Introduction to School Age STAC Processing

STAC Homepage:  http://www.oms.nysed.gov/stac/
Outline of Slide Show

- **Section A** - Introduction
- **Section B** - Requesting Access
- **Section C** - Accessing the STAC Online (EFRT) System & Finding a STAC ID
- **Section D** - Pre-Approval: Private Placement Certifications, Initial Eligibility, Initial Applications
- **Section E** - Entering Service Approvals
- **Section F** - High Cost Worksheets
- **Section G** - Verifying Service Approvals
- **Section H** - Reapplying Continuing Placements for the Next School Year
- **Section I** - Looking Up Information on the STAC Online (EFRT) System
- **Section J** - School Age Payments
- **Section K** - Navigating the SED File Transfer Manager and Retrieving Available Reports
- **Section L** - ListServ and NYSED Contacts
SECTION A
Introduction
What is STAC?
System to Track and Account for Children (STAC)

The STAC/Medicaid Unit is the unit within the NYS Education Department responsible for processing requests for Commissioner’s approval for reimbursement.

This includes reimbursement approval for the costs of providing services to preschool and school-age students placed in special education programs at public and SED-approved private schools, special-act school districts, BOCES, and at state-supported and state-operated schools for the deaf and blind.

It also includes reimbursement approvals for students who have been determined to be homeless or runaway youth and for education services provided to incarcerated youth.

The STAC Unit collects data needed for processing reimbursements on over 270,000 placements each year. This data includes:

- Who is arranging placement of the child
- What provider will deliver the services
- Which district has financial responsibility
- Prior approvals and private placement certifications
- Verification that services were delivered
- State Aid Reimbursements based on STAC verifications
Why was the STAC Online (EFRT) System Created?

• **Streamline Access to Data:** School districts, municipalities, and SED-approved education providers can access live data seven days a week in a secure manner.

• **Empower School Districts & Municipalities:** School districts and municipalities can submit their own requests for reimbursement for the vast majority of placements.

• **Reduce redundancies and costs:** Instead of having school districts and municipalities submit paperwork that must be entered by SED staff, the claims can be submitted directly.

• **Improve Accuracy:** When the claims are submitted directly, there are fewer opportunities for mistakes to be introduced. As students’ placements change, these changes can be implemented immediately by the responsible Local Education Agency (LEA).

• **Facilitate Optimization and Analysis:** With all of the data stored electronically, SED can generate reports and track trends for budgeting and quality control purposes.
Steps to Claim Reimbursement Using EFRT

Step 1: Preapproval/Notification of Fiscal Responsibility (from field to SED)
- **Online process:** Private Placement Certification (DCERT) for 10-month private placements
- **Paper process:** Annual Out-of-State placements, initial State operated/State supported placements, initial CRP placements, initial OPWDD Chapter placements/OMH/OCFS (STAC-200 or LDSS 3424), Homeless/Runaway placements (STAC 202)

Step 2: Completion of Initial STAC Approval
- **Online process:** Enter service approval on service screens (start with “DS”)
- **Paper process:** School Age STAC-1s (submitted with annual out of state packet, initial State operated/State supported placements, initial CRP placements)

Step 3: Amendment of STAC Approvals (by District or STAC Unit)

Step 4: Completion of High Cost Worksheets for 10-Month Public Placements
- **Online process:** Complete on DC PUB for in-district and BOCES placements
  Complete on DCPOD for “other district” placements

Step 5: Verification of Services by District
- **Online process:** Verify on verification screens (start with “DV”)

Step 6: STAC Review of Verified Services
SECTION B
Requesting Access
Did You Know? STAC Utilizes Two Different Systems

**STAC Online (EFRT) System**
- Review, add, amend or verify approvals (providers review only)
- User IDs must be authorized by District Superintendent (agency directors for providers)
- User IDs and passwords must not be shared
- STAC Unit can suspend rights when aware of violations
- Use request form on website to add new users or delete users
  - Separate forms for employees and third-party consultants
  - Consultant form should be used to give BOCES users district rights
- Online functionality allows District Superintendents to renew or suspend users directly

**SED Secure File Transfer Manager (FTM)**
- Submit bulk files – format available on STAC website
- Most reports now available exclusively as PDFs in the “outbasket”
- Two accounts required to create file:
  - SED FTM username and password
  - EFRT Usercode and password
- SED FTM Authorization Form required:
  - Register and access through SED FTM web client
  - Or access through FTP client using SFTP protocol.
Protecting STAC Data and Personally Identifiable Information (PII)

Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), NYS Personal Privacy Protection Law and other statutes all require that PII is kept secure and only shared on a “need to know” basis.

Exchanging student data with the STAC Unit:

- SED FTM is the most secure method for transmitting documentation with PII.
- Fax during business hours and advise recipient when will be sent.
- Emails with PII other than STAC ID need to be encrypted with password sent separately.
- Paper documents sent US Mail 1st class/priority, or other service with tracking (e.g., UPS, FedEx, DHL).
- Use the STAC Online (EFRT) System and FTP site – log out when not active.
- When calling STAC Unit be prepared with your STAC Online User Code and password to confirm authorization to share data.
# Request Form for Online Access to the STAC Database (Employees)

This form is used by representatives of School Districts, SED-approved Education Providers (including BOCES) and Municipalities who wish to access data directly from the STAC Online (EFRT) System. This application is required to obtain a valid User code and password to change access rights for existing users. By signing this application, Superintendents (for school districts and BOCES), Program Directors (for SED-approved special education providers), and Section 440 Municipal Representatives (for municipalities) are assuming the STAC and Medicaid Unit that individuals listed are authorized to view data on the STAC database. Districts are responsible for making sure that only authorized individuals are granted access to EFRT.

### Agency Information

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Contact Designated for STAC Unit</th>
<th>Job Title</th>
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<tr>
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<td>Private Provider</td>
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<td>BOCES</td>
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<td>Special Act District</td>
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<td>Municipality</td>
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<td>I.Y. Program</td>
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<tr>
<th>Mailing Address</th>
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<tr>
<th>12 digit SED/REDS Code</th>
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<tr>
<td>Phone</td>
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Name, Title and E-mail address are required for all requests. Check one Approvals box AND/OR one Verification box for new users and existing users seeking a change in access rights.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>EMAIL ADDRESS</th>
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<tr>
<th>STAC APPROVALS</th>
<th>STAC VERIFICATIONS</th>
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<tr>
<td>VIEW ONLY</td>
<td>VIEW &amp; UPDATE</td>
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<tr>
<th>EMAIL SIGNED/COMPLETED FORM TO:</th>
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<tbody>
<tr>
<td><a href="mailto:OMSSTAC@nySED.gov">OMSSTAC@nySED.gov</a></td>
</tr>
</tbody>
</table>

### District Superintendent
- (School District, BOCES, Special Act District & I.Y. Program)

### Program Director (Private Provider)

### Municipal Representative (County)

Access to the STAC database will comply with the requirements of the federal Family Educational Rights and Privacy Act (FERPA, § 4202-g) and the New York State Education Law § 4202 (b)(f).

<table>
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<tr>
<th>Name</th>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
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<tr>
<th>Email Address</th>
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<td>Fax</td>
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All User codes and passwords will be sent to the authorizing official indicated in the signature section of this application. Request forms signed by someone other than the appropriate individual will be rejected. Please notify the STAC/Medicaid Unit of any unauthorized sharing of User codes and passwords, so that the STAC/Medicaid Unit can deauthorize access to any affected User codes and passwords.
Request Form for Online Access to the STAC Database (Consultants)

This form is used by School Districts, Municipalities (including, Counties), and other SED-approved Education Providers ("educational entities") who wish to authorize access to allow their consultants to access data directly from the STAC Online (STAC) System. This application is required to obtain a valid User ID and password, change access rights, or delete a consultant account. By signing this application, Superintendents (or school districts), Program Directors (for SED-approved special education providers) and School District Institutional Representatives (or municipalities/city/county accounts) are assuming the STAC Venture EF that individuals listed above (1) acknowledges the situation in which the educational entity, through the education of its students, is required to provide access to education services to eligible students with a disability, including students served under the Individuals with Disabilities Education Act (IDEA) and the Individuals with Disabilities Education Act of 2004 (IDEA 2004), to a public or private educational entity authorized to provide education services to eligible students with a disability that is not part of an educational entity that includes confidentiality provisions that comply with PHEAA, PFL, and all applicable laws related to federal privacy and security laws and regulations authorized consultant is to perform necessary services for the educational entity that requires the access. The educational entity is responsible for ensuring that only authorized consultants are granted access to the STAC Online (STAC) System. Therefore, educational entities must request a unique User ID and password for each authorized consultant user, must prohibit the sharing of passwords, and must notify SED immediately if the authorized consultant relationship is terminated.

Name, Firm (if applicable) and email address are required for all consultant requests. (Check out STAC Approval box AND use STAC Verification box for new users and existing users seeking a change in access rights.)

All User IDs will be canceled directly by the consultant and the Superintendent, Program Director, or Municipal Representative indicated in the signature section of this application signed by anyone other than the appropriate individual will be rejected. Please notify the STAC/Municipal/County or any authorized entity if a User ID and password for an authorized consultant account is no longer needed or if the educational entity changes its contact information. Authorized consultant accounts will be deleted on a yearly basis on January 15 if the educational entity has not reauthorized them prior to that date.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

STAC-602C

Fall 2021 STAC Workshop: Session 1

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Signature

Date

File

Area Code

Number

Phone

Area Code

Number

Email

User Name

Firm or BOCES

Email

User Name

Firm or BOCES

Email

User Name

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Email
Authorization Form for Access to the STAC SED File Transfer Manager

The SED File Transfer Manager (FTM) is a web-based system that makes uploading and downloading files easier for both users and administrators. In order to receive important correspondence, all school districts and counties must have at least one active user registered with the SED FTM. School districts and counties must utilize the SED FTM in order to submit bulk special education reimbursement data to the NYSED STAC Unit.

**Agency Information**

- Agency: [Agency Name]
- Agency Code: [Agency Code]

**Applicant Information**

- Applicant Name: [Applicant Name]
- Applicant Address: [Applicant Address]
- Telephone Number: [Telephone Number]
- Email Address: [Email Address]

**Authorizing Official Information**

- Official Name: [Official Name]
- Official Title: [Official Title]
- Official Signature: [Signature]
- Date: [Date]

Once the STAC Unit has received the completed and signed form, an email invitation will be sent to the email address listed in the Applicant Information section above. The email invitation will contain a personalized link to register in the SED File Transfer Manager. A copy of the "SED File Transfer Manager (FTM) User Guide" is available on the STAC Unit website: http://www.mcssd.gov/data-transfer/online-authorization-mode/SEDFTM.pdf

It is the Authorizing Official’s responsibility to monitor and ensure that only appropriate users have access to confidential student information on the SED FTM. Please utilize this form to remove access as necessary.

Access requests uploaded to the SED FTM will comply with the requirements of the Federal Family Educational Rights and Privacy Act (FFRERA 340.705(c) and 807CFR §300.705(c)), and the New York State Education Department policy (NYSED 150.31(c) and 8NYCRR §200.705(c)).

