

**HOW TO CLAIM SECTION 4408 & 4201 TRANSPORTATION AID
FOR JULY & AUGUST 2008 AND SUBSEQUENT SUMMERS
USING THE DVSTR, DVST2, AND DVST3 ON-LINE VERIFICATION SCREENS**

Step 1) Select 1 of the following 3 summer transportation on-line verification screens:

DVSTR for 4408 students verified on-line under DVSUM as in a full-day or 1/2-day program;
DVST2 for 4408 pupils verified on-line under DVSRL in a 9015 ½ hr unit education program;
DVST3 for 4201 Commissioner's Appointment blind, deaf, and multiply-disabled students.

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 Section 4408 (or 4201 educational provider) which has 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+ 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 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 Section 4408 or 4201 providers which 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 DSUMR (4408 full/half day) or DSSOS (summer 4201). 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 Anne Wolfgang.