



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

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TO: Official State Aid Designee
FROM: Adam Lenhardt, Education Finance Specialist 2
DATE: October 2019
SUBJECT: 2018-19 STAC On-Line Verification (DVPUB) for School Age 10-Month High Cost Public Placements

In-District Claims:	Verify Starting October 3, 2019
Other District Claims:	Verify Starting Early December 2019
BOCES Claims:	Verify Starting February 2020

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 public excess cost threshold dollar amount. Public excess cost aid is generated by the CSE district for direct special education services verified on the STAC **online verification screen (DVPUB)**.

2019-20 public excess cost 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.

2018-19 DVPUB Online Verification Process Overview:

Prior to verifying your 2018-19 public high cost claims, districts are required to complete the DCPUB online screen for:

- **In-District** - All records flagged as “DCPUB Required” by EFRT; and Any records selected for review by SED. Records may be flagged for review at any time during the review period.
- **BOCES** - All BOCES claim records where the claimed cost exceeds the cost listed on the BOCES Year-End Final Cost Report

Prior to verifying your 2018-19 public high cost claims, districts are required to complete the DCPOD online screen for:

- **Other District** - All records where a school district other than the CSE district is listed as the education provider.

The **DCPUB** and **DCPOD** online screens can be utilized as a cost calculation tool prior to verifying any high cost claim. **Districts are permitted and encouraged to complete the appropriate high cost worksheet screen for any in-district or BOCES claims not meeting the criteria noted above.**

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 unit website at:

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

Keep in mind that:

- The DVPUB online verification screen includes all public (in-district, 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-months and the FTE displayed for the student is 1.000, there is no need to adjust the “*To/From*” dates.
- 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.
- Once a DCPUB has been submitted for a given record, any changes to the 10-Month Annualized Cost must be submitted on the DCPUB screen.
- Districts are only required to submit additional back-up documentation for verified 2018-19 claims **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 specifying what must be submitted.

To fill out the contact information on the **DVPUB** screen:

1. On the **DVPUB** screen, select the **1819** school year and click the **Get Providers** button.
2. Select an education provider from the provider dropdown.
3. Select the **All Records** option from the **Selection Type** list.
4. Click the **Get AVL** button.
5. At least one student should be displayed. Fill out all of the fields in the **COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS** box. If you anticipate having additional records to verify, do not check the **Verification Completed** box.
6. 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 both be found at:

<http://www.oms.nysed.gov/stac/schoolage/avl-payment-reports-and-chargebacks/annualized-cost-calculation.html>

A Quick Reference Guide for completing the DCPUB high cost worksheet can be found at:

<http://www.oms.nysed.gov/stac/stac-online-system/online-instructions/guide-DCPUB.html>

COMING SOON: Batch submission of DCPUB/DCPOD high cost worksheets via SED File Transfer Manager

Guidance for BOCES and Other-District Verifications:

A follow-up memo with more detailed guidance on the Other District verification process will be released in early December. A follow-up memo with more detailed guidance on the BOCES verification process will be released next February.

2017-18 Prior Year Claims:

A separate memo with guidance on submitting prior year claims for the 2017-18 enrollment year will be released later this month.

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 **DVPUB/DCPUB** online screens, please contact Edwin Truax, Adam Lenhardt, or Kelly Mason at 518-474-7116.