



System to Track and Account for Children (STAC) and Medicaid Unit

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TO: Directors of Special Education October 31, 2023
Directors of SED-Approved Education Programs

FROM: Adam Lenhardt, School Age Coordinator

SUBJECT: New Process for Modifying Operating Hours for
Approved 9010 Less than Full Day School Age Summer 4408 Program

The New York State Education Department P-12 Office of Special Education no longer requires that a modification application be submitted for 9010 programs when the only change is the hours per day the program operates. However, the STAC/Medicaid Unit still must be notified of these changes in order to ensure that tuition costs for 9010 programs are calculated correctly and State reimbursement is accurately calculated based on the SED-approved rates.

New Procedure for Modifying Operating Hours for an Approved 9010 Program:

1. Complete [a STAC-719 Notice of Modified Instructional Hours for School Age Approved 9010 Summer 4408 Program](#), available from [the Forms page](#) of the STAC Unit website:
 - a. In the Provider Information section, provide all relevant information about the SED-approved education provider that operates the 9010 less than full day summer program.
 - b. In the Approval Information section, provide information about the original approval to operate the 9010 less than full day summer program.
 - c. Indicate the first summer that the changes to the instructional time are being implemented for, and then outline the hours per day that the program will operate.
 - d. In the bottom section, certify that the information is complete and accurate.
2. Submit the completed and signed form to OMSSTAC@nysed.gov.