September 2010

TO: Superintendent of Schools or Official Designee

FROM: Edwin Truax, Associate in School Financial Aid

SUBJECT: On-line Summer Transportation Cost Verification Screens for Section 4408 (DVSTR) and Section 4201 (DVST3) for 2008, 2009, and 2010 July and August Programs

For summers 2008, 2009, and 2010 you now may verify transportation costs for Section 4408 students whose education (and maintenance) services already have been verified and for Section 4201 Commissioner's Appointment Blind and Deaf School students by accessing one of the following two STAC on-line verification screens:

DVSTR (District Verify Summer Transportation) is the screen used to amend and verify transportation costs for 4408 students who already have been on-line verified (DVSUM screen) as enrolled in either a full-day or half-day program.

DVST3 is the screen used to amend/verify transportation costs for 4201 Commissioner's Appointment School students approved on STAC.

Unlike the other on-line verification screens, you may both amend and verify transportation costs on a single screen using DVSTR for the 4408 students and DVST3 for the 4201 students (see Step 4 on the instruction page). Transportation cost verification must be done one educational provider at a time. To help identify your providers you can refer to the DQAPP (District Query on Approvals) screen (see Step 6 on the instruction page).

A Stop Payment flag will be placed on any verified cost above the summer 2008 and 2009 cap of $5,000 or the summer 2010 cap of 5,500. **Please supply our office with transportation invoices or calculations to justify a student cost exceeding the summer cap** (see Step 5 on the instruction page). After we check/correct your calculations, we will remove the Stop Payment flag. Until we remove the Stop Payment flag, no summer transportation aid will be paid for a student.

A detailed step-by-step instruction page is on the reverse side of this letter. Please share copies of the instructions with all staff who will be reporting and verifying summer transportation costs. For questions regarding the on-line verification process, please contact Edwin Truax or Hal 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 SECTION 4408 and 4201 TRANSPORTATION AID
FOR JULY & AUGUST 2008 and SUBSEQUENT SUMMERS
USING THE DVSTR and DVST3 ON-LINE VERIFICATION SCREENS

Step 1. Select *one* of the following two summer transportation on-line verification screens:
DVSTR - 4408 students verified on-line under DVSUM as in a full-day or 1/2-day program;
DVST3 - 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.

Step 6 (Optional).
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.