State Aid for Students with Disabilities

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INTRODUCTION TO THE PLACEMENT OF PUPILS WITH DISABILITIES

The school district’s committee on special education (CSE) or committee on preschool special education (CPSE) is responsible for recommending an appropriate program within the least restrictive environment for each student with a disability.

Placement may be made in the home district, another public school district, a BOCES, a special act school, an approved in-state or out-of-state private school, a state-supported or state-operated school or an approved preschool program.

State aid for pupils with disabilities depends on the type of placement and the services provided to the student. The State Education Department (SED) may pay aid to the public school district of residence, the educating/CSE responsible district or directly to the school facility, depending on the student placement.
**STUDENTS WITH DISABILITIES SERVED IN PUBLIC PLACEMENTS**

**Definition:** Students in 10-month special education programs that are:
- District-operated
- BOCES
- Other public school

<table>
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<tr>
<th>Types of Programs</th>
<th>District Claiming</th>
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<tr>
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<td>High Cost Aid (If Eligible)</td>
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<td>2\textsuperscript{nd} Year Following Attendance</td>
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**Foundation Aid:**
Districts receive Foundation Aid on behalf of students with disabilities.

The Foundation Aid formula is:

\[
\text{[Local Cost of Education/pupil – Expected Local Contribution/pupil]} \times \text{Selected TAFPU}
\]

¹ TAFPU = Total Aidable Foundation Pupil Units
Local Cost of Education: The Average Cost of Successful Schools adjusted by the Regional Cost Index and the Pupil Need Index

A) Expected Local Contribution is the lesser of A or B outlined below:

Expected Local Contribution/pupil = The Adjusted Statewide Average School Tax Rate x the district specific Income Wealth Index (minimum .65) x Full Value/Pupil

B) Expected Local Contribution/pupil: 1 - the lesser of .900 or the highest of the following 4 Foundation State Sharing Ratios:

1.37 – (1.23 X FACWR)
1.00 – (0.64 x FACWR)
0.80 – (0.39 X FACWR)
0.51 – (0.173 X FACWR)

FACWR = Foundation Aid Combined Wealth Ratio

TAFPU =
K12 ADM + Special Education Pupils (weighted @ 1.41) + Declassification Pupils (weighted @ 0.50) plus Summer School Pupils (weighted @ 0.12) + Dual Enrolled Pupils + Resident Pupils Attending Charter Schools + Pupils in Equivalent Attendance (those under 21 not on the day school register in programs leading to a GED or high school diploma)
ADM = Average Daily Membership

Selected TAFPU = Greater of TAFPU calculated for current year aid or the average TAFPU calculated for current year and prior year aid

The following weightings for special education pupils are used in the computation of TAFPU for Foundation Aid:

1. > = 60% of school day (1.41 weighting)
2. 20% - 59% of school week (1.41 weighting)
3. Direct or Indirect Consultant Teacher Services (1.41 weighting)
4. Declassification Support Services (.5 weighting)

High Cost Excess Cost:

Districts are eligible for High Cost Excess Cost Aid (“High Cost Aid”) for pupils whose costs exceed the lesser of $10,000 or 4 * AOE per pupil (without limits). However, district High Cost Aid is generated on student costs exceeding 3 * AOE per pupil.

The High Cost Excess Cost Aid formula is:

\[
\text{Annual Program Cost} - (3 \times \text{AOE per TAPU}) \times \text{FTE} \times \text{Excess Cost Aid Ratio}
\]

Annual Program Cost: Includes the costs associated with teacher and teaching assistant salaries and benefits, in-district related services costs and any BOCES/contracted services costs. Plus, the cost of one to one teacher aides, if applicable.

3 x AOE/TAPU: District’s threshold. This can be found on Line 5 of the district’s Public Excess Cost & Excess Cost Aid Setaside Output Report (PUB). AOE = Approved Operating Expense
Full Time Equivalent (FTE): Enrollment of the Student (e.g. 1.0 FTE if services were provided for entire Sept - June school year, 0.50 FTE for half of the school year)

Excess Cost Aid Ratio: 1.000 - (Combined Wealth Ratio X .51). This can found on Line 4 of the district’s Public Excess Cost & Excess Cost Aid Setaside Output Report (PUB)

1. Districts claim High Cost Aid through the STAC (System to Track and Account for Children) process.

2. Additional STAC information must be submitted for students with tuitions exceeding $105,000 for in-district or other public programs.  

3. BOCES programs and services provided to public students with disabilities DO NOT GENERATE BOCES AID but must be included on the Cooperative Service application and on BOCES contracts.

4. To be eligible for High Cost Aid, services provided for each child must receive prior approval from the CSE and be included on the child’s Individualized Education Program (IEP). To claim High Cost Aid, students and cost information must be entered through the STAC online system. Districts must verify tuitions and FTE’s for high cost pupils in public placements online via DVPUB screens in the year following attendance. Failure to do so may result in prior year adjustment status for reclaiming lost aid or the total loss of High Cost Aid. The district must complete online verifications for all public placements and complete the DVPUB signature form and submit to the STAC office at SED by the specified due date.

5. Districts may add to BOCES tuitions any non-administrative costs or fees tied to a student with a disability’s placement, and included on the IEP, as well as any additional services the child receives from the home district.

6. High Cost Aid and Private Excess Cost Aid are paid separately from other General aids. Both aids have no save harmless provisions.

**Transportation:** Claim transportation expenses for Transportation Aid on State Aid Form FT and the ST-3 for transportation during the 10-month program.

**Forms Required:** STAC-1 or STAC-Reapplication List using STAC online plus High Cost Student Data Report for Students with 10-month Education Rates of $104,999 and DVPUB Signature form  

http://www.oms.nysed.gov/stac/forms/DVPUB_Signature_Form_Rev.pdf

**Laws and Regulations:** Education Law: Section 3602: Subdivision 19, Chapter 786 of the Laws of 1978; Regulations of the Commissioner: Part 175, Section 175.6 & Part 200, 200.1 & 200.6.
**PRIVATE EXCESS COST AID**  
**SECTION 4405**

**Definition:** Private Excess Cost Aid is paid for In-State and Out-of-State approved private placements, special act school district placements and state-operated school placements. The two state-operated schools are the NYS School for the Blind in Batavia and the NYS School for the Deaf in Rome.

Private Excess Cost Aid is paid for Resident pupils.

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>District Claiming</th>
<th>Counted As</th>
<th>Aid/Pupil Count Impacted</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private School (Other Than State Operated)</td>
<td>Contracting District (Usually the District of Residence)</td>
<td>FTE</td>
<td>Private Excess Cost Aid</td>
<td>Year Following Attendance</td>
</tr>
<tr>
<td>Private School (Special Act)</td>
<td>Contracting District (Usually the District of Residence)</td>
<td>FTE</td>
<td>Private Excess Cost Aid</td>
<td>Year Following Attendance</td>
</tr>
<tr>
<td>Private (State Operated) NYS School for the Blind in Batavia or NYS School for the Deaf in Rome(^2)</td>
<td>Contracting District (Usually the District of Residence)</td>
<td>FTE</td>
<td>Private Excess Cost Aid</td>
<td>Year Following Attendance</td>
</tr>
</tbody>
</table>

\(^2\) No DCERT required for students at Rome or Batavia
1. The public school district with CSE responsibility may recommend a child receive educational services in an approved private school or special act district. If the school district determines that no appropriate public or private facility for the instruction of specific pupils with disabilities exists in New York State, they may contract directly with an appropriate educational facility outside the State under Section 4407. Private school pupils are referred to as Section 4405 placements. The CSE must have SED approval for placement. A Private Placement Pre-Approval Data form must be submitted to SED via the STAC online system (Screen name DCERT, Appendix D). Private Placement Pre-Approvals must be renewed annually even if the child continues in the same private school placement as in the previous school year.

2. Each pupil in private school placement generates Private Excess Cost Aid. (Exception: Pupils placed from a developmental center or children residing in ICF/OPWDD facilities).

ICF = Intermediate Care Facilities
IRA = Individual Residential Alternative
OPWDD = Office of Pupil with Developmental Disabilities

3. The Private Excess Cost Aid formula is:

**Private Excess Cost Aid Ratio X Total Excess Cost for Private Pupils**

Private Excess Cost Aid Ratio: 1.000 - (Combined Wealth Ratio X .15). This can be found on Line 8 of the district’s Private Excess Cost Aid Output Report (PRI) (Minimum Aid Ratio of .500).

Total Excess Cost Aid for Private Pupils: Approved Tuition - Basic Contribution x Aid Ratio x FTE

Approved tuition rates are set by the SED Rate Setting Unit and are available online at: [http://eservices.nysed.gov/netrates/](http://eservices.nysed.gov/netrates/).

Basic Contribution = Base Year Property and Non-property Tax Revenue/Base Year Fall BEDS Public School Enrollment of Resident Pupils. Also known as Tax Levy per pupil. Basic contribution can be found on Line 5 of the district’s Private Excess Cost Aid Output Report (PRI).

4. The program for all private schools educating pupils with disabilities must also be SED approved. The district must request special SED approval to add any additional expenses to the approved tuition rate (i.e., 1:1 aide, equipment).

The district may obtain SED approval for the reimbursement of 1:1 aide requests for students with disabilities placed in certain SED-approved private school programs. The district may apply for approval by checking the 1:1 Aide box on the STAC form on the STAC on-line system. [http://www.oms.nysed.gov/stac/schoolage/1to1_aides/home.html](http://www.oms.nysed.gov/stac/schoolage/1to1_aides/home.html)

5. The public school district must annually request the Commissioner's approval for the cost of services using the online STAC-1 application or STAC-Reapplication Listing. If the STAC-3 Notice of Approval is issued online, SED has approved the placement for one year. If the placement is not approved, it is not eligible for aid. The public school district that has CSE responsibility pays the child's private school tuition directly to the private school and claims Private Excess Cost Aid.
6. For Rome and Batavia placements, the STAC forms and AVL’s are completed by the NYS Schools in Rome and Batavia. The tuition is normally deducted from the General State Aid payments of the District of Origin in the March Spring Advance payment (7-months of education costs, 9/1-3/31) and the June General Aid payment (remaining amount of 10-month education cost) of the **current** year. The District of Origin is defined as the district of residence at the time of initial admission to care and does not change. Private Excess Cost Aid may be claimed in the year following attendance. For summer placements, a 20% chargeback is assessed to the district of current location (district where the parents resided as of July 1) and is deducted from their Section 4408 payments. **There is no DCERT requirement for these placements.**

7. School districts pay 38.424% of the 10-month school year maintenance costs for residential placements made by the district. The local Social Services District in the county where the parents or legal guardians reside is responsible for 43.152% and the state pays the remaining 18.424%. The Counties pay maintenance costs in full initially and then bill school districts their appropriate share. This does not pertain to students in residential placements placed by an entity other than a school district or students attending State supported Schools. The 38.424% share of maintenance cost **is not** an expense eligible for Private Excess Cost Aid.