Returns to:
New York State Education Department
STAC and Medicaid Unit
90 Washington Avenue, 8th Floor
Albany, NY 12234
Attention: Andrew Rizkow
SECTION C
Accessing the STAC Online (EFRT) System & Finding a STAC ID
Did You Know? All EFRT users expire every year on January 15. Superintendents, municipality representatives, and executive directors must reauthorize users annually.
## DMNUM Screen
### SCHOOL DISTRICT MAIN MENU

<table>
<thead>
<tr>
<th>DMNUM</th>
<th>Choice</th>
<th>Description</th>
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<tbody>
<tr>
<td>DMQRY</td>
<td>STAC SCHOOLAGE&amp;PRESCHOOL INQUIRY SCREENS</td>
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<tr>
<td>DMNUS</td>
<td>ADD/AMEND REIMBURSEMENT APPROVALS</td>
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<tr>
<td>DMNUR</td>
<td>PROCESS A REAPPLICATION</td>
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<tr>
<td>DMNUV</td>
<td>ONLINE AVL VERIFY PAYMENTS &amp; CHARGEBACKS</td>
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<tr>
<td>DMNAC</td>
<td>CPSE ADMINISTRATIVE COST SCREENS</td>
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<tr>
<td>DCPUB</td>
<td>HIGH COST WORKSHEET (IN-DISTRICT/BOCES)</td>
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<tr>
<td>DCPOD</td>
<td>HIGH COST WORKSHEET (OTHER DISTRICT)</td>
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<tr>
<td>DCEMT</td>
<td>ADD A PRIVATE PLACEMENT CERTIFICATION</td>
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<tr>
<td>DSRWD</td>
<td>SERVICE APPROVAL WITHDRAWAL</td>
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<tr>
<td>DCHR</td>
<td>FIND A STAC ID FOR A STUDENT</td>
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<tr>
<td>DQLD</td>
<td>VIEW/AMEND CHILD SERVICE APPROVALS</td>
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<td>DQAPP</td>
<td>APPROVAL LISTS</td>
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<tr>
<td>DQSBO</td>
<td>APPROVAL/VERIFICATION SUMMARY (3 YEAR)</td>
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<tr>
<td>DQSUM</td>
<td>4400/4201 SUMMER DISTRICT SUMMARY REPORT</td>
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<td>DDATE</td>
<td>PROGRAM DATE CHANGES</td>
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</tbody>
</table>
There Are Two Ways To Navigate EFRT

• Navigate Using the GO TO Box
  – Enter the four- or five-character screen identifier in the GO TO BOX in the top-right corner of each screen, then press Enter on keyboard.

1. Navigate Using the Menus
  – Select screens from the menus by clicking the “S” button to the left.

💡 Did You Know? Everything in EFRT is Uppercase. Leave your Caps Lock on while using EFRT.
Understanding Commonly Used Screen Identifiers

- Service Approval screens start with “DS”
  - DSUMR, DSPUB, DSPRV, DSPRE, etc.
- Verification screens start with “DV”
  - DVSUM, DVSTR, DVPUB, DVPRV, etc.
- Query screens start with “DQ”
  - DQCLD, DQPAY, DQSBO, DQPRT, etc.
- Reaplication screen start with “DR”
  - DRSUM, DRPUB, DRPRV, DRSSY, etc.

A more comprehensive list of screen identifiers is available at: http://www.oms.nysed.gov/stac/training_materials/stac_acronyms.html
What is a STAC ID?

A unique six-character identifier assigned to each student

- STAC reimbursement is generated based on services provided to individual students.
- Each student is assigned a STAC ID the first time they qualify for STAC reimbursement.
- Each student keeps the same STAC ID for their entire PreK-12 education, from the first preschool evaluation until they graduate or age out at 21.
- When contacting the STAC Unit via email or over the phone, reference individual students exclusively using these STAC IDs to protect student privacy and personally identifiable information.
LOCATING/CREATING A STAC ID on the STAC ONLINE SYSTEM—DCHSR Screen (Step 1)

• All student information on the STAC Online system is linked to a child-specific identifier (STAC ID)

• To search for a STAC ID:
   Enter **the first three letters only** of the student’s last and first names on the DCHSR screen

1. Only the STAC IDs associated with your district that meet the search criteria will be displayed.*
2. If there is an exact match on first name, last name and DOB, use that STAC ID.
3. If there is a close match (see next slide for examples), please call the STAC and Medicaid Unit for clarification.
4. If there are no STAC IDs listed that meet your search criteria, you will be prompted to the DKIDS screen to complete the ID process.

* In the example above, there were no students associated with this district that met the search criteria.
Examples of Close Matches (Call STAC Unit)

Student’s actual first name, last name, and date of birth: **EXAMPLE, JOSHUA 01/02/03**

Examples of students (associated with your district) that will result from a three and three search on the DCHSR screen:

- **EXAMPLE, JOSEPH, DOB 01/02/03** (Same last name and DOB, different first name)
- **EXAMPLE, JOSHUA, DOB 06/02/03** (Same first and last name, close DOB)
- **EXAMPLESMITH, JOSHUA, DOB 01/02/03** (Compound surname or multiple surnames – system does not accommodate hyphens)
- **EXATRAVIA, JOSHUA, DOB 01/02/03** (Different last name, same first name and DOB)
- **EXAMPLE, JOSH, DOB 01/02/03** (Same last name and DOB, truncated first name)
- **EXAMPLE, JOSHUA, DOB 01/02/03** (Exact match: USE THIS STAC ID)

If you have reason to suspect a student has an existing STAC ID and you cannot identify it on our system, please contact the STAC Unit.
Common reasons for creation of duplicate IDs

Scenarios that often result in the creation of duplicate STAC IDs:

• Student transitioning from pre-school to school-age.
• Failure to search compound names using both surnames. (ExampleSmith vs SmithExample)
• Student moves from one district to another.
• Failure to enter complete names on DKIDS.
• Failure to enter correct DOB (transposed dates, off by one digit, etc.)
• Typographical errors (districts cannot edit DKIDS information once the STAC ID has been created.)
• Name changes (adoption, etc.)
LOCATING/CREATING A STAC ID on the STAC ONLINE SYSTEM—DKIDS Screen (Step 2)

1. The required data items for the student are indicated with a BLUE label on the screen. The **FULL** first and last names must be completed.

2. After the required data items have been entered, click on the ADD button.

3. If an exact match (last name, first name, and date of birth) exists, the STAC ID will be listed below the buttons.

4. If you have reason to believe the student displayed is not your district’s child, please contact the STAC and Medicaid Unit.

5. If no such combination exists, the system will assign a new STAC ID for the student.
SECTION D
Pre-Approval: Private Placement Certifications, Initial Eligibility, Initial Applications
Do All Placement Types Require Pre-Approval?

**NO!** For most placement types, you can start on the service approval screen, covered in the next section.

Why is Preapproval Sometimes Required?

- The placement is more restrictive, and districts must certify that they have ruled out less restrictive options (example: Private Excess Cost)
- The placement has very specific criteria for admission that must be met (example: § 4201 State-supported Schools)
- Other State Agencies are involved (examples: Chapter placements, CRP placements)
- The student is homeless.
DCERT “STAC FACTS”

- Required for all ten-month private placements: day and residential; in-state and out-of-state
- Required on an annual basis for 10-month Private placement
- Required if student changes private placement type (day to residential, in-state to out-of-state, etc.)
- Required if student changes districts
- Must be completed prior to adding a 10-month Private STAC approval in order to maximize state reimbursement
- Link to DCERT guidelines: http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCERT.pdf
### DCERT Screen – Top of Screen

**ONLINE PROCESSING OF PRIVATE PLACEMENT CERTIFICATION APPROVALS**

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<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
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<td>09/22/21</td>
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<tr>
<td><strong>New York State Education Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PRIVATE PLACEMENT CERTIFICATION</strong></td>
<td></td>
</tr>
<tr>
<td><strong>STAC ID</strong></td>
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</tr>
<tr>
<td><strong>Name</strong></td>
<td>JOSHUA</td>
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<tr>
<td><strong>Date of Birth</strong></td>
<td>04/02/03</td>
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<tr>
<td><strong>Mode</strong></td>
<td>Inquiry</td>
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<tr>
<td><strong>School Year</strong></td>
<td>7122</td>
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<tr>
<td><strong>CSE District</strong></td>
<td>EXAMPLETOWN UFSD</td>
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<tr>
<td><strong>Date of Certification</strong></td>
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<td><strong>User</strong></td>
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<tr>
<td><strong>CSE Meeting Date (MM/DD/YY)</strong></td>
<td>09/16/21</td>
</tr>
</tbody>
</table>

**Certification** *(For all Private Placements):*
- [x] The CSE has provided a current individual evaluation or reevaluation of the student.
- [x] The student has a current individualized education program (IEP).
- [x] The student is of school-age and has a disability or combination of disabilities such that appropriate public facilities for instruction are not available.
- [x] The CSE has documentation of efforts to place the student in a public facility and the outcomes of those efforts, and/or of CSE findings regarding the lack of suitability of each currently available and geographically accessible public placement.
- [x] The CSE has documentation of all efforts to enable the student to benefit from instruction in less restrictive settings using support services and supplementary aids and special education services, and/or for those services not used, a statement of reasons why such services were not recommended.
- [x] The CSE has detailed evidence of the student’s lack of progress in previous less restrictive programs and placements or a statement of reasons that such evidence is not available.
- [x] In the case of a reapplication for reimbursement, the CSE has documentation of the continuing need for placement of the student in a private school.

**For NYC only: Initial Year Nickerson Day Placements**
- The CSE is not able to make one or more of the above assurances because the student has an IEP recommendation for a public day program and the student was placed in a private school by the parent pursuant to a Nickerson Letter for the first time this school year.
## Additional Certification required for all Residential Placements - (in-state or out-of-state):

The CSE recommends placement of a student in residential program.

- Documentation is on record that residential services are necessary to meet the student’s educational needs as identified in the student’s IEP.
- Documentation is on record that includes a proposed plan and timetable for enabling the student to return to a less restrictive environment or a statement of reasons why such a plan is not currently appropriate.
- For out of state placement recommendations, documentation is on record that demonstrates that there are no appropriate public or private facilities for instruction available within this State.

## Additional Certification (For all initial placements in residential care):

Documentation is on record that, upon determination that the student was first at risk of residential placement, the district:

- Provided information to the parent on community support services that may be available to the family, including the name and address of agencies which can perform an assessment of a family’s community support needs, where such a list had been made available to the CSE.
- Sought parental consent (or consent of the student if 18 or older) to invite county or State agency representatives to the CSE meeting to make recommendations concerning the appropriateness of residential placement and other program and placement alternatives. For students in a foster care placement, the local social services district was notified when the student was determined to be at risk of residential placement.
- Obtained parental (or student) consent and other agency representative(s) were invited to the CSE meeting.

Invited county or State agency representative attended the CSE meeting.

**NOTE:** In order to obtain a timely determination of approval of State reimbursement, the certification must be received by the Department prior to requesting reimbursement. If the district fails to submit a certification, requests for State reimbursement for ten-month private placements will not be processed.

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<thead>
<tr>
<th>Choose One</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Date Transferred Into District**
SECTION E
Entering Service Approvals
STEP ONE: (DSUMR)

INQUIRE ON STAC ID, NAME, AND SCHOOL YEAR

1. **STAC ID**: Enter the unique six-character identifier assigned to each student that follows him or her from preschool to age 21.
2. **Name**: Enter the first three letters of the student’s last name.
3. **School Year**: Select the appropriate school year from the dropdown. Each school year starts July 1 and runs through June 30.
4. **Record Number**: Leave this blank. It will be assigned automatically when the record is added.
5. **Inquire**: You must click this button before proceeding further.
6. **Mode**: After clicking the Inquire button, this changes from “Inquiry” to “Add”. Once in Add mode, you can proceed.
7. **Disability**: Select the student’s disability (as indicated on the IEP) from the dropdown.

