



OCM BOCES

Co-Ser Billing Guide

| Service Code | Service Description | Unit Cost Basis | Comments |
|---------------------|----------------------------|------------------------|--|
| 001.010 | Administration | RWADA | Usually spend in full. |
| 002.010 | Rental of Facilities | RWADA | Aid in <u>current</u> year. If money unexpended, returned to district in refund and reduces aid in the following year. |
| 002.020 | Capital Facilities | RWADA | Aid in <u>current</u> year. If money unexpended, returned to district in refund and reduces aid in the following year. |
| 101.000 | Career & Tech Education | Student FTE | Billed based on actual student attendance from preceding year. Ten month average of attendance based on Oct. 1, 20XX (1 month) and Nov. 1, 20XX (9 months). Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 101.600 | Career Development | Student FTE | Billed based on actual student attendance from preceding year. Ten month average of attendance based on Oct. 1, 20XX (1 month) and Nov. 1, 20XX (9 months). Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 101.700 | New Vision | Student FTE | Billed based on actual student attendance from preceding year. Ten month average of attendance based on Oct 1, 20XX (1 month) and Nov. 1, 20XX (9 months). Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 223.100 | Non-Categorical GED | Student FTE | Billed on actual enrollment per month. September billing uses actual enrollment plus final request numbers for services without an actual enrollment. Billing based on actual enrollment beginning October. No BOCES Aid (Excess Cost aid). |
| 224.100 | STAR | Student FTE | Billed on actual enrollment per month. September billing uses actual enrollment plus final request numbers for services without an actual enrollment. Billing based on actual enrollment beginning October. No BOCES Aid (Excess Cost aid). |
| 263.100 | TEAM (Multiply Disabled) | Student FTE | Billed on actual enrollment per month. September billing uses actual enrollment plus final request numbers for services without an actual enrollment. Billing based on actual enrollment beginning October. No BOCES Aid (Excess Cost aid). |
| 263.200 | SKATE | Student FTE | Billed on actual enrollment per month. September billing uses actual enrollment plus final request numbers for services without an actual enrollment. Billing based on actual enrollment beginning October. No BOCES Aid (Excess Cost aid). |

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| 280.100 | Hearing Impaired (1.0 FTE) | Student FTE | Billed on actual enrollment per month. September billing uses actual enrollment plus final request numbers for services without an actual enrollment. Billing based on actual enrollment beginning October. No BOCES Aid (Excess Cost aid). |
| 293.100 | Severely Emotionally Disturbed | Student FTE | Billed on actual enrollment per month. September billing uses actual enrollment plus final request numbers for services without an actual enrollment. Billing based on actual enrollment beginning October. No BOCES Aid (Excess Cost aid). |
| 293.200 | Cedar Street Day Treatment | Student FTE | Billed on actual enrollment per month. September billing uses actual enrollment plus final request numbers for services without an actual enrollment. Billing based on actual enrollment beginning October. No BOCES Aid (Excess Cost aid). |
| 2xx.745 – 2xx.746 | Related Services – All special education programs | Varies based on student’s IEP | Billed on actual enrollment per month. No BOCES Aid (Excess Cost aid). |
| 2xx.747 | Related Services – Transition Services (School To Work) | Varies based on student’s IEP - Student FTE | Billed on actual enrollment per month. Transportation costs will be billed based on November enrollment and will be billed 1X for year on November billing. No BOCES Aid (Excess Cost aid). |
| 301.010 | Elementary Art | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 303.010 | Music | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Services provided to special education students are excluded from BOCES aid. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 304.010 | School Lunch Manager | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 305.010 | Library | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |

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| 306.010 | Social Worker | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Services provided to special education students are excluded from BOCES aid. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 307.010 | Curriculum Coordinator | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 308.010 | School Business Official | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 309.010 | Technology | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 310.310 | Transition Services Only | Varies based on student's IEP - Student FTE | Billed on actual enrollment per month. September billing uses actual enrollment plus final request numbers for services without an actual enrollment. Billing based on actual enrollment beginning October. No BOCES Aid (Excess Cost aid). |
| 312.010 | Spanish Teacher | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 317.010 | Supervisor of Speech Services | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 319.010 | Physical Education | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Services provided to special education students are excluded from BOCES aid. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 322.010 | Home & Career Skills | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |

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| 324.010 | Teacher of Speech Impaired (Spec Ed) | FTE | <u>No BOCES aid.</u> Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 325.010 | Teacher of Speech Impaired | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 326.010 | School Counselor | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Services provided to special education students are excluded from BOCES aid. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 327.010 | Health Education | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 328.010 | Public Information Coordinator | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 335.010 | Occupational Therapist (Spec Ed) | FTE | <u>No BOCES aid.</u> Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 337.010 | Physical Therapist (Spec Ed) | FTE | <u>No BOCES aid.</u> Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 338.010 | Bi-Lingual/ESL | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 340.340 | Visually Impaired (Spec Ed) | Per Hour | <u>No BOCES aid.</u> Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 347.010 | Teacher of the Gifted | FTE | BOCES aid generated on purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |

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| 352.010 | School Psychologist | FTE | BOCES aid generated on non-special education purchased share up to 60% FTE exclusive of excess salary. Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 358.010 | Related Services – Audiology, APE (Spec Ed) | FTE | <u>No BOCES aid.</u> Maximum share that can be purchased by district is 80%**. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 358.020 | Related Services – Audiology, APE (Spec Ed) | Per Hour | <u>No BOCES aid.</u> Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 360.360 | Itinerant Teacher of the Deaf (Spec Ed) | Per Hour | <u>No BOCES aid.</u> Maximum share that can be purchased by district is 60%. Unexpended funds returned to districts in refund based on prorated district share of total enrollment. |
| 403.010 | Adirondack/Marine Studies | Per Student | Billed for number of students on Final Request. If fewer students participate, district still pays. |
| 405.010 | Alternative Education | Per Seat | Billed for seats on Final Request. If seats are not used, district still pays. Subservices include STARS (Syracuse-area Alternative HS), Reach (Grades 7 & 8), Cortland Alternative School, Choices, and Futures. District may request to exchange a seat in one <u>subservice</u> for a seat within another subservice. Exchange requires prior approval of the Director of Alternative Education. |
| 405.110 | Innovation Tech | Per Seat | Billed for seats on Final Request. If seats are not used, district still pays. Program located at Crown Road Campus, Liverpool. |
| 405.120 | Seven Valleys New Tech Academy | Per Seat | Billed for seats on Final Request. If seats are not used, district still pays. Program located at Port Watson St., Cortland. |
| 406.010 406.012 406.015 | Summer School Summer School SWD Summer School w/ ELL Support | Per Course | Districts billed for students enrolled at the time registration ends. Districts will also be billed for late registrations. |
| 406.030 | Summer School Exams w/out Modifications | Per Course | Districts billed for students enrolled at the time registration ends. Districts will also be billed for late registrations. |
| 406.040 | Summer School Exams w/Modifications | Per Course | Districts billed for students enrolled at the time registration ends. Districts will also be billed for late registrations. |
| 406.050 | Summer School Regents Review Courses | Per Course | Districts billed for students enrolled at the time registration ends. Districts will also be billed for late registrations. |
| 410.010 | Hospital Based Instruction | Per Hour | Billed based on actual usage. Billing commenced with number indicated on Final Request. When actual hours exceed amount on Final Request, Adjustment to Services Contract form processed to increase billing. |