8. Annual SED approval is now required in order to place students with disabilities in out-of-state residential private school placements for summer and school year placements. Requests for the upcoming school year are to be submitted to SED no later than June 1st. The latest detailed guidance on out-of-state residential school placements may be found at: [http://www.p12.nysed.gov/specialed/publications/OutofStatePlacement-final.pdf](http://www.p12.nysed.gov/specialed/publications/OutofStatePlacement-final.pdf)

9. If a student is homeless and in a private placement, there is no DCERT requirement until permanent housing is found.

**Transportation:** Transportation expenses are paid by the district of residence. Claim transportation expenses for Transportation Aid on State Aid Form FT and the ST-3.

**Forms Required:** State Aid Forms A and FT, DCERT STAC-1 or STAC-Reapplication, AVL, Private School Application Packet for Initial Placements. All STAC submissions are completed using the STAC Online System.

**Laws and Regulations:** Education Law: Article 89: Sections 4401, 4402, 4405, 4407, Article 87, Article 88; Regulations of the Commissioner: Part 200 & Part 175, Section 175.6
STUDENT PLACEMENTS ELIGIBLE FOR PRIVATE EXCESS COST AID

- Contracting District
- Educated By
- Approved In-State Private School
- Approved Out-of-State School Private School
- Special Act School
- State-Operated Schools at Rome or Batavia
- Generates Aid
- Private Excess Cost Aid
PUPILS PLACED IN COMMUNITY-BASED PROGRAMS
(FOSTER FAMILY, AGENCY BOARDING HOMES, GROUP HOMES)
CHAPTER 853, LAWS OF 1976

Definition: Pupils with disabilities placed in a community-based program such as a foster family, an agency boarding home, or a group home must be provided appropriate educational services in the least restrictive environment. A Chapter 853 child is a pupil enrolled in the public school district where the foster, agency boarding or group home is located and receives services from:

a. District-operated program
b. BOCES-operated program
c. Non-residential program provided by a private school
d. Programs operated by another public school district

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<tr>
<th>Type of Program</th>
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<th>Aid/Pupil Count Impacted</th>
<th>Payment</th>
</tr>
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<tr>
<td>District Operated</td>
<td>District Where Foster, Agency Boarding, or Group Home is Located (CSE Responsible District)</td>
<td>ADM</td>
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<td>CSE</td>
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<td>BOCES (Full-Time &amp; Part-Time)</td>
<td>District Where Foster, Agency Boarding, or Group Home is Located (CSE Responsible District)</td>
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1. Foundation Aid is claimed by the CSE responsible district (district placing the pupil in the BOCES program). Non-resident Chapter 853 students with disabilities who attend BOCES full-time are not included in the Foundation Pupil Count (TAFPU), as this count is based upon Average Daily Membership of students included on the district’s day school register and the FTE of resident students with disabilities enrolled in BOCES programs for the full school day. The CSE district is permitted to report the FTE of Chapter 853 nonresident students on Form A as if they were...
resident students receiving BOCES special education services at Entries 25-27, 37-39 or 49-51 of State Aid Form A for the purpose of claiming Foundation Aid.

2. High Excess Cost Aid is claimed by the CSE district.

3. Tuition: The CSE responsible district may bill the District of Origin a Net Cost Tuition equal to:

   a. The cost of educating the child at BOCES less Foundation Aid per student found at Entry 115 of the General Aid Output Report (GEN) plus aid attributable to students with disabilities including High Cost Aid (if applicable) calculated per the spreadsheet found on the SED State Aid webpage under the topical heading “Special Education” [https://stateaid.nysed.gov/special/](https://stateaid.nysed.gov/special/)
   
   b. For students educated in-district the applicable non-resident tuition rate from the Non-resident Tuition Output Report less any High Cost Aid claimed by the CSE responsible district or
   
   c. A net cost tuition equal to the cost of special educations services specified on the student’s IEP less Foundation Aid per student listed on the General Aid Output Report (GEN) at Entry 115 and less aid attributable to students with disabilities calculated using the spreadsheet noted above.

   The District of Origin is the school district where the pupil resided prior to placement in such foster family, agency boarding or group home.

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   Tuition: The educating district may bill the district where the foster, agency boarding or group home is located (CSE responsible district) a Net Cost Tuition equal to: 1) the program cost less the state aid generated by that pupil or 2) the applicable tuition rate computed on the Non-resident Tuition Output Report (NRT). The CSE responsible district may bill a Net Cost Tuition to the District of Origin equal to: the other public school tuition bill less High Cost Aid generated by the pupil and claimed by the CSE responsible district.
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<td>Private Excess Cost Aid</td>
<td>Year Following Attendance</td>
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**Tuition:** The district where the foster, agency boarding or group home is located charges the District of Origin a Net Cost Tuition equal to:

**APPROVED TUITION - (PRIVATE EXCESS COST AID)**

**LDSS Form 2999:** The District of Origin is identified on the LDSS Form-2999 (School District Notification of Foster Child Placed in a Foster Family, Agency Boarding or Group Home). The LDSS Form-2999 is completed by the County Department of Social Services. The LDSS Form-2999 provides the name and address of the school district last attended and the District of Origin.

**Transportation:** Transportation is provided by the district where the foster, agency boarding or group home is located (CSE responsible district). Claim transportation expenses for Transportation Aid on State Aid Form FT and the ST-3 and bill any unreimbursed transportation expenses to the District of Origin.

**Forms Required:** State Aid Forms A and FT, STAC-1 or STAC-Reapplication, STAC-3 (Approval), AVL, LDSS Form-2999 (School District Notification of Foster Child Placed in a Foster Family, Agency Boarding, or Group Home). STAC Online used for most STAC submissions and verifications. They are verified on the DVPUB.

**Laws and Regulations:** Education Law: Section 3202, Subdivision 4 & Chapter 853 of the Laws of 1976 Commissioner’s Regulations: Part 174, Section 174.2, Part 200 & Part 175, Section 175.6
PUPILS PLACED IN COMMUNITY BASED PROGRAMS (FOSTER FAMILY, AGENCY BOARDING HOME, OR GROUP HOME – CHAPTER 853)

*NOTE: Current SED procedure is to pay the High Cost Aid to the CSE Responsible District (via the STAC process).
PUPILS RESIDING IN OMH PSYCHIATRIC CENTERS
CHAPTER 66, LAWS OF 1978

**Definition:** Pupils with disabilities residing in Office of Mental Health (OMH) psychiatric centers and are provided educational services by the school district where the center is located.

The OMH has committees in each psychiatric center who are responsible for providing educational services to resident children with disabilities.

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<td>2(^{nd}) Year Following Attendance</td>
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<td>High Cost Aid (If Eligible)</td>
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1. The OMH Facility CSE refers the student to the local school district. OMH issues a “Notice of Provision of Community Education Services” form to the District of Origin and the District of Current Location (CSE responsible district).

---

\(^3\) CSE responsible district (district where the OMH Psychiatric center is located) bills the District of Origin a Net Cost Tuition equal to the cost of educating the child at BOCES less Foundation Aid per student found at Entry 115 of the General Aid Output Report (GEN) plus Excess Cost Aid and High Cost (if eligible) calculated per the spreadsheet found on the SED State Aid webpage under the topical heading “Special Education” [https://stateaid.nysed.gov/speeded](https://stateaid.nysed.gov/speeded).

Chapter 66 nonresident students with disabilities who attend BOCES full-time are not included in the Foundation Pupil Count (TAFPU), as this count is based upon Average Daily Membership of students included on the district’s day school register and the FTE of resident students with disabilities enrolled in BOCES programs for the full school day. The CSE district is permitted to report the FTE of Chapter 66 nonresident students on Form A as if they were resident students receiving BOCES special education services at Entries 25-27, 37-39 or 49-51 of State aid Form A for the purpose of claiming Foundation Aid.

For students educated in district-operated programs, the district of location bills the District of Origin the applicable nonresident tuition rate for a student with a disability less any High Cost Aid claimed by the district of location (if applicable) or a net cost tuition equal to the cost of special education services specified on the student’s IEP less Foundation Aid per student listed on the General Aid Output Report (GEN) at Entry 115 and less the State Aid calculated using the spreadsheet noted above.

For students educated in special education services specified on the student’s IEP less Foundation Aid per student listed on the General Aid Output Report (GEN) at Entry 115 and less the Excess Cost Aid and High Cost Aid (if eligible) calculated using the EXCEL spreadsheet found on the SED State Aid Webpage under the topical heading “Special Education” [https://stateaid.nysed.gov/speeded](https://stateaid.nysed.gov/speeded). The CSE responsible district bills the District of Origin for the tuition it pays to the Educating District.

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\(^4\) The educating district charges the CSE responsible district the applicable nonresident tuition rate for a student with a disability or a Net Cost Tuition equal to the cost of special education services specified on the student’s IEP less Foundation Aid per student listed on the General Aid Output Report (GEN) at Entry 115 and less the Excess Cost Aid and High Cost Aid (if eligible) calculated using the EXCEL spreadsheet found on the SED State Aid Webpage under the topical heading “Special Education” [https://stateaid.nysed.gov/speeded](https://stateaid.nysed.gov/speeded). The CSE responsible district bills the District of Origin for the tuition it pays to the Educating District.
2. If the CSE of the district where the OMH psychiatric center is located determines that the child requires placement in a private non-residential school program, the finding is reported back to the OMH center. It is the center's responsibility to arrange for the child's educational program independent of the school district. Neither the school district where the center is located nor the district of residence has any financial responsibility. OMH is responsible for the child's total education cost.

**Transportation:** The public school district is not responsible for paying the transportation costs of Chapter 66 pupils. The cost of transporting pupils from the psychiatric center to the public school is paid by OMH. However, OMH may contract with the school district to provide transportation.

**Forms Required:** STAC-1 or STAC-Reapplication Listing, STAC-3 (Approval), AVL - Complete all using STAC Online.

**Laws and Regulations:** Education Law: Section 3202, Subdivision 5, Paragraph C, Chapter 66 of the Laws of 1978; Regulations of the Commissioner: Part 200, Part 175, Section 175.6
**Definition:** School districts are responsible for providing special education services and programs during July and August to school-age pupils with disabilities. Services may be provided directly or by contract with BOCES, another school district, or a private agency.

