



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 2-Month Placements (OPWDD) (Screen DRCSM)

A User Guide for School Districts

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STAC ONLINE SYSTEM (EFRT) REAPPLICATIONS

APRIL 2019

## Reapplication Instructions Chapter 2-Month Placements Screen (DRCSM)

This screen is used by school districts to re-apply for reimbursement approval for Chapter 2-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 2-Month Chapter reapplication screen:

- Enter **DRCSM** 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	New York State Education Department			Go to	<input type="text"/>
Time 10:02	<b>School Age Summer Chapter Reapplications</b>				<input type="button" value="Menu"/>
<b>School Year</b>		<b>CSE District</b>			
<input type="text" value="1920"/>	<input type="text" value="281230040000"/>	EXAMPLETOWN UFSD			
<b>Get Providers</b>		<b>Education Provider</b>		<b>Provider Code</b>	<b>Number of Records</b>
		<input type="text" value="Choose Provider From List - Click Here"/>			
<b>Get Reapps</b>		<b>First 4 Letters of Last Name (Optional)</b> <input type="text"/>			
<b>STAC ID</b>	<b>Reapply</b>	<b>----- Name -----</b>	<b>Education</b>	<b>Chapter Type</b>	<b>Transportation Cost</b>
<input type="text"/>	<input type="checkbox"/>			<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="checkbox"/>			<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="checkbox"/>			<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="checkbox"/>			<input type="text" value="0"/>	<input type="text" value="0"/>

To retrieve your district's 2-Month Chapter reapplication:

- Select School Year.
- CSE District will be displayed.
- Click on .
- Choose Provider from the list.
- Click on .
- Enter 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 will be shown: STAC ID, Name, Education Program, Chapter Type and Transportation Cost. The student list is continuous with 10 students displayed on the screen.

Date 04/29/19  
Time 11:09

New York State Education Department

Go to

### School Age Summer Chapter Reapplications

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**School Year**  **CSE District**  **EXAMPLETOWN UFSD**

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

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

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STAC ID	Reapply	Name	Education	Chapter Type	Transportation Cost
A61867	<input type="checkbox"/>	ANT ANDY	9000 A	<input type="text" value="IRA"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
B96020	<input type="checkbox"/>	BEETLE BETTY	9000 A	<input type="text" value="DEV"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
C12867	<input type="checkbox"/>	CICADA CJ	9000 A	<input type="text" value="GRF"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
D91492	<input type="checkbox"/>	DRAGONFLY DARYL	9000 A	<input type="text" value="IRA"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
E41634	<input type="checkbox"/>	EARTHWORM EARNIE	9000 A	<input type="text" value="ICF"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
F45176	<input type="checkbox"/>	FLY FIONNA	9000 A	<input type="text" value="ICF"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
G13431	<input type="checkbox"/>	GRUB GRETTA	9000 A	<input type="text" value="ICF"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
H37557	<input type="checkbox"/>	HORNETT HARRY	9000 A	<input type="text" value="DEV"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
H50803	<input type="checkbox"/>	HORNETT HEATHER	9000 A	<input type="text" value="ICF"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>
I66551	<input type="checkbox"/>	INSECT ISABELLE	9000 A	<input type="text" value="GRF"/> <input type="button" value="v"/>	<input type="text" value="0"/> <input type="button" value="v"/>

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

- Enter a “” in the Reapply box for each continuing student.
- Select “Chapter Type” from the drop down.
- Enter “Transportation Cost” (not required).
- Repeat these steps for all appropriate providers.
- Click on  .

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  .
- 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.