

PUTTING STUDENTS FIRST



STAC for Beginners

Special Education Aid Assistance Service

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Agenda

1. STAC and File Transfer Manager (FTM) Access
2. General Information and Helpful Tips
3. DCERT
4. Adding/Amending/Withdrawing a STAC
5. Verification Process
6. Timelines
7. Helpful Reports

What is STAC

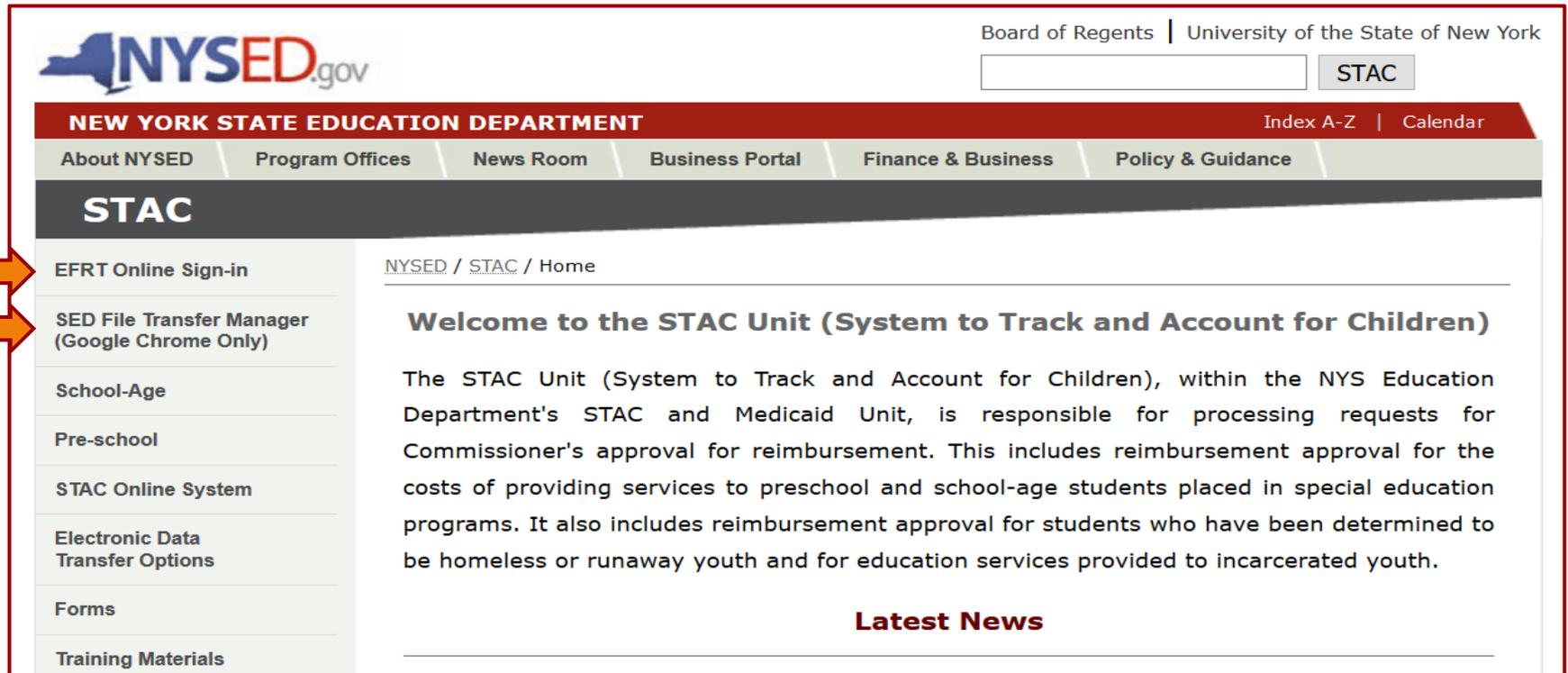
3

- STAC = The System to Track and Account for Children
- The STAC Online System (EFRT) is used to submit requests for reimbursement and view payment and program information



STAC Unit Homepage

4



The screenshot shows the STAC Unit Homepage. At the top left is the NYSED.gov logo. At the top right, it says "Board of Regents | University of the State of New York" with a search box and a "STAC" button. Below this is a red navigation bar for the "NEW YORK STATE EDUCATION DEPARTMENT" with links for "About NYSED", "Program Offices", "News Room", "Business Portal", "Finance & Business", and "Policy & Guidance". There are also links for "Index A-Z" and "Calendar". A dark grey bar below the navigation bar says "STAC". On the left side, there is a sidebar menu with items: "EFRT Online Sign-in", "SED File Transfer Manager (Google Chrome Only)", "School-Age", "Pre-school", "STAC Online System", "Electronic Data Transfer Options", "Forms", and "Training Materials". Two orange arrows point to the "EFRT Online Sign-in" and "SED File Transfer Manager" items. The main content area shows the breadcrumb "NYSED / STAC / Home" and a heading "Welcome to the STAC Unit (System to Track and Account for Children)". Below the heading is a paragraph: "The STAC Unit (System to Track and Account for Children), within the NYS Education Department's STAC and Medicaid Unit, is responsible for processing requests for Commissioner's approval for reimbursement. This includes reimbursement approval for the costs of providing services to preschool and school-age students placed in special education programs. It also includes reimbursement approval for students who have been determined to be homeless or runaway youth and for education services provided to incarcerated youth." At the bottom of the main content area is a section titled "Latest News".

STAC Homepage Link

<http://www.oms.nysed.gov/stac/>

STAC Online Access

5

- School District Employees:
http://www.oms.nysed.gov/stac/forms/stac_access_form.pdf
- Consultants:
http://www.oms.nysed.gov/stac/forms/stac_access_form_consultants.pdf

Consultant Form

Consultant: Request Form for Access to the STAC Online System

This form is used by School Districts, Municipalities (including Counties), and other SED-approved Education Providers ("educational entities") who wish to authorize SED to allow their consultants to access data directly from the STAC database. This application is required to obtain a valid User Code and password, change access rights or delete a consultant-user. By signing this application, Superintendents (for school districts), Program Directors (for SED-approved special education providers) and Section 4410 Municipality Representatives (for municipality/county access) are assuring the STAC, Special Aids and Medicaid Unit that individuals listed are: (1) designees of the education entity, authorized to view data on the STAC database and can be contacted directly by SED; and (2) working pursuant to a written contract with the educational entity, that includes confidentiality provisions that comply with FERPA, PPPL, and all applicable state and federal privacy and security laws and authorizes consultant(s) to perform necessary services for the educational entity that requires this access.

