2019-20 STAC Service

August, 20 2019
Purpose of Webinar

- Connect with district staff
- Month to month overview
- STAC Talk Webinars
- Annual STAC Workshop
STAC Service Team

- Kathy Beardsley
- Tyler Gates
- Nicole LaRose
- Alyssa Scarcella
- Emily VanKempen
Communication is Key

- Salaries & Benefits
- Pays Invoices
- 611 & 619 Grants
- Budgeting
- Projections

- Identify students
- Review Invoices
- Identify staff
- Placements
- Projections
August-September 2019

- DCERTs for all 10-month private placements
- Review in-house homeless procedures
- Summer school 2019
  - Attendance records
    - In-district program: SPED Teacher names, assistant names, 1:1 or 2:1 aides, program and enrollment
  - BOCES bill(s)
  - Private placement bills
    - Day or Residential
    - In-State or out-of-state
  - Transportation costs
  - 4201
  - State-Operated
  - Chapter
DCERT – Private Placement Certification

New York State Education Department
PRIVATE PLACEMENT CERTIFICATION

STAC ID: Z12348
Name: SMITH
Date of Birth: 02/05/94
Mode: Inquiry

School Year: 1516
CSE District: 0101010101
APPLE CSD
Certification Date: User

CSE Meeting Date (MM/DD/YY): 05/08/15

Certification (For all Private Placements):
Upon submission of this form, the school district representative of the Committee on Special Education (CSE) or his/her designee hereby certifies that all of the information on this form is true and accurate. All information is subject to verification by the New York State Education Department.

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 those efforts, and/or of CSE findings regarding the lack of suitability of each currently 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.
Goal is to have all 2018-19 STACs submitted for gov. database

Send 2019-20 BOCES bills(s) to SAP

Does the district have any students attending another public district?

Begin to send STAC 202s to SAP for homeless processing

Update throughout the year if necessary
November 2019

- Summer 2019 school invoices – do we have them all?
- Send 2019-20 BOCES bills(s) to STAC
- Begin 2018-19 High Cost Data Report (July-Nov.) & review packet
Sample Summary Page from New Report - Summer 2016 Programs

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<table>
<thead>
<tr>
<th>EDUCATION DEPARTMENT</th>
<th>SUMMARY OF 4408 &amp; 44201 STAC APPROVAL AND ON-LINE VERIFIED COSTS AND STATE AID PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT: 49</td>
<td>DISTRICT SUMMARY REPORT AS OF 09/22/16</td>
</tr>
</tbody>
</table>

### Summary of Costs - CSE District

<table>
<thead>
<tr>
<th>SERY TYPE</th>
<th>STAC APPROVED COSTS</th>
<th>ON-LINE VERIFIED COSTS</th>
<th>AID PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED</td>
<td>181,706.00</td>
<td>181,706.00</td>
<td>145,228.80</td>
</tr>
<tr>
<td>MA</td>
<td>9,628.00</td>
<td>9,628.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TR</td>
<td>50,931.42</td>
<td>50,931.42</td>
<td>40,744.83</td>
</tr>
</tbody>
</table>

**Total**

- $242,465.42
- $242,465.42
- $185,973.63

### Estimated Receivables

- **Maximum Aid Receivable** = ($242,465.42 total approved cost = 80%) - $185,973.63 total aid paid = $7,998.70
- **Current Aid Receivable** = ($242,465.42 total verified cost = 80%) - $185,973.63 total aid paid = $7,998.70

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**Note:** "Maximum Aid Receivable & Current Aid Receivable" totals include TR costs from stopped STACs. To get full TR aid, you need to provide STAC with TR cost backup so STAC can remove your TR stops. Refer to the DSPTO (DISTRICT STOPPED) screen to get a real-time list of your transportation stops.

**AID PAID AMOUNTS ARE BASED ON A MAXIMUM 80% AID RATIO. THE ACTUAL TOTAL OF YOUR DISTRICT PAYMENTS RECEIVED MAY BE LESS THAN THE AMOUNT SHOWN DUE TO NEGATIVE BALANCE ADJUSTMENTS FROM OTHER YEARS."
Report provides an excellent summary of information in the STAC system that is normally only obtained from going to several different separate screens.
### HIGH COST STUDENT WORKSHEET (BOCES/In-District)

<table>
<thead>
<tr>
<th>STAC ID</th>
<th>School Year</th>
<th>Rec Num</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Mode</th>
<th>District Threshold</th>
<th>Public Excess Cost Aid Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z12348</td>
<td>1617</td>
<td>02</td>
<td>SCOTT</td>
<td>05/10/02</td>
<td>Add</td>
<td>39,225</td>
<td>.563</td>
</tr>
</tbody>
</table>

**Start Date:** 09/07/16  
**End Date:** 06/23/17  
**FTE:** 1.000

**CSE District:** GRAPE CSD  
**Ed Provider:** GRAPE CSD

**To Amend Start or End Dates:** GO TO DSPUB

**Previous Annualized Rate:** 78,152.84  
**Current 10-Month Annualized Cost:** 78,132.74

**BOCES 10-Month Annualized Cost (from Year-End Final Cost Report):**

If all of the student's costs are included in this amount, proceed directly to the bottom of the screen and submit.