The CSE must consider eligibility of pupils for 12-month special services and programs in accordance with the need to prevent substantial regression. Part 200.1 of the Commissioner's Regulations defines substantial regression as a student's inability to maintain developmental levels due to a loss of skill or knowledge during the months of July and August. This loss must be severe enough to require an inordinate period of review at the beginning of the school year to reestablish and maintain IEP goals and objectives mastered at the end of the previous school year.

Summer programs for pupils with disabilities must operate for 6 weeks and be funded for 30 days of service during the months of July and August (including tuition, transportation and maintenance costs). A legal holiday observance for Independence Day constitutes a day of service.

Full time extended school year special education programs must operate for 5 hours per day for elementary students and 5 1/2 hours per day for secondary students. All programs or services must be provided by appropriately certified/licensed professionals, and must meet the requirements of the child's IEP.

Eligible pupils whose 21st birthday is between July and August are allowed to receive extended services during July and August of that year, but are not eligible to receive services after August 31st.

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>District Claiming</th>
<th>Counted As</th>
<th>Aid Generated</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>District-Operated</td>
<td></td>
<td></td>
<td>80% of Approved &amp; Verified Cost is Paid to the District with CSE Responsibility (EXCEPTION: Chapters 47, 66 &amp; 721 Reimbursed at 100%)</td>
<td>See Below</td>
</tr>
<tr>
<td>Other Public</td>
<td>Residence</td>
<td>4408 Summer Placement</td>
<td></td>
<td></td>
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<tr>
<td>BOCES</td>
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<td></td>
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<tr>
<td>Approved Private School</td>
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<td></td>
</tr>
</tbody>
</table>

1. The public school district with CSE responsibility must enter and verify information (education, transportation and maintenance) into the STAC online system in order to receive reimbursement for students attending summer special education programs.
2. Aid will be paid at **80% of the approved and verified cost.** [**Exception:** students with disabilities in summer programs under Chapters 47, 66 and 721 will be reimbursed at 100% of the approved cost. There is a separate application at the STAC online system for these Chapter placements. Report such pupils as a Chapter placement (47, 66 or 721) rather than as a summer (4408) placement].

Statewide payments under 4408 will not exceed 70% of state aid due for the sum of approved tuition, maintenance, and transportation expenses in the current year. When funds become available in subsequent fiscal years, the remaining of state aid due will be paid. Eligible claims will be paid in the order they are approved by the SED. Partial payments will be made when there are insufficient funds to make a complete payment and the claim will retain priority date status for payment from future years’ appropriations. School districts may not receive more than 45% of the annual statewide appropriation. Payments received through April 1\(^{st}\) are at 56% and the remainder of the 80% paid by June 30\(^{th}\).

Please verify all 4408 summer education/maintenance approvals, including those approvals which currently have a $0.00 education rate. Once education/maintenance approvals have been verified (including those with $0.00 education rates), then verify the corresponding transportation costs.

3. The local school district is responsible for contracting with other school districts, BOCES, or approved private schools and paying for the services at tuition rates established by SED.

4. SED must approve all program providers - both public and private.

5. Program providers are responsible for obtaining approved rates for programs by submitting necessary financial data to the SED Rate Setting Unit. The ST-3 Supplemental Schedules SS10-SS16 are the reports used for establishing rates for public school programs.

**Transportation:** Claim transportation expenses for aid through the STAC online system. Transportation expenses for students with disabilities in summer programs are reimbursed at 80% of the approved cost ([**Exception:** Chapter 47, 66 and 721 pupils are reimbursed at 100%]). Without filing a separate form titled “Explanation/Correction of Student Transportation Costs” to document per student expenses, SED limits the cost aided during the summer session to $6,000 per student. [http://www.oms.nysed.gov/stac/transform.pdf](http://www.oms.nysed.gov/stac/transform.pdf)

**Forms Required:** (STAC-1 OR STAC-Reapplication, STAC-3 (Approval), AVL) - Complete all using STAC Online – Complete ST-3 Special Aid Fund Entries, interfund transfer to cover 20% local share cost and ST-3 Supplemental Schedules SS10-SS16

**Laws and Regulations:** Education Law: Section 4408, Chapter 683 of the Laws of 1986, Chapter 391 of the Laws of 1989; Regulations of the Commissioner: Part 175, Section 175.6; Part 200
PUPILS WITH DISABILITIES – SUMMER PLACEMENTS
(12-MONTH EDUCATION PROGRAMS)
SECTION 4408

*NOTE: The July/August component of a 12-month program operates independently of other attendance counts and aid.
**Definition:** Preschool children with disabilities ages 3 and 4 residing in the school district.

The local school district is responsible for evaluating and placing children with disabilities ages 3 and 4.

School districts must establish and maintain committees on preschool special education (CPSE). Individual counties enter into contracts with approved education programs selected by the CPSE.

If such preschool educational services are not available within the geographic region through an approved agency provider, the school district must establish its own program or contract with another provider to establish an approved preschool program.

Participation of the preschool child is voluntary. Parents may elect not to have their child evaluated and may withdraw from the evaluation, placement and education process at any time.

<table>
<thead>
<tr>
<th>Type Of Program</th>
<th>Agency Claiming</th>
<th>Counted As</th>
<th>Aid Generated</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Program Provider</td>
<td></td>
<td></td>
<td>Reimbursement of Allowable Administrative Costs Incurred by CPSE (ST-3 Supplemental Schedules 31-34)</td>
<td>Year Following Attendance</td>
</tr>
<tr>
<td>District Of Residence</td>
<td></td>
<td></td>
<td>Reimbursement of A Percentage Of Approved Costs for Education, Maintenance, Transportation, &amp; Itinerant Related Services</td>
<td>Current Year</td>
</tr>
<tr>
<td>Contracting Municipality</td>
<td>4410 Pre-K Placement</td>
<td></td>
<td>Reimbursement of Administrative Costs Incurred Up To $75 Per Eligible Student</td>
<td>Year Following Attendance</td>
</tr>
<tr>
<td>Contracting Municipality</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
1. All direct costs (preschool education, evaluations, related services, and transportation) are the responsibility of the municipality (county) where the child resides. The municipality must pay agency providers at least quarterly.

2. The municipality and the district with CPSE responsibility must file the STAC-1 or STAC-Reapplication form. If the STAC-3 notice of approval is issued, SED will pay a percentage of current year direct costs to the municipality. The current state aid percentage is 59.5%. Note: The municipality may only claim reimbursement for the costs of services that have been furnished and paid for.

3. The actual aid claim report is the AVL. Aid is paid on a current year basis, but will not be paid prior to April 1st of the year that service is provided.

4. SED’s program services reimbursement unit must approve all prospective agency program providers and establish educational rates for any preschool program or related service. Public school districts operating their own preschool special education program must complete ST-3 Supplemental Schedules SS10-SS16 to obtain an approved tuition rate.

5. If the district determines that the child requires related services only, the municipality can approve the service providers and establish educational rates. Related services could include occupational, physical or speech therapy, and others.

6. IDEA funds are no longer available to reimburse a portion of allowable expenses incurred by the CPSE. Instead, districts must complete ST-3 Supplemental Schedules SS31-SS34 in order to bill municipalities for these allowable costs.

7. CPSE expenditures for the salaries and employee benefits of professional and non-professional staff, administrative purchased services, equipment, supplies and materials, travel, indirect costs, and other costs incurred in administering the CPSE must be reported.

**ALLOWABLE COSTS** include: expenses associated with administering the CPSE: professional and non-professional staff, parent member expenses, purchased services necessary for CPSE business, supplies and materials for CPSE operations, CPSE related travel, employee benefits and indirect costs.

**NON-ALLOWABLE COSTS** include: costs for evaluations, due process procedures, screening, purchased equipment, staff development, minor remodeling, and the provision of direct educational services to children.

8. After July 1 each year, the municipality is eligible for reimbursement for administrative costs incurred during the prior year up to a maximum of $75 per eligible preschool pupil served under section 4410.

9. SED reimburs es municipalities for the cost of evaluations separately from the cost of education and transportation. The State Division of the Budget has approved county rates for evaluations. Rates are established for each evaluation component based on the county where the approved evaluator is located and the rate in effect on the date the parents gave consent. Evaluation components include one social history, one psychological evaluation and up to 4 other evaluations (as determined necessary and appropriate by the evaluator) per school year.
10. After the pupil's evaluation has been conducted, the CPSE must complete a STAC-5 evaluation form, request for Commissioner’s approval of reimbursement for the cost of evaluation. The STAC-5 should identify the components of the evaluation for which the provider may bill the appropriate municipality. For each school year (July 1 to June 30), providers may bill the municipality once for each evaluation component. The CPSE must sign the STAC-5 and forward 3 copies to the appropriate municipality. Upon review and approval, SED will send a STAC-5a form, approved evaluation components, for each pupil to the responsible school district, the approved evaluator and the municipality.

11. Chapter 82 of the Laws of 1995 expanded the definition of "approved evaluator" to include a school district or group of appropriately licensed and/or certified professionals associated with a public or private agency approved by the commissioner. An application procedure to become an approved evaluator has been established by the SED Commissioner. The SED Commissioner will be required to periodically review such evaluators and must provide the municipality with the opportunity to comment. The Commissioner has also established a billing and reimbursement system for services provided by evaluators.

Transportation: Transportation costs are the responsibility of the municipality (county) where the child resides. However, the municipality may contract with the district to provide transportation services.

Forms Required: STAC-1 OR STAC-Reapplication, (STAC-3 Approval), AVL, STAC-5, STAC-5A – See procedures for school district preparation and county submission of STAC forms for pre-school students at the following link. [http://www.oms.nysed.gov/stac/preschool/](http://www.oms.nysed.gov/stac/preschool/)

Laws and Regulations: Education Law: Section 4410 (Chapter 243 of the Laws of 1989) & Section 207; Regulations of the Commissioner Part 200
PRESCHOOL CHILDREN AGES 3 & 4 WITH DISABILITIES

District of Residence (DOR)

Reimbursement of Allowable Administrative Costs Incurred by the CPSE with Federal Funds and County Reimbursement Funds

Educated By

Approved Program Provider

Paid By

Contracting Municipality

Claims Aid via the AVL

Reimbursement of Percentage of Current Year Direct Costs to County

Reimbursement of Administrative Costs Incurred up to a Maximum of $75 per Eligible Preschool Pupils Served Under 4410 to DOR

Reimbursement of Evaluation Costs Based on Approved Rates to DOR
**BASIC CONTRIBUTION PUPILS**

For certain Chapter placements, the State requires the District of Origin to pay only a basic contribution for the child's placement. The remainder of the costs are paid by the State. School districts pay tuition directly to the 4201 State Supported Schools and are later reimbursed by the state for the actual cost of tuition per student less the per student basic contribution.

