

Y1 Application Instructions

Office of Religious & Independent School Support (ORISS)

Art & Music (AMTS))

Grant Summary

The Art & Music Teacher Salary (AMTS) Grant summary can be found [here](#).

Purpose

The AMTS grant provides religious & independent schools with \$5 million in capital funds for the reimbursement of art & music teachers' salaries. Each school which seeks reimbursement shall submit to the New York State Education Department (NYSED) an application, together with such additional documents as the Commissioner of Education may reasonably require.

Governance

The AMTS grant program is awarded funds via General Legislative Operations Programs. The New York State Fiscal Year appropriation is located beginning on line 45 of page 265 of Chapter 53 of the Laws of 2023 and is 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 (OSC) Vendor ID
5. NYSED issued Basic Education Data System (BEDS) code
6. BEDS enrollment data for 2023-2024 school year for grades k-12

Please note eligibility has already been determined based on NYSED data.

Important Dates

The submission deadline for the Year 1 AMTS Grant is **September 30, 2024**.

Point of Contact

For all questions regarding the AMTS Grant, please contact:

AMTS-ORISS@nysed.gov

Phone:(518) 474-3936

Getting Started

The information listed in the school's State Education Data Reference File, or [SEDREF](#), must be accurate to process an AMTS claim. This section takes the applicant through the checks and balances required to successfully file a claim.

Leadership Designation

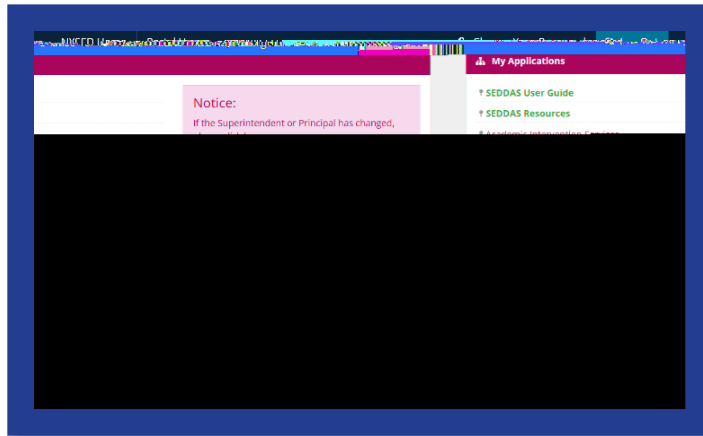
- An institution's [SEDREF](#) file will contain a Chief Executive Officer (CEO) and an additional contact/Chief Financial Officer (CFO).
- Both the CEO and the additional contact/CFO must keep a current email in their [SEDREF](#) file. The emails on file receive all NYSED religious and/or independent school announcements.
- ORISS also recommends checking for weekly updates on the ORISS website.
- If information in the [SEDREF](#)

Institution ID, Affiliation, LEA District Name, and OSC Vendor ID

Prior to completing the AMTS Application (non-portal), the applicant will need to know the school's:

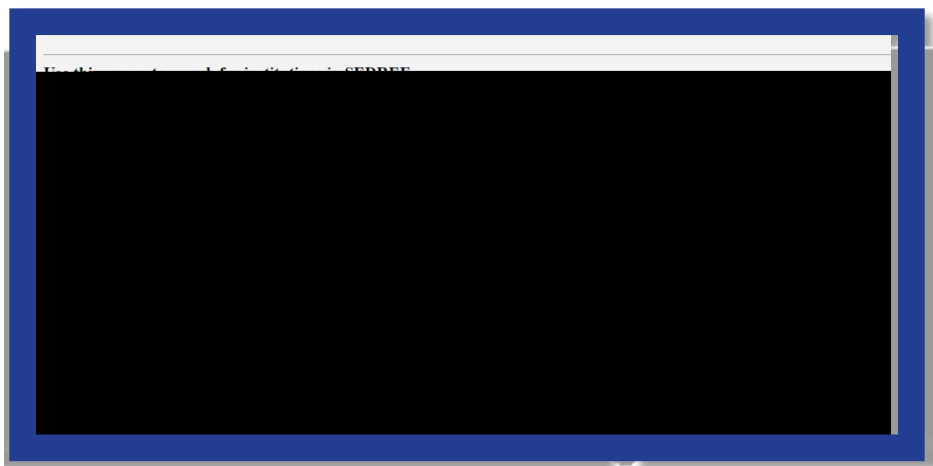
- Institution ID
- Affiliation
- LEA District Name
- OSC Vendor ID

