

CALENDAR FOR FILING STAC's

SPECIAL EDUCATION AID ASSISTANCE SERVICE

July and August:

Use June BOCES bills to update 2023-24 10-month BOCES placements. Verify 2023-24 10-month private placements, 2023-24 10-month homeless placements, 2023-24 10-month chapter placements and 2023-24 10-month 4201 placements. Finalize program costs for 2023-24 10-month in-district students and add STACs.

September:

Add DCERTs and STACs for 2024-25 10-month private placements. *(Full reimbursement for private placements will be paid if DCERT and STAC verification records are filed within the statute of limitations pursuant to NYSED §3604).* Begin gathering all summer 2024 information for STAC entry.

October:

Goal is to have all 2023-24 10-month STACs submitted by mid-October for Governor's November database. Begin tracking 2024-25 10-month homeless placements. Enter 2024-25 10-month chapter and 4201 placements.

November:

Use October BOCES bill to add 2024-25 10-month BOCES placements. Add any 2024-25 high-cost other public district placements (if above threshold). Enter all summer 2024 STACs and verify both education and transportation (includes all 4408 full and half-day, 9015 A-D, chapter and 4201). Ensure 2023-24 4201 10-month placements are verified by **December 1st**.

December:

Begin processing DCPUB screens and verifications for 2023-24 10-month in-district placements. Begin processing DCPOD screens and verifications for 2023-24 10-month other public district placements. Review and renew authorized STAC users by **January 15th** (must be completed by Superintendent).

January and February:

Review and amend current year 2024-25 STACs. Update any start or end dates and costs for existing students. Ensure all summer 2024 STACs are verified by mid-February to receive a March State Aid payment. Verify 2024-25 4-month 4201 placements. Ensure all 2024-25 STACs are entered by mid-March in order to be included in 2024-25 reapplication screens.

March:

Continue processing DCPUB screens (if applicable) and verifications for 2023-24 10-month BOCES placements using BOCES year end final cost report for high-cost students.

April:

Begin calculating program costs for 2024-25 10-month high cost in-district students. Submit new or modification summer school applications by **June 1st**. Amend 2024-25 program dates (if applicable) by **June 15th**.

May and June:

Ensure 2024-25 4201 4-month placements are verified by June 1st. Ensure all placements with June 30th statute of limitations are verified: 2023-24 10-month private and public placements (current year aid), 2023-24 10-month homeless and chapter placements, all 2021-22 2-month (ESY) placements. Review NYSED Gold Star reports to ensure verification of programs and transportation costs are complete.



10 Empire State Boulevard • Castleton, NY 12033 • Phone: 518.477.2635 (option 2)

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