The User Code and password are issued to the educational entity which is responsible for making sure that only authorized consultants are granted access to the STAC Online System. **Therefore, educational entities must request a unique User Code and password for each authorized consultant-user, must provide the unique User Code and password directly to the named authorized consultant-user, must prohibit the sharing of passwords, and must notify SED immediately if the authorized consultant relationship is terminated.**

PUBLIC OR SED-APPROVED EDUCATIONAL ENTITY CONTRACTING WITH THIRD-PARTY CONSULTANT					
Name of Education Entity: _____		Education Entity 12-digit SED (SED5) Code: _____			
Type of Education Entity:					
<input type="checkbox"/> School District <input type="checkbox"/> Municipality <input type="checkbox"/> I.Y. Program <input type="checkbox"/> Other SED-Approved Education Provider					
CONSULTANT-USER UNDER WRITTEN CONTRACT WITH EDUCATIONAL ENTITY (TYPE OR PRINT CLEARLY)	STAC INQUIRY ONLY	STAC ING, ADD & UPDATE	AVL VIEW ONLY	AVL VIEW & VERIFY	DELETE USER
User Name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firm or BOCES: _____					
Email: _____					
User Name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firm or BOCES: _____					
Email: _____					
User Name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firm or BOCES: _____					
Email: _____					
User Name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firm or BOCES: _____					
Email: _____					

Name, Firm (if applicable) and E-mail address are required for all consultant requests. Check one STAC box AND/OR one AVL box for new users and existing users seeking a change in access rights. Check the "Delete User" box to terminate access rights for an existing user.

THIS FORM MUST BE COMPLETED AND SIGNED BY: • DISTRICT SUPERINTENDENT (SCHOOL DISTRICT & I.Y. PROGRAM) • PROGRAM DIRECTOR (PROVIDER) • MUNICIPALITY REPRESENTATIVE (COUNTY)		Return Original form to:
Access to the STAC database will comply with the requirements of the federal Family Educational Rights and Privacy Act (20USC § 1232-g) and 8 NYCRR §200.2 (b)(6).		New York State Education Department STAC, Special Aids & Medicaid Unit 89 Washington Avenue, Room 514 EB Albany, NY 12234 Attention: Adam Lenhardt
Signature _____	Title _____	Date ____/____/____
Print Name _____	Telephone (Area Code) (Number) _____	
Email _____	Fax (Area Code) (Number) _____	
		Get STAC Unit Forms Online: http://www.oms.nysed.gov/stac/contact_us/form_requests.html

All User Codes and passwords will be sent to the Superintendent, Program Director, or Municipality Representative indicated in the signature section of this application. Request forms signed by someone other than the appropriate individual will be rejected. Please notify the STAC Unit of any unauthorized sharing or use of User Codes and passwords, so that the STAC Unit can discontinue access to any affected User Codes and passwords. **Note that all consultant passwords will be disabled on a yearly basis on June 30 unless the STAC Unit receives a renewed request for consultant access from the educational entity.**

SED File Transfer Manager (FTM)

8

- The SED File Transfer Manager (FTM) is a secure file transfer system
 - 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

SED File Transfer Manager (FTM)

10



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

User Name

Password

[Forgot Password?](#)



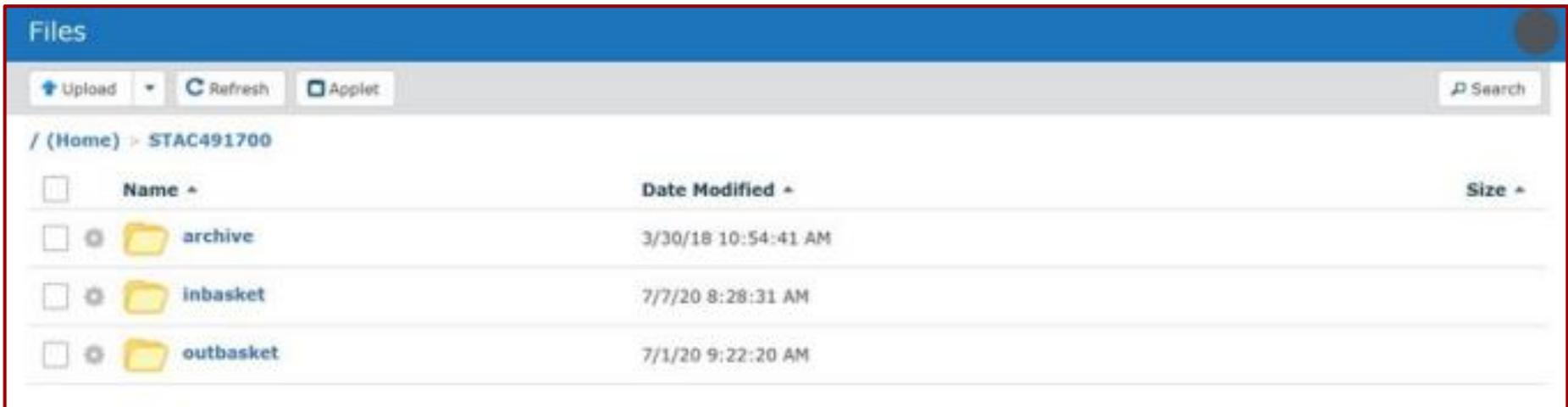
This software does not work with Internet Explorer. Please use another browser or your account will be locked out.

Accounts are created by invite only. Please do not try to create an account. You will need an invitation from a NYSED staff member.

