Reappplication Instructions-
Private Ten-Month Placements
(Screen DRPRV)

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) REAPPLICATIONS

APRIL 2018
Reapplication Instructions
Private 10-Month Placements
Screen (DRPRV)

This screen is used by school districts to re-apply for reimbursement approval for Private Cost 10-Month Placements. Each April, the STAC and Special Aids 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 Private reapplication screen:

➢ Enter DRPRV in the “Go to” box located at the top right hand corner of the screen or select the screen from the reapplication menu.
➢ Press the ENTER key on your keyboard.

To retrieve your district’s Private 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 student’s STAC ID, Name, Education program will be shown. The student list is continuous with 10 students displayed on the screen.

To submit a reapplication for student(s) on the selected page:
➢ Check the Reapply box for each continuing student.
➢ 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.

REMINDER: DCERTS ARE REQUIRED ON AN ANNUAL BASIS FOR ALL 10-MONTH PRIVATE EXCESS COST STAC APPROVALS. DCERT GUIDANCE DOCUMENT CAN BE FOUND AT: http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCERT.pdf