



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: March 3, 2017

SUBJECT: 2015-16 STAC On-Line Verification (DVPUB) and Signature Form for School Age 10-Month High Cost Public Placements – **Deadline March 31, 2017** and Substantiating Documentation for 2016-17 High Cost Public Excess Cost Aid Claims

Under Section 3602 of New York 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 in 10-month district or BOCES programs and who have an annualized special education cost that exceeds their district threshold dollar amount. Public excess cost aid is generated to the CSE district for direct special education services that are verified on the STAC **DVPUB online verification screen**. 2016-17 public excess cost aid is based on 2015-16 school year enrollment and education costs. Current year funding is available to districts for 2015-16 claims verified by June 30, 2017. Prior year funding is available to districts for 2015-16 claims verified by June 30, 2018. The following describes the 2015-16 school year 10-month public high cost verification process.

DVPUB Online Verification Process Overview:

Before you begin your DVPUB online verification process, please refer to the “*Guide to Online Verification of 10-Mo. High Cost Public Placements*” available on the STAC/Medicaid unit website at:

http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DVPUB.pdf.

- The DVPUB online verification screen includes all public (in-district and other district) and BOCES 10-month high cost school age placements.
- The DVPUB online verification screen allows amendments in the “*To/From*” date fields and the “*10-month Annualized Costs*” field. Prior to amending 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 must be processed one public educational provider (BOCES, in-district, other district) 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 your 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 31, 2017**. 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.pdf).
- Submit all required cost backup documentation (see box below) together with your *DVPUB Signature form* by **March 31, 2017**.

Substantiating Documentation for 2016-17 High Cost Public Excess Cost Aid Claims

Districts will be required to submit documentation substantiating 2015-16 school year claims for verified students selected by the STAC Unit for in-depth review. Within the next several weeks, districts required to provide documentation will receive an e-mail from the STAC Unit requesting completed *High Cost Student Data Reports* and/or IEPs for selected students with a 10-month annualized cost exceeding \$104,999, and for other verified students selected for review.

Below is a link to the "*High Cost Student Data Report*":

http://www.oms.nysed.gov/stac/forms/highcost_student_data_report.pdf

Verified records reviewed by SED will be locked. If a district needs to amend and re-verify a locked STAC record, contact the STAC 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 for 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;
- Provided services 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 of \$150,000)
Fringe Benefits	\$10,000	(1/5 of \$50,000)
Related Services	<u>\$5,000</u>	
Actual Cost Before Assistive Technology Device	\$45,000	
Divided by FTE Enrollment	<u>0.75</u>	(30 weeks / 40 weeks)
Annualized Cost Before Assistive Technology Device	\$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 **2015-16 BOCES Year-End Report** table posted on the STAC website which lists the name and run-date of each 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 BOCES year-end report should be in the Business, CSE, or Superintendent’s Office. **When entering your BOCES verification data onto the DVPUB screen from the 2015-16 BOCES Year-End Cost/Refund Report, you must use the appropriate version of that report indicated on the 2015-16 BOCES Year-End Report table posted on the STAC website. If you cannot locate the version of the BOCES Year-End Report listed, do not complete the DVPUB screen for those BOCES’ placements.** Contact the BOCES Business Office or Edwin Truax of the STAC/Medicaid Unit for a copy. 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 31, 2017**.

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

Enclosures