



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

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**TO:** Directors of SED-Approved Special Education Programs  
Superintendents of School Districts and BOCES April 8, 2022

**FROM:** Adam C. Lenhardt, Education Finance Specialist 2

**SUBJECT:** 2022-2023 School Year Program Service Dates for STAC Online Reimbursement

Annually, the State Education Department (SED) requires all approved special education providers to review and/or revise, as necessary, the **program date information** located on the STAC program file.

In creating the program file for 2022-23, the STAC Unit has applied the following **default** program dates:

- 2-month programs: July 4, 2022 through August 12, 2022
- 10-month programs: September 7, 2022 through June 23, 2023

**Other than the exception noted below, the program start date must be the first day students will attend the program and the program end date must be the last day students will attend the program.** If the above dates are *not* the program dates for your program, those dates must be revised in the STAC Online System. Each student's period of enrollment<sup>1</sup> must coincide with or fall within the STAC program dates. If a program will not be operating, the program **must** be updated to "Not Operating" status.

**The STAC Online (EFRT) System is now open for school districts, BOCES and private special education providers to review and revise their 2022-23 program dates, if necessary.** All changes to program date information must be completed by **June 15, 2022**. Each agency's authorized STAC users can view a complete listing of the agency's approved programs for the 2022-23 school year by accessing the **DQPRG** screen within EFRT.

*Instructions for Making Program Date Changes* are located at:

[http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_program\\_date\\_changes.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_program_date_changes.pdf)

**Program Calendar Dates:** For the July/August 2022 extended school year, the program calendar must include at least 30 days during July and August. For the September 2022-June 2023 school year, the program calendar must include at least 180 instructional days. Please see the State Aid website for further information: <https://stateaid.nysed.gov/attendance/>

**Independence Day Exception:** Section 4408 of the Education Law states that "programs shall be funded for thirty days of service, provided, however, that the observance of the legal holiday for Independence Day may constitute a day of service."

Although students will not be in attendance on Independence Day, if July 4 is the program's start date of their approved calendar, this date can count toward the 30 days and the STAC should indicate that as the start date of the services.

Contact the STAC/Medicaid Unit by e-mail at [OMSSTAC@nysed.gov](mailto:OMSSTAC@nysed.gov) with questions regarding STAC program date changes. Contact the SED Office of Special Education at [SPECED@nysed.gov](mailto:SPECED@nysed.gov) if you have programmatic questions.

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<sup>1</sup> 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.