



STAC, Special Aids and Medicaid Unit
Reimbursement for Individuals in Special Education
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Maureen McCarthy, Coordinator

February 10, 2012

TO: Homeless Liaison of Select Public Schools

FROM: Maureen C. McCarthy

SUBJECT: **2010-11 "Request for Commissioner's Reimbursement Approval for Students In Temporary Housing" - STAC-4 MAILING**

Enclosed are your district's reimbursement request forms (STAC-4) for students in temporary housing who may have been educated in your district for the **2010-11 school year**. STAC-4 forms are issued for students based on information provided on a STAC-202 notification form received from the local Department of Social Services (DSS) or from your district. You may receive a STAC-4 for a student who did not attend your district or for a student previously issued a STAC-3 reimbursement approval in your district during 2010-11. For these students, check the appropriate box at the bottom of the STAC-4 and return the form to the STAC, Special Aids and Medicaid Unit.

This issue of STAC-4 forms is only for the 2010-11 school year. We are encouraging all Authorized online users of the STAC online system to enter their STAC 4 information directly online on the STAC mainframe. We have enclosed instructions for entering these approvals on the DSHOM screen. No paper or superintendent signature is required for Homeless Reimbursement Approvals online. If you are an authorized user and require assistance accessing the online system for Homeless Reimbursement processing, contact Karen Andersen at (518) 474-7116. If you would like to apply for online user rights, please complete the enclosed "Request for Online Access" form.

For a student placed in a BOCES program, enter the **annualized** cost for education in the appropriate field. No cost is required for in-district placements.

For those few hard copy STAC -4 forms which you may need to submit to the STAC Unit for processing, the form must be signed by the district superintendent. The bottom section should be completed in order for STAC personnel to know whom to contact should questions arise. STAC-4 approvals that are not successfully entered on the STAC mainframe will result in a delay in processing. Please complete your STAC 4 online processing or return all 2010-11 STAC 4 forms to the STAC, Special Aids and Medicaid Unit by April 15, 2012.

Once the STAC-4 approvals have processed on the STAC mainframe, the New York State Education Department (SED) will issue a STAC-3 Approval List to the designated school district of attendance. An information list will be issued to the education service provider if other than the school district.

After successfully entering your STAC 4 approvals on the STAC mainframe, we encourage you to immediately verify all of the 2010-11 Homeless approvals using the DVHOM screen. We have included instructions for this screen as well. SED will reimburse the designated school district of attendance for the approved and verified costs for education.

In accordance with Education Law 3209 Section (3)(a), in order for the school district of attendance to receive reimbursement for the education costs of a homeless student, that student's district of last permanent residence must be within New York State. Neither a STAC-4 request for reimbursement nor a STAC-3 approval will be generated for students whose district of last permanent residence is outside New York State.

Enclosures