The following Chapter placements are Basic Contribution Pupils:

<table>
<thead>
<tr>
<th>Chapter 47:</th>
<th>Pupils Formerly in Office for People With Developmental Disabilities Centers (OPWDD) and Presently in Family Care Home or Community Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 66:</td>
<td>Pupils Residing in Office for People With Developmental Disabilities Centers (OPWDD)</td>
</tr>
<tr>
<td>Chapter 348:</td>
<td>Non-Resident Homeless Pupils</td>
</tr>
<tr>
<td>Chapter 563:</td>
<td>Pupils Residing in Child Care Institutions (CCI)</td>
</tr>
<tr>
<td>Chapter 683:</td>
<td>Incarcerated Youth</td>
</tr>
</tbody>
</table>
| Chapter 721: | Pupils Residing in Intermediate Care Facilities (ICF)  
Pupils Residing in Individual Residential Alternative (IRA) |
| Chapter 947: | Pupils Residing in Residential Treatment Facilities (RTF) |
| Chapter 4201: | Pupils Residing in State-Supported Schools |

The basic contribution per pupil is equal to the school district's local property and non-property tax levy for the base year divided by the district's base year Fall BEDS public school enrollment of resident students.

The basic contribution (based on the child's FTE) is deducted from the resident district's Foundation Aid (District of Origin) for all chapter students except those enrolled in 4201 schools. It appears as a local share deduction to aid on the General Aid Output Report (GEN) in the year after the child receives services.

See link to SED guidance regarding various basic contribution chapter placements:

**Definition:** Pupils placed in a community residence or family care home.

The program may be district-operated, another public school district program, a BOCES program, or a non-residential private school program.

<table>
<thead>
<tr>
<th>Type of Program</th>
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<th>Aid Generated</th>
<th>Payment</th>
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</thead>
<tbody>
<tr>
<td>District Where Center is Located (CSE Responsible District)</td>
<td></td>
<td></td>
<td>100% Reimbursement of Tuition Cost of Educating the Pupil</td>
<td>Current Year</td>
</tr>
<tr>
<td>Other Public School District</td>
<td>CSE Responsible District</td>
<td>Chapter 47 Pupil</td>
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<tr>
<td>BOCES Program</td>
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<tr>
<td>Approved Non-Residential Private School Program</td>
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</tbody>
</table>

*NOTE:* Aid received for these pupils is considered a deduct in the calculation of Approved Operating Expenditures.
PUBLIC PLACEMENT (DISTRICT, NEIGHBORING DISTRICT OR BOCES)

1. The family care home or community residence informs the school district of current location that a student was admitted to the family care home or community residence from a developmental center. The OPWDD submits a STAC-200 to notify SED of the student name, community residence location and District of Origin.\(^5\)

2. If the student is admitted from a developmental center, SED will reimburse \(100\%\) of a public school district’s tuition costs for educating disabled children from the OPWDD centers who are residing in a family care home or community residence and receiving public educational services provided by the local public school where the community residence is located.\(^6\)

3. For July and August programs, 20% of the cost of education and transportation is deducted from the District of Residence (District where parents reside on July 1).

4. The cost of such services must be approved by the SED Commissioner. The cost includes all expenditures made for the required services as determined by the CSE, excluding transportation costs.

5. If educational services are provided by the CSE responsible district, the CSE responsible district may obtain the cost from Nonresident Tuition Output Report (NRT) or the district may develop its own tuition charge based on district expenditures and supported by district accounting records.

   If the CSE responsible district sends the pupil to BOCES or another district program, the cost should be based on the tuition bill received for the pupil.

6. All pupils must be reviewed by the CSE of the district where the center is located prior to placement. SED will pay \(100\%\) of the district’s approved tuition costs for the child. Tuition costs include routine and normal costs of CSE, administrative overhead (not to exceed 5% of the approved tuition), and CSE “unique” costs incurred in processing pupils. To claim these costs, the STAC online system should be used.

7. Separate entries are made into the STAC online system for the 10-month program and the summer program. The cost of the July and August component for a Chapter 47 pupil is reimbursed at \(100\%\) under Section 4408 (summer program for students with disabilities). For both the 10-month and the summer program, the district must report the child as a Chapter 47 pupil through the STAC online system.

8. Verification of costs through the STAC online verification application is required in order to receive aid for the STACs that are entered.

9. The public school district where the child’s parents or legal guardian resided at the time the child was admitted into care and custody of OPWDD on or after July 1, 1977, is responsible for the basic contribution (district of origin).

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\(^5\) If the student was not admitted to the family care home from a developmental center, the family care home notifies the district of current location of the student and OPWDD notifies the District of Origin.

\(^6\) If the student was not admitted to family care home from a developmental center, the district of current location (educating district) bills the District of Origin for costs of education less state aid.
PRIVATE PLACEMENT

1. The local public school district may recommend that the child be placed in an appropriate private school or special act school district where the family care home or group home is located.

2. The public school district that has CSE responsibility is responsible for the payment of the tuition cost. SED will reimburse the district with CSE responsibility.

3. To claim reimbursement, the district must use the STAC online system.

**Transportation:** The district of current location must provide transportation to and from the site where the child is educated. Claim transportation costs for Transportation Aid on the State Aid Form FT and the ST-3. The district providing transportation may bill the district of origin for any unreimbursed transportation expenses.

**Forms Required:** Non-resident Tuition Output Report (NRT), STAC-1 or STAC-Reapplication, STAC-3 (Approval), AVL, STAC-200. All STAC submissions and approvals are online except STAC-200

(The STAC-200, Notice of Other Agency Placement of Pupils with Disabilities, must be issued by OPWDD for each pupil placement to be eligible for aid. This form should be provided to the district of residence at the time child was admitted to care, the school district certifying the disability and the STAC processing unit in SED. A copy of the STAC-200 must be on file with the State Education Department at the time the STAC form is submitted).

**Laws and Regulations:** Education Law: Section 3202, Subdivision 5a & b; Chapter 47 of the Laws of 1977; Regulations of the Commissioner: Part 200, Part 175, Section 175.6.
PUPILS FORMERLY RESIDING IN OPWDD CENTER AND PRESENTLY IN A FAMILY CARE HOME OR COMMUNITY RESIDENCE (CHAPTER 47)

OPWDD Center

Placed in Group Home or Community Residence

District Where Group Home or Community Residence is Located (CSE Responsible District)

For Students Educated In:
- CSE Responsible District
- BOCES
- Other Public School
- Private School

District of Origin

Reimbursement of 100% of Approved Cost to CSE Responsible District

Basic Contribution

PAYS
**Definition:** Pupils with disabilities residing in an Office for People with Developmental Disabilities Center (OPWDD) and are provided educational services by the school district where the center is located.

Services include the basic educational program, audiology, counseling, occupational therapy, physical therapy, speech pathology, psychological services, and other appropriate services as determined by CSE.

<table>
<thead>
<tr>
<th>Type of Program</th>
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</tr>
</thead>
<tbody>
<tr>
<td>District Where Developmental Center is Located</td>
<td>CSE Responsible District</td>
<td>Chapter 66 Pupil</td>
<td>Reimbursement of 100% of Approved Net Cost</td>
<td>Current Year</td>
</tr>
<tr>
<td>BOCES</td>
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<tr>
<td>Another Public School District</td>
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</table>

**NOTE:** Aid received for these pupils is considered a deduct in the calculation of Approved Operating Expenditures.
PUBLIC PLACEMENTS (DISTRICT OR BOCES)

1. The developmental center CSE refers the student to the local school district. The OPWDD developmental center submits a STAC-201 to SED and sends copies to the District of Origin and the District of Current Location.

2. SED will reimburse 100% of a public school district's approved net tuition costs for educating pupils with disabilities residing in OPWDD centers, and receiving educational services provided by the local public school district where the developmental center is located. Net tuition costs include all expenditures made for required services prescribed by CSE, exclusive of transportation costs.

3. For July and August programs, 20% of the cost of education and transportation is deducted from the District of Residence (District where parents reside on July 1).

4. The public school district with CSE responsibility utilizes the STAC online system to request reimbursement for costs incurred.

5. SED will pay 100% of the district's net tuition costs for the child. Tuition costs include routine and normal costs of CSE, administrative overhead (not to exceed 5% of the approved tuition), and CSE "unique" costs incurred in processing pupils.

6. Separate STAC online entries must be entered for the 10-month program and the summer program. The cost of the July and August component for a Chapter 66 pupil is reimbursed at **100%** under Section 4408 (Summer Program for Students with Disabilities).

7. If the CSE determines that the appropriate placement for the child is an approved private nonresidential school, the CSE will report this finding to the developmental center. The center is responsible for the pupil's education, independent of the school district.

8. The public school district where the child's parents or legal guardian resided at the time of placement in the OPWDD developmental center is responsible for the basic contribution (District of Origin).

**Transportation:** The public school district is not responsible for the transportation costs of such pupils. The cost of transporting pupils from the OPWDD center to the public school is paid by OPWDD. However, the OPWDD center may contract with the school district to provide transportation service.

**Forms Required:** STAC-201, STAC-1 or STAC-Reapplication, AVL, STAC-3 Approval, STAC-200, Nonresident Tuition Output Report. All STAC submissions and approvals are online except STAC-200. (The STAC-200, Notice of Other Agency Placement of Pupils with Disabilities, must be issued by OPWDD for each pupil placement to be eligible for aid. This form should be provided to the district of residence at the time the child is admitted to care, the school district certifying the disability and the STAC processing unit in SED. A copy of the STAC-200 must be on file with the State Education Department at the time the STAC form is submitted).

