

PUTTING STUDENTS FIRST



June STAC Talk

Special Education Aid Assistance Service

Mary Mosher, Angela Beber, Tyler Gates, Robert Rabideau
& Alyssa Scarcella

Agenda

1. Common and Unique STAC Errors
- a walk through
2. June 30th Statute of Limitations

Tips for STAC Errors

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- Remain in **'CAP LOCKS'**
- Do not use the browser's back button
 - ▣ Click the **'Menu'** button to return to previous page or main menu
 - ▣ Type **'HOME'** in the Go-To box to return to main menu
- Utilize screen acronyms by typing them 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: when a field has been completed the cursor will be moved to the next field automatically*
- Always use the following format for dates: dd/mm/yy
- **Enable pop-up messages through your browser**

Common STAC Errors/Issues

Top 5 Most Common Errors:

1. Overlapping Service Dates (with district)
2. Multiple Matches on STAC ID
3. Making a Change
4. Missing Field in EFRT/STAC System
5. Stop Payment Flags

Overlapping Service Dates

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- Means that this student is already STAC'd for that specific time period
 - ▣ Could be your district, another district or another agency
 - ▣ Error message will specify what the STAC overlap is with



Overlapping Service Dates *(continued)*

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Steps to Resolve:

- If overlap is your own school district:
 1. Search student under the DQCLD
 2. Locate STAC during same time period you are trying to STAC for – is it correct?
- If overlap is another public school district:
 1. Contact school district and request they put an end date on the student's STAC

Multiple Possible Matches on STAC ID

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- Means there is more than one possible match on the student's name and date of birth

Date 09/06/16
Time 11:11
New York State Education Department
STAC Child Update
Go to
Menu

STAC ID Complete Last Name Complete First Name MI Date of Birth (MM/DD/YY) Mode Inquiry

SIS ID Gender Male Female Race-Ethnicity

Former Name

Required for Add Enter Upd User

Add a New Stac ID Not a Match New Search

Possible match on Student Name and Date of Birth.
Please use this STAC ID if you have entered the data correctly

STAC ID	Gender	Race/Ethnicity	SIS ID
212348	Male	White	
299999	Male	White	
255555	Male	White	
212121	Male	White	

Multiple Possible Matches (*continued*)

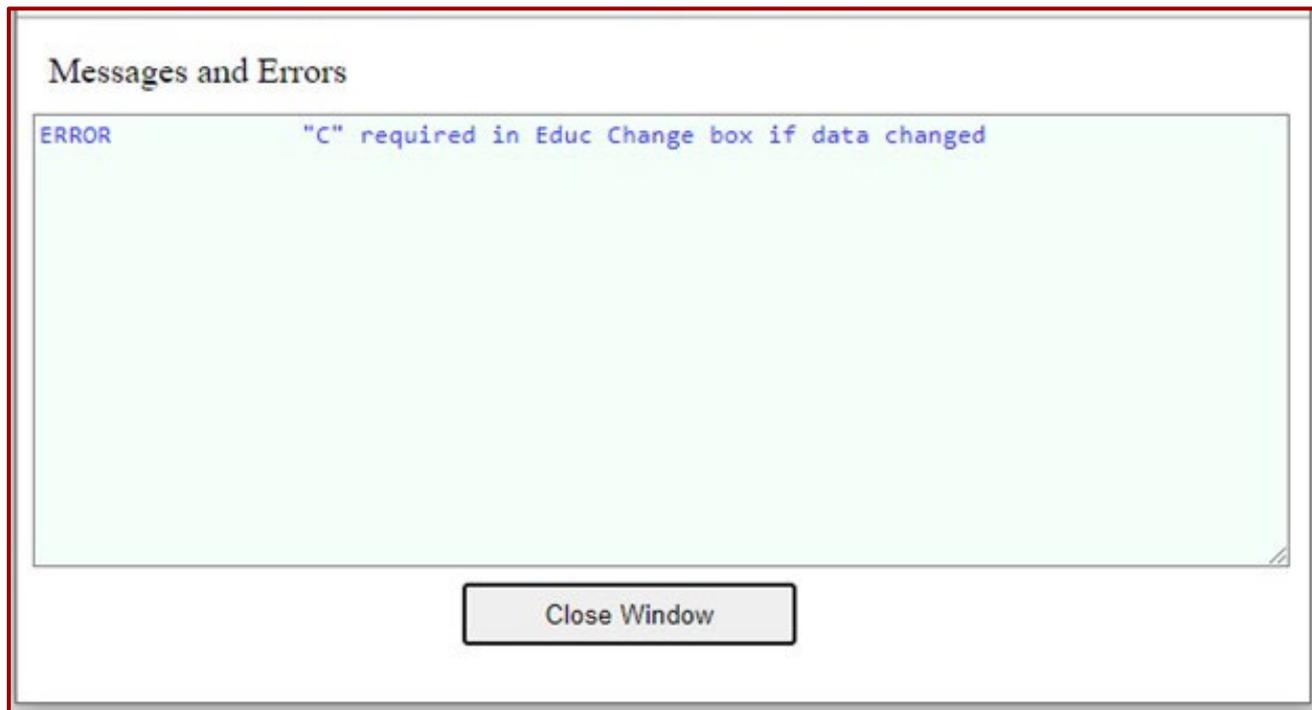
Steps to Resolve:

