



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

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TO: BOCES District Superintendents August 30, 2023
BOCES Asst. Superintendents for Business/Finance

FROM: Adam Lenhardt, Education Finance Specialist 2

SUBJECT: Paper/Electronic 2022-23 Reports of Final Enrollment, Cost and Refund Information
(including STAC IDs) for Public High Cost Students with Disabilities
Initial Submission Deadline 11/10/2023

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 2022-23 BOCES ENROLLMENT/FINAL COST REPORTING

Deadline	Task
08/30/2023	Additional STAC IDs available for each BOCES to download from its SED File Transfer Manager “outbasket”
10/13/2023	Each BOCES notifies STAC/Medicaid Unit about possible duplicate IDs and any corrections to STAC child information (last name, first name and/or date of birth).
11/10/2023	Each BOCES incorporates additional STAC IDs into its database and submits its initial/sample Year-End Final Cost Reports* for High Cost Students to STAC/Medicaid Unit for review.
12/15/2023	Upon STAC approval of sample submissions, BOCES generates and submits complete set of district Year-End Final Cost Reports* for High Cost Students with STAC IDs, along with an electronic text file containing the summary-level data.
01/19/2024	Upon final STAC approval, BOCES distributes paper Year-End Final Cost Reports for High Cost Students including STAC IDs to school districts.

* **Reports:** Both detailed service breakdown and summary-level of reports required, in PDF format.

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 school districts upon STAC/Medicaid Unit approval. **PDF copies** of the finalized detail and summary-level 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 example for 39-week billing.
Excel version available upon request.

TABLE 1.

BOCES 39-Week High Cost Billing Pattern Example

Capital Region BOCES
Summary-Level Year-End Final Cost Report for High Cost Students
 2022-2023

District: Albany City SD

BOCES Program Year:	<u>Start Date</u>	<u>End Date</u>	<u>Weeks Billed</u>			<u>Calculated On</u>	<u>Printed On</u>
	09/07/2022	06/23/2023	39			11/03/2023	11/05/2023
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>Student Name (D.O.B)/STAC ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>BOCES Billing FTE</u>	<u>Original Amount Billed</u>	<u>Year End Adj Surplus/(Deficit)</u>	<u>Final Net Cost</u>	<u>10-Mo. Annualized Cost</u>
Lenhardt, Adam (d.o.b. 05/21/2005) STAC ID A12345	10/01/2022	06/23/2023	0.820	\$ 50,000.00	\$ 750.00	\$ 49,250.00	\$ 60,060.97
Total for Lenhardt, Adam:	10/01/2022	06/23/2023	0.820	\$ 50,000.00	\$ 750.00	\$ 49,250.00	\$ 60,060.97
Mason, Kelly (d.o.b. 02/01/2009) STAC ID B67890	09/07/2022	09/30/2022	0.102	\$ 6,000.00	\$ (100.00)	\$ 6,100.00	\$ 59,803.92
Total for Mason, Kelly:	09/07/2022	09/30/2022	0.102	\$ 6,000.00	\$ (100.00)	\$ 6,100.00	\$ 59,803.92
Smith, Shaakima (d.o.b. 10/01/2009) STAC ID C12345	10/01/2022	01/31/2023	0.410	\$ 30,000.00	\$ 2,500.00	\$ 27,500.00	\$ 67,073.17
	02/01/2023	06/23/2023	0.487	\$ 35,000.00	\$ (1,200.00)	\$ 36,200.00	\$ 74,332.64
Total for Smith, Shaakima:	10/01/2021	06/22/2021	0.897	\$ 65,000.00	\$ 1,300.00	\$ 63,700.00	\$ 71,014.49 **
Total for Albany City SD:			1.819	\$ 121,000.00	\$ 1,950.00	\$ 119,050.00	

* Example BOCES billed districts for a 39-week program in 2022-23 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.