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Introduction

The STAC (System to Track and Account for Children) User Reference Guidebook is designed to help districts navigate through NYS Education Department’s STAC Online System. The reference guide will provide the user with step-by-step instructions needed to complete the reimbursement process for students with disabilities.

Additional Resources Available Here:
https://www.questar.org/services/financial/stac/resources/

- Annual Tuition Summary Worksheet
- Excess Cost Aid Calculator for SWD
- Calendar for Filing STACs
- DCERT Form
- Summer Related Services Only Form
- STAC Programs with June 30\textsuperscript{th} Deadlines

2020-21 STAC Talk Calendar:
https://www.questar.org/services/financial/stac/webinars/

Special Education Aid Assistance Service Description:
https://www.questar.org/services/financial/stac/

Education Responsibilities for School-Age Children in Residential Care:

*Disclaimer: Please note that any student or district information, and subsequent screen captures is fictitious and for display purposes only.*
How to Access the STAC Online System

To access the STAC Online System, you must have a valid user code and password. If you do not have a STAC user code and password, you should complete the request form located on the STAC Unit’s website here: http://www.oms.nysed.gov/stac/forms/stac_access_form.pdf and return it to the STAC Unit. Consultants may complete a similar form to gain access to a district’s STAC Online System here: http://www.oms.nysed.gov/stac/forms/stac_access_form_consultants.pdf. Please note that you will be allowed access to records only associated with your school district.

User codes and passwords will need to be reviewed by the district’s Superintendent. Each January, the district’s Superintendent are required to reauthorize all user codes through the STAC Online System.

Once you receive your unique user code and password, you may access the STAC Online System via the Internet. The STAC Online System is compatible with most recent versions of all major browsers, including Internet Explorer, Mozilla Firefox and Google Chrome. Internet explorer is the ideal browser to ensure you are receiving error messages. You can access the system here: https://efrt.nysed.gov/efrt/ or through the STAC Unit’s homepage:
How to Access the STAC Online System (continued)

Once you click on the EFRT link, you will be brought to the following screen:

![STAC Online System Welcome Screen]

---

Steps:

1. Turn your ‘CAPS LOCK’ on in order to properly navigate through the system.
2. Enter your unique user code and password (in all caps) and hit the enter key to log in.
How to Reset Your Password

1. Click on the ‘Forgot Password’ button on the log in page.

2. Enter your Usercode and the Email Address associated with your account.
3. Click the ‘Reset Password’ button.
4. If the usercode and email address match what is on the system, you will receive the pop-up message below.
How to Reset Your Password *(continued)*

Once you close out of the EFRT you should receive an email from OMSSTAC@nysed.gov with a temporary password. When you log in using the temporary password, you will be taken directly to the Change Password Screen (CHPWD) *(shown below)* and be required to immediately choose a new password.

![Change Password Screen](image)
Special Education Main Menu

Once you log in, the screen below is the screen that most users will see. It is called the Special Education Main Menu (DMNUM), and is the ‘home’ menu for the STAC Online system. Please note however, that each user's menu is specific to the user and may vary, depending on the level of access.

<table>
<thead>
<tr>
<th>DMNUM</th>
<th>Special Education Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice</td>
<td>Description</td>
</tr>
<tr>
<td>S</td>
<td>DMQRY STAC SCHOOLAGE&amp;PRESCHOOL INQUIRY SCREENS</td>
</tr>
<tr>
<td>S</td>
<td>DMNUS ADD/AMEND REIMBURSEMENT APPROVALS</td>
</tr>
<tr>
<td>S</td>
<td>DMNUR PROCESS A REAPPLICATION</td>
</tr>
<tr>
<td>S</td>
<td>DNUV ONLINE AVL VERIFY,PAYMENTS &amp; CHARGEBACKS</td>
</tr>
<tr>
<td>S</td>
<td>DMNAC CPSE ADMINISTRATIVE COST SCREENS</td>
</tr>
<tr>
<td>S</td>
<td>DCPUB HIGH COST WORKSHEET (IN-DISTRICT/BOCES)</td>
</tr>
<tr>
<td>S</td>
<td>DCPOD HIGH COST WORKSHEET (OTHER DISTRICT)</td>
</tr>
<tr>
<td>S</td>
<td>DCERT ADD A PRIVATE PLACEMENT CERTIFICATION</td>
</tr>
<tr>
<td>S</td>
<td>DSRWD SERVICE APPROVAL WITHDRAWAL</td>
</tr>
<tr>
<td>S</td>
<td>DCHSR FIND A STAC ID FOR A STUDENT</td>
</tr>
<tr>
<td>S</td>
<td>DQCLD VIEW/AMEND CHILD SERVICE APPROVALS</td>
</tr>
<tr>
<td>S</td>
<td>DQAPP APPROVAL LISTS</td>
</tr>
<tr>
<td>S</td>
<td>DQSOBO APPROVAL/VERIFICATION SUMMARY (3 YEAR)</td>
</tr>
<tr>
<td>S</td>
<td>DQSUM 4408/4201 SUMMER DISTRICT SUMMARY REPORT</td>
</tr>
<tr>
<td>S</td>
<td>DDATE PROGRAM DATE CHANGES</td>
</tr>
</tbody>
</table>
Main Menu Options Summary

1. **STAC School Age Inquiry Screens (DMQRY):** Use this screen to access main inquiry screens within the STAC Online System.

2. **Add/Withdraw Reimbursement Approvals (DMNUS):** Use this screen to add a STAC record.

3. **Process a Reapplication (DMNUR):** Use this screen to ‘reapp’ students from the previous school year to the next school year.

4. **Online AVL Verify, Payments & Chargebacks (DMNUV):** This screen has multiple functions from the main menu. Use this screen to verify most of your STAC’s through the online verification process (10-Month Chapter Placements are verified on paper). Also use this screen to view approval summaries, payments and chargeback reports.

5. **CPSE Administrative Cost Screens (DMNAC):** Use this screen to view lists of preschoolers with admin costs, CPSE admin cost listings, and CPSE admin costs incurred.

6. **High Cost Worksheet (In-District/BOCES) (DCPUB):** Use this screen as a cost calculation tool for any in-district or BOCES high cost claim. *Some students may require a DCPUB screen to be completed prior to verifying, replacing the High Cost Student Data Worksheet.*

7. **High Cost Worksheet (Other District) (DCPOD):** Use this screen for all high cost students attending another public school district to show tuition cost breakdown or to determine Non-Resident Tuition Rate. All students will require a DCPOD screen prior to verification.

8. **Add a Private Placement Certification (DCERT):** Use this screen to add a Private Placement Certification for each 10-month privately placed student for your school district.

9. **Service Approval Withdrawal (DSRWD):** Use this screen to withdraw a STAC record from a student’s profile.

10. **Find a STAC ID for a Student (DCHSR):** Use this screen to search for students within your school district.

11. **View/Amend Child Service Approvals (DQCLD):** Use this screen to view students STAC records as well as amend them.

12. **Approval Lists (DQAPP):** This screen provides a list of STAC’s entered for your district, by school year, by placement.

13. **Approval/Verification Summary (3 Year) (DQSBO):** Use this screen to view a three-year comparison report of STACs filed.

14. **4408/4201 Summer District Summary Report (DQSUM):** Use this screen to view district totals information regarding the 4408/4201 approval and verified costs, state aid paid, along with receivable estimates.

15. **Program Date Changes (DDATE):** Use this screen to change the program dates for your district’s approved programs.
Approval Lists (DQAPP)

Use the Approval List to view a list of all STAC records displayed by school year. This screen will provide the following information: Record Count for placement type, Student Name and STAC ID, Record Number, Provider, Placement Type, Program, Service Dates (Begin and End), FTE, 1:1 Aide Percentage, Rate & Cost, Verification, Stop Payment and Withdrawn. Export this list to a pdf document by clicking on the ‘Send File to SED FTM’ button. You will then locate the document in the GoAnywhere File System.

Steps:

1. Select the school year from the drop down menu provided.
2. Click on the ‘Get Providers’ button.
3. Select the Provider from the drop down menu provided. (Or choose to view All Providers.)
4. Select the Placement Type from the drop down box. (Or choose to view All Placements).
5. Click on the ‘Get Records’ button to the right of the screen.

Note: You may choose to view: All Records, Verified Records or Unverified Records. Also Note: The total Record Count does NOT include withdrawn records.
Find a STAC ID (DCHSR)

Use this screen to look up a student’s STAC ID or assign a new STAC ID to a student. The STAC Online System assigns a STAC ID to each student known to the system. This unique STAC ID will remain with the student throughout his/her education.

Steps:

1. Enter the first three letters of the Last Name and the first three letters of the First Name in the corresponding boxes.
2. Click the ‘Search’ button.
Find a STAC ID (DCHSR) *(continued)*

Steps *(continued)*:

3. If there are student matches on the name, they will appear in the screen below the search button. Use the STAC ID next to the student’s name for any future inquiries. Type a capital ‘S’ in the select box next to the student’s name and click the ‘Select’ button above to view that student’s STAC profile.

4. If there are no student matches from your search, you will receive the following message: “12 No matches for District, click Assign a New STAC ID.”

5. To assign a new STAC ID for the student, click the ‘Assign a New STAC ID’ button.
Assigning a New STAC ID

Steps:

1. Required Fields are displayed in blue font.
2. Enter the student’s Complete Last Name. (The letters you entered in your search will be carried over to this screen. Enter the remaining letters of the student’s last name).
3. Enter the student’s Complete First Name. (The letters you entered in your search will be carried over to this screen. Enter the remaining letters of the student’s first name).
4. Enter the student’s Date of Birth in the following format: mm/dd/yy.
5. Select the student’s Gender.
6. Choose the student’s Race-Ethnicity from the drop down menu provided.
7. Once you have filled in the necessary information, click the ‘Add a New STAC ID’ button at the bottom of the screen.
Assigning a New STAC ID (continued)

Once you click the add button, you will receive one of two possible messages:

1. “A New STAC ID has been assigned for this child.”
   - If you receive this message, it means that this individual student has not been entered into the STAC Online System before; and therefore, it has created a new ID for the student. (Write down this STAC ID number.)

2. “Exact match on Student Name and Date of Birth.”
   - If you receive this message, it means that this individual student already has a STAC ID associated with the STAC Online System. If you have entered the student’s demographic information correctly, use this STAC ID. (Write down this STAC ID number.)
   - Note: If you receive multiple possible matches and/or the demographic information does not match exactly, please contact the STAC Unit to ensure you are using the correct STAC ID for the student.
Add a New STAC (DMNUS)

Use this screen to add a new STAC for a student.

<table>
<thead>
<tr>
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<tr>
<td>S</td>
<td>DDATE PROGRAM DATE CHANGES</td>
</tr>
</tbody>
</table>
Add a New STAC (continued)

The screen capture below lists the placement types for which you can add a STAC. Click the ‘S’ button to the left of the placement type you would like to add. You will need to know the following information in order to add the STAC:

- Student STAC ID
- Student name
- Student disability
- Student placement type (see below)
Add a Private Placement Certification (DCERT)

“Assurance of Required Certifications for 10-Month Private School Reimbursement

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.”

A certification must be completed on an annual basis for all 10-month school age private placements.