8. **CSE District**: Pre-filled by EFRT based on your Usercode.

9. **District of Residence**: Select the district in which the student resides. Generally the same as the CSE District.

10. **Agency to be Paid**: Generally the same as the CSE District.

11. **County of Residence**: The county in which the student resides. If your district crosses multiple counties, confirm the correct county using the student’s home address.
12. **Provider**: Select the education provider.

13. **Get ED Program**: Click the button and then select the appropriate program.

14. **Change**: Leave blank for initial approvals; enter “C” in this box if revising the record.

    * For all other aides, nurses, and interpreters, submit the [*School Age 1:1 Aide Form*](#).

15. **Start Date** and **End Date**: Enter the first day the student arrived and the anticipated last day of attendance.

16. **Aide**: If the student as an Aide, enter the percentage. Otherwise, leave blank.
### STEP FOUR: (DSUMR)

**ENTER MAINTENANCE SERVICE INFORMATION**

**(FOR RESIDENTIAL PLACEMENTS ONLY)**

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Provider</th>
<th>010100115705</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA SALLE SCHOOL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Get MA Program</th>
<th>07/01/21 - 08/31/21</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Change</th>
<th>Start Date</th>
<th>End Date</th>
<th>Aide</th>
<th>FTE</th>
<th>Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/21</td>
<td>08/31/21</td>
<td>07/01/21</td>
<td>08/31/21</td>
<td>510.29</td>
<td>31637.98</td>
<td></td>
</tr>
</tbody>
</table>

17. **Provider**: Select the maintenance provider.
18. **Get MA Program**: Click the button and then select the appropriate program.
19. **Change**: Leave blank for initial approvals; enter “C” in this box if revising the record.
20. **Start Date** and **End Date**: Enter the first day the student arrived and the anticipated last day of attendance. Education dates must fall within maintenance dates.
21. **Aide**: SED use only. Must submit the School Age 1:1 Aide Form for all maintenance aides.

**NOTE**: For students in Children’s Residential Project (CRP) placements, the maintenance component is the responsibility of the Office for People With Developmental Disabilities (OPWDD). As a result, the Maintenance section should be left blank for CRP kids even though the placement is residential.
STEP FIVE: (DSUMR)
TRANSPORTATION COST AND RECORD SUBMISSION

22. **Transportation Cost**: If you know the transportation cost, enter it. Otherwise, leave as zero. You will be able to claim the transportation on the verification screen later.

23. **Variance, 1 Year, and DCERT Appr DT**: SED use only.

24. **Add**: Click this button to submit the record.

25. **Enter, Upd, and User**: You will know that the submission was successful if the Enter date shows today’s date, and the User field shows your Usercode.
DSSRS Screen

ONLINE PROCESSING OF SUMMER RELATED SERVICES STAC APPROVALS

Districts may claim special class on DSUMR OR specially designed instruction and related services on DSSRS.

What’s different than DSUMR?
- No Maintenance Section
- Need to report Group Size
- Need to report related services individually
- Need to report number of Half Hour Units
DSPUB Screen

ONLINE PROCESSING OF 10-MONTH HIGH COST STAC APPROVALS

What’s different than DSUMR?

- No Transportation Cost: 10-Month Transportation is Claimed in Aggregate on ST-3.
- No County of Residence
- No Maintenance Section
- Student Enrollment: If the student is enrolled for a full FTE, you do not need to enter Start and End Dates.
DSPRV Screen
ONLINE PROCESSING OF 10-MONTH PRIVATE EXCESS COST STAC APPROVALS

What’s different than DSUMR?

- No Transportation Cost:
  10-Month Transportation is Claimed in Aggregate on ST-3.

**NOTE:** For students in Children's Residential Project (CRP) placements, the maintenance component is the responsibility of the Office for People With Developmental Disabilities (OPWDD). As a result, the Maintenance section should be left blank for CRP kids even though the placement is residential and you need to file a private in-state residential DCERT.
Incarcerated Youth Placements are entered on behalf of the school district within which the county jail is located.

What is different than DSUMR?
- No Maintenance Section
- No Transportation Cost
- Address at Time of Incarceration: Determines responsible Chargeback district.
# DSCHP Screen

## ONLINE PROCESSING OF 10-MONTH CHAPTER STAC APPROVALS

What’s different than DSUMR?

Chapter 721 (ICF/IRA) are the only 10-month students with Trans Aid claimed on STAC.

- Admission District
- Chapter Type (66 or 721)
- ICF/IRA Provider
- No Maintenance Section (paid by OPWDD)
- Admin Cost (max. 5% of tuition)
- CSE Cost (capped at $100)

### Examples

**Chapter 66: Developmental Center**

**Chapter 721: Intermediate Care Facility (ICF)**

**Chapter 721: Individualized Residential Alternative (IRA)**
DSCSM Screen

ONLINE PROCESSING OF 2-MONTH (SUMMER) CHAPTER STAC APPROVALS

What’s different than DSUMR?

- Chapter Type
- ICF/IRA Provider
- No Maintenance Section

(Paid by OPWDD)
SECTION F
High Cost Worksheets
Do all placement types require a high cost worksheet?

**NO!** Only 10-month public placements require a high cost worksheet.

For many placement types, the Rate Setting Unit calculates tuition rates. The costs for these placements are calculated by multiplying the approved tuition rate by an FTE that is based on the student’s start and end dates.

But SED doesn’t issue approved tuition rates for 10-month public placements.

The high cost worksheets are both a tool for schools to use to calculate 10-month annualized costs and a mechanism for school districts to “show their work” so that SED can review and validate the calculated costs.
Do all 10-month public placements require a high cost worksheet?

**NO!** A high cost worksheet is only required when:

- The student’s 10-month annualized cost exceeds the district threshold.
  - If the 10-month annualized cost doesn’t meet the threshold, no reimbursement will be generated so there’s no point in STACing the student.

- The “**DCPUB Required**” message is triggered after entering the DSPUB record.

- The record is selected for review by the STAC/Medicaid Unit.

- The student was educated by another school district.

- The student was educated by a BOCES and had additional costs that were not included on the BOCES year-end final cost report.
Resources for Calculating High Cost STACs

Calculating 10-Month “Annualized Cost” Education Rates for Students with Disabilities Educated in a District-Operated Program


DCPUB Quick Reference Guide

http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPUB.html

DVPUB Online Instruction Guide:

http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DVPUB.pdf
DCPUB Screen
HIGH COST STUDENT WORKSHEET (IN-DISTRICT/BOCES)

This screen serves two purposes for In-District and BOCES placements:

1. It’s a tool for school districts to use when calculating the actual 10-Month Annualized Costs for their students. While the screen must be completed for some students, it can be completed for any student educated in-district or by a BOCES.

2. It’s a tool for the State Education Department to use when reviewing and validating claims for timely reimbursement.
The top section of the DCPUB Screen

- This section of the DCPUB screen auto-fills the information originally entered on the DSPUB screen when the original approval was added to the system.
- The District Threshold will help you determine whether the student will qualify for High Cost Aid or not.

I. The BOCES Section

- For BOCES placement, enter the 10-Month Annualized Cost from the year-end final cost report in this section.
II-A. InDistrict Classroom – Full Day Self-Contained

• Use this section to report costs for students educated by your district who spend the day in a self-contained special education classroom.

• Report the ratio of students to teachers to paraprofessionals from the student’s IEP, and then report the number of students who were actually in the class.

• Report the salaries and fringe benefits for the special education teachers* and classroom paraprofessionals. Do NOT include the cost of aides and teaching assistants assigned to specific students.

• If the student attends more than one special class, use the next section to report costs instead.

* NOTE: If a teacher has 5 instruction periods, plus 1 class preparation period, plus 1 administrative period per day, you would prorate the salary and fringe at 6/7ths of the total.

Salary ($80,000 \times \frac{6}{7} = $65,571.43) + Fringe ($20,000 \times \frac{6}{7} = $17142.86) = Total ($82,714.29)
II-B. InDistrict Classroom - Period-Based Placements

<table>
<thead>
<tr>
<th>Placement Type</th>
<th>Total Salaries</th>
<th>Total Fringe</th>
<th>Teacher Work Day (Excl Lunch)</th>
<th>Group Size</th>
<th>Sessions Per Cycle</th>
<th>Sessions Length: (Mins)</th>
<th>Frequency</th>
<th>Total Child Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO-TEACH MATH</td>
<td>72480.00</td>
<td>18120.80</td>
<td>390</td>
<td>5</td>
<td>1</td>
<td>40</td>
<td>Daily Cycle</td>
<td>1858.47</td>
</tr>
<tr>
<td>CO-TEACH ENGLISH LA</td>
<td>59404.00</td>
<td>14851.84</td>
<td>390</td>
<td>5</td>
<td>1</td>
<td>40</td>
<td>Daily Cycle</td>
<td>1523.19</td>
</tr>
<tr>
<td>CO-TEACH SOCIAL STUDIES</td>
<td>33395.50</td>
<td>8348.75</td>
<td>195</td>
<td>4</td>
<td>2</td>
<td>40</td>
<td>4-Day Cycle</td>
<td>1070.36</td>
</tr>
<tr>
<td>Consultant Teacher Services</td>
<td>71580.00</td>
<td>17895.80</td>
<td>390</td>
<td>5</td>
<td>4</td>
<td>40</td>
<td>6-Day Cycle</td>
<td>1223.84</td>
</tr>
<tr>
<td>Resource Room</td>
<td>49646.67</td>
<td>12412.17</td>
<td>240</td>
<td>1</td>
<td>1</td>
<td>30</td>
<td>Weekly Cycle</td>
<td>1723.73</td>
</tr>
<tr>
<td>Adaptive Phys Ed</td>
<td>65236.00</td>
<td>16309.56</td>
<td>390</td>
<td>3</td>
<td>3</td>
<td>30</td>
<td>Weekly Cycle</td>
<td>1393.80</td>
</tr>
</tbody>
</table>

*Special education students only
Additional Special Education Classroom Costs (Explain in Comments): 0
Placement Cost for this Child: 8793.39

- Use this section for students who were enrolled in multiple special education placements at your district throughout the day.
- Unlike the previous section, the costs for the special education teachers and classroom paraprofessionals are combined.
- The cost attributable to this placement will be calculated automatically by the screen.
- The Session Length, Sessions Per Cycle, and Frequency cannot exceed frequency and duration specified on the student’s IEP.
III. Child-Specific 1:1 Aide/Shared Aide/Nurse/Interpreter Section

- Use this section for aides, LPNs, RNs and interpreters assigned to specific students. Do **NOT** include classroom paraprofessionals included in one of the prior sections.
- In order to be eligible for aid, the IEP must specify:
  - Type of aide, nurse, or interpreter
  - Frequency and duration that aide, nurse, or interpreter is assigned to the student
IV. The Related/Other Services Section

- Use this section to report related services not included in any of the prior sections.
- In order to be eligible for aid, the IEP must specify:
  - Type of service
  - Frequency and duration of service
  - Group size
- Actual Sessions cannot exceed recommended services in IEP
- Only use lump sum boxes if all six service rows are filled.
  - Costs in lump sum boxes **MUST** be explained in Comments section.
V. The Other Child Specific Costs Section

- Use this section for reporting one-time/non-recurring costs, and only costs *not* claimed in sections I through IV.
- Use the Additional Information line to provide additional detail.
- Enter total amount of all non-recurring costs. Since this section is for non-recurring costs, this amount should *not* be annualized.
The Comments Section

- Use this section to provide additional clarification and explanation for anything that is unclear from the sections above.
- The District Contact Information is required.
- It will be blank for the first worksheet of each school year.
- All subsequent worksheets will pre-fill with the information from the most recently completed worksheet.
  - If a new person is assigned to completing the worksheets, he or she should update the district contact information with their own contact information on their first submission.
The Summary Section

- This section tabulates all of the component costs to calculate the new 10-Month Annualized Cost.
- It also provides an estimate of the High Cost Aid that will be generated for this record.
- An example of the formula used to calculate this aid is as follows:

\[
\begin{align*}
\text{Total 10-Month Annualized Cost} & = 55,996.57 \\
\text{District Threshold} & = 41,667.00 \\
\text{Annualized Excess Cost} & = 14,329.57 \\
\times \text{FTE} & = 1.00 \\
\text{Aidable Excess Cost} & = 14,329.57 \\
\times \text{Public Excess Cost Aid Ratio} & = 0.700 \\
\text{High Cost Aid Available} & = 10,030.69
\end{align*}
\]

- The SED use only section will be utilized by the State Education Department to note any adjustments resulting from review.
DCPOD Screen
HIGH COST STUDENT WORKSHEET (OTHER DISTRICT)

This screen serves two purposes for “Other District” placements:

1. It provides a standard method for reporting and breaking down costs for students educated by another district, where the other district billed using actual costs.

