

SPECIAL EDUCATION

AID ASSISTANCE SERVICE



STAC User Reference Guide

Special Education Aid Assistance Service



10 Empire State Boulevard
Castleton, New York 12033
518.477.2635 TEL (OPTION 2)
518.477.4284 FAX

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

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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/>

- Excess Cost Aid Calculator for SWD
- Annual Tuition Summary Worksheet
- State Aid for Students with Disabilities Guidebook
- STAC Programs with June 30th Deadlines
- 2023-24 Calendar for Filing STACs

Special Education Aid Assistance Service Description:

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

Education Responsibilities for School-Age Children in Residential Care:

<https://www.nysed.gov/sites/default/files/programs/special-education/education-responsibilities-for-school-age-children-in-residential-care-feb-1996.pdf>

****Disclaimer: Please note that any student or district information, and subsequent screen captures is fictitious and for display purposes only.***

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 began uploading documents to the SED FTM.

To access the SED FTM, you must have a valid username and password. If you do not have a username 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.

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NYSED.gov

NEW YORK STATE EDUCATION DEPARTMENT

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STAC

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Pre-school

STAC Online System

Electronic Data Transfer Options

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Welcome to the STAC Unit (System to Track and Account for Children)

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.

Latest News

05-07-2019

Webinar Open for Registration: STAC Homeless Processing

SED File Transfer Manager (FTM) (continued)

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

NYS ED .gov New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

User Name

Password

Login

[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](#)

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.

	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 File Transfer Manager (FTM) – Inbasket

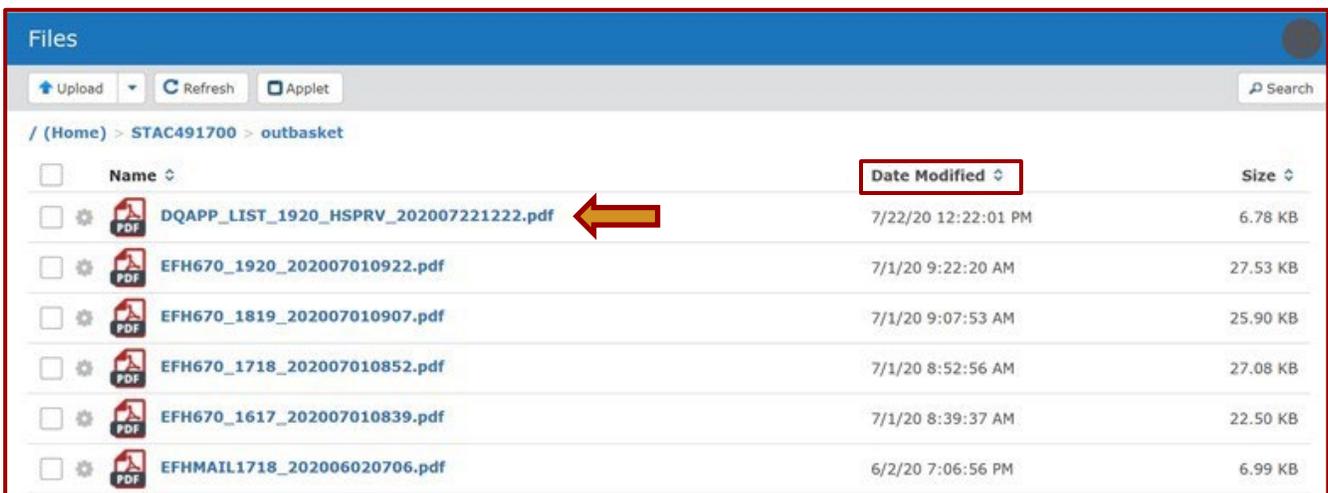
The 'Inbasket' folder is where districts will upload files to send to the STAC and Medicaid Unit. Example of files that a district may need to send to the STAC Unit include: STAC 202 forms, 1:1 LPN/RN forms, STAC-1 forms, transportation stop forms, and any back-up documentation requested by the STAC 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 recognition.

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 sorts 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.)

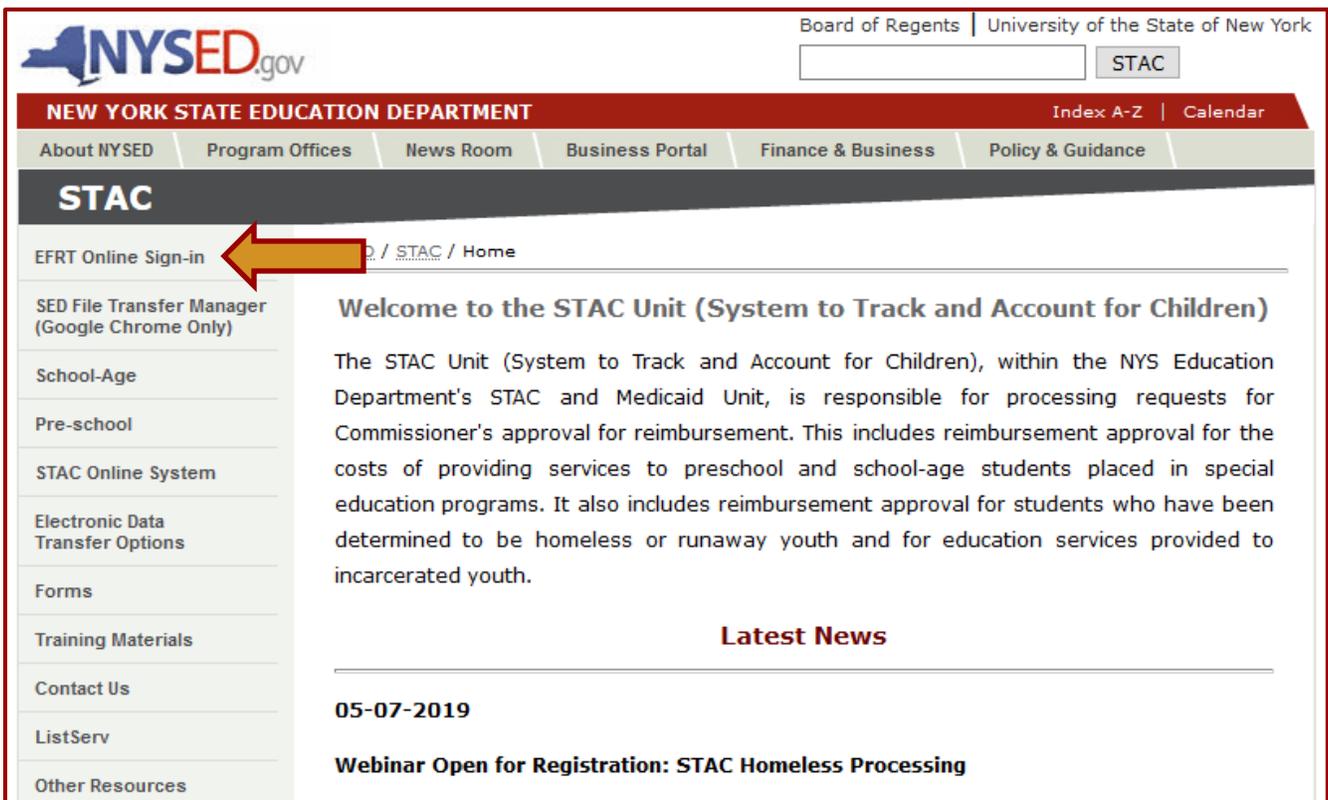
How to Access the STAC Online System

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 is required to reauthorize all user codes through the STAC Online System.

