PUTTING STUDENTS FIRST



The Process of Claiming Aid for Homeless Youth

Special Education Aid Assistance Service

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Intake Process



Student and/or family come to register with the district



Housing questionnaire is filled out



Reviewed by the registrar

If housing questionnaire indicates the student/family is homeless

- Fill out the STAC 202 form
- Notify the district homeless liaison
- Send filled out 202 to homeless liaison

Intake

Homeless Liaison may want to meet with the student and/or family to gather more information

Determine if the student has a disability (classified)

Refer and notify the Special Education Department

Notify the Business Office of homeless status

Arrange for transportation

Each building administrator (Principal) should also be notified of student's homeless status



Homeless students

STAC Eligible

- A student that loses permanent housing in one district and begins to attend a different district in NYS
- The student will be living in Temporary Housing
 - Living w/ another family (Doubled Up)
 - Hotel/Motel

Not STAC Eligible

- A student that loses permanent housing and continues to attend their district of origin (home district)
- A student that comes from a different state or country

STAC Process

District fills out the STAC 202 Form If eligible, district sends STAC 202 to the STAC Unit via FTM SED
determines
eligibility of
student
and will
add on
DQHOM

SED will assign a STAC ID to the student Check to see if student has a disability Add student on DSHOM (STAC)

If the student no longer homeless resend 202 w/end date back to the STAC Unit

Verify at the end of the year once you check with the district on the DVHOM

Rates & Reimbursement

Reimbursement is at 100% for SY, there are no homeless summer STACs

If Provider is the District

- The rate is set by STAC based on the district's nonresident tuition rate
- Homeless Codes:
 - 8500K (Reg K-6)
 - 8500L (Reg 7-12)
 - 8501K (Special Ed K-6)
 - 8501L (Special Ed 7-12)

If Provider is a Private Placement

The rate is set by STAC

If Provider is a BOCES

 We can enter the BOCES cost for the student, even if below district threshold

Homeless Process

STAC REIMBURSEMENT APPROVAL

- While the student remains homeless in the district of current attendance, records must be added using the DSHOM
- Approval Requests can be viewed on DQAPP

EDUCATION VERIFICATION

District of Current Attendance verifies the Education <u>Online</u> using the DVHOM Screen

Homeless Process

END OF HOMELESS ELIGIBILITY

- District of Current Attendance should submit the original STAC-202 form with end date to the STAC Unit when:
 - student has found permanent housing
 - student has graduated
 - student has exited the district
- District can view updated STAC-202 data on DQHOM
- Upload 202 with end date to SED FTM and email OMSSTAC@nysed.gov

Questions to Ask

- Who is responsible for the intake and housing questionnaire?
- Who is filling out the STAC 202s?
- Who is filing the STAC 202 with SED?
- Who is reviewing and monitoring the eligibility list?
- Who is communicating with previous school district?
- Who is adding the STAC record into the system?
- Who is monitoring the STAC records online?
- Who is verifying the placement/program?
- Who is monitoring payments and chargebacks?

10 The STAC 202

STAC Forms

□ STAC-202

- SED only uses the STAC-202 forms for reimbursement purposes each year
 - School districts use the STAC-202 form to collect data on students who have been identified as homeless. Completed STAC forms help districts report on such things as the number of students who are homeless in the school district.
- Link to STAC-202 Form:

https://www.oms.nysed.gov/stac/forms/stac 202 form.pdf

STAC 202 Form

STAC ID		The University of the State STATE EDUCATION STAC & Special Ai Room 514, Education Albany, NY 122	DEPARTMENT ds Unit Building		STAC-202 HOMELESS DESIGNATION
	Designation of Scho				
	Pept of Social Services (DSS)		ated School District of Atter		
	SE READ THE INSTRUCTI				
1. NAME OF CHILD		2. DATE OF BIRT	н	3. GENDE	R
_	LAST NAME		MO / DAY/ YR	_	M F
	FIRST NAME	M.I.			
5. Racial/Ethnic Category of	Child (See definitions on reverse sid	e of last page.)	6. GRADE LEVEI PLACEMENT		
	an or				DE DECOMBIG HOME! For
		nic White	7AL NYS SCHOOL DISTR	ICT OF ATTENDANCE BEFO	RE BECOMING HOMELESS
7. COMPLETE ADDRESS	S BEFORE CHILD/FAMILY BECAM	IE HOMELESS			
			7B. NYS SCHOOL DISTR	ICT WHERE LAST ENROLLE	D
8. COMPLETE ADDRESS	S OF CURRENT LOCATION I	DATE CHILD/FAMILY	AL MICCOLLOG DICTO	ICT OF CURRENT LOCATIO	
		LACED IN TEMPORARY HOUSING	8AL NYS SCHOOL DISTR	ICT OF CURRENT LOCATION	·
	ŀ.	I I			
	N	IONTH DAY YEAR	9A .NYS DESIGNATED	DISTRICT OF ATTENDANCE	
9. DATE DISTRICT OF A	TTENDANCE CHOSEN	1 1			
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		ONTH DAY YEAR			
		ONTH DAT TEAK	One of four school	districts may be chose	en to provide the education
10. DATE PLACED IN PE	RMANENT HOUSING		the school district w	here last enrolled, ti	ance before becoming home he school district of current
	M	ONTH DAY YEAR	This designation ma	y be changed either p	in a Regional Placement F prior to the end of the first
			semester of attenda whichever occurs la		of making this designation,
11. Check the appropriate box	x if the designated school district of att	endance (9A) is different fro			neless (7A)
	of current location (8A).	,			. ,
District participating in a	Regional Placement Plan OR	District where last enrolled		he district where last	permanently housed (7A)
		and the district of current	ocation (8A).		
12.					
	PERSON IN PARENTAL RELATION	NSHIP	AREA CODE	TELEPHONE N	UMBER
13.					
IT HAS BEEN REPORTED TO	N IN PARENTAL RELATIONSHIP O ME THAT THIS CHILD IS UNDER I WHER RIGHT TO DESIGNATE THE S	THE AGE OF 21 YEARS AN		DATE LE FOR EDUCATIO	ONAL SERVICES. THE CH
14.					
PRINT NAME OF LOCA	L DSS OR SCHOOL DISTRICT REP	RESENTATIVE		TITLE	
15. SIGNATURE OF LOCAL	DSS OR SCHOOL DISTRICT REPR	PESENTATIVE		DATE	
DIGITATIONE OF LOCAL	2000 ON SCHOOL DISTRICT REFE	L.S.L.,IAIIVE		DATE	
16. PLACEMENT COUNTY					
	Local DSS use only		AREA CODE	TELEPHONE N	UMBER

STAC 202 Sections 1-6

STAC ID	The University of the State of New York THE STATE EDUCATION DEPARTMENT STAC & Special Aids Unit Room 514, Education Building Albany, NY 12234		STAC-202 HOMELESS DESIGNATION	
	Designation of School	ol District of Attenda	ance for a Homeless (Child
Submitted by: Local Dept	of Social Services (DSS)	Designated	School District of Attendance ((PSD)
PLEASE	READ THE INSTRUCTION	ONS ON THE REVERS	SE BEFORE COMPLE	TING THIS FORM
1. NAME OF CHILD		2. DATE OF BIRTH		3. GENDER
	LAST NAME		MO / DAY/ YR	M F
	FIRST NAME	M.I.		
5. Racial/Ethnic Category of Chi	ld (See definitions on reverse side	of last page.)	6. GRADE LEVEL FOR V PLACEMENT IS SOU	

STAC 202 Section 7

American Ind or Asian or Alaskan Native Pacific Isl. Black Hispanic White	7A. NYS SCHOOL DISTRICT OF ATTENDANCE BEFORE BECOMING HOMELESS
7. COMPLETE ADDRESS BEFORE CHILD/FAMILY BECAME HOMELESS	North Colonie CSD
This is the address the student was last permanently living before becoming homeless	7B. NYS SCHOOL DISTRICT WHERE LAST ENROLLED
permanencry riving before becoming nomeress	Niskyuana CSD