**For Remaining Sections:** If FTE is less than 1,000, divide actual cost by FTE to annualize.

#### II. InDistrict Classroom - Totals

<table>
<thead>
<tr>
<th>IEP Ratio: Stud:Teach + Para</th>
<th>Actual Students in Class</th>
<th>Special Ed Teachers</th>
<th>Classroom Aides/T.A.s</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:1 + 1</td>
<td>5</td>
<td>81543.00</td>
<td>22691.00</td>
</tr>
<tr>
<td>Classroom Salaries:</td>
<td></td>
<td>38852.00</td>
<td>5271.00</td>
</tr>
<tr>
<td>Classroom Fringe Benefits:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost of Special Classroom:</td>
<td>148,357.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Cost for this Student:</td>
<td>29,671.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### III. Child-Specific 1:1 Aide/Shared Aide/Nurse/Interpreter

<table>
<thead>
<tr>
<th>Type of 1:1</th>
<th>Annual Salary</th>
<th>Annual Fringe</th>
<th># of Students Served</th>
<th>Student Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aide</td>
<td>27271.00</td>
<td>13549.00</td>
<td>1</td>
<td>40,820.00</td>
</tr>
</tbody>
</table>

(Not included In-District or BOCES reported cost above)

### IV. Related/Other Services

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Provider Type</th>
<th>Length of Sessions (Mins)</th>
<th>Total Cost Per Session</th>
<th>Group Size</th>
<th>Session Cost Per Child</th>
<th>** Actual Sessions</th>
<th>Total Child Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Services</td>
<td>District</td>
<td>30</td>
<td>54.35</td>
<td>1</td>
<td>54.35</td>
<td>31</td>
<td>1684.85</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>District</td>
<td>30</td>
<td>54.35</td>
<td>3</td>
<td>18.11</td>
<td>31</td>
<td>561.41</td>
</tr>
<tr>
<td>Speech/Language Therapy</td>
<td>Other Provider</td>
<td>30</td>
<td>60.31</td>
<td>3</td>
<td>20.10</td>
<td>64</td>
<td>1286.40</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>Other Provider</td>
<td>30</td>
<td>69.50</td>
<td>5</td>
<td>13.90</td>
<td>72</td>
<td>1000.80</td>
</tr>
<tr>
<td>Adaptive Physical Education</td>
<td>District</td>
<td>40</td>
<td>86.33</td>
<td>1</td>
<td>86.33</td>
<td>36</td>
<td>3107.88</td>
</tr>
</tbody>
</table>

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

If more than six, enter total annual cost by type of remaining services:

(BOCES Extra) (District) (Other Provider)

0 0 0
### SECTION II.A. Full Day Self Contained Special Education Classroom

<table>
<thead>
<tr>
<th></th>
<th>Special Ed Teachers</th>
<th>Classroom Aides/T.A.s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Salaries:</td>
<td>84056.00</td>
<td>28721.00</td>
</tr>
<tr>
<td>Classroom Fringe Benefits:</td>
<td>39433.00</td>
<td>12744.00</td>
</tr>
<tr>
<td>Total Cost of Special Classroom:</td>
<td>164,954.00</td>
<td></td>
</tr>
<tr>
<td>Classroom Cost for this Child:</td>
<td>27,492.33</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION II-B. Period-Based Special Education Placements

<table>
<thead>
<tr>
<th>Placement Type</th>
<th>Total Salaries</th>
<th>Total Fringe</th>
<th>Teacher Work Day (Exclude Lunch)</th>
<th>Group Size</th>
<th>Sessions Per Cycle</th>
<th>Sessions Length (Min)</th>
<th>Frequency</th>
<th>Total Child Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
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<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*Special education students only Additional Special Education Classroom Costs (Explain in Comments): 0 Placement Cost for this Child:
### V. Other Child Specific Costs

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Additional Information</th>
<th>Total Other Child-Specific Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

If you entered additional Related Services or Other Child-Specific costs, please explain below:

<table>
<thead>
<tr>
<th>Comments:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

#### District Contact Information

- **Contact Name**: Alyssa M. Scarcella
- **E-mail Address**: alyssa.scarcella@questar.org
- **Phone**: 5184772635 (Ex: 5181235555 - 10 digits)

#### Required for Inquiry

<table>
<thead>
<tr>
<th>Inquire</th>
<th>ADD</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### BOCES Subtotal

- **In-District Subtotal**: 27492.33
- **1:1/Shared Aide Subtotal**: 27578.00
- **Related Services Subtotal**: 3278.52
- **Other Child-Specific Costs Subtotal**: 10,766.72

**Total 10-Month Annualized Cost (Verify this amount on DVPUB)**

- **58,348.85**

**High Cost Aid Available**

**SED use only:** VERIFIED & LOCKED

SED Changes:

- **Lock Record**

- **SED Changes:**
December 2019

- 2018-19 BOCES year-end billing summary report
- Additional services?

