



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

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**TO:** Official State Aid Designee December 2023  
**FROM:** Adam Lenhardt, School Age/Data Coordinator  
**SUBJECT:** 2022-23 STAC On-Line Verification (DVPUB) Now Open  
for School Age 10-Month High Cost Public “Other District” Placements

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.

2023-24 excess cost aid is based on 2022-23 school year enrollment and education costs. Current year funding is available to districts for 2022-23 claims verified by June 30, 2024.

**2022-23 DVPUB Online Verification Process Overview:**

- **In-District:** *In-district claims opened for verification on September 6, 2023.*  
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 December 8, 2023.*  
Complete the **DCPOD** High Cost Worksheet to provide cost breakdowns for all claims that exceed the district threshold.
- **BOCES:** *BOCES claims open for verification in 2024.*  
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.

Only High Cost Public claims verified by school districts on the DVPUB screen will be eligible for reimbursement.

**Guidance for Reporting 10-Month Annualized Costs for Other-District Verifications:**

The educating district may bill the CSE district based on a child-specific non-resident student cost calculation, but only if it calculates child-specific bills for every nonresident student. Otherwise, the educating district must bill for all nonresident students based on the actual “Non-Resident Tuition” NRT rates posted on SAMS. The NRT rates are average cost calculations which include all special education costs for 1:1 aides and related services, so *the other educating district may not include additional charges, if it is billing based on the posted NRT rates.*

School districts must complete the High Cost Worksheet for all students educated by another district.

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

[https://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DCPOD.pdf](https://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:

[https://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DVPUB.pdf](https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DVPUB.pdf)

Keep in mind that:

- 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 public educational provider (in-district, other district, or BOCES) 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 or the DVPUB online screen.
- Districts are only required to submit additional back-up documentation for verified 2022-23 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/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:

[https://www.oms.nysed.gov/stac/schoolage/payments/annualized\\_cost\\_calculation.html](https://www.oms.nysed.gov/stac/schoolage/payments/annualized_cost_calculation.html)

More information about the in-district verification process can be found at:

[https://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB\\_202223\\_Letter\\_InDistrict.pdf](https://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB_202223_Letter_InDistrict.pdf)

**Guidance for BOCES Verifications:**

A follow-up memo with more detailed guidance on the BOCES verification processes will be released once BOCES placements have opened for verification. The BOCES will not populate on the DVPUB dropdowns until their year-end final cost reports have been approved by the STAC/Medicaid Unit.

**2021-22 Prior Year Claims:**

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

[https://www.oms.nysed.gov/stac/schoolage/schoolage\\_placement\\_summary/public\\_excess\\_cost/prior\\_year\\_claims.html](https://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/prior_year_claims.html)

**NOTE:** Verified records reviewed and approved by the STAC/Medicaid Unit will be locked. If a district needs to amend and re-verify a locked STAC record, please following the instructions on the page linked above.

If you have questions regarding the DVPUB online verification process, please contact the STAC/Medicaid Unit at [OMSSTAC@nysed.gov](mailto:OMSSTAC@nysed.gov).