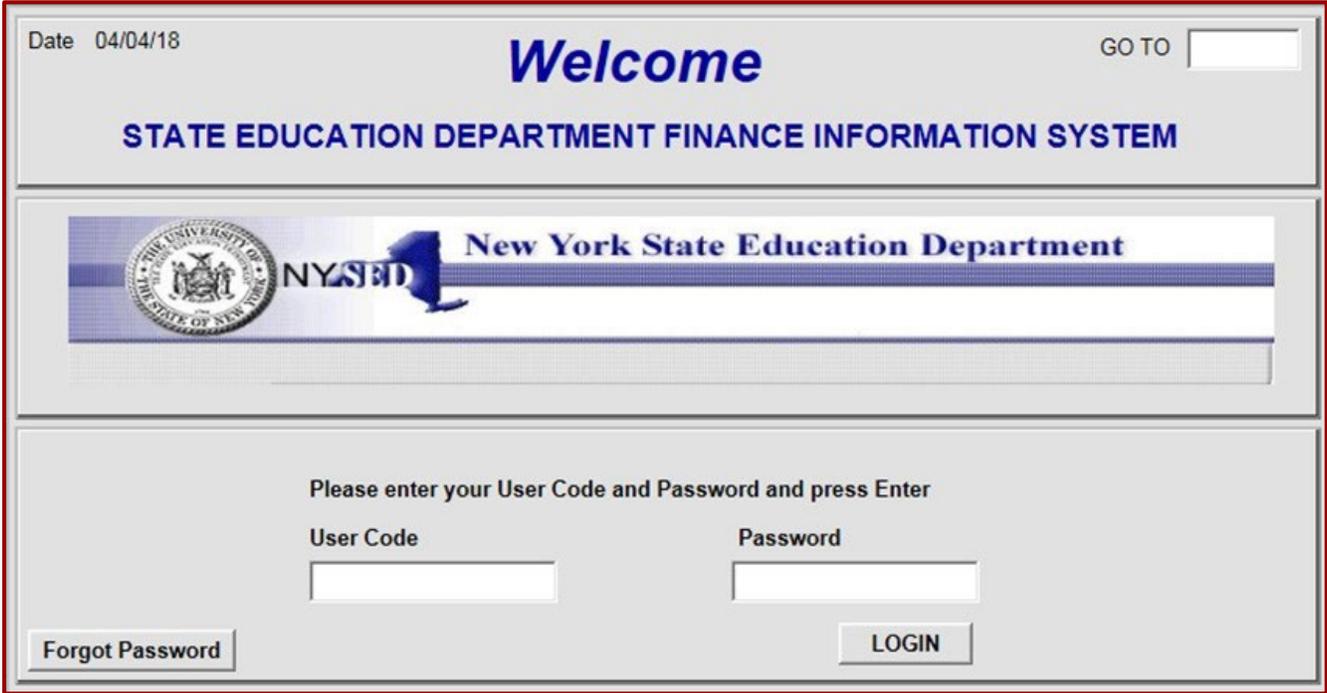
Once you receive your unique user code and password, you may access the STAC Online System via the Internet. The STAC Online System is compatible with most recent versions of all major browsers, including Internet Explorer, Mozilla Firefox and Google Chrome. Internet explorer is the ideal browser to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



The screenshot shows the NYSED.gov website. 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 that is a red navigation bar for the "NEW YORK STATE EDUCATION DEPARTMENT" with links for "Index A-Z" and "Calendar". A secondary navigation bar includes "About NYSED", "Program Offices", "News Room", "Business Portal", "Finance & Business", and "Policy & Guidance". The main header is "STAC". The left sidebar contains links: "EFRT Online Sign-in" (highlighted with a red arrow), "SED File Transfer Manager (Google Chrome Only)", "School-Age", "Pre-school", "STAC Online System", "Electronic Data Transfer Options", "Forms", "Training Materials", "Contact Us", "ListServ", and "Other Resources". The main content area has a breadcrumb "Home / STAC / Home" and a "Welcome to the STAC Unit (System to Track and Account for Children)" message. Below this is a "Latest News" section with a date "05-07-2019" and a headline "Webinar Open for Registration: STAC Homeless Processing".

How to Access the STAC Online System *(continued)*

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



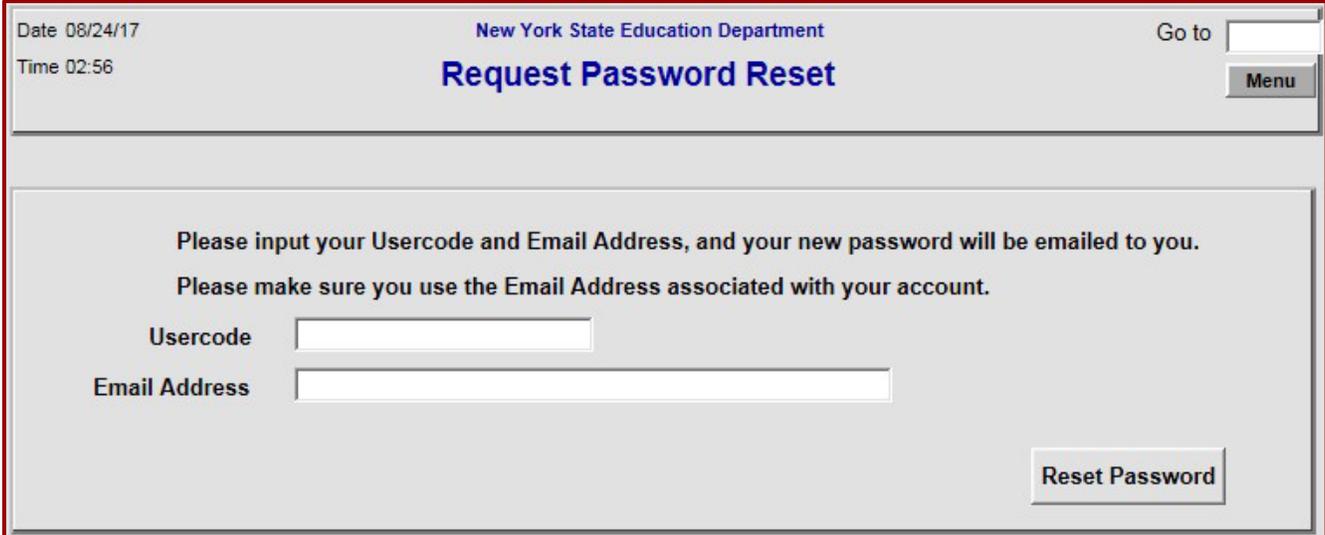
The screenshot shows the login interface for the State Education Department Finance Information System. At the top left, the date is 04/04/18. The word "Welcome" is displayed in large blue font. To the right is a "GO TO" search box. Below this is the title "STATE EDUCATION DEPARTMENT FINANCE INFORMATION SYSTEM". A banner features the NYSED logo and the text "New York State Education Department". The main area contains the instruction "Please enter your User Code and Password and press Enter". There are two input fields: "User Code" and "Password". At the bottom left is a "Forgot Password" button, and at the bottom right is a "LOGIN" button.

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.