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Name</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: 06/06/2015</td>
<td>End Date: 06/10/2015</td>
<td>0.150</td>
</tr>
</tbody>
</table>

**BOCES Summary-Level Year-End Final Cost Report for High Cost Students 2015-2016**

Total for DISTRICT NAME: $97,362.70

Total Calculated On: 12/10/2016

Total Printed On: 12/10/2016
DCPOD (Other-Public)
### II. Special Ed Classrooms

<table>
<thead>
<tr>
<th>Placement Type</th>
<th>IEP Ratio: Stud:Teach + Para</th>
<th>Total Placement Cost</th>
<th>Actual Students in Class</th>
<th>Total Child Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIAL CLASS</td>
<td>12:1:1 + 1</td>
<td>47054.00</td>
<td>1</td>
<td>47054.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### III. Child-Specific 1:1 Aide/Shared Aide/Nurse/Interpreter

(Not included in District or BOCES reported cost above)

<table>
<thead>
<tr>
<th>Type of 1:1</th>
<th>Provider Type</th>
<th>Total Cost</th>
<th># of Students Served</th>
<th>Student Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aide/Teaching Asst</td>
<td>Non-Resident District</td>
<td>34207.00</td>
<td>1</td>
<td>34,207.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
DCPOD (Other-Public)
2019-20 In-District Calculations – IEP specific & Direct service

- Students with 1:1 and 2:1 only
- Student’s classroom information: special ed teacher name and assistant(s) name and other students names in classroom (class list)
- Class ratio (12:1:1) and actual classroom enrollment
- Special equipment purchased for child

Business office

- Salaries and benefits for:
  - instructional personnel in applicable special classes
  - 1:1 and 2:1 aides
  - related service providers in-house
- Indicate which related services are in-house or contract
- Session cost for any contracted related services
- Number of hours teachers work per day *(according to contract)*
- If a teacher has any admin responsibilities, please specify time devoted to admin
- Ensure staff is not paid out of federal grant money
February 2020

- Summer School 2019 STACs should be complete in order to receive March payment
- Year-end Billing Summary Report – last call
- Send 2019-20 BOCES bills(s) to SAP
March 2020

- 2018-19 DVPUB Verification
- DCPUB
- Send 2019-20 BOCES bills(s) to SAP
March 2020

- Review March Payment
  - DQPAY Report
April 2020

- SEAS Cross Contract mailed to district
- Send 2019-20 BOCES bills(s) to SAP
- Review Homeless info.
- Review DQCDI report within district
May 2020

- Annual Review time
  - Think about placements and how they may impact aid
- 2020-21 Program Dates
- Send 2019-20 BOCES bills(s) to SAP
Are there any last minute changes for school year?

AVL # 2 due for Chapter placements

Send 2019-20 June BOCES bills(s) to SAP
July 2020

- Send June/Supplemental BOCES bill(s)
- Review 2019-20 Private placements from our email
- Review 2019-20 Homeless placements from our email
- Begin sending 2020-21 DCERTs
- Webinar for 2020-21 announced
STAC Workshops
11/1: Broome-Tioga BOCES
   10 a.m.-1 p.m.

11/4: Capital Region BOCES
   8:30 a.m.-11:30 a.m.

11/13: Champlain Valley Educational Services
   10 a.m.-1 p.m.

11/14: Putnam-Northern Westchester BOCES
   10 a.m.-1 p.m.

11/15: Western Suffolk BOCES
   8:30 a.m.-11:30 a.m.

11/18: Jefferson-Lewis BOCES
   1 p.m.-4 p.m.

11/19: Double Tree Hotel (Syracuse)
   8:30 a.m.-11:30 a.m.

11/20: Wayne-Finger Lakes BOCES
   8:30 a.m.-11:30 a.m.

11/21: Cattaraugus-Allegany BOCES
   8:30 a.m.-11:30 a.m.
Contact Us

Special Education Aid Assistance Service
Questar III BOCES
10 Empire State Boulevard
Castleton, NY 12033
518-477-2635 (p) **Option 2**
518-477-4284 (f)
kbeardsley@questar.org
Tyler.gates@questar.org
alyssa.scarcella@questar.org
Nicole.larose@questar.org
Emily.Vankempen@questar.org

http://sap.questar.org
twitter.com/qiiisap - @qiiisap