



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

**Steven Wright, Director**

89 Washington Avenue • Room 514 EB • Albany, NY 12234

Tel: (518) 474-7116 • FAX: (518) 402-5047

STAC E-mail: omsstac@mail.nysed.gov

STAC Website: <http://www.oms.nysed.gov/stac>

Medicaid E-mail: medined@mail.nysed.gov

Medicaid Website: <http://www.oms.nysed.gov/medicaid>

**TO:** Official State Aid Designee February 2020

**FROM:** Adam Lenhardt, Education Finance Specialist 2

**SUBJECT:** 2019-20 STAC On-Line Verification (DVPUB) for School Age 10-Month High Cost Public Placements – **Deadline April 17, 2020**

Public excess cost aid is generated by the CSE district for direct special education services it verifies on the STAC **online verification screen (DVPUB)**. 2019-20 excess cost aid (including High Cost Public aid) is based on 2018-19 school year enrollment and education costs. Current year funding is available to districts for 2018-19 claims verified by June 30, 2020. Prior year funding is available to districts for 2017-18 claims verified by June 30, 2020.

**2018-19 DVPUB Online Verification Process Overview:**

- **In-District:** *In-district claims opened for verification on October 3, 2019.*  
Complete the **DCPUB** High Cost Worksheet to calculate the annualized cost and to provide cost breakdowns for any claims flagged as “DCPUB Required” or selected by SED for review.
- **Other District:** *Other district claims opened for verification on January 24, 2020.*  
Complete the **DCPOD** High Cost Worksheet to provide cost breakdowns for all claims that exceed the district threshold.
- **BOCES:** *BOCES claims opened for verification on February 25, 2020.*  
Complete the **DCPUB** High Cost Worksheet for any BOCES claim records where the claimed cost exceeds the cost listed on the BOCES Year-End Final Cost Report.
- In-district, other district, and BOCES claims must all be verified on the DVPUB screen to be eligible for reimbursement. To permit time for review, please verify by **April 17, 2020**.

Instructions on how to utilize the **DCPUB** online screen can be found at:

[http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DCPUB.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPUB.pdf)

Instructions on how to utilize the **DCPOD** online screen can be found at:

[http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DCPOD.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPOD.pdf)

Districts will only be required to submit additional back-up documentation substantiating 2018-19 school year claims for verified students **selected** by the STAC and Medicaid Unit for in-depth review. Districts that are required to provide such documentation will receive an e-mail from the STAC and Medicaid Unit requesting IEPs, and other cost documentation, for selected students identified for review.

Before you begin your **DVPUB** online verification process, please review 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](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DVPUB.pdf)

Please keep in mind:

- The DVPUB online verification screen includes all public (in-district and other district) and BOCES 10-month excess 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-month school year 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 education 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 your unverified students can be obtained on either the DQAPP online screen for all providers or the DVPUB online screen for a selected provider.

**Once all your verifications have been completed:**

Fill out all of the fields in the **COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS** box, if this information has not already been entered. Once all records have been verified, check the **Verification Completed** box. Click the **Submit** button at the bottom of the screen.

**Guidance for Calculating 10-Month Annualized Costs for In-District Verifications:**

A list of allowable costs for special education services which may be claimed for Public Excess High Cost Aid and a list of other costs which may not be claimed can be found by clicking on the link below:

[http://www.oms.nysed.gov/stac/schoolage/avl-payment\\_reports\\_and\\_chargebacks/annualized\\_cost\\_calculation.html](http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports_and_chargebacks/annualized_cost_calculation.html)

More information about the in-district verification process can be found at:

[http://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB\\_201819\\_Letter\\_InDistrict.pdf](http://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB_201819_Letter_InDistrict.pdf)

**Guidance for Reporting 10-Month Annualized Costs for Other-District Verifications:**

More information about the other district verification process can be found at:

[http://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB\\_201819\\_Letter\\_OtherDistrict.pdf](http://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB_201819_Letter_OtherDistrict.pdf)

**Guidance for BOCES Verifications:**

Refer to the **2018-19 BOCES Year-End Report** table posted on the STAC website which lists the name and run-date of each BOCES’s Year-End Final Cost 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 2018-19 BOCES Year-End Final Cost Report, you must use the version of that report that matches the exact title and Calculation Date indicated on the 2018-19 BOCES Year-End Report table posted on the STAC website:**

[http://www.oms.nysed.gov/stac/schoolage/correspondence/201819\\_boces\\_yearend\\_report\\_table.html](http://www.oms.nysed.gov/stac/schoolage/correspondence/201819_boces_yearend_report_table.html)

**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 the STAC and Medicaid Unit for a copy. If the BOCES sent you two 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.

If your district provided a BOCES student with additional IEP-approved services either not contracted through BOCES or not included in the BOCES Year-End report (e.g. after-school services), you will be required to complete the “*High Cost Student Worksheet*” screen (**DCPUB**) or **cost will be capped and locked at amount listed on BOCES report.**

---

**PLEASE NOTE:** Verified records reviewed and approved by the STAC and Medicaid Unit will be locked. If a district needs to amend and re-verify a locked STAC record, contact the STAC and Medicaid Unit. For questions on calculating 10-month annualized costs or the **DCPUB/DCPOD/DVPUB** online screens, please contact Thomas Hitchcock, Andrew Kitzrow, Kelly Mason, Adam, Lenhardt, or Edwin Truax at 518-474-7116.