Hometown Locator Example

School District & School Zones

The address is located within the **North Colonie Csd School District** and the specific school zones are:

- Forts Ferry School
- Shaker High School
- Shaker Junior High School

https://newyork.hometownlocator.com/

STAC 202 Section 8-10

8. COMPLETE ADDRESS OF CURRENT LOCATION 4 Giant Drive Apple NY 12345	DATE CHILD/FAMILY PLACED IN TEMPORARY HOUSING
	09 30 20
	MONTH DAY YEAR
9. DATE DISTRICT OF ATTENDANCE CHOSEN	09 30 20
	MONTH DAY YEAR
10. DATE PLACED IN PERMANENT HOUSING	06 24 21
	MONTH DAY YEAR

8A. NYS SCHOOL DISTRICT OF CURRENT LOCATION

Apple CSD

9A .NYS DESIGNATED DISTRICT OF ATTENDANCE

Apple CSD

One of four school districts may be chosen to provide the education component: the school district of attendance before becoming homeless, the school district where last enrolled, the school district of current location or a school district participating in a Regional Placement Plan. This designation may be changed either prior to the end of the first semester of attendance or within 60 days of making this designation, whichever occurs later.

STAC 202 Section 11-16

11. Check the appropriate box if the designated school district of attendance (9A) is different and from the district of current location (8A).	rent from the district of attend	ance before becoming homeless (7A)				
District participating in a Regional Placement Plan OR District where last enrolled (7B) if it is different from the district where last permanently housed (7A) and the district of current location (8A).						
12	AREA CODE	TELEPHONE NUMBER				
13. SIGNATURE OF PERSON IN PARENTAL RELATIONSHIP TO CHILD IT HAS BEEN REPORTED TO ME THAT THIS CHILD IS UNDER THE AGE OF 21 YEA HAS BEEN ADVISED OF HIS/HER RIGHT TO DESIGNATE THE SCHOOL DISTRICT O		DATE IGIBLE FOR EDUCATIONAL SERVICES.	THE CHILD			
14. PRINT NAME OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE		TITLE				
15. SIGNATURE OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE		DATE				
16. PLACEMENT COUNTYLocal DSS use only	AREA CODE	TELEPHONE NUMBER				

Statute of Limitation for Claiming Homeless Aid

- 2022-23 school year STACs need to be verified by June 30, 2024
- December 2023 the final Non-Resident Tuition Rates (NRT Rates) were set for the 22-23 School Year
- January 15, 2024 Homeless Aid March Payment Deadline
 - NRT rate x Homeless FTE count
- If not STAC'd timely, Aid will be delayed

Non-Resident Tuition Rates

- Use the State Aid website-(https://stateaid.nysed.gov/)
- In the "View District Data" box search for your district by name or Beds Code

 Use the SAMS State Aid Claim Page and enter you district again

NRT Rate Output Report

Actual = Prior Year

Estimated = Current Year

2023-2024 - Actual Nonresident Tuition Report for Prior Year (NRT)

2023-2024 - Estimated Nonresident Tuition Report for Current Year (NRTEST)

NRT Output Report - Actual

NON RESIDENT TUITION REPORT (NRT) FOR 2022-23 SCHOOL YEAR ATTENDANCE		
	Glossary	
TUITION CHARGE FOR REGULAR EDUCATION STUDENTS BASED ON NET COST PER STUDENT:		
NET COST PER HALF DAY K STUDENT	(ENT 82)	0
NET COST PER FULL DAY K-6 STUDENT	(ENT 83)	★ 10,752
NET COST PER GRADE 7-12 STUDENT	(ENT 84)	★ 11,604
TUITION FOR STUDENTS WITH DISABILITIES WHO ARE ELIGIBLE FOR PUBLIC EXCESS COST AID:		
HALF DAY K STUDENT WITH DISABILITIES	(ENT 86)	0
FULL DAY K-6 STUDENT WITH DISABILITIES	(ENT 87)	★ 38,451
GRADE 7-12 STUDENT WITH DISABILITIES	(ENT 88)	★ 39,303