Powered by [GoAnywhere](#)

SED FTM (Home)

11



The screenshot displays a file manager window titled "Files". The interface includes a top navigation bar with "Upload", "Refresh", and "Applet" buttons, and a search field on the right. The current path is "/ (Home) > STAC491700". Below the path, there is a table listing files and folders. Each row includes a checkbox, a folder icon, the name, and the date modified. The folders listed are "archive", "inbasket", and "outbasket".

<input type="checkbox"/>	Name ^	Date Modified ^	Size ^
<input type="checkbox"/>	 archive	3/30/18 10:54:41 AM	
<input type="checkbox"/>	 inbasket	7/7/20 8:28:31 AM	
<input type="checkbox"/>	 outbasket	7/1/20 9:22:20 AM	

SED FTM (Inbasket)

12



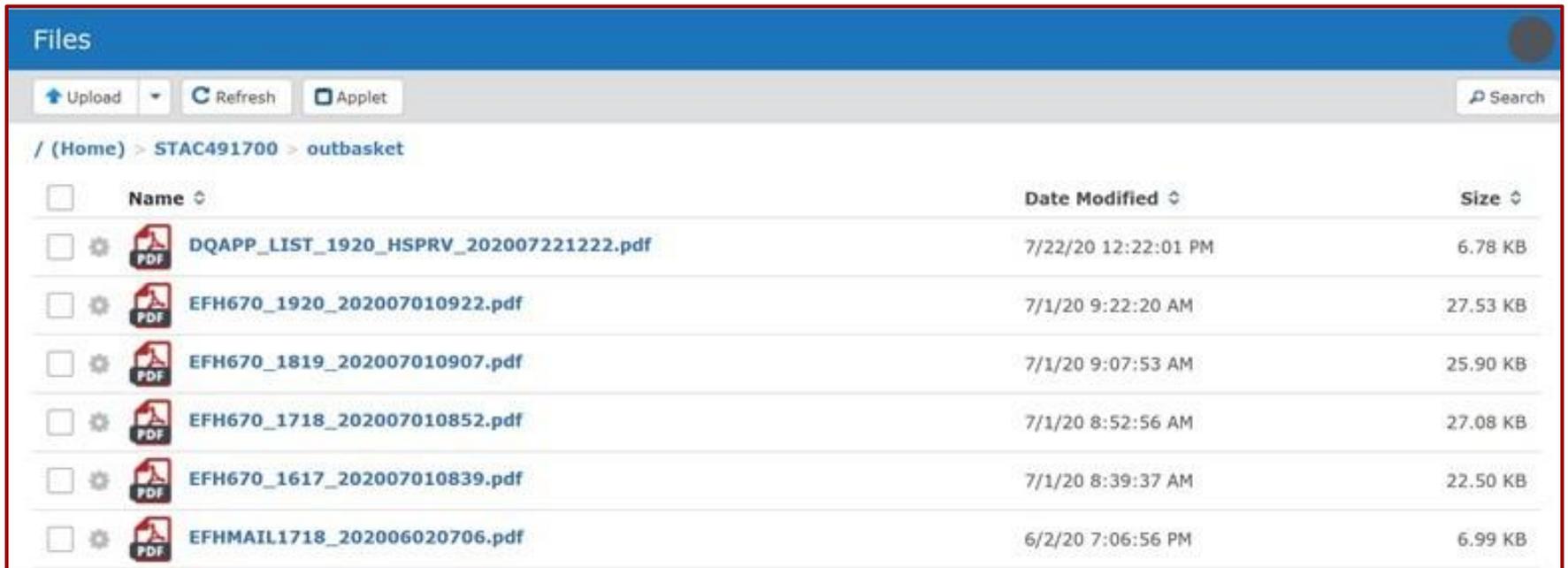
The screenshot shows a file management interface with a blue header bar labeled 'Files'. Below the header, there are buttons for 'Upload', 'Refresh', and 'Applet', and a search bar on the right. The breadcrumb path is '/ (Home) > STAC491700 > inbasket'. The main area displays a table of files with columns for 'Name', 'Date Modified', and 'Size'. Each file entry includes a checkbox, a gear icon, and a PDF icon.

<input type="checkbox"/>	Name	Date Modified	Size
<input type="checkbox"/>	 Troy new 202 (4).pdf	7/7/20 8:28:31 AM	71.18 KB
<input type="checkbox"/>	 2018-19 Vision.pdf	4/23/20 1:50:19 PM	42.95 KB
<input type="checkbox"/>	 2018-19 IEP.pdf	4/23/20 1:50:19 PM	165.57 KB
<input type="checkbox"/>	 Troy Change Child Info Form.pdf	2/20/20 8:39:12 AM	53.56 KB
<input type="checkbox"/>	 1-1 LPN Forms.pdf	2/7/20 11:21:12 AM	150.79 KB
<input type="checkbox"/>	 Troy 202s with end dates (2).pdf	1/30/20 8:11:41 AM	1.05 MB

- After uploading a file, you want to email OMSSTAC@nysed.gov with the name of file and name of folder.

SED FTM (Outbasket)

13



The screenshot displays a file management interface with a blue header bar labeled "Files". Below the header, there are buttons for "Upload", "Refresh", and "Applet", along with a search icon. The breadcrumb path is "/ (Home) > STAC491700 > outbasket". The main content area shows a table of files with columns for "Name", "Date Modified", and "Size". Each file entry includes a checkbox, a gear icon, and a PDF icon.

