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NEW STATE AID CLAIM VERIFICATION PROCESS AND NEW SAMS AUTOMATED CLAIM VERIFICATION COMPONENT

State Aid claim review process for aid years 2007-08 and thereafter

For the past two years, the Office of State Aid has been transitioning to a claim review/verification process that now consists of :

- A continuously expanding review of State Aid claim data, via the SAMS electronic edit process, when data is first submitted to SED and edited for inclusion in the November 15th data file provided each year to the Executive and the Legislature;
- State Aid Office requests for substantiating documentation from some districts for some data items during the fall SAMS edit process;
- State Aid Office review of every data revision that is submitted via SAMS until the statute of limitations prevents submission of additional changes;
- State Aid Office quarterly and ad hoc review and analysis of State Aid claim data extracted from SAMS and other sources of data supporting State Aid calculations, and
- an automated, risk-based claim verification process in which a limited set of districts and claim data are subject to intensive post-edit review (usually based on requests for substantiating documentation). Beginning in Spring 2008, and in every aid year thereafter, your district will receive electronic notification at the beginning of the SAMS Claim Verification projects for the aid year. The State Aid office currently is testing and piloting the new SAMS automated claim verification system. The next section is an overview of this system and the annual claim verification process.

By the middle of the 2008-09 school year, processing of final adjustments for all aid years through 2007-08 will be complete for most districts. Beginning with the 2008-09 aid year:

- State Aid claim review/verification will be complete by August 1st after the close of the aid year; e.g., August 1st, 2009 for the 2008-09 aid year;
- The September final State Aid payment will constitute the final adjustment for the aid year, except in a few circumstances for some districts. For further information see: <http://stateaid.nysed.gov/payment/finaladjustment040708.pdf>
- Supplemental payments resulting from claim verification activity or district data changes will be included in the September final state aid payment; e.g., September 2009 for the 2008-09 aid year;
- Overpayments will be deducted from the September final state aid payment if the district is receiving a final state aid payment, or from general aid payments in the aid year following the finalized aid year if the amount of the September payment is less than the overpayment to be deducted.

Overview of new SAMS automated claim verification system

- The initial notification will describe the claim verification “projects” being conducted during that aid year and will notify each district in which if any projects the district must participate. This initial notification also will direct districts to the claim verification (CV) form in SAMS for the project(s) in which they must participate. All districts will receive this notification, whether or not they must participate in a claim verification project that year.
- The CV form for each project will contain detailed instructions for district response to the State Aid Office review, a link where participating districts must acknowledge their role in the claim verification project and certify to the accuracy of any data provided in conjunction with the project, a comment area for communication with SED staff and various status dates associated with the CV project. Districts that have not been selected for participation in a CV project may view a read only version of the claim verification form.
- The CV form instructions for each project will request substantiating documentation for selected portions of the district’s State Aid claim; e.g., student listings to support aggregated student with disability FTEs reported on Form A, or to support aggregated attendance data reported on Form A attendance schedules, or documentation from district purchasing systems to support certain aidable expenditures reported on the ST-3 or Form F, etc. In some cases, other SED offices will be working with State Aid on CV projects, and the CV form will instruct districts to send materials to an office other than State Aid.
- Districts and SED staff can access a special activity log that monitors the progress of the claim verification projects in which the district must participate each year
- Districts will receive automated notices during the project; including but not limited to: notification that the documentation submitted by the district is sufficient or insufficient for State Aid staff to proceed with the review, reminders to send missing information, notification that a SAMS revision is needed and notification that the district has met its obligations for the project and the project is complete.