Homeless Best Practices

- Encouraged to send a copy of STAC-202 to the district that is fiscally responsible
 - Treat them as you would like to be treated
- Verify all children the district is being charged for, were actual district residents (are these truly your students?)
 - DQCDI Report
- Follow up on your homeless children being charged against you
 - When obtained permanent housing?
 - Inform Business Office of status
 - Budget implications
 - The fiscally responsible district

Homeless STAC Screens

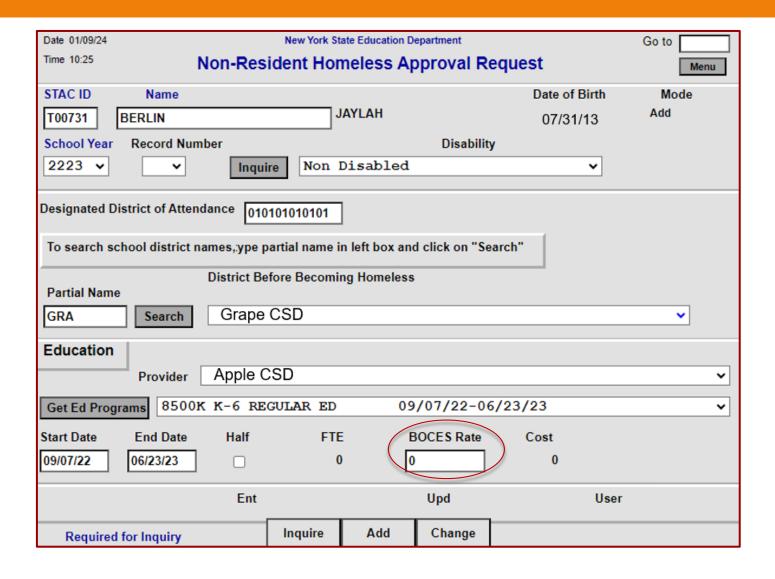
DQHOM: Homeless Eligibility



Use this screen to determine if there are any students deemed eligible to be STAC'd under the Homeless Approvals

The Homeless Eligibility will appear in the year that the STAC-202 originated (monitor for continued eligibility)

DSHOM



DVHOM



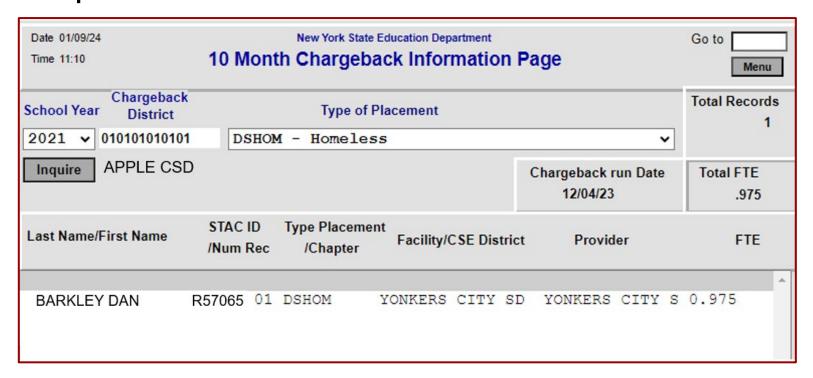
Homeless Eligibility List (DQHOM) – Last Permanently Housed



Use this screen to view any students in which your district is listed as the last permanently housed (District of Origin)

DQCDI Report - Chargebacks

 DQCDI provides the list of students for which you are the district of origin, meaning you are responsible for the basic contribution