1. Ensure all demographic information was entered correctly – confirm with student's IEP
2. Contact the STAC Unit and give all STAC ID's that are listed as possible matches - **Do not pick one at random to try and use**
3. STAC Unit will give the correct STAC ID to use for student based on information only they can view

Making a Change

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- In order to make a change to a STAC approval you need to follow all correct steps



Date 08/24/20
Time 10:58
New York State Education Department
School Age Summer Placement (4408)

Go to **Menu**

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

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

CSE District

District of Residence **County of Residence**

Agency to be Paid

Education **Provider**

Get ED Program

Change	Start Date	End Date	Percent Aide	Education Rate	Educ Aide Rate	DA Rate	Total Rate		
<input type="checkbox"/>	07/06/20	08/14/20	<input type="text" value=""/>	0	0	0	0		
					Total Rate	X	FTE	=	Total Cost
					0		0		0

1/2 Placement (SED use only)

Maintenance **Provider**

Get MA Program

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

Transportation Cost **TOTAL COST** 0
Includes cost of aide on bus

SED use only
Variance 1 Year DCERT Appr DT Enter 08/10/20 Upd 08/24/20 User ABC123

Required for Inquiry **Inquire** **Add** **Change** **Reapp**



Missing Field in EFRT

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- When entering a STAC approval in EFRT and a field is missing from any given drop-down menu on screen

Steps to Resolve:

1. Complete a Request for Addition to Drop Down Menu Form
2. Email form to the STAC Unit at OMSSTAC@nysed.gov – they will add missing field to drop-down (*be sure to check back after a couple of days*)

Transportation Stop Payment Flags

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- “S” means you have entered a transportation cost that exceeds the STAC System’s ‘cap’: \$6,500

Required for Inquiry

"S" means a "stop payment flag" is placed on this 6,499 cost record.
Hit the SUBMIT key again to confirm verified costs on screen are correct.
To remove the "stop" and be paid, submit cost backup/invoices to:
STAC, Special Aids, and Medicaid Unit Fax: --
The "stop" will be removed, after SED approves/recalculates your cost.