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| 418.010 | Planetarium | Per Day | Billed for days on Final Request. If days not used, district still pays. |
| 456.010 | High School Equivalency (GED) | Per Seat | Purchase 'seats'. Multiple students can use same 'seat' in one year. Billed for seats requested. If seats not used, district still pays. |
| 456.100 | Alternative to Homebound | Per Seat | Purchase 'seats'. Multiple students can use same 'seat' in one year. Billed for seats requested. If seats not used, district still pays. |
| 463.010 | Equivalent of Attendance | Per Hour | <u>No BOCES aid.</u> Billed for hours on Final Request. When actual hours exceed amount on Final Request, Adjustment to Services Contract form processed to increase billing. |
| 463.020 | Equivalent of Attendance (McEvoy) | Per Hour | <u>No BOCES aid.</u> Billed for hours on Final Request. When actual hours exceed amount on Final Request, Adjustment to Services Contract form processed to increase billing. |
| 472.010 | E-Learning Connect | Base Fee | Same base fee for all districts participating in videoconferencing and online learning services 472.010.005 – E-LC Integration Support: Billed as subscribed. |
| 472.020 | E-Learning Connect – Other Charges | Fixed Cost | 472.020.001 – E-LC Virtual Field Trips: District allocates funds in final request or requests contract adjustment. Unused funds are returned to district at the end of the year. 472.020.005 – E-LC Courses: Billed per number of sessions contracted. |
| 472.030 | E-Learning Connect – Applications | Base Fee/License Fee | Base fee for support service and fixed license fees for web-based Credit Recovery/Credit Accrual, Test Prep, and Enrichment programs. |
| 508.010 | Reading Recovery Teacher | Per Teacher | Billed for number of teachers on Final Request. |
| 508.020 | Continuing Contact | Per Teacher | Billed for number of teachers on Final Request. |
| 508.030 | Teacher Leader Services | Per District | Billed if indicated on Final Request. |
| 508.050 | Leveled Literacy Intervention | Per Teacher | Billed for number of teachers on Final Request. |
| 508.100 | Literacy Intervention | Per Teacher | Billed for number of teachers on Final Request. |
| 521.011 | Instructional Graphics | Per Copy | Districts put projected amounts on Final Request. Billing commences upon actual usage. The actual usage will be monitored and compared to the projected amount. Adjustments may be necessary during the year to the projected service amount to properly reflect actual usage. |
| 521.500 | Copy Center | Fixed Cost | Charge based on district requests and volume |
| 521.505 | Consolidated Copy Center | Fixed Cost | Charge based on district requests and volume. |
| 539.010 | Grant Writer | Per District +Hourly Rate | Base fee + number of requested hours of service at hourly rate. |
| 540.010 | mediaCONNECT | Per RWADA | RWADA fee for participating districts utilizing portal access to extensive media collection. Additional Discovery Education resources available for elementary schools. |
| 541.010 | Technical Services – Repair | Per RWADA | RWADA fee for participating districts. |

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| 541.021 | Technical Services – Parts | Actual Cost as Used | Districts put projected amounts on Final Request. Billing commences upon actual usage. The actual usage will be monitored and compared to the projected amount. Adjustments may be necessary during the year to the projected service amount to properly reflect actual usage. |
| 547.010 | C, I & A – Base Fee | Per District | Same base fee for all participating districts. |
| 547.011 | C, I & A – Workshops/Days Base Fee | Flat Fee per RWADA (3 tiers) | Required to participate in service. Charged full amount regardless of usage. Includes unlimited regional workshop participation. |
| 547.030 | C, I & A – Additional Workshops/Days Base Fee | Per Day/Workshop | Districts put money “on account” based on Final Request. If money is not used, it is refunded to district as long as unexpended funds are available in the co-ser at the end of the year. Once money “on account” is refunded, remaining unexpended balance, if any, is processed based on percentage of district’s participation compared to total participation. |
| 547.040 | CNY Leadership Development Program | Per Day/Workshop | Districts put money “on account” based on Final Request. If money is not used, it is refunded to district as long as unexpended funds are available in the co-ser at the end of the year. Once money “on account” is refunded, remaining unexpended balance, if any, is processed based on percentage of district’s participation compared to total participation. |
| 547.041 | Instructional Coaching | Fixed Rate | Billed in blocks of 20 days. |
| 547.100 | Collaborative School | Base Fee per District + Cost per Visit for additional services | Includes Mid State Accreditation, AASA Collaborative Participation |
| 547.215 | Project Based Learning | Per Participant | PBL-NY Annual Conference. Billed at 100%. |
| 547.31x | C, I, & A – Subs/Stipends | Per Event | Related to professional development in eligible coser. Aidable up to BOCES rate. District can put monies “on account”. If money is not used, it is refunded to district. |
| 547.41x | C, I, & A – School Improvement | Per Project | Multiple district events. All contracts with BOCES. Participating districts billed for contract expenses plus 10% processing fee. Expenses are aidable. District can put monies “on account”. If money is not used, it is refunded to district. |
| 547.417 | CNY Leadership Dev. Program | Per Participant | Billed based on registration and billed at 100%. |
| 547.500 | Comprehensive Educational Technical Assistance Service | Per Day | Service available in ½ day units. If money is not used, it is refunded to district as long as unexpended funds are available in the co-ser line at the end of the year. |
| 547.540 | PBIS | Per School | Positive Behavior Intervention Supports. Billed as used. |
| 547.650 | Dignity Act | Per Building | Related to Professional Development either at building or at BOCES. Participants in BOCES trainings will receive aide for substitutes. Charged full amount regardless of usage. |