2. It provides information about Actual Nonresident Tuition Report (NRT) rates for students educated by another district, where the other district billed using the NRT rate.
The top section of the DCPOD Screen

This section of the DCPOD screen auto-fills the information originally entered on the DSPUB screen when the original approval was added to the system.

The District Threshold will help you determine whether the student will qualify for High Cost Aid or not.
I. The NRT Section

- If the educating district billed using a Non Resident Tuition (NRT) rate, select either the first option or the second option based on the student’s age.
- If the educating district billed using actual costs, select the third option.
II. The Special Education Classrooms Section

<table>
<thead>
<tr>
<th>Placement Type</th>
<th>IEP Ratio: Stud:Teach + Para</th>
<th>Total Placement Cost</th>
<th>Actual Students in Class</th>
<th>Total Child Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIAL CLASS</td>
<td>8: 1 + 1</td>
<td>142170.15</td>
<td>6</td>
<td>23695.03</td>
</tr>
<tr>
<td></td>
<td>0: 0 + 0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0: 0 + 0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0: 0 + 0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*Special education students only  Additional Special Education Classroom Costs (Explain in Comments): 0

Classroom Cost for this Child: 23695.03

- This section will generally only be used if the third option was selected above.
- Only special education expenses are eligible to be claimed. The educating district may have billed for additional expenses in accordance with the cross-contract agreement, but those additional expenses are not eligible for excess cost aid.
- The services must match up against the student’s IEP.
- If the educating district didn’t provide the full cost of the classroom, enter the student’s cost as the Total Placement Cost and use “1” as the Actual Number of Students in Class. Explain the Comments section.
III. Child-Specific 1:1 Aide/Shared Aide/Nurse/Interpreter Section

- Use this section for aides, LPNs, RNs and interpreters assigned to specific students. Do **NOT** include classroom paraprofessionals included in one of the prior sections.
- If the educating district billed using an NRT rate, aides provided by the “Non-Resident District” cannot be claimed in this section.
- In order to be eligible for aid, the IEP must specify:
  - Type of aide, nurse, or interpreter
  - Frequency and duration that aide, nurse, or interpreter is assigned to the student
### IV. The Related/Other Services Section

Use this section to report related services not included in any of the prior sections.

In order to be eligible for aid, the IEP must specify:
- Type of service, frequency and duration of service, group size
- Actual # of Billed Sessions cannot exceed recommended services in IEP
- Only use lump sum boxes if all six service rows are filled.
  - Costs in lump sum boxes **MUST** be explained in Comments section.

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Provider Type</th>
<th>Total Amount Billed Per Student</th>
<th>IEP Session Length (Mins)</th>
<th>Actual # of Sessions Billed</th>
<th>Session Cost Per Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech/Language Therapy</td>
<td>Non-Resident District</td>
<td>10429.38</td>
<td>30</td>
<td>Individual</td>
<td>117</td>
</tr>
<tr>
<td>Speech/Language Therapy</td>
<td>Non-Resident District</td>
<td>1390.74</td>
<td>30</td>
<td>Individual</td>
<td>78</td>
</tr>
<tr>
<td>Teacher for the Deaf</td>
<td>BOCES Extra</td>
<td>54720.00</td>
<td>360</td>
<td>Individual</td>
<td>180</td>
</tr>
</tbody>
</table>

**Actual number of sessions cannot exceed the number of sessions specified on IEP.**

If more than six, enter total annual cost by type of remaining services:
- (Non-Resident District) 0
- (BOCES Extra) 0
- (CSE District) 0
- (Other Provider) 0

Provide explanation in Comments.
V. The Other Child Specific Costs Section

- Use this section for reporting one-time/non-recurring costs, and only costs *not* claimed in sections I through IV.
- Use the Additional Information line to provide additional detail.
- Enter total amount of all non-recurring costs. Since this section is for non-recurring costs, this amount should *not* be annualized.
The Comments Section

- Use this section to provide additional clarification and explanation for anything that is unclear from the sections above.
- The District Contact Information is required.
- It will be blank for the first worksheet of each school year.
- All subsequent worksheets will pre-fill with the information from the most recently completed worksheet.
  - If a new person is assigned to completing the worksheets, he or she should update the district contact information with their own contact information on their first submission.
The Summary Section

- This section tabulates all of the component costs to calculate the new 10-Month Annualized Cost.
- It also provides an estimate of the High Cost Aid that will be generated for this record.
- An example of the formula used to calculate this aid is as follows:

\[
\text{Total 10-Month Annualized Cost} - \text{District Threshold} = \text{Annualized Excess Cost} \times \text{FTE} \times \text{Public Excess Cost Aid Ratio} = \text{High Cost Aid Available}
\]

- The SED use only section will be utilized by the State Education Department to note any adjustments resulting from review.
SECTION G
VERIFYING SERVICE APPROVALS
How Long Do School Districts Have to Verify Claims for Reimbursement?

- **Less than one year (from program end date)**
  - Incarcerated Youth – Online (07/01-08/31) (09/01-06/30)
  - §4201 State Supported (September – June) - Online
  - State Operated – by Provider

- **One Year (from program end date)**
  - Homeless
  - OPWDD 10-Month Chapter
  - Private Excess Cost (**one year for current year funding**)
  - Public Excess Cost (**one year for current year funding**)

- **Two Years (from program end date)**
  - Private Excess Cost (**two years for prior year funding**)
  - Public Excess Cost (**two years for prior year funding**)
  - CRP (Children’s Residential Project) - by Provider and District

- **Three Years (from 10-month program end date)**
  - 4408 Summer (Public and Private)
  - Summer Related Services
  - §4201 State Supported Summer Transportation

**Current Year Funding**

While Public and Private Excess (High)
Cost records can be verified for payment for up to two years after the end of the school year, current year funding is only paid based on prior school year records verified by 06/30 (within one year of the SY close).

A record verified in the second year is processed as a prior year adjustment.
Actual payment of Aid for a prior year adjustments can take more than 10 years.

Only those records verified in the first year will be paid on a current year basis.
Resources for STAC Verification Deadlines

- Gold Star - Online Verification Status Report
  http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports_and_chargebacks/online_verification_status.html

- STAC School Age Online Verification Deadlines
  http://www.oms.nysed.gov/stac/schoolage/payments/deadlines.html

- STAC Aid Calculations
  Aid Ratios, Basis for Payments, and Timing of Payments
  http://www.oms.nysed.gov/stac/schoolage/payments/calculations.html
**DMNVS Screen**

**SCHOOL DISTRICT VERIFICATION MENU**

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>DVST2 4408 SUMMER REL SERV TRANS VERIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DVST3 4408 SUMMER 4201/50 TRANS VERIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DQBSO APPROVAL/VERIFICATION SUMMARY (3 YEAR)</td>
</tr>
<tr>
<td>S</td>
<td>DQPAY SCHOOL AGE PAYMENT REVIEW</td>
</tr>
<tr>
<td>S</td>
<td>DQCDI 10 MONTH DISTRICT CHARGEBACK SCREEN</td>
</tr>
<tr>
<td>S</td>
<td>DMNVC CHAPTER PLACEMENTS VERIFICATION SCREENS</td>
</tr>
<tr>
<td>S</td>
<td>DVSSY 4201 STATE-SUPPORTED 10-MO VERIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DVHOM HOMELESS VERIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DVINC INCARCERATED YOUTH VERIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DVSTR 4408 SUMMER PLACEMENT TRANS VERIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DVSRL 4408 SUMMER RELATED SERVICE VERIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DVSUM 4408 SUMMER PLACEMENT VERIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DVPRV PRIVATE PLACEMENT VERIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DVPUB PUBLIC HIGH COST VERIFICATION</td>
</tr>
</tbody>
</table>

Select Placement Type: DVSUM, DVSRL, DVPUB, DVPRV, etc.
STEP ONE: (DV SUM)
INQUIRE ON PLACEMENT TYPE, SCHOOL YR, AND EDUCATION PROVIDER

1. Select the school year.
2. Click Get Providers.
3. Select the desired education provider from the dropdown.
4. Select Unverified, Verified, or All Records.
### Review Placement and Verify

#### Step Two: (DVSUM)

<table>
<thead>
<tr>
<th>Last and First Name</th>
<th>STAC-ID</th>
<th>Rec</th>
<th>DOB</th>
<th>Half</th>
<th>Program Service</th>
<th>% Aide</th>
<th>FTE From</th>
<th>FTE To</th>
<th>FTE Days</th>
<th>Rate</th>
<th>Cost</th>
<th>Verify</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLES ADAM</td>
<td>I79314</td>
<td>01</td>
<td>01/01/01</td>
<td>9000-A EDUC</td>
<td></td>
<td>07/05/21</td>
<td>08/13/21</td>
<td>1.000</td>
<td>4,355</td>
<td>4355</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BANANA BEAU</td>
<td>H42212</td>
<td>02</td>
<td>02/02/02</td>
<td>9000-A EDUC</td>
<td></td>
<td>07/05/21</td>
<td>08/13/21</td>
<td>1.000</td>
<td>4,355</td>
<td>4355</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COOKIE CORA</td>
<td>F59116</td>
<td>01</td>
<td>03/03/03</td>
<td>9000-A EDUC</td>
<td></td>
<td>07/05/21</td>
<td>08/13/21</td>
<td>1.000</td>
<td>4,355</td>
<td>4355</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELI DANNY</td>
<td>A54689</td>
<td>02</td>
<td>04/04/04</td>
<td>9000-A EDUC</td>
<td>100</td>
<td>07/05/21</td>
<td>08/13/21</td>
<td>1.000</td>
<td>4,355</td>
<td>4355</td>
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<tr>
<td>EGGMAN EDDIE</td>
<td>H13380</td>
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<td>05/05/05</td>
<td>9000-A EDUC</td>
<td>100</td>
<td>07/05/21</td>
<td>08/13/21</td>
<td>1.000</td>
<td>4,355</td>
<td>4355</td>
<td></td>
<td></td>
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<tr>
<td>FLAN FATIMA</td>
<td>I68074</td>
<td>01</td>
<td>06/06/06</td>
<td>9000-A EDUC</td>
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<td>07/05/21</td>
<td>08/13/21</td>
<td>1.000</td>
<td>4,355</td>
<td>4355</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Confirm that the education program (and, if applicable, maintenance program) is correct.
2. Confirm that the service start and end dates are correct.
3. Check the Verify box for the student.
4. Click the Submit button once all students have been reviewed.

