

The MST program is governed by Section 3037 of Education Law and administered by the New York State Education Department (NYSED).

Institutional Eligibility

1. Religious and independent schools (non-profit or not-for-profit schools only)
2. Currently open/operational (at the time of application)
3. 853 and 4201 schools are not eligible
4. Possession of (or will obtain) a valid Office of the State Comptroller (OSC) Vendor ID
5. New York State Education Department (NYSED) issued Basic Education Data System (BEDS) code
6. BEDS enrollment data for 2023-2024 school year for grades 3-12

Teacher Eligibility

1. An eligible teacher is categorized as one of the following:
    a. Certified to teach in New York State pursuant to Section 3004 of Education Law; or
    b. Holds a master's degree or Ph.D. in:
        i. Mathematics
        ii. Science
        iii. Technology
        iv. Education; or
    c. Holds a bachelor's degree in mathematics, science, technology, or education and is currently enrolled in a master's or Ph.D. program in mathematics, science, technology, or education within five (5) years from the date of April 10, 2019, or the employment start date with the religious or independent school.
2. Teaches mathematics, science, or technology in any grade from three (3) through twelve (12) using curricula that support the New York State learning standards.
3. Does not provide non-secular (religious) instruction in any capacity.
4. Is employed by a religious or independent school during the 2023-24 school year.

Definitions

For the purpose of the MST grant, the following definitions will apply:

Non-Secular Instruction

Religious instruction. Teachers providing instruction in mathematics, science, or technology and providing non- secular (religious) instruction in any capacity are not eligible.

Teacher

An employee of a religious or independent school whose responsibility is to create and instruct students using a research-based curriculum guided by the New York State learning standards in mathematics, science, or technology.

Please note that non-primary, instructional support, and non-classroom educators are not eligible teachers for the MST grant and include:

- Consultant Teachers
- Teacher Aides or Teacher Assistants
- Librarians or Library media specialists
- Speech Language Pathologists
- Physical or Occupational Therapist/Therapist Aids
- Tutors
- Substitute Teachers

Technology Education: Definition

Commissioner's Regulations Part 100.4 (a)(1) defines technology education as defined as a program of instruction designed to assist all students in meeting state intermediate standards for technology. Technology education uses concepts of science, mathematics, social science, and language arts in a hands-on, systems-based approach to problem solving that guides students in the understanding, design, and development of systems, devices, and products to serve human needs and wants.

Important Dates

The submission deadline for the Year 7 MST Grant is **August 1, 2024**.

Point of Contact

For all questions regarding the MST Grant, please contact:
MST-ORISS@nysed.gov
Phone:(518) 474-3936

Funding Appropriations & Reimbursement Calculations

NYS Budget Appropriations-MST

Grant Year	Division of Budget Appropriations	Fiscal Year (FY)	School Year (SY)	Application Year	MST Reimbursement Rate
1	$5M	2017-18	2017-18	2018	06.2%
2	$15M	2018-19	2018-19	2019	20.6%
3	$30M	2019-20	2019-20	2020	40.4%
4	$30M	2020-21	2020-21	2021	33.4%
5	$40M	2021-22	2021-22	2022	38.3%
6	$58M	2022-23	2022-23	2023	TBD
7	$73M	2023-24	2023-24	2024	TBD

Reimbursement Methodology

In accordance with Education Law § 3037(2)(b), reimbursement for eligible teachers shall be the average comparable teacher salary and personal service, per subject area, of public-school teachers in the school district in which such nonpublic schools are located, multiplied by the percentage of full time equivalent secular instructional hours completed in the school day per subject area. **Reimbursements shall not be provided for eligible teachers who provide instruction in mathematics, science, or technology, if such teachers also provide non-secular instruction in any capacity**.

Per Education Law § 3037(2)(c), in the event that the total reimbursements requested exceed the appropriation available for this program, then each applicant shall only be reimbursed an amount equal to the percentage each such applicant represents to the total of all applications submitted.

Applicants should keep in mind; eligible teacher salaries have historically exceeded their reimbursement rate (last column of the chart above). Employing religious and independent school must support the remaining expenses and should not plan to receive additional reimbursement.

Dataset

NYSED's Information and Reporting Services (IRS) collects and reports annual data on public school districts and schools. For Y7 of the MST grant, the 2023-2024 School Year data will be used for the calculations.

Application

Please visit the MST Webpage to access the Y7 MST Application, Application Instructions, and additional grant resources.

Submission

Complete

Submissions must include all required documentation. The application has built-in compliance features to ensure that appropriate supporting documentation is submitted. Upon application review, e-mail communication may be required. These communications will have a response deadline. If the response deadline is not met, applications will be processed "as is."

Single Application

Due to the capabilities of our payment system, NYSED is limited to one application for reimbursement, per eligible BEDS code, per grant cycle (year). Please group all eligible teachers under one application.

Deadline

In accordance with Education Law § 3037(2)(a), ORISS must receive the complete submission and accompanying documents by **August 1, 2024**.

Application Review & Reimbursement Process

The following steps describe the process used to review MST applications:

Completion Check

Applications are screened during intake to ensure they are complete.

Eligibility Review & Request for Information (RFI)

NYSED will review the application in relation to the requirements set forth in Education Law § 3037(2). If after initial review, NYSED has additional questions or identifies a need for more information or clarification, NYSED may issue a Request for Information (RFI). Applicants are typically given 30 days to provide the additional information or clarification requested in the RFI. NYSED reserves the right to issue as many separate RFI's as are needed to come to a determination about the application. Additionally, NYSED may elect to conduct an on-site review at the applicant's proposed location.

Application Review Period

ORISS is unable to specify a timeline for review. Review times are impacted by a variety of factors, including the quality of the application and the workload of the office.

Reimbursement

Reimbursement for the MST grant may take 12-18 months. Keep in mind, reimbursement is not processed after each application review. As outlined in the **Reimbursement Methodology** section of this document, the reimbursement calculations require:

1. an institutional eligibility review.
2. thorough review of the documentation for each teacher within each application.

3. determination of total approved teacher requests and calculating proportionate shares.
4. payment to be processed, and the grant recipient list will be posted to the MST website.

ACH/Direct Deposit Payment

The Office of the State Comptroller has instituted Automated Clearing House (ACH) as the preferred payment method. This is also referred to as *direct deposit*. We strongly encourage schools which have historically received a reimbursement check to enroll in ACH. ACH payments provide both the sender and receiver with the advantages of improved controls, reduced chances of check fraud, better cash management, and reduced bank charges.

Schools wanting to complete/update ACH should contact the Statewide Financial System (SFS) Help Desk (helpdesk@sfs.ny.gov |877-737-4185 toll-free | 518-457-7737).

Resources

MST Y7 Portal Application Instructions

MST Y7 Non-Portal Application

MST Y7 Teacher Attestation E-Sign

MST Y7 Documentary Evidence

MST Y7 Previously Approved Subjects

MST Y7 Average Public School Teacher Salary Chart

MST Y7 Sample Master Schedule

MST Y7 FAQ