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| 547.655 – 547.656 | Health & Wellness | Base Fee + Comprehensive | Base rate includes regional trainings and technical assistance. Comprehensive plan can be purchased at 2, 4, and 6 day increments for in-district work tailored to the specific needs of the district. |
| 547.657 | Health Kit Training | Fixed Cost per Classroom based on Health Kit usage | Required to participate in service. Charged full amount regardless of usage. Includes training for all Health Kits. |
| 547.660 | Professional Development for Social Workers | Per Credit Hour | CEUs for Social Workers' required 36 hours of Professional Development over 3 years. Billed according to credit hour/per person attending the training. |
| 547.715 | C, I, & A – SLS Conference | Per Event | |
| 547.810 | C, I, & A – Science Kit Training | Fixed Cost per Classroom based on Science Kit usage | Required to participate in service. Charged full amount regardless of usage. Includes training for all Science Kits. |
| 559.010 | Home Instruction | Base Fee (10 students) + per Student Charge | |
| 562.010 | Inst Tech Support – Insurance for Technology Projects | Mandatory Fixed Cost | \$2.10 / \$1000 of equipment. |
| 562.020 | Technology Leases | Fixed Cost | Project description provided by district. CNYRIC researches options and provides detail and costs. |
| 562.03x | Printer/Copier Leases | Fixed Cost Base per Lease Agreement. Overage – As Used | Multi-year lease agreement. Includes 2 parts – Managed Services Fee and Copy Fee. Overage – If district puts money on account, CNYRIC draws down as overage bills are paid twice a year. Once the payment exceeds the money on account, a contract adjustment form is processed by the CNYRIC. If there is money left on account at the end of the year, the remaining balance is refunded to the district before any other refunds are processed. If a district does not put money on account, CNYRIC processes contract adjustment form to bill district for overage charges. |
| 562.040 | RIC – Instructional Hardware/Software Acquisitions | Fixed Cost | District puts money on account. CNYRIC draws down as district requests hardware/software. Once the payment exceeds the money on account, a contract adjustment form is generated by the CNYRIC and processed as a one time charge. If there is money left on account at the end of the year, the remaining balance is refunded to the district before any other refunds are processed. |
| 562.050 | Technology Projects – 1X Billing | Fixed Cost | Billing for hardware/software purchases processed as a one time charge. |

