



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

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TO: Official State Aid Designee

FROM: Edwin Truax, Associate in School Financial Aid

DATE: January 2016

SUBJECT: 2014-15 STAC On-Line Verification (DVPUB) and Signature Form for School Age 10-Month High Cost Public Placements – **Deadline March 15, 2016**

Under Section 3602 of NY State Education Law, the Committee on Special Education (CSE) responsible school district may file a *Request for Reimbursement Approval* for school-age special education students who receive special education services or attend district or BOCES programs and who have an annualized special education cost that meets or exceeds the district threshold dollar amount. Public excess cost aid is generated by the CSE district for direct special education services that are verified on the STAC **DVPUB online verification screen**. Current year aid is based on prior year enrollment and education costs. The following describes the 2014-15 verification process:

DVPUB Online Verification Process Overview:

Before you begin your DVPUB online verification process, please read the enclosed copy of “*Guide to Online Verification of 10-Mo. High Cost Public Placements*” (also available on the STAC/Medicaid unit website at: http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DVPUB.pdf).

- **New for 2014-15:** The DVPUB online verification screen now includes **all** public 10-month high cost school age placements, **including BOCES placements**.
- **New for 2014-15:** The DVPUB online verification screen allows amendments in the “*To/From*” date fields and the “*10-month Annualized Costs*” field. Prior to changing the “*To/From*” dates, check the “*Education Provider Program Dates*” displayed at the top of the DVPUB screen. **If a student was enrolled for the entire 10-months and the FTE displayed for the student is 1.000, there is no need to adjust the “*To/From*” dates.**
- DVPUB online verification is done one public educational provider at a time.
- For each student, check/amend the “*To/From*” dates and the “*10-Month Annualized Cost*” and click the “*verify*” box on the DVPUB screen. A list of the unverified students can be obtained on either the DQAPP online screen or the DVPUB online screen.
- Submit a *DVPUB Signature Form* upon completion of your DVPUB verification process. The initial *DVPUB Signature Form* is **due to the STAC/Medicaid Unit by March 15, 2016**. A blank 2-page form is enclosed (also available on STAC/Medicaid Unit website at: http://www.oms.nysed.gov/stac/forms/DVPUB_Signature_Form_Rev.pdf).
- Submit all required cost backup documentation (see box below) together with your *DVPUB Signature form* by **March 15, 2016**.

Required Documentation when Verified 10-Month Annualized Cost Exceeds \$104,999 : Applies to:

1). All In-District and Other District Students with Annualized Costs exceeding \$104,999.

2). Only those BOCES Students with Annualized Costs exceeding \$104,999 who received separate IEP-approved services provided by the district or another non-BOCES provider.

- a completed "High Cost Student Data Report"
(http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/high_cost_student_data_rates_exceeding_rpt.pdf);
- selected pages from the student's IEP that list the frequency and length of approved services;
- invoices or cost calculations for individual services costing \$15,000+ each; and
- a monthly (or year-end) invoice and/or contract from that school district to confirm the 10-month annualized cost being claimed (other district placements only).

Upon receipt of your *DVPUB Signature Form* and any required cost backup documentation, the STAC/Medicaid Unit will review your student verifications and either mark each record as "Reviewed and Locked by SED", or follow-up with additional questions. If a district needs to amend and re-verify a locked STAC record, contact the STAC/Medicaid Unit.

Calculating the "10-Month Annualized Cost" for a High Cost Public Placement

The "10-Month Annualized Cost" is the amount it would have cost the district to educate a student for the entire 10-months. It will exceed your actual cost whenever a student was enrolled for less than 10-months.

Only the following costs of direct special education services are eligible for public excess cost aid:

- Pro-rata share of special education classroom/consultant teacher salary plus fringe benefits;
- Pro-rata share of special education classroom/individual aide salary plus fringe benefits;
- Pro-rata share of costs for related services specified on the student IEP;
- Cost of assistive technology devices/services used by just this child.

The following costs are excluded from column 5 of the "10 Month Annualized Cost" Calculation:

- Non-Resident Tuition (NRT) base grade level and special education rates;
- Special education transportation costs;
- CSE or Pupil Personnel Services salary and fringe benefits;
- Evaluation costs;
- Regular education teacher salary and fringe benefit costs;
- District administrative or building overhead costs;
- Due process (impartial hearing) costs;
- Costs for non-special education or indirect services;
- Costs for permanent building fixtures/equipment (e.g. strobe light fire alarm system);
- Home and hospital instruction provided on weekends, holidays, and during school year vacations;
- Services provided that were not included on the IEP or which exceed the level (individual vs. group) or frequency of service specified on the IEP;
- Costs aided through IDEA or other federal grant programs.

“10 Month Annualized Cost” Example:

John was 1 of 5 students enrolled in a 6:1:1 special education class for 30 out of 40 weeks. The special education teacher and classroom aide had combined salaries and fringes for the 30 weeks of \$150,000 and \$50,000, respectively. John received \$5,000 in related services, and his IEP required an assistive-technology device costing \$2,500.

Salary	\$30,000	(1/5 th of \$150,000)
Fringe Benefits	\$10,000	(1/5 th of \$50,000)
Related Services	<u>\$5,000</u>	
Actual Cost before Assistive Tech.	\$45,000	
Divided by FTE Enrollment	<u>0.750</u>	(30 weeks / 40 weeks)
Annualized Cost before Assist. Tech	\$60,000	
Assistive Technology Device	<u>\$2,500</u>	
10-Month Annualized Cost	<u>\$62,500</u>	

BOCES DVPUB Online Verification Rules:

Refer to the attached [2014-15 BOCES Year-End Report Table](#) which lists for each BOCES the name and run-date of the BOCES Year-End Cost/Refund Report, which a district must use to correctly amend/verify the “To/From” and “10-Month Annualized Cost” fields on the DVPUB online verification screen. This year-end report should be in the Business, CSE, or Superintendent’s Office. **If you cannot find the BOCES Year-End Report listed, do not complete the DVPUB screen for those BOCES’ placements.** Contact the BOCES Business Office for a copy or contact Edwin Truax of the STAC/Medicaid Unit. If the BOCES sent you 2 versions of the report, use the one which has “Summary-Level” in the title or which has a single-line total covering all the educational services for a particular set of “To/From” dates. Include a copy of the year-end BOCES report you used to complete the DVPUB when you submit your signed *DVPUB Signature Form*.

If your district provided a BOCES student with additional IEP-approved services not contracted through BOCES (e.g. after-school services), complete a “*High Cost Student Data Report*” listing the additional services under Part 1 or Part 3 and list the BOCES Cost information in Part 2. Please complete your DVPUB verification and submit your [DVPUB Signature Form](#) (blank copy enclosed), plus any additional required DVPUB backup documentation (see page 2) by **March 15, 2016**.

For questions on calculating 10-month annualized costs or the DVPUB online verification screen, contact Edwin Truax, Anne Wolfgang, or Maureen McCarthy at 518-474-7116.

Enclosures