<input type="checkbox"/>	Name	Date Modified	Size
<input type="checkbox"/>	 DQAPP_LIST_1920_HSPRV_202007221222.pdf	7/22/20 12:22:01 PM	6.78 KB
<input type="checkbox"/>	 EFH670_1920_202007010922.pdf	7/1/20 9:22:20 AM	27.53 KB
<input type="checkbox"/>	 EFH670_1819_202007010907.pdf	7/1/20 9:07:53 AM	25.90 KB
<input type="checkbox"/>	 EFH670_1718_202007010852.pdf	7/1/20 8:52:56 AM	27.08 KB
<input type="checkbox"/>	 EFH670_1617_202007010839.pdf	7/1/20 8:39:37 AM	22.50 KB
<input type="checkbox"/>	 EFHMAIL1718_202006020706.pdf	6/2/20 7:06:56 PM	6.99 KB

14

General Information and Helpful Tips



Beginner's Tips

15

- ❑ Internet Explorer/Edge, Mozilla Firefox and Google Chrome
- ❑ Use CAPITAL LETTERS
- ❑ Do not use the browser's back button
- ❑ '**Menu**' button to return to either the previous page or the main menu. Typing '**HOME**' in the Go-To box will 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
- ❑ When entering dates, use the following format: mm/dd/yy
- ❑ Enable pop-up messages through your browser

STAC Login Page

16

Date 04/04/18 GO TO

Welcome

STATE EDUCATION DEPARTMENT FINANCE INFORMATION SYSTEM

 **NYSSED**  **New York State Education Department**

Please enter your User Code and Password and press Enter

User Code Password

Main Menu

17

Date 05/13/19 GO TO

DMNUM	Special Education Main Menu
Choice	Description
<input type="checkbox"/> s DMQRY	STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS
<input type="checkbox"/> s DMNUS	ADD/AMEND REIMBURSEMENT APPROVALS
<input type="checkbox"/> s DMNUR	PROCESS A REAPPLICATION
<input type="checkbox"/> s DMNUV	ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS
<input type="checkbox"/> s DMNAC	CPSE ADMINSTRATIVE COST SCREENS
<input type="checkbox"/> s DCPUB	HIGH COST WORKSHEET (IN-DISTRICT/BOCES)
<input type="checkbox"/> s DCPOD	HIGH COST WORKSHEET (OTHER DISTRICT)
<input type="checkbox"/> s DCERT	ADD A PRIVATE PLACEMENT CERTIFICATION
<input type="checkbox"/> s DSRWD	SERVICE APPROVAL WITHDRAWAL
<input type="checkbox"/> s DCHSR	FIND A STAC ID FOR A STUDENT
<input type="checkbox"/> s DQCLD	VIEW/AMEND CHILD SERVICE APPROVALS
<input type="checkbox"/> s DQAPP	APPROVAL LISTS
<input type="checkbox"/> s DQSBO	APPROVAL/VERIFICATION SUMMARY (3 YEAR)
<input type="checkbox"/> s DQSUM	4408/4201 SUMMER DISTRICT SUMMARY REPORT
<input type="checkbox"/> s DDATE	PROGRAM DATE CHANGES

STAC Guidebook: <https://www.questar.org/wp-content/uploads/2020/09/STAC-User-Reference-Guide-2020-21.pdf>

18

Searching For a STAC ID



Assign a New STAC ID

20

Date 08/02/21
Time 02:28

New York State Education Department
STAC Child Update

Go to

STAC ID	Complete Last Name	Complete First Name	MI	Date of Birth	Mode
<input type="text"/>	<input type="text" value="SMITH"/>	<input type="text" value="JOHN"/>	<input type="text"/>	<input type="text" value="02/05/94"/> (MM/DD/YY)	Inquiry
SIS ID	Gender	Race-Ethnicity			
<input type="text"/>	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/>	<input type="text" value="WHITE"/>			
Former Name					

Required for Add Enter Upd User

Two Possible Messages

21

[Add a New Stac ID](#) [Not a Match](#) [New Search](#)

Z12348
A New STAC ID has been assigned for this child.
Please record this number for future reference.

[Add a New Stac ID](#) [Not a Match](#) [New Search](#)

Exact match on Student Name and Date of Birth. If you have reason to believe the student displayed is not your district's/county's student, please contact the STAC and Medicaid Unit for assistance.

STAC ID	Gender	Race/Ethnicity	SIS ID
Z12348	Male	White	

22

DCERT Process



Private Placement Certification (DCERT) Requirements

23

- 10-Month Placements - Annual basis
 - ▣ Day In-State or Out-of-State
 - ▣ Residential In-State or Out-of-State
 - ▣ Out of State records require STAC-1s
- Required for the following instances:
 - ▣ Student changes placement type or district
 - ▣ Student goes from preschool to school age

DCERT Screen

24

Date 07/29/16
Time 08:57

New York State Education Department

Go to
Menu

PRIVATE PLACEMENT CERTIFICATION

STAC ID Z12348	Name SMITH	Date of Birth 02/05/94	Mode Inquiry
School Year 1516	CSE District 0101010101	APPLE CSD Certification Date	User
Placement Type Day/In-State	CSE Meeting Date (MM/DD/YY) 05/08/15		

Required for Inquiry

(Please Check ALL that apply)

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

Certification (For all placements of students in an in-state or out-of-state approved private school):

- The CSE has provided a current individual evaluation or reevaluation of the student.
- The student has a current individualized education program (IEP).
- The student is of school-age and has a disability or combination of disabilities such that appropriate public facilities for instruction are not available.
- The CSE has documentation of its efforts to place the student in a public facility and the outcomes of those efforts, and/or of CSE findings regarding the lack of suitability of each currently available and geographically accessible public placement.
- The CSE has documentation of all efforts to enable the student to benefit from instruction in less restrictive settings using support services and supplementary aids and special education services, and/or for those services not used, a statement of reasons why such services were not recommended.
- The CSE has detailed evidence of the student's lack of progress in previous less restrictive programs and placements or a statement of reasons that such evidence is not available.
- In the case of a reapplication for reimbursement, the CSE has documentation of the continuing need for placement of the student in a private school.
- For NYC only: Initial Year Nickerson Day Placements.** - The CSE is not able to make one or more of the above assurances because the student has an IEP recommendation for a public day program and the student was placed in a private school by the parent pursuant to a Nickerson Letter for the first time this school year.

CSE Meeting Date

– Must be before or equal to certification date

DCERT Screen (continued)

25

Additional Certification required for all Residential Placements - (in-state or out-of-state):
The CSE recommends placement of a student in a **residential** program.

- Documentation is on record that residential services are necessary to meet the student's educational needs as identified in the student's IEP.
- Documentation is on record that includes a proposed plan and timetable for enabling the student to return to a less restrictive environment or a statement of reasons why such a plan is not currently appropriate.
- For **out-of-state** placement recommendations, documentation is on record that demonstrates that there are no appropriate public or private facilities for instruction available within this State.

