



STAC, Special Aids and Medicaid Unit  
Reimbursement for Individuals in Special Education  
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Harold Matott, Director

April 2009

**TO:** Committee on Special Education Chairpersons

**FROM:** Cleo Whitney, Education Finance Specialist  
STAC, Special Aids and Medicaid Unit

**SUBJECT:** **2009-10 Reapplications** for School-Age Students

The **2009-10 Reapplications** are now available via the STAC and Special Aids online application system. Online users can save considerable time and effort by accessing the reapplication records on our website at <http://www.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 provides the count of students in provider order for each type of placement. Reapplications are available for students who had approvals issued for the 2008-09 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 (OMRDD) in July/August Programs**
- **Chapters 47, 66 and 721 Placements (OMRDD) 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 March 24, 2009 should appear on these lists. If an approval was issued for services provided during the 2008-09 school year but the student is not listed, you may submit an approval request using the online approval request screens. ***Instructions for both the reapplications and the approval request screens are available on our website.***

No reapplications have been issued for students approved as "One Year Only" (including Emergency Interim Placements) **or** for students who have aged-out of a program **or** for students placed in approved out-of-state schools. Applications for out-of-state placements must be preapproved each year by contacting Roland Smiley at (518) 486-6260 or at [rsmiley@mail.nysed.gov](mailto:rsmiley@mail.nysed.gov) .

Please use the following as a guide in completing the reapplication reports. You must complete the information outlined for each program as described on the following pages. After submitting reapplications, records for the students selected will be activated and a reimbursement approval for each student may be printed online from the screen, *DQPRT*. Records for students not selected will remain on the reapplication list.

#### **Public Excess Cost Placements (10-Month)**

The online screen, *DRPUB*, lists students alphabetically within the school of placement. On the screen, select '0910' 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 value (printed at the top of the screen), click 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.

Once you have entered the reapplication data on the reapplication screen, you may *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 approval record after submitting the reapplication using the online approval screen, *DSPUB*. See instructions on our website for amending records.

### Section 4402 –Private Excess Cost Placements (10-Month)

The online screen, *DRPRV*, lists students alphabetically within the school of placement. On the screen, select '0910' 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 the *REAPPLY* box. If the student will not be attending the school and program indicated, submit an online approval for the student's new placement using the screen, *DSPRV*, if applicable.

Once you have entered the reapplication data on the screen, you may *SUBMIT* the data and display the next page for additional entry. ***If a full-time aide for education is required per the IEP, please submit the reapplication and then amend the record to add the 1:1 aide.*** (See note below.) See instructions on our website for amending records.

### Section 4408 – July/August Placements

The online screen, *DRSUM*, lists students alphabetically within the school of placement. On the screen, select '0910' 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 the *REAPPLY* box. If the student is attending a full-day program but for only half the day, you must also click the *HALF-TIME* field to indicate a half-time placement. ***Do not indicate HALF-TIME for program code 9010, as those programs only operate half day.*** If transportation is being provided, indicate the anticipated cost in the *TRANSPORTATION COST* field on the screen. If the student will not be attending the school and program indicated, submit an online approval using the screen, *DSUMR*, for the student's new placement, if applicable.

Once you have entered the reapplication data on the screen, you may *SUBMIT* the data and display the next page for additional entry. ***If a full-time aide for education is required per the IEP, please submit the reapplication and then amend the record to add the 1:1 aide.*** (See note below.) See instructions on our website for amending records.

### Chapters 47, 66 and 721 Placements (OMRDD)

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 verification column and verify the enrollment dates. 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 forward the signed original to the STAC, Special Aids and Medicaid Unit.**

**Online reapplications should be submitted by November 20, 2009 using the online application system. The printed reapplications for Chapter placements should be returned by the dates indicated at the bottom of the report.** Submissions after that date will be accepted, but timely submission will streamline the approval process.

If you have questions regarding this process, please contact this office at:

New York State Education Department  
STAC, Special Aids and Medicaid Unit  
Education Building - Room 514W  
89 Washington Avenue  
Albany NY 12234

You may reach us by telephone at 518/474-7116 or facsimile at 518/402-5047. Please visit our website at <http://www.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, and for residential placements when a 1:1 aide for maintenance after school hours is required per IEP. Request forms are available on our website.**

Enclosures: Provider Summary Reports

Reapplication List for Chapter Placements during July/August (select districts)

Reapplication List for Chapter Placements during September/June (select districts)/Chart