

HOW TO COMPLETE AUTOMATED VERIFICATION LISTINGS (AVLs) FOR SCHOOL YEAR CHAPTER 47, 66, AND 721 PROGRAMS

The Automated Verification Listing (AVL) is provided so that districts may verify the STAC-3 Approval enrollment dates and costs. **The district with CSE responsibility receives State Aid covering 100% of the costs claimed on the AVL.**

- o AVL's are sorted by school of placement and then alphabetically by child's name.
- o **"Correction boxes" !_____!** are provided below pre-printed computer generated data requiring verification. Any reductions in STAC-3 Approval costs or cutbacks in the Education (ED) dates may be indicated in these boxes on the AVL.
- o **Enrollment Dates**
Enrollment starting dates may only be shortened on the AVL. **The enrollment ending dates may be either cut back or extended on the AVL.**
- o **Costs for School Year Chapter 47, 66, & 721 Public Placements**
Transportation (Ch. 721 only), Other Related Services (OTH), Administrative Overhead (ADM), and Committee on Special Education (CSE) costs may be raised or lowered on the AVL. **Education** rates may be raised or lowered on the AVL. For BOCES placements refer to the BOCES year-end cost and refund reports to get the corrected 10-Month Annualized Cost Education rate.
- o **Costs for School Year Chapter 47 & 721 Private Placements**
Transportation (Ch. 721 only), Administrative Overhead (ADM), and Committee on Special Education (CSE) costs may be raised or lowered on the AVL. **Education** rates are set by SED for private placements. **(Other Related Services are not allowed for private placements.)**

The **“VERIFY Y/N”** column **must be completed** in order for aid to be paid. As explained below, the **only** acceptable entries are Y or N:

ENTRY

EXPLANATION

- | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------|
| Y | Education dates and all cost fields are correct as pre-printed or as corrected.
Unless “Y” is entered, aid will not be paid. |
| N | The student was <u>never</u> enrolled. No aid will be paid. |

“Enter ICF or IRA” – For Chapter 721 students only identify their type of residence. Enter either:

“ICF” for Intermediate Care Facility or
“IRA” for Individualized Residential Alternative.

- o Complete & sign the AVL. Retain a photocopy of the AVL for your records.
Return the completed AVL to: STAC, Special Aids and Medicaid Unit, 89 Washington Avenue, Room 514 EB, Albany, New York 12234 – TEL (518) 474-7116, FAX (518) 402-5047
For STAC and AVL questions you may contact Edwin Truax or Anne Wolfgang.