



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

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**TO:** Official State Aid Designee September 2024

**FROM:** Dan Coughlin, Education Finance Specialist 2

**SUBJECT:** STAC On-Line Verification (DVPUB) – **Deadline June 30, 2025**  
for 2023-24 School Age 10-Month High Cost Public Placements  
to Receive 2024-25 Public Excess Cost Aid

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 who have an annualized special education cost that exceeds their district public excess cost threshold dollar amount.

Verification is now open for 2023-24 ten-month High Cost Public **in-district placements** on the DVPUB online verification screen.

2024-25 excess cost aid is based on 2023-24 school year enrollment and education costs. Current year funding is available to districts for 2023-24 claims verified by June 30, 2025.

**2023-24 DVPUB Online Verification Process Overview:**

- **In-District:** *In-district claims opened for verification on September 18, 2024.*  
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 will open for verification late 2024 or early 2025.*  
Complete the **DCPOD** High Cost Worksheet to provide cost breakdowns for all claims that exceed the district threshold.
- **BOCES:** *BOCES claims will open for verification in 2025.*  
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.

Instructions on how to utilize the High Cost Worksheet online screen for in-district claiming can be found at: [https://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DCPUB.pdf](https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPUB.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)

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.

### **Batch submission via the SED File Transfer Manager (FTM):**

School districts now have the option to submit high cost worksheet data in large batches as text files via the SED File Transfer Manager. More information about batch submission, and the exact file specifications for those submissions, can be found at:

[https://www.oms.nysed.gov/stac/electronic\\_data\\_transfer\\_options/dcpub.html](https://www.oms.nysed.gov/stac/electronic_data_transfer_options/dcpub.html)

### **Guidance for “Other District” & BOCES Verifications:**

Follow-up memos with more detailed guidance on the “Other District” and BOCES verification processes will be released as those placements open 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.

### **2022-23 Prior Year Claims:**

The 2022-23 enrollment year is now available for prior year claiming. 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)

For questions regarding this memo, please contact [OMSSTAC@nysed.gov](mailto:OMSSTAC@nysed.gov).