Types of certification placements:

- Day In-State
- Day Out-of-State
- Residential In-State
- Residential Out-of-State

A new certification is required for the following circumstances:

- Change from Day to Residential or change from Residential to Day
- Change from In-State to Out-of-State or Out-of-State to In-State
- Change in CSE
- Change from preschool to school age
Add a Private Placement Certification (DCERT) (continued)
Add a Private Placement Certification (DCERT) (continued)

Steps:

1. Enter the student’s STAC ID.
2. Enter the first three letters of the student’s **last name**.
3. Choose the correct School Year from the drop down menu provided.
4. Choose the correct Placement Type from the drop down menu provided.
5. Click the ‘**Inquire**’ button to the right. (Student’s first name and date of birth will populate in top right corner).
6. Enter the CSE Meeting Date in the following format: mm/dd/yy.
7. Read and certify the appropriate certification statements based on the placement type (check the boxes to the left to certify statements).
8. Click the ‘**Add**’ button at the bottom of the page.
9. The date entered and your individual user code will display at the top of the screen under **Certification Date** and **User** if the DCERT was successfully added.

**Best Practice: Use a blank paper DCERT Form at your annual reviews.** Once you have determined the student’s placement in a private setting, complete the paper DCERT Form. Use the paper DCERT Form as your guide when entering the DCERTs online through the STAC Online System. Enter the DCERTs online before the start of the program. **We recommend having all DCERTs filed by the end of June preceding the start of the school year.**
Private Placement Certification List (DQCER)

Use this screen to view a list of all private placement certifications for a given school year. This is a good way to double check that a DCERT was successfully added for a specific student. Use this screen to ensure DCERTs have been entered correctly for each 10-month privately placed student.
Private Placement Certification List (DQCER) (continued)

Steps:

1. Choose the School Year from the drop-down menu provided.
2. Click the ‘Inquire’ button.
3. A list will populate below displaying the following information: Record Count, Student name and STAC ID, Placement Type, Certification Date and Time, CSE Meeting Date and the Username associated with the DCERT.

   **Best Practice:** If multiple DCERTs have been entered for the same student, the most recent time stamped DCERT will be used for the STAC.
Add a New STAC: Private Excess Cost Approval (DSPRV)

Note: You cannot add related services to a student privately placed.

Best Practice:
- 1:1 Aides must be specified on a student’s IEP.
- Educational Program Dates and Maintenance Program Dates may not match.
Add a New STAC: Private Excess Cost Approval (DSPRV) (continued)

Steps:

1. Enter the student’s STAC ID.
2. Enter the first three letters of the student’s last name.
3. Choose the correct School Year from the drop-down menu provided.
4. Leave the Record Number blank.
5. Click the ‘Inquire’ button to the right (not the Inquire button at the bottom of the screen.)
6. At this point, the student’s first name and date of birth should populate in the upper right hand corner and your mode should be ‘Add’.
7. Choose the student’s Disability from the drop-down menu provided.
8. Choose the District of Residence, County of Residence and Agency to be Paid from the drop-down menus provided.
9. Choose the Educational Provider from the drop-down menu provided.
10. Click the ‘Get ED Programs’ button.
11. Choose the correct Educational Program from the drop-down menu provided.
12. Enter the student’s Start and End Dates in the following format: mm/dd/yy. The dates you enter should match the dates listed in the Educational Program box (if the student has a 1.0 FTE).
13. If the student has a 1:1 or shared aide, enter the appropriate aide percentage in the Aide Percentage box. (If the student has an LPN, RN or interpreter, you must complete the Supplemental Aide Form).
14. If the student has maintenance (room and board), choose the Maintenance Provider from the drop-down menu provided, click the ‘Get MA Programs’ button, and choose the correct Maintenance Program from the drop-down menu provided.
15. Enter the student’s Maintenance Start and End Dates in the following format: mm/dd/yy. The dates you enter should match the dates listed in the Maintenance Program box (if the student has a 1.0 FTE).
16. If the student has an aide for maintenance, complete the Supplemental Aide Form.
17. You cannot enter costs associated with private placement STACs. The rates are set by SED and will be embedded in the system when the STAC has been filed. Please note: If the rate is still $0 once the STAC has been filed, it indicates that the rate has not yet been set. Refer to the Rate Setting Unit for rates.
18. Click the ‘Add’ button at the bottom of the screen.
19. You will receive a ‘Successful Add’ message at the bottom of the screen if the STAC was properly entered. The date and your user code will be time stamped at the bottom of the screen next to ‘Enter’ and ‘User’ respectively.
20. Monitor students’ placements throughout the year and revise STAC information if necessary. All placements must be verified after the school year in order to generate aid.
Out-of-State Placements:

Detailed information on out-of-state placements can be found on the website listed under the footnote.

Initial and Reapplications:

1. CSE cover letter
2. Application checklist
3. 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 currently not appropriate.
4. Statement of Assurance for Out-of-State Residential Placement, including the listing of the in-State schools that are unable to meet the student's educational needs (referral chart and copies of all acceptance and rejection letters from the in-State private schools must be submitted; letters within six months are acceptable).
5. For initial applications of students for residential placement, Statement of Assurance that the school district sought parental (or student) consent to invite county or State agency representatives to the CSE meeting.
6. Student Profile
7. Signed STAC-1 with the date of placement. A separate STAC-1 is required for July/August placements.
8. DCERT screen image – Online STAC screen where school district's enter their private placement certifications

Email or mail or fax initial and reapplications for residential placements to:

Email: OOSAPP@nysed.gov

OR

Mail:
New York State Education Department
P-12: Office of Special Education
Nondistrict Unit
1 Park Place, 3rd Floor
Peekskill, NY 10566
Attn: 2014-15 Residential Reapplication

OR

Fax: (914) 402-2180

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**NYS Children’s Residential Project (CRP) Placements:**

Placement of students in CRP programs requires special procedures. Documents to request a CRP placement may be obtained by contacting the Nondistrict Unit at (518) 486-6260. CRP programs are interagency education and residential programs approved by NYSED and the Office for People With Developmental Disabilities (OPWDD) to provide in-State educational and residential programs for students with severe developmental disabilities currently in out-of-State schools or at risk of placement in out-of-State schools. Admission to CRP programs is limited to those children identified through the education system as needing educational and residential services who also meet the residential eligibility criteria for the intermediate care facility for the developmentally disabled (ICFDD) as established by OPWDD. The placement of students in such programs is contingent on approval by NYSED and OPWDD that the student meets the criteria for CRP eligibility. If a CSE is considering a residential placement for a student in a CRP program, the district must discuss this option with the parent and obtain parental consent to participate in the CRP. The district then contacts OPWDD’s district office (referred to as the Developmental Disabilities Services Office or DDSO) concerning referral of the student to the CRP program. The district should assist the parent in the application process for the child’s admission to the ICFDD (http://www.opwdd.ny.gov/).

- Birch Family Services
- AHRC – Nassau Brookville Center for Children’s Services
- Center for Discovery
- Developmental Disabilities Institute
- Devereux Red Hook
- Easter Seals New York
- Heartshare Human Services of New York
- Maryhaven
- SCO Family of Services-The Christopher School
- UCP of Ulster County
- UCP of Greater Suffolk
- Upstate Cerebral Palsy
## Add a New STAC: Public High Cost Approval (DSPUB)

### New York State Education Department

#### High Cost - Public (3602.19)

<table>
<thead>
<tr>
<th>STAC ID</th>
<th>Name</th>
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<td>Z12348</td>
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#### CSE District

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#### Education

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</table>

### Additional Notes

- (SED use only)
  - 1/2 Placement
  - DCPUB/DCPOD Required
Add a New STAC: Public High Cost Approval (DSPUB) (continued)

Steps:

1. Enter the student’s STAC ID.
2. Enter the first three letters of the student’s last name.
3. Choose the correct School Year from the drop-down menu provided.
4. Leave the Record Number blank.
5. Click the ‘Inquire’ button to the right (not the Inquire button at the bottom of the screen).
6. At this point, the student’s first name and date of birth should populate in the upper right hand corner and your mode should be ‘Add’.
7. Choose the student’s Disability from the drop-down menu provided.
8. Choose the District of Residence and the Agency to be Paid from the drop-down menus provided.
9. Choose the Educational Provider from the drop-down menu provided.
10. Click the ‘Get ED Programs’ button.
11. Choose the correct Educational Program from the drop-down menu provided.
12. Choose either ‘Enrolled Full Year (Sept-June)’ or ‘Enrolled Partial Year’.
   a. If the student is enrolled full year, you do not need to enter Start and End Dates; they will be populated for you (after you add the STAC).
   b. If the student is enrolled partial year, enter the student’s Start and End Dates in the following format: mm/dd/yy.
13. Enter the student’s 10-month Annualized Cost in the box provided. Note: It is very important that you enter the Annualized Cost in this box because the STAC System will prorate the actual cost based on the student’s FTE. This should reflect the cost of the program for the entire school year regardless of student’s FTE; not the amount that you actually paid.
14. Click the ‘Add’ button at the bottom of the screen.
15. You will receive a ‘Successful Add’ message at the bottom of the screen if the STAC was properly entered. The date and your user code will be time stamped at the bottom of the screen next to ‘Enter’ and ‘User’ respectively.
16. Monitor students’ placements throughout the year and revise STAC information if necessary. All placements must be verified by SED’s specified deadline (will vary from year to year) in order to generate aid.
Add a New STAC: Special Class Approval (DSUMR)

Note: Summer 4408 programs include full day and half day programs, as long as there is SED approval. Also, you cannot add related services to a summer STAC.
Add a New STAC: Special Class Approval (DSUMR) (continued)

Steps:

1. Enter the student’s STAC ID.
2. Enter the first three letters of the student’s last name.
3. Choose the correct School Year from the drop-down menu provided.
4. Leave the Record Number blank.
5. Click the ‘Inquire’ button to the right (not the Inquire button at the bottom of the screen).
6. At this point, the student’s first name and date of birth should populate in the upper right hand corner and your mode should be ‘Add’.
7. Choose the student’s Disability from the drop-down menu provided.
8. Choose the District of Residence, County of Residence and Agency to be Paid from the drop-down menus provided.
9. Choose the Educational Provider from the drop-down menu provided.
10. Click the ‘Get ED Programs’ button.
11. Choose the correct Educational Program from the drop-down menu provided.
12. Enter the student’s Start and End Dates in the following format: mm/dd/yy. The dates you enter should match the dates listed in the Educational Program box (if the student has a 1.0 FTE).
13. If the student has a 1:1 or shared aide, enter the appropriate aide percentage in the Aide Percentage box. (If the student has an LPN, RN or interpreter, you must complete the Supplemental Aide Form).
14. If the student has maintenance, choose the Maintenance Provider from the drop-down menu provided, click the ‘Get MA Programs’ button, and choose the correct Maintenance Program from the drop-down menu provided.
15. Enter the student’s Maintenance Start and End Dates in the following format: mm/dd/yy. The dates you enter should match the dates listed in the Maintenance Program box (if the student has a 1.0 FTE).
16. If the student as an aide for maintenance, complete the Supplemental Aide Form.
17. You cannot enter costs associated with summer programs. The summer school program rates are set by SED and will be embedded in the system when the STAC has been filed. Please note: If the rate is still $0 once the STAC has been filed, it indicates that the rate has not yet been set. Refer to the Rate Setting Unit for rates.
18. Click the ‘Add’ button at the bottom of the screen.
19. You will receive a ‘Successful Add’ message at the bottom of the screen if the STAC was properly entered. The date and your user code will be time stamped at the bottom of the screen next to ‘Enter’ and ‘User’ respectively.
20. Monitor student’s placements throughout the year and revise STAC information if necessary. All placements must be verified (after summer school is complete) in order to generate aid.
Add a New STAC: Specially Designed Instruction/Related Services Only (DSSRS)

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<tr>
<td></td>
<td>School Age Summer Related / SDI Service (4408)</td>
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<tr>
<td>Z12348</td>
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**Specially Designed Instruction**

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<tr>
<td>Start Date</td>
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**Related Services**

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</tr>
<tr>
<td>Act</td>
</tr>
<tr>
<td>Speech Therapy</td>
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<td>Physical Therapy</td>
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<tr>
<td>Occupational Therapy</td>
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<table>
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<th>Total Num of Pro-Rated Rel Service Half Hour Units</th>
<th>Cost</th>
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<table>
<thead>
<tr>
<th>Transportation Cost</th>
<th>Total Num of Pro-Rated (SDI and RS) Half Hour Units</th>
<th>Cost</th>
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</tbody>
</table>

Enter: Update: User: Required for Inquiry: Inquire: Add: Change:
Add a New STAC: Specially Designed Instruction/Related Services Only (DSSRS) (continued)

Your district must be SED approved to operate 9015 A-D programs in order to receive reimbursement.