If the applicant does not have this information on-hand, they can complete a [SEDREF](#) Query under the Public Links Section as shown below:



Upon entering **SEDREF**, the user will need to:

- Enter school's **name** (followed by "%") **OR** enter school's **SED/BEDs code**. (No further information is required to complete a search.)
- Then, click **Find** (at the bottom of the page).



A school's **Institution ID** is located at the top left of the chart, labeled as "**Inst Id**".

Affiliation is located near the top left of the chart, labeled as "**Inst Sub Type Desc**".

The **LEA District Name** is located near the middle right of the chart, labeled as "**SDL Description**".

The **OSC Vendor ID** is located near the bottom right of the data chart as indicated below. The OSC Vendor ID will be in **Blue**.

1. The user should record the school's Institution ID, Affiliation, LEA District Name, and OSC Vendor ID.
2. Close the SEDREF tab.
3. Open/Return to the Business Portal Home Page.



SED Monitoring and Vendor Performance System

1. Under *My Applications*, click “**SED Monitoring and Vendor Performance System.**”
2. If the CEO and CFO listings are correct in [SEDREF](#), you will be able to log in

AMTS Year 1 Portal Application link

1. Once the *ORISS* link is accessed, a list of *ORISS* specific

Master Schedule

All applications must include a school master schedule (one copy). The master schedule must contain the following information:

- Every course taught at the school (including those ineligible for AMTS funding), specifying the course name and grade level.
- Every teacher teaching at the school (even those not on the AMTS application), identified by full name. **If the schedule table does not permit the use of full names, and initials are used, please provide a connecting Key.**
- All grades enrolled in the school building.
- Schedules for the entire school year, including all terms/quarters.

Upload Master Schedule

Schools may choose to upload an existing master schedule or complete the Master Sample Schedule. Please see the AMTS [Master Sample Schedule](#) if needed.

Course Descriptions

Upload course descriptions for all courses for which the school is requesting AMTS reimbursement. Eligible courses should be guided by the New York State Learning Standards, as evidenced by the course description and any corresponding curriculum or curriculum map. See the [AMTS Y1 Documentary Evidence](#) for further information on

Portal Submission

Once all sections have been completed, the CEO will certify and submit the application for ORISS review. The Submit button will be found at the bottom of the certification agreement as shown below.

After submission, the following will occur:

- Application is submitted.
- Application will be manually reviewed at a later date.
- If further information is required by the reviewer an auto-generated message will be sent to the contact(s) stating that the application has been unsubmitted.

The user will log back into the application to see which areas have been flagged.

A flagged area means that a comment has been left by the reviewer.

The user will review the comment and respond accordingly.

If further information is requested, the user will upload the requested information.

Once all flagged areas have been addressed, the user will resubmit the application for further review.

This process will repeat itself if further information is still required.

If the user is non-responsive or does not respond promptly, the application may be subject to rejection.

- If further information is not required, and all requirements have been met, the reviewer will approve the application.

An auto-generated email will be sent to the contact(s) notifying of approval.

Approval of an application may mean one, several or all the teachers grouped in the application have been approved. cl rbe to(i)1 (c)-1 (at)-8 (i)0.92(esappl)1

- If all requirements are not met and further documentation cannot be provided, the reviewer will disapprove the application. Disapproval will only occur if all the teacher(s) in an application are disapproved.

Application Submission & Reimbursement

Please visit the [NYSED Business Portal](#) to access the submission portal. This web-based system improves the quality of submissions by decreasing the need for follow-communication and increasing efficiency of the claims and reimbursement

Resources

AMTS Y1 Guidance

AMTS Y1 Non-Portal Application

AMTS Y1 Teacher Attestation E-Sign

AMTS Y1 Documentary Evidence

AMTS Y1 Previously Approved Subjects

AMTS Y1 Average Public School Teacher Salary Chart

AMTS Y1 Sample Master Schedule

AMTS Y1 FAQ