



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

---

**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- July/August 4408 Two-Month Placements (Screen DRSUM)

A User Guide for School Districts

---

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

APRIL 2016

## July/August 4408 2-Month Placements Reapplication Instructions Screen (DRSUM)

This screen is used by school districts to **re-apply** for reimbursement approval for July/August 4408 2-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 **DRSUM** 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
New York State Education Department
Go to

Time 03:12

### July/August Reimbursement Reapplications (Section 4408)

---

**School Year**

**CSE District**

 ALBANY CITY SD

**Education Provider**

**Provider Code**    **Number of Records**

---

First 4 Letters of Last Name (Optional)

---

STAC ID	Reapply	----- Name -----	Education	Maintenance	Transportation Cost
	<input type="checkbox"/>				0 <input style="width: 40px;" type="text"/> 0
	<input type="checkbox"/>				0 <input style="width: 40px;" type="text"/> 0
	<input type="checkbox"/>				0 <input style="width: 40px;" type="text"/> 0
	<input type="checkbox"/>				0 <input style="width: 40px;" type="text"/> 0

To retrieve your district's July/August reapplication:

- Select School Year.
- CSE District will be entered for you.
- Click on
- Choose Provider from the list.
- Click on
- Enter 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 entered. 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 03:33 **July/August Reimbursement Reapplications (Section 4408)**

---

**School Year**  **CSE District**  ALBANY CITY SD

**Education Provider**  **Provider Code**  **Number of Records**

---

**First 4 Letters of Last Name (Optional)**

---

STAC ID	Reapply	Name	Education	Maintenance	Transportation Cost
B17840	<input checked="" type="checkbox"/>	NEWSUMMER KID	9000 A		0 1
B17132	<input type="checkbox"/>	SUMMER TESTER	9000 A		0 2
	<input type="checkbox"/>				0 0
	<input type="checkbox"/>				0 0
	<input type="checkbox"/>				0 0
	<input type="checkbox"/>				0 0
	<input type="checkbox"/>				0 0
	<input type="checkbox"/>				0 0
	<input type="checkbox"/>				0 0
	<input type="checkbox"/>				0 0

- To submit a reapplication for student(s) on the selected page:
- Enter a “” in the Reapply box for each continuing student.
  - Enter Transportation Cost in the “Transportation Cost” box.
  - 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.