If “Unverified” is your selection, STACs will disappear from the “Unverified” list once verified.
What’s different than DVSUM?

- District-Operated 9015 Program- Education Only
- ½ Hour Units and Rates
- Service Type:
  - 9015A - Related Services Only
  - 9015B - Specially Designed Instruction (SDI)
  - 9015C - SDI w/ Related Services
  - 9015D – Home/Hospital Instruction
## DVPUB Screen (High Cost claiming)

### ONLINE VERIFICATION OF IN-DISTRICT, OTHER-DISTRICT & BOCES HIGH COST APPROVALS

What’s different than the DVSUM Screen?

1. **Additional selection types:**
   - Unverified DCPUB Required*
   - Verified and Not Reviewed by SED
   - Reviewed and Locked by SED
2. **The ability to sort the list of records in descending order by approved cost**
3. **Contact information box**
4. **From and To dates can be updated**
5. **10-Month Annualized Cost can be updated***
6. DCPUB (in-district/BOCES) and DCPOD (other district) worksheet indicators (red or green)
7. **Date Locked checkbox (SED Use Only)**

* Once a DCPUB or DCPOD has been submitted, costs can only be updated on that worksheet

---

<table>
<thead>
<tr>
<th>School Year</th>
<th>CSE District</th>
<th>District Count - Total records / Records Verifying</th>
<th>Selection Type</th>
<th>Record Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>281210040000</td>
<td>12</td>
<td>Unverified</td>
<td>0</td>
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<tr>
<td></td>
<td>281210040000</td>
<td>31</td>
<td>Verified and Not Reviewed by SED</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Reviewed and Locked by SED</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>All Records</td>
<td>31</td>
</tr>
</tbody>
</table>

**Get Providers**
- EXAMPLERTOWN UFSD
  - 281210040000

**Section (3602.19) High Cost Public Verification Screen**

**What’s different than the DVSUM Screen?**

1. **Additional selection types:**
   - Unverified DCPUB Required*
   - Verified and Not Reviewed by SED
   - Reviewed and Locked by SED
2. **The ability to sort the list of records in descending order by approved cost**
3. **Contact information box**
4. **From and To dates can be updated**
5. **10-Month Annualized Cost can be updated***
6. DCPUB (in-district/BOCES) and DCPOD (other district) worksheet indicators (red or green)
7. **Date Locked checkbox (SED Use Only)**

* Once a DCPUB or DCPOD has been submitted, costs can only be updated on that worksheet

---

### COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS

<table>
<thead>
<tr>
<th>Last and First Names</th>
<th>Education Provider Name and Code</th>
<th>Education Provider Program Dates: 08/03/20 - 06/25/21</th>
<th>10-Month Annualized Cost</th>
<th>From</th>
<th>To</th>
<th>Current App</th>
<th>Verified</th>
<th>DCPUB/DCPOD</th>
<th>Approved</th>
<th>Reviewed and Locked by SED</th>
<th>Date Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLES ADAM</td>
<td>01/04/20 01/01/01</td>
<td>06/25/21</td>
<td>22.479.22</td>
<td>02/22/20</td>
<td>DCPUB Required</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BINNAM ABEU</td>
<td>01/04/20 01/01/01</td>
<td>06/25/21</td>
<td>62.341.21</td>
<td>02/22/20</td>
<td>DCPUB Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COOKE CORA</td>
<td>01/04/20 01/01/01</td>
<td>06/25/21</td>
<td>72.423.50</td>
<td>02/22/20</td>
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<td></td>
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</tr>
<tr>
<td>DELI BARNY</td>
<td>01/04/20 01/01/01</td>
<td>06/25/21</td>
<td>79.503.84</td>
<td>02/22/20</td>
<td>DCPUB Required</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>EIDMAN EDDIE</td>
<td>01/04/20 01/01/01</td>
<td>06/25/21</td>
<td>80.361.80</td>
<td>02/22/20</td>
<td>DCPUB Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRANK FRANK</td>
<td>01/04/20 01/01/01</td>
<td>06/25/21</td>
<td>65.959.69</td>
<td>01/05/21</td>
<td>DCPUB Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLAN FRANSA</td>
<td>01/04/20 01/01/01</td>
<td>06/25/21</td>
<td>65.959.69</td>
<td>01/05/21</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOOSE GARY</td>
<td>01/04/20 01/01/01</td>
<td>06/25/21</td>
<td>107.576.48</td>
<td>02/22/20</td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
DVPRV Screen

ONLINE VERIFICATION OF 10-MONTH PRIVATE EXCESS COST STAC APPROVALS

What’s different than the DVSUM Screen?

• Verification period is September to June
DVHOM Screen
ONLINE VERIFICATION OF HOMELESS STAC APPROVALS

What’s different than the DVSUM Screen?
• Verification Period is September to June
• No Maintenance on STAC
## DVSSY Screen

**ONLINE VERIFICATION OF § 4201 10-MONTH STATE-SUPPORTED STAC APPROVALS**

### What’s different than the DVSUM Screen?

1. **Verification Period**
   - Indicates whether you’re verifying 09/01 - 12/31 or 09/01 - 06/30

2. **4-Mo and 10-Mo Verification Columns**
   - Active column identified by blue FTE label
DVMNC Menu (To Access DVCHP, DVCSM, & DVSTC)
ONLINE VERIFICATION OF CHAPTER STAC APPROVALS

What’s different about DVCHP?
• No Maintenance on STAC.
• Admin. Cost.: Cannot exceed 5% of education cost
• CSE Cost: Cannot exceed $100
• Only 10-Month Program with STAC Aid for Transportation

What’s different about DVCSM?
• No Maintenance on STAC

What’s different about DVSTC?
• Transportation Stop Above $6,500 for all open school years (2016-17 to 2019-20)

100 Percent Aid Available for Both 10-Month & 2-Month Chapters
### DVSTR Screen

**ONLINE PROCESSING OF 4408 TRANSPORTATION COSTS**

<table>
<thead>
<tr>
<th>School Year</th>
<th>CSE District</th>
<th>Amount by Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td></td>
<td>$6,500</td>
</tr>
<tr>
<td>2017-18</td>
<td></td>
<td>$6,500</td>
</tr>
<tr>
<td>2018-19</td>
<td></td>
<td>$6,500</td>
</tr>
<tr>
<td>2019-20</td>
<td></td>
<td>$6,500</td>
</tr>
</tbody>
</table>

80% Aid Ratio
## DVST2 Screen

### ONLINE VERIFICATION OF SUMMER RELATED SERVICES TRANSPORTATION

**Transportation Stop Amount by Year (Stop Indicated by “S”)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td>$6,500</td>
</tr>
<tr>
<td>2017-18</td>
<td>$6,500</td>
</tr>
<tr>
<td>2018-19</td>
<td>$6,500</td>
</tr>
<tr>
<td>2019-20</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

**80% Aid Ratio**
**DVST3 Screen**

**ONLINE VERIFICATION OF SUMMER § 4201 TRANSPORTATION**

### Transportation Stop Amount by Year

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td>$6,500</td>
</tr>
<tr>
<td>2017-18</td>
<td>$6,500</td>
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<tr>
<td>2018-19</td>
<td>$6,500</td>
</tr>
<tr>
<td>2019-20</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

80% Aid Ratio
Form for Summer Transportation Costs $6,500+
(covers sheet for required supporting transportation documentation)

<table>
<thead>
<tr>
<th>STAC ID</th>
<th>RECORD NUMBER</th>
<th>STUDENT NAME (LAST, FIRST)</th>
<th>EDUCATION PROVIDER</th>
<th>VERIFIED ACTUAL STUDENT TRANSPORTATION COST**</th>
<th>TYPE</th>
<th>TRANSPORTATION VERIFICATION SCREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**If corrected cost is greater than $6,499, attach a copy of the student transportation invoice or a detailed calculation to support your transportation claim.

This form must be completed and signed by:
- District Superintendent/School Business Official
- CSE Chairperson

Superintendent/Exception Office Signature: [Signature]
Title: [Title]
Telephone #: [Number]
Date: [Date]

CSE Chairperson Signature: [Signature]
Title: [Title]
Telephone #: [Number]
Date: [Date]

**Return by mail to:**
Thomas Hitchcock
STAC and Medicaid Unit
89 Washington Ave
Room 514 EB
Albany, New York 12234
For questions call (518) 474-7116

**or**

Return via SED File Transfer Manager:
Upload to district “inbasket”
Notify
Thomas.Hitchcock@nysed.gov
SECTION H
Reapplying Continuing Placements for the Next School Year
STEP ONE: (DRSUM)
INQUIRE ON SCHOOL YEAR AND PROVIDER

1. Select the school year from the dropdown menu.
2. Click **Get Providers**.
3. Select the provider from the dropdown menu.
4. Click **Get Reapps**.
5. To find a specific student, enter the first four letters of the student’s last name.
STEP TWO: (DRSUM)

COMPLETE THE REAPPLICATION PROCESS

1. Check the **Reapply** box.
2. Confirm that the program information is correct.
3. Enter the student’s transportation cost, if known.

4. Click **Submit**.
DRPUB Screen

ONLINE PROCESSING OF 10-MONTH HIGH COST STAC REAPPLICATION APPROVALS

What’s different from DRSUM?

• Your District Threshold Amount
  – Only students whose 10-month annualized costs are anticipated to be equal to or above the District Threshold should be reparalleled for in the new school year.

• Annualized Cost
  – If amount is substantially below the threshold, you will get an error message.

• No Transportation Cost
## DRPRV Screen

### 10-MONTH PRIVATE EXCESS COST STAC REAPPLICATIONS (for in-state placements)

What’s different from DRSUM?

- No Transportation Cost
DRSSY Screen

10-MONTH § 4201 STATE-SUPPORTED STAC REAPPLICATIONS

What’s different from DRSUM?

• No Transportation Cost
**DRCHP Screen**

**10-MONTH CHAPTER STAC REAPPLICATIONS**

---

**What’s different from DRSUM?**

- Chapter Type
- Annual Rate
- Administrative
- CSE COST

---

**School Age 10 Month Chapter Placement Reapplications**

<table>
<thead>
<tr>
<th>STAC ID</th>
<th>Reapply</th>
<th>Name</th>
<th>Education</th>
<th>Chapter Type</th>
<th>Annual Rate</th>
<th>Transportation</th>
<th>Administrative</th>
<th>CSE COST</th>
<th>Number of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>B26590</td>
<td>☑️</td>
<td>APPLES ADAM</td>
<td>9001</td>
<td>IRA</td>
<td>45447.05</td>
<td>10400.00</td>
<td>2272.00</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>B88207</td>
<td></td>
<td>BANANA BEAU</td>
<td>9001</td>
<td>IRA</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>
DRCSM Screen

2-MONTH (SUMMER) CHAPTER STAC REAPPLICATIONS

What’s different from DRSUM?

