



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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Medicaid Website: <http://www.oms.nysed.gov/medicaid>

# Reapplication Instructions- Private Ten-Month Placements (Screen DRPRV)

A User Guide for School Districts

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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.

Date
New York State Education Department
Go to

Time 09:13
Private Excess Cost Reapplications (10-Month)

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**School Year**

**CSE District**

ALBANY CITY SD

**Education Provider**

**Provider Code**

**Number of Records**

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First 4 Letters of Last Name (Optional)

STAC ID	Reapply	----- Name -----	Education	Maintenance
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00

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.

Date: 04/12/18  
Time: 09:36

New York State Education Department

Go to

### Private Excess Cost Reapplications (10-Month)

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**School Year**  **CSE District**  ALBANY CITY SD

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

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

STAC ID	Reapply	----- Name -----	Education	Maintenance
B17132	<input type="checkbox"/>	SUMMER TESTER	9000 M 9269 I	01
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00
	<input type="checkbox"/>			00

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](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCERT.pdf)