Steps:

1. Enter the student’s STAC ID.
2. Enter the first three letters of the student’s last name.
3. Choose the correct School Year from the drop-down menu provided.
4. Leave the Record Number blank.
5. Click the ‘Inquire’ button to the right (not the Inquire button at the bottom of the screen).
6. At this point, the student’s first name and date of birth should populate in the upper right hand corner and your mode should be ‘Add’.
7. Choose the student’s Disability from the drop-down menu provided.
8. Choose the District of Residence, Agency to be Paid and County of Residence from the drop-down menus provided.
9. Choose the Educational Provider from the drop-down menu provided.
10. Click the ‘Get ED Programs’ button.

For Specially Designed Instruction Only (SDI) (9015B):

1. Choose the correct SDI Program from the drop-down menu provided.
2. Enter the student’s Start and End Dates in the following format: mm/dd/yy. The dates you enter should match the dates listed in the Specially Designed Instruction Program box (if the student has a 1.0 FTE).
3. Choose the correct Group Size from the drop-down menu provided.
4. Enter the total Number of Half-Hour Units the student received.
5. Click the ‘Add’ button at the bottom of the screen.
6. You will receive a ‘Successful Add’ message at the bottom of the screen if the STAC was properly entered. The date and your user code will be time stamped at the bottom of the screen next to ‘Enter’ and ‘User’ respectively.
7. Monitor student’s placements throughout the summer and revise STAC information if necessary. All placements must be verified (after summer school is complete) in order to generate aid.
Add a New STAC: Specially Designed Instruction/Related Services Only (DSSRS) *(continued)*

For Related Services Only (RSO) (9015A):

1. Choose the blank record under SDI.
2. Choose the correct RSO Program from the drop-down menu provided.
3. For each related service, complete the following:
   - Choose the related service type from the drop-down menu provided.
   - Enter the student’s Start and End Dates in the following format: mm/dd/yy. The dates you enter should match the dates listed in the Related Services Program box (if the student has a 1.0 FTE).
   - Choose the correct Group Size from the drop-down menu provided.
   - Enter the total Number of Half-Hour units the student received.
4. Click the ‘Add’ button at the bottom of the screen.
5. You will receive a ‘Successful Add’ message at the bottom of the screen if the STAC was properly entered. The date and your user code will be time stamped at the bottom of the screen next to ‘Enter’ and ‘User’ respectively.
6. Monitor student’s placements throughout the summer and revise STAC information if necessary. All placements must be verified (after summer school is complete) in order to generate aid.

For Specially Designed Instruction and Related Services, complete the steps for both sections and click the ‘Add’ button at the bottom of the screen.

**Best Practice:** It’s imperative to record and retain copies of class lists with group sizes and frequencies for summer 9015 A-D programs. This will ensure that the information is accurate.

**9015 Program Key**

**9015A: Related Services Only (RSO)** – Must complete the Related Services Section of the screen only.

**9015B: Specially Designed Instruction Only (SDI)** – Must complete the Specially Designed Section of the screen only.

**9015C: Specialized Instruction with Related Services (SIWRS)** – Must complete both the Specially Designed Section and the Related Services Section of the screen.

**9015D: Home or Hospital Instruction (HHI)** – Can complete either the Specially Designed Section of the screen only, the Related Services Section of the screen only, or both the Specially designed Section and the Related Services Section of the screen.
Chapter Placements

The Office for People with Developmental Disabilities (OPWDD) placing children pursuant to Chapters 47, 66, and 721 must notify the NYS Education Department of such placements in order for the SED to provide appropriate State Aid for education services for such children pursuant to Sections 3202.5 of the Education Law.

- **Chapter 47 (Group Homes) [For students admitted to a family care home from a Developmental Center]**
  - A properly completed reimbursement application (STAC-1) must be submitted to the SED by the local public school district where the Chapter 47 Group Home is located after notification of the Chapter 47 placement by OPWDD via the STAC-200 form (Notice of Other State Agency Placements).

- **Chapter 66 (Developmental Centers)**
  - A properly completed reimbursement application (STAC-1) must be submitted to the SED by the local public school district where the Chapter 66 Developmental Center is located after notification of the Chapter 66 placement by OPWDD via the STAC-200 form (Notice of Other State Agency Placements).

- **Chapter 721 (Intermediate Care Facilities-ICF) or (Individual Residential Alternative-IRA)**
  - A properly completed reimbursement application (STAC-1) must be submitted to the SED by the local public school district where the Chapter 721 ICF or IRA is located after notification of the Chapter 721 placement by OPWDD via the STAC-200 form (Notice of Other State Agency Placements).
Chapter Placements (continued)

1. **PLACEMENT APPROVAL**
   - STAC-200 notice filed by OPWDD facility
   - New STAC-200 any change in placement

2. **STAC REIMBURSEMENT APPROVAL**
   - Facility CSE district adds education record
     - DSCHP – School Year
     - DSCSM – Summer
   - District submits reapplication online
     - DRCHP – School Year
     - DRCSM – Summer

3. **EDUCATION VERIFICATION**
   - Online Verification Screen
     - DVCHP – School Year
     - DVCSM – Summer

4. **TRANSPORTATION VERIFICATION**
   - Summer transportation cost reported and verified on DVSTC screen
   - Only Chapter 47 and 721 aided; Chapter 66 paid by developmental center

   - Chapter 47 – admitted to family care from developmental center
     - 100% tuition reimbursement
     - Family care when not admitted from developmental center is not a chapter placement. CSE district claims all eligible aid, bills district of admission balance.
   - Chapter 66 – residing at developmental center
     - 100% tuition reimbursement
   - Chapter 721 – Intermediate Care Facility (ICF) or Individual Residential Alternative (IRA)
     - CSE district reimbursed 100% of costs
     - Tuition, transportation, related services, administrative expense (5% limit), extraordinary CSE costs

   - Current year 70% cash advance paid in March based on prior year’s STACs. 30% balance aided on Approved Payment Reports run in following aid year.
   - District of Origin billed Basic Contribution on following year’s GEN Report
   - Transportation provided by district of current location (Chapter 721)
   - 1-year statute of limitations
   - STAC-200 must be received by STAC Unit before district can add education

Other Agency Placements Summary (DQCHG)

Use this screen to look up STAC-200 information if a paper copy of the original STAC-200 form cannot be located. Type DQCHG into the Go to menu box in the upper right corner and click enter.

Steps:

1. Enter the student’s STAC ID.
2. Click the ‘Get Profile’ button.
3. Click on the ‘S’ button next to the record you want to view.
STAC Other Agency Eligibility

Once you click on the record, an electronic version of the STAC-200 will appear. This screen will display important information required when filing a STAC such as the eligible dates, chapter type and agency provider.
Add a New STAC: Chapter Approvals 2-Month (DSCSM)
Steps:

4. Enter the student’s STAC ID.
5. Enter the first three letters of the student’s last name.
6. Choose the correct School Year from the drop-down menu provided.
7. Leave the Record Number blank.
8. Click the ‘Inquire’ button to the right (not the Inquire button at the bottom of the screen).
9. At this point, the student’s first name and date of birth should populate in the upper right hand corner and your mode should be ‘Add’.
10. Choose the student’s Disability from the drop-down menu provided.
11. Choose the District of Residence, County of Residence, Chapter Type and ICF/IRA Provider from the drop-down menus provided.
12. Choose the Educational Provider from the drop-down menu provided.
13. Click the ‘Get ED Programs’ button.
14. Choose the correct Educational Program from the drop-down menu provided.
15. Enter the student’s Start and End Dates in the following format: mm/dd/yy. The dates you enter should match the dates listed in the Educational Program box (if the student has a 1.0 FTE).
16. If the student has a 1:1 or shared aide, enter the appropriate aide percentage in the Aide Percentage box. (If the student has an LPN, RN or interpreter, you must complete the Supplemental Aide Form).
17. Click the ‘Add’ button at the bottom of the screen.
18. You will receive a ‘Successful Add’ message at the bottom of the screen if the STAC was properly entered. The date and your user code will be time stamped at the bottom of the screen next to ‘Enter’ and ‘User’ respectively.
19. Monitor student’s placements throughout the summer and revise STAC information if necessary. All placements must be verified (after summer school is complete) in order to generate aid.
Add a New STAC: Chapter Approvals 10-Month (DSCHP)
Add a New STAC: Chapter Approvals 10-Month (DSCHP) (continued)

Steps:

1. Enter the student’s STAC ID.
2. Enter the first three letters of the student’s last name.
3. Choose the correct School Year from the drop-down menu provided.
4. Leave the Record Number blank.
5. Click the ‘Inquire’ button to the right (not the Inquire button at the bottom of the screen).
6. At this point, the student’s first name and date of birth should populate in the upper right hand corner and your mode should be ‘Add’.
7. Choose the student’s Disability from the drop-down menu provided. (Or choose non-disabled).
8. Choose the Chapter Type and ICF/IRA Provider from the drop-down menus provided.
9. Choose the Educational Provider from the drop-down menu provided.
10. Click the ‘Get ED Programs’ button.
11. Choose the correct Educational Program from the drop-down menu provided.
12. Enter the student’s Start and End Dates in the following format: mm/dd/yy. The dates you enter should match the dates listed in the Educational Program box (if the student has a 1.0 FTE).
13. Enter the Annualized Cost in the Rate box provided (public placements only). Note: Related Services costs must be included in the Annualized Cost amount. Enter the other costs associated (Transportation, Administrative and CSE Cost), if applicable. See the beginning of the Chapter Placements section for more information on these costs.
14. Click the ‘Add’ button at the bottom of the screen.
15. You will receive a ‘Successful Add’ message at the bottom of the screen if the STAC was properly entered. The date and your User ID will be time stamped at the bottom of the screen next to ‘Enter’ and ‘User’ respectively.
16. Monitor student’s placements throughout the year and revise STAC information if necessary. All placements must be verified (via AVL) by SED’s specified deadline in order to generate aid.
Homeless Process

1. Determine the process of filing a paper STAC 202 within your district. Typically, the homeless liaison will be involved in this process.

2. The paper STAC 202 should be mailed to the STAC Unit. An additional copy should be sent to previous school district. Retain a copy within your district.

3. Once the STAC Unit has received the STAC 202 and they have deemed the student as homeless, they will assign the student a STAC ID.

4. The STAC Unit will post the records to the ‘Homeless Eligibility List’ located on the STAC Online System. **The district is then responsible for monitoring the list and adding the homeless STACs to the system.** If the student is being educated at a BOCES, enter the tuition cost on the STAC. If the student is being educated within your district, you will not have to enter a cost. The district will be reimbursed at the non-resident tuition rate.

5. The district is responsible for updating the STAC 202 and forwarding the updated STAC 202 to the STAC Unit if the student leaves the district and/or finds permanent housing.

6. The student can be a regular or special ed. student.

Resources:

STAC 202 Form

NYS-TEACHS (McKinney-Vento)

A Note About the Homeless Eligibility List:

This screen will display for the Designated District of Attendance a listing of all students who are eligible for homeless reimbursement for any part of the selected year and those students who have an open 202 from the prior year.

