



STAC, Special Aids and Medicaid Unit
Reimbursement for Individuals in Special Education
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TO: Committee on Special Education Chairpersons
FROM: Cleo Whitney, Education Finance Specialist
SUBJECT: 2011-12 Reapplications for School-Age Students

The **2011-12 Reapplications** are now available via the STAC online application system. Online users can save considerable time and effort by accessing the reapplication records through our website at <http://oms.nysed.gov/stac/>. Instructions for using the online system are posted there as well. To facilitate your online submission of the reapplications, there is a summary report enclosed with this letter that lists providers and the count of students by provider for each type of placement. Reapplications are available for students who had approvals issued for the 2010-11 school year for the following placement 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 Programs**
- **Chapters 47, 66 and 721 Placements (OPWDD) in September-June Programs**

Students who received special education services under the sections of law mentioned above and for whom we issued an approval by May 20, 2011, should have a reapplication record. If an approval was issued for services provided during the 2010-11 school year, but the student does not have a reapplication record, a STAC approval request may be submitted using the online approval request screens. Instructions for both the reapplications and the approval request screens are available on our website. Select STAC Online System and Online Instructions.

No reapplications have 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 preapproved each year by the Office of Special Education Nondistrict Unit. Required documentation must be submitted to that office by June 1, 2011.** 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/applications/outofstate-memo.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) – [Online] – Access through the Online Main Menu & Reapplication Menu

The online screen, *DRPUB*, lists students alphabetically within the school of placement. On the screen, select '1112' 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 reported by districts on future HCSAR/AVLs.

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. Select STAC Online System, Online Instructions and *DSPUB*. 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) – [Online] – Access through the Online Main Menu & Reapplication Menu

The online screen, *DRPRV*, lists students alphabetically within the school of placement. On the screen, select ‘1112’ 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. (See note below.) See instructions on our website for amending records. Select STAC Online System, Online Instructions and *DSPRV*. 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 4408 – July/August Placements – [Online] - Access through the Online Main Menu & Reapplication Menu

The online screen, *DRSUM*, lists students alphabetically within the school of placement. On the screen, select ‘1112’ 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. (See note below.) See instructions on our website for amending records. Select STAC Online System, Online Instructions and *DSUMR*. 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.

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

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. If the student is expected to be enrolled less than the full session, place a line through the incorrect date/s and write the correct date/s above them. **See the enclosed chart for completion of the appropriate cost fields for the September-June period depending on the type of Chapter placement. The school district should complete the appropriate data on the reapplication, make one copy for retention and submit the signed original to the STAC, Special Aids and Medicaid Unit.**

Online reapplications should be submitted as soon as practical. Timely submission of reapplications will streamline the approval process. The printed reapplications for Chapter placements should be returned 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://oms.nysed.gov/stac/> for additional information.

Note: Do not add a 1:1 aide to a STAC record when the aide is not a full-time 1:1 aide for education. Submission of a 1:1 Aide Request Form is required for part-time or shared aides. A 1:1 Aide Request Form also is required for residential placements when a 1:1 aide for maintenance after school hours is required per IEP. Request forms and instructions are available on our website. Select School Age and 1:1 Aides.

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)