Transportation Stop Flags *(continued)*

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Steps to Resolve:

1. Complete Summer Transportation Cost Exceeding \$6,500 Form
2. Submit form to the STAC Unit including cost detail back-up and/or invoices through the FTM
3. The STAC Unit will remove the flag once the documentation has been reviewed

Note: *No payments will be issued while the record is still flagged*

Unique STAC Errors

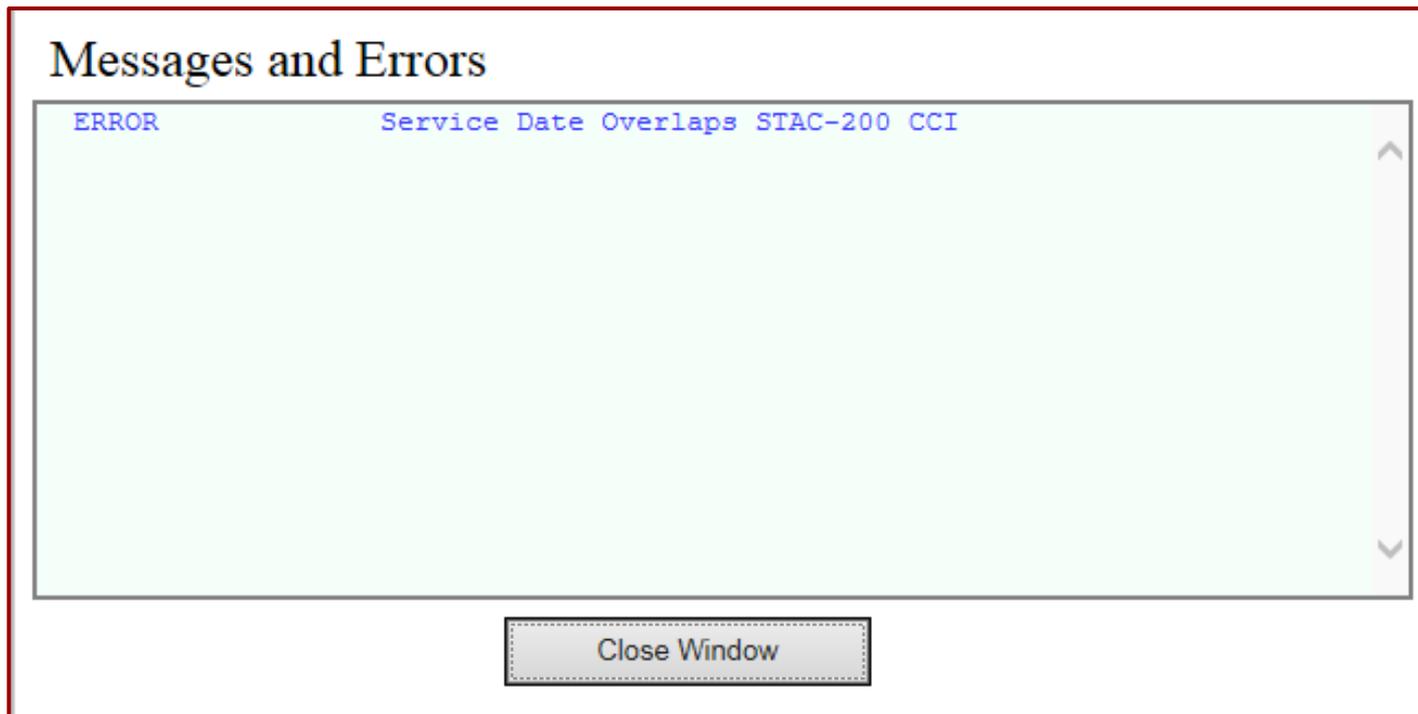
Top 5 Unique Errors:

1. STAC-200 Overlaps
2. Age Variance
3. Disability Variance
4. Invalid Placement Type
5. Out-of-State STACs

STAC-200 Overlaps

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- Means this student is already STAC'd for that specific time period OR an open STAC-200 is on file for student.