Homeless Eligibility List (DQHOM)

Use this screen to determine if there are any students deemed eligible to be STAC’d under the Homeless Approvals and to view any students in which your district is listed as the last permanently housed prior to attendance.
Homeless Eligibility List (DQHOM) – Attendance (educating 9A)

Use this screen to determine if there are any students deemed eligible to be STAC’d under the Homeless Approvals. Each 202 where the district of current education matches the logged in user’s school district is displayed as a detail line which includes the district of residence.

Steps:

1. Choose the School Year from the drop-down menu provided.
2. Select the ‘Attendance (educating – 9A)’ radio button.
3. Click the ‘Inquire’ button.
4. A list will populate below displaying the following information: Record Count, Student Name and STAC ID, Record Number, District Last Permanently Housed, Eligibility Begin and End Dates and if the record has been Withdrawn.

You should STAC the students on this list under the Homeless Approvals screen within the eligible dates listed on this screen.
Homeless Eligibility List (DQHOM) – Last Permanently Housed Prior to Attendance (origin 7A)

Use this screen to view any students in which your district is listed as the last permanently housed prior to attendance. Each 202 where the district of residence matches the logged in user’s school district is displayed as a detail line which includes the district of origin.

Steps:

1. Choose the School Year from the drop-down menu provided.
2. Select the ‘Last Permanently Housed Prior to Attendance (origin – 7A)’ radio button.
3. Click the ‘Inquire’ button.
4. A list will populate below displaying the following information: Record Count, Student Name and STAC ID, Record Number, District Now Educating, Eligibility Begin and End Dates and if the record has been Withdrawn.
Add a New STAC: Homeless Approvals 10-Month (DSHOM)

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<td><strong>Record Number</strong></td>
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<td><strong>Partial Name</strong></td>
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<td><strong>0500K K-6 REGULAR ED</strong></td>
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<td><strong>End Date</strong></td>
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<td>01/13/16</td>
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**Required for Inquiry**

Inquire  Add  Change
Add a New STAC: Homeless Approvals 10-Month (DSHOM) (continued)

Steps:

1. Enter the student’s STAC ID.
2. Enter the first three letters of the student’s last name.
3. Choose the correct School Year from the drop-down menu provided.
4. Leave the Record Number blank.
5. Click the ‘Inquire’ button to the right (not the Inquire button at the bottom of the screen).
6. At this point, the student’s first name and date of birth should populate in the upper right hand corner and your mode should be ‘Add’.
7. Choose the student’s Disability from the drop-down menu provided.
8. Enter the first three letters of the ‘District Before Becoming Homeless’ in the ‘Partial Name’ box. (Refer to the Homeless Eligibility List for this information).
9. Click the ‘Search’ button.
10. Choose the correct ‘District Before Becoming Homeless’ from the drop-down menu provided.
11. Choose the Educational Provider from the drop-down menu provided.
12. Click the ‘Get ED Programs’ button.
13. Choose the correct Educational Program from the drop-down menu provided.
14. Enter the student’s Start and End Dates in the following format: mm/dd/yy (Refer to the Homeless Eligibility List for eligible dates).
15. If the student attends a BOCES program, enter the student’s Annualized Cost in the BOCES Rate box; otherwise, leave the box blank.
16. Click the ‘Add’ button at the bottom of the screen.
17. You will receive a ‘Successful Add’ message at the bottom of the screen if the STAC was properly entered. The date and your user code will be time stamped at the bottom of the screen next to ‘Enter’ and ‘User’ respectively.
18. Monitor student’s placements throughout the year and revise STAC information if necessary. All placements must be verified (after the school year is complete) in order to generate aid.
Amending a STAC vs. Withdrawing a STAC

Amending a STAC (End date):

- **If the student transfers to another district:** Amend the STAC and change the End Date to the last day the student was at your district. *(Aid will be prorated)*
- **If the student changes placements (providers) throughout the school year:** Amend the STAC and change the End Date to the last day the student was in that placement. Create a new STAC with the Start Date as first day the student attended the new placement.
- **If the student changes programs (same provider) throughout the school year:** Amend the STAC and change the End Date to the last day the student was in that program. Create a new STAC with the Start Date as the first day the student began in the new program.
- **If the student begins receiving a 1:1 or 2:1 aide throughout the school year:** Amend the STAC and change the End Date to the last day the student was not receiving the 1:1 or 2:1 Aide. Create a new STAC with the Start Date as the first day the student began receiving the 1:1 or 2:1 Aide AND check the 1:1 Full or Half Aide box.
- **If the student stops receiving a 1:1 or 2:1 aide throughout the school year:** Amend the STAC and change the End Date to the last day the student was receiving the 1:1 or 2:1 Aide. Create a new STAC with the Start Date as the first day the student stopped receiving the 1:1 or 2:1 Aide and **DO NOT** check the 1:1 Full or Half Aide box.

Withdrawing a STAC:

- **If the student never attended the program:** Withdraw the record.

*You should only withdraw a record if the student NEVER attended the program. Do not use this screen to amend a student’s STAC record due to IEP driven programmatic changes.*
Amend an Existing STAC

Steps:

1. Enter the student’s STAC ID.
2. Click the ‘Get Profile’ button.
3. At this point, the student’s demographics should populate at the top of the screen and the student’s records will populate at the bottom of the screen.
4. Click on the ‘S’ button next to the record you need to change.
Amend an Existing STAC (continued)
Amend an Existing STAC *(continued)*

Steps:

1. Delete the acronym ‘DQCLD’ in the ‘Go to’ box located in the upper right-hand corner so that the box is blank.
2. Click the ‘Inquire’ button at the bottom of the screen.
3. Your mode should change from ‘Inquire’ to ‘Change’.
4. You now have the ability to make a change to the record.
5. Place a capital ‘C’ in the ‘Add/Change’ box if applicable.
6. Click the ‘Change’ button at the bottom of the screen to submit the change.
7. You will receive a ‘Successful Change’ message at the bottom of the screen if the change was submitted. The date in which you update the STAC will be time stamped at the bottom of the screen next to ‘Upd.’
8. **If record was previously verified, you must re-verify the amended record.**

Changes that **cannot** be made to an existing STAC:

- **Educational Provider:** You cannot change the Educational Provider on a STAC that has already been filed. You must withdraw the STAC and create a new one with the correct Educational Provider.
- **Maintenance Provider:** You cannot change the Maintenance Provider on a STAC that has already been filed. You must withdraw the STAC and create a new one with the correct Maintenance Provider.
- **Maintenance Section:** You cannot add Maintenance to a STAC that has already been filed. You must withdraw the STAC and create a new one with the Maintenance section completed.
Amend an Existing STAC (continued)

Changes that can be made to an existing STAC (Amendments due to User Error ONLY):

- **Student Disability:**
  - To change the student’s disability, choose the correct disability from the drop-down menu provided, place a capital ‘C’ in the ‘Add/Change’ box if applicable*, and click the ‘Change’ button at the bottom of the screen.

- **Educational Program:**
  - To change the educational program, click the ‘Get ED Programs’ button and choose the correct educational program from the drop-down menu provided. Place a capital ‘C’ in the ‘Add/Change’ box if applicable*, and click the ‘Change’ button at the bottom of the screen.

- **Start and End Dates:**
  - To change either the start or end date, place a capital ‘C’ in the ‘Add/Change’ box if applicable*, enter the correct start and end dates in the following format: mm/dd/yy, and click the ‘Change’ button at the bottom of the screen.
  - Note: If you are changing the dates for a public placement, you will also have to change the Student Enrollment field to ‘Enrolled Partial Year’.

- **Aide (Remove or Add):**
  - To either remove or add an aide to a STAC, place a capital ‘C’ in the ‘Add/Change’ box if applicable*, check or uncheck the aide box, and click the ‘Change’ button at the bottom of the screen.

- **Public Placements 10-Month Annualized Cost:**
  - To change the annualized cost for a public placement, enter the correct 10-month annualized cost and click the ‘Change’ button at the bottom of the screen.

* The Add/Change box is only located on a Private Excess Cost STAC or a School Age Summer Placement STAC. Other placement types will not have this box; therefore, placing a capital ‘C’ in the box is not needed to amend those specific records.

**Note:** If you make an amendment to an existing STAC record that has already been verified, you must re-verify the amended record.
Withdraw a STAC (DSWRD)

Use this screen to withdraw a STAC record. You should only withdraw a record if the student NEVER attended the program. Do not use this screen to amend a student’s STAC record due to IEP driven programmatic changes.

<table>
<thead>
<tr>
<th>DMNUM</th>
<th>Special Education Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice</td>
<td>Description</td>
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<td>S</td>
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<td>DMNUR</td>
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<tr>
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<td>S</td>
<td>DQSUM</td>
</tr>
<tr>
<td>S</td>
<td>DDATE</td>
</tr>
</tbody>
</table>
Withdraw a STAC (DSRWD) *(continued)*

Steps:

1. Enter the student’s STAC ID.
2. Enter the first three letters of the student’s **last name**.
3. Choose the correct school year from the drop-down menu provided.
4. Click the ‘Inquire’ button to the right (not the inquire button at the bottom of the screen).
5. At this point, the student’s first name and date of birth should populate in the upper right hand corner and the student’s records for the given school year will populate in the bottom half of the screen.
6. Enter the two-digit record number you would like to withdraw in the For Record Number box.
7. Click the ‘Withdraw’ button.
8. If the record was successfully withdrawn, there will be a capital ‘Y’ in the ‘WD’ column to the far right. You can refer to the Approval List to view this also.
Online Verifications (DMNUV)

In order to generate aid for your district, STAC records must be verified. It is the district’s responsibility to verify STAC records. Most placement types are verified online through the STAC system. However, 10-month chapter placements are verified on paper and mailed back to the STAC Unit after completion.
# Online Verifications (continued)

<table>
<thead>
<tr>
<th>DMNVS</th>
<th>SCHOOL AGE ONLINE AVL PROCESSING MENU</th>
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<td>DV PRV</td>
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<td>S</td>
<td>DQ PAY</td>
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<tr>
<td>S</td>
<td>DQ CDI</td>
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</tbody>
</table>
Online Verifications: Public High Cost (DVPUB)

The DVPUB screen is used to verify all 10-Month High Cost Public Placements including BOCES, In-District and Other Public District placements. The STAC Unit will “review and lock” the data in the system once the verifications have been completed. Districts must contact the STAC Unit to request that a “Reviewed and Locked” record be unlocked, if the DVPUB needs to be amended and re-verified.

Prior to verifying Public High Cost Claims, districts are required to complete the DCPUB* online screen for the following:
1. **In-District** – the top three in-district claim records (in terms of 10-month annualized cost).
2. **In-District** – any claim records where the 10-month annualized cost exceeds their district’s public excess cost threshold by $40,000 or greater.
3. **BOCES** – any BOCES claim records where the claimed cost exceeds the cost listed on the BOCES Year-End Final Cost Report*. (*Without completion of the DCPUB screen for these BOCES students, records will be capped at the amount listed on the BOCES report. Districts must identify these students*).
4. Selected verification records identified by the STAC and Medicaid Unit. Districts will be notified of these claims via email.

*Note: Districts will only be required to submit additional back-up documentation substantiating 2016-17 school year claims for verified students selected by the STAC and Medicaid Unit for in-depth review.*

*The DCPUB online screen replaced the paper High Cost Student Data Worksheet as of the 2016-17 school year. In addition, the DCPUB online screen can be utilized as a cost calculation tool prior to verifying any high cost claim. Districts are permitted and encouraged to complete the DCPUB screen for any claims not meeting the criteria above.