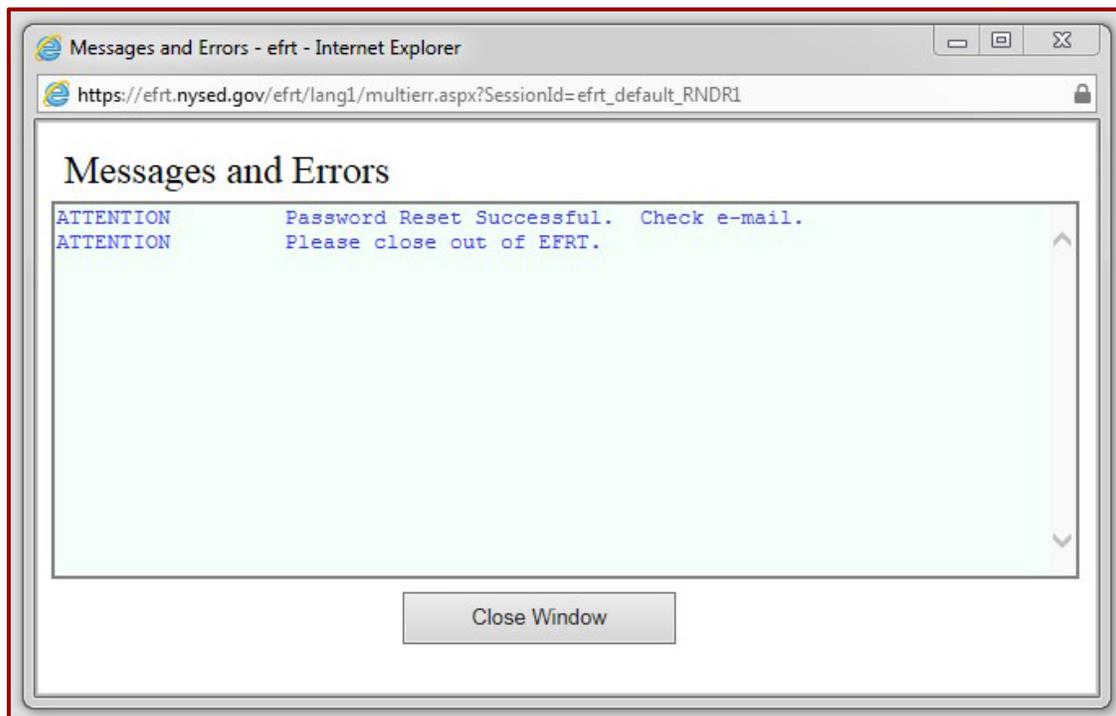
How to Reset Your Password

1. Click on the **'Forgot Password'** button on the log in page.



The screenshot shows a web page titled "Request Password Reset" from the New York State Education Department. The page header includes the date "08/24/17", time "02:56", and a "Go to" search bar. The main content area contains instructions: "Please input your Usercode and Email Address, and your new password will be emailed to you. Please make sure you use the Email Address associated with your account." Below the instructions are two input fields: "Usercode" and "Email Address". A "Reset Password" button is located at the bottom right of the form.

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 in 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.

The screenshot shows a web interface for changing a password. At the top left, it displays the date "Date 05/13/19". The title of the screen is "Change Password Screen". In the top right corner, there is a "GO TO" label followed by a small empty input box. The main content area contains the following elements:

- Usercode:** USER01
- Old password:** A single text input field.
- Please enter new password twice:** A heading for the next section.
- New password:** Two side-by-side text input fields for entering the new password twice.
- New Password must have the following criteria:**
 1. must be eight characters in length,
 2. must include at least one letter
 3. must include at least one number
 4. is not case sensitive
- Submit:** A button at the bottom left of the form area.

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.

Date 10/18/23		GO TO <input type="text"/>
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	WITHDRAW STAC APPROVAL
<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

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 STACs 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. **Withdraw STAC Approval (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 STACs entered for your district by school year and 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 information for 4408/4201 approvals with verified costs, state aid paid, and 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 File Transfer Management System.

Date 08/24/20 New York State Education Department Go to
 Time 09:44 Menu

Agency Approvals List

School Year DISTRICT
 1920 010101010101 APPLE CSD

Get Providers All Providers

Placement Type DSPRV Private Excess Cost - 10-Mo.
Record Count 7

Agency Type
(Internal use only)
DISTRICT

All
 Verified
 Unverified

Get Records

Send File to SED FTM

Required for Inquiry													VER	STP	A	W
NAME	STAC ID	REC	Provider	ISPEC	PRO	SERVICE DATES		FTE/		Aide %	RATE	COST	ET	ET	U	D
					-GRAM	BEGIN	END	UNITS					DR	DR	D	W
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

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 even though they are listed on this screen.

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.

Date 10/24/14
Time 01:32
New York State Education Department
Go to
STAC Child Search Menu

Last Name (first 3 letters) First Name (first 3 letters) MI Date of Birth SIS ID

SMI JOH ×

Select S = Service Summary
E = Evaluation Summary Search Assign a New STAC ID

Select STAC-ID W/D Date of Birth Last Name (first 3 letters) First Name (first 3 letters) MI From To

Select	STAC-ID	W/D	Date of Birth	Last Name (first 3 letters)	First Name (first 3 letters)	MI	From	To
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Steps:

1. Enter the first three letters of the **Last Name** and the first three letters of the **First Name** in the corresponding boxes. (You can also enter the birthdate for a more precise search, but you must ensure it is entered correctly.)
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 no names appear below, there are no student matches for your search.
5. Click the **'Assign a New STAC ID'** button to assign a new STAC ID for the student.

The screenshot displays the 'STAC Child Search' interface from the New York State Education Department. At the top, it shows the date (10/24/14) and time (01:47). The search criteria are: Last Name (first 3 letters) 'SMI', First Name (first 3 letters) 'JOH', MI (empty), Date of Birth (empty), and SIS ID (empty). Below the search criteria are three buttons: 'Select', 'Search', and 'Assign a New STAC ID'. A red arrow points to the 'Assign a New STAC ID' button. The 'Select' button has a legend: 'S = Service Summary' and 'E = Evaluation Summary'. Below the buttons is a table with the following headers: 'Select', 'STAC-ID', 'W/D', 'Date of Birth', 'Last Name (first 3 letters)', 'First Name (first 3 letters)', 'MI', 'From', and 'To'. The table contains 12 empty rows, each with a checkbox in the 'Select' column.

Assigning a New STAC ID

Date 10/24/14
Time 01:53
New York State Education Department
Go to
STAC Child Update Menu

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

Required for Add Enter Upd User

 Add a New Stac ID Not a Match New Search

Steps:

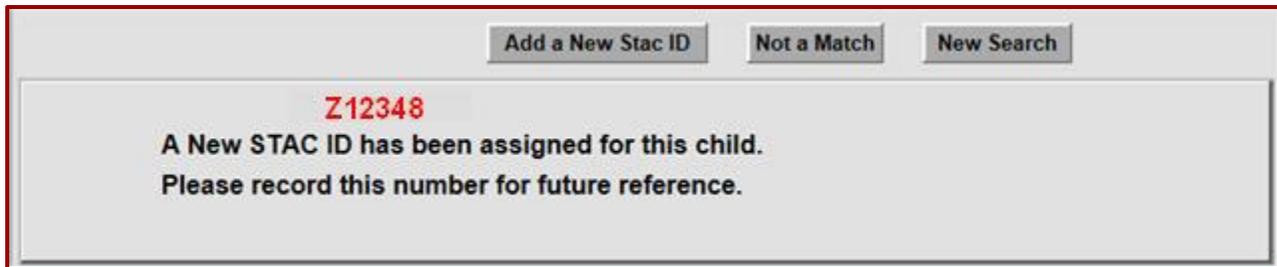
1. Required Fields are displayed in blue font.
2. Enter the student's **Complete Last Name**. (The letters you entered in your search will be carried over to this screen. Enter the remaining letters of the student's last name).
3. Enter the student's **Complete First Name**. (The letters you entered 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. 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:

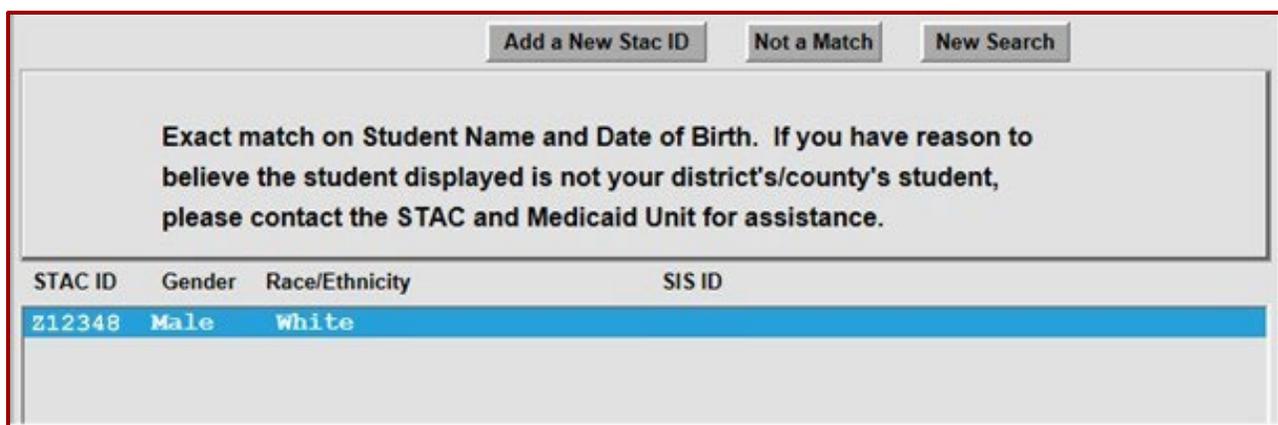
1. “A New STAC ID has been assigned for this child.”