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| 562.110 | Instructional Technology & Design – Base Fee | Flat Fee – 3 tiers based on district RWADA | Mandatory base fee for ITD Professional Development training, support and integration services. 562.110.00x – Instructional Support and Integration: Billed per on-site or per diem rates. |
| 562.120 | Instructional Technology & Design – Instructional Software | Base Fee/License Fee | Base fee for program support and fixed software license fees. 562.120.470 – Ensemble Video: Same base fee for participating districts. |
| 562.140 | Educational Data Services - Guidance Applications | Base Fee/License Fee | Software and support fees as subscribed. |
| 563.010 | Model Schools – Base Fee | Per District | Mandatory participation to be eligible to use co-ser 562. |
| 563.020 | Model Schools - Workshops | Fixed Cost | Districts can host Model Schools workshops with approval of Model Schools Coordinator; stipulations apply. |
| 563.030 | Model Schools – Mobile Learning | Fixed Cost | Software fees as subscribed. |
| 563.110 | Model Schools – Subs/Stipends | Fixed Cost | District allocates funds on final request or requests contract adjustment for reimbursement of substitute expenses for teachers approved to attend Model Schools PD offerings. Stipends may be paid to teachers (as BOCES employees) who attend Model Schools PD offerings outside of normal work hours (i.e. summer workshops). Unused funds are returned to district at the end of the year. |
| 572.110 | School Library Systems – Cooperative Collection | Base Fee per RWADA | Combined with 572.120, 572.210, 572.220 to create total district charge. |
| 572.120 | Additional CCD/Misc | Per Unit | Combined with 572.110, 572.210, 572.220 to create total district charge. |
| 572.210 | Union Catalog Service | Per Building | Combined with 572.110, 572.120, 572.220 to create total district charge. |
| 572.220 | Expanded Inter-Library Loan | Flat Fee per RWADA (3 tiers) | Combined with 572.110, 572.120, 572.210 to create total district charge. |
| 572.409 | Online Library – Additional Databases | Base Fee | Fixed Cost based on service request. |
| 572.410 | Online Library | Flat Fee per RWADA (2 tiers) | |
| 572.4xx | Library Database Products | Per Building or Per Building Enrollment | Products with “per building enrollment” may have multiple tiers of pricing depending on district size. |
| 573.010 | Library Automation – Mandarin | Per Building | Different base fees for initial implementation and ongoing support. |
| 573.011 | Library Automation – PILOT Follett-Destiny Library | Base Fee per Building Fixed Cost for licensing and equipment/software | Different base fees for initial implementation and ongoing support. |
| 573.012 | Library Automation – OPALS | Per Building | Different base fees for initial implementation and ongoing support. |
| 573.013 | Library Automation – Alexandria | Per Building | Different base fees for initial implementation and ongoing support. |
| 573.014 | Library Automation – Insignia | Per Building | Different base fees for initial implementation and ongoing support. |

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| 573.020 | MARC Records | Per Record | |
| 573.030 | Library Automation Software | Fixed Cost | District puts money on account. OCM School Library Systems draws down as district requests software. Once the payment exceeds the money on account, a contract adjustment form is processed by the OCM SLS. If there is money left on account at the end of the year, the remaining balance is refunded to the district before any other refunds are processed. If a district does not put money on account, OCM SLS processes contract adjustment form to bill district for services provided |
| 593.010 | Science Kits | Per Classroom | Billing based on final request numbers to start. Adjusted up or down based on actual usage. |
| 593.050 | Health Central Kits | Per Kit | Billing based on final request numbers to start. Adjusted up or down based on actual usage. |
| 593.070 | Salmon Hatching | Per Classroom | Different fees for initial set-up and replenishment. |
| 596.010 | ADA-PEP | Per Counselor | District charged only if participates in program. |
| 601.010 | Telecommunications Base Fee | Base Fee | Regional variations in base fee costs. |
| 601.040 | E-Rate Application Base Fee | Per District Base Fee | Same base fee for participating districts. |
| 601.050 | E-Rate Application RWADA Fee | Per RWADA | RWADA fee for participating districts. |
| 601.060 – 601.090 | CNY Regional Networks | Fixed Cost | CNYRIC bills districts based on actual costs. District Board of Education resolution required to participate. |
| 601.100 | District Fiber Networks | Per District | Intra-District Fiber between buildings. |
| 602.010 | Telephone Interconnect Service | Base Fee | |
| 602.020 | Local Telephone | Actual Cost as Used | Estimated at start of year based on historical data. District puts money on account. CNYRIC draws down as district uses service. Once the payment exceeds the money on account, a contract adjustment form is processed by the CNYRIC. If there is money left on account at the end of the year, the remaining balance is refunded to the district before any other refunds are processed. If a district does not put money on account, CNYRIC processes contract adjustment form to bill district for services provided. |
| 602.030 | Long Distance | Actual Cost as Used | Estimated at start of year based on historical data. District puts money on account. CNYRIC draws down as district uses service. Once the payment exceeds the money on account, a contract adjustment form is processed by the CNYRIC. If there is money left on account at the end of the year, the remaining balance is refunded to the district before any other refunds are processed. |
| 602.060 | Voice Services | Fixed Cost contracted | Ongoing support contract for maintenance of telephony systems. |