*Districts are required to use the BOCES Year-End/Refund Report to complete the high cost public verifications for BOCES students.*
Online Verifications: Public High Cost (DVPUB) *(continued)*

Records listed with 'DCPUB Required' in red must have a DCPUB screen submitted prior to verification. Once submitted, the label will change to 'DCPUB on' in green, allowing for verification to be completed.
Online Verifications: Public High Cost (DVPUB) (continued)

Steps:

1. Choose the correct School Year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must complete each provider separately if there are more than one).
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the CSE District Threshold and Public Excess Cost Ratio will populate. The students will also populate in the bottom half of the screen.
7. Verify the student’s Begin and End Dates as well as the 10-Month Annualized Cost. If all information is accurate, check the verify box to the right.
8. If student’s Begin and/or End Dates are incorrect, type the correct dates in the following format: mm/dd/yy and check the verify box to the right.
9. If the student’s 10-Month Annualized Cost is incorrect, type the correct 10-Month Annualized Cost in the box provided and check the verify box to the right.
10. Complete step 7-9 for all of the students listed on the screen.
11. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the screen).
12. Once the verifications have been complete, fill in the ‘Completion of 10-Month Verification for All Public Providers’ section with your Contact Name, Email Address and Phone #. Check the ‘Verification Completed’ box and click the ‘Submit’ button at the bottom of the screen. The date will populate next to the ‘Verification Completed’ check box once submitted.
Online Verifications: DCPUB Online Screen

Steps:

1. Enter the student’s STAC ID.
2. Choose the correct School Year from the drop-down menu provided.
3. Choose the correct Record Number from the drop-down menu provided.
4. Click the ‘Inquire’ button below the STAC ID.
5. At this point, the student’s full name, date of birth, district threshold and aid ratio, start and end dates, FTE, CSE district, educational provider and previous annualized rate should populate in the top section of the screen.

Section I. BOCES:

*Only to be used if the student is listed on the year-end final cost report from a BOCES.*

6. Enter the 10-Month Annualized Cost from the BOCES year-end final cost report.
Online Verifications: DCPUB Online Screen (continued)

Section II. In-District Classroom Totals: *(use one of the two sections below)*

- Section II-A. Full Day Self-Contained Special Education Classroom:

  7. Enter the ratio of students to teachers to paraprofessionals of the student’s classroom based on student’s IEP.

  8. Enter the actual number of students that were educated in the classroom. *(If applicable, round up to the nearest whole number).*

  9. Enter the percentage of the teacher’s salary and fringe benefits directly related to the classroom special education instruction, plus classroom preparation.*

  10. Enter the total salaries and fringe benefits of classroom aides and TA’s. If less than full-day, prorate accordingly. Do not include aides assigned to specific students.

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

- Section II-B. Period-Based Special Education Placements:

  11. Choose the Placement Type from the drop-down menu provided.

  12. Enter the percentage of the teachers/aides salary and fringe benefits directly related to the classroom special education instruction, plus classroom preparation.

  13. Enter the Teacher Work Day in Minutes (Excluding Lunch).

  14. Enter the Group Size.

  15. Enter the Sessions Per Cycle.

  16. Enter the Session Length in Minutes.

  17. Choose the Frequency from the drop-down menu provided.
### 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>
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</thead>
<tbody>
<tr>
<td>Aide/Teaching Aide</td>
<td>23481.00</td>
<td>4097.00</td>
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<td>27,578.00</td>
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</tr>
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</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>Session Cost Per Child</th>
<th><strong>Actual Sessions</strong></th>
<th>Total Child Cost</th>
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</thead>
<tbody>
<tr>
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<td>District</td>
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<td>56.98</td>
<td>2</td>
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<td>Physical Therapy</td>
<td>District</td>
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<td>13.00</td>
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<td>Speech/Language Therapy</td>
<td>District</td>
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<td>49.17</td>
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<td>16.32</td>
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<td>District</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(BOCES Extra) (District) (Other Provider)

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

If more than six services, enter total annual cost by type of remaining services: (and provide explanation in comments)

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

18. Choose the Type of 1:1 from the drop-down menu provided.
19. Enter the total salaries and fringe benefits of the 1:1. *(If necessary, prorate by the number of hours assigned to the student).*
20. Enter the number of students served.

Section IV. Related/Other Services:

21. Choose the Service Type from the drop-down menu provided.
22. Choose the Provider Type from the drop-down menu provided.
23. Enter the Length of Session (Minutes).
24. Enter the Total Cost Per Session.
25. Choose the Group Size from the drop-down menu provided.
26. Enter the number of Actual Sessions the student received. *(Note: actual number of sessions cannot exceed the number of sessions specified on the student’s IEP).*
27. If there are more than six services, use the BOCES Extra, District or Other Provider sections. Enter the lump sum costs by provider type and provide an explanation in the comments section located at the bottom of the screen.
Section V. Other Child Specific Costs:

28. Choose the Cost Category from the drop-down menu provided.
29. Enter any additional information or detail on the cost.
30. Enter the total amount of all non-recurring costs. *(Note: since this section is for non-recurring costs, this amount should not be annualized).*
31. If applicable, provide explanations for anything that is unclear from the standardized fields above in the Comments boxes.
32. Enter a Contact Name, Email Address and Phone #.
33. Click the ‘ADD’ button at the bottom of the screen.
34. Once the screen has been submitted, it will populate all calculated fields and provide a summary section at the bottom of the screen.
Online Verifications: DCPOD Online Screen

Steps:

1. Enter the student’s STAC ID.
2. Choose the correct School Year from the drop-down menu provided.
3. Choose the correct Record Number from the drop-down menu provided.
4. Click the ‘Inquire’ button below the STAC ID.
5. At this point, the student’s full name, date of birth, district threshold and aid ratio, start and end dates, FTE, CSE district, educational provider and previous annualized rate should populate in the top section of the screen.

Section I. NRT:

6. Choose the correct option the educating district used to bill the CSE district.
   a. Non Resident Tuition (NRT) Rate – Full Day K-6 Student with Disabilities
   b. Non Resident Tuition (NRT) Rate – Grade 7-12 Student with Disabilities
   c. Other Educating District Billed Using Actual Costs – Provide Cost Breakdown Below

Note: If the other educating district has billed using the NRT rate, the aid available for services provided by the other educating district is capped at the NRT rate. However, costs for services provided by the CSE district or BOCES can also be claimed in the sections below.
### Section II. Special Education Classrooms

1. Choose the Placement Type from the drop-down menu provided.
2. Enter the IEP classroom ratio of students to teachers and paraprofessionals.
3. Enter the Total Placement Cost of the special education classroom. *(If the educating district billed on a per student basis, enter the total placement cost for that student).*
4. Enter the actual number of students that were educated in the classroom. *(If the educating district billed on a per student basis, and the number of students in the class is not provided, enter a group size of 1 and explain in the comments section).*
5. If the student has more than four special education classroom placements, use the Additional Special Education Classroom Costs box. Enter as a lump sum and provide a breakdown in the comments section.

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

1. Choose the Type of 1:1 from the drop-down menu provided.
2. Choose the Provider Type from the drop-down menu provided.
3. Enter the Total Cost of the Aide.
4. Enter the Number of Students Served.
Section IV. Related/Other Services *(not included in reported costs above)*

16. Choose the Service Type from the drop-down menu provided.
17. Choose the Provider Type from the drop-down menu provided.
18. Enter the Total Amount (annualized) Billed Per Student.
19. Enter the IEP Session Length in Minutes.
20. Choose the Group Size from the two options provided (Individual or Group)
21. Enter the number of Actual Sessions billed. *(Note: actual number of sessions cannot exceed the number of sessions specified on the student’s IEP).*
22. If there are more than six services, use the Non-Resident District, BOCES Extra, CSE District or Other Provider sections. Enter the lump sum costs by provider type and provide an explanation in the comments section.
Section V. Other Child Specific Costs:

23. Choose the Cost Category from the drop-down menu provided.
24. Enter any additional information or detail on the cost.
25. Enter the total amount of Other Child-Specific Costs.
26. If applicable, provide explanations for anything that is unclear from the standardized fields above in the Comments boxes.
27. Enter a Contact Name, Email Address and Phone #.
28. Click the ‘ADD’ button at the bottom of the screen.
29. Once the screen has been submitted, it will populate all calculated fields and provide a summary section at the bottom of the screen.

Note: There is an SED Use Only section, which will provide information about whether SED has reviewed and locked the record, and/or has made any changes to the initial record.
Online Verifications: Private Placements (DVPRV)

Go to **DMNUV**, then **DMNVS**.

Steps:

1. Choose the correct school year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided *(you must do each provider separately if there are more than one)*.
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen
7. Verify the student’s information including the placement, program, 1:1 aide information and begin and end dates. If all information is accurate, check the verify box to the right.
8. Complete step 7 for all of the students listed on the screen.
9. Click the ‘Submit’ button at the bottom of the screen *(If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the Unverified screen)*.

*If you need to amend any information on the STAC, skip the verification for that student. Amend the student’s information by following the ‘Amend an Existing STAC’ steps. Once the information has been amended, you can verify the student through the DVPRV above.*
Online Verifications: 4408 Summer Placements (DVSUM)

Go to DMNUV, then DMNVS.

Steps:

1. Choose the correct school year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen.
7. Verify the student’s information including the placement, program, 1:1 aide information and begin and end dates. If all information is accurate, check the verify box to the right.
8. Complete step 7 for all of the students listed on the screen.
9. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the Unverified screen).

*If you need to amend any information on the STAC, skip the verification for that student. Amend the student’s information by following the ‘Amend an Existing STAC’ steps. Once the information has been amended, you can verify the student through the DVSUM above.*
Online Verifications: 4408 Summer Placement Transportation (DVSTR)

Go to DMNUV, then DMNVS. In order to verify summer transportation costs, the education and maintenance must already be verified using the DVSUM screen.

Steps:

1. Choose the correct school year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen.
7. If the transportation costs were originally entered on the actual STAC, then those costs will appear under the ‘Previously Approved’ column. If transportation costs were not entered on the actual STAC it will show a $0.
8. For each student, enter or re-enter the transportation cost in the box provided (If a student does not have a transportation cost, you must verify it at $0).
   - If a student’s transportation cost exceeds $6,500, a ‘Stop Payment’ flag will be placed on the record until a completed supplemental transportation form and required back-up data (showing cost breakdown) is received by the STAC Unit.
9. Check the verify box to the right and check either the District-Operated or Contracted Transportation box.
10. Complete steps 7-9 for all of the students listed on the screen.
11. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the Unverified screen).
Online Verifications: 4408 Summer Related Services (DVSRL)

Go to DMNUV, then DMNVS.

Steps:

1. Choose the correct school year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen.
7. For each student, verify the total number of ½ hour units received and check the verify box to the right.
8. In the ‘District Operated 9015 Program-Education Costs Only’ box enter the total cost of the related services for whom STACs have been filed.
9. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the Unverified screen)

Best Practice:
Refer to students’ IEPs.
Reference summer attendance and frequency records for accurate information.
Online Verifications: 4408 Summer Related Service Trans. (DVST2)

Go to **DMNUV**, then **DMNVS**. In order to verify summer related services only transportation costs, the education must already be verified using the DVSRL screen.

Steps:

1. Choose the correct school year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided *(you must do each provider separately if there are more than one)*.
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen.
7. If the transportation costs were originally entered on the actual STAC, then those costs will appear under the ‘Previously Approved’ column. If transportation costs were not entered on the actual STAC it will display a $0.
8. For each student, enter or re-enter the transportation cost in the box provided *(If a student does not have a transportation cost, you must verify it at $0)*.
   - If a student’s transportation cost exceeds $6,500, a ‘Stop Payment’ flag will be placed on the record until a completed [supplemental transportation form](#) and required back-up data (showing cost breakdown) is received by the STAC Unit.
9. Check the verify box to the right and check either the District-Operated or Contracted Transportation box.
10. Complete steps 7-9 for all of the students listed on the screen.
11. Click the ‘Submit’ button at the bottom of the screen *(If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the Unverified screen)*
Online Verifications: Summer Chapter Placement (DVCSM)

Go to DMNUV, then DMNVS.

