May 16, 2014

TO: Authorized Municipality Representatives - §4410 of Education Law  
   Committee on Preschool Special Education (CPSE) Chairs

FROM: Edgar Waaler, Education Finance Specialist

SUBJECT: Reporting Placement of Preschool Students in a Program Operated by the Same  
   Provider That Evaluated the Student

Effective April 17, 2014, Section 200.16(c)(3) of the Regulations of the Commissioner of  
Education requires a committee on preschool special education (CPSE) to submit written notice to the  
Commissioner when a preschool student with a disability has been placed in a program operated by the  
same provider agency that conducted the most recent evaluation of the student, along with assurance that  
the placement is appropriate for the student. This requirement applies to placements for special class,  
special class in an integrated setting (SCIS), and special education itinerant services (SEIS). Related  
service-only providers are not affected by this change.

CPSE to include notice of placement in program operated by same provider that conducted last  
evaluation of student on STAC-1 submitted to county

This notice must be provided on the “Preschool STAC-1: Request for Commissioner’s Approval  
of Reimbursement for Services for Students with Disabilities”, which districts are currently required to  
submit for each preschool student with a disability. On the Preschool STAC-1 form, the district must  
identify the recommended service provider and indicate whether this is the same provider that conducted  
the most recent evaluation for this student.

The signature on the Preschool STAC-1 form provides assurance that the selection of the provider  
has been determined appropriate by the CPSE. This original authorization of placement must be  
maintained by the county when submitting the STAC-1 form to the STAC Unit electronically via the  
STAC Online System or bulk data FTP file.

County to include for preschool service approvals for 2014-15 and subsequent school years

All STAC-1 reimbursement approval requests submitted by a county to SED for special class,  
SCIS or SEIS placements that begin on or after July 1, 2014 must include the CPSE’s answer to the  
question “Is this the same provider that conducted the most recent evaluation for this student?” The  
question must be answered as “YES” or “NO”. The answer does not affect reimbursement approval. If  
the county has received a STAC-1 form for a placement decision made at a meeting held prior to the  
regulation’s effective date of April 17, 2014, “N/A” may be submitted as the answer. The “N/A” option  
is available only for services beginning prior to October 1, 2014. Counties may not use “N/A” if the  
question is not answered by the CPSE for a meeting held on or after April 17th - the STAC-1 form is to  
be returned to the CPSE to be completed.

Any STAC-1 reimbursement request for the 2014-15 school year or thereafter that does not  
include this information will be rejected. Because the STAC-1 form for 2013-14 and prior school year  
reimbursement requests did not require the provider’s status as last evaluator to be reported, CPSEs  
should discard prior versions of the STAC-1 form and now only use the revised STAC-1 form.
STAC-1 form and Online System updated for submission of CPSE reporting

The STAC-1 preschool form was revised in March to include CPSE reporting of whether the service provider conducted the most recent evaluation. The form is available on the STAC web page at http://www.oms.nysed.gov/stac/preschool/

The DSPRE (Special Class and SCIS) and DSSEI (SEIT) reimbursement approval request screens have been updated on the STAC Online System for counties to submit the CPSE report on whether the service provider also conducted the most recent evaluation:

Updated specifications on electronic submission FTP files for STAC-1s are available on our web page - http://www.oms.nysed.gov/stac/electronic_data_transfer_options/

For further information, please contact James DeMeo in the STAC, Special Aids and Medicaid Unit at 518-474-7116.