• Chapter Type
SECTION I
Looking Up Information on the STAC Online (EFRT) System
## DMQRY Screen
### SCHOOL AGE INQUIRY SCREENS

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCHSR</td>
<td>FIND A STAC ID FOR A STUDENT</td>
</tr>
<tr>
<td>DQAPP</td>
<td>APPROVAL LISTS</td>
</tr>
<tr>
<td>DQCER</td>
<td>PRIVATE PLACEMENT CERTIFICATION LIST</td>
</tr>
<tr>
<td>DQLCD</td>
<td>VIEW/AMEND CHILD SERVICE APPROVALS</td>
</tr>
<tr>
<td>DQHOMI</td>
<td>HOMELESS ELIGIBILITY LIST</td>
</tr>
<tr>
<td>DQPRG</td>
<td>PROVIDER/PROGRAM SEARCH</td>
</tr>
<tr>
<td>DQPRT</td>
<td>VIEW/PRINT CHILD SERVICE APPROVALS</td>
</tr>
<tr>
<td>DQR5</td>
<td>VIEW/PRINT CHILD SERVICE EVALUATIONS</td>
</tr>
<tr>
<td>DQCDI</td>
<td>10 MONTH DISTRICT CHARGEBACK SCREEN</td>
</tr>
<tr>
<td>DQPAY</td>
<td>SCHOOL AGE PAYMENT REVIEW</td>
</tr>
<tr>
<td>DQSOBO</td>
<td>APPROVAL/VERIFICATION SUMMARY (3 YEAR)</td>
</tr>
<tr>
<td>DQSUM</td>
<td>4400/4201 SUMMER DISTRICT SUMMARY REPORT</td>
</tr>
</tbody>
</table>
**NEW!** “Send File to SED FTM” option generates an easily printable PDF version of the listing on screen.
### DQAPP Screen

**PRINTABLE PDFS AVAILABLE FROM SED FILE TRANSFER MANAGER (FTM)**

<table>
<thead>
<tr>
<th>NAME</th>
<th>STAC ID</th>
<th>REC PROVIDER</th>
<th>ISPEC</th>
<th>PROGRAM</th>
<th>SERVICE DATES</th>
<th>FTE/UNITS</th>
<th>AIDE 1/15%</th>
<th>RATE</th>
<th>COST</th>
<th>VER STP A W</th>
<th>E T E T U D</th>
<th>D R D R D W</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLES ADAM</td>
<td>C43513</td>
<td>EXAMPIELETON UFSD</td>
<td>9000A</td>
<td>07/01/21 08/20/21</td>
<td>1.000</td>
<td>000</td>
<td>2787</td>
<td>2787 Y Y N N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BANANA BEAU</td>
<td>D77323</td>
<td>EXAMPIELETON UFSD</td>
<td>9000A</td>
<td>07/01/21 08/20/21</td>
<td>1.000</td>
<td>000</td>
<td>7162</td>
<td>7162 Y Y N N N N</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>COOKIE CORA</td>
<td>F104895</td>
<td>EXAMPIELETON UFSD</td>
<td>9000A</td>
<td>07/01/21 08/20/21</td>
<td>1.000</td>
<td>000</td>
<td>2787</td>
<td>2787 Y Y N N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEE DANNY</td>
<td>N07886</td>
<td>NASSAU BOCES</td>
<td>9000A</td>
<td>07/06/21 08/14/21</td>
<td>1.000</td>
<td>000</td>
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<td>4901 Y Y N N N N</td>
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<td>E88738</td>
<td>NASSAU BOCES</td>
<td>9000A</td>
<td>07/06/21 08/14/21</td>
<td>1.000</td>
<td>000</td>
<td>4901</td>
<td>4901 Y Y N N N N</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINN FATIMA</td>
<td>G216112</td>
<td>OTHER PROVIDER</td>
<td>9000A</td>
<td>07/01/21 08/20/21</td>
<td>1.000</td>
<td>000</td>
<td>2787</td>
<td>2787 Y Y N N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOOSE GARY</td>
<td>B44120</td>
<td>CENTER FOR DISC</td>
<td>9002A</td>
<td>07/06/21 08/14/21</td>
<td>1.000</td>
<td>000</td>
<td>14482</td>
<td>14482 Y Y N N N N</td>
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<tr>
<td>HERON HEIDI</td>
<td>G99493</td>
<td>EXAMPIELETON UFSD</td>
<td>9010A</td>
<td>07/01/21 08/20/21</td>
<td>1.000</td>
<td>000</td>
<td>2787</td>
<td>2787 Y Y N N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Unlike the online screen, all of the columns on the printable PDFs are properly aligned.
- The PDFs do not have a left margin, so you need to select the “Fit” option when printing in Adobe Acrobat or Adobe Reader.
# DQCER Screen

LIST OF A DISTRICT’S PRIVATE PLACEMENT CERTIFICATION APPROVALS

<table>
<thead>
<tr>
<th>School Year</th>
<th>District Code</th>
<th>District Name</th>
<th>STAC ID</th>
<th>Day/Ree</th>
<th>In/Out of State</th>
<th>Certification Date/Time</th>
<th>CSE Meeting Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>2122</td>
<td>2812300400000</td>
<td>EXAMPLETOWN UFSD 2812</td>
<td>C10344</td>
<td>DAY</td>
<td>IN-STATE</td>
<td>04/22/21 09:51 AM</td>
<td>03/16/21</td>
<td>NEXAMPLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B52797</td>
<td>DAY</td>
<td>IN-STATE</td>
<td>04/22/21 10:50 AM</td>
<td>04/06/21</td>
<td>NEXAMPLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>857219</td>
<td>DAY</td>
<td>IN-STATE</td>
<td>04/22/21 10:50 AM</td>
<td>04/06/21</td>
<td>NEXAMPLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>G84429</td>
<td>RES</td>
<td>IN-STATE</td>
<td>04/22/21 03:01 PM</td>
<td>02/24/21</td>
<td>NEXAMPLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F46934</td>
<td>DAY</td>
<td>OUT-STATE</td>
<td>04/22/21 10:54 AM</td>
<td>03/16/21</td>
<td>NEXAMPLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>929032</td>
<td>RES</td>
<td>IN-STATE</td>
<td>04/22/21 10:55 AM</td>
<td>03/15/21</td>
<td>NEXAMPLE</td>
</tr>
</tbody>
</table>
### DQCLD Screen

**LIST OF A STUDENT’S APPROVED EDUCATIONAL SERVICES ON THE SYSTEM**

<table>
<thead>
<tr>
<th>STAC ID</th>
<th>Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>818019</td>
<td>JOSHUA</td>
<td>01/02/03</td>
</tr>
</tbody>
</table>

**Gender:** MALE  
**Race-Ethnicity:** NATIVE AMERICAN/ALASKAN NATIVE

**STAC Child Service Profile**

<table>
<thead>
<tr>
<th>Start From Service Date</th>
<th>Service/Claim History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Record No</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>02</td>
</tr>
<tr>
<td></td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>02</td>
</tr>
<tr>
<td></td>
<td>01</td>
</tr>
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<td></td>
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</tr>
<tr>
<td></td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>01</td>
</tr>
</tbody>
</table>
## DQHOM Screen

**LIST OF HOMELESS ELIGIBILITY RECORDS BY DESIGNATED DISTRICT OF ATTENDANCE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>New York State Education Department</th>
<th>Go to</th>
<th>Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/21</td>
<td>01:14</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Homeless Eligibility List

<table>
<thead>
<tr>
<th>School Year</th>
<th>District</th>
<th>District Attendance (educating - SA)</th>
<th>Attendance (origin - TA)</th>
<th>District Last Permanently Housed</th>
<th>Begin</th>
<th>End</th>
<th>W</th>
<th>D</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td>2122</td>
<td>EXAMPIETOWN UFSD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Verified Service Records:** 0
- **UnVerified Service Records:** 0

Review DQAPP screen multiple listings of all homeless approvals (DQHOM) for confirmation by: ALL, VERIFIED, or UNVERIFIED Records.

To obtain Homeless State Aid, District of Attendance must:

1. Toggle through multiple school years to view all eligible records.
2. Submit an approval (DQHOM) annually based on eligibility of student for open school year.
3. Verify (DVHOM) approvals after 6:30 to generate aid payment.

<table>
<thead>
<tr>
<th>Last Name/First Name</th>
<th>STAC ID</th>
<th>REC</th>
<th>District Last Permanently Housed</th>
<th>Begin</th>
<th>End</th>
<th>W</th>
<th>D</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLES ADAM</td>
<td>A12345</td>
<td>01</td>
<td>SOME DISTRICT SD</td>
<td>01/12/21-</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BANANA EBAYA</td>
<td>B23456</td>
<td>01</td>
<td>OTHER DISTRICT CSD</td>
<td>12/11/20-</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COOKIE CORA</td>
<td>C34567</td>
<td>01</td>
<td>SOME CITY SD</td>
<td>12/11/20-</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### DQPRG Screen

**PROVIDER/PROGRAM SEARCH BY YEAR AND PROVIDER**

<table>
<thead>
<tr>
<th>Select Code</th>
<th>Program Name</th>
<th>Program Description</th>
<th>Age</th>
<th>Appr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000</td>
<td>S/Y-PUBLIC DECESS COST</td>
<td>10-MONTH HIGH COST</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>8000</td>
<td>S/Y-PUBLIC DECESS COST</td>
<td>10-MONTH HIGH COST</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>8500</td>
<td>S/Y-SCHOOL AGE HOMLESS</td>
<td>K-6 REGULAR ED</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>8500</td>
<td>S/Y-SCHOOL AGE HOMLESS</td>
<td>K-6 REGULAR ED</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>8500</td>
<td>S/Y-SCHOOL AGE HOMLESS</td>
<td>7-12 REGULAR ED</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>8500</td>
<td>S/Y-SCHOOL AGE HOMLESS</td>
<td>7-12 REGULAR ED</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>8501</td>
<td>S/Y-SCHOOL AGE HOMLESS</td>
<td>K-6 SPECIAL ED</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>8501</td>
<td>S/Y-SCHOOL AGE HOMLESS</td>
<td>K-6 SPECIAL ED</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>8503</td>
<td>S/Y-SCHOOL AGE HOMLESS</td>
<td>7-12 SPECIAL ED</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>8503</td>
<td>S/Y-SCHOOL AGE HOMLESS</td>
<td>7-12 SPECIAL ED</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>9000</td>
<td>J/A-SCHOOL AGE SPECIAL CLASS-F</td>
<td>FULL-DAY 5 1/2 HOUR CLASS</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>9000</td>
<td>J/A-SCHOOL AGE SPECIAL CLASS-F</td>
<td>FULL-DAY 5 1/2 HOUR CLASS</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>9010</td>
<td>J/A-SCHOOL AGE SPEC CLS LESS THAN</td>
<td>HALF-DAY 3 HOUR CLASS</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>9010</td>
<td>J/A-SCHOOL AGE SPEC CLS LESS THAN</td>
<td>HALF-DAY 3 HOUR CLASS</td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>9015</td>
<td>J/A-SCHOOL AGE NONSPECIAL CLS RELATED SVCS ONLY</td>
<td></td>
<td>05-21</td>
<td>Y</td>
</tr>
<tr>
<td>9015</td>
<td>J/A-SCHOOL AGE NONSPECIAL CLS RELATED SVCS ONLY</td>
<td></td>
<td>05-21</td>
<td>Y</td>
</tr>
</tbody>
</table>
**DQPRT Screen**

**PRINT SCREEN LIST OF STAC3S ON STAC SYSTEM FOR A STUDENT**

<table>
<thead>
<tr>
<th>STAC ID</th>
<th>Name</th>
<th>Date of Birth</th>
<th>SIS ID</th>
<th>Gender</th>
<th>Race-Ethnicity</th>
<th>Former Name</th>
<th>Name Chg Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>B18019</td>
<td>EXAMPLE</td>
<td>01/02/03</td>
<td>MALE</td>
<td></td>
<td>NATIVE AMERICAN/ALASKAN NATIVE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Service/Claim History**

