



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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**System to Track and Account for Children (STAC) and Medicaid Unit**

89 Washington Avenue • Room 514 EB • Albany, NY 12234

Tel: (518) 474-7116 • FAX:(518) 402-5047

STAC E-mail: [omsstac@nysed.gov](mailto:omsstac@nysed.gov)

Medicaid E-mail: [medined@nysed.gov](mailto:medined@nysed.gov)

STAC Website: <http://www.oms.nysed.gov/stac>

Medicaid Website: <http://www.oms.nysed.gov/medicaid>

# Reapplication Instructions- Private Ten-Month Placements (Screen DRPRV)

A User Guide for School Districts

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STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

APRIL 2016

## Reapplication Instructions Private 10-Month Placements Screen (DRPRV)

This screen is used by school districts to re-apply for reimbursement approval for Private Cost 10-Month Placements. Each April, the STAC and Special Aids Unit issues reapplications based on the current year's reimbursement approvals. If a student did not have an approval on the STAC database by April 1, a reapplication for the subsequent school year cannot be generated. Students without an approval on the system by April 1 require a full application. Listed below are instructions to retrieve and submit reapplication requests.

To retrieve the Private reapplication screen

- Enter **DRPRV** in the “Go to” box located at the top right hand corner of the screen or select the screen from the reapplication menu.
- Press the ENTER key on your keyboard.

Date  
Time 03:46
New York State Education Department
Go to

Private Excess Cost Reapplications (10-Month)

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School Year

CSE District

ALBANY CITY SD

Education Provider

Provider Code
Number of Records

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First 4 Letters of Last Name (Optional)

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STAC ID	Reapply	----- Name -----	Education	Maintenance
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00

To retrieve your district's Private reapplication:

- Select School Year.
- CSE District will be displayed.
- Click on
- Choose Provider from the list.
- Click on
- Enter the first 4 letters of Last Name to retrieve specific students or leave blank to retrieve list from beginning.

Displayed will be the list of student(s) who generated a reapplication for the education provider you selected. The student's STAC ID, Name, Education program will be shown. The student list is continuous with 10 students displayed on the screen.

Date 04/26/16 New York State Education Department Go to   
 Time 03:54 **Private Excess Cost Reapplications (10-Month)** Menu

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School Year  CSE District  ALBANY CITY SD

Education Provider  Provider Code  Number of Records

Get Providers

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Get Reapps First 4 Letters of Last Name (Optional)

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STAC ID	Reapply	----- Name -----		Education		Maintenance	
B17132	<input type="checkbox"/>	SUMMER	TESTER	9000	M	9269	I 01
	<input type="checkbox"/>						00
	<input type="checkbox"/>						00
	<input type="checkbox"/>						00
	<input type="checkbox"/>						00
	<input type="checkbox"/>						00
	<input type="checkbox"/>						00
	<input type="checkbox"/>						00
	<input type="checkbox"/>						00
	<input type="checkbox"/>						00

View Submit

To submit a reapplication for student(s) on the selected page:

- Enter a “” in the Reapply box for each continuing student.
- Click on .

When complete, the student(s) **not** selected will remain on the reapplication list.

- To view the reimbursement approvals, retrieve the Profile of Services screen DQCLD.
- To retrieve a list of students for a different education provider, select a new provider from the list and click
- To return to the main menu enter DMNUM or type HOME in the “Go to” box.

**REMINDER: DCERTS ARE REQUIRED ON AN ANNUAL BASIS FOR ALL 10-MONTH PRIVATE EXCESS COST STAC APPROVALS. DCERT GUIDANCE DOCUMENT CAN BE FOUND AT:**

[http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DCERT.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCERT.pdf)