



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.

Service Code	Service Description	Unit Cost Basis	Comments
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.

Service Code	Service Description	Unit Cost Basis	Comments
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.

Service Code	Service Description	Unit Cost Basis	Comments
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.

Service Code	Service Description	Unit Cost Basis	Comments
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. 562.110.007 – On-line Application Software/Training: License fees as subscribed.
562.120	Instructional Technology & Design – Instructional Software	Base Fee/License Fee	Base fee for program support and fixed software license fees. 562.120.001 – Software acquisition: District allocates funds on final request or requests contract adjustment for miscellaneous software purchases (not included in projects). Unused funds are returned to district at the end of the year. 562.120.470 – Ensemble Video: Same base fee for participating districts.
562.130	Instructional Technology & Design - Web Applications and e-Communications Services	Base Fee/License Fee	Two website systems (CNYRIC and SchoolSites) supported. Base fee per district plus software license fees. Mobile apps, digital signage and e-Comm services billed as contracted.
562.140	Instructional Technology & Design - Guidance Software	Fixed Cost	Software 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)	

Service Code	Service Description	Unit Cost Basis	Comments
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.
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.
601.060 – 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.

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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.
602.040	E-Rate Application Base Fee	Per District Base Fee	Same base fee for participating districts.
602.050	E-Rate Application RWADA Fee	Per RWADA	RWADA fee for participating districts.
602.060	Voice Services	Fixed Cost contracted	Ongoing support contract for maintenance of telephony systems.
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.

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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	Fixed Cost	On-line Hiring Management Systems and Observation/Assessment Software license fees as subscribed. 620.010.005 – OASYS: Billed per user; renewals based on number of users on account at end of fiscal year. Separate MLP Base Fee (620.100.100) required if not purchased with MLP PDMS.
620.015.150-620.015.175	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 (Finance Manager, InfiniteVisions, WinCap) supported. MyLearningPlan software supported (620.100.10X). Base fee per district. Plus software maintenance fees per module utilized. Only charged if use service. 620.100.101 – MLP License Fee: PDMS billed per user; renewals based on number of users on account at end of fiscal year.
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)
620.300.006	RIC – Operations – Internet bandwidth	Per 1 MB	Charge based on number of MB requested by district.
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.

Service Code	Service Description	Unit Cost Basis	Comments
620.300 .317-.318 + .320	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 Maintenance	Fixed Cost	Cost is fixed once scope of project is determined by district and CNYRIC. 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.
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 – 620.300.713	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.

Service Code	Service Description	Unit Cost Basis	Comments
620.455	RIC – Student Services	Per Student Per School Per District Fixed Cost	School Tool supported. 620.450.001 Base fee per district required for all services. Costs established based on district request for subservices. No refund if district withdraws after submitting final request.
620.456	RIC – Special Education	Per RWADA Per SE Pupil	Year 1 set-up fee additional cost per proposal developed with CNYRIC and district. Ongoing charge per RWADA includes support and licensing. No refund if district withdraws after submitting final request.
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	Two systems (WebSMARTT, NUTRIkids) supported. Base fee per district and per building. Plus software maintenance fees 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	RIC – Data Warehouse Support Services	FTE	FTE unit assigned per district based on services utilized.
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 (Ex: AimsWeb, Star/Renaissance)	Per Student Per School Per District Fixed Cost	Year 1 set up feeds additional cost per proposal developed with CNYRIC and district. Ongoing charges include support and licensing and are established per district for subservices requested.
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.

Service Code	Service Description	Unit Cost Basis	Comments
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-Aidable Services	Fixed Cost	Fees billed as used.
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.

Service Code	Service Description	Unit Cost Basis	Comments
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.
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.