



**STAC, Special Aids and Medicaid Unit**  
Reimbursement for Individuals in Special Education  
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January 28, 2011

**TO:** Superintendent of Schools or Official Designee

**FROM:** Edwin Truax, Associate in School Financial Aid

**SUBJECT:** On-line Verifying 2010-11 Incarcerated Youth (IY) STACs - **Due February 18, 2011**

To be aided in March 2011, by February 18, 2011 districts offering an Incarcerated Youth (IY) Program need to access the DVINC "IY AVL/Update/Display" on-line screen to verify IY student enrollment dates for the 7/1/10 – 8/31/10 and 9/1/10 – 6/30/11 enrollment periods.

To start the on-line process, type DVINC in the "Go To" box and hit the enter key. Next select 1011 in the "School Year" box, then under "Get Providers" select either your district or the BOCES, and select "Unverified" records followed by "Get AVL". This will display all unverified students alphabetically. Next enter the estimated 12-month estimated cost in whole dollars in the "Program Costs" and "Administrative Costs" fields. Administrative Costs may not exceed 5% of Program Costs.

For each IY student whose actual "Begin" and estimated "End" dates are correct, click on the "Verify" box. Students whose dates of service are incorrect should be skipped. At the bottom of the screen, click on the "Submit" Box to bring up the next page of students to verify.

For students skipped in the first round of verification because their dates of service were incorrect, you must amend their education dates on the DQCLD screen. Then you can return to the DVINC screen a second time to verify their education dates.

**To check on your district's daily progress in entering and verifying IY students, use our DQAPP (District Query on Approval) screen.** Type DQAPP in the "Go to" box, then under "School Year" select 1011, then under "Get Provider" select the district or BOCES that runs your IY program, then under "Placement Type" select DSINC for the IY Program, and click on "Get Records". All of your IY students on STAC will be listed alphabetically. A "Y" in the right hand column indicates the youth has been verified and an N indicates the student still needs to be verified on the DVINC screen.

**In February our <http://www.oms.nysed.gov/stac/> verification status website should be updated on about 2/3/11 and 2/17/11. To get a Gold Star you need to verify all your IY students. Please complete your on-line verification by no later than 2/18/11 to make sure you receive a March 2011 aid payment.**

On the reverse side of this letter there is a step-by-step instruction page explaining how to on-line verify your 2010-11 DVINC services. For questions on claiming incarcerated youth aid, please contact Edwin Truax or Harold Matott of the STAC, Special Aids and Medicaid Unit, 89 Washington Avenue, Room 514 EB, Albany, New York 12234 at (518) 474-7116.

**HOW TO CLAIM AID FOR INCARCERATED YOUTH EDUCATION SERVICES  
FOR 12-MONTH SCHOOL YEAR 2009-10 AND SUBSEQUENT YEARS  
USING THE DVINC ON-LINE VERIFICATION SCREEN**

**Starting with 2009-10**, districts must verify incarcerated youth (IY) education services on-line using the DVINC screen. Since 3 payment periods exist for the IY program, districts will be notified each time the on-line verification screen is reopened and will be required to verify IY educational services at 3 different times.

**Step 1:** Go to DVINC Screen, select School Year (e.g., 0910), select “Unverified” records, under “Get Providers” select your district or the BOCES that provides the education. Click on “Get AVL” to bring up an alphabetical list of unverified records. Enter the estimated/final actual costs for the 12-month period in the “Program Costs” and “Administrative Costs” fields. Next, click on the “Verify” box only when the actual “Begin” and estimated/actual “End” dates for each student are exactly correct. Click the “Submit” box to have your on-line verifications accepted and to bring up the next page of records to be verified.

If a student has an incorrect Begin or End Date, skip the “Verify” box (if it is empty) or click on the “Verify” box to remove the verify check mark for a student verified in error. Go on to the next student on the DVINC screen. If you need to stop the verification process try to at least complete the page you are working on noting the last name of the student where you left off. Then click on the “Submit” box to get your verifications processed. When you sign back into DVINC follow the steps in the first paragraph, but also complete the “First 4 Letters of Last Name” field. When you select Get AVL, the screen will start on the last student where you left off, so you can resume your verification.

**Step 2:** After you finish verifying (or skipping) students the first time, go back to the top of the DVINC screen, empty “First 4 Letters of the Last Name”, select Unverified and select Get AVL for the same provider. Use the Print Screen option to print the names of the unverified students on that screen. Then click Submit to pull up the next screen of names and repeat this process until all unverified students are printed. Write the date corrections that need to be made for each unverified student on the printed screens and go to DQCLD to make those corrections for each student. After all the unverified students have had their service dates corrected on DQCLD, repeat Step 1.

For questions contact the STAC, Special Aids, and Medicaid Unit, 89 Washington Avenue, Room 514 EB, Albany, NY 12234 (518) 474-7116 (TEL) or (518) 402-5047 (FAX) and ask for Edwin Truax or Harold Matott.