- 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.

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 ADMINSTRATIVE 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

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)

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 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)

Date: 07/29/16 Time: 08:57	New York State Education Department		Go to <input type="text"/>
PRIVATE PLACEMENT CERTIFICATION			
STAC ID <input type="text" value="Z12348"/>	Name <input type="text" value="SMITH"/>	Date of Birth <input type="text" value="02/05/94"/>	Mode Inquiry
School Year <input type="text" value="1516"/>	CSE District <input type="text" value="0101010101"/>	APPLE CSD Certification Date	User
Placement Type <input type="text" value="Day/In-State"/>	CSE Meeting Date (MM/DD/YY) <input type="text" value="05/08/15"/>		
Required for Inquiry <input type="button" value="Inquire"/>			
(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):			
<input type="checkbox"/> The CSE has provided a current individual evaluation or reevaluation of the student.			
<input type="checkbox"/> The student has a current individualized education program (IEP).			
<input type="checkbox"/> The student is of school-age and has a disability or combination of disabilities such that appropriate public facilities for instruction are not available.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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.			
Additional Certification required for all Residential Placements - (in-state or out-of-state):			
The CSE recommends placement of a student in residential program.			
<input type="checkbox"/> Documentation is on record that residential services are necessary to meet the student's educational needs as identified in the student's IEP.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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:			
<input type="checkbox"/> Provided information to the parent on community support services that may be available to the family, including the name and address of agencies which can perform an assessment of a family's community support needs, where such a list had been made available to the CSE.			
<input type="checkbox"/> Sought parental consent (or consent of the student if 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 program 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.			
<input type="checkbox"/> Obtained parental (or student) consent and other agency representative(s) were invited to the CSE meeting.			
Invited county or State agency representative attended the CSE meeting.			
<input checked="" type="radio"/> Choose One <input type="radio"/> Yes <input type="radio"/> 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
<input type="button" value="Inquire"/> <input type="button" value="Add"/>			

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.

Date 11/22/16 GO TO

	DMNUM	Special Education Main Menu
	Choice	Description
<input type="checkbox"/>	S DMQRY	STAC SCHOOL AGE INQUIRY SCREENS 
<input type="checkbox"/>	S DMNUS	ADD/WITHDRAW REIMBURSEMENT APPROVALS
<input type="checkbox"/>	S DMNUR	PROCESS A REAPPLICATION

Date 04/14/17 GO TO

	DMQRY	Menu of STAC School Age Inquiry Screens
	Choice	Description
<input type="checkbox"/>	S DCHSR	FIND A STAC ID FOR A STUDENT
<input type="checkbox"/>	S DQAPP	APPROVAL LISTS
<input type="checkbox"/>	S DQCER	PRIVATE PLACEMENT CERTIFICATION LIST 
<input type="checkbox"/>	S DQCLD	VIEW/AMEND CHILD SERVICE APPROVALS
<input type="checkbox"/>	S DQHOM	HOMELESS ELIGIBILITY LIST

Private Placement Certification List (DQCER) (continued)

Date 05/06/16
Time 11:35

New York State Education Department
Private Placement Certification List

Go to
Menu

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

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)

Date 08/20/20
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

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 X FTE = Total Cost:
 0 X 0 = 0

Maintenance

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 DT

Required for Inquiry

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

Keep In Mind:

-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 if you wish to inquire.*
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 least restrictive environment (LRE)
4. Statement of Assurance
5. Listing of approved private schools considered, including copies of all acceptance and rejection letters
6. Student Profile
7. Signed STAC-1. (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.¹

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

Email: OOSAPP@nysed.gov

OR

Mail:

New York State Education Department
Office of Special Education
Nondistrict Unit
89 Washington Avenue, Room 309 EB
Albany, NY 12234
Attn: 20XX-XX Residential Reapplication

¹ <https://www.nysed.gov/sites/default/files/programs/special-education/2022-23-out-of-state-placement-application.docx>

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, Inc.
- Brookville Center for Children’s Services
- Center for Discovery, Inc.
- Developmental Disabilities Institute
- Devereux in NY
- Heartshare School
- Kessler Center-Easter Seals NY
- SCO Family of Services-T Paplin School
- UCP Association of Greater Suffolk, Inc.
- Upstate Cerebral Palsy, Inc.

Add a New STAC: Public High-cost Approval (DSPUB)

Date 05/13/19		New York State Education Department		Go to <input type="text"/>	
Time 10:14		High Cost - Public (3602.19)		<input type="button" value="Menu"/>	
STAC ID	Name	Date of Birth	Mode		
<input type="text" value="Z12348"/>	<input type="text" value="SMITH JOHN"/>	<input type="text" value="02/05/94"/>	<input type="text" value="Add"/>		
School Year	Record Number	Disability			
<input type="text" value="1819"/>	<input type="text"/>	<input type="text" value="Autism"/>		<input type="button" value="GO TO DCPUB/DCPC"/>	
CSE District		<input type="text" value="010101010 APPLE CSD"/>			
District of Residence		<input type="text" value="APPLE CSD"/>			
Agency to be Paid		<input type="text" value="APPLE CSD"/>			
Education		Provider	<input type="text" value="QUESTAR III (R-C-G) BOCES 499000000000"/>		
<input type="button" value="Get ED Programs"/>		<input type="text" value="8000I 10-MONTH HIGH COST 05-21 09/06/18-06/26/19 DAY"/>			
Student Enrollment		<input type="text" value="Enrolled Partial Year"/>			
Start Date	End Date	FTE	10-Month Annualized Cost	Actual Cost	(SED use only)
<input type="text" value="09/06/18"/>	<input type="text" value="05/01/19"/>	<input type="text" value="0"/>	<input type="text" value="62000.00"/>	<input type="text" value="0"/>	1/2 Placement <input type="checkbox"/>
					DCPUB/DCPOD Required <input type="checkbox"/>
Variance <input type="checkbox"/>		Ent	Upd	User	
<input type="button" value="Required for Inquiry"/>		<input type="button" value="Inquire"/>	<input type="button" value="Add"/>	<input type="button" value="Change"/>	

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 when 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)

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

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

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

CSE District

District of Residence **County of Residence**

Agency to be Paid

Education **Provider**

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

1/2 Placement (SED use only)

Total Rate	X	FTE	=	Total Cost
0		0		0

Maintenance **Provider**

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**

Includes cost of aide on bus

SED use only

Variance 1 Year DCERT Appr DT Enter Upd User

Required for Inquiry

Note: Summer 4408 programs may include full day and half day programs, depending on SED's approval. Also, you cannot add related services to a summer program 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 has 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)

Date
Time 01:33
New York State Education Department
Go to

School Age Summer Related / SDI Service (4408)

