TO: Directors of Preschool Special Education Programs
    Directors of Private School-Age Special Education Programs
    Superintendents of Special Act School Districts
    Superintendents of Public School Districts
    Superintendents of BOCES

FROM: Maureen C. McCarthy

DATE: April 2015

RE: 2015-2016 Program Service Dates for STAC Online Reimbursement

Each year, the State Education Department (SED) requires that approved special education providers confirm or correct the program date information on the System to Track and Account for Children (STAC) program file. STAC program date information is the first and last day of the school year that students will be in attendance in the program.1

In creating the program file for 2015-16, SED has applied the following default program dates:

- 2-month programs: July 6, 2015 through August 14, 2015
- 10-month programs: September 9, 2015 through June 24, 2016

If the above dates are not the correct program dates for your agency, you must access the STAC online system to change your program information to reflect the correct dates. STAC program dates should reflect the first and last days that students will be in attendance. The STAC Online system will be open on April 1, 2015 for school districts, BOCES and private providers to update their 2015-16 STAC program dates. Providers must use their assigned STAC Usercodes to access their program information online and correct their 2015-16 STAC program dates by June 19, 2015. Authorized users must log on to the STAC Online System and proceed to the DQPRG screen to view a complete listing of all their approved programs for the 2015-16 school year. Note: STAC program dates are not always the same as your program’s approved calendar dates.

1 Section 175.6 of the Regulations of the Commissioner defines “period of enrollment” to mean that period commencing on the first day a student is enrolled in and is physically present at, or legally absent from, a special education program or service offered by an approved private school or facility and terminating on the last day such student is enrolled in and is physically present at, or legally absent from, such program or service.
**Program Calendar Dates:** For the July/August 2015 extended school year, the program calendar must include at least 30 days during July and August\(^2\). For the September 2015 - June 2016 school year, the program calendar must include at least 180 instructional days\(^3\). School calendars for 2-month and 10-month programs must be available for inspection by your SED Office of Special Education Regional Associate. Please see the State Aid website for further information regarding program calendar dates: [https://stateaid.nysed.gov/attendance/attendance_memo.htm](https://stateaid.nysed.gov/attendance/attendance_memo.htm).

A direct link to this letter and a separate Instruction Guide can be found on the STAC homepage at [http://www.oms.nysed.gov/stac/](http://www.oms.nysed.gov/stac/). The Guide also can be found under STAC Online System/Online Instructions. Providers who do not currently have a Usercode should submit a *Request Form* for Online Access. A link to the form can be found at: [http://www.oms.nysed.gov/stac/stac_online_system/stac_access_form.pdf](http://www.oms.nysed.gov/stac/stac_online_system/stac_access_form.pdf).

It is **not** necessary to change the dates for special education itinerant service (SEIT 9135/9136) programs since preschool students in these programs have varying start and end dates based on the weekly sessions of service delivery in these programs.

If you have questions regarding this date change process, please contact the STAC and Medicaid Unit at (518) 474-7116 or via e-mail at **omsstac@nysed.gov**. Questions related to program approvals should be directed to P12: Office of Special Education at (518) 473-6108.

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**NOTE:** We recommend all school districts and providers sign up for one of the STAC LISTSERVs. Instructions for signing up for any STAC ListServ can be found on our website at [http://www.oms.nysed.gov/stac/listserv/](http://www.oms.nysed.gov/stac/listserv/)

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\(^2\) Approved July/August special education programs and service(s) must operate for six weeks and are funded for 30 days of service during the months of July and August based upon enrollment, provided that the observance of the legal holiday for Independence Day may constitute a day of service. [Ed. L. §4408(1)]

\(^3\) No school may be in session on a Saturday or a legal holiday, except general election day, Washington’s Birthday and Lincoln’s birthday. Days may include **not more than** four conference days. A conference day may not be scheduled on any day in July or August.