**Laws and Regulations:** Education Law: Section 3202, Subdivision 5, Paragraph C; Chapter 66 of the Laws of 1978; Regulations of the Commissioner: Part 200 & Part 175, Section 175.6
PUPILS RESIDING IN OPWDD CENTERS – PAYMENT CHART
(CHAPTER 66)

• OPWDD Center

• District Where the Center is Located (CSE Responsible District) Receives

• Reimbursement of 100% of Approved Cost for Pupils Educated In

• CSE Responsible District
  • BOCES
  • Other Public School

• District of Origin Pays Basic Contribution
NON-DISABLED PUPILS DIRECTLY RELATED TO PROGRAMS AND REPORTING SYSTEMS OF PUPILS WITH DISABILITIES WHO ARE HOMELESS HOMELESS PUPIL EDUCATION SECTION 348, LAWS OF 1988

Education Law, Section 3209 provides that homeless children in New York State must be afforded the same educational opportunities as resident children. This law was amended to conform the definition of a homeless child to federal law (the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, amended as part of the No Child Left Behind Act). Additionally, each school district is directed to designate a liaison for homeless children, in order to address matters such as immediate enrollment of homeless children, coordination of services and resolution of disputes. Since homeless children have no permanent residence, the law provides how, and by whom, the educating school district is designated. Implementing Commissioners regulations are found at 8 NYCRR 100.2(x). Additional information on educating homeless children may be found at the New York Technical and Educational Assistance Center for Homeless Students at: http://www.nysteachs.org/

Definition of Homeless Child:
Education Law, Section 3209, states that a homeless child between ages 5 and 21, who has not received a high school diploma, shall be entitled to attend a public school without paying tuition. The law adopts the federal definition for a "homeless child" as follows:

A child or youth who lacks a fixed, regular, and adequate nighttime residence including a child or youth who is:
   a. Sharing the housing of other persons due to a loss of housing, economic hardship or similar reason;
   b. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
   c. Abandoned in hospitals;
   d. Awaiting foster care placement; or
   e. A migratory child, as defined in subsection two of section thirteen hundred nine of the Elementary and Secondary Education Act of 1965, as amended, who qualifies as homeless under any of the provisions listed above.

Designation of School District of Attendance:

Designators:
The law specifies who may designate the school district of attendance for the homeless child. The designator can be:
   1. the parent or the person in parental relation to the homeless child;
   2. the homeless child, if no parent or person in parental relation is available;
   3. the director of a residential program for runaway and homeless youth operated under Article 19-H of Executive Law, in consultation with the homeless child where the child is living in such program.

Choice of Educating District:
The designator shall determine where a homeless child attends school from one of the following options:
   1) the school district of current location
   2) the school District of Origin
   3) a school district participating in a regional placement plan
Designation Procedures:

1. The designation shall be on forms provided by the SED Commissioner (STAC 202). All school districts, temporary housing facilities operated or approved by DSS, and residential facilities for runaway and homeless youth shall make these forms available to a homeless child who seeks admission to school, or to the parent or person in parental relation who seeks to enroll such child in school.

2. If the homeless child is located in a temporary housing facility operated or approved by a local DSS, or a residential facility for runaway and homeless youth, the director of the facility or person designated by DSS shall help the designator complete designation forms (STAC 202) and help enroll the child in the designated school district within 2 business days.

3. Upon receipt of the designation form, the designated school district must immediately review the designation form for completion and forward it to the STAC Unit of the SED, admit the child, provide the child with access to all of its programs, activities and services to the same extent as they are provided to resident students, make a written request to the district where the child's records are located for a copy and forward the designation form to the Commissioner and the school district of origin where applicable.

4. Within 5 days of receipt of the request for such records, the district where the records are located shall make a complete copy of the child's records including, but not limited to, proof of age, academic records, evaluations, immunization records and guardianship papers, if applicable. The Commissioner's regulations will identify the circumstances when a change in designation may be made and the procedure for identifying the district of origin (See 8NYCRR 100.2(x)(2)).

Additional Considerations:

If the public school district where a homeless child is temporarily housed is the same district the child attended on a tuition-free basis or was entitled to attend when circumstances arose causing the child to become homeless, the homeless child shall be entitled to attend the schools of such district without paying tuition. If the year is the child's terminal year in such building, the child may choose to remain in the public school building previously attended until the end of the school year and for one additional year in such building in lieu of the school serving the attendance zone where the temporary housing facility is located.

A homeless child who designates the school district of current location as the district of attendance and who relocates to another temporary housing arrangement outside of such district, or to a different attendance zone or community school district within such district, shall be entitled to maintain the prior designation to continue attendance in the same school building until the end of the school year and for one additional year if the year constitutes the child's terminal year in such building.

When the public school district or school district the homeless child attended on a tuition-free basis or was entitled to attend when circumstances arose causing the child to be homeless is located out of state, the homeless child shall be deemed a resident of the school district where the child is temporarily located and shall be entitled to attend the schools of the district tuition-free. Such school district of residence shall not be considered a school district of origin or a school district of current location.

Whenever the school district of origin is designated, the child shall be entitled to return to the school building where previously enrolled. Whenever the school district of current location is designated, the
child shall be entitled to attend the school that is zoned for his or her temporary location or any school that non-homeless students who live in the same attendance zone in which the homeless child or youth is temporarily residing are entitled to attend.

Prior to the end of the first semester of attendance or within 60 days of commencing attendance at a school in which a designation was made, whichever comes later, the designator may change the designation if the original designation is found to be educationally unsound.

**Definitional Terms:**

The **School District of Origin** is the NYS school district in which the homeless child was attending a public school on a tuition-free basis or was entitled to attend when circumstances arose causing the child to be homeless, which is different from the school district of current location.

The **School District of Current Location** is the NYS public school district where the hotel, motel, shelter or other temporary housing arrangement of the homeless child or the residential program for runaway or homeless youth is located, which is different from the District of Origin.

**Regional Placement Plan** means the comprehensive regional approach to the provision of educational placements for homeless children approved by the Commissioner of Education.

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<tr>
<th>Type of Program</th>
<th>District Claiming</th>
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<th>Aid Generated</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public School District</td>
<td>School District of Current Location or School District Participating in a Regional Placement Program</td>
<td>Homeless Pupil</td>
<td>100% of Reimbursement of Direct Cost</td>
<td>Spring following the service year approval</td>
</tr>
<tr>
<td>BOCES</td>
<td></td>
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</tr>
</tbody>
</table>

1. Aid for homeless pupils is paid to the educating district through the STAC system. The STAC 202 is submitted to SED by the district designated as the educating district (district of attendance).

2. If the school district of current location or the school district participating in a regional placement plan is designated as the district of attendance and the District of Origin is located in NYS. Once the STAC 202 is processes at SED, view STAC ID on homeless eligibility report and then the district should add students STAC. The educating district shall be eligible for state reimbursement for the direct cost of educational services not otherwise reimbursed under special federal programs, for the time period of instruction. The educating district obtains the reimbursement by entering student information through the STAC online system and verifying program costs and service dates online. Reimbursement is based on the most recent finalized Non-Resident Tuition Rate or BOCES cost unless a specialized rate is requested in writing by the educating district.
3. The school district of origin is responsible for the basic contribution. The basic contribution is prorated for the amount of time services are provided, and is deducted from the district's state aid in the year following attendance.

**Transportation of Homeless Students:**

**Children Transported by the Designated District:**
If the homeless child is not entitled to receive transportation pursuant to Ed. Law, Section 3209(4) from DSS or the Division for Youth to the extent that funds are provided for such purposes, the child shall be transported by the designated district.

The designated district must provide or arrange transportation to and from the child's temporary housing location and the school the child legally attends. If transportation exceeds 50 miles one way, the transportation shall only be provided if the SED commissioner certifies that such transportation is in the child's best interest.

**Children attending the District of Current Location:**
If a homeless child designates the school district of current location as the district the child will attend, such district shall provide transportation to such child on the same basis provided to resident students. The district may claim Transportation Aid for expenses.

**Children Attending the Public School Building Previously Attended:**
If the homeless child chooses to continue attending the public school building where the child previously attended, the school district shall provide transportation to and from the child's temporary housing location and the school the child legally attends if the temporary housing facility is located in a different attendance zone or community school in such district.

**Expenses for the Transportation of a Parent Accompanying a Homeless Child Are Eligible for Transportation Aid Under the Following Circumstances:**

A. When the homeless child is transported on public transportation and it is determined that transporting the child with an accompanying parent is:
   1) the most cost-effective means of transportation and
   2) the school district has determined that transportation without the parent is inappropriate because of the child’s age, distance traveled, complexity of the transportation arrangement, need to transport the child through a high crime area or a combination of such factors, or

B. When the homeless child is disabled and the IEP includes the services of a transportation aide or attendant, and providing transportation with the parent serving as the aide or attendant is the most cost-effective means of transportation.
Determining Maximum Aidable Transportation Expenses for Homeless Pupils:
The transportation service provider or school district must demonstrate that the transportation costs are based on an appropriate unit cost computed as follows:

Prior school year's grand total transportation expenses for all regular services
# Vehicles, passengers, miles, or other appropriate transportation service unit

Forms Required: STAC-202 (Designation of School District of Attendance for a Homeless Child), STAC-3 (Approval), AVL.

Laws and Regulations: Education Law: Section 207, 305 1 & 2, Section 3202: Subdivisions 1 & 8, Section 3209, Subdivision 1-5, Chapter 348 of the Laws of 1988, Chapter 569 of the Laws of 1994, Regulations of the Commissioner: Sections 174.5 & 175.6, & 100.2 (x).
HOMLESS PUPIL NOT ATTENDING SCHOOL DISTRICT OF ORIGIN EDUCATION SECTION 348

School District of Current Location or School District Participating in a Regional Placement Program

Educates Homeless Child in District or Sends to BOCES

Claims

Reimbursement of 100% of the Direct Cost of Educational Services Provided to Homeless Pupils

District of Origin Pays Basic Contribution
**PUPILS WITH DISABILITIES PLACED IN CHILD CARE INSTITUTIONS**  
**CHAPTER 563, LAWS OF 1980**

**Definition:** Pupils with disabilities placed in childcare institutions (Includes Special Act Schools and/or Orphan Schools) by Family Court, probation department, Social Services district or by a public school district.

A Child Care Institution is defined as any facility serving thirteen or more children and licensed by the NYS Department of Child and Family Services. The Child Care Institution may operate a school on its campus. (Special Act Districts and Orphan Asylums).

If the child is placed by a public school in a school operated by a child care institution (Special Act School District or Orphan School):

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>District Claiming</th>
<th>Counted As</th>
<th>Aid Generated</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Act School or Orphan School</td>
<td>CSE Responsible District</td>
<td>FTE</td>
<td>Private Excess Cost Aid</td>
<td>Year Following Attendance</td>
</tr>
</tbody>
</table>

If a child is placed by a public agency in a child care institution and is educated by:

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>District Claiming</th>
<th>Counted As</th>
<th>Aid Generated</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public School</td>
<td></td>
<td></td>
<td>Basic Contribution Pupil</td>
<td>No Aid</td>
</tr>
<tr>
<td>BOCES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved Private Non-Residential School</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>State-Supported School</td>
<td></td>
<td></td>
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<tr>
<td>State-Operated School</td>
<td></td>
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<tr>
<td>Binghamton Children’s Unit with SUNY</td>
<td></td>
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<tr>
<td>Other Programs or Related Services as Approved by the Commissioner and Director</td>
<td></td>
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</tbody>
</table>
PUBLIC SCHOOL PLACEMENT

1. The full tuition is charged to the public school district placing the child (CSE responsible district).

2. The placing district (CSE responsible district) receives Private Excess Cost Aid. If the public school district placing the child is not the district of residence, the placing district charges the district of residence a net tuition equal to the cost of educating the child less the Private Excess Cost Aid received.