Additional Certification (For all initial placements in residential care):

- Documentation is on record that, upon determination that the student was first at risk of residential placement, the district sought parental consent (or consent of the student if age 18 or older) to invite county or State agency representatives to the CSE meeting to make recommendations concerning the appropriateness of residential placement and other programs and placement alternatives. For students in a foster care placement, the local social services district was notified when the student was determined to be at risk of residential placement.
- Parental (or student) consent was obtained and other agency representative(s) were invited to the CSE meeting.

Invited county or State agency representative attended the CSE meeting.

Choose One Yes No

NOTE: In order to obtain a timely determination of approval of State reimbursement, the certification must be received by the Department prior to requesting reimbursement. If the district fails to submit a certification, requests for State reimbursement for ten-month private placements will not be processed.

Date Transferred Into District

DQCER

26

Date 05/06/16
Time 11:35

New York State Education Department

Go to

Private Placement Certification List

School Year: 1516 District: 010101010 APPLE CSD

Record Count: 22

Last Name/First Name	STAC ID	Day/Res	In/Out of State	Certification Date/Time	CSE Meeting Date	User
JONES SARAH	Z12345	DAY	IN-STATE	06/29/15 12:34 PM	05/01/15	ABCDEFGH
SCOTT ALEX	Z12346	DAY	IN-STATE	06/29/15 12:43 PM	05/03/15	ABCDEFGH
SHORE KIM	Z12347	RES	IN-STATE	06/30/15 09:34 AM	05/15/15	ABCDEFGH
SHORE KIM	Z12347	DAY	IN-STATE	06/29/15 12:37 PM	05/15/15	ABCDEFGH

27

Adding a STAC

Placement Types

28

- ❑ Public Placements (10-month)
 - ❑ BOCES, In-district, other-public
- ❑ Private Placements (10-month)
 - ❑ SED-approved
- ❑ Summer School (2-month)
 - ❑ BOCES, In-district (full-day, half-day or 9015 A-D), other-public, private
- ❑ Homeless (10-month)
 - ❑ BOCES, Private, In-district
- ❑ Chapter Placements (47, 66 and 721)
- ❑ 4201 State-Supported Placements

Adding a STAC

29

Date 05/13/19 GO TO

DMNUM Special Education Main Menu

Choice Description

<input type="checkbox"/> S	DMQRY	STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS
<input type="checkbox"/> S	DMNUS	ADD/AMEND REIMBURSEMENT APPROVALS 
<input type="checkbox"/> S	DMNUR	PROCESS A REAPPLICATION
<input type="checkbox"/> S	DMNUV	ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS
<input type="checkbox"/> S	DMNAC	CPSE ADMINISTRATIVE COST SCREENS
<input type="checkbox"/> S	DCPUB	HIGH COST WORKSHEET (IN-DISTRICT/BOCES)
<input type="checkbox"/> S	DCPOD	HIGH COST WORKSHEET (OTHER DISTRICT)
<input type="checkbox"/> S	DCERT	ADD A PRIVATE PLACEMENT CERTIFICATION
<input type="checkbox"/> S	DSRWD	SERVICE APPROVAL WITHDRAWAL
<input type="checkbox"/> S	DCHSR	FIND A STAC ID FOR A STUDENT
<input type="checkbox"/> S	DQCLD	VIEW/AMEND CHILD SERVICE APPROVALS
<input type="checkbox"/> S	DQAPP	APPROVAL LISTS
<input type="checkbox"/> S	DQSBO	APPROVAL/VERIFICATION SUMMARY (3 YEAR)
<input type="checkbox"/> S	DQSUM	4408/4201 SUMMER DISTRICT SUMMARY REPORT
<input type="checkbox"/> S	DDATE	PROGRAM DATE CHANGES

Adding a STAC

30

Date 04/08/15 GO TO

Choice	Description
<input type="checkbox"/> S	DQAPP APPROVAL LISTS
<input type="checkbox"/> S	DSPRV PRIVATE EXCESS COST APPROVAL (10 MONTH) 
<input type="checkbox"/> S	DSPUB PUBLIC HIGH COST APPROVAL (10 MONTH)
<input type="checkbox"/> S	DSUMR SPECIAL CLASS APPROVAL (2 MONTH)
<input type="checkbox"/> S	DSSRL SPEC INSTR/REL SERV(2 MTH)2011 THRU 2013
<input type="checkbox"/> S	DSSRS SPEC INSTR/REL SERV (2MTH) SUM 2014-FORW
<input type="checkbox"/> S	DSCSM CHAPTER APPROVALS (2 MONTH)
<input type="checkbox"/> S	DSCHP CHAPTER APPROVALS (10 MONTH)
<input type="checkbox"/> S	DQCHG OTHER STATE AGENCY PLACEMENTS SUMMARY
<input type="checkbox"/> S	DSINC INCARCERATED YOUTH APPROVALS (12 MONTH)
<input type="checkbox"/> S	DSSOS STATE SUPPORTED APPROVALS (2 MONTH)
<input type="checkbox"/> S	DSSSY STATE SUPPORTED APPROVALS (10 MO) 13-14+
<input type="checkbox"/> S	DSSSS STATE SUPPORTED APPROVALS (10 MONTH)
<input type="checkbox"/> S	DSHOM HOMELESS APPROVALS (10 MONTH)
<input type="checkbox"/> S	DSRWD SERVICE APPROVAL WITHDRAWAL

Add Private Placement STAC

31

Step 1

Step 2-3

Date: 06/20/20 Time: 02:37 New York State Education Department
Private Excess Cost (4405) Go to Menu

STAC ID **Name** **Date of Birth** **Mode**

School Year **Record Number** **Inquire**

CSE District

District of Residence **County of Residence**

Agency to be Paid

Education **Provider**

Get ED Programs

Change	Start Date	End Date	Aide Percentage	Educ Rate	Educ Aide Rate	DA Rate	Total Rate
<input type="checkbox"/>	09/09/20	06/24/21	50				0

1/2 Placement (SED use only)

Maintenance **Provider**

Get MA Programs

Change	Start Date	End Date	FTE	Aide
<input type="checkbox"/>			0	<input type="checkbox"/>

