April 2014

Guide to Online Verification of 10-Mo. State-Supported Placements
Verification Required for Reimbursement of Education Tuition paid to §4201 Schools
Online Screen: **DVSSY**

This screen is used by school district personnel to verify 10-Month STAC records for students attending §4201 State-Supported Schools.

Differences from Online Verification for Other Private Placements:

- All §4201 State-Supported placements require Nondistrict Unit approval. For initial placements and changes in placement, paper STAC-1s are submitted to the Nondistrict Unit for approval and are then forwarded to the STAC Unit to be added to the system.
- Verification must be completed for both the 4-Month and 10-Month verification periods, as well as after any changes are made to records.
- The verification deadlines are different than for other private placements.

Online Instructions for Verifying for the 4-Month Period:

1. Go to the online screen named **DVSSY** (4201 AVL/Update/Display).
2. Select the **School Year** from the Drop Down Menu
3. Click the **Get Providers** button
4. Select the first 4201 School from the Drop Down Menu
   - If there are no providers listed, or if the provider you're looking for isn't present, submit a Request for Addition to Drop Down Menu Form.
5. Make sure the **Unverified** radio button is selected in the box at the top-right of the screen.
6. Click the **Get AVL** button.

A list of students appears:

Date 04/08/14
Time 01:18
New York State Education Department
4201 AVL/Update/Display
Go to
[Menu]

Last and First Name STAC-ID Rec DOB District of Residence	Half-time	Prog Code	Serv Type	1to1 Aide	Service Dates Begin End	4-Mo FTE	10-Mo Verify
APPLE MEGAN	N	9260-I	EDUC	N	09/05/13 12/31/13	.384	☐
F52704 02 01/13/97		9265-I	MAIN	N	09/05/13 12/31/13		
EXAMPLETOWN CSD					Y/N VERIFIED:	N	
APRICOT EMILY	N	9260-I	EDUC	N	12/03/13 12/31/13	.102	☐
F91223 02 07/27/07							
EXAMPLETOWN CSD					Y/N VERIFIED:	N	
AVOCADO AMBER	N	9260-I	EDUC	N	12/03/13 12/31/13	.102	☐
F90489 01 07/04/96							
EXAMPLETOWN CSD					Y/N VERIFIED:	N	
BANANA AMANDA	N	9260-I	EDUC	N	09/05/13 12/31/13	.384	☐
789256 01 08/12/97							
EXAMPLETOWN CSD					Y/N VERIFIED:	N	
BLUEBERRY SABRINA	N	9260-I	EDUC	N	09/05/13 12/31/13	.384	☐
F64725 02 05/21/97							
EXAMPLETOWN CSD					Y/N VERIFIED:	N	
CHERRY FELIX	N	9260-I	EDUC	N	09/05/13 12/31/13	.384	☐
A90210 02 09/02/04							
EXAMPLETOWN CSD					Y/N VERIFIED:	N	
COCONUT TIFFANY	N	9260-I	EDUC	N	09/05/13 12/31/13	.384	☐
D76736 01 06/30/09		9265-I	MAIN	N	09/05/13 12/31/13		
EXAMPLETOWN CSD					Y/N VERIFIED:	N	

If you get the message "07 No more records on file", all of the records associated with your district for that provider are visible on the screen. If you get the message "07 More records on file", there are more records associated with your district for that provider than can fit on one screen.

7. Compare the data presented to your district's data. If the student left the placement prior to 12/31, take particular care to ensure the service end date listed is correct. If anything appears to be incorrect, contact the STAC Unit to address the issue.

8. If everything looks good for the record, check the **Verify** box for the record. Repeat steps 6 and 7 for all of the other records listed on the screen.

9. Click the [**Submit**] button.

10. The checked records should disappear from the list of unverified records.

11. Contact the STAC Unit if any students are missing from the list.

12. Once you've verified all of the records that are ready to be verified, click the Verified radio button in the box in the top-right corner of the screen.

13. Click the **Get AVL** button again.

14. Cycle through the list and make sure all of the students that should be verified are verified. There should be a "Y" under the **4-Mo** column and the **Verify** box should be checked.

