



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- §4201 State-supported Schools September-June Placements (Screen DRSSY)

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) REAPPLICATIONS

APRIL 2019

Reapplication Instructions

§4201 State-supported September-June Placements Screen (DRSSY)

This screen is used by school districts to **re-apply** for reimbursement approval for §4201 State-supported Placements for the September-June enrollment period. 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 beginning of April, a reapplication for the subsequent school year cannot be generated. Contact the STAC and Medicaid Unit if a reapplication is not available.

REMINDER: Reapplications for the July-August enrollment period are completed by the §4201 State-supported Schools. For more information, please see:
http://www.oms.nysed.gov/stac/4201/letters/4201_1516_notice_reapplication_10mo.pdf

Listed below are instructions to retrieve and submit reapplication requests for the September-June enrollment period.

To retrieve the §4201 September-June reapplication screen:

- Enter **DRSSY** 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 01:46 **4201 State-Supported Schools Reapplications (10-Month)**

School Year **CSE District** EXAMPLETOWN UFSD

Education Provider

First 4 Letters of Last Name (Optional)

STAC ID	Reapply	----- Name -----	Education	Maintenance
	<input type="checkbox"/>			0
	<input type="checkbox"/>			0
	<input type="checkbox"/>			0
	<input type="checkbox"/>			0

To retrieve your district's §4201 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 04/25/19 New York State Education Department Go to
 Time 01:46 **4201 State-Supported Schools Reapplications (10-Month)**

School Year **CSE District** EXAMPLETOWN UFSD

Education Provider

First 4 Letters of Last Name (Optional)

STAC ID	Reapply	----- Name -----		Education	Maintenance
B58085	<input type="checkbox"/>	CHIPMUNK	ALVIN	9260 I	1
D48084	<input type="checkbox"/>	CLARK	KENT	9260 I	2
I38083	<input type="checkbox"/>	EXAMPLE	ELAINE	9260 I	3
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0

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: If the student was in a preschool-age placement for the concluding school year, districts will not be able to submit the reapplication for the new school year. In these cases, contact the STAC Unit.