TOTAL COST

SED use only

Variance 1 Year DCERT Appr DT

Required for Inquiry

32

Making a change to a STAC

Amending and Withdrawing a STAC

Amend vs. Withdraw

33

Amending a STAC (End date) if a student:

- Transfers to another district
- Changes placements or providers throughout the school year
- Changes programs throughout the school year
 - ▣ For example: Increase/Decrease in services

Withdrawing a STAC if a student:

- Never attended the program
- Not High Cost Eligible

- Just Note: Do not use this screen to amend a student's STAC record due to IEP driven programmatic changes

How to Amend a STAC

34

Date: 06/20/20 Time: 02:37
New York State Education Department
Private Excess Cost (4405)

Go to

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

School Year: 2021 Record Number: Disability: Autism

CSE District: 010101010101 APPLE CSD
District of Residence: APPLE CSD County of Residence: FRUIT
Agency to be Paid: APPLE CSD

Education Provider: WILDWOOD SCHOOL 530515997783
Get ED Programs: 9000K LATHAM SITE NO 1:1 A 05-21 09/09/20-06/24/21 DAY

Change	Start Date	End Date	Aide Percentage	Educ Rate	Educ Aide Rate	DA Rate	Total Rate
<input type="checkbox"/>	09/09/20	06/24/21	50				0

1/2 Placement (SED use only)

Total Rate: 0 X FTE: 0 = Total Cost: 0

Maintenance Provider:
Get MA Programs:

Change	Start Date	End Date	FTE	Aide
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>

TOTAL COST

SED use only
Variance 1 Year DCERT Appr D1 Enter User

Step 1

Step 2b

Step 3

Step 2a Step 4

How to Withdraw a STAC

35

Step 1

Date 09/08/15 Time 02:55 New York State Education Department
STAC Approval Withdrawal Screen Go to

STAC ID	Name	Date of Birth	Mode
Z12348	SMITH JOHN	02/05/94	Change
School Year	<input type="button" value="Inquire"/>		
1415			

To withdraw an approval record, enter the Record Number from the list shown below and click WITHDRAW.

Step 2

For Record Number	For Preschool SEIT and Related Services ONLY
01	<input checked="" type="radio"/> Full Service <input type="radio"/> Partial Service
	Select Service Type <input type="text"/>

Step 3

Required for Inquiry

Rec	Fund	Type	Service Dates	District	Provider	Program	WD
01	DSPUB	EDUC	09/04/14 06/25/15	APPLE CSD	QUESTAR III	(R-C-G 8000I	
02	DSUMR	EDUC	07/07/14 08/15/14	APPLE CSD	QUESTAR III	(R-C-G 9000A	

36

Verification Process

Online Verifications

37

S	DMQRY	STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS
S	DMNUS	ADD/AMEND REIMBURSEMENT APPROVALS
S	DMNUR	PROCESS A REAPPLICATION
S	DMNUV	ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS 
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S	DQCLD	VIEW/AMEND CHILD SERVICE APPROVALS
S	DQAPP	APPROVAL LISTS
S	DQSBO	APPROVAL/VERIFICATION SUMMARY (3 YEAR)
S	DQSUM	4408/4201 SUMMER DISTRICT SUMMARY REPORT
S	DDATE	PROGRAM DATE CHANGES

Online Verifications (continued)

38

Date 04/15/15 GO TO

	DMNUV	ONLINE AVL PROCESSING MENU
	Choice	Description
<input type="checkbox"/>	DMNVP	PRESCHOOL ONLINE AVL PROCESSING
<input type="checkbox"/>	DMNVS	SCHOOL AGE ONLINE AVL PROCESSING 
<input type="checkbox"/>		

Online Verifications (continued)

39

Date 04/22/15 GO TO

Choice	Description
<input type="checkbox"/> S	DVPUB PUBLIC HIGH COST VERI (IN-DIST/OTH DIST)
<input type="checkbox"/> S	DVPRV PRIVATE PLACEMENT VERIFICATION 
<input type="checkbox"/> S	DVSUM 4408 SUMMER PLACEMENT VERIFICATION
<input type="checkbox"/> S	DVSRL 4408 SUMMER RELATED SERVICE VERIFICATION
<input type="checkbox"/> S	DVSSY 4201 STATE-SUPPORTED 10-MO VERIFICATION
<input type="checkbox"/> S	DVCSM CHAPTER SUMMER PLACEMENT VERIFICATION
<input type="checkbox"/> S	DVHOM HOMELESS VERIFICATION
<input type="checkbox"/> S	DVINC INCARCERATED YOUTH VERIFICATION
<input type="checkbox"/> S	DVSTR 4408 SUMMER PLACEMENT TRANS VERIFICATION
<input type="checkbox"/> S	DVST2 4408 SUMMER REL SERV TRANS VERIFICATION
<input type="checkbox"/> S	DVST3 4408 SUMMER 4201/SO TRANS VERIFICATION
<input type="checkbox"/> S	DVSTC CHAPTER SUMMER TRANS VERIFICATION
<input type="checkbox"/> S	DQSBO APPROVAL/VERIFICATION SUMMARY (3 YEAR)
<input type="checkbox"/> S	DQPAY SCHOOL AGE PAYMENT REVIEW
<input type="checkbox"/> S	DQCDI 10 MONTH DISTRICT CHARGEBACK SCREEN

41

STAC Timeline

July and August

42

□ **July:**

- Work on 2021-22 in-district calculations
- Verify 2021-22 4201 10-month (Sept. – June)
- Finalize 2021-22 Homeless

□ **August:**

- Begin to gather 2022 ESY information
- Prepare 2022-23 STAC information

September - November

43

- **September:**
 - Add 2022-23 10-month DCERTs
- **October:**
 - Ensure all 2021-22 Public and Private STACs are entered prior to October 15th
 - Begin to send Homeless 2022-23 STAC 202's to STAC Unit
 - Add current year 2022-23 10-month Public and Private STACs
- **November:**
 - Add and verify 2022 ESY education and transportation (if received all invoices)

