



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

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TO: BOCES District Superintendents August 30, 2022
BOCES Asst. Superintendents for Business/Finance

FROM: Adam Lenhardt, Education Finance Specialist 2

SUBJECT: Paper/Electronic 2021-22 Reports of Final Enrollment, Cost and Refund Information
(including STAC IDs) for Public High Cost Students with Disabilities
Initial Submission Deadline 11/18/2022

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.

IMPORTANT DATES FOR 2021-22 BOCES ENROLLMENT/FINAL COST REPORTING

Deadline	Task
08/30/2022	Additional STAC IDs available to download from SED File Transfer Manager “outbaskets” for each BOCES
10/21/2022	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).
11/18/2022	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.
12/16/2022	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.
01/13/2023	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:

https://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 2021-22 PROGRAM YEAR USING 40-WEEK BILLING PATTERN							
DISTRICT						Calculated On:	Printed On:
ALBANY CITY SD						11/03/2022	11/05/2022
BOCES Program Year :		<u>Start Date</u>	<u>End Date</u>	<u>BOCES Weeks Billed</u>			
		09/09/2021	06/22/2022	40.000	(Assumes 4 weeks per month even though Sept. only has 3 weeks)		
Col.1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
Alphabetical List of Students						(Col. 5 - Col. 6)	(Col. 7 / Col. 4)
<u>Last Name, First Name, DOB</u>	<u>Enrollment Dates</u>		<u>BOCES Billing FTE Enrollmt*</u>	<u>Original Amount Billed</u>	<u>Yr. End Adjustmt. Surplus or (Deficit)</u>	<u>Final Net Cost</u>	<u>10-Month Annualized Cost</u>
<u>STAC #</u>	<u>Start</u>	<u>End</u>	<u>(40 wk Divisor)</u>				
Lenhardt, Adam, 11/05/2005							
STAC A12345	10/01/2020	06/22/2021	0.900	\$ 50,000.00	\$ 750.00	\$ 49,250.00	\$ 54,722.22
Lenhardt, Adam - Totals	10/01/2020	06/22/2021	0.900	\$ 50,000.00	\$ 750.00	\$ 49,250.00	\$ 54,722.22
Truax, Edwin, 04/05/2008							
STAC B67890	09/09/2021	09/30/2021	0.100	\$ 6,000.00	\$ (100.00)	\$ 6,100.00	\$ 61,000.00
Truax, Edwin - Totals	09/09/2021	09/30/2021	0.100	\$ 6,000.00	\$ (100.00)	\$ 6,100.00	\$ 61,000.00
Mason, Kelly, DOB 02/01/2009							
STAC C12345	10/01/2021	01/31/2022	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	10/01/2021	06/22/2021	0.900	\$ 65,000.00	\$ 1,300.00	\$ 63,700.00	\$ 70,777.77 **
ALBANY CITY SD TOTALS			1.900	\$ 121,000.00	\$ 1,950.00	\$ 119,050.00	

* BOCES billed districts in 2021-22 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 2021-22 PROGRAM YEAR USING 39-WEEK BILLING PATTERN							
<u>DISTRICT</u>		<u>Start Date</u>		<u>End Date</u>	<u>STAC Weeks*</u>	<u>Calculated On:</u>	<u>Printed On:</u>
ALBANY CITY SD		09/09/2021	06/22/2022		39	11/03/2021	11/05/2021
BOCES Program Year :					(3 weeks in Sept.)		
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
			BOCES Billing			(Col. 5 - Col. 6)	(Col. 7 / Col. 4)
Alphabetical List of Students	Enrollment Dates		FTE Enrollmt*	Original Amount	Yr. End Adjustmt.	Final	10-Month
<u>Last Name, First Name, DOB</u>	<u>Start</u>	<u>End</u>	(39 wk Divisor)	<u>Billed</u>	<u>Surplus or (Deficit)</u>	<u>Net Cost</u>	<u>Annualized Cost</u>
<u>STAC #</u>							
Lenhardt, Adam, 11/05/2005							
STAC A12345	10/01/2021	06/22/2022	0.897	\$50,000.00	\$750.00	\$49,250.00	\$54,905.23
Lenhardt, Adam - Totals	10/01/2021	06/22/2022	0.897	\$50,000.00	\$750.00	\$49,250.00	\$54,905.23
Truax, Edwin, 04/05/2008							
STAC B67890	09/09/2021	09/30/2021	0.076	\$6,000.00	(\$100.00)	\$6,100.00	\$80,263.15
Truax, Edwin - Totals	09/09/2021	09/30/2021	0.076	\$6,000.00	(\$100.00)	\$6,100.00	\$80,263.15
Mason, Kelly, 02/01/2009							
STAC C12345	10/01/2021	01/31/2022	0.410	\$30,000.00	\$2,500.00	\$27,500.00	\$67,073.17
	02/01/2022	06/22/2022	0.487	\$35,000.00	(\$1,200.00)	\$36,200.00	\$74,332.64
Mason, Kelly - Totals	10/01/2021	06/22/2022	0.897	\$65,000.00	\$1,300.00	\$63,700.00	\$71,014.49 **
ALBANY CITY SD TOTALS			1.870	\$121,000.00	\$1,950.00	\$119,050.00	

* Example BOCES billed districts for a 39-week program in 2021-22 with 4 weeks in all months, except September 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.