



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

**System to Track and Account for Children (STAC) and Medicaid Unit**

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# Reapplication Instructions- Chapter 47, 66 and 721 10-Month Placements (OPWDD) (Screen DRCHP)

A User Guide for School Districts

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STAC ONLINE SYSTEM (EFRT) REAPPLICATIONS

APRIL 2017

## Reapplication Instructions Chapter 10-Month Placements Screen (DRCHP)

This screen is used by school districts to re-apply for reimbursement approval for Chapter 10-Month Placements. Each April, the STAC and Medicaid Unit issues reapplications based on the current year's reimbursement approvals. If a student did not have an approval on the STAC database by April 1, a reapplication for the subsequent school year cannot be generated. Students without an approval on the system by April 1 require a full application. Listed below are instructions to retrieve and submit reapplication requests.

To retrieve the Chapter 10-Month reapplication screen:

- Enter **DRCHP** in the “Go to” box located at the top right hand corner of the screen or select the screen from the reapplication menu (DMNUR).
- Press the ENTER key on your keyboard.

Date 09/02/16 New York State Education Department Go to   
 Time 09:34 **School Age 10 Month Chapter Placement Reapplications** Menu

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**School Year** **CSE District**

**Education Provider** **Provider Code** **Number of Records**

Get Providers

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Get Reapps **First 4 Letters of Last Name (Optional)**

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STAC ID	Reapply	Name	Education	Chapter Type	Annual Rate	Transportation	Administrative	CSE COST
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>			<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

View Submit

To retrieve your district's 10-Month Chapter reapplication:

- Select School Year.
- CSE District will be displayed.
- Click on Get Providers
- Choose Provider from the list.
- Click on Get Reapps
- Enter the first 4 letters of Last Name to retrieve specific students or leave blank to retrieve list from beginning.

Displayed will be the list of student(s) who generated a reapplication for the education provider you selected. The following columns are shown: student's STAC ID, Name, Education Program, Chapter Type, Annual Rate, Transportation, Administrative and CSE Cost. The student list is continuous with 10 students displayed on the screen.

Date 09/02/16 Time 09:40 New York State Education Department Go to  Menu

### School Age 10 Month Chapter Placement Reapplications

School Year: 1617 CSE District: 010100010000 ALBANY CITY SD

Education Provider: ABILITIES FIRST, INC Provider Code: 130801997760 Number of Records: 00001

Get Providers

Get Reapps First 4 Letters of Last Name (Optional): AAAA

STAC ID	Reapply	Name	Education	Chapter Type	Annual Rate	Transportation	Administrative	CSE COST
B17881	<input type="checkbox"/>	TEST BBB	9000	IRA	0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0

View Submit

To submit a reapplication for student(s) on the selected page:

- Enter a “” in the Reapply box for each continuing student.
- Enter values, Annual Rate (including related services cost), Transportation, Administrative and CSE Cost fields as appropriate. (“Annual Rate” is required for public placements only)
- Click on **Submit**.

When complete, the student(s) **not** selected will remain on the reapplication list.

- To view the reimbursement approvals, retrieve the Profile of Services screen DQCLD.
- To retrieve a list of students for a different education provider, select a new provider from the list and click **Get Reapps**
- To return to the main menu enter DMNUM or type HOME in the “Go to” box.

NOTE: ALL CHAPTER REAPPLICATIONS MUST HAVE A VALID STAC 200 ON THE STAC ONLINE SYSTEM.

## Costs for 10-Month Chapter 47 (GRP), 66 (DEV), & 721 (ICF or IRA Placements)

	**Annualized Cost	Transportation Cost	Administrative Costs	CSE Costs
Chapter 47 - Private Group Home - GRP	No	No	Optional	Optional
Chapter 47 - Public Group Home - GRP	Yes	No	Optional	Optional
Chapter 66 - Public Developmental Ctr - DEV	Yes	No	Optional	Optional
Chapter 721 - Private ICF/IRA*	No	Yes	Optional	Optional
Chapter 721 - Public ICF/IRA*	Yes	Yes	Optional	Optional

\*ICF = Intermediate Care Facility

\*IRA = Individualized Residential Alternative

**"ANNUALIZED COST"** applies to **public** placements only. It is the 10-month rate for education services after taking into account any year-end refunds for students placed at BOCES. There is no threshold for Chapter placements.

**\*\*Related Services** costs for Public Chapters 47, 66 and 721 must be included in the "Annualized Cost" amount.

**"TRANSPORTATION COST"** (for the 10-month period) applies only to Chapter 721 ICF and IRA placements (**public or private**). Enter the cost of student transportation.

**"ADMINISTRATIVE COSTS"** may be claimed by the district for **public or private** placements, but may not exceed 5% of the cost of education (plus 5% of related services for public placements).

**"CSE COSTS"** are extraordinary Committee on Special Education costs. These extraordinary costs may apply to **public or private** placements. Regular CSE costs should not be claimed, since they should be covered by the **"ADMINISTRATIVE COSTS"** claimed by the district.

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