TO: Official State Aid Designee
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:

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:

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:

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