Steps:

1. Choose the correct school year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen.
7. Verify the student’s information including the placement, program, service type, 1:1 aide information and begin and end dates. If all information is accurate, check the verify box to the right.
8. Complete step 7 for all of the students listed on the screen.
9. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the Unverified screen).

*If you need to amend any information on the STAC, skip the verification for that student. Amend the student’s information by following the ‘Amend an Existing STAC’ steps. Once the information has been amended, you can verify the student through the DVCSM above.
Online Verifications: Summer Chapter Transportation (DVSTC)

Go to DMNUV, then DMNVS. In order to verify summer chapter transportation costs, the education and maintenance must already be verified first using the DVCSM screen.

Steps:

1. Choose the correct school year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen.
7. If the transportation costs were originally entered on the actual STAC, then those costs will appear under the ‘Previously Approved’ column. If transportation costs were not entered on the actual STAC it will show a $0.
8. For each student, enter or re-enter the transportation cost in the box provided (If a student does not have a transportation cost, you must verify it at $0).
   o If a student’s transportation cost exceeds $6,500, a ‘Stop Payment’ flag will be placed on the record until a completed supplemental transportation form and required back-up data (showing cost breakdown) is received by the STAC Unit.
9. Check the verify box to the right and check either the District-Operated or Contracted Transportation box.
10. Complete steps 7-9 for all of the students listed on the screen.
11. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the Unverified screen).
Online Verifications: Summer 4201 Transportation (DVST3)

Go to **DMNUV**, then **DMNVS**. Districts are not responsible for verifying the summer 4201 School placements education. Districts are responsible for verifying the transportation costs.

Steps:

1. Choose the correct school year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided *(you must do each provider separately if there are more than one)*.
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen.
7. For each student, enter or re-enter the transportation cost in the box provided *(If a student does not have a transportation cost, you must verify it at $0)*.
   - If a student’s transportation cost exceeds $6,500, a ‘Stop Payment’ flag will be placed on the record until a completed [supplemental transportation form](#) and required back-up data (showing cost breakdown) is received by the STAC Unit.
8. Check the verify box to the right and check either the District-Operated or Contracted Transportation box.
9. Complete steps 7-9 for all of the students listed on the screen.
10. Click the ‘Submit’ button at the bottom of the screen *(If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the Unverified screen)*.
Online Verifications: Chapter 10-Month Placements (DVCHP)

Go to **DMNUV**, then **DMNVS**.

Steps:

1. Choose the correct school year from the drop-down menu provided.
2. Click the **‘Get Providers’** button.
3. Choose the correct provider from the drop-down menu provided *(you must do each provider separately if there are more than one)*.
4. Select the ‘Unverified’ radio button.
5. Click the **‘Get AVL’** button.
6. At this point, the students will populate in the bottom half of the screen.
7. Verify the student’s information including the placement, program, 1:1 aide information, begin and end dates and cost information including approved rate is private placement, annualized cost if public placement, and any extra costs if applicable (transportation, admin cost and CSE cost). If all information is accurate, check the verify box to the right.
8. Complete step 7 for all of the students listed on the screen.
9. Click the **‘Submit’** button at the bottom of the screen *(If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on the Unverified screen)*.
Online Verifications: 4201 State-Supported 10-Month (DVSSY)

Go to DMNUV, then DMNVS.

Steps:

1. Choose the correct School Year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen.
7. If all of the information is accurate for the student’s record, check the verify box to the right.
8. Complete step 7 for all of the students listed on the screen.
9. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on Unverified the screen).

- If there is a ‘Y’ under the 4-Mo column on the Y/N VERIFIED line, it means the record was verified during the 4-Month verification period.
- If there is an “N” under the 4-Mo column on the Y/N VERIFIED line, it means the record was not verified during the 4-Month verification period.
- If there is an “N/A” under the 4-Mo column on the Y/N VERIFIED line, it means the start date for the record is after the end of the 4-Month education period.
Online Verifications: Homeless Placements (DVHOM)

Go to **DMNUV,** then **DMNVS.**

![Homeless/Runaway Youth Verification Screen](image)

Steps:

1. Choose the correct School Year from the drop-down menu provided.
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided *(you must do each provider separately if there are more than one).*
4. Select the ‘Unverified’ radio button.
5. Click the ‘Get AVL’ button.
6. At this point, the students will populate in the bottom half of the screen.
7. Verify the student’s information including the placement, program, begin and end dates, and BOCES rate (if applicable). If all information is accurate, check the verify box to the right.
8. Complete step 7 for all of the students listed on the screen.
9. Click the ‘Submit’ button at the bottom of the screen *(If you have more students, a new page will populate with the additional students. Complete the verifications until you have no more students on Unverified the screen).*
Process a Reapplication (DMNUR)

The reapplication screen allows you to roll-over students from the previous school year to the next school year, given that the student remains in the same placement as the previous year. With this screen you are able to ‘reapp’ both summer and 10-month placements.

To Utilize this Screen: Each April, the STAC Unit issues reapplications based on the current year's reimbursement approvals. If a student did not have an approval on the STAC Online System by April 1, a reapplication for the subsequent school year cannot be generated; and therefore, the district will have to add the STAC manually through the STAC Online System.
Process a Reapplication (DMNUR) (continued)

**NOTE:** The Reapplication Screen is available throughout the school year

**Placement Types you can Reapp:**

- Private Excess Cost (10-Month)
  - In order to ‘reapp’ a private placement, a DCERT must already be on file.
- Public High Cost (10-Month) (In-District, Other District and BOCES)
- Special Class (2-Month) *(Summer)*
- Chapter Placement (10-Month)
- Chapter Placement (2-Month)
- 4201 State Supported (10-Month)

**Note:** If the student has a 1:1 or shared aide, you will have to enter that manually, as the reapplication screen does not ‘reapp’ 1:1 or shared aides.
Steps:

1. Choose the correct School Year from the drop-down menu provided (Choose the next school year the student will be continuing in the placement).
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
4. At this point the students who are STAC’d for the year prior to the one you chose will populate at the bottom of the screen. It will include their program information.
5. Check the ‘Reapply’ box for each student you want to ‘reapp.’
6. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the steps above until you have no more students who need to be ‘reapplied.’)

**Note:** Students will not appear on the list once you have ‘reapp’d’ them. Providers will also not appear on the drop-down menu if there are no more students left to be ‘reapp’d.’
Steps:

1. Choose the correct School Year from the drop-down menu provided (Choose the next school year the student will be continuing in the placement).
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
4. At this point the students who are STAC’d for the year prior to the one you chose will populate at the bottom of the screen. It will include their program information.
5. Check the ‘Reapply’ box for each student you want to ‘reapp.’
6. Enter the student’s Annualized Cost. If true costs are unknown at the time of ‘reapps,’ estimate the costs to whole numbers. You will need to amend the costs once the actual costs are known.
7. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the steps above until you have no more students who need to be ‘reapplied.’

Note: Students will not appear on the list once you have ‘reapp’d’ them. Providers will also not appear on the drop-down menu if there are no more students left to be ‘reapp’d.'
Steps:

8. Choose the correct School Year from the drop-down menu provided (Choose the next school year the student will be continuing in the placement).
9. Click the ‘Get Providers’ button.
10. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
11. At this point the students who are STAC’d for the year prior to the one you chose will populate at the bottom of the screen. It will include their program information.
12. Check the ‘Reapply’ box for each student you want to ‘reapp.’
13. If you know the student’s transportation cost for summer school, you can enter it in the Transportation Cost box provided. (Not required)
14. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the steps above until you have no more students who need to be ‘reapplied.’)

Note: Students will not appear on the list once you have ‘reapp’d’ them. Providers will also not appear on the drop-down menu if there are no more students left to be ‘reapp’d.’
Process a Reapplication – Chapter Placement 10-Month (DRCHP)

Note: All Chapter reapplications must have a valid STAC-200 on the STAC Online System

Steps:

1. Choose the correct School Year from the drop-down menu provided (Choose the next school year the student will be continuing in the placement).
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided (you must do each provider separately if there are more than one).
4. At this point the students who are STAC’d for the year prior to the one you chose will populate at the bottom of the screen. It will include their program information.
5. Check the ‘Reapply’ box for each student you want to ‘reapp.’
6. Choose the correct Chapter Type from the drop-down menu provided.
7. Enter the student’s Annual Rate (including related services cost), and other costs associated (Transportation, Administrative and CSE Cost) if applicable. Annual Rate is required for public placements only.
8. Click the ‘Submit’ button at the bottom of the screen (If you have more students, a new page will populate with the additional students. Complete the steps above until you have no more students who need to be ‘reapplied.’

Note: Students will not appear on the list once you have ‘reapp’d’ them. Providers will also not appear on the drop-down menu if there are no more students left to be ‘reapp’d.'
Process a Reappplication – Chapter Placement 2-Month (DRCSM)

**Note:** All Chapter reapplications must have a valid STAC-200 on the STAC Online System

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**Steps:**

1. Choose the correct School Year from the drop-down menu provided (Choose the next school year the student will be continuing in the placement).
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided *(you must do each provider separately if there are more than one)*.
4. At this point the students who are STAC’d for the year prior to the one you chose will populate at the bottom of the screen. It will include their program information.
5. Check the ‘Reapply’ box for each student you want to ‘reapp.’
6. Choose the correct Chapter Type from the drop-down menu provided.
7. If you know the student’s transportation cost for summer school, you can enter it in the Transportation Cost box provided. *(Not required)*
8. Click the ‘Submit’ button at the bottom of the screen *(If you have more students, a new page will populate with the additional students. Complete the steps above until you have no more students who need to be ‘reapplied.’)*

**Note:** Students will not appear on the list once you have ‘reapp’d’ them. Providers will also not appear on the drop-down menu if there are no more students left to be ‘reapp’d.”
Process a Reapplication - 4201 State Supported 10-Month (DRSSY)

School districts must submit a re-application for reimbursement approval for students continuing in the same 10-month 4201 placement. Initial placements, and most significant changes in placement will continue to require the submission of a new 4201 application and/or STAC-1 form to SED’s Non-district Unit. Summer reapplications will continue to be processed by the 4201 State-Supported Schools. If a continuing 4201 placement is not available for reapplication, districts must submit a paper STAC-1 to the STAC Unit. This reapplication process does not apply to the two state-operated schools located in Rome and Batavia.

4201 State-Supported Schools:

- Cleary School for the Deaf
- The Henry Viscardi School
- Lavelle School for the Blind
- Lexington School for the Deaf
- Mill Neck Manor School for the Deaf
- The New York Institute for Special Education (NYISE)
- New York School for the Deaf (Fanwood)
- Rochester School for the Deaf
- St. Francis de Sales School for the Deaf
- St. Joseph School for the Deaf
- St. Mary’s School for the Deaf
Process a Reapplication - 4201 State Supported 10-Month (DRSSY)

Steps:

1. Choose the correct School Year from the drop-down menu provided (Choose the next school year the student will be continuing in the placement).
2. Click the ‘Get Providers’ button.
3. Choose the correct provider from the drop-down menu provided *(you must do each provider separately if there are more than one).*
4. At this point the students who are STAC’d for the year prior to the one you chose will populate at the bottom of the screen. It will include their program information.
5. Check the ‘Reapply’ box for each student you want to ‘reapp’.
6. Click the ‘Submit’ button at the bottom of the screen *(If you have more students, a new page will populate with the additional students. Complete the steps above until you have no more students who need to be ‘reapplied’).*

**Note:** Students will not appear on the list once you have ‘reapp’d’ them. Providers will also not appear on the drop-down menu if there are no more students left to be ‘reapp’d.'
Provider / Program Search (DQPRG)

Use this screen to look up approved programs listed by providers.

