JUNE-JULY
Complete online reapplications for the 2019-20 summer school, estimate transportation costs. 1:1 Aides will not be carried over, they need to be added to STAC separately. Indicate if transportation is district operated or contracted. DCERTs should be processed for 2019-20, 10-month school year.

AUGUST – SEPTEMBER  A new or change in private placement requires a DCERT.
Complete online reapplications for 10-month BOCES, Private, other public and In-District students. If you do not have accurate costs, input similar costs to the prior year. Round to whole numbers to indicate estimated costs versus actual costs for all public students. Costs can be amended throughout school year. Input any new entrants and estimate costs. Full reimbursement for private placements will be paid as long as DCERT and STAC verification records are filed within the statute of limitations pursuant to NYSED §3604.

OCTOBER – DECEMBER  A new or change in private placement requires a DCERT.
Review all 10-month students and actual costs via BOCES bill or in-district calculations. Update any STACs where actual costs were not entered on the reapplication listing. Costs can be adjusted at any time. If your district has a group home, ensure all students have a valid STAC 200 filed with SED and input the Chapter STAC. The goal is to have all eligible students entered in the STAC system by mid-October. File STACs for new placements throughout the remainder of the school year.

JANUARY – FEBRUARY  A new or change in private placement requires a DCERT.
Input any new entrants for 2019-20, update start/end dates and costs for any existing students. It is important to enter end dates of students who leave your district or for those students whose program provider has changed. Otherwise, a new STAC cannot be entered for the child. Any attempt to enter a new STAC will receive the error message “overlapping service date with x district.”

FEBRUARY – MARCH  A new or change in private placement requires a DCERT.
Complete online 2018-19 DV PUB verifying costs for in-district, BOCES or other public students.

FEBRUARY – MARCH  A new or change in private placement requires a DCERT.
Verify separately all Summer 2019-20 educational placements and transportation costs via the STAC on-line AVL verification screen to ensure March payments for Summer 4408 aid. Transportation costs exceeding $6,500 for individual students require a separate form which can be found at: http://www.oms.nysed.gov/stac/transform.pdf. Complete the form and send to STAC through GoAnywhere.

MARCH  A new or change in private placement requires a DCERT.
Goal is to have all STACs filed for 2019-20 school year in order to utilize reapplication process. DV PUB verifications include BOCES, in-district or other public placements. The DC PUB (cost calculation) form is required for: in-district records pre-selected by NYSED; in-district records where cost is $40,000+ above the district threshold; top 3 costs for in-district records; BOCES records where verified cost exceeds 10-month annualized cost listed on BOCES year-end final cost report. Districts will need to compete DQP OD for any students who attend other public placements.

APRIL – JUNE  A new or change in private placement requires a DCERT.
Review STACs to ensure all students are accounted for and update if necessary. Review Gold Star status http://www.oms.nysed.gov/stac/ to ensure verification of students, programs, and transportation. This should be done on a continuous basis as the system is updated periodically. Verification is required for all Public High Cost BOCES, private students enrolled, chapter placements during the 10-month school year via online verification screens.

Make sure the following claims are in by June 30, 2020 due to statute of limitations: Homeless 2018-19, Incarcerated Youth 2018-19, 10-month Chapter Placements 2018-19, Public Excess Cost 2017-18, Private Excess Cost 2017-18, Summer (4408) 2016-17. Utilize 10-month reapplication process for continuing public and private placements. DCERTs need to be renewed annually to ensure reimbursement for 10-month private placements.