STAC-200 Overlaps (*continued*)

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- 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

STAC-200 Overlaps (*continued*)

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- Dependent on type of error mentioned above, try and locate the appropriate form on file for student
 - ▣ For example – CCI overlap, look for **OCFS LDSS 3424** Form
 - ▣ Can also view DQCHG screen
 - **Note:** *If the STAC-200 is open, email STAC Unit to see if can be closed*

Date 05/28/21
Time 08:18
New York State Education Department
Go to
Other State Agency Placements Summary

STAC ID	Name	Date of Birth
Z12345	SMITH JOHN	02/05/94

SIS ID	Gender	Race-Ethnicity
	MALE	WHITE

Former Name	Name Change Effective Date

Start From Eligible Date (MM/DD/YY)

Service/Claim History

Select	Eligible Dates	NSEQ	CHAP	Admission District	Responsible Agency	Withdrawn
<input type="checkbox"/>	04/04/19 07/16/20	1	CCI	APPLE CSD	GRAPE	

STAC-200 Overlaps (*continued*)

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- Use DQCLD to search for STAC on file
- DSOSA – School Age OCFS/OMH (10-Month)
 - You won't be able to open STAC, but can see the dates on file
 - Because 3424 form was filed, and STAC was filed, district cannot STAC
 - Refer to the '[Purple Book](#)' to view education and fiscal responsibilities

Date 05/28/21 New York State Education Department Go to

Time 08:38 **STAC Child Service Profile**

STAC ID	Name	Date of Birth
Z12345	SMITH JOHN	02/05/94
SIS ID	Gender	Race-Ethnicity
	MALE	WHITE
Former Name	Name Chg Effective Date	

Start From Service Date (MM/DD/YY)

Service/Claim History							
Select	Service Dates	Record No	Plac	Provider	CSE or CPSE	Withdrawn	
<input type="checkbox"/>	09/05/19 06/25/20	01	DSOSA	APPLE CSD	GRAPE CO DEPT SO	N	

Age Variance

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- Means that the program does not serve that specific age



Age Variance (*continued*)

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Steps to Resolve:

- If date of birth listed is incorrect:
 1. Submit a Child Information Change Form to amend student's date of birth listed in EFRT – confirm with student's IEP

- If date of birth listed is correct:
 1. Contact your Regional Associate and request a variance letter for specific student, age and program (*Regional Associate may request copy of rejected STAC with error message*)
 2. Complete a paper copy STAC-1 form
 3. Send letter and STAC-1 form to the STAC Unit by uploading documents to the File Transfer Manager (FTM) – STAC Unit will add the STAC to EFRT

Disability Variance

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- Means that the program does not serve the indicated disability



Disability Variance (*continued*)

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Steps to Resolve:

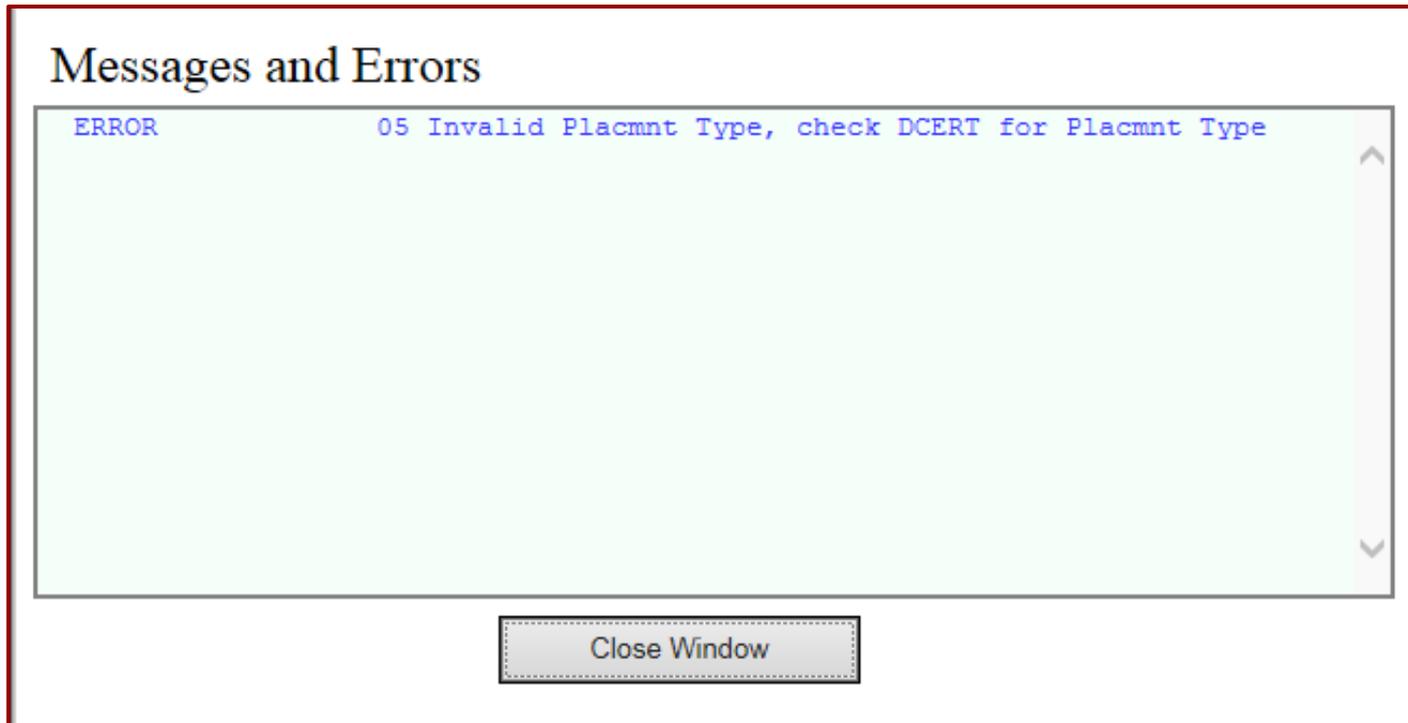
- If selected disability is incorrect:
 1. Select the correct disability from the drop-down menu provided – confirm with student's IEP

- If selected disability is correct:
 1. Contact your Regional Associate and request a variance letter for specific student, disability and program (*Regional Associate may request copy of rejected STAC with error message*)
 2. Complete a paper copy STAC-1 form
 3. Send letter and STAC-1 form to the STAC Unit by uploading documents to the File Transfer Manager (FTM) – STAC Unit will add the STAC to EFRT

Invalid Placement Type

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- Means the placement type you are trying to STAC for does not match the DCERT on file for student



Invalid Placement Type *(continued)*

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Steps to Resolve:

1. Confirm DCERT placement type initially entered is correct
2. Confirm selected program and placement information is correct
 - ▣ *One of the above will not be correct*
3. Correct either information if necessary
 - ▣ ***For example:*** *if you are trying to STAC maintenance for a residential student, but the initial DCERT entered was 'Day / In-State', re-enter the DCERT as 'Residential / In-State'*

Out of State STACs

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- Districts cannot add out of state STAC approvals to EFRT



Out of State STACs *(continued)*

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Steps to Resolve:

1. Submit out of state packet information to the NYSED Office of Special Education
 - ▣ *Out of state packet and other information can be found [here](#)*
2. Include paper STAC-1 form(s) and a copy of the DCERT screenshot
3. Office of Special Education will review documentation. If placement is approved, STAC-1 forms will be forwarded to the STAC Unit to be added to EFRT

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Other Timely Information

June 30th, 2023: Statute of Limitations

June 30, 2023 Deadline Chart

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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 – DVSR	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

NYSED Gold Star Report

https://www.oms.nysed.gov//stac/schoolage/payments/online_verification_status.html

NYSED's Gold Star Report

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- STAC Online Verification Status Report
- Updated Monthly
 - Last Updated: June 1, 2023
 - Next Update: July 3, 2023
- Only displays STACs entered
- ***Reminder: Changes to an approval may require re-verification***

NYSED's Gold Star Report

Online STAC Verification Status

Programs Verifiable Online Now
[Preschool AVL Schedule 2023-24](#)

(Click on link below to see if your school district received a GOLD star)
UPDATED: June 1, 2023 -- NEXT UPDATE: July 3, 2023

Reminder: Changes to an approval may require reverification so be sure to check the Gold Star reports frequently.

