



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

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TO: BOCES Representatives September 7, 2021

FROM: Adam Lenhardt, Education Finance Specialist 2

SUBJECT: Paper/Electronic 2020-21 Reports of Final Enrollment, Cost and Refund Information (including STAC IDs) for Public High Cost Students with Disabilities  
**Initial Submission Deadline 11/12/2021**

To ensure that school districts report costs accurately, and to ensure that the New York State Education Department reimburses school districts accurately, the STAC/Medicaid Unit requires each BOCES to generate year-end final cost reports on an annual basis.

After the disruptions to the 2019-20 reporting schedule resulting from the COVID-19 public health emergency, we are aiming to return to a normal reporting schedule for 2020-21 enrollment.

**IMPORTANT DATES FOR 2020-21 BOCES ENROLLMENT/FINAL COST REPORTING**

Deadline	Task
09/02/2021	Additional STAC IDs available to download from SED File Transfer Manager “outbaskets” for each BOCES
10/15/2021	Each BOCES notifies STAC and Medicaid Unit about possible duplicate IDs and any corrections to STAC child information (last name, first name and/or date of birth).
11/12/2021	Each BOCES incorporates additional STAC IDs into its database and submits its initial/sample paper and electronic Year-End Final Cost Reports* for High Cost Students to STAC Unit for review.
12/17/2021	Upon STAC approval of sample submissions, BOCES generates and submits complete set of district paper and electronic Year-End Final Cost Reports* for High Cost Students with STAC IDs.
01/14/2022	Upon final STAC approval, BOCES distributes paper Year-End Final Cost Reports for High Cost Students including STAC IDs to school districts.

\* **Paper Reports:** Both detailed service breakdown and summary-level of reports required.

**Electronic File:** Only the district summary-level version of the BOCES year-end report is required.

**Paper versions** of the detail and summary-level reports are to be sent to both school districts and to the STAC/Medicaid Unit after the STAC/Medicaid Unit approval. **PDF copies** of the finalized paper reports should also be uploaded to the SED File Transfer Manager.

A separate **electronic text file** containing the data from your “Summary-Level Year-End Final Cost Report” must also be uploaded to the SED File Transfer Manager.

For more information about the year-end final cost reporting requirements, please visit:

- [http://www.oms.nysed.gov/stac/electronic\\_data\\_transfer\\_options/boces.html](http://www.oms.nysed.gov/stac/electronic_data_transfer_options/boces.html)

Attachments: Summary-level paper report examples for 40-week billing and 39-week billing.  
Excel versions available upon request.

TABLE 1.

BOCES 40-Week High Cost Billing Pattern Example

CAPITAL REGION BOCES							
SUMMARY-LEVEL BOCES YEAR-END FINAL COST REPORT FOR HIGH COST STUDENTS							
FOR 2018-19 PROGRAM YEAR USING 40-WEEK BILLING PATTERN							
BOCES Program Year :	<u>Start Date</u> 09/09/2020	<u>End Date</u> 06/22/2021	<u>BOCES Weeks Billed</u> 40.000	(Assumes 4 weeks per month)		Calculated On: 11/03/2021	Printed On: 11/05/2021
Col.1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
Alphabetical List of Students			<b>BOCES Billing</b>		<u>Yr. End Adjustmt.</u>	(Col. 5 - Col. 6)	(Col. 7 / Col. 4)
<u>Last Name, First Name, DOB</u>	<u>Enrollment Dates</u>		<u>FTE Enrollmt*</u>	<u>Original Amount</u>	<u>Surplus or (Deficit)</u>	<u>Final Net Cost</u>	<u>10-Month Annualized Cost</u>
<u>STAC #</u>	<u>Start</u>	<u>End</u>	<b>(40 wk Divisor)</b>	<u>Billed</u>			
<b>Lenhardt, Adam, 11/05/2000</b>							
<b>STAC A12345</b>	10/01/2020	06/22/2021	0.900	\$ 40,000.00	\$ 750.00	\$ 39,250.00	\$ 43,611.11
Lenhardt, Adam - Totals	10/01/2020	06/22/2021	0.900	\$ 40,000.00	\$ 750.00	\$ 39,250.00	\$ 43,611.11
<b>Truax, Edwin, 04/05/2003</b>							
<b>STAC B67890</b>	06/01/2021	06/22/2021	0.100	\$ 5,500.00	\$ (100.00)	\$ 5,600.00	\$ 56,000.00
Truax, Edwin - Totals	06/01/2021	06/22/2021	0.100	\$ 5,500.00	\$ (100.00)	\$ 5,600.00	\$ 56,000.00
<b>Mason, Kelly, DOB 12/01/1999</b>							
<b>STAC C12345</b>	10/01/2020	01/29/2021	0.400	\$ 30,000.00	\$ 2,500.00	\$ 27,500.00	\$ 68,750.00
	02/01/2021	06/22/2021	0.500	\$ 35,000.00	\$ (1,200.00)	\$ 36,200.00	\$ 72,400.00
Mason, Kelly - Totals	10/01/2020	06/22/2021	0.900	\$ 65,000.00	\$ 1,300.00	\$ 63,700.00	\$ 70,777.77 **
<b>ALBANY CITY SD TOTALS</b>			1.900	\$ 110,500.00	\$ 1,950.00	\$ 108,550.00	