Menu

STAC ID

School Year

Name

Record Number

Date of Birth

Disability

Mode

Inquire

CSE District

District of Residence

Agency to be Paid

County of Residence

Provider

Get Programs

Specially Designed Instruction *Approved Programs - 9015B, 9015C, and 9015D*

Start Date	End Date	Group Size	Number of 1/2 Hour Units	Prorated Number of 1/2 Hour Units
<input type="text" value="07/06/15"/>	<input type="text" value="08/14/15"/>	<input type="text" value="2"/>	<input type="text" value="6"/>	

Related Services *Approved Programs - 9015A, 9015C, and 9015D*

Act	Type	Start Date	End Date	Group Size	Number of Half Hour Units	Prorated Number of Half Hour Units
<input type="checkbox"/>	<input type="text" value="Speech Therapy"/>	<input type="text" value="07/06/15"/>	<input type="text" value="08/14/15"/>	<input type="text" value="1"/>	<input type="text" value="6"/>	
<input type="checkbox"/>	<input type="text" value="Physical Therapy"/>	<input type="text" value="07/06/15"/>	<input type="text" value="08/14/15"/>	<input type="text" value="3"/>	<input type="text" value="12"/>	
<input type="checkbox"/>	<input type="text" value="Occupational Therapy"/>	<input type="text" value="07/06/15"/>	<input type="text" value="08/14/15"/>	<input type="text" value="1"/>	<input type="text" value="6"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	

Half Hour Unit Rate

Transportation Cost

Total Num of Pro-Rated Rel Service Half Hour Units

Total Num of Pro-Rated (SDI and RS) Half Hour Units

Cost

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 for 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 the district of admission for the 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 education²

² http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/opwdd/

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 box in the upper right corner and click enter.

Date 07/22/20 New York State Education Department Go to
Time 03:02 **Other State Agency Placements Summary**

STAC ID	Name	Date of Birth
Z12351	JACKSON LIZ	R 12/20/92
SIS ID	Gender	Race-Ethnicity
	FEMALE	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="button" value="S"/>	12/18/17		2	IRA	PEAR CSD	APPLE CSD	N

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 eligibility dates, chapter type and agency provider.

Date 07/22/20		New York State Education Department		Go to <input type="text" value="DQCHG"/>	
Time 03:27		STAC Other Agency Eligibility		<input type="button" value="Menu"/>	
STAC ID	Name	Date of Birth	Mode		
<input type="text" value="Z12351"/>	<input type="text" value="JACKSON LIZ"/>	<input type="text" value="12/20/92"/>	<input type="text" value="R"/>	<input type="button" value="Change"/>	
Sequence Number	Client ID				
<input type="text" value="2"/>	<input type="text" value="ABC123"/>				
For all placements					
<input type="text" value="To search school district names, type partial name and press 'Search'"/>					
Partial Name	Admission District				
<input type="text"/> <input type="button" value="Search"/>	<input type="text" value="PEAR CSD"/>	<input type="text" value="020202020"/> <input type="button" value="v"/>			
Partial Name	CSE District				
<input type="text"/> <input type="button" value="Search"/>	<input type="text" value="APPLE CSD"/>	<input type="text" value="010101010"/> <input type="button" value="v"/>			
Chapter Type	Eligible Date	Termination Date			
<input type="text" value="Individualized Residential Alternative"/> <input type="button" value="v"/>	<input type="text" value="12/18/17"/>	<input type="text"/>			
For OMRDD placements only			For OCFS or OMH placements only		
Agency code	<input type="text" value="070600997710"/> <input type="text" value="ARC INC CHEMUNG CO CHAPTER"/>		Local Responsible Agency		
OPCERT Number	<input type="text" value="ARC Chemung-Burkeshire Drive"/> <input type="text" value="60520459"/> <input type="button" value="v"/>		<input type="text"/>		
Enter 05/08/19	STAC	Upd 05/08/19	User		
Required for Inquiry		<input type="button" value="Inquire"/>	<input type="button" value="Add"/>	<input type="button" value="Change"/>	

Add a New STAC: Chapter Approvals 2-Month (DSCSM)

Date 08/24/20
Time 11:25

New York State Education Department

School Age Summer Chapter Placement

Go to

STAC ID	Name	Date of Birth	Mode
Z12348	SMITH JOHN	02/05/94	Add
School Year	Record Number	Disability	
2021 <input type="button" value="v"/>	<input type="button" value="v"/>	Autism <input type="button" value="v"/>	
<input type="button" value="Inquire"/>			

CSE District	010101010101 APPLE CSD
District of Residence	APPLE CSD <input type="button" value="v"/>
County of Residence	FRUIT <input type="button" value="v"/>
Chapter Type	Individualized Residential Alternative <input type="button" value="v"/>
ICF/IRA Provider	ARC INC CHEMUNG CO CHAPTER 070600997710 <input type="button" value="v"/>

Education

Provider GREATER SOUTHERN TIER BOCES 559000000000

9000B 05-21 07/06/20-08/14/20 DAY

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

1/2 Placement (SED use only)

Transportation	0	TOTAL COST	0
Includes cost of aide on bus			

Variance 1 Year Only

Ent Upd User

Required for Inquiry

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

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Add a New STAC: Chapter Approvals 2-Month (DSCSM) *(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, 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. 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. 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 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)

Date 09/23/16 New York State Education Department Go to
 Time 10:10 **School Age 10 Month Chapter Placement** Menu

STAC ID	Name	Date of Birth	Mode
Z12348	SMITH JOHN	02/05/94	Add
School Year	Record Number	Disability	
1617		Multiple Disabilities	

CSE District 010101010 APPLE CSD

Admission District

Chapter Type Individualized Residential Alternative

ICF/IRA Provider HILLSIDE CHILDRENS CENTER SCHOOL 26160099

Education **Provider** WAYNE-FINGER LAKES BOCES 439000000000

Get ED Programs 8000I 10-MONTH HIGH COST 05-21 09/06/16-06/23/17 DAY

Start Date	End Date	Half	FTE	Rate	Aide	Cost
09/06/16	06/23/17	<input type="checkbox"/>	0	75880.00	<input type="checkbox"/>	0

Additional Costs	Transportation	Administrative	CSE	TOTAL COST
	0	0	100.00	0

Variance 1 Year Only

Ent Upd User

Required for Inquiry

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 Service 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 can be mailed or uploaded via the FTM (followed by an email to OMSSTAC@nysed.gov indicating that you uploaded documents) to the STAC Unit. A 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 general or special education 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 year³.

³ http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/homeless/home.html

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.

Date 11/22/16 GO TO

	DMNUM	Special Education Main Menu	
	Choice	Description	
<input type="checkbox"/>	S	DMQRY	STAC SCHOOL AGE INQUIRY SCREENS
<input type="checkbox"/>	S	DMNUS	ADD/WITHDRAW REIMBURSEMENT APPROVALS
<input type="checkbox"/>	S	DMNUR	PROCESS A REAPPLICATION

Date 04/14/17 GO TO

	DMQRY	Menu of STAC School Age Inquiry Screens	
	Choice	Description	
<input type="checkbox"/>	S	DCHSR	FIND A STAC ID FOR A STUDENT
<input type="checkbox"/>	S	DQAPP	APPROVAL LISTS
<input type="checkbox"/>	S	DQCER	PRIVATE PLACEMENT CERTIFICATION LIST
<input type="checkbox"/>	S	DQCLD	VIEW/AMEND CHILD SERVICE APPROVALS
<input type="checkbox"/>	S	DQHOM	HOMELESS ELIGIBILITY LIST
<input type="checkbox"/>	S	DQPRG	PROVIDER/PROGRAM SEARCH

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.

