TO:  Official State Aid Designee  January 2020
FROM:  Adam Lenhardt, Education Finance Specialist 2
SUBJECT:  2018-19 STAC On-Line Verification (DVPUB) Now Open for School Age 10-Month High Cost Public “Other District” Placements

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.

2019-20 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:

- **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 open for verification in February 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.

School districts must verify all High Cost Public claims on the DVPUB screen to be eligible for reimbursement.

**Guidance for Reporting 10-Month Annualized Costs for Other-District Verifications:**
The educating district may bill the CSE district based on a child-specific non-resident student cost calculation, but only if it calculates child-specific bills for every nonresident student. Otherwise, the educating district must bill for all nonresident students based on the actual “Non-Resident Tuition” NRT rates posted on SAMS. The NRT rates are average cost calculations which include all special education costs for 1:1 aides and related services, so the other educating district may not include additional charges, if it is billing based on the posted NRT rates.

School districts must complete the High Cost Worksheet for all students educated by another district.

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_DCPUB.pdf

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
Keep in mind that:
- 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 public educational provider (in-district, other district, or BOCES) 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.
- 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 be found by clicking on the link below:

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

Guidance for BOCES Verifications:
A follow-up memo with more detailed guidance on the BOCES verification process will be released in February.

2017-18 Prior Year Claims:
More information about the in-district verification process can be found at:

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.