



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

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TO: Official State Aid Designee April 2021

FROM: Adam Lenhardt, Education Finance Specialist 2

SUBJECT: STAC On-Line Verification (DVPUB) – **Deadline June 30, 2021**
for 2019-20 School Age 10-Month High Cost Public Placements
to Receive 2020-21 Public Excess Cost Aid

Verification is now open for 2019-20 ten-month High Cost Public **BOCES placements** on the DVPUB online verification screen. This guidance supplements the guidance provided for in-district and “other district” placements made available in January.

2020-21 excess cost aid (including High Cost Public aid) is based on 2019-20 school year enrollment and education costs. High Cost Public aid is generated by the CSE district for direct special education services verified on the **DVPUB verification screen** within the STAC Online (EFRT) System. Current year funding is available to school districts for 2019-20 claims verified by June 30, 2021. Prior year funding is available to districts for 2018-19 claims verified by June 30, 2021.

2019-20 DVPUB Online Verification Process Overview:

- **In-District:** *In-district claims opened for verification on January 5, 2021.*
Complete the **DCPUB** High Cost Worksheet to calculate the annualized cost and to provide cost breakdowns for any claims flagged as “DCPUB Required” or selected by SED for review.
- **Other District:** *Other district claims opened for verification on January 5, 2021.*
Complete the **DCPOD** High Cost Worksheet to provide cost breakdowns for all claims that exceed the district threshold.
- **BOCES:** *BOCES claims open for verification on April 7, 2021.*
Complete the **DCPUB** High Cost Worksheet for any BOCES claim records where the claimed cost exceeds the cost listed on the BOCES Year-End Final Cost Report.

School districts must verify all High Cost Public claims on the DVPUB screen to be eligible for reimbursement.

IMPORTANT: Pursuant to a NYS Division of Budget directive, costs for student-specific aides are **not** eligible for excess cost aid for periods where the student was not provide(d) either in-person or remote services consistent with the student's IEP.

Instructions on how to utilize the **DCPUB** online screen can be found at:

http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPUB.pdf

Instructions on how to utilize the **DCPOD** online screen can be found at:

http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPOD.pdf

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/Medicaid unit website at:

http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DVPUB.pdf

Please keep in mind:

- 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-month school year and the FTE displayed for the student is 1.000, there is no need to adjust the “*To/From*” dates.**
- DVPUB online verification must be processed one education provider at a time.
- 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 for all providers or the DVPUB online screen for a selected provider.

Guidance for Calculating 10-Month Annualized Costs for In-District and “Other 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 at:

http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports_and_chargebacks/annualized_cost_calculation.html

More information about the in-district and “other district” verification processes can be found at:

http://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB_201920_Letter_InDistrictOtherDistrict.pdf

Guidance for BOCES Verifications:

Refer to the **2019-20 BOCES Year-End Report** table posted on the STAC website which lists the name and run-date of each BOCES’s Year-End Final Cost Report, which a district must use to correctly amend/verify the “*To/From*” and “*10-Month Annualized Cost*” fields on the DVPUB online verification screen. This BOCES year-end report should be in the Business, CSE, or Superintendent’s Office.

When entering your BOCES verification data onto the DVPUB screen from the 2019-20 BOCES Year-End Final Cost Report, you must use the version of that report that matches the exact title and Calculation Date indicated on the 2019-20 BOCES Year-End Report table posted on the STAC website:

http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/201920_boces_yearend_report_table.html

If you cannot locate the version of the BOCES Year-End Report listed, do not complete the DVPUB screen for those BOCES placements. Contact the BOCES Business Office or the STAC/Medicaid Unit for a copy. If the BOCES sent you two versions of the report, use the one which has “Summary-Level” in the title or which has a single-line total covering all the educational services for a particular set of “*To/From*” dates.

If your district provided a BOCES student with additional IEP-approved services either not contracted through BOCES or not included in the BOCES Year-End report (e.g. after-school services), you will be required to complete the “*High Cost Student Worksheet*” screen (DCPUB) or ***cost will be capped and locked at amount listed on BOCES report.***

Once all your verifications have been completed:

1. On the **DVPUB** screen, select the **1920** school year and click the **Get Providers** button.
2. Select an education provider from the provider dropdown.
3. Select the **All Records** option from the **Selection Type** list.
4. Click the **Get AVL** button.
5. At least one student should be displayed. Fill out all of the fields in the **COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS** box. If you anticipate having additional records to verify, do not check the **Verification Completed** box.
6. Click the **Submit** button at the bottom of the screen.

2018-19 Prior Year Claims:

More information about the prior year claiming process can be found at:

http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/prior_year_claims.html

For questions regarding this memo, please contact OMSSTAC@nysed.gov.