Online Instructions for Verifying for the 10-Month Period:

1. Go to the online screen named **DVSSY** (4201 AVL/Update/Display).

2. Select the **School Year** from the Drop Down Menu

3. Click the **Get Providers** button

4. Select the first 4201 School from the Drop Down Menu
   - If there are no providers listed, or if the provider you're looking for isn't present, submit a Request for Addition to Drop Down Menu Form.

5. Make sure the **Unverified** radio button is selected in the box at the top-right of the screen.

6. Click the **Get AVL** button.

A list of students appears:

Last and First Name STAC-ID Rec DOB District of Residence	Half-time	Prog Code	Serv Type	1to1 Aide	Service Dates Begin End		4-Mo	10-Mo FTE	Verify
APPLE MEGAN	N	9260-I	EDUC	N	09/05/13	06/20/14		1.000	☐
F52704 02 01/13/97		9265-I	MAIN	N	09/05/13	06/20/14			
EXAMPLETOWN CSD						Y/N VERIFIED:	Y	N	
APRICOT EMILY	N	9260-I	EDUC	N	12/03/13	06/20/14		.577	☐
F91223 02 07/27/07									
EXAMPLETOWN CSD						Y/N VERIFIED:	Y	N	
AVOCADO AMBER	N	9260-I	EDUC	N	12/03/13	06/20/14		.577	☐
F90489 01 07/04/96									
EXAMPLETOWN CSD						Y/N VERIFIED:	N	N	
BACHARACH BURT	N	9260-I	EDUC	N	01/01/14	01/06/14		.026	☐
F64756 01 08/12/97									
EXAMPLETOWN CSD						Y/N VERIFIED:	N/A	N	
BANANA AMANDA	N	9260-I	EDUC	N	09/05/13	06/20/14		1.000	☐
789256 01 08/12/97									
EXAMPLETOWN CSD						Y/N VERIFIED:	Y	N	
BLUEBERRY SABRINA	N	9260-I	EDUC	N	09/05/13	06/20/14		1.000	☐
F64725 02 05/21/97									
EXAMPLETOWN CSD						Y/N VERIFIED:	Y	N	
CHERRY FELIX	N	9260-I	EDUC	N	09/05/13	06/20/14		1.000	☐
A90210 02 09/02/04									
EXAMPLETOWN CSD						Y/N VERIFIED:	N	N	

Date 04/08/14   **Time** 01:18   **New York State Education Department**   **4201 AVL/Update/Display**   Go to [ ]   [Menu]

School Year 1314   **CSE District** 123456710000   EXAMPLETOWN CSD   ○ Unverified ○ Verified ○ All Records

[Get Providers]   ST MARY'S SCHOOL FOR THE DEAF   140600996459

First 4 Letters of Last Name (Optional) [ ]   [Get AVL]

Verification Period: 09/01/13   - 06/30/14

Required for Inquiry   [View]   [Submit]

If you get the message "07 No more records on file", all of the records associated with your district for that provider are visible on the screen. If you get the message "07 More records on file", there are more records associated with your district for that provider than can fit on one screen.

7. Compare the data presented to your district's data. If anything appears to be incorrect, contact the STAC Unit to address the issue.
   - If there is a "Y" under the **4-Mo** column on the **Y/N VERIFIED** line, it means the record *was* verified during the 4-Month verification period.
   - If there is an "N" under the **4-Mo** column on the **Y/N VERIFIED** line, it means the record was *not* verified during the 4-Month verification period.
   - If there is an "N/A" under the **4-Mo** column on the **Y/N VERIFIED** line, it means the start date for the record is after the end of the 4-Month education period.

8. If everything looks good for the record, check the **Verify** box for the record. Repeat steps 6 and 7 for all of the other records listed on the screen.

9. Click the **Submit** button.

10. The checked records should disappear from the list of unverified records.

11. Contact the STAC Unit if any students are missing from the list.

12. Once you've verified all of the records that are ready to be verified, click the Verified radio button in the box in the top-right corner of the screen.

13. Click the **Get AVL** button again.

14. Cycle through the list and make sure all of the students that should be verified are verified. There should be a "Y" under the **10-Mo** column and the **Verify** box should be checked.