3. Special act school districts and orphan schools are responsible for establishing a tuition rate for each child placed in their educational program. Special act school districts and orphan schools are considered private schools for aid purposes and the CSE responsible district receives Private Excess Cost Aid.

4. Foundation Aid to special act school districts and orphan schools is not available.
PUBLIC AGENCY PLACEMENT

1. Related services may include services such as audiology, counseling, occupational therapy, parent counseling and training, school health services, school social work, physical therapy, speech pathology, medical services, psychological services, other appropriate developmental or correctional service and appropriate access to recreation or other programs approved by the Commissioner.

2. Tuition in an approved school for programs of up to one full year is paid by the Social Services District financially responsible for the support and maintenance of the child. Tuition rates are established by SED.

3. The Child Care Institution notifies the District of Origin that the student has been admitted to the Child Care Institution by filing an LDSS Form 3424 (School District Notification of Financial Responsibility for Educationally Handicapped Foster Child Placed in a Child Care Institution). The LDSS Form 3424 also provides notice to SED, the Public school district certifying the handicapping condition, and the public school district at admission to care.

4. Tuition for a child placed by a public agency into Blythedale Children’s Hospital is paid by the Social Services District where the child resided prior to admittance into the hospital. For a child placed in a Child Care Institution or admitted to Blythedale Children’s Hospital: The school district where the child resided at the time the Social Services District assumed responsibility for the child is charged the basic contribution (if the child was placed after June 30, 1981).

5. Financial responsibility for a child presently residing in a foster family home, agency home or group boarding home placed in a Child Care Institution by a public agency rests with the Social Services District where the child resided when the child first entered into foster care.

6. The district of residence at the time DSS assumed responsibility pays the basic contribution.

7. The basic contribution will be credited to the Social Services District financially responsible for the child through a procedure which does not involve the school district or the educating institution.

Forms Required: STAC-1 or STAC-Reapplication, STAC-3 (Approval), AVL, LDSS Form 3424 (School District Notification of Financial Responsibility for Educationally Handicapped Foster Child Placed in a Child Care Institution).

PUPILS WITH DISABILITIES PLACED IN CHILD CARE INSTITUTION (CHAPTER 563)

Public School Placement:

Public School District (CSE Responsible District) → Places Child in C.C.I. → School Operated by a C.C.I. → Invoice Net Tuition → Private Excess Cost Aid Claimed by Educating District → Bill District of Origin (If Applicable)

Public Agency Placement:

Public Agency → Places Child in C.C.I. → Tuition Paid by Social Services → C.C.I. Determines Placement → District of Origin Pays Basic Contribution (Deduct from Gen Aid)

- Public School District
- BOCES
- Private School
- Other Institutions as Listed on Previous Page
**Definition:** The Incarcerated Youth Program provides educational services to youth meeting the following criteria:

a. Pupil has not received a high school diploma and is under the age of 21;
b. Pupil is incarcerated in a correctional facility maintained by a county or by the City of New York

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Public School District</td>
<td>Placing District (District in Which the Correctional Facility is Located)</td>
<td>FTE</td>
<td>Lesser of: AOE/TAPU x FTE OR District Annual Instructional Costs for Incarcerated Youth Plus Administrative Costs Not to Exceed 5% of Annual Instructional Costs but Not Less Than $15,000 Per Year</td>
<td>Current Year – Total Approved Cost (3 Installments of 1/3 Each)</td>
</tr>
<tr>
<td>BOCES</td>
<td></td>
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</tbody>
</table>

1. The correctional facility enters information into the STAC online system (for eligible youth who request educational services) to begin the process for claiming reimbursement. A STAC-3 is then generated at SED and forwarded to the District of Residence at admission and the public school district where the facility is located.

2. SED will pay aid to the district where the facility is located for educational services it provided to the incarcerated youth and a Basic Contribution deduct will be taken from the state aid of the District of Residence (in the year following the claim).

3. The district where the facility is located must verify students and dates of service using the STAC online system to receive reimbursement for costs incurred.
The aid formula for 10-month placements is the lesser of:

\[
(\text{AOE/TAPU} \times 1.25) \times \text{FTE} \quad \text{OR} \quad \text{District Annual Instructional Costs for Incarcerated Youth plus administrative costs not to exceed 5% of instructional costs}^* 
\]

AOE/TAPU: Approved Operating Expense per Total Aidable Pupil Units. Districts can find this on Line 3 of their Public Excess Cost & Excess Cost Aid Setaside Output Report (PUB)

The aid formula for 12-month placements is the lesser of:

\[
(\text{AOE TAPU} \times 1.50) \times \text{FTE} \quad \text{OR} \quad \text{District Annual Instructional Costs for Incarcerated Youth plus administrative costs not to exceed 5% of instructional costs}^* 
\]

*With a minimum of $15,000 per year to each participating school district.

Aid payments are made 3 times annually for current year services (Based on SED reports as of 11/30, 3/31, 6/30).

The district where the pupil resides at the time of incarceration is responsible for the basic contribution based on the FTE of the child (District of Origin). For children attending 12-month programs, reimbursement to SED equals the basic contribution multiplied by 1.20.

**Forms Required:** STAC-201/STAC-1 (IY), Automated voucher listing – Incarcerated youth placements, STAC 3 (Approval)

**Laws and Regulations:** Education Law: Section 3602: Subdivision 35, Section 3202: Subdivision 7, Chapter 683 of the Laws of 1986; Regulations of the Commissioner: Sections 175.37 & 175.6
INCARCERATED YOUTH (CHAPTER 683)

- Basic Contribution (10-Month Placements)
- Basic Contribution x 1.20 (12-Month Placements)
**Definition:** Pupils with disabilities residing in Intermediate Care Facilities (ICF) or Individual Residential Alternatives (IRA) licensed by OPWDD who receive educational services by the school district where the ICF is located (including Temporary Use Beds located in ICF’s).

Each ICF or IRA can contract with the Board of Education in the school district where the facility is located to provide special education and related services, including transportation.

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<tr>
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<th>Aid Generated</th>
<th>Payment</th>
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</thead>
<tbody>
<tr>
<td>District Where ICF or IRA is Located</td>
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<td></td>
</tr>
<tr>
<td>Another Public School District</td>
<td></td>
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</tr>
<tr>
<td>BOCES</td>
<td>CSE Responsible District</td>
<td></td>
<td>100% Reimbursement of the Cost of Educating the Child</td>
<td>Current Year</td>
</tr>
<tr>
<td>Private School on Non-Residential Basis</td>
<td></td>
<td>Chapter 721 Pupil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State-Supported or State-Operated School on Non-Residential Basis(^7)</td>
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</tr>
<tr>
<td>SED Approved Educational Program Operated by an ICF(^8)</td>
<td>District Where ICF is Located</td>
<td></td>
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</tbody>
</table>

**NOTE:** Tuition received by the educating district from the ICF or tuition received by the CSE responsible district is considered a deduct in the calculation of Approved Operating Expenditures.

\(^7\) By appointment of State Commissioner of Education

\(^8\) In instances where the school district where the ICF is located places the child in an SED approved educational program operated by the ICF, the school district is responsible for contracting with and paying the ICF facility for educational services. Prior to the 2006-07 school year OPWDD paid the ICF for educational services directly.
PUBLIC PLACEMENT

1. The ICF/IRA notifies the District of Current Location and the District of Origin of the child’s placement. The ICF/IRA contracts with the district for educational services and transportation and submits a STAC-200 to SED (with copies to the District of Origin and the District of Current Location).

2. SED will reimburse 100% of the public school district's approved tuition costs for educating disabled children residing in Intermediate Care Facilities (ICF) or Individualized Residential Alternatives (IRA) and receiving public educational services provided by the local public school District where the ICF or IRA is located.

3. For July and August programs, 20% of the cost of education and transportation is deducted from the District of Residence (District where parents reside on July 1).

4. The public school district with CSE responsibility utilizes the STAC online system to request reimbursement for costs incurred.

5. SED will pay 100% of the educational costs, including transportation cost, plus appropriate other related services and administrative overhead charges (not to exceed 5% of approved tuition) and unique costs incurred by the CSE. Reimbursement is paid to the school district responsible for placement.

6. Separate STAC online entries must be entered for the 10-month program and the summer program. The cost of the July and August component for a Chapter 721 pupil is reimbursed at 100% under Section 4408 (Summer Program for Students with Disabilities)\(^9\).

7. The public school district in which the child’s parents or legal guardian resided at the time the child was admitted for care is responsible for the basic contribution, if the child has been admitted to care & custody of OPWDD since June 30, 1979 (District of Origin).

PRIVATE PLACEMENT

1. The local public school district may recommend that the child be placed in an appropriate private school or special act school district where the ICF/IRA is located.

2. The public school district with CSE responsibility must file a STAC-1 or STAC- Reapplication form for placement of a disabled child in a private school or special act district.

3. The public school district with CSE responsibility must pay the tuition and the cost of transportation and will be reimbursed by SED.

\(^9\) There are some Chapter 721 pupils that are reimbursed directly by Medicaid.
EDUCATIONAL PROGRAM OPERATED BY AN ICF

1. School district where ICF is located contracts with ICF to provide educational services using the contract form approved by SED.

2. If a school age child enters the ICF on or after July 1, 2007 or a child residing in the ICF reaches school age on or after July 1, 2007 the executed contract must be submitted to SED within 45 days of the placement of the child in the ICF or within 45 days of the child reaching school age.

3. SED will reimburse 100% of the approved educational costs incurred by a school district for educational services provided by the ICF.

4. The public school district with CSE responsibility utilizes the STAC online system to request reimbursement for costs incurred.

5. SED will pay 100% of the educational costs.

6. The public school district in which the child’s parents or legal guardian resided at the time the child was admitted to care is responsible for the basic contribution.

Transportation: Transportation for students residing in an ICF/IRA is provided by the school district where the ICF/IRA is located. The district must report these transportation expenses on the STAC-1 or STAC-Reapplication. The amount received by the school district from the ICF/IRA for transportation is deducted in determining regular Transportation Aid payable.

Forms Required: STAC-1 or STAC-Reapplication, STAC-3 (Approval), AVL, STAC-200. All STAC submissions and approvals are online except STAC-200.

