



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

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August 31, 2015

**TO:** District Business Officials  
**FROM:** Paula Cooper, Education Finance Specialist *Paula Cooper*  
**SUBJECT:** **New Procedure - STAC Online Re-applications for Continuing 10-Month Placement at §4201 State Supported Schools - Effective September 1, 2015**

This is to notify your district of an important change in processing of reimbursement approvals for students placed at the eleven State supported (§4201) schools across the State of New York:

Cleary School for the Deaf	New York School for the Deaf
Henry Viscardi School	St. Mary's School for the Deaf
Lavelle School for the Blind	Lexington School for the Deaf
NY Institute for Special Education	Mill Neck Manor School for Deaf
Rochester School for the Deaf	St. Joseph's School for the Deaf
St. Francis de Sales School for the Deaf	

These schools are designated for children who are deaf, blind or may have multiple disabilities. The NYS School for the Deaf at Rome and the NYS School for the Blind at Batavia are State operated schools, not §4201 State supported schools, and are not affected by this change. The 10-month tuition for each student attending a §4201 school is billed directly by such school to the student's current district of residence. The State of New York reimburses districts for 10-month tuition expense incurred for each approved §4201 school student, less the district's basic contribution amount.

**District of Residence to Submit Re-applications for Students in Continuing 10-month Placement**

Effective with the 2015-16 school year and forward, a request for reimbursement approval must be submitted by your district to the STAC and Medicaid Unit to receive aid for students continuing in the same placement.

School districts now have the capability to submit a re-application for reimbursement approval for students in continuing placement at a §4201 school by using the "DRSSY" STAC Online System screen. Instructions are found on the reverse side of this page. Initial placements, and most significant changes in placement, will continue to require the submission of a new 4201 Application and/or STAC-1 form to the State Education Department's Non-district Unit.

Students that already have a 10-month service record for the 2015-16 school year, or did not receive appointment prior to April 1<sup>st</sup> are not on your school's reapplication list. Please review re-applications available on the DRSSY screen, and process those continuing in placement for this year. Reimbursement approvals for initial and changed placements will be entered in the Online System by the STAC and Medicaid Unit. Summer re-applications will continue to be processed by the §4201 State-supported schools.

Questions regarding this memorandum may be directed to me at (518) 474-7116. Questions regarding Commissioner's Appointments may be directed to the Office of Special Education Non-district Unit at 518-473-1185.

## Section 4201 School Placements Re-application Instructions (DRSSY Screen)

This screen is used by school districts to re-apply for reimbursement approval for §4201 (State Supported School) 10-month placements when a child is in a continuing placement with no changes. Each April, the STAC and Medicaid Unit issues re-applications based on the current year's reimbursement approvals. Districts must submit a paper STAC-1 form directly to the STAC and Medicaid Unit for continuing students for which there is not a re-application available on the DRSSY screen. Students continuing with a provider, but having a change to program or intensity may also require approval by the NYSED Non-district Unit.

Follow these steps to retrieve and submit re-applications for reimbursement approval:

The screenshot shows the EFRT STAC Online System interface. The browser address bar shows <https://efrt.nysed.gov/efrt/>. The page title is "4201 State-Supported Schools Reapplications (10-Month)". The interface includes a "Go to" search box, a "Menu" button, and several input fields for "School Year", "CSE District", "Education Provider", and "Get Reapps". A table displays a list of students with columns for "STAC ID", "Reapply", "Name", "Education", and "Maintenance". The "Reapply" column has a checkbox, and the "Name" column is split into "LASTNAME" and "FIRSTNAME". The "Education" column is split into "9260" and "I". The "Maintenance" column has a value of "1". The "Submit" button is at the bottom right.

1. Log in to the EFRT STAC Online System - <https://efrt.nysed.gov/efrt/>
2. Enter "DRSSY" in the Go to box on the upper right side of corner of the screen.
3. Select the School Year.
4. Click on "Get Providers."
5. Choose provider from the list. Only providers with prior year records are displayed.
6. Click on "Get Reapps." First 4 letters of Last Name may be entered to retrieve specific students.
7. Click the "Reapply" button to select students.
8. Click on the "Submit" button to re-apply for reimbursement approval.

Successful re-application of the record can be confirmed on the "DQAPP" screen, selecting for school year, provider and placement ("DSSSY Sec. 4201 – Blind/Deaf – 10- Mo. 2013-14 fwd").