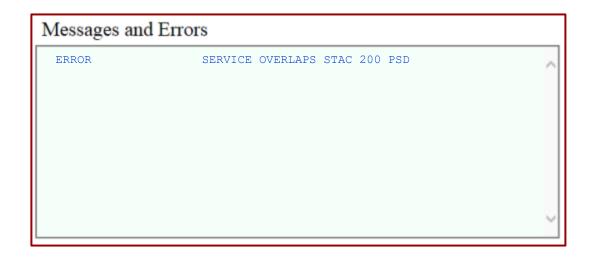


Guidance & Resources

STAC Error- Homeless

□ STAC 200 PSD- Public School District

Open 202 with another Public School District



Homeless Guidelines

Housing Status	Designated School District of Attendance	Reimbursement Available? (Y/N)	Procedure for receiving reimbursement
Temporarily housed, either inside or outside the district of origin	The school district of origin	No	N/A
Temporarily housed outside the district of origin	The new school district of current location	Yes	STAC-202 Form (paper) Online STAC Approval/ Online STAC Verification
Temporarily housed, in any location (after housing multiple moves)	The school district where the student most recently attended after losing housing, and that district is different from the school district of origin	Yes	STAC-202 Form/(paper) Online STAC Approval/ Online STAC Verification
Moved from temporary housing into permanent housing in a new district which is different from the district where the student is enrolled in school	Continuing enrollment in the school district they were last attending, even if this is the school of origin	Yes	Direct billing to the district where the family is now permanently housed. No state forms are necessary.
Permanently housed	Enrolled in the same school district where new permanent housing is located	No	N/A

Homeless Transportation



TRANSPORTATION FOR STUDENTS IN TEMPORARY HOUSING IN NEW YORK STATE

Housing Situation	Transportation	Responsibility	Funding Sources	Legal Authority
Temporarily Housed <u>Within</u> the School District	Student is entitled to transportation to their school of origin ¹ , including public preschool (e.g., pre-k), even if the student is temporarily housed in a different school zone. If the student transfers to a local school zoned for where they are temporarily residing, they are entitled to transportation comparable to permanently housed students, unless the lack of transportation poses a barrier to the student's attendance in school.	The school district where the student is enrolled is responsible for transportation.	State transportation aid ² (claimed by district where student is enrolled) AND If the student attends the school of origin, Title I, Part A set-aside funds for expenses not reimbursed by State transportation aid	20 U.S.C. § 6313(c)(3)(C)(ii)(II); 42 U.S.C. § 11432(g)(1)(j)(iii)(I); 42 U.S.C. § 11432 (g)(4)(A); N.Y. Education Law § 3209(4)(c N.Y. Education Law § 3209(6)(b N.Y. Education Law § 3209(6)(b N.Y. Education Law § 3622-a(1); 8 N.Y.C.R.R. § 100.2(x)(6)(iii)-(ii
Temporarily Housed <u>Outside</u> of the School District, but not in Department of Social Services Emergency Housing Placement	Student is entitled to transportation to and from the school of origin, including public preschool (e.g., pre-k), up to 50 miles one way, unless the commissioner certifies that a distance greater than 50 miles is in the best interest of the student. Parent may also be entitled to transportation if student cannot travel alone.	The school district where the student is enrolled is responsible for transportation.	State transportation aid (claimed by district where student is enrolled) AND Title I, Part A set-aside funds for expenses not reimbursed by State transportation aid	20 U.S.C. § 6313(c)(3)(C)(ii)(II); 42 U.S.C. § 11432(g)(1)(j)(iii); N.Y. Education Law § 3209(4)(c) N.Y. Education Law § 3622-a(1); 8 N.Y.C.R.R. § 100.2(x)(6)(iv).
Temporarily Housed <u>Outside</u> of the School District in a <u>Department of</u> <u>Social Services</u> (DSS) Emergency Housing Placement	Student is entitled to transportation to and from the school of origin, including public school (e.g., pre-k), up to 50 miles one way, unless the commissioner certifies that a distance greater than 50 miles is in the best interest of the student. Parent may also be entitled to transportation if student cannot travel alone.	The local department of social services (DSS) is responsible for transportation if it places a student in emergency housing outside of the school district and the student is eligible for Emergency Assistance for Families (EAF). This includes children who attend pre-k and students who attend school at a BOCES. If DSS requests that the school district provide transportation, the school district must transport and the DSS must promptly reimburse the school district. If student is not eligible for EAF or if DSS places the family in emergency housing within the school district, the school district is responsible for transportation.	If school district transports, DSS reimburses the school district. School district cannot claim State transportation aid for expenses reimbursed by DSS. DSS receives federal Temporary Assistance for Needy Families (TANF) funding for transportation expenses.	42 U.S.C. § I I 432(g)(1)(j)(iii); N.Y. Education Law § 3209(4)(a)
Temporarily Housed <u>Outside</u> of the School District in a Runaway and Homeless Youth (<u>RHY</u>) Program	Student is entitled to transportation to and from the school of origin, including public school (e.g., pre-k), up to 50 miles one way, unless the commissioner certifies that a distance greater than 50 miles is in the best interest of the student. Parent may also be entitled to transportation if student cannot travel alone.	The school district where the student is enrolled is responsible for transportation.	Full reimbursement from the New York State Education Department using the RHY Transportation Reimbursement Form.	42 U.S.C. § 11432(g)(1)(j)(iii); N.Y. Education Law § 3209(4)(b) 8 N.Y.C.R.R. § 100.2(x)(6)(iv).
Temporarily Housed in a Neighboring State	Student is entitled to transportation to and from the school of origin, including public school (e.g., pre-k).	If the NY school district where the student is enrolled and the school district in the other state cannot agree to a method of assigning responsibilities and costs, the responsibilities and costs are split equally.	State transportation aid AND Title I, Part A set-aside funds for expenses not reimbursed by State transportation aid	20 U.S.C. § 6313(c)(3)(C)(ii)(II); 42 U.S.C. § 11432(g)(1)(j)(iii)(II); N.Y. Education Law § 3209(4)(g) N.Y. Education Law § 3622-a(1).