\* BOCES billed districts in 2020-21 as if it ran a 40-week program with 4 weeks billable in each month.

\*\*Average 10-Month Annualized Cost which should be reported if a single STAC was filed covering consecutive enrollment periods.

FTE Enrollment was calculated to 3 decimals rounded down. 10-Month Annualized Cost was calculated to 2 decimals rounded down.

TABLE 2.

BOCES 39-WEEK BILLING PATTERN EXAMPLE

CAPITAL REGION EXAMPLE							
SUMMARY-LEVEL BOCES YEAR-END FINAL COST REPORT FOR HIGH COST STUDENTS							
FOR 2018-19 PROGRAM YEAR USING 39-WEEK BILLING PATTERN							
<u>DISTRICT</u> ALBANY CITY SD			STAC Weeks*			Calculated On:	Printed On:
BOCES Program Year :	<u>Start Date</u>	<u>End Date</u>	39	(3 weeks in June)		11/03/2021	11/05/2021
	<u>09/09/2020</u>	<u>06/22/2021</u>					
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7 (Col. 5 - Col. 6)	Col. 8 (Col. 7 / Col. 4)
Alphabetical List of Students <u>Last Name, First Name, DOB</u> <u>STAC #</u>	Enrollment Dates <u>Start</u>	<u>End</u>	<b>BOCES Billing FTE Enrollmt* (39 wk Divisor)</b>	Original Amount <u>Billed</u>	<u>Yr. End Adjustmt.</u> Surplus or (Deficit)	<u>Final Net Cost</u>	<u>10-Month Annualized Cost</u>
<b>Lenhardt, Adam, 11/05/2000</b> <b>STAC A12345</b>	10/01/2020	06/22/2021	0.897	\$40,000.00	\$750.00	\$39,250.00	\$43,756.96
Lenhardt, Adam - Totals	10/01/2020	<u>06/22/2021</u>	0.897	\$40,000.00	\$750.00	\$39,250.00	\$43,756.96
<b>Truax, Edwin, 04/05/2003</b> <b>STAC B67890</b>	06/01/2021	06/22/2021	0.076	\$5,500.00	(\$100.00)	\$5,600.00	\$73,684.21
Truax, Edwin - Totals	06/01/2021	06/22/2021	0.076	\$5,500.00	(\$100.00)	\$5,600.00	\$73,684.21
<b>Mason, Kelly, 12/01/1999</b> <b>STAC C12345</b>	10/01/2020	01/29/2021	0.410	\$30,000.00	\$2,500.00	\$27,500.00	\$67,073.17
	02/01/2021	06/22/2021	0.487	\$35,000.00	(\$1,200.00)	\$36,200.00	\$74,332.64
Mason, Kelly - Totals	10/01/2020	06/22/2021	0.897	\$65,000.00	\$1,300.00	\$63,700.00	\$71,014.49 **
ALBANY CITY SD TOTALS			1.870	\$110,500.00	\$1,950.00	\$108,550.00	

\* Example BOCES billed districts for a 39-week program in 2020-21 with 4 weeks in all months, except June which had just 3 billable weeks. 39 week calculation agrees with SED's FTE enrollment calculation formula used in state aid calculations.

\*\*Average 10-Month Annualized Cost which should be reported if a single STAC was filed covering consecutive enrollment periods.

FTE Enrollment was calculated to 3 decimals rounded down. 10-Month Annualized Cost was calculated to 2 decimals rounded down.