Date 03/23/20 New York State Education Department
 Time 12:29 Go to
Menu

Homeless Eligibility List

School Year **District**

Record Count 5

Attendance (educating - 9A)
 Last Permanently Housed Prior to Attendance (origin - 7A)

Last Name/ First Name	STAC ID	REC	District Last Permanently Housed	Eligible Date		W D W
				Begin	End	
JONES SARAH	Z12345	01	PEAR CSD	04/16/18-		N
SCOTT ALEX	Z12346	01	WATERMELON CSD	04/16/18-		N
SHORE KIM	Z12347	01	GRAPE CSD	04/16/18-		N
SMITH JOHN	Z12347	01	WATERMELON CSD	04/16/18-		N
SMITH SOPHIA	Z12350	01	WATERMELON CSD	04/16/18-		N

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 for the eligible dates listed on this screen.

Best Practice: Click on older years to view students who still may be eligible and have an open 202 form. Students will only roll over to one additional year on the DQHOM.

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.

Date 03/23/20
 Time 12:31

New York State Education Department
Homeless Eligibility List

Go to

School Year **District**

1718 01010101010 APPLE CSD

Record Count 4

Attendance (educating - 9A)

Last Permanently Housed Prior to Attendance (origin - 7A)

Last Name/ First Name	STAC ID	REC	District Now Educating	Eligible Date		W D W
				Begin	End	
JACKSON LIZ	Z12351	01	WATERMELON CSD	04/28/17-09/01/17		N
MOORE TAYLOR	Z12352	01	GRAPE CSD	11/07/16-06/30/18		N
MOORE TIMOTHY	Z12353	01	GRAPE CSD	08/30/16-		N
SMITH CARA	Z12354	01	PEAR CSD	08/30/16-		N

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.

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

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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

<input type="checkbox"/>	DMNUV	ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS
<input type="checkbox"/>	DMNAC	CPSE ADMINSTRATIVE 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)

Date 04/10/15 Time 03:13 New York State Education Department

Go to

STAC Child Service Profile

STAC ID	Name	Date of Birth
Z12348	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"/>	09/08/15 06/23/16	02	DSPUB	QUESTAR III (R-C-G) BOCES	APPLE CSD	N	
<input type="checkbox"/>	07/06/15 08/14/15	01	DSUMR	QUESTAR III (R-C-G) BOCES	APPLE CSD	N	

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)

Date 08/24/20
Time 10:58

New York State Education Department

School Age Summer Placement (4408)

Go to

Menu

STAC ID
Z12348

School Year
2021

Name
SMITH JOHN

Record Number

Date of Birth
02/05/94

Disability
Other Health Impairment

Mode Change

CSE District 010101010101 APPLE CSD

District of Residence APPLE CSD

Agency to be Paid APPLE CSD

County of Residence FRUIT

Education

Provider QUESTAR III (R-C-G) BOCES

Get ED Program 9000A FULL-DAY 5 HOUR CLAS 05-21 07/06/20-08/14/20 DAY

499000000000

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		0	0	0	0

1/2 Placement (SED use only)

Total Rate X FTE = Total Cost

0 X 0 = 0

Maintenance

Provider

Get MA Program

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

Transportation Cost 0

Includes cost of aide on bus

TOTAL COST 0

SED use only

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

Required for Inquiry

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

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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.

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 ADMINSTRATIVE 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

Withdraw a STAC (DSRWD) (continued)

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

STAC ID Name Date of Birth Mode
 JOHN Change

School Year

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

For Record Number For Preschool SEIT and Related Services ONLY

Full Service Select Service Type
 Partial Service

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	

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.

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

Date 04/15/15 GO TO

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

Online Verifications (continued)

Date 07/19/19 GO TO

	DMNVS	SCHOOL AGE ONLINE AVL PROCESSING MENU
	Choice	Description
<input type="checkbox"/>	DVPUB	PUBLIC HIGH COST VERIFICATION
<input type="checkbox"/>	DVPRV	PRIVATE PLACEMENT VERIFICATION
<input type="checkbox"/>	DVSUM	4408 SUMMER PLACEMENT VERIFICATION
<input type="checkbox"/>	DVSRM	4408 SUMMER RELATED SERVICE VERIFICATION
<input type="checkbox"/>	DMNVC	CHAPTER PLACEMENTS VERIFICATION SCREENS
<input type="checkbox"/>	DVSSY	4201 STATE-SUPPORTED 10-MO VERIFICATION
<input type="checkbox"/>	DVHOM	HOMELESS VERIFICATION
<input type="checkbox"/>	DVINC	INCARCERATED YOUTH VERIFICATION
<input type="checkbox"/>	DVSTR	4408 SUMMER PLACEMENT TRANS VERIFICATION
<input type="checkbox"/>	DVST2	4408 SUMMER REL SERV TRANS VERIFICATION
<input type="checkbox"/>	DVST3	4408 SUMMER 4201/SO TRANS VERIFICATION
<input type="checkbox"/>	DQSBO	APPROVAL/VERIFICATION SUMMARY (3 YEAR)
<input type="checkbox"/>	DQPAY	SCHOOL AGE PAYMENT REVIEW
<input type="checkbox"/>	DQCDI	10 MONTH DISTRICT CHARGEBACK SCREEN
<input type="checkbox"/>		

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 may be required to complete the DCPUB* online screen.

- In instances where your claims far exceed the district threshold, you may be prompted to show your calculations on the DCPUB screen (*see below*).
- For BOCES placements*, if your costs do not match the Year-End Final Cost Report, you will be asked to verify the difference. If you know you have additional costs, you should complete the DCPUB before verifying. (*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.*)
- The STAC and Medicaid Unit may also randomly choose claims to be audited.

Note: Districts may be required to submit additional back-up documentation substantiating claims for verified students selected by the STAC and Medicaid Unit for in-depth review.

**Districts are required to use the BOCES Year-End Summary/Refund Report to complete the high-cost public verifications for BOCES students.*

Section (3602.19) High Cost-Public Verification Screen

Date: 04/05/18 Time: 09:27

School Year: 1617 CSE District: 010101010 APPLE CSD District Count - Total records / Records Verified: 7 / 6

Selection Type:

- Unverified
- Unverified DCPUB Required* 1
- Verified and Not Reviewed by SED 0
- Reviewed and Locked by SED** 0
- All Records 1

Record Counts: 1, 0, 0, 1

COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS

Last and First Names	From	To	Current Appr	10-Month Annualized Cost		Verify	Reviewed and Locked by SED
				Prev Verified	Verified		
JONES SARAH	09/08/16	06/23/17	52,326.00	Unverified	0	<input type="checkbox"/>	
APPLE CSD	010101010			DCPUB Required			
STAC ID Rec	DOB	Half	FTE	Date Rec Entered	Verified Date	Date Locked	
Z12345 02	01/21/98		1.000	10/12/17			

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.

Date: 04/05/18 New York State Education Department
 Time: 10:12 Go to:

Section (3602.19) High Cost-Public Verification Screen Menu

School Year: 1617 **CSE District:** 010101010 APPLE CSD **District Count - Total records / Records Verified:** 7 / 7

Get Providers: APPLE CSD **Selection Type:**

Record Counts:

- Unverified 0
- Unverified DCPUB Required* 0
- Verified and Not Reviewed by SED 1
- Reviewed and Locked by SED** 0
- All Records 1

First 4 Letters of Last Name (Optional): **Get AVL** **Sort by Approved Cost Descending:**

** Districts have [view only rights](#) for "Reviewed and Locked by SED" Records

***DCPUB Record Required**

CSE District Threshold: 35163 **COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS**

CSE District Public Excess Cost Ratio: .555 **Contact Name:** Alyssa M. Scarcella **Phone #:** 518-477-2635

Education Provider Program Dates - 09/08/16 – 06/23/17 **E-mail Address:** alyssa.scarcella@questar.org **Verification Completed:** 03/19/18

Last and First Names	From	To	Current Appr	10-Month Annualized Cost		Verify	Reviewed and Locked by SED
				Prev Verified	Verified		
Education Provider Name and Code	Half	FTE	Date Rec Entered	Unverified	DCPUB Required	Verified Date	Date Locked
JONES SARAH	09/08/16	06/23/17	52,326.00		52326.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APPLE CSD 010101010							
Z12345 02 01/21/98		1.000	10/12/17			03/19/18	