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| 605.010 | Central Business Office (CBO) | FTE | FTE unit assigned per district per module utilized. |
| 605.210 | Central Business Office (CBO) – Financial Software Support | Fixed Cost | Cost established by CNYRIC Financial Services department |
| 605.310 | Central Business Office (CBO) – STAC Processing | Per CSE Classified Student | Number of CSE Classified Students provided by CNYRIC. |
| 606.010 | Cooperative Recruiting Service – Base Fee | Per District | Required for participation. |
| 606.020 | Cooperative Recruiting Service – RWADA Fee | Per RWADA | Required for participation. |
| 606.030 | Cooperative Recruiting Service – Advertising | Per Actual Cost | District puts money on account. OCM draws down as district requests advertising. Once the payment exceeds the money on account, a contract adjustment form is processed by OCM. If there is money left on account at the end of the year, the remaining balance is refunded to the district before any other refunds are processed. If a district does not put money on account, OCM processes contract adjustment form to bill district for services provided. |
| 606.110 | Cooperative Recruiting Service – Superintendent Searches | Per Actual Cost | OCM processes contract adjustment form to bill district for services provided once search process is complete. |
| 610.010 | Emergency Communications – Tower | Per Communications Base | Number of base units adjusted to account for size of bus fleet in some cases. |
| 612.010 | Special Education Transportation | Per Student FTE | Based on number of special education students enrolled in OCM BOCES programs as of preceding June 30. |
| 615.010 | Substitute Calling Service <= 2000 staff members | Per District Staff Member | Billing based on number of district staff members using sub calling system. |
| 615.015 | Substitute Calling Service >2000 staff members | Per District Staff Member | Billing based on number of district staff members using sub calling system. |
| 620.000 | RIC – Administrative – Hardware/Software Acquisitions | Per District | District puts money on account. CNYRIC draws down as district requests hardware/software. Once the payment exceeds the money on account, a contract adjustment form is generated by the CNYRIC and processed as 620.050. If there is money left on account at the end of the year, the remaining balance is refunded to the district before any other refunds are processed. |
| 620.010 | RIC – Administrative/Personnel Office Services | Base Fee/License Fee | System support and licensing for professional growth management systems including staff observation and evaluation applications (i.e., Frontline Evaluation or Standards for Success) and professional |

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| | | | development and conference request applications (i.e., Frontline Professional Learning Management – previously MLP) |
| 620.015.150- 620.015.190 | e-Communications | Base Fee Variable Per Diem | Cost based on services requested. |
| 620.015.200 620.015.201 620.015.202 | Mass Communication – SchoolMessenger | Base Fee Per Unit (RWADA) Variable | Subscription based on number of units and service requested. |
| 620.035 | RIC – Managed Desktop Printing | Fixed Cost | Billing based on proposal generated by CNYRIC after district identifies scope of service desired. |
| 620.050 | RIC – Administrative Technology Projects – 1X billing | Fixed Cost | Billing for hardware/software purchases processed as a one time charge. |
| 620.100 | RIC – Financial Services | Base Fee Per Unit | Three systems (nVisions, InfiniteVisions, WinCap) supported. Base fee per district. Plus software maintenance fees per module utilized. |
| 620.160 | RIC – Remote Technical Service | Fixed Cost | Contractual support costs assigned per district based on services utilized. |
| 620.161.100 620.161.110 | RIC – Server Services | Per Unit | IaaS (Infrastructure as a Service) (620.161.100) Managed District Server Support (620.161.110) |
| 620.300.300 620.300.302 | RIC – Operations – Contracted Hours for Support | Fixed Cost | Costs not refundable once established on final request. District puts money on account. CNYRIC draws down as district requests services. Once the payment exceeds the money on account, a contract adjustment form is processed by the CNYRIC. |
| 620.300 .317-.318 + .320-.322 | RIC – Operations - BoardDocs | Fixed Cost | Software fees as subscribed. |
| 620.300.335 | RIC – Operations – Insurance for Technology Projects | Mandatory Fixed Cost | \$2.10 / \$1000 of equipment. |
| 620.300.34x – 620.300.39x | RIC – Operations – Software Support | Fixed Cost | Cost is fixed once established by district and CNYRIC. No refund if service is not used. Some costs based on actual licensing costs. |
| 620.300.40x | RIC – Operations – Records Management Software License and Project Scanning | Base Fee Variable | Base fee includes support, training & hosting. Cost is fixed once scope of project is determined by district and CNYRIC. |
| 620.300.41x | RIC – Operations – Visitor Management – Hardware/Software and Support | Fixed Cost | Ongoing license renewal and ongoing support fee for Raptor software. |
| 620.300.50x | RIC – Operations – District Hardware | Fixed Cost | Cost is fixed once scope of project is determined by district and CNYRIC. |

