THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

STAC and Special Aids Unit
Reimbursement for Individuals in Special Education
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Jessica Farrell, Coordinator

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TO: Directors of Preschool Special Education Programs
Directors of Private School-Age Special Education Programs
Superintendents of Special Act School Districts
Superintendents of Public School Districts
Superintendents of BOCES

FROM: Cleo Whitney – Education Finance Specialist

RE: 2011-2012 Program Service Dates

The State Education Department (SED) requires that approved providers of special education services to preschool and school-age students provide school calendar information on the STAC program file through our website at **http://www.oms.nysed.gov/stac/**. Providers of approved programs must use their assigned STAC User ID to access their program information online and correct their calendar dates by **June 30, 2011.** Providers who currently do not have a User ID should submit a Request Form for Online Access. A direct link to the Form can be found on our website under Quick Links.

This mailing includes a list of your agency's approved programs for 2011-2012. For the July 2011- August 2011 extended school year, the calendar must include at least 30 days during July and August. **Observance of the Independence Day legal holiday on July 4th may constitute a day of service for July-August programs provided that day is included in your program calendar dates.**

For the September 2011-June 2012 school year, the calendar must include at least 180 days. **Dates should reflect the first and last days that students will be in attendance**. School calendars for the 2-month and 10-month programs must be available for inspection by appropriate personnel of the Department and each student's school district.

Preselected dates appear on the STAC program file for the upcoming school year. The default dates for the 2-month programs are **July 4, 2011 through August 12, 2011.** The 10-month default dates are **September 7, 2011 through June 22, 2012. If these are not the correct program dates for your agency, you must access our online system to change your program information to reflect the correct dates**. **Instructions for date change procedures are indicated on the reverse side of this letter. A direct link to this letter and a separate Instruction Guide can be found on the STAC homepage.** The Guide also can be found under STAC Online System/Online Instructions.

It is not necessary to change the dates for special education itinerant service (SEIT-9135/9136) programs since preschool students in these programs have varying start and end dates based on the weekly sessions of service delivery in these programs.

If you have any questions regarding the date change process, please contact the STAC, Special Aids and Medicaid Unit at 518/474-7116 or via e-mail at **omsstac@mail.nysed.gov**. Questions related to program approvals should be directed to P12: Office of Special Education/COASST at 518/473-6108.

Enclosure

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Instructions for Making Program Date Changes

Proceed to the STAC website at http://www.oms.nysed.gov/stac/

Under Quick Links in the column on the right, click on **EFRT Online**.

Click on the **EFRT** button. The **Presentation Client Window** will display. Do not close this window while the application is running. If a security warning is received, click on **Yes** to accept the certificate.

Log Onto the STAC database. **All entries must be in uppercase**.

- Enter your assigned **User Code.**
- Tab to the Password field and enter your assigned **Password.**
- Press **Enter**.

From the Special Education Main Menu, **select DDATE: Program Date Changes.** The Program Date Changes Menu will display.
Click on the **"S"elect** button next to the screen you wish to retrieve:

- DPRES Preschool Program Date Changes
- DSCHA School-Age Program Date Changes
- DOMLS Homeless Program Date Changes

The screens are slightly different in content but the instructions apply to all program date changes.
To **retrieve a specific program**, enter the following data for your agency's approved programs:

- Select '**1112**' from the School Year dropdown field.
- Enter your **agency's 12-digit SED code** in the Provider field.
- Enter the **5-character program code** in the Program fields (e.g. 9000 A).
- Click on **Inquire**.

The selected program will display. If the program dates are correct, no further action is required.

To **change** the program **dates**:

- Enter the correct dates in the **Begin Date** and **End Date** fields in mm/dd/yy format.
- Click on **Change** at the bottom of the screen. If the transaction was successful, "**Report Completed"** will display at the bottom left of the screen. Please wait for this message before making additional program date changes.
- If necessary, enter the next **5-character program code** and click on **Inquire** to display the program. **Proceed to make program date changes for all applicable programs**.

To return to the **Program Date Changes Menu**, enter **DDATE** in the Go To field at the top right of the screen. Press Enter.
To return to the **Special Education Main Menu**, enter **HOME** in the Go To field at the top right of the screen. Press Enter.
To **logoff** the system, enter **BYE** in the Go To field at the top right of the screen. Press Enter

Note: At any time when accessing your program listing from the Special Education Main Menu -- DQPRG: Provider/Program Search, you may note a program with an approval status of 1-year-only (Appr-1). These programs are for internal use only. External users are not allowed to change the dates of these programs. If the dates of your 1-year-only program are incorrect, please fax the correct dates for that program to the STAC, Special Aids and Medicaid Unit at 518/402-5047.