December - February

44

- **December:**
 - ▣ Ensure Superintendent renews STAC user names (due in January)
- **January:**
 - ▣ Review current year 2022-23 STACs and amend if necessary
 - ▣ Verify 2022-23 4201 4-month (Sept. – Dec.)
- **February:**
 - ▣ Ensure 2022 ESY STACs are verified in order to receive first March payment

March - June

45

- **March:**
 - Verify 2021-22 10-month Public STACs
- **April:**
 - Review NYSED Gold Star Report for any outstanding verifications
- **May:**
 - Amend 2023-24 program dates (if necessary)
- **June:**
 - Ensure all 2021-22 placements are verified for June 30th 2023 statute of limitations

STAC PROGRAMS WITH JUNE 30th DEADLINES

SPECIAL EDUCATION AID ASSISTANCE SERVICE

School Year	Placement Type	Service Approval Deadline	Education/Main. Verification	Transportation Verification
2019-20	4408 Summer	June 30, 2023	Online – DVSUM	Online – DVSTR
2019-20	Related Services 4408; Summer 9015 A-D	June 30, 2023	Online – DVSRM	Online – DVST2
2019-20	Summer Chapter 47, 66 & 721	June 30, 2023	Online – DVCSM	Online – DVSTC
2019-20	4201 Summer	June 30, 2023	N/A	Online – DVST3
2020-21	Private 10-Month	June 30, 2023 (for prior year aid)	Online – DVPRV	N/A
2020-21	Public 10-Month High Cost (BOCES, In-District & Other District)	June 30, 2023 (for prior year aid)	Online – DVPUB (may require DCPUB prior to DVPUB)	N/A
2021-22	Private 10-Month	June 30, 2023 (for current year aid)	Online – DVPRV	N/A
2021-22	Public 10-Month High Cost (BOCES, In-District & Other District)	June 30, 2023 (for current aid year)	Online – DVPUB (may require DCPUB prior to DVPUB)	N/A
2021-22	Chapter 47, 66 & 721 – 10-Month	June 30, 2023	Online – DVCHP	Online – DVCHP
2021-22	Homeless	June 30, 2023	Online – DVHOM	N/A



47

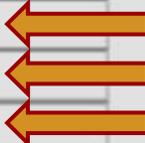
Helpful Reports

Helpful Reports

48

Date 05/13/19 GO TO

	DMNUM	Special Education Main Menu
	Choice	Description
<input type="checkbox"/>	DMQRY	STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS
<input type="checkbox"/>	DMNUS	ADD/AMEND REIMBURSEMENT APPROVALS
<input type="checkbox"/>	DMNUR	PROCESS A REAPPLICATION
<input type="checkbox"/>	DMNUV	ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS
<input type="checkbox"/>	DMNAC	CPSE ADMINISTRATIVE COST SCREENS
<input type="checkbox"/>	DCPUB	HIGH COST WORKSHEET (IN-DISTRICT/BOCES)
<input type="checkbox"/>	DCPOD	HIGH COST WORKSHEET (OTHER DISTRICT)
<input type="checkbox"/>	DCERT	ADD A PRIVATE PLACEMENT CERTIFICATION
<input type="checkbox"/>	DSRWD	SERVICE APPROVAL WITHDRAWAL
<input type="checkbox"/>	DCHSR	FIND A STAC ID FOR A STUDENT
<input type="checkbox"/>	DQCLD	VIEW/AMEND CHILD SERVICE APPROVALS
<input type="checkbox"/>	DQAPP	APPROVAL LISTS
<input type="checkbox"/>	DQSBO	APPROVAL/VERIFICATION SUMMARY (3 YEAR)
<input type="checkbox"/>	DQSUM	4408/4201 SUMMER DISTRICT SUMMARY REPORT
<input type="checkbox"/>	DDATE	PROGRAM DATE CHANGES



Approval List (DQAPP)

49

Date 08/24/20 New York State Education Department Go to
 Time 09:44 **Agency Approvals List**

School Year DISTRICT
 APPLE CSD

Agency Type
 (Internal use only)

All
 Verified
 Unverified

Placement Type

Record Count 7

Required for Inquiry

NAME	STAC ID	REC	Provider	ISPEC	PRO -GRAM	SERVICE DATES		FTE/ UNITS	Aide %	RATE	COST	VERSTP			A	W
						BEGIN	END					E	T	D	U	D
JONES SARAH	Z12345	01	DEVEREUX IN NY	DSPRV	9000M	090419	061920	1.000	000	56443	56443	YN	NN	N		
SCOTT ALEX	Z12346	01	CENTER FOR DISC	DSPRV	9000I	090319	061920	1.000	000	86890	86890	YN	NN	N		
SHORE KIM	Z12347	01	CENTER FOR SPEC	DSPRV	9000I	120219	061920	0.692	100	73991	51201	YN	NN	N		
SMITH JOHN	Z12348	01	GREENBURGH-NORT	DSPRV	9000I	012720	062620	0.525	100	73790	38739	YN	NN	N		

Approval/Verification Summary (DQSBO)

50

Date 08/03/21
Time 11:17

New York State Education Department
Special Education Approval Summary

Go to

School Year: 2021
District Code Search:
District Name Search:

Service Type: (DSUMR) School Age Summer Placement
Choose One: 1 Year selected Year selected and prior 2 years

Education Data		2018-19	% change	2019-20	% change	2020-21
Approval Data	Number	42	17+	49	10+	54
	FTE	42.000	17+	49.000	10+	53.857
	Educ. Cost	266,667	7-	247,922	8-	228,062
Verified Data	Number	42	17+	49	10+	54
	% Verified	100	0	100	0	100
	FTE	42.000	17+	49.000	10+	53.857
	% Verified	100	0	100	0	100
	Educ. Cost	266,930	7-	247,922	8-	228,798+
Unverified Data + Rate Changes *	Number	0	0	0	0	0
	% Unverified	0	0	0	0	0
	FTE	0	0	0	0	0
	% Unverified	0	0	0	0	0
	Educ. Cost	263+	100-	0	999+	736+
% Unverified	0	0	0	0	0	

