



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- Public High Cost Ten-Month Placements (Screen DRPUB)

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) REAPPLICATIONS

APRIL 2019

Public High Cost 10 Month Placements Reapplication Instructions Screen (DRPUB)

This screen is used by school districts to **re-apply** for reimbursement approval for Public High Cost 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.

Note – When a 10-month, public high cost student receives services from both their district and a BOCES, please STAC this student as a BOCES placement (incorporating the costs of both placements). If the student shows up in your in-district list, do **not** reapp him or her. Instead, add a new record on DSPUB.

To retrieve the Public High Cost reapplication screen:

- Enter **DRPUB** 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	<input type="text"/>
Time 12:05	Public Excess Cost Reapplications (10-Month)			<input type="button" value="Menu"/>	
School Year	CSE District	Your District Threshold Amount			
<input type="text" value="1920"/>	<input type="text" value="281230040000"/>	EXAMPLETOWN UFSD		50,868	
Education Provider		Provider Code	Number of Records		
<input type="button" value="Get Providers"/>		<input type="text" value="Choose Provider From List - Click Here"/>			
<input type="button" value="Get Reapps"/>		First 4 Letters of Last Name (Optional)		<input type="text"/>	
STAC ID	Reapply	----- Name -----	Education	Annualized Cost	
<input type="text"/>	<input type="checkbox"/>			0	0
<input type="text"/>	<input type="checkbox"/>			0	0
<input type="text"/>	<input type="checkbox"/>			0	0
<input type="text"/>	<input type="checkbox"/>			0	0

To retrieve your district's Public High Cost reapplication:

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

Displayed will be the list of student(s) who generated a reapplication for the education provider you entered. The student's STAC ID, Name, Education program will be shown. The student list is continuous with 10 students displayed on the screen.

STAC ID	Reapply	----- Name -----	Education	Annualized Cost
A14641	<input type="checkbox"/>	ALOTOFMONEY DANIEL	8000 I	0
B29792	<input type="checkbox"/>	BOCESKIDS ANDREW	8000 I	0
C48784	<input type="checkbox"/>	COSTHIGH CYNTHIA	8000 I	0
D27072	<input type="checkbox"/>	DISTRICTCOST JOSHUA	8000 I	0
E50905	<input type="checkbox"/>	EXTRACOST DARLENE	8000 I	0
F66366	<input type="checkbox"/>	FINALCOST PATRICK	8000 I	0
G30503	<input type="checkbox"/>	GOODSERVE JASON	8000 I	0
H05950	<input type="checkbox"/>	HIGHCOST MARY	8000 I	0
H01810	<input type="checkbox"/>	HIGHCOST JOSHUA	8000 I	0
I03830	<input type="checkbox"/>	OTHERDIST TATIANA	8000 I	0

To Reapply for student(s) on the selected page:

- Check the Reapply box for each continuing student
- Enter the anticipated 10-Month Annualized Cost in “**Annualized Cost**” box (including the decimal point-ex “**28985.**”). Please note: The 1:1 aide cost should be included as part of the annualized cost. Do **not** submit a 1:1 aide request form for a student in a 10-month public placement.
- 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 – Districts are not able to “reap” a STAC approval on the DRPUB screen if the 10-month annualized cost is more than \$3,000 below the district’s threshold. The district will receive an error message. If the district wants to add a 10-month, public STAC approval which is more than \$3,000 below the district’s threshold, the district will need to add the approval on the DSPUB screen.