



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

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TO: Directors of Special Education

FROM: Maureen C. McCarthy

DATE: April 2015

SUBJECT: 2015-16 STAC Reapplications for School Age Students with Disabilities

School districts may re-apply to the STAC Unit (complete a STAC reapplication record) to claim aid reimbursement for special education services provided to school age students with disabilities.

Each April, the STAC Unit generates these reapplication records based on current year reimbursement approval records. For the 2014-15 school year, if a student did not have a 2014-15 approval record in the STAC system as of April 1, 2015, a reapplication record for the 2015-16 school year was not generated. In these cases, school districts will need to add an approval record. Online instructions for adding individual service approvals records can be found at https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/ for those students anticipating services during the 2015-16 school year, who do not have an approval record on the STAC system as of April 1, 2015.

2015-16 reapplication records are now available via the STAC online system. STAC online users can save considerable time and effort by accessing the reapplication records through the STAC website at <https://www.oms.nysed.gov/stac/>. Instructions for using the STAC online system are posted at https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/home.html.

To facilitate the online submission of the reapplication records, summary reports listing providers and the count of students by provider for each placement type are enclosed with this letter. Reapplication records are available for students who had 2014-15 school year approval records on the STAC system as of April 1, 2015 for the following four school age placement types:

§ 4402 Education Law – 10-Month Private Excess Cost Placements – [Online]

For online instructions for Private Excess Cost Reapplications please go to:

https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DRPRV.pdf

§ 4408 Education Law – July/August Placements – [Online]

For online instructions for July/August Reapplications please go to:

https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DRSUM.pdf.

§ 3602 Education Law – 10-Month Public Excess Cost Placements – [Online]

For online instructions for Public Excess Cost Reapplications please go to:

https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DRPUB.pdf.

Chapters 47, 66 and 721 Placements (OPWDD) – [Paper] – to be completed and returned to the STAC Unit

Reapplications for these Chapter placements have been printed and are included with this memo if your school district had such placements during the 2014-15 school year. If a student will be continuing in the same school of placement and program indicated on the report, place a “Y” in the last column labeled (7) (for 10-month Chapters placements) or column (8) (for 2-month Chapter placements). If a student is expected to be enrolled less than the full session, place a line through the date(s) and write the correct date(s) above them. For more information on Chapter placements, please go to:

https://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/opwdd/home.html.

School districts should make one copy for retention and submit the signed original to the STAC/Medicaid Unit by October 23, 2015.

Placements For Which Reapplication Records Have Not Been Generated

Reapplication records have not been generated for school age students placed in approved out-of-state schools.

Reapplication records have not been generated for school age students who have aged out of a program, school age students approved as "one year only", or school age students whose 2014-15 placement ended before June 1, 2015.

Reapplication records do not include 1:1 teacher aides. **School districts must process full-time and half-time 1:1 teacher aide reimbursement requests via the STAC DSPRV, DSUMR and DSCSM online screens.** Submission of a paper *1:1 Aide Request Form* is required for part-time or shared teacher aides (other than half-time aides) for 2 and 10 month private placements in the 2015- 16 school year. A paper *1:1 Aide Request Form* is also required for all 1:1 nurses, interpreters and maintenance aides (aides assigned to students in a residential unit). A *1:1 Aide Request Form* is not required for 10-month Public Excess Cost placements (1:1 aide costs are to be included in the 10- month annualized cost calculation). The *1:1 Aide Request Form* can be accessed at https://www.oms.nysed.gov/stac/schoolage/1to1_aides/1-1_aide_form.pdf.

REMINDER: Private placement certification records (STAC online screen DCERT) are required annually for all 10-month STAC private excess cost approval records and all 2-month STAC private provider approval records (including reapplications). One annual private placement certification record covers BOTH 2 and 10 month private placements **if** the placement type remains the same for both periods. For information on how to add a private placement certification record (DCERT) to the STAC online system, please go to

https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCERT.pdf

Instructions for signing up for the STAC SCHAGE (School Age) and STAC PRE (Preschool) ListSrvs can be found on our website at <https://www.oms.nysed.gov/stac/listserv/>.

Enclosures