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April 2014

**TO:** Directors of Preschool Special Education Programs  
Directors of Private School-Age Special Education Programs  
Superintendents of Special Act School Districts  
Superintendents of Public School Districts  
Superintendents of BOCES

**FROM:** Maureen C. McCarthy

**RE:** 2014-2015 Program Service Dates for STAC Online Reimbursement

Each year, the State Education Department (SED) requires that approved special education providers confirm or correct the **program date information** on the System to Track and Account for Children (STAC) program file. STAC program date information means the period of the student's enrollment which means the first and last days of a school year that students will be in attendance<sup>1</sup>.

In creating the program file for 2014-15, SED has applied the following default dates:

- 02-month programs **July 7, 2014 through August 15, 2014,**
- 10-month programs **September 3, 2014 through June 19, 2015.**

**STAC Program Dates**-If the above dates are not the correct program dates for your agency, you must access the online system to change your program information to reflect the correct dates. **STAC program dates should reflect the first and last days that students will be in attendance.** The STAC Online system will be open on April 1, 2014 to school districts, BOCES and private providers to update their 2014-15 STAC program dates. Providers must use their assigned STAC Usercodes to access their program information online and correct their 2014-15 STAC program dates by **June 13, 2014.** Authorized users must log on to the STAC Online System and proceed to the DQPRG screen to view a complete listing of all their approved programs for the 2014-15 year. **Note: STAC program dates are not always the same as your program's approved calendar dates.**

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<sup>1</sup> Section 175.6 of the Regulations of the Commissioner defines "period of enrollment" to mean that period commencing on the first day a student is enrolled in and is physically present at, or legally absent from, a special education program or service offered by an approved private school or facility and terminating on the last day such student is enrolled in and is physically present at, or legally absent from, such program or service.

**Program Calendar Dates**--For the July-August 2014 extended school year, the program calendar must include at least 30 days during July and August<sup>2</sup>. For the September 2014-June 2015 school year, the program calendar must include at least 180 instructional days<sup>3</sup>. School calendars for the 2-month and 10-month programs must be available for inspection by your SED Office of Special Education Regional Associate. Please see the State Aid website for further information regarding program calendar dates: [https://stateaid.nysed.gov/attendance/attendance\\_memo.htm](https://stateaid.nysed.gov/attendance/attendance_memo.htm).

Instructions for date change procedures are included in this mailing. A direct link to this letter and a separate Instruction Guide can be found on the STAC homepage at <http://www.oms.nysed.gov/stac/>. The Guide also can be found under STAC Online System/Online Instructions. Providers who do not currently have a Usercode should submit a Request Form for Online Access. A link to the form can be found at: [http://www.oms.nysed.gov/stac/stac\\_online\\_system/stac\\_access\\_form.pdf](http://www.oms.nysed.gov/stac/stac_online_system/stac_access_form.pdf).

It is **not** necessary to change the dates for special education itinerant service (SEIT-9135/9136) programs since preschool students in these programs have varying start and end dates based on the weekly sessions of service delivery in these programs.

If you have any questions regarding the date change process, please contact the STAC, Special Aids and Medicaid Unit at (518) 474-7116 or via e-mail at [omsstac@mail.nysed.gov](mailto:omsstac@mail.nysed.gov). Questions related to program approvals should be directed to P12: Office of Special Education at (518) 473-6108.

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<sup>2</sup> Special education programs and service(s) must operate for 30 school days during the months of July and August and will be funded for a maximum of 30 days of service based upon enrollment. In observance of Independence Day as a legal holiday, July 4th may constitute a day of service for a July-August program, provided that day is included in your program calendar dates. [8 NYCRR §200.1(eee)]

<sup>3</sup> No school may be in session on a Saturday or a legal holiday, except general election day, Washington's Birthday and Lincoln's birthday. Days may include not more than four conference days. A conference day may not be scheduled on any day in July or August.

## **Instructions for Making STAC Program Date Changes**

**NOTE:** A PDF version of these instructions with screenshots is available at:  
<http://www.oms.nysed.gov/stac/training materials/program dates.pdf>

Proceed to the STAC website at <http://www.oms.nysed.gov/stac/>

**From the column on the left, click on EFRT Online Sign-in.**

Click on the **EFRT** button. The **Presentation Client Window** will display. Do not close this window while the application is running. If a security warning asks you whether to block unsafe components, click **No**.

**Log Onto** the STAC database. **All entries must be in uppercase.**

- Enter your assigned **Usercode**.
- Tab to the Password field and enter your assigned **Password**.
- Press **Enter**.

From the Special Education Main Menu, **select DDATE: Program Date Changes**. The Program Date Changes Menu will display.

**Click** on the “**S**” button **to select** the screen you wish to retrieve:

- DPRES           Preschool Program Date Changes
- DSCHA           School-Age Program Date Changes
- DOMLS           Homeless Program Date Changes

These three program screens are slightly different in content but the instructions apply to all program date changes. **To retrieve a specific program**, enter the following data for your agency’s approved programs:

- Select ‘**1415**’ from the School Year dropdown field.
- Enter your **agency’s 12-digit SED code** in the Provider field.
- Enter the **5-character program code** in the Program field (e.g. 9000 A).
- Click on **Inquire**.

The selected program will display. If the program dates are correct, no further action is required.

To **change** the program **dates**:

- Enter the correct dates in the **Begin Date** and **End Date** fields in mm/dd/yy format.
- Click on **Change** at the bottom of the screen. If the transaction was successful, “**Report Completed**” will display at the bottom left of the screen. **Please wait for this message before making additional program date changes.**
- If necessary, enter the next **5-character program code** and click on **Inquire** to display the program. **Proceed to make program date changes for all applicable programs.**

To return to the **Program Date Changes Menu**, enter **DDATE** in the Go To field at the top right of the screen. Press Enter.

To return to the **Special Education Main Menu**, enter **HOME** in the Go To field at the top right of the screen. Press Enter.

To **logoff** the system, enter **BYE** in the Go To field at the top right of the screen. Press Enter

**Note:** At any time when accessing your program listing from the Special Education Main Menu -- DQPRG: Provider/Program Search, you may note a program with an approval status of 1-year-only (Appr-1). These programs are for internal use only. External users are not allowed to change the dates of these programs. If the dates of your 1-year-only program are incorrect, please fax the correct dates for that program to the STAC, Special Aids and Medicaid Unit at (518) 402-5047.

**NEW:** *We are recommending that all school districts and providers sign up for our **LISTSERV** specifically for New York State School Districts and Approved Providers. Instructions for signing up for the appropriate ListServ can be found on our website at <http://www.oms.nysed.gov/stac/listserv/>*