

**HOW TO CLAIM CHAPTER 47 & CHAPTER 721 TRANSPORTATION AID
FOR JULY & AUGUST 2008 AND SUBSEQUENT SUMMERS
USING THE DVSTC ON-LINE VERIFICATION SCREEN**

Step 1 - Select the following summer transportation on-line verification screen:

DVSTC – Summer Chapter 47 Group or Family Care Home and Chapter 721 Intermediate Care Facility (ICF) or Individualized Residential Alternative (IRA) Transportation Cost.

Step 2 - Select the School Year and then select Unverified, Verified, or All Records.

Step 3 - Select an Educational Provider

Click on Get Providers and select your next summer educational provider which has Chapter 47 or 721 students with unverified transportation costs. Enter the “First 4 Letters of Last Name” verified, if you had stopped verifying transportation costs part way through this provider, and then click on Get AVL.

Step 4 - Verify (and/or amend) Transportation Costs

If the cost displayed in the “Approved” cost field is correct, click on the “Verify” box. If the “Approved” cost field is incorrect, enter an amended cost in the “Cost Verified” field and click on the “Verify” box. If you are uncertain if the cost is correct, skip the “Verify” box and go to the next student.

Step 5 - A “Stop Payment” flag is generated if you verify a transportation cost above the summer 2008 and 2009 cap of \$5,000 or the summer 2010 and 2011 cap of \$5,500.

Make sure all verified costs are correct. Then hit “Submit” (not “View” which brings up the next page without processing any of your entries). If a cost exceeding the summer \$5,000 (or \$5,500) cap is submitted, a red letter “S” (for Stop Payment) will display to the left of that student’s name along with a warning message on the bottom of the screen. If you meant to enter a cost below the cap, correct the Cost Verified, check the Verify box, and hit the Submit box a second time. This will remove the “S” Stop Payment.

To continue to claim a cost above the summer \$5,000 (or \$5,500) cap, click the Submit box a second time. The red “S” Stop Payment status will remain on the student’s record until it is removed by STAC. It will not be removed, even if you later reduce the cost below the \$5,000 (or \$5,500) cap, so make sure your costs are correct before you click on the Submit box a second time. To get a Stop Payment flag removed, send our office backup contract invoices or calculations to justify the student cost being claimed.

Repeat Step 1 to verify the next provider.

Optional Step 6 - To identify any remaining summer Chapter 47 or 721 educational providers who may have students with unverified transportation costs, go to the DQAPP screen. On DQAPP select the School Year, under Get Providers select All Providers and under Placement Type select DSCSM . Next select Get Records and scroll down through the list of students. Note all the provider names for Step 3. All these providers may have students with unverified transportation costs. **Go to Step 1.**

Questions:

Contact STAC, Special Aids, & Medicaid Unit, 89 Washington Ave., Rm. 514W EB, Albany, NY 12234 - (518) 474-7116 TEL or (518) 402-5047 FAX and ask for Edwin Truax or Hal Matott.