



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

**Steven Wright, Director**

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>

TO: Directors of Special Education  
FROM: Maureen C. McCarthy  
DATE: April 2018  
SUBJECT: 2018-19 STAC Reapplications for School Age Students with Disabilities

School districts may re-apply to the STAC Unit (complete a STAC reapplication record) to claim aid reimbursement for special education services provided to school age students with disabilities.

Each April, the STAC Unit generates these reapplication records based on current year reimbursement approval records. For the 2018-19 school year, if a student did not have a 2017-18 approval record in the STAC system as of April 1, 2018, a reapplication record for the 2018-19 school year was not generated. In these cases, school districts will need to add an approval record. Online instructions for adding individual service approvals records can be found at [www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/) for those students anticipating services during the 2018-19 school year, who do not have an approval record on the STAC system as of April 1, 2018.

2018-19 reapplication records are now available via the STAC online system. STAC online users can save considerable time and effort by accessing the reapplication records through the STAC website at <http://www.oms.nysed.gov/stac/>. Instructions for using the STAC online system are posted at [http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/home.html](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/home.html).

To facilitate the online submission of the reapplication records, summary reports listing providers and the count of students by provider for each placement type are enclosed with this letter. Reapplication records are available for students who had 2017-18 school year approval records on the STAC system as of April 1, 2018 for the following six school age placement types:

- **§ 4402 Education Law – 10-Month Private Excess Cost Placements – [Online]**  
For online instructions for Private Excess Cost Reapplications please go to:  
[http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DRPRV.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DRPRV.pdf)
- **§ 4408 Education Law – July/August Placements – [Online]**  
For online instructions for July/August Reapplications please go to:  
[http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DRSUM.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DRSUM.pdf)

- **§ 3602 Education Law – 10-Month Public Excess Cost Placements – [Online]**  
For online instructions for Public Excess Cost Reapplications please go to:  
[http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DRPUB.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DRPUB.pdf).

*New for 2018-19* – Districts will no longer be able to “reap” a STAC approval on the DRPUB screen if the 10-month annualized cost is more than \$3,000 below the district’s threshold. The district will receive an error message. If the district wants to add a 10-month, public STAC approval which is more than \$3,000 below the district’s threshold, the district will need to add the approval on the DSPUB screen.

*New for 2018-19* – When a 10-month, public high cost student receives services from both their district and a BOCES, please STAC this student as a BOCES placement (incorporating the costs of both placements).

- **Chapters 47, 66 and 721 Placements (OPWDD) – [Online]**  
For online instructions for Chapters 47, 66 and 721 Placement Reapplications for 2 month and 10 month placements respectively, please go to:  
[http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DRCSM.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DRCSM.pdf)  
[http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DRCHP.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DRCHP.pdf)
- **§ 4201 Education Law - 10-Month Placements – [Online]**  
For online instructions for State Supported School Reapplications please go to:  
[http://www.oms.nysed.gov/stac/4201/letters/4201\\_1516\\_notice\\_reapplication\\_10mo.pdf](http://www.oms.nysed.gov/stac/4201/letters/4201_1516_notice_reapplication_10mo.pdf)

### **Placements For Which Reapplication Records Have Not Been Generated**

Reapplication records have not been generated for school age students placed in approved out-of-state schools.

Reapplication records have not been generated for school age students who have aged out of a program, school age students approved as "one year only", or school age students whose 2017-18 placement ended before June 1, 2018.

Reapplication records do not include 1:1 teacher aides. **School districts must process full-time and half-time 1:1 teacher aide reimbursement requests via the STAC DSPRV, DSUMR, DSCSM and DSCHP online screens.** Submission of a paper *1:1 Aide Request Form* is required for part-time or shared teacher aides (other than half-time aides) for 2 and 10 month private placements in the 2018-19 school year. A paper *1:1 Aide Request Form* is also required for all 1:1 nurses, interpreters and maintenance aides (aides assigned to students in a residential unit). A *1:1 Aide Request Form* is **not** required for 10-month Public Excess Cost placements (1:1 aide costs are to be included in the 10-month annualized cost calculation). The *1:1 Aide Request Form* can be accessed at [http://www.oms.nysed.gov/stac/schoolage/1to1\\_aides/1-1\\_aide\\_form.pdf](http://www.oms.nysed.gov/stac/schoolage/1to1_aides/1-1_aide_form.pdf).

**NOTE:** Private placement certification records (STAC online screen DCERT) are required annually for all **10-month** STAC private approval records before a school district can receive private excess cost aid reimbursement. Please reference the **revised** DCERT guidance document at [http://www.oms.nysed.gov/stac/guide\\_DCERT.pdf](http://www.oms.nysed.gov/stac/guide_DCERT.pdf)

*Instructions for signing up for the STAC SCHAGE (School Age) and STAC PRE (Preschool) ListServs can be found on our website at <http://www.oms.nysed.gov/stac/listserv/>.*