



STAC, Special Aids and Medicaid Unit
Reimbursement for Individuals in Special Education
89 Washington Avenue, Room 514 EB
Albany, New York 12234
Phone: (518) 474-7116 · Fax: (518) 402-5047
E-mail: omsstac@mail.nysed.gov

Maureen McCarthy, Coordinator

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TO: Committee on Special Education Chairpersons
FROM: Maureen C. McCarthy
SUBJECT: **2012-13 Reapplications** for School-Age Students

The **2012-13 Reapplications** are now available via the STAC online system. Online users can save considerable time and effort by accessing the reapplication records and instructions at:

http://www.oms.nysed.gov/stac/stac_online_system/

Enclosed with this letter is a summary report of providers that applies to your district for each type of the following placements types:

- **Public Excess Cost Placements (10-Month)**
- **Private Excess Cost Placements (10-Month) - Section 4402 of Education Law**
- **July/August Placements - Section 4408 of Education Law**
- **Chapters 47, 66 and 721 Placements (OPWDD) in July/August and September-June Programs**

Reapplication records are provided for students who received special education services under the sections of law mentioned above and for whom an approval was issued by April 27, 2012. If an approval was issued for services provided during the 2011-12 school year, but the student does not have a reapplication record, a STAC approval request may be submitted using the online approval request screens.

Reapplications have not been issued for students placed in approved out-of-state schools, including Emergency Interim Placements. Additionally, no reapplications have been issued for students who have aged out of a program or for students approved as "one year only". **Applications for out-of-state placements must be pre-approved each year by the Office of Special Education NonDistrict Unit. Required documentation must be submitted to that office by June 1, 2012.** For the memo regarding school district responsibilities and required documentation for reimbursement approval, visit the Office of Special Education website at:

<http://www.p12.nysed.gov/specialed/publications/outofstateplacementsEIP.htm>

For additional information on the out-of-state approval process, please contact the NonDistrict Unit at (518) 486-6260.

Please use the following as a guide in completing the reapplication reports. The information must be completed as outlined for each program as described on the following pages. After submitting reapplications, a STAC-3 Approval may be printed for each student from the online screen, *DQPRT*. Records for students not selected will remain on the reapplication list.

Public Excess Cost Placements (10-Month) - Access through the Online Reapplication Menu

The online screen, *DRPUB*, lists students alphabetically within the school of placement. On the screen, select '1213' school year. Click on GET PROVIDERS and select the provider from the drop-down list on the screen. Click on GET REAPPS. A list of students approved for that provider will be displayed. If the student will be continuing in the same school of placement indicated and the student's annualized cost exceeds your district's threshold amount shown at the top of the screen, click on the *REAPPLY* box. The 10-month annualized cost for education (including related services and 1:1 aides) must be entered in the ANNUALIZED COST column. **Do not submit a 1:1 aide request form for a student in a 10-month public placement.** The aide cost should be included as part of the annualized cost that you report. Anticipated costs may be entered. Actual costs will be finalized and reported by districts on final claims (AVL's).

Once the reapplication data has been entered on the screen, *SUBMIT* the data and display the next page for additional entry. If the student is enrolled as a half-time placement, you must amend the STAC approval record after submitting the reapplication. See instructions on our website for amending records. Continue to select the next applicable provider and process the reapplications. To return to the Main Menu, enter HOME in the Go To field. To return to the Reapplication Menu, enter DMNUR in the Go To field. To exit the system, enter BYE in the Go To field.

Section 4402 - Private Excess Cost Placements (10-Month) - Access through the Online Reapplication Menu

The online screen, *DRPRV*, lists students alphabetically within the school of placement. On the screen, select '1213' school year. Click on GET PROVIDERS and select the provider from the drop-down list on the screen. Click on GET REAPPS. A list of students approved for that provider will be displayed. If the student will be continuing in the same school of placement and program indicated, click on the *REAPPLY* box. If the student will not be attending the school and program indicated but is changing private placements, submit a new OSES record online using the screen, *DOSES*. Then submit a STAC online approval for the student's new placement using the screen, *DSPRV*.

Once the reapplication data has been entered on the screen, *SUBMIT* the data and display the next page for additional entry. If a *full-time* 1:1 aide for education is required per the IEP, please submit the reapplication and then amend the STAC approval record to add the 1:1 aide. Submission of a paper 1:1 Aide Request Form is required for a part-time or shared aide, and for a 1: 1 maintenance aide. See instructions on our website for amending records. Continue to select the next applicable provider and process the reapplications

Section 4408 - July/August Placements – [Online] - Access through the Online Reapplication Menu

The online screen, *DRSUM*, lists students alphabetically within the school of placement. On the screen, select '1213' school year. Click on GET PROVIDERS and select the provider from the drop-down list on the screen. Click on GET REAPPS. A list of students approved for that provider will be displayed. If a student will be continuing in the same school of placement and program indicated, click on the *REAPPLY* box. If the student is attending a full-day program, but for only half the day, you must also click on the *HALF-TIME* field to indicate a half-time placement. **Do not indicate HALF-TIME for students attending SED-approved half-day programs (program code 9010).** If transportation is being provided, indicate the anticipated cost in the *TRANSPORTATION COST* field. If the student will not be attending the school and program indicated, submit a STAC online approval using the screen, *DSUMR*, for the new placement, if applicable.

Once the reapplication data has been entered on the screen, *SUBMIT* the data and display the next page for additional entry. If a full-time 1:1 aide for education is required per the IEP, please submit the reapplication and then amend the STAC approval record to add the 1:1 aide. Submission of a paper 1:1 Aide Request Form is required for a part-time or shared aide, and for a 1: 1 maintenance aide. Continue to select the next applicable provider and process the reapplications

Chapters 47, 66 and 721 Placements (OPWDD) – Printed Reapplication

Reapplications for Chapter placements have been printed and are included if your district had such placements. Students are listed alphabetically within the school of placement. If a student will be continuing in the same school of placement and program indicated, place a "Y" in the last column that is labeled (7) or (8) Y/N. If the student is expected to be enrolled for the full session, it is not necessary to change the dates shown on the list See additional information at:

http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/omrdd_chapter_and_crp_placements/

The school district should complete the appropriate data on each reapplication, make one copy for retention and submit the signed original to the STAC, Special Aids and Medicaid Unit by the date indicated at the bottom of the report.

If you have questions regarding this process, we may be reached by telephone at (518) 474-7116, by facsimile at (518) 402-5047 or by e-mail at omsstac@mail.nysed.gov. Please visit our website at <http://www.oms.nysed.gov/stac/> for additional information. Online reapplications should be submitted as soon as practical. Timely submission of reapplications will streamline the approval process.

Enclosures: Provider Summary Reports

Reapplication List for Chapter Placements during July/August (Select Districts)

Reapplication List for Chapter Placements during September/June and Chart (Select Districts)