| Service Code | Service Description | Unit Cost Basis | Comments |
|---------------------------------|--|--|---|
| | Maintenance | | Equipment maintenance provided by CNYRIC. |
| 620.300.52x | RIC – Operations – District Hardware Maintenance | Fixed Cost | Cost is fixed once scope of project is determined by district and CNYRIC. Equipment maintenance provided by vendor contract. |
| 620.300.60x | RIC – Operations – Ongoing Software License Renewals | Fixed Cost | Cost is fixed once scope of project is determined by district and CNYRIC. Software license renewals provided by vendor contract. If there is money left in account at the end of the year, the remaining balance is refunded to the district before any other refunds are processed. |
| 620.300.700 – 620.300.701 | RIC – Operations – Disaster Recovery Service | Fixed Cost | Cost is fixed once scope of project is determined by district and CNYRIC. |
| 620.300.705 | RIC – Operations – Distributed Virus Protection | Fixed Cost | Cost is fixed once scope of project is determined by district and CNYRIC. |
| 620.300.706 | RIC – Operations – Distributed Virus Protection License Renewals | Fixed Cost | Software license renewals provided by vendor contract. |
| 620.300.707 – 620.300.721 | RIC – Operations – Security Services | Per RWADA Per User Per Unit Per District | Supported security services provided by CNYRIC. |
| 620.301 | RIC – Operations – Computer Supplies Service | Fixed Cost | District identifies money to be put on account for computer supplies. CNYRIC draws down as district requests supplies. Once the payment exceeds the money on account, a contract adjustment form is processed by the CNYRIC. Money remaining on account at the end of the year is returned to the district. This service does NOT generate BOCES aid. |
| 620.455 | RIC – Student Services | Per RWADA Per Student Per School Per District Fixed Cost | Student system application support and licensing for SchoolTool, health management, athletic, and transportation applications. Costs established based on district request for subservices. |
| 620.456 | RIC – Special Education | Per RWADA Per SE Pupil | Annual system application support and licensing for special education tracking and reporting. Supported systems include Frontline IEP and Medicaid Direct. Year 1 set-up fees and vendor implementation fees are included in initial proposals or when adding a module. |
| 620.600 | RIC – Test Scoring | Per Test | Billing commences based on final request numbers. Adjusted to actual (+/-) throughout the year. |
| 620.650 | RIC – Food Service Management | Base Fee Per Unit | Four systems (WebSMARTT, NUTRIkids, Meals Plus, Mosaic) supported. Base fee per district and per building. Plus software maintenance fees |

| Service Code | Service Description | Unit Cost Basis | Comments |
|---|--|---|---|
| | | | per module utilized. Only charged if use service. |
| 620.700.001 | RIC – Data Warehouse Base | Per RWADA | Mandatory per NYSED |
| 620.700.100 – 620.700.200 + 620.700.400 | RIC – Data Warehouse Support Services | Per Diem | District data coordinator days assigned based upon district request and proposal. |
| 600.700.250 | RIC – Data Integration Support Fee | Fixed Cost | Fee based on services provided. |
| 600.700.350 – 620.700.629 | RIC – Data Warehouse – Software and Support | Per Student Per School Per District Fixed Cost | Data and assessment application support and licensing based on district request for subservices (i.e., Acadience Learning, AIMSweb Plus, BIMAS-2, eDoctrina, FastBridge, Frontline RTI, LinkIt!, NWEA MAP, Renaissance Learning STAR and Schoolzilla). Year 1 set-up fees and vendor implementation fees are included in initial proposals or when adding a module. |
| 630.010 | Employee Assistance Program | Per Employee | Based on the number of district staff employees enrolled in EAP program. |
| 633.010 | Labor Relations – Base Fee (includes one contract) | Per District | Includes one contract negotiation only. |
| 633.020 – 633.030 | Labor Relations – Additional Contract (s) | Per Additional Contract | Only billed during contract negotiations. |
| 633.040 | Labor Relations – Arbitration Fees | Fixed Cost | Billed when service is used. |
| 633.046 – 633.049 | Labor Relations – Hearings | Per Hearing | Sliding scale for cost of hearing based on number of hearings completed in the same day. |
| 633.050 | Labor Relations – Civil Service Liaison | Per District | Available for all counties within OCM BOCES. |
| 634.010 | Transportation Compliance – Base Fee | Per RWADA | |
| 634.020 | Drug & Alcohol Testing | Per Test | Billing commenced based on amount entered on Final Request. Adjusted to reflect actual usage once amount on Final Request is exceeded. Currently no contract adjustment processed to increase. District can submit contract adjustment to reduce amount on Final Request if desired. |
| 636.010 | Health & Safety Service – Level I | Per District | |
| 636.020 | Health & Safety Service – Level II | Per District | |
| 636.040 | Health & Safety Service – Contracts | Per District | Service provided for specific needs as identified by district. |
| 636.050 | Health & Safety Service – Workshops & Other | Fixed Cost | Cost based on workshop scope and number of district attendees. |
| 636.060 | Health & Safety Service – Immunizations and Other Non- | Fixed Cost | Fees billed as used. |