Enrollment Period	Online Verification Reports	Final Verification Deadline	Online Verification Instructions
9/1/20 - 6/30/21	2020-21 School Year High Cost Public (In-dist./other dist./BOCES)	06/30/23*	DVPUB -10 Month Public Placements
9/1/21 - 6/30/22	2021-22 School Year High Cost Public (In-dist./other dist./BOCES)	06/30/23	
9/1/20 - 6/30/21	2020-21 School Year Private Section 4405 Program	06/30/23*	DVPRV -10 Month Private Placements
9/1/21 - 6/30/22	2021-22 School Year Private Section 4405 Program	06/30/23	
7/1/19 - 8/31/19	2019 Summer Section 4408 Related Services (9015 Program) Education (DVSRL) Trans (DVST2)	06/30/23	DVSRL-Summer Related Services DVST2-Summer Related Services Transportation
7/1/20 - 8/31/20	2020 Summer Section 4408 Related Services (9015 Program) Education (DVSRL) Trans (DVST2)	06/30/24	
7/1/21 - 8/31/21	2021 Summer Section 4408 Related Services (9015 Program) Education (DVSRL) Trans (DVST2)	06/30/25	
7/1/22 - 8/31/22	2022 Summer Section 4408 Related Services (9015 Program) Education (DVSRL) Trans (DVST2)	06/30/26	
7/1/19 - 8/31/19	2019 Summer Section 4408 Program Educ & Main (DVSUM) Trans (DVSTR)	06/30/23	DVSUM-Summer

NYSED's Gold Star Report (continued)

Updated: 6/1/2023		Statewide		
	Date	Total Count	Total Verified	Total Not Verified
	1-Jun	14,052	13,688	364
	1-May	13,821	12,921	900
	3-Apr	13,687	12,406	1,281
	1-Mar	13,631	12,137	1,494
	1-Feb	13,546	11,328	2,118

10-month Private 2021-22				
SED Code	School District	Total Count	Total Verified	Total Not Verified
010100010000	ALBANY CITY SD	112	112	*
010201040000	BERNE-KNOX-WESTERLO CSD	11	1	10
010306060000	BETHLEHEM CSD	21	21	*
010402060000	RAVENA-COEYMANS-SELKIRK CSD	19	19	*
010500010000	COHOES CITY SD	16	12	4
010601060000	SOUTH COLONIE CSD	22	22	*
010615020000	MENANDS UFSD	3	3	*
010623060000	NORTH COLONIE CSD	13	13	*
010701030000	GREEN ISLAND UFSD	3	3	*
010802060000	GUILDERLAND CSD	20	20	*
011003060000	VOORHEESVILLE CSD	1	1	*
011200010000	WATERVLIET CITY SD	19	19	*
020702040000	GENESEE VALLEY CSD	1	0	1
022302040000	CUBA-RUSHFORD CSD	1	0	1

NYSED's Gold Star Report (continued)

