TO: Official State Aid Designee

FROM: Edwin Truax, Associate in School Business Management

DATE: October 2018

SUBJECT: 2017-18 STAC On-Line Verification (DVPUB) for School Age 10-Month High Cost Public
Placements

> In-District Claims: Verify Starting **October 17, 2018**
> BOCES & Other District Claims: Verify Starting **February 1, 2019**

Under Section 3602 of New York State Education Law, the Committee on Special Education (CSE)
responsible school district may file a *Request for Reimbursement Approval* for school age special education
students in 10-month district or BOCES programs and who have an annualized special education cost that
exceeds their district public excess cost threshold dollar amount. Public excess cost aid is generated to the
CSE district for direct special education services that are verified on the STAC **online verification screen
(DVPUB)**. 2018-19 public excess cost aid is based on 2017-18 school year enrollment and education costs.
Current year funding is available to districts for 2017-18 claims verified by June 30, 2019. Prior year
funding is still available to districts for 2016-17 claims verified by June 30, 2019.

2017-18 DVPUB Online Verification Process Overview:

- *New for 2017-18:* In order to facilitate a more comprehensive review of claims and provide school
districts more time for completing submissions, in-district claims will be open for calculation on DCPUB
and for verification on DVPUB starting **October 17, 2018**.

- *New for 2017-18:* The online High Cost Student Worksheet screen (**DCPUB**) has been enhanced for the
2017-18 DVPUB verification process, incorporating feedback from the 2016-17 submissions. New
functionality has been built into Section II for middle school and high school students who are in period-
based special placements. In addition, the DCPUB screen will remember the entered contact
information, so it won't need to be retyped for each record. Please see the updated DCPUB guide for
additional information:
http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPUB.pdf

- Prior to verifying your 2017-18 public high cost claims, districts are required to complete the DCPUB
online screen for:

    1. In-District -   All records flagged as "DCPUB Required" by EFRT; and
                       Any records selected for review by SED. Records may be flagged for review at
                       any time between now and the end of the school year.
    2. BOCES -   All BOCES claim records where the claimed cost exceeds the cost listed on the
                       BOCES Year-End Final Cost Report

The **DCPUB** online screen can be utilized as a cost calculation tool prior to verifying any high cost claim.
**Districts are permitted and encouraged to complete the DCPUB online screen for any in-district or
BOCES claims not meeting the criteria noted above.**

Please review these instructions before utilizing **DVPUB** to verify your 2017-18 public high cost claims.

Before you begin your **DVPUB** online verification process, please review the "*Guide to Online Verification of 10-Mo. High Cost Public Placements*" available on the STAC unit website at:
http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DVPUB.pdf

- The DVPUB online verification screen includes all public (in-district and other district) and BOCES 10-month excess cost school age placements.
- The DVPUB online verification screen allows amendments in the "*To/From*" date fields and the "*10-month Annualized Costs*" field. Prior to amending the "*To/From*" dates, check the "*Education Provider Program Dates*" displayed at the top of the DVPUB screen. **If a student was enrolled for the entire 10-months and the FTE displayed for the student is 1.000, there is no need to adjust the "*To/From*" dates.**
- For each student, check/amend the "*To/From*" dates and the "*10-Month Annualized Cost*" and click the "*verify*" box on the DVPUB screen. A list of your unverified students can be obtained on either the DQAPP online screen or the DVPUB online screen.
- Once a DCPUB has been submitted for a given record, any changes to the 10-Month Annualized Cost must be submitted on the DCPUB screen.
- Districts are only required to submit additional back-up documentation for verified 2017-18 claims **selected** by the STAC and Medicaid Unit for in-depth review. Districts that are required to provide such documentation will receive an e-mail from the STAC and Medicaid Unit specifying what must be submitted.

Guidance for Calculating 10-Month Annualized Costs for In-District Verifications:

A list of allowable costs for special education services which may be claimed for Public Excess High Cost Aid and a list of other costs which may not be claimed can be found by clicking on the link below:
http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports_and_chargebacks/annualized_cost_calculation.html

Guidance for BOCES and Other-District Verifications:

Prior to February 1, 2019: A follow-up memo with more detailed guidance on the BOCES and Other-District verification processes will be released.

Once all your verifications have been processed, please click on the new "Verification Completed" button (inside the "Completion of 10-Mo. Verification" box) located at the top right-hand side of the **DVPUB** screen. Next, click on the "Submit" button at the bottom of the **DVPUB** screen.

NOTE: Verified records reviewed and approved by the STAC and Medicaid Unit will be locked. If a district needs to amend and re-verify a locked STAC record, contact the STAC and Medicaid Unit. For questions on calculating 10-month annualized costs or the **DVPUB/DCPUB** online screens, please contact Edwin Truax, Adam Lenhardt, or Kelly Mason at 518-474-7116.