| Service Code | Service Description | Unit Cost Basis | Comments |
|----------------------------|--|-------------------------------------|--|
| | Aidable Services | | |
| 636.070 | AHERA Re-Inspections | Per Building | Cost is differentiated for those districts not subscribing to the base Health & Safety Service. |
| 636.31x | Health & Safety Service – Subs/Stipends | Per Event | Related to professional development. Aidable up to BOCES rate. District can put monies “on account”. If monies are not used, they are returned directly to the district. |
| 640.010 | Staff Development for Bus Drivers | Per District | |
| 644.010 | Central Food Service Management – Full Service | Per RWADA | |
| 644.020 | Central Food Service Management – Cook Manager | Per Staff FTE | |
| 644.030 | Central Food Service Management – School Dietician | Per District | Fee is reduced for those districts participating in Central Food Service Management Full Service. |
| 665.010 | Medicaid Billing | Per Medicaid-Eligible Student | <u>No BOCES Aid.</u> Medicaid-Eligible Student count provided by CNYRIC. |
| 670.010 | Cooperative Purchasing – Natural Gas/Electric Accounts | Per Meter | Annual consumption > =10,000 therms for natural gas or >=25,000 KWH for electric |
| 670.030 | Cooperative Purchasing – Natural Gas/Electric Accounts – Low Meter | Per Meter | Annual consumption <10,000 therms for natural gas or <25,000 KWH for electric |
| 670.110 | Cooperative Purchasing | Per District | |
| 675.010.100 675.010.101 | RIC - e-Communications Support | Variable | Cost based on amount/type of service districts request. |
| 676.010 | Employee Benefits (WC) Coordination | Per Consortium Budget (Fixed Price) | Premium generated for district compared to total premium for Consortium multiplied by co-ser budget. |
| 676.100 | Affordable Care Act Reporting & Tracking – Base Fee | Per RWADA | Required for participation in service. |
| 676.110 | Affordable Care Act Reporting & Tracking – Software Licensing Fee | Per District | Fee based on district size. |
| 680.010 | Asset Management – Base Fee | Per District | Base fee includes 15 hours of service. |
| 680.020 | Asset Management – Hourly Fee | Per Hour | Billed as used. Dollar amount on Final Request remains on billing. If actual usage exceeds amount on Final Request, Adjustment to Services Contract is processed. |
| 680.110 | Records Management – Base Fee | Per District | |
| 680.120 | Records Management – Hourly Fee | Per Hour | Billed as used. Dollar amount on Final Request remains on billing. If actual usage exceeds amount on Final Request, Adjustment to Services Contract is processed. |

| Service Code | Service Description | Unit Cost Basis | Comments |
|---------------------|--|------------------------|--|
| 680.130 | Records Management – Records Destruction | Per Box | Billed as used. Adjustment to Services Contract processed once expense is incurred for district. |

- Only first \$30,000 of salary is aidable.
- Aidable salary is prorated (e.g. If salary is \$40,000 and district requests .5 FTE, then salary charged to district is \$20,000 of which \$15,000 is aidable.)
- All employee benefits are aidable.