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 is 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 completed, 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

Date 07/19/19 Time 02:46	New York State Education Department		Go to <input type="text"/>			
HIGH COST STUDENT WORKSHEET (BOCES/In-District)						
STAC ID	School Year	Rec Num	Name	Date of Birth	Mode	
212348	1718	01 05	SCOTT ALEX	05/10/02	Add	
<input type="button" value="Inquire"/>	Set browser to 57% to print as single page		Public Excess Cost Aid Ratio	.557	District Threshold 42,171	
Start Date	End Date	To Amend Start or End Dates:	FTE	CSE District	Ed Provider	Mode
09/06/17	06/22/18	<input type="button" value="GO TO DSPUB"/>	1.000	APPLE CSD	APPLE CSD	010101010 010101010
Previous Annualized Rate 58,349.35			Current 10-Month Annualized Cost 58,348.85			
I. BOCES	BOCES 10-Month Annualized Cost (from Year-End Final Cost Report)		<input type="text" value="0"/>	If all of the student's costs are included in this amount, proceed directly to the bottom of the screen and submit.		
For Remaining Sections: If FTE is less than 1.000, divide actual cost by FTE to annualize						

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)*

II. InDistrict Classroom - Totals		SECTION II-A. Full Day Self Contained Special Education Classroom						
IEP Ratio: Stud:Teach + Para	Actual Students in Class	Classroom Salaries:	Special Ed Teachers	Classroom Aides/T.A.s	Total Cost of Special Classroom:			
12 : 1 + 1	6	84056.00	84056.00	28721.00	164,954.00			
		Classroom Fringe Benefits:			Classroom Cost for this Child:			
		39433.00		12744.00	27,492.33			
SECTION II-B. Period-Based Special Education Placements								
Placement Type	(Spec. Ed Teachers/Classrooms Aides) Total Salaries	Total Fringe	Teacher Work Day (Exclude Lunch) Length in Mins:	Group Size*	Sessions Per Cycle	Sessions Length: (Mins)	Frequency	Total Child Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Special education students only		Additional Special Education Classroom Costs (Explain in Comments):			<input type="text"/>	Placement Cost for this Child:		<input type="text"/>

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

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

- Enter the ratio of students to teachers to paraprofessionals of the student's classroom based on student's IEP.
- Enter the actual number of students that were educated in the classroom. *(If necessary, round up to the nearest whole number).*
- Enter the percentage of the teacher's salary and fringe benefits directly related to the classroom special education instruction, plus classroom preparation.*
- Enter the total salaries and fringe benefits of classroom aides and TAs. 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:

- Choose the Placement Type from the drop-down menu provided.
- Enter the percentage of the teachers/aides salary and fringe benefits directly related to the classroom special education instruction, plus classroom preparation.
- Enter the Teacher Work Day in Minutes (Excluding Lunch).
- Enter the Group Size.
- Enter the Sessions Per Cycle.
- Enter the Session Length in Minutes.
- Choose the Frequency from the drop-down menu provided.

Online Verifications: DCPUB Online Screen *(continued)*

III. Child-Specific 1:1 Aide/Shared Aide/Nurse/Interpreter		(Not included In-District or BOCES reported cost above)			
Type of 1:1	Annual Salary	Annual Fringe	# of Students Served	Student Annual Cost	
Aide/Teaching Asst	23481.00	4097.00	1	27,578.00	
	0	0	0		

IV. Related/Other Services		(Not included in reported cost above)					
Service Type	Provider Type	Length of Sessions (Mins)	Total Cost Per Session	Group Size	Session Cost Per Child	** Actual Sessions	Total Child Cost
Adaptive Phys Ed	District	40	56.98	2	28.49	36	1025.64
Physical Therapy	Other Provider	30	69.50	5	13.90	36	500.40
Speech/Language Therapy	District	30	50.17	3	16.72	72	1203.84
Counseling Services	District	30	45.74	3	15.24	36	548.64
		0	0	1		0	
		0	0	1		0	

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

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

(BOCES Extra)	(District)	(Other Provider)
0	0	0

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 salary and fringe benefits of the 1:1. *(If necessary, prorate for 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.

Online Verifications: DCPUB Online Screen *(continued)*

V. Other Child Specific Costs		Cost Category	Additional Information	Total Other Child-Specific Costs
		<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
If you entered additional Related Services or Other Child-Specific costs, please explain below:			District Contact Information	
Comments: <input type="text"/>		Contact Name <input type="text" value="Alyssa M. Scarcella"/>		
Comments: <input type="text"/>		E-mail Address <input type="text" value="alyssa.scarcella@questar.org"/>		
Enter 10/18/18 DIST Update		User B10ASTAL Phone# <input type="text" value="5184772635"/> (Ex: 5181235555 - 10 digits)		
Required for Inquiry		<input type="button" value="Inquire"/>	<input type="button" value="ADD"/>	<input type="button" value="Change"/>
BOCES Subtotal		Total 10-Month Annualized Cost (Verify this amount on DVPUB)		
In-District Subtotal 27492.33		58,348.85		
1:1/Shared Aide Subtotal 27578.00		High Cost Aid Available		
Related Services Subtotal 3278.52		10,766.72		
Other Child-Specific Costs Subtotal				
		SED use only: VERIFIED & LOCKED <input checked="" type="checkbox"/> Lock Record		
		SED Changes:		
		<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>		

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

Date 07/22/19		New York State Education Department		Go to <input type="text"/>		(For non-resident placements)		
Time 10:26		HIGH COST STUDENT WORKSHEET (Other District)						Menu
STAC ID	School Year	Rec Num	Name	Date of Birth		Mode		
212348	1718	03 05	SCOTT ALEX	05/10/02		Add		
Inquire		Set browser to 57% to print as single page						
				Public Excess Cost Aid Ratio	.250	District Threshold	60,258	
Start Date	End Date	To Amend Start or End Dates:	GO TO DSPUB	FTE	CSE District	APPLE CSD	010101010	
09/06/17	06/22/18			1.000	Ed Provider	GRAPE CSD	02 02 020 20	
Previous Annualized Rate				Current 10-Month Annualized Cost				
118,221.00				114,622.00				
I. NRT								
<input type="radio"/>		<input type="radio"/>		<input checked="" type="radio"/>				
Non Resident Tuition (NRT) Rate (Full Day K-6 Student with Disabilities)		Non Resident Tuition (NRT) Rate (Grade 7-12 Student with Disabilities)		Other Educating District Billed Using Actual Costs (Provide Cost Breakdown Below)				
122620		125717						
For Remaining Sections: If FTE is less than 1.000, divide actual cost by FTE to annualize Upload Invoices/Cost Breakdowns to GoAnywhere								

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, additional costs for services provided by the CSE district or BOCES can also be claimed in the sections below.

Online Verifications: DCPOD Online Screen (continued)

II. Special Ed Classrooms				Excluded Cost List	
Placement Type	IEP Ratio: Stud:Teach + Para	Total Placement Cost	Actual Students in Class	Total Child Cost	
SPECIAL CLASS	12 : 1 + 1	47054.00	1	47054.00	General Education Costs; CSE Admin Costs; Evaluations; Building Costs; Select Services; Substitute Teachers; Transportation; Field Trips; Classroom Equipmnet; Classroom Software/Technology; Class Supplies/Materials/Textbooks; Admin Costs (Superintendents, Business Office, PPS, Guidance etc.); Cleical Costs (Front Office, Account Clerks, Secretaries, etc.); and ANY other services not on IEP
	0 : 0 + 0	0	0		
	0 : 0 + 0	0	0		
	0 : 0 + 0	0	0		
*Special education students only Additional Special Education Classroom Costs (Explain in Comments):				0	Classroom Cost for this Child: 47054.00
III. Child-Specific 1:1 Aide/Shared Aide/Nurse/Interpreter (Not included In-District or BOCES reported cost above)					
Type of 1:1	Provider Type	Total Cost	# of Students Served	Student Annual Cost	
Aide/Teaching Asst	Non-Resident District	34287.00	1	34,287.00	
		0	0		

Section II. Special Education Classrooms

7. Choose the Placement Type from the drop-down menu provided.
8. Enter the IEP classroom ratio of students to teachers and paraprofessionals.
9. 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.)*
10. 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).*
11. 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

12. Choose the Type of 1:1 from the drop-down menu provided.
13. Choose the Provider Type from the drop-down menu provided.
14. Enter the Total Cost of the Aide.
15. Enter the Number of Students Served.

