



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- July/August 4408 Two-Month Placements (Screen DRSUM)

A User Guide for School Districts

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STAC ONLINE SYSTEM (EFRT) REAPPLICATIONS

APRIL 2019

## July/August 4408 2-Month Placements Reapplication Instructions Screen (DRSUM)

This screen is used by school districts to **re-apply** for reimbursement approval for July/August 4408 2-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 July/August 4408 reapplication screen:

- Enter **DRSUM** 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 style="width: 50px;" type="text"/>	
Time 12:42	<b>July/August Reimbursement Reapplications (Section 4408)</b>			<input type="button" value="Menu"/>	
<b>School Year</b>	<b>CSE District</b>				
<input style="width: 50px;" type="text" value="1920"/>	<input style="width: 100px;" type="text" value="281230040000"/>	EXAMPLETOWN UFSD			
	<b>Education Provider</b>	<b>Provider Code</b>	<b>Number of Records</b>		
<input type="button" value="Get Providers"/>	<input style="width: 100%; height: 20px;" type="text" value="Choose Provider From List - Click Here"/>				
<input type="button" value="Get Reapps"/>	<b>First 4 Letters of Last Name (Optional)</b>	<input style="width: 50px;" type="text"/>			
<b>STAC ID</b>	<b>Reapply</b>	<b>----- Name -----</b>	<b>Education</b>	<b>Maintenance</b>	<b>Transportation Cost</b>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>				<input style="width: 50px;" type="text" value="0"/> <input style="width: 50px;" type="text" value="0"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>				<input style="width: 50px;" type="text" value="0"/> <input style="width: 50px;" type="text" value="0"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>				<input style="width: 50px;" type="text" value="0"/> <input style="width: 50px;" type="text" value="0"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>				<input style="width: 50px;" type="text" value="0"/> <input style="width: 50px;" type="text" value="0"/>

To retrieve your district's July/August 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 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.

Date 04/25/19 New York State Education Department Go to   
 Time 12:44 **July/August Reimbursement Reapplications (Section 4408)**

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

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

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

STAC ID	Reapply	----- Name -----	Education	Maintenance	Transportation Cost
A14641	<input type="checkbox"/>	ALOTOFMONEY DANIEL	9000 A		<input type="text" value="0"/> 1
G14741	<input type="checkbox"/>	ALSOALOT ASHLEY	9000 A		<input type="text" value="0"/> 2
B29792	<input type="checkbox"/>	BOCESKIDS ANDREW	9000 A		<input type="text" value="0"/> 3
C48784	<input type="checkbox"/>	COSTHIGH CYNTHIA	9000 A		<input type="text" value="0"/> 4
B80608	<input type="checkbox"/>	DAYCLASS DANIEL	9000 A		<input type="text" value="0"/> 5
D27072	<input type="checkbox"/>	DISTRICTCOST JOSHUA	9000 A		<input type="text" value="0"/> 6
G30503	<input type="checkbox"/>	GOODSERV JASON	9000 A		<input type="text" value="0"/> 7
H05950	<input type="checkbox"/>	HIGHCOST MARY	9000 A		<input type="text" value="0"/> 8
H41814	<input type="checkbox"/>	EXTENDEDYEAR ALEC	9000 A		<input type="text" value="0"/> 9
I14941	<input type="checkbox"/>	SUMMER SANDRA	9000 A		<input type="text" value="0"/> 10

- To submit a reapplication for student(s) on the selected page:
- Check the Reapply box for each continuing student.
  - Enter Transportation Cost in the “Transportation Cost” box.
  - 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.