(The STAC-200, Notice of Other Agency Placement of Pupils with Disabilities, must be issued by OPWDD for each pupil placement to be eligible for aid. This form should be provided to the district of residence at the time the child was admitted to care, the school district certifying the disability and the STAC processing unit in SED. A copy of the STAC-200 must be on file at the time the STAC form is submitted to SED).

Laws and Regulations: Education Law: Article 89, Section 3202, Subdivision 5, Paragraph d; Regulations of the Commissioner: Part 175, Section 175.6 & Part 200
CHILDREN RESIDING IN INTERMEDIATE CARE FACILITIES OR INDIVIDUALIZED RESIDENTIAL ALTERNATIVES (CHAPTER 721)

District Where ICF is Located (CSE Responsible District)

Educated By
- CSE Responsible District Program
- BOCES
- Private School
- Other Public School

Reimbursement of 100% of Approved Costs

Forwarded To
- Educating District

District of Origin

Pays

Basic Contribution
PUPILS WITH DISABILITIES PLACED IN A RESIDENTIAL TREATMENT FACILITY BY A PUBLIC AGENCY
CHAPTER 947, LAWS OF 1981

**Definition:** Pupils with disabilities placed by a public agency in a Residential Inpatient Psychiatric Treatment Facility (RTF) for children and youth under age 21. A Residential Treatment Facility (RTF) is defined as a community-based psychiatric inpatient facility designed to provide the level of supervision medical oversight, and psychiatric treatment required by children and adolescents with severe emotional disabilities.

A child placed in a Residential Treatment Facility (RTF) may be provided educational services by one of the following:

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<tr>
<th>Type of Program</th>
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</thead>
<tbody>
<tr>
<td>Public School District Where RTF is Located</td>
<td>District Where RTF is Located</td>
<td></td>
<td>For Child <strong>Not</strong> in OCFS/DSS Custody – 100% Reimbursement for Cost of Education</td>
<td>Aid Paid to District Where RTF is Located</td>
</tr>
<tr>
<td>BOCES</td>
<td>District Where RTF is Located Claims Aid Via STAC</td>
<td>Or</td>
<td>Or</td>
<td>Or</td>
</tr>
<tr>
<td>Another Public School District</td>
<td>District Where RTF is Located Bills Local Social Service District for Tuition</td>
<td>Basic Contribution Pupil</td>
<td>No State Aid for Child in OCFS/DSS Custody or Placed in RTF by Family Court</td>
<td>Local School Service District Pays Tuition to District Where RTF is Located</td>
</tr>
<tr>
<td>Private School</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>OCFS Pays Tuition to Special Act District Operated by CCI</td>
</tr>
<tr>
<td>Special Act District (Operated by C.C.I. of Which RTF is Part Of)</td>
<td>N/A</td>
<td></td>
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</tbody>
</table>

1. When a Child Care Institution contains a Residential Treatment Facility and operates a special act school district, the Office of Children and Family Services (OCFS) pays tuition directly to the facility.

2. If the student was placed in the RTF by the DSS/OCFS or the family court; tuition for a child served by a public school district, BOCES, private school or other facility is paid directly by the Social Services District. The district of current location bills the RTF or DSS for the cost of education and transportation.

3. For students not in DSS/OCFS custody, the RTF refers the student to the district where the facility is located. The RTF notifies the District of Origin by filing a STAC-200 Form, Notice of Other State Agency Placement of Children with Handicapping Conditions.

5. The school district where the child resided at the time OCFS assumed responsibility for the child is responsible for the basic contribution. (District of Origin)

6. A child in a Residential Treatment Facility has educational options similar to those available for a child in a Child Care Institution.

**Transportation**: Transportation for students residing in an RTF is provided by the school district where the RTF is located. The district bills the RTF or OCFS for the cost of transportation.

**Forms Required**: STAC-200 for students not in OCFS custody; OCFS Form LDSS 3424 for students in DSS custody.

(The STAC-200, Notice of Other Agency Placement of Pupils with Disabilities, must be issued by the RTF for each placement of a pupil not in OCFS custody. For students in OCFS custody, OCFS notifies the District of Origin through the LDSS Form 3424).

**Laws and Regulations**: Education Law: Chapter 947 of the Laws of 1981, Sections 4001-4006; Regulations of the Commissioner: Part 200 & Part 175, Section 175.6
PUPILS WITH DISABILITIES PLACED IN A RESIDENTIAL TREATMENT FACILITY BY A PUBLIC AGENCY (CHAPTER 947)

*NOTE: If child in RTF is not in DSS Custody or was not placed in RTF by family court, school district where RTF is located claims aid via STAC for cost of tuition.
PUPILS ATTENDING STATE-SUPPORTED SCHOOLS
SECTION 4201

**Definition:** The public school district that has CSE responsibility or the parents or legal guardians must request that the child receive educational services in a State-supported school for the blind, deaf, or physically handicapped in New York State. The pupil's parents can apply directly to SED to place their child in a special school.

Pupils with severe disabilities may receive special education programs provided by a State-supported school. Pupils who have individualized needs that cannot be met in a school district setting, are eligible and include the following:

a. profoundly deaf, deaf/blind, or legally blind pupils
b. pupil is at least kindergarten age or receives a special preschool instructional program
c. pupil is severely physically disabled and is between ages 3 and 21

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<thead>
<tr>
<th>Type of Program</th>
<th>District Claiming</th>
<th>Counted As</th>
<th>Aid Generated</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>State-Supported School</td>
<td>Parent’s or Guardian’s District of Current Residence</td>
<td>Basic Contribution</td>
<td>Tuition Reimbursement</td>
<td>Tuition Paid by Public School District then SED Reimburses District for Cost of Tuition Paid Less Basic Contribution</td>
</tr>
</tbody>
</table>

1. Approval must be requested prior to the placement of the child using the STAC-1 or STAC-Reapplication form. The STAC-Reapplication must be filed annually by the district for continued placement of the disabled child. Thereafter, the STAC-3 Notice of Approval is issued. School districts deemed financially responsible for 4201 school students pay tuition directly to these schools. SED reimburses the financially responsible school district for the per student cost of tuition less the Basic Contribution per pupil. The 4201 schools submit STAC forms for new 4201 students, but the school district is responsible for online verification of student attendance. Reimbursement will be paid by the end of the current fiscal year for tuition expenses incurred through December 31st, provided the school district submits a claim to SED on/before June 1st of the current year. The remaining tuition expenses incurred will be reimbursed in following school years.

2. The school district where the pupil’s parents or legal guardian resides is responsible for the payment of tuition to the State-supported schools.

3. State-supported schools receive support for necessary expenditures for approved programs provided to pupils. The state-supported schools submit a line item budget detailing all proposed positions and expenditures to SED on an annual basis. SED reviews all requests and approves an operating budget for each state-supported school annually.
4. The law requiring districts to pay 38.424% of the maintenance costs for residential placements does not apply to students placed in the State-supported schools. Maintenance costs for children in the State-supported schools are the responsibility of the State.

5. **There is no requirement to file a DCERT for these placements.**

**Transportation:** Claim transportation expenses for Transportation Aid on the State Aid Form FT and the ST-3 and bill any unreimbursed expenses to the District of Origin.

**Forms Required:** STAC-1 or STAC-Reapplication, STAC-3 (Approval), State Aid Form FT and ST-3

**Laws and Regulations:** Education Law: Article 85: Section 4201 & Chapter 1060 of the Laws of 1974; Regulations of the Commissioner: Part 200 & Part 175: Section 175.6
**PUPILS ATTENDING STATE-SUPPORTED SCHOOLS**

**SECTION 4201**

1. **Parent/Guardian**
   - District of Current Residence

2. **Educated By**
   - State Supported School

3. **Pays Tuition to**
   - 4201 State-Supported School

4. **State Reimburses District**
   - for Per Student Tuition After Deducting Basic Contribution

**NOTE:**
- No aid ratio
- Aid paid partly in current year & rest in the following year

**New York State-Supported Schools**

St. Francis deSales School for the Deaf, Brooklyn
St. Joseph’s School for the Deaf, Bronx
Cleary School for the Deaf, Nesconset
Henry Viscardi School, Albertson
Lavelle School for the Blind, Bronx
Lexington School for the Deaf, Jackson Heights
Mill Neck Manor School for the Deaf, Mill Neck
New York Institute for Special Education, Bronx
New York School for the Deaf, White Plains
Rochester School for the Deaf, Rochester
St. Mary’s School for the Deaf, Buffalo
APPENDICES
## APPENDIX A

### CLAIMING TRANSPORTATION AID FOR VARIOUS PUPIL PLACEMENTS

Sources and procedures for claiming Transportation Aid for pupils transported vary according to the type of educational placement. The following chart outlines the sources, claim processes and methods of payment for students transported by the district:

<table>
<thead>
<tr>
<th>Type of Placement</th>
<th>Aid Source</th>
<th>Claim Process</th>
<th>Payment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District Program(^{10})</td>
<td>State</td>
<td>Form FT/ST-3</td>
<td>Paid with General Aids</td>
</tr>
<tr>
<td>Non-residential Public or Private Program within 50 miles</td>
<td>State</td>
<td>Form FT/ST-3</td>
<td>Paid with General Aids</td>
</tr>
<tr>
<td>Residential Private Program</td>
<td>State</td>
<td>Form FT/ST-3</td>
<td>Paid with General Aids</td>
</tr>
<tr>
<td>Dual Enrolled Pupils</td>
<td>State</td>
<td>STAC for Summer Trips</td>
<td>Paid with General Aids</td>
</tr>
<tr>
<td>12-Month Placement</td>
<td>State</td>
<td>STAC for Summer Trips</td>
<td>Paid with General Aids</td>
</tr>
<tr>
<td>Rome School for the Deaf &amp; Batavia School for the Blind</td>
<td>State</td>
<td>Form FT/ST-3 Weekly Trips (School closed on weekends)</td>
<td>Paid with General Aids</td>
</tr>
<tr>
<td>Chapter 47 Pupils Placed by OPWDD in Group Home, Family Care, or Other Institution</td>
<td>State</td>
<td>Form FT/ST-3</td>
<td>Paid with General Aids</td>
</tr>
<tr>
<td>Chapter 66 Pupils Residing in OPWDD Facilities</td>
<td>OPWDD</td>
<td>OPWDD Provides or Contracts with Local District</td>
<td>Per Contract</td>
</tr>
<tr>
<td>Chapter 721 Pupils Residing in Intermediate Care Facilities</td>
<td>State</td>
<td>STAC/AVL</td>
<td>100% of Cost Paid with Chapter Payments</td>
</tr>
<tr>
<td>Section 4408 Summer Placement Regular Special Education</td>
<td>State</td>
<td>STAC/AVL</td>
<td>80% of Cost Paid by State (Separate Check)</td>
</tr>
<tr>
<td>Section 4408 Summer Chapter Placements</td>
<td>State</td>
<td>STAC/AVL</td>
<td>100% Cost Paid by State (Separate Check)</td>
</tr>
<tr>
<td>Section 4410 Preschool Placement</td>
<td>County</td>
<td>County Contracts with Local District</td>
<td>Per Contract</td>
</tr>
</tbody>
</table>

---

\(^{10}\) Including approved summer school

\(^{11}\) May bill district of origin for difference between aid and cost
APPENDIX B

DCERT GUIDANCE FROM THE STAC UNIT

Use the following link to download the guidance from the STAC Unit in PDF format:

http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCERT.pdf
Guide to Online Entry of 10-Month Private Placement Certification Records Required for State Reimbursement for all School Age Private School Placements
Revised April 2016

Online Screen: DCERT

This guidance supersedes all previously published DCERT guidance

The DCERT screen is used by school district personnel to submit information to SED for providing “Assurance of Required Certifications for 10-Month Private School Reimbursement.” This process must be completed annually for each in-state and out-of-state school age student in an approved 10-month private day or private residential school, including Special Act School Districts. All information submitted is subject to verification by the New York State Education Department. Documentation supporting certifications made on this screen must be maintained at the school district and available upon request.

