**HOW TO CLAIM SUMMER 2008 AID FOR
SEC. 4408 PROGRAM 9015 EDUCATION
USING THE DVSRL ON-LINE VERIFICATION SCREEN**

By no later than 11/30/12 districts need to on-line verify their July and August 2008 Section 4408 students enrolled in the following half-hour unit 9015 programs using the DVSRL screen: 9015A Related Services Only (RSO); 9015B Specialized Instruction Only (SIO); 9015C Specialized Instruction with Related Services (SIWRS); and 9015D Home or Hospital Instruction (HHI). After you verify the half-hour units, you may use the DVST2 (**D**istrict **V**erify **S**ummer **T**ransportation category **2**) screen to claim transportation aid. **Summer 2009 will be opened for on-line verification after summer 2008 has been checked and processed for payment by STAC.**

Step 1) **Complete the "District-Operated 9015 Program Education Costs Only" Box** - Fill in the total education cost in whole dollars for running all district 9015 A,B,C, and D half-hour unit programs. Only salary and fringe benefits for the 9015 related service or specialized instruction providers, special 9015 instructional materials and costs for outside contracted related service providers may be included. Do not include costs for running any full or half-day 4408 programs or costs for 1:1 aides, since aides are not allowed for the 9015 programs.

Step 2) Go to DVSRL Screen, select School Year 0809, select Unverified, under Get Providers select your largest remaining 9015 program summer provider that has unverified STAC Approvals. Click on Get AVL and place a check mark in the "Verify" box whenever the units are correct. Click Submit after each screen is completed.

If there is an error in the From and/or To dates of service or the Half Hour Units 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 DVSRL 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 DVSRL follow the steps in the previous 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 verified, so you can restart your verification.

When you finish verifying (or skipping/unverifying) students for that provider, go back to the top of the DVSRL 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 to pull up the next screen of names and repeat the 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. **No more than 180 half-hour units may be claimed for any child and two or more services provided simultaneously should be counted as a single unit of time.** After all unverified students have been corrected on DQCLD, return to DVSRL 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.

Stop Payment Flag : If you verify 90+ half-hour units for a student a "Stop Payment" warning message will appear on the DVSRL screen. You can continue to claim 90+ units be hitting the submit key a second time. To get "Stop Payment Flags" removed, list all 90+ unit students on the "Summer 9015 Program 90+ ½ Hr. Units Stop Payment Cover Sheet" found under "Forms" on the STAC web site and include each student's IEP pages which show the number and length of the service units and whether the services were provided in a group or individual setting. Return the cover sheet and IEPs to our office at the address listed below.

Step 3) Identify all remaining 2008 providers that have unverified 9015 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 DSSRL. Next select Get Records and an alphabetical list of the unverified 9015 half-hour unit Section 4408 students will be displayed. Next look through the students shown on the DQAPP and make a list of all the providers which still have unverified 9015 Program Section 4408 student approvals. Repeat Step 2).

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 Anne Wolfgang.