

How to Claim Aid for Section 4408 Education & Maintenance for July and August 2008 and Subsequent Summers Using the DVSUM On-Line Verification Screen

Starting with summer 2008, districts must verify July and August Section 4408 education and maintenance on-line using the DVSUM screen. Transportation costs will be updated and verified on a separate on-line screen that should be available in late fall 2009.

Step 1. Go to DVSUM Screen, select School Year 0809, select Unverified, under Get Providers select your largest remaining known Section 4408 summer provider that has unverified STAC Approvals. Click on Get AVL and place a check mark in the “Verify” box whenever the Education and Maintenance services listed for the student are exactly correct. Click Submit/Next Page after each screen is completed.

If there is an error in any of these fields: Half-Time status, Program Code, 1 to 1 Aide, From and/or To dates of service then skip the Verify box (if it is empty) or remove the Verify flag (if it is present). Go on to the next student on the DVSUM screen. If you need to stop the verification process, note the last name of the student where you left off. When you sign back into DVSUM follow the steps in the first paragraph, but also complete the “First 4 Letters of the Last Name”. When you select Get AVL, the screen will start on the last student where you left off, so you can restart your verification.

When you finish verifying (or skipping/unverifying) students for that provider, go back to the top of the DVSUM 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 the current screen. Then click Submit/Next Page to pull up the next screen of names and repeat process until all unverified students are printed. Note the errors that need to be fixed for each student on the printed screens and go to DQCLD to make those corrections for each student. After all unverified students have been corrected on DQCLD, return to DVSUM and verify the remaining students for this Provider.

Now select the next largest Provider and repeat Step 1. Go to Step 2 first, if you need to identify the remaining Providers that have unverified Section 4408 records.

Step 2. Identify all remaining summer 2008+ Sec. 4408 providers that have unverified records on STAC using DQAPP screen.

On DQAPP select school year 0809, select Unverified, under Get Providers select All Providers and under Placement Type select DSUMR. Next select Get Records and an alphabetical list of the unverified full/half day Section 4408 students for this provider will be displayed. Next scroll down through the students on DQAPP and make a list of all the providers that still have unverified Section 4408 approvals. 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 Hal Matott.