Effective April 2016:
DCERT records are only required for 10-month school age private placements. Private Excess Cost Aid will not be paid for a 10-month school age private placement until a DCERT record is submitted through the STAC online system. Full reimbursement for private placements will be paid as long as DCERT and STAC verification records are on file within the statute of limitations pursuant to NYSEL § 3604:

- June 30th of the school year following the service year, for aid to be paid on a current basis;
- June 30th of the school year two years after the service year for aid to be paid from the prior year queue as funds become available.

Immediate action by the school district may be required to receive full reimbursement for all eligible school age private placements for the 2014/15 and 2015/16 school years (both 2-month and 10-month). School districts should review their 2014/15 and 2015/16 DCERT records and approval/verification records (both 2-month and 10-month) and make any necessary additions/revisions in accordance with their students’ IEPs. Full State reimbursement, revised deadlines for adding/revising DCERT and approval/verification records are as follows:
<table>
<thead>
<tr>
<th>Service Period</th>
<th>DCERT Record</th>
<th>Approval/Verification Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2014 – August 31, 2014</td>
<td>n/a</td>
<td>June 30, 2018</td>
</tr>
<tr>
<td>September 1, 2014 – June 30, 2015</td>
<td>June 30, 2016 (for current year funding)</td>
<td>June 30, 2016 (for current year funding)</td>
</tr>
<tr>
<td></td>
<td>June 30, 2017 (for prior year funding)</td>
<td>June 30, 2017 (for prior year funding)</td>
</tr>
<tr>
<td>July 1, 2015 – August 31, 2015</td>
<td>n/a</td>
<td>June 30, 2019</td>
</tr>
<tr>
<td>September 1, 2015 – June 30, 2016</td>
<td>June 30, 2017 (for current year funding)</td>
<td>June 30, 2017 (for current year funding)</td>
</tr>
<tr>
<td></td>
<td>June 30, 2018 (for prior year funding)</td>
<td>June 30, 2018 (for prior year funding)</td>
</tr>
</tbody>
</table>

To assist in this process, school districts can utilize the DQAPP screen (Agency Approval List) and the DQER screen (Private Placement Certification List) on the STAC online system.

For school years after 2015/16, 10-month private placement certification records (DCERT) should be submitted in accordance with the timeframes outlined in section 200.6(j)(3) of the Regulations of the Commissioner of Education. State reimbursement will not be available until a DCERT record is submitted.

Please note that school districts must continue to submit out-of-state packets along with paper STAC-1 forms for approval of State reimbursement for the placement of students in approved out-of-state residential schools.

To ensure proper reimbursement, please contact Maureen McCarthy maureen.mcCarthy@nysed.gov or Anne Wolfgang anne.wolfgang@nysed.gov in the STAC/Medicaid Unit at 518-474-7116 or if you have any questions regarding the amendment of your school district’s claims for 2-month or 10-month private placements during the 2014/15 and 2015/16 school years.

Ten-month private placement certification is required for the following four types of private placements:
- Day In-State
- Day Out-Of-State
- Residential In-State
- Residential Out-Of-State
In addition to the annual certification, 10-month private placement certification is required in the following instances:

- Change from day to residential or residential to day placement
- Change from in-state to out-of-state or out-of-state to in-state placement
- Change in Committee on Special Education (CSE) school district
- Change from preschool to school age

Online Instructions for Submitting a 10-Month Private Placement Certification Record

1. Log in to the STAC online system: https://efrt.nysed.gov/efrt/

2. Go to the online screen named DCERT (Private Placement Certification). Enter the STAC ID, the first 3 letters of the student’s last name and select the appropriate school year. The CSE school district will default to your school district’s 12-digit BEDS code.

3. Click Inquire.

4. The student’s full name and date of birth will be displayed for you to verify that you have selected the correct student.

5. To create a certification record for a student in your school district:
   a. If there is no certification record for a student for a particular year, the type of placement will be blank, and the screen will be in ADD mode.
   b. Select the desired placement type: Day In-State, Day Out-of-State, Residential In-State, or Residential Out-of-State.
   c. Re-inquire and the following message will appear on the bottom left side of screen “No records on for year selected please ADD”.
   d. Based on the selected placement type, read and certify the appropriate certification statements.
   e. Once you have read and certified all required certifications, click ADD to create a new certification.
## Example of a Completed Certification (DCERT) for a Residential/In-State Placement

### PRIVATE PLACEMENT CERTIFICATION

<table>
<thead>
<tr>
<th>STAC ID:</th>
<th>011796</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year:</td>
<td>1617</td>
</tr>
<tr>
<td>CSE District</td>
<td>ALBANY CITY SD</td>
</tr>
<tr>
<td>Certification Date</td>
<td>04/18/16</td>
</tr>
<tr>
<td>CSE Meeting Date</td>
<td>04/18/16</td>
</tr>
</tbody>
</table>

### Certification

**For all placements of students in an in-state or out-of-state approved private school:**

- The CSE has provided a current individual evaluation or reevaluation of the student.
- The student has a current individualized education program (IEP).
- The student is of school-age and has a disability or combination of disabilities such that appropriate public facilities for instruction are not available.
- The CSE has documentation of its efforts to place the student in a public facility and the outcomes of these efforts, and/or of CSE findings regarding the lack of availability of a program available and geographically accessible public placement.
- 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.
- 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.
- 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 a 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 sought parental consent (or consent of the student if age 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 programs 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.
- Parental (or student) consent was obtained and other agency representative(s) were invited to the CSE meeting.
- Initial 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 July 1 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.

---

**Attention:** Successful Add
Adding an Additional DCERT for a Different Placement Type
(The STAC online system only recognizes the most recent certification on file for a specific student.)

If the need arises for a new private placement certification for a different placement type, please use the following instructions:

1. Go to the online screen named DCERT (Private Placement Certification). Enter the STAC ID, the first 3 letters of the student's last name and select the appropriate school year. The CSE district will default to your district's 12-digit BEDS code.
2. Click Inquire.
3. The most recent certification for the selected year will be displayed, showing all of the certifications associated with that placement type.
4. Select the new placement type from the dropdown.
5. Click Inquire.
6. The screen will be cleared of all previous certifications and will now be in the ADD mode.
7. Based on the selected placement type, read and certify the appropriate certification statements.
8. Once you have read and certified all required certifications, click ADD to create a new certification approval.

DQCER Screen - District Private Placement Certification List

To display a full listing of all District Private Placement Certifications:
1. Go to DQCER screen (Private Placement Certification List).
2. Select School Year.
3. Click on Inquire.
4. All certifications will be displayed first in alphabetical order, by student's last name; followed by chronological order if a student has more than one certification on file for your district. When adding a STAC approval record, please note that the STAC Online system only recognizes the most recent certification on file for a specific student.

```
Date 04/19/16       New York State Education Department
Time 10:56          Private Placement Certification List

Private Placement Certification List

<table>
<thead>
<tr>
<th>School Year</th>
<th>District</th>
<th>ALBANY CITY SD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1617</td>
<td>01010010000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record Count: 5

<table>
<thead>
<tr>
<th>Last Name/First Name</th>
<th>STAC ID</th>
<th>Day/Res</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>NEWPRIVATE KID</td>
<td>B17841</td>
<td>RES</td>
<td>IN-STATE</td>
<td>03/29/16 09:35 AM</td>
<td>03/01/16</td>
<td>MCCARTTH</td>
</tr>
<tr>
<td>POPUP DCERT</td>
<td>B17864</td>
<td>DAY</td>
<td>IN-STATE</td>
<td>04/01/16 12:38 PM</td>
<td>03/31/16</td>
<td>CMCARTTH</td>
</tr>
<tr>
<td>SCHOOLYEAR WITHDCERT</td>
<td>B17853</td>
<td>DAY</td>
<td>IN-STATE</td>
<td>03/29/16 12:20 PM</td>
<td>03/29/16</td>
<td>DISPRCT</td>
</tr>
<tr>
<td>SIXTEEN APRIL</td>
<td>B17860</td>
<td>RES</td>
<td>IN-STATE</td>
<td>03/30/16 12:58 PM</td>
<td>03/25/16</td>
<td>MGRESTZ</td>
</tr>
<tr>
<td>SIXTEEN MAY</td>
<td>B17878</td>
<td>RES</td>
<td>IN-STATE</td>
<td>04/18/16 03:33 PM</td>
<td>04/04/16</td>
<td>AWOLFGAN</td>
</tr>
</tbody>
</table>
```
Reminders for Successful Processing of STAC DCERTs and Ten-Month Private Approvals

1. Timeliness: Remember to have DCERTS processed in a timely manner. The certification must be processed on the STAC online system prior to adding a ten-month private approval record.

2. Processing Order for DCERTs and STAC Ten-Month Private Approvals: The STAC Online system only recognizes the most recent certification on file for a specific student. Prior to entering a second DCERT for a student, due to a change in placement type, it is necessary to have added the STAC service approval which corresponds to the first DCERT on file. For example, when a student changes from a day placement to a residential placement, the day service approval record must be added or amended prior to adding the residential certification and residential STAC service approval.

3. Please use the DQCER screen to verify that a certification has been successfully entered on the STAC online system. The new DCERT should be listed on the DQCER screen. If you have any questions, please contact the STAC and Medicaid Unit at 518-474-7116.