<table>
<thead>
<tr>
<th>Select</th>
<th>Service Dates</th>
<th>Record No</th>
<th>Plac</th>
<th>Provider</th>
<th>CSE or CPSE</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>07/05/21</td>
<td>08/13/21</td>
<td>01</td>
<td>DSUMR EXAMPIETOWN UFSD</td>
<td>EXAMPIETOWN UFSD</td>
<td>N</td>
</tr>
<tr>
<td>P</td>
<td>07/06/20</td>
<td>08/14/20</td>
<td>01</td>
<td>DSUMR EXAMPIETOWN UFSD</td>
<td>EXAMPIETOWN UFSD</td>
<td>N</td>
</tr>
<tr>
<td>P</td>
<td>09/03/19</td>
<td>06/26/20</td>
<td>02</td>
<td>DSPUB EXAMPIETOWN UFSD</td>
<td>EXAMPIETOWN UFSD</td>
<td>Y</td>
</tr>
<tr>
<td>P</td>
<td>07/08/19</td>
<td>08/16/19</td>
<td>01</td>
<td>DSUMR EXAMPIETOWN UFSD</td>
<td>EXAMPIETOWN UFSD</td>
<td>N</td>
</tr>
<tr>
<td>P</td>
<td>09/04/18</td>
<td>06/26/19</td>
<td>02</td>
<td>DSPUB EXAMPIETOWN UFSD</td>
<td>EXAMPIETOWN UFSD</td>
<td>N</td>
</tr>
</tbody>
</table>
## DQCDI Screen

**DISTRICT 10-MONTH CHARGEBACK SCREEN**

**New York State Education Department**

**10 Month Chargeback Information Page**

**Date:** 09/22/21  
**Time:** 04:04

**School Year** | **Type of Placement** | **Total Records**
---|---|---
1920 | ALL - Every 10 month chargeback | 19

**Inquire** EXAMPLETOWN UFSD

**Chargeback run Date:** 09/01/21  
**Total FTE:** 13.055

**Last Name/First Name** | **STAC ID** | **Type Placement** | **Provider** | **FTE**
---|---|---|---|---
APPLES ADAM | 938356 01 DSCHP IRA OTHER-DISTRICT | MONROE 1 BOCES | 0.475
BANANA BEAU | F28063 01 DSINC SOME DISTRICT SD | GENESEE VALLEY | 0.083
COOKIE CORA | F40513 01 DSOSA CCI GEORGE JUNIOR R | GEORGE JUNIOR | 1.000
DELI DANNY | H11800 01 DSHCM SOME CITY SD | SOME CITY SD | 1.000
EGGS MAN EDDIE | 129186 01 DSOSA CCI HILLSIDE CHILDR | HILLSIDE CHILD | 0.675
PLAN FATIMA | G44298 01 DSHCM ALEXANDER CSD | ALEXANDER CSD | 1.000

**Point in Time Report Not Real Time**

(Two most recent years updated on the first of each month)
## DQPAY Screen

**DISTRICT SCHOOL AGE PAYMENT DETAIL SCREEN**

<table>
<thead>
<tr>
<th>STAC ID</th>
<th>Last Name/First Name</th>
<th>Provider</th>
<th>Start Date</th>
<th>End Date</th>
<th>Service</th>
<th>Amt this APR</th>
<th>Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>E266858</td>
<td>01 APPLES ADAM</td>
<td>EXAMPLETOWN UFSD</td>
<td>07/01</td>
<td>08/11</td>
<td>EDUC</td>
<td>784.06</td>
<td>2613.60</td>
</tr>
<tr>
<td>G553358</td>
<td>01 RANANA BEAU</td>
<td>EXAMPLETOWN UFSD</td>
<td>07/01</td>
<td>08/11</td>
<td>EDUC</td>
<td>1829.52</td>
<td>0.00</td>
</tr>
<tr>
<td>C44479</td>
<td>01 COOKIE CORA</td>
<td>EXAMPLETOWN UFSD</td>
<td>07/01</td>
<td>08/11</td>
<td>EDUC</td>
<td>1829.52</td>
<td>0.00</td>
</tr>
<tr>
<td>G97522</td>
<td>01 DELI DANNY</td>
<td>EXAMPLETOWN UFSD</td>
<td>07/01</td>
<td>08/11</td>
<td>EDUC</td>
<td>784.08</td>
<td>2613.60</td>
</tr>
<tr>
<td>G23068</td>
<td>01 ROGMAN EDDIE</td>
<td>EXAMPLETOWN UFSD</td>
<td>07/01</td>
<td>08/11</td>
<td>EDUC</td>
<td>784.08</td>
<td>2613.60</td>
</tr>
<tr>
<td>D13890</td>
<td>01 PLAN FATIMA</td>
<td>EXAMPLETOWN UFSD</td>
<td>07/01</td>
<td>08/11</td>
<td>EDUC</td>
<td>784.08</td>
<td>2613.60</td>
</tr>
<tr>
<td>997906</td>
<td>01 GOOSE GARY</td>
<td>UPSTATE CEREBR</td>
<td>07/13</td>
<td>08/21</td>
<td>EDUC</td>
<td>2421.84</td>
<td>8072.80</td>
</tr>
<tr>
<td>844562</td>
<td>01 HERON HEIDI</td>
<td>UPSTATE CEREBR</td>
<td>07/13</td>
<td>08/21</td>
<td>EDUC</td>
<td>2421.84</td>
<td>8072.80</td>
</tr>
<tr>
<td>E38295</td>
<td>01 ICEBERG IAN</td>
<td>UPSTATE CEREBR</td>
<td>07/13</td>
<td>08/21</td>
<td>EDUC</td>
<td>2421.84</td>
<td>8072.80</td>
</tr>
<tr>
<td>D94771</td>
<td>01 JASMINE JUDE</td>
<td>UPSTATE CEREBR</td>
<td>07/13</td>
<td>08/21</td>
<td>EDUC</td>
<td>2421.84</td>
<td>8072.80</td>
</tr>
</tbody>
</table>

Provider Totals:
- EXAMPLETOWN: $522.72
- UPSTATE CEREBR: $9637.36
## DQSBO Screen – Top of Screen

### DISTRICT APPROVAL/VERIFICATION SUMMARY (3 YEAR)

<table>
<thead>
<tr>
<th>Date</th>
<th>New York State Education Department</th>
<th>Go to</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/22/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td>Menu</td>
</tr>
<tr>
<td>03:04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Special Education Approval Summary

<table>
<thead>
<tr>
<th>Service Type</th>
<th>(DSUMR) School Age Summer Placement</th>
<th>Get Summary Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose One</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Year selected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year selected and prior 2 years</td>
<td></td>
</tr>
</tbody>
</table>

### Education Data

<table>
<thead>
<tr>
<th>Approval Data</th>
<th>2019-20</th>
<th>% change</th>
<th>2020-21</th>
<th>% change</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>58</td>
<td>22+</td>
<td>71</td>
<td>31+</td>
<td>93</td>
</tr>
<tr>
<td>FTE</td>
<td>58,000</td>
<td>21+</td>
<td>70,333</td>
<td>31+</td>
<td>92,333</td>
</tr>
<tr>
<td>Educ. Cost</td>
<td>234,265</td>
<td>20+</td>
<td>280,787</td>
<td>23-</td>
<td>216,943</td>
</tr>
</tbody>
</table>

### Verified Data

| Number        | 58      | 22+      | 71      | 31+      | 93      |
| % Verified    | 100     | 0        | 100     | 0        | 100     |
| FTE           | 58,000  | 21+      | 70,333  | 100-     | 0       |
| % Verified    | 100     | 0        | 100     | 100-     | 0       |
| Educ. Cost    | 235,348 | 19+      | 280,787 | 100-     | 0       |
| % Verified    | 100     | 0        | 100     | 100-     | 0       |

### Unverified Data - Rate Changes

| Number        | 0       | 0        | 0       | 0        | 0       |
| % Unverified  | 0       | 0        | 0       | 0        | 0       |
| FTE           | 0       | 0        | 0       | 999+     | 92,333  |
| % Unverified  | 0       | 0        | 0       | 999+     | 100     |
| Educ. Cost    | 1,083+  | 100-     | 0       | 999+     | 215,943 |
| % Unverified  | 0       | 0        | 0       | 999+     | 100+    |
### Maintenance Data

<table>
<thead>
<tr>
<th>Approval Data</th>
<th>Number</th>
<th>7</th>
<th>0</th>
<th>7</th>
<th>14+</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maint. Cost</td>
<td>166,787</td>
<td>29.</td>
<td>118,346</td>
<td>69+</td>
<td>200,512</td>
</tr>
<tr>
<td>Verified Data</td>
<td>Number</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>Maint. Cost</td>
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<td></td>
<td>% Verified</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unverified Data + Rate Changes</td>
<td>Number</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>14+</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Maint. Cost</td>
<td>166,787+</td>
<td>29.</td>
<td>118,346+</td>
<td>69+</td>
<td>200,512+</td>
</tr>
<tr>
<td></td>
<td>% Unverified</td>
<td>100+</td>
<td>0</td>
<td>100+</td>
<td>0</td>
<td>100+</td>
</tr>
</tbody>
</table>

### Transportation Data

Transportation applies only to 2.mth programs and 10.mth Chapter 721

<table>
<thead>
<tr>
<th>Approval Data</th>
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<th>4+</th>
<th>86</th>
<th>22+</th>
<th>105</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Trans. Cost</td>
<td>218,611</td>
<td>1-</td>
<td>216,288</td>
<td>21-</td>
<td>261,001</td>
</tr>
<tr>
<td>Verified Data</td>
<td>Number</td>
<td>83</td>
<td>4+</td>
<td>86</td>
<td>22+</td>
<td>105</td>
</tr>
<tr>
<td></td>
<td>Trans. Cost</td>
<td>218,611</td>
<td>1-</td>
<td>216,288</td>
<td>21-</td>
<td>261,001</td>
</tr>
<tr>
<td></td>
<td>% Verified</td>
<td>100</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>Unverified Data</td>
<td>Number</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Trans. Cost</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>% Unverified</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* *Unverified Data + Rate Changes* includes rate changes for verified Educ + Maint not yet paid on an APR.

Note: %change "%99+" indicates 1,000 or greater, or an increase from prior year value of 0. All %s are rounded.
## DQSUM Screen

### 4408/4201 District Summary Report (2-mo)

**Point in Time Report**

**Not Real Time**

#### Summary of STC 4408 and 4201 (TRAN) Approval and On-Line Verified Costs and State Aid Paid

<table>
<thead>
<tr>
<th>Server Type</th>
<th>STAC Approved</th>
<th>On-Line Verified</th>
<th>Aid Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC</td>
<td>532,847.00</td>
<td>548,178.60</td>
<td></td>
</tr>
<tr>
<td>RELS</td>
<td>8,024.00</td>
<td>8,624.00</td>
<td></td>
</tr>
<tr>
<td>MAIN</td>
<td>131,471.00</td>
<td>131,471.00</td>
<td></td>
</tr>
<tr>
<td>TRAN</td>
<td>51,274.00</td>
<td>51,274.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>549,716.00</strong></td>
<td><strong>529,647.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Estimated Receivables**

- Maximum Aid Receivable = $430,772.00
- Current Aid Receivable = $424,237.00

**Cumulative Totals for**

- Approved Costs
- Verified Costs
- Aid Paid

**Plus**

Estimated Aid Receivables

---

**Note:** The "Maximum Aid Receivable and Current Aid Receivable" totals include transportation (TRAN) costs from STAC detail, TO GET FULL TRAN AID, YOU NEED TO PROVIDE STAC WITH TRAN COST BACKUP, SO STAC CAN REMOVE YOUR TRAN STOPS. REFER TO THE DSDPD (PAYMENT STOPS BY DISTRICT) SCREEN TO GET A REAL-TIME LIST OF YOUR TRANSPORTATION STOPS.