Best Practice: Use this screen prior to the start of the school year to ensure all programs have been approved by SED.
Steps:

1. Choose the correct School Year from the drop-down menu provided.
2. Search the provider you want to look up by either:
   a. The Provider Code or
   b. The Provider Name
3. Click the 'Get Providers' button.
4. Choose the correct provider from the drop-down menu provided.
5. Click the 'Get Programs' button.
6. The list of approved programs for that specific provider (for that specific school year) will populate at the bottom of the screen. If there are additional programs on the following page you will receive this message at the bottom of the screen: 'Attention 08 More programs to follow'. Click the 'Next Page' button in order to view the additional programs. 'Y' = Approved; 'N' = Not Approved; 'P' = Not Operating

Note: You can filter the programs by All Programs, Pre-School Programs or School Age Programs
## Program Date Changes (DDATE)

Each year, SED requires that approved special education providers confirm or correct the program date information through the STAC Online System. STAC default dates are created for both summer 2-month and 10-month programs. If the STAC default dates do not match your agency’s program dates, you must change the information through the STAC online system to reflect the correct dates. **STAC program dates should reflect the first and last days that students will be in attendance.**

<table>
<thead>
<tr>
<th>DMNUM</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMRQY</td>
<td>STAC SCHOOLAGE&amp;PRESCHOOL INQUIRY SCREENS</td>
</tr>
<tr>
<td>DMNUS</td>
<td>ADD/AMEND REIMBURSEMENT APPROVALS</td>
</tr>
<tr>
<td>DMNUR</td>
<td>PROCESS A REAPPLICATION</td>
</tr>
<tr>
<td>DMNUV</td>
<td>ONLINE AVL VERIFY,PAYMENTS &amp; CHARGEBACKS</td>
</tr>
<tr>
<td>DMNAC</td>
<td>CPSE ADMINISTRATIVE COST SCREENS</td>
</tr>
<tr>
<td>DCPUB</td>
<td>HIGH COST WORKSHEET (IN-DISTRICT/BOCES)</td>
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<td>DCPOD</td>
<td>HIGH COST WORKSHEET (OTHER DISTRICT)</td>
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<tr>
<td>DCERT</td>
<td>ADD A PRIVATE PLACEMENT CERTIFICATION</td>
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<td>DSRWD</td>
<td>SERVICE APPROVAL WITHDRAWAL</td>
</tr>
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<td>DCHSR</td>
<td>FIND A STAC ID FOR A STUDENT</td>
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<tr>
<td>DQCLD</td>
<td>VIEW/AMEND CHILD SERVICE APPROVALS</td>
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<tr>
<td>DQAPP</td>
<td>APPROVAL LISTS</td>
</tr>
<tr>
<td>DQSBO</td>
<td>APPROVAL/VERIFICATION SUMMARY (3 YEAR)</td>
</tr>
<tr>
<td>DQSUM</td>
<td>4408/4201 SUMMER DISTRICT SUMMARY REPORT</td>
</tr>
<tr>
<td>DDATE</td>
<td>PROGRAM DATE CHANGES</td>
</tr>
</tbody>
</table>
Program Date Changes (DDATE) (continued)
Program Date Changes (DDATE) *(continued)*

Steps:

1. Choose the Program Type.
2. Choose the correct School Year from the drop-down menu provided.
3. Enter your district’s 12-digit BEDS Code in the Provider box.
4. Enter the 4-digit 1-letter program code in the Program box.
5. Click the ‘Inquire’ button underneath the program code.
6. At this point, the program name and information should populate in the bottom half of the screen.
7. Amend the Begin Date and/or the End Date.
8. Either check or uncheck the ‘Operating’ box dependent on whether or not the district plans to operate the program for the given year. **Note: No students will be able to be STAC’d for non-operating programs**
9. Click the ‘Change’ button at the bottom of the screen.
10. You will receive a ‘Successful Change’ message if the dates were changed.
11. Continue the steps above for each program you need to change the dates for.

**Note:** If you need to change the Homeless Program Dates, you will have to go to the DOMLS screen.
Gold Star Report

The Gold Star Report is produced by the STAC Unit. The report displays the Online Verification status for each placement type for each district. The Gold Star Reports are updated on a monthly basis.

Gold Star Reports to Monitor:

- High Cost Public (In-District, Other District and BOCES)
- Private Section 4405 Program
- Summer Section 4408 Program
  - Education & Maintenance
  - Transportation
- Summer Section 4408 Related Services (9015 Program)
  - Education
  - Transportation
- Summer Chapter 47, 66, and 721
  - Education
  - Transportation
- Summer Section 4201 Program (Transportation only)
- State-Supported Section 4201 Program (10-Month)
- Nonresident Homeless Program
- Incarcerated Youth 12-Month Program
Gold Star Report (continued)

The Gold Star Report webpage (shown below) displays the enrollment period, the online verification reports and the online verification instructions for each placement type. In order to view your district's verification status for a particular placement, click the online verification report link in the center column for the placement you want to view. This will generate a PDF report (shown on next page).
Gold Star Report (continued)

Below is an example of one of the Gold Star Reports. This specific example is for the 2015-16 Summer 4408 Placements. The Gold Star Reports are listed by District (by BEDS Code) and will show the total number of STAC records, the total number of STAC records verified and the total number of STAC records not verified. If your district does not have a ‘Gold Star’ you should review your verifications through the STAC Online System.

<table>
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<tr>
<th>SED Code</th>
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<th>Total Not Verified</th>
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Gold Star Report (continued)

Below is another example of a Gold Star Report. This specific example is for the 2015-16 Summer 4408 Transportation. The Transportation Gold Star Reports are listed by District (by BEDS Code) and will show the total number of STAC records, the total number of ‘Zero Cost Records’, the total number of ‘Positive Cost Records Verified’, and the total number of ‘Positive Cost Records NOT Verified’. It will also list the total approved cost and the total verified cost as well. Your district should review each column and verify any unverified transportation records through the STAC Online System.

![Gold Star Report Table]

Note: All of the gold star reports display actual STACs filed. Keep in mind, if the district has not filed all of the STACs, the gold star report will not display those records. Be sure to monitor the reports on a monthly basis because any updates will be in the next upload.
Special Education Approval Summary (DQSBO)

The DQSBO Report is helpful for staff to monitor on a periodic basis. The report provides a three-year comparison of STACs filed.

<table>
<thead>
<tr>
<th>DMNUM</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>STAC SCHOOLAGE&amp;PRESCHOOL INQUIRY SCREENS</td>
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<tr>
<td>S</td>
<td>ADD/AMEND REIMBURSEMENT APPROVALS</td>
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<td>PROCESS A REAPPLICATION</td>
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</tr>
<tr>
<td>Trans. Cost</td>
<td>50,651</td>
</tr>
<tr>
<td>% Verified</td>
<td>100</td>
</tr>
<tr>
<td>Unverified Data</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>0</td>
</tr>
<tr>
<td>Trans. Cost</td>
<td>0</td>
</tr>
<tr>
<td>% Unverified</td>
<td>0</td>
</tr>
</tbody>
</table>

* "Unverified Data + Rate Changes" includes rate changes for verified Educ + Maint not yet paid on an APR.
Note: %change "999+" indicates 1,000 or greater, or an increase from prior year value of 0. All %s are rounded.
Steps: (screen on previous page)

1. Choose the correct School Year from the drop-down menu provided.
2. Your district will be pre-populated.
3. Choose the Service Type from the drop-down menu provided.
4. Click the ‘Get Summary Data’ button.
5. The three-year approval summary data will populate in the bottom half of the screen.

Note: Transportation Data will only be available for summer programs.

Best Practice: For the DQSBO, DQAPP and DQSDI reports, it is helpful to print the reports periodically; because once a change or addition is made, you will not be able to view that specific data again.
School Age Payment Review (DQPAY)

The DQPAY Report displays Approved Payment Reports (APR). The report is helpful for districts to provide back-up to the business office. The report displays the student’s name and STAC ID, the Educational Provider, Begin and End Dates, and the Amounts paid to date.
School Age Payment Review (DQPAY) (continued)

Steps:

1. Choose the correct School Year from the drop-down menu provided.
2. Your district will be pre-populated.
3. Choose the Fund you want to view from the drop-down menu provided.
4. Choose the Payment Number from the drop-down menu provided.
5. If looking at summer, choose Education or Transportation from the radio button provided.
6. Click the ‘Inquire’ button.
7. At this point the APR information will populate in the bottom half of the screen. The APR Issue Date, Gross Amount, Adjusted Amount and Net Amount will populate in the upper half of the screen. The Pay Percent, Adjustment Detail and Provider Totals will populate in the right side of the screen.
8. The information in the APR will include the student’s STAC ID, the student’s first and last name, the provider, the start and end dates, the service type (education, maintenance or transportation), the amount included on that specific APR and the total amount to date.

Best Practice: Click the ‘Send to SEDFTM’ button to create a pdf version of any Approved Payment Report (APR) available on the DQPAY screen. Log into the SED File Transfer Manager to download the pdf report.
10-Month District Chargeback (DQCDI)

The DQCDI report displays students that are being STAC’d by another district for the following placements: 4201 Commissioner / State Supported; 10-Month State Supported 4201; Incarcerated Youth; Homeless; Private Excess Cost (CRP); Chapter 563 / 947; In-State Chapter 947; Out-State Chapter 947; Chapter 563; Chapter 47 / 66 / 721; Chapter 721 Private; Chapter 721 Public; Chapter 66 Public; Chapter 47 Private and Chapter 47 Public.

**Steps:**

1. Choose the correct School Year from the drop-down menu provided.
2. Your district (Chargeback District) will be pre-populated.
3. Choose the Placement Type from the drop-down menu provided.
4. Click the ‘**Inquire**’ button.
5. At this point, if your district has any chargebacks for that specific placement, the student(s) will populate in the bottom half of the screen. It will include the student’s first and last name, the student’s STAC ID, the Placement Type, the Facility/CSE District, the Educational Provider and the student’s FTE.
6. The Chargeback run Date, the Total Record Count and the Total FTE Count will also populate in the upper right corner.
4408/4201 Summer District Summary Report (DQSUM)

The new DQSUM report provides the 4408/4201 total approval and verified costs, state aid paid, along with receivable estimates. The new screen will be updated monthly to display the district totals information, plus monthly updates of the estimated receivables. In addition to the DQSUM screen, a new report titled EFH670 Section 4408/4201 Student Detail Summary Reports will be printed and mailed to districts twice a year. These reports provide child specific information regarding the 4408/4201 approval and verified costs, state aid paid, along with receivable estimates.

Note: The maximum aid receivable is the aid that would be paid if all of the approvals online at the time of report were 100% verified. The current aid receivable is the aid that would be paid based on the approvals that were already verified at the time the report is run. The two receivable numbers may not be the same if there are approvals that are on, but not verified at the time of report.

Also Note: A closed year might still have estimated receivables if there were transportation costs that were previously stopped and are now approved or there were some rate changes from the Rate Setting Unit.
4408/4201 Summer District Summary Report (DQSUM) (continued)

Steps:

1. Choose the correct School Year from the drop-down menu provided.
2. Your district will be pre-populated.
3. Click the **Inquire** button.
4. At this point the information will populate in the bottom half of the screen.
Section 4410 of NYS Education Law authorizes school districts to receive reimbursement from counties for reasonable and necessary CPSE administrative costs incurred for preschool students.