Resources

 NYS Technical and Education Assistance Center for Homeless Students -

www.nysteachs.org

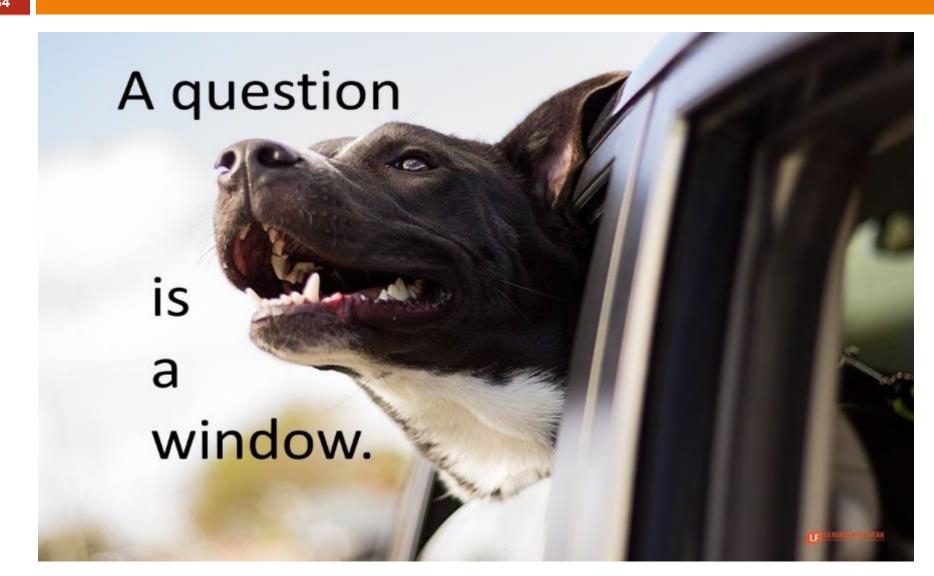
Workshops/Webinars for Homeless Liaisons

NYSED STAC

Website: http://www.oms.nysed.gov/stac/

 Education Law, Section 3209 – Education for Homeless Children http://www.p12.nysed.gov/sss/laws-regs/3209.html

Questions?



Contact Us

Special Education Aid Assistance Service

Questar III BOCES
10 Empire State Boulevard
Castleton, NY 12033
518-477-2635 (p) option 2

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

mary.mosher@questar.org – Team Leader tyler.gates@questar.org robert.rabideau@questar.org maria.huerta@questar.org alyssa.scarcella@questar.org angela.beber@questar.org caroline.christopher@questar.org