**Aid Paid Amounts Are Based on a Maximum 80% Aid Ratio. The Actual Total of Your District Payments Receivables May Be Less Than the Amount Shown Due to Negative Balance Adjustments From Other Years.**
SECTION J

School Age Payments
SUMMER 4408 — Full-Day and ½ Day

• Statute of Limitations: Three years. Summer 2021 (2021-22 year) will close out for STACing and verification 06/30/25

• Education Rates: SED’s Rate Setting Unit (518-474-3227) sets full-day and half-day rates

• Maintenance Rates: Set by NYS Office of Children & Family Services

• State Aid: Aid ratio is 80% of education, maintenance and transportation costs

• County Role: County of Residence incurs 10% chargeback, recouped against 4410 preschool

• Payment: Current year placements (Summer 2021) receive a maximum of 56% aid in current State fiscal year ending 03/31/22

• 1:1 Full and Half Time Education Aides:
  Full time and half time education aides can be entered online either at the time an approval is entered or at a later date by amending an existing approval.

• All 1:1 Maintenance Aides, RNs, LPNs, and Interpreters, and 1:1 Education Aides (other than full/half-time):
  School districts must complete a 1:1 aide form and submit to the STAC Unit for processing
  http://www.oms.nysed.gov/stac/schoolage/1to1_aides/1-1_aide_form.pdf

• If a previously verified record is amended in any way (education/maintenance) the district must re-verify both education/maintenance (DVSUM) and transportation (DVSTR)
SUMMER RELATED SERVICES — 9015 Programs

- **Statute of Limitations:** Three years. Summer 2019 (2019-20 year) will close out for STACing and verification on 06/30/23
- **Program Code:** 9015 A through D
- **State Aid:** Aid ratio is 80% of verified costs
- **Payment:** Current Summer placements aidable in current State fiscal year with maximum initial aid at 56%
- **1:1 education/maintenance:** No 1:1 aides allowed with related services approvals
10-MONTH PUBLIC HIGH COST—“STAC FACTS”

Calculating 10-Month “Annualized Cost” Education Rates for Students with Disabilities Educated in a District-Operated Program

- **Statute of Limitations:** Two years. School year 2020-21 will close out for STACing and verification 06/30/23. However, to receive “current year” funding 06/30/22 is the STAC’ing and verification deadline

- **State Aid:** Aid for current year is based on prior year’s enrollment and cost
  - **Example:** For the 20/21 school year, public excess cost aid is received based on the 19/20 enrollment year verified STAC approvals

- **Payment Procedures:** up to 25% in December
  - additional 45% in March
  - additional 15% in June
  - additional 15% in August
  - remaining balance if any in September

- **1:1 aides:** Cost should be included in the 10-month annualized cost
  - (no 1:1 aide form required)

  **Note:** The 1:1 Aide/Nurse/Monitor costs which are incurred while on a bus are transportation costs which may not be claimed on STAC for High Cost aid.
**Public High Cost Apportionment Aid Calculation Example**

<table>
<thead>
<tr>
<th>Public Excess Cost Aid Ratio (PUB Line 4)</th>
<th>Enrollment Dates</th>
<th>Cost Billed By BOCES / FTE Enrollment = Cost</th>
<th>10-Month Annualized Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>69.0%</td>
<td>9/7/20 - 2/24/21</td>
<td>$48,000 / 0.600 = $80,000</td>
<td></td>
</tr>
</tbody>
</table>

**High Cost Apportionment Aid Calculation**

(Example: Student with an $80,000 10-Month Annualized Cost who was enrolled for a 0.600 FTE)

- $80,000 Annualized Cost ($48,000 BOCES Cost / 0.600 FTE Enrollment)
- $39,900 Deduction Amount ** (2021-22 PUB Line 5)
- $40,100 Annualized Excess Cost
- 0.600 Student FTE
- $24,060 Aidable Excess Cost
- 0.690 Public Excess Cost Aid Ratio (2021-22 PUB Line 4)

- $16,601.40 High Cost Apportionment Aid

** Deduction Amount = 3 x Approved Operating Expense Per Pupil
10-MONTH PRIVATE EXCESS COST—
“STAC FACTS”

- **Statute of Limitations:** Two years. School year 2020-21 will close out for STAC’ing and verification 06/30/23. To receive “current year funding, 06/30/22 is the STAC’ing and verification deadline.

- **Education Rates:** Set by NYS Education Department’s Rate Setting Unit

- **Maintenance Rates:** Set by NYS Office of Children & Family Services

- **State Aid:** Aid ratio is found on line 8 of the Private Excess Cost Aid Output Report. Minimum aid is 50%

- **Payment:** Current year aid payments are based on prior year enrollment and education costs. Payment Procedures:
  - up to 25% in December (approved costs)
  - additional 45% in March (approved costs)
  - additional 15% in June (approved costs)
  - additional 15% in August (verified costs)
  - remaining balance if any in September (verified costs)
10-MONTH PRIVATE EXCESS COST—“STAC FACTS” (continued)

10-MONTH AIDES, NURSES, AND INTERPRETERS:

Student-Specific Education Aides: School districts can utilize the Aide Percentage box to claim reimbursement for an education aide/assistant when the cost is not included in the tuition rate. This box can be used to report fulltime, part-time, and shared education aides/assistants.

All 1:1 Maintenance Aides, All RNs, LPNs, and Interpreters, Out of State Education Aides: School districts must complete a 1:1 aide form and submit to the STAC Unit for processing. (Districts should file the education and maintenance STAC approval online; then submit the 1:1 aide form to the STAC Unit)

http://www.oms.nysed.gov/stac/schoolage/1to1_aides/1-1_aide_form.pdf

Note: If a previously verified record is amended in any way (education/maintenance aide is added, etc.) the district must re-verify the education on DVPRV.

10-MONTH MAINTENANCE:

Ten-month residential placements: County social services pays the provider for 10-month maintenance costs and then bills backs the school district of residence 56.848% of the maintenance costs.
Private Excess Cost Aid Calculation Example

Private Excess Cost Aid Ratio
(PRI Line 8) Enrollment Dates FTE Student has a Billed to
85.0% Start End Enrollment 1-1 Aide? District

Enrollment Dates
Start End Enrollment
9/7/20 2/24/21 0.600

Private Excess Cost Aid Example (Example: Student in a program with an $80,000 rate who was enrolled for a 0.600 FTE)

10-Month Private Rate Components Set by SED

<table>
<thead>
<tr>
<th>Education</th>
<th>Authority</th>
<th>1-1 Aide</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>$9,000</td>
<td>$21,000</td>
<td>$80,000</td>
</tr>
</tbody>
</table>

* Includes 1-1 Aide and DA

Private Excess Cost Aid Calculation
(Example: Student in a program with an $80,000 rate who was enrolled for a 0.600 FTE)

$80,000 10-Mo. Rate ($48,000 Billed / 0.600 FTE Enrollment)

- $10,000 School District Basic Contribution *(2019-20 PRI Line 5)

$70,000 Annualized Excess Aidable Cost

x 0.600 Student FTE

$42,000 Aidable Excess Cost

x 0.850 Private Excess Cost Aid Ratio *(2019-20 PRI Line 8)

$35,700 Private Excess Cost Aid

* School District Basic Contribution = Average School Tax Per Resident Pupil
Current Year Funding

• Only those 10-month private and public high cost STAC approvals verified in the first year will be paid on a current year basis (i.e. a 2020-21 public/private 10-month STAC approval must be verified by 06/30/22 to receive current year Excess Cost Aid paid in full by no later than September 2022

Prior Year Funding

• Those 10-month private and public high cost approvals verified in the second year (i.e. a 2019-20 STAC approval verified in the 2021-22 year by 06/30/22) will be processed as a PRIOR YEAR Supplemental for Excess Cost Aid which could take ten years or more for payment to occur
Less Common Placement Types

For more information about **Homeless placements**, please see:  

For more information about §4201 **State-supported Schools placements**, please see:  
http://www.oms.nysed.gov/stac/4201/home.html

For more information about **State Operated placements**, please see:  

For more information about **Chapter placements**, please see:  
http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/opwdd/

For more information about **CRP placements**, please see:  

For more information about **Incarcerated Youth placements**, please see:  
http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/incarcerated_youth/

For more information about **Foster Care**, please see:  
http://www.oms.nysed.gov/stac/schoolage/foster_care.html
SECTION K
Navigating the SED File Transfer Manager and Retrieving Available Reports
What’s on the SED File Transfer Manager?

- Your Shared Folder
  - School Districts and BOCES: STAC#####
    (STAC followed by six-digit SED code)
  - Municipalities (Preschool): STACXXXX
    (STAC followed by the first four letters of the municipality name)
  - Municipalities & Providers: STAC############
    (STAC followed by full 12-digit SED code)

- When you click on your shared folder, you should then be able to see its contents, the three folders:
  - “archive”: Old documents from prior FTP server.
  - “inbasket”: Uploaded by outsiders. Data coming in to the STAC Unit.
  - “outbasket”: Uploaded by STAC Unit. Data sent out by the STAC Unit.
Eventually, ALL reports generated by the STAC Unit will ONLY be accessible electronically via the SED File Transfer Manager.

Approval Listing (sent by user from EFRT)
- 10-Mo. Private Listing
- High-Cost Public Listing

SUMMER 4408 APR

STAC-3 Approval Listing (generated monthly)
SECTION L
STAC School-Age ListServ and NYSED Contacts
Subscribe to the STAC ListServ

Register to Receive Information from the STAC and Medicaid Unit

You can receive notification by electronic mail of the latest memoranda and other updates by subscribing to one or more of our LISTSERVs:

- **SCHOOL-AGE** (ages 5-21)

- **PRESCHOOL** (ages 3-5)

- **PROVIDER** (SED-Approved Education Providers)

- **MEDICAID IN EDUCATION (P/SSHSP)**

To Subscribe to the School-Age ListServ:

- To begin a subscription, please send an e-mail message to [LISTSERV@LISTSERV.NYSED.GOV](mailto:LISTSERV@LISTSERV.NYSED.GOV)
- The **body** of the message must read:
  SUBSCRIBE STACSCHAGE firstname lastname
- You will receive a welcome message when you subscribe. Please save this message for future reference, especially if this is the first time you are subscribing to an electronic mailing list.
- Many Spam Filters and Virus software may block messages from LISTSERVs. Once you have subscribed, please notify your technical support staff that these notices with attachments will be coming from [STACSCHAGE@LISTSERV.NYSED.GOV](mailto:STACSCHAGE@LISTSERV.NYSED.GOV).

To Unsubscribe:

- If at any time you want to stop receiving announcements, you may be removed from the list by sending the following command to [LISTSERV@LISTSERV.NYSED.GOV](mailto:LISTSERV@LISTSERV.NYSED.GOV)
- The **body** of the message must read:
  SIGNOFF STACSCHAGE GLOBAL
Contact the STAC/Medicaid Unit

• General Phone Number: 518-474-7116
• General STAC Unit E-mail Address: OMSSTAC@NYSED.GOV
• Individual E-mail Addresses: http://www.oms.nysed.gov/stac/contact_us/
• Functional Directory: http://www.oms.nysed.gov/stac/contact_us/staff_assignments.html

Thank you for attending the morning session of the Fall 2021 STAC Workshop!
To request a copy of this presentation, email OMSSTAC@nysed.gov.

Questions and answers will be posted to the STAC Unit website along with a copy of this presentation in the near future.