Updated: 6/1/2023		Statewide		
	Date	Total Count	Total Verified	Total Not Verified
	1-Jun	54,106	54,053	53
	1-May	54,102	54,008	94
	3-Apr	54,086	54,007	79
	1-Mar	53,982	53,928	54
	1-Feb	53,981	53,925	56
Summer 4408 2019-20				
SED Code	School District	Total Count	Total Verified	Total Not Verified
010100010000	ALBANY CITY SD	340	340	*
010201040000	BERNE-KNOX-WESTERLO CSD	20	20	*
010306060000	BETHLEHEM CSD	105	105	*
010402060000	RAVENA-COEYMANS-SELKIRK CSD	45	45	*
010500010000	COHOES CITY SD	55	55	*
010601060000	SOUTH COLONIE CSD	106	106	*
010615020000	MENANDS UFSD	7	7	*
010623060000	NORTH COLONIE CSD	118	118	*
010701030000	GREEN ISLAND UFSD	3	3	*
010802060000	GUILDERLAND CSD	113	113	*
011003060000	VOORHEESVILLE CSD	33	33	*
011200010000	WATERVLIET CITY SD	58	58	*
020101040000	ALFRED-ALMOND CSD	4	4	*
020601040000	ANDOVER CSD	7	7	*
020702040000	GENESEE VALLEY CSD	15	15	*
020801040000	BELFAST CSD	2	0	2
021102040000	CANASERAGA CSD	7	7	*

NYSED's Gold Star Report (continued)

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Updated: 6/1/2023		Summer 4408 Transportation 2019-20					
Statewide Verified Total: \$106,028,342.59							
SED Code	School District	Total Records	Zero Cost Records	Positive Cost Records Verified	Positive Costs Records Not Verified	Total Approved Cost	Total Verified Cost
010100010000	ALBANY CITY SD	340	2	338	0	\$342,346.38	\$342,346.38
010201040000	BERNE-KNOX-WESTERLO CSD	20	1	19	0	\$74,512.27	\$74,512.27
010306060000	BETHLEHEM CSD	105	9	96	0	\$196,499.08	\$196,499.08
010402060000	RAVENA-COEYMANS-SELKIRK CSD	45	2	43	0	\$131,615.86	\$131,615.86
010500010000	COHOES CITY SD	55	2	38	15	\$114,160.00	\$91,610.00
010601060000	SOUTH COLONIE CSD	106	9	96	1	\$118,640.81	\$115,181.31
010615020000	MENANDS UFSD	7	0	7	0	\$39,779.95	\$39,779.95
010623060000	NORTH COLONIE CSD	118	11	107	0	\$148,859.47	\$148,859.47
010701030000	GREEN ISLAND UFSD	3	0	2	1	\$14,557.76	\$4,082.04
010802060000	GUILDERLAND CSD	113	3	110	0	\$196,043.10	\$196,043.10
011003060000	VOORHEESVILLE CSD	33	1	32	0	\$53,812.29	\$53,812.29
011200010000	WATERVLIET CITY SD	58	0	58	0	\$45,694.00	\$45,694.00
020101040000	ALFRED-ALMOND CSD	4	1	3	0	\$4,558.89	\$4,558.89
020601040000	ANDOVER CSD	7	0	7	0	\$3,092.67	\$3,092.67
020702040000	GENESEE VALLEY CSD	15	15	0	0	\$0.00	\$0.00
020801040000	BELFAST CSD	2	0	0	2	\$7,772.62	\$0.00
021102040000	CANASERAGA CSD	7	0	7	0	\$14,502.74	\$14,502.74
021601040000	FRIENDSHIP CSD	4	0	4	0	\$2,510.07	\$2,510.07
022001040000	FILLMORE CSD	5	0	5	0	\$14,860.00	\$14,860.00
022302040000	CUBA-RUSHFORD CSD	8	0	8	0	\$17,660.00	\$17,660.00
022401040000	SCIO CSD	1	0	1	0	\$2,698.00	\$2,698.00
022601060000	WELLSVILLE CSD	16	16	0	0	\$0.00	\$0.00
022902040000	BOLIVAR-RICHBURG CSD	12	0	12	0	\$12,216.31	\$12,216.31

2023-24 STAC Talks

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

Questions/Contact Us

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Special Education Aid Assistance Service

Questar III BOCES

10 Empire State Boulevard

Castleton, NY 12033

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

mary.mosher@questar.org – *Team Leader*

angela.beber@questar.org

tyler.gates@questar.org

robert.rabideau@questar.org

alyssa.scarcella@questar.org

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