Maintenance Data		2018-19	% change	2019-20	% change	2020-21
Approval Data	Number	1	100+	2	50-	1
	Maint. Cost	35,340	95+	69,080	49-	35,031
Verified Data	Number	0	0	0	0	0
	Maint. Cost	0	0	0	0	0
	% Verified	0	0	0	0	0
Unverified Data + Rate Changes *	Number	1	100+	2	50-	1
	Maint. Cost	35,340+	95+	69,080+	49-	35,031+
% Unverified	100+	0	100+	0	100+	

Transportation Data		Transportation applies only to 2-mth programs and 10-mth Chapter 721				
Approval Data	Number	37	19+	44	32-	30
	Trans. Cost	135,327	9-	123,683	12-	108,771
Verified Data	Number	37	19+	44	32-	30
	Trans. Cost	135,327	9-	123,683	12-	108,771
	% Verified	100	0	100	0	100
Unverified Data	Number	0	0	0	0	0
	Trans. Cost	0	0	0	0	0
	% Unverified	0	0	0	0	0

* "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.

4408/4201 Summer District Summary Report (DQSUM)

Date 08/24/20
Time 02:55

New York State Education Department
4408 and 4201 District Summary Report (2-mo)

Go to

School Year **District Code**

1819 010101010101

Based on EFH670
Run on 08/01/20

 APPLE CSD

To obtain the child-level detail underlying these summary-level totals, click:

SUMMARY OF STAC 4408 AND 4201 (TRAN) APPROVAL AND ON-LINE VERIFIED COSTS AND STATE AID PAID

SUMMARY OF COSTS - CSE DISTRICT 010101010101 APPLE CSD	SERV TYPE	STAC APPROVED COST	ON-LINE VERIFIED COST	AID PAID**
	EDUC RELS MAIN	634,208.00	634,208.00	498,118.00
	TRAN	84,637.00	84,637.00	67,709.00
	TOTAL \$	718,845.00 \$	718,845.00 \$	565,827.00

ESTIMATED RECEIVABLES

MAXIMUM AID RECEIVABLE = + \$ 9,249.00

= (\$ 718,845.00 TOTAL APPROVED COST * 80%) - \$ 565,827.00 TOTAL AID PAID

CURRENT AID RECEIVABLE = + \$ 9,249.00

= (\$ 718,845.00 TOTAL VERIFIED COST * 80%) - \$ 565,827.00 TOTAL AID PAID

NOTE: THE "MAXIMUM AID RECEIVABLE AND CURRENT AID RECEIVABLE" TOTALS INCLUDE TRANSPORTATION (TRAN) COSTS FROM STOPPED STACS. TO GET FULL TRAN AID, YOU NEED TO PROVIDE STAC WITH TRAN COST BACKUP, SO STAC CAN REMOVE YOUR TRAN STOPS. REFER TO THE DSTPD (PAYMENT STOPS BY DISTRICT) SCREEN TO GET A REAL-TIME LIST OF YOUR TRANSPORTATION STOPS.

=====

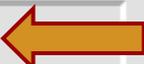
**** AID PAID AMOUNTS ARE BASED ON A MAXIMUM 80% AID RATIO. THE ACTUAL TOTAL OF YOUR DISTRICT PAYMENTS RECEIVED MAY BE LESS THAN THE AMOUNT SHOWN DUE TO NEGATIVE BALANCE ADJUSTMENTS FROM OTHER YEARS.**

School Age Payment Review (DQPAY)

52

Date 08/02/21 GO TO

	DMNUM	Special Education Main Menu	
	Choice	Description	
<input type="checkbox"/>	DMQRY	STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS	
<input type="checkbox"/>	DMNUS	ADD/AMEND REIMBURSEMENT APPROVALS	
<input type="checkbox"/>	DMNUR	PROCESS A REAPPLICATION	

<input type="checkbox"/>	DQCDI	10 MONTH DISTRICT CHARGEBACK SCREEN	
<input type="checkbox"/>	DQPAY	SCHOOL AGE PAYMENT REVIEW	
<input type="checkbox"/>	DQSBO	APPROVAL/VERIFICATION SUMMARY (3 YEAR)	

School Age Payment Review (DQPAY)

53

Date: 08/24/20
Time: 02:28

New York State Education Department
School Age APR View

Go to: [Menu](#)

School Year	District	Fund	PAY Num	Service	Gross Amt	76,173.71+	Pay Percent	56.0000
1920	010101010101	Summer	01	<input checked="" type="radio"/> Educ <input type="radio"/> Tran	Adjust Amt			
Inquire	APPLE CSD			APR Issue Date	Net Amt	76,173.71+	Adjustment Detail	
				03/12/20				

To obtain an original Approved Payment Report (APR) for this payment, click: [Send to SEDFTM](#)

STAC ID	Last Name/First Name	Provider	Start Date	End Date	Service	Amt this APR	Total to Date
Z12351	01 JACKSON LIZ	DEVEREUX IN NY	07/09	08/19	EDUC	5267.92	7525.60
Z12345	02 JONES SARAH	DEVEREUX IN NY	07/01	08/31	MAIN	14141.80	20202.57
Z12346	01 SCOTT ALEX	GREEN CHIMNEYS	07/08	08/16	EDUC	4634.00	6620.00
Z12347	01 SHORE KIM	GREEN CHIMNEYS	07/01	08/31	MAIN	22409.67	32013.82
Z12348	01 SMITH JOHN	CENTER FOR DIS	07/08	08/16	EDUC	8109.92	11585.60

Provider Totals	
DEVEREUX IN	19409.72+
GREEN CHIMNE	27043.67+

Next STAC Talk

54

- September 13, 2022
 - Topics:
 - Calculating In-District Placements
 - DCPUB Cost Calculation
 - Review 2021-22 10-Month STACs

- View previous STAC Talk Webinars:
<https://www.questar.org/services/financial/stac/stac-talk/>

Questions/Contact Us

55

Special Education Aid Assistance Service

Questar III BOCES

10 Empire State Boulevard

Castleton, NY 12033

518-477-2635 (p) **option 2**

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agnieszka.bukala@questar.org

angela.beber@questar.org

robert.rabideau@questar.org

<https://www.questar.org/services/financial/stac/>