The screens below outline how school districts can claim (through their municipality) administrative costs incurred for each eligible preschool child served.

The NYSED STAC and Medicaid Unit requires school districts to record administrative expenses in the State Aid Management System (SAMS) (via Schedules 31-34 of their district ST-3 form) for a given school year. The STAC and Medicaid Unit extracts this information from the SAMS system and uploads to the EFRT online system.
List of Preschoolers with Administrative Costs (DQKID)

The DQKID screen allows municipalities and districts to view the child information used to calculate CPSE administrative costs for a specified school year.

Steps:

1. Choose the correct School Year from the drop-down menu provided.
2. Your district will be pre-populated.
3. Click the ‘Get Records’ button.
4. At this point the information will populate in the bottom half of the screen.
CPSE Administrative Cost Listing (Districts) (DQDAT)

The DQDAT screen is used by the school district to view the Administrative Cost Listing (ACL).

Steps:

1. Choose the correct School Year from the drop-down menu provided.
2. Your district will be pre-populated.
3. Click the ‘Get Providers’ button.
4. At this point the information will populate in the bottom half of the screen.
CPSE Administrative Costs Incurred (Districts) (DQDAD)

The DQDAD screen is used by districts to view administrative cost data for CPSE administrative costs for current and prior two-years of data.

Steps:

1. Choose the correct School Year from the drop-down menu provided.
2. Your district will be pre-populated.
3. Click the ‘Inquire’ button.
4. At this point the information will populate in the bottom half of the screen.
Payment Stops View Only for Districts (DSTPD)

This screen allows districts to view payment stops for various placement types. The placements districts can view on this screen are: School Age Summer Chapter, High Cost Public 10-Month, 4201 Summer State-Supported/State-Operated, School Age Summer Related Service and School Age Summer Placements. To access this screen type DSTPD in the Go to Menu located in the upper right corner and hit enter.

Steps:

1. Choose the School Year from the drop-down menu provided.
2. Your district will be pre-populated.
3. Click on the ‘Get Providers’ button.
4. Select the Provider from the drop down menu provided. (Or choose to view All Providers.)
5. Select the Placement Type from the drop down menu provided. (Or choose to view All Placements).
6. Click on the ‘Get Payment Stops’ button to the right of the screen.
Common Issues and Error Messages

Tips:

- Remain in ‘CAP LOCKS’ while working in the STAC Online System.
- **DO NOT** use the browser’s back button. Click the ‘Menu’ button to return to either the previous page or the main menu. Typing ‘HOME’ in the Go-To box will also bring you directly to the main menu.
- Type any screen acronym into the Go-To box to be taken directly to any given screen without accessing the menus.
- The tab key on your keyboard will advance the cursor from field to field (Note however, that when a field has been completed the cursor will be moved to the next field automatically).
- When entering dates, always use the following format: dd/mm/yy.
- Enable pop-up messages through your browser. This will allow you to receive the pop-up error messages from the STAC Online System.

Overlapping Service Dates: When you receive an ‘Overlapping Service Dates’ error, it means that this student is already STAC’d for that specific time period. It could mean that your district already has the student STAC’d, or that another district has the student STAC’d. The specific error message will display the district that has the student STAC’d. If it’s another district, you will need to contact the other district involved and request them to put a proper end date on the student’s STAC. Once that has been completed, your district will be able to file the STAC; as long as your begin date is after the previous district’s end date.
Common Issues and Error Messages (continued)

**STAC-200 Error:** A STAC-200 error means that the student has an open STAC 202 on file. You could receive the following types of STAC-200 error messages:

HAVING TO DO WITH OCFS/OMH PLACEMENTS:
- **CCI** – Child Care Institution
- **RTF** - Residential Treatment Facility

HAVING TO DO WITH HOMELESS PLACEMENTS:
- **PSD** - Public School District
- **DSS** - Department of Social Services

HAVING TO DO WITH OPWDD PLACEMENTS:
- **IRA** - Individualized Residential Alternative
- **ICF** - Intermediate Care Facility

![Messages and Errors](image)
Common Issues and Error Messages (continued)

**Age Variance:** This error message means that the program does not serve that specific age. You will need to contact your Regional Associate to request a variance letter for the specific student. Once you receive the letter, complete a paper STAC-1 for the student and send the letter, an image of the rejected STAC and the STAC-1 to the STAC Unit. They will add the STAC manually.

**Disability Variance:** This error message means that the program does not serve the indicated disability. You will need to contact your Regional Associate to get a variance letter for the specific student. Once you receive the letter, complete a paper STAC-1 for the student and send the letter, an image of the rejected STAC and the STAC-1 to the STAC Unit. They will add the STAC manually.
Common Issues and Error Messages (continued)

Invalid Placement Type: This error message means that the placement type you are trying to STAC for is not the same placement type associated with the DCERT. For example: If a student’s DCERT is marked as Day/In-State, you would get this error message if you tried to STAC the student in a residential program. You must add a new DCERT for the student if the original DCERT’s placement type was incorrect.

Stop Payment Flag: This error message means that you have entered a cost that exceeds the STAC System’s ‘cap.’ In order for the Stop Payment Flag to be removed, you must submit cost backup and/or invoices with any additional supplemental forms (below) to the STAC Unit. The STAC Unit will remove the ‘Stop Payment’ Flag once they receive the backup information.

Summer Transportation Cost Exceeding $6,500 Form
Common Issues and Error Messages (continued)

**Educational Provider Not Listed in Drop-Down:** If you are adding a STAC for a student, and the educational provider is not listed in the drop-down menu, complete the [Request for Addition to Drop Down Menu Form](https://www.questar.org/services/financial/stac/) and fax to the STAC Unit. After a few days, check to see if the provider has been added to the drop-down menu. Once added, you will be able to then add the STAC.

**Multiple Possible Matches on STAC ID:** This means that there are multiple possible matches on the student name and date of birth. If you receive multiple possible matches, you should contact the STAC Unit to ensure that you are using the correct STAC ID for the student.
SED File Transfer Manager (FTM)

The SED File Transfer Manager (FTM) is a secure file transfer system. It is designed for districts to securely send files to the STAC and Medicaid Unit, as well as receive files from the STAC and Medicaid Unit. Starting in 2018, the STAC and Medicaid Unit eliminated their paper mailings of certain reports, and instead uploaded the documents to the SED FTM.

To access the SED FTM, you must have a valid user name and password. If you do not have a user name and password, you should complete the request form located on the STAC Unit’s website here: http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf and return it to the STAC Unit. Please note that you will be allowed access to records only associated with your school district.

Best Practice: We recommend that at least one person in the business office and one person in the CSE/pupil personnel office at each agency have access to the SED FTM.
SED File Transfer Manager (FTM) (continued)

Once you click on the SED FTM link, you will be brought to the following screen. Enter your user name and password and click to login. **Note: The SED FTM is not compatible with Internet Explorer.**

Once you log in, the screen below is the screen users will see. Districts will have access to three folders: Archive (may be empty), Inbasket and Outbasket.
SED File Transfer Manager (FTM) – Inbasket

The ‘Inbasket’ folder is where districts will upload files to send to the STAC and Medicaid Unit. Example of files that a district may need to send to the STAC Unit include: STAC 202 forms, 1:1 LPN/RN forms, STAC-1 forms, transportation stop forms, and any back-up documentation requested by the STAC Unit. To upload a file, click on the upload button and locate the file on the computer. Once the file is uploaded, districts should notify the appropriate personnel at the STAC and Medicaid Unit that the file has been uploaded.

Best Practice: We recommend districts include pertinent information in the names of the files they are uploading. For example, include the student’s name and/or the type of form for easier searching.
SED File Transfer Manager (FTM) – Outbasket

The ‘Outbasket’ folder is where files from the STAC and Medicaid Unit will be uploaded for districts to view. Examples of reports that can be found in the outbasket folder include: STAC-3 Approval Listings, Approved Payment Reports (APRs), Detailed PUB and PRI Reports and EFH670 Estimated Summer Aid Receivables Student Detail Listings. In addition to these reports, districts can utilize the ‘Send to SED FTM’ button located throughout the STAC Online System to create reports of those screens, which will then become available for viewing and printing through the outbasket folder on the FTM. Screens that have this option are the Agency Approval List (DQAPP), School Age APR View (DQPAY), Homeless Eligibility List (DQHOM), and 4408 and 4201 District Summary Report (2-Month) (DQSUM).

Best Practice: We recommend districts filter their outbasket by the ‘Date Modified’ (highlighted in the image above), which sort the files from newest to oldest. Districts can also utilize the search bar in the upper right corner of the screen to easily search for file names.

Note: Files uploaded by the STAC Unit follow the naming format below.

Example for first line in the image above:

**Title of Report:** DQAPP (Agency Approval List)

**School Year:** 1920 (2019-20 Enrollment Year)

**Placement Type:** HSPRV (Private Placements)

**Year/Month/Day/Time Report Created:** (2020 / 07 / 22 / 12:22 p.m.)
STAC Forms

**School Age STAC-1:** Complete this form for out-of-State placements, variances, 1-year only records, 4201 10-month placements, and initial chapter and CRP placements. The STAC Unit will enter the STAC manually.

**School Age Child Specific Aide:** Complete this form for a 1:1 or shared LPN, RN or Interpreter and/or for a 1:1 or shared aide for maintenance.

**STAC 202:** Complete this form for any homeless students.

**Summer Transportation Cost Exceeding $6,500:** Complete this form for any student whose transportation cost exceeds the cap.

**Summer Related Services Exceeding 120 Half-Hour Units:** Complete this form for any student whose summer related services half-hour sessions exceeds the cap.

**Request for Addition to Drop Down Menu Form:** Complete this form if the provider is not listed in the drop-down menu.

**Request to Change Program Dates Form:** Complete this form to change your district’s program dates. (Only if your district’s dates do not match the STAC Unit’s default dates.)

**Child Information Change Form:** Use this form to update a student’s information on the STAC Online System such as a name change or other identifying information.

**Request Access to the SED File Transfer Manager (FTM):** Complete this form to request access to the SED FTM.

Request Access to STAC Online System

- **Employees:** Complete this form to request access to the STAC Online System.
- **Consultants:** Complete this form if your district has contracted with a consultant for your STAC reporting. This will give the consultant access to your district’s STACs.
Additional Resources – Questar III BOCES

Special Education Aid Assistance Service

Questar III BOCES
10 Empire State Boulevard
Castleton, NY 12033

Contact Information:

Phone: 518.477.2635 (option 2)
Fax: 518.477.4284

Website: https://www.questar.org/services/financial/stac/

Mary Mosher – Team Leader
mary.mosher@questar.org
518.479.6889

Tyler Gates
tyler.gates@questar.org
518.479.6862

Nicole LaRose
nicole.larose@questar.org
518.479.6843

Alyssa Scarcella
alyssa.scarcella@questar.org
518.479.6827
Additional Resources – NYSED Office

NYSED STAC and Medicaid Unit

New York State Education Department
STAC and Medicaid Unit
Education Building - Room 514W
89 Washington Avenue
Albany, NY 12234

Contact Information:

518.474.7116 (p)
518.402.5047 (f)

Staff Directory: http://www.oms.nysed.gov/stac/contact_us/staff_assignments.html
Website: http://www.oms.nysed.gov/stac/

Please keep the following in mind when exchanging student data with the STAC Unit:
Protecting STAC Data and Personally Identifiable Information (PII)
Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), NYS Personal Privacy Protection Law and other statutes all require that PII is kept secure and only shared on a “need to know” basis.