Online Verifications: DCPOD Online Screen *(continued)*

IV. Related/Other Services <small>(Not included in reported cost above)</small>		(As indicated on IEP)				
Service Type	Provider Type	Total Amount Billed Per Student	IEP Session Length (Mins)	Provided to:	Actual # of Sessions Billed	Session Cost Per Child
Occupational Therapy	Non-Resident District	3916.00	45	<input type="radio"/> Individual <input checked="" type="radio"/> Group	30	130.53
Speech/Language Therapy	Non-Resident District	11749.00	30	<input type="radio"/> Individual <input checked="" type="radio"/> Group	90	130.54
Speech/Language Therapy	Non-Resident District	17616.00	30	<input checked="" type="radio"/> Individual <input type="radio"/> Group	90	195.73
		0	0	<input checked="" type="radio"/> Individual <input type="radio"/> Group	0	
		0	0	<input checked="" type="radio"/> Individual <input type="radio"/> Group	0	
		0	0	<input checked="" type="radio"/> Individual <input type="radio"/> Group	0	

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

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

(Non-Resident District)	(BOCES Extra)	(CSE District)	(Other Provider)
0	0	0	0

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.

Online Verifications: DCPOD Online Screen *(continued)*

V. Other Child Specific Costs		Cost Category	Additional Information	Total Other Child-Specific Costs																				
Provided by CSE District Only		<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>																				
If you entered additional Related Services or Other Child-Specific costs, please explain below:			District Contact Information																					
Comments: <input type="text"/>		Contact Name <input type="text" value="Alyssa M. Scarcella"/>																						
Comments: <input type="text"/>		E-mail Address <input type="text" value="alyssa.scarcella@questar.org"/>																						
Enter 03/22/19 DIST		Update 05/13/19 STAC		User RWOJTKIE																				
Phone# <input type="text" value="5184772635"/> (Ex: 5181235555 - 10 digits)																								
<input type="button" value="Required for Inquiry"/> <input type="button" value="Inquire"/> <input type="button" value="ADD"/> <input type="button" value="Change"/>		SED use only: VERIFIED & LOCKED <input checked="" type="checkbox"/> Lock Record																						
<table border="1"> <tr> <td>Non Resident Tuition</td> <td></td> <td>Total 10-Month Annualized Cost</td> <td></td> </tr> <tr> <td>Special Classrooms Subtotal</td> <td>47054.00</td> <td>(Verify this amount on DVPUB)</td> <td></td> </tr> <tr> <td>1:1/Shared Aide Subtotal</td> <td>34287.00</td> <td></td> <td>114,622.00</td> </tr> <tr> <td>Related Services Subtotal</td> <td>33281.00</td> <td>High Cost Aid Available</td> <td></td> </tr> <tr> <td>Other Child-Specific Costs Subtotal</td> <td></td> <td></td> <td>13,591.00</td> </tr> </table>		Non Resident Tuition		Total 10-Month Annualized Cost		Special Classrooms Subtotal	47054.00	(Verify this amount on DVPUB)		1:1/Shared Aide Subtotal	34287.00		114,622.00	Related Services Subtotal	33281.00	High Cost Aid Available		Other Child-Specific Costs Subtotal			13,591.00	SED Changes: <input type="text"/> <input type="text"/> <input type="text"/>		
Non Resident Tuition		Total 10-Month Annualized Cost																						
Special Classrooms Subtotal	47054.00	(Verify this amount on DVPUB)																						
1:1/Shared Aide Subtotal	34287.00		114,622.00																					
Related Services Subtotal	33281.00	High Cost Aid Available																						
Other Child-Specific Costs Subtotal			13,591.00																					

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**, then **DVPRV**.

Date 08/24/20 New York State Education Department Go to
Time 09:09 **Section 4402 and 4405 Verification Screen** Menu

School Year **CSE District** Unverified
 Verified
 All Records

Get Providers

First 4 Letters of Last Name (Optional) **Get AVL**

Last and First Names		Program	Service	% Aide			FTE	Rate	Cost	Verify	
STAC ID	Rec	Half	Code	Type	From	To					
JONES SARAH			9002-I	EDUC	09/04/19	03/19/20	.675	44,321	29,916	<input type="checkbox"/>	
Z12345	02										
SCOTT ALEX			9002-I	EDUC	100	09/04/19	10/31/19	.200	64,998	12,999	<input type="checkbox"/>
Z12346	02										
SMITH JOHN			9002-I	EDUC		11/20/19	06/26/20	.750	64,998	48,748	<input type="checkbox"/>
Z12348	02										

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 is 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' guidelines. 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**, then **DVSUM**.

Date 08/24/20
Time 11:58

New York State Education Department

Go to

Summer Placement Verification Screen

Menu

School Year: 1920
CSE District: 010101010101 APPLE CSD

Get Providers: QUESTAR III (R-C-G) BOCES 499000000000

First 4 Letters of Last Name (Optional) Get AVL

Unverified
 Verified
 All Records

Last and First Name	Half	Program	Service	% Aide	FTE		Rate	Cost	Verify
STAC-ID Rec DOB	Time	Code	Type	From	To	Days			
JONES SARAH Z12345 02 05/10/02		9000-A	EDUC		07/08/19	08/11/19	.833	4,550	3790 <input type="checkbox"/>
SCOTT ALEX Z12346 02 01/21/98		9000-A	EDUC	100	07/08/19	08/06/19	.666	7,996	5325 <input type="checkbox"/>
SMITH JOHN Z12348 02 02/05/94		9000-A	EDUC		07/08/19	08/16/19	1.000	4,550	4550 <input type="checkbox"/>

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 is 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**, then **DVSTR**. In order to verify summer transportation costs, the education and maintenance must already be verified using the DVSUM screen.

The screenshot shows the 'Summer Trans. Cost Verification for DSUMR' web application. At the top, it displays the date (04/05/18), time (03:44), and the New York State Education Department logo. The main title is 'Summer Trans. Cost Verification for DSUMR'. Below the title, there are several input fields and buttons: 'School Year' (1718), 'CSE District' (010101010 APPLE CSD), 'Get Providers' (GREATER SOUTHERN TIER BOCES), and 'First 4 Letters of Last Name (Optional)'. There are also radio buttons for 'Unverified', 'Verified', and 'All Records'. A 'Get AVL' button is also present. Below these fields is a table with columns for 'Last and First Name', 'STAC-ID', 'DOB', 'Rec', 'Educ. Dates', 'Day or Previously', and 'Cost'. The table contains one row for 'JONES SARAH' with STAC-ID 'Z12345', DOB '01/21/98', Rec '02', Educ. Dates '07/06/17' to '08/16/17', Day or Previously 'D', Res. Approved '0', Approved '0', and Cost '0'. At the bottom, there are checkboxes for 'District-Operated Trans' and 'Contracted Transporter'.

Last and First Name	STAC-ID	DOB	Rec	Educ. Dates	Day or Previously	Res. Approved	Approved	Cost
JONES SARAH	Z12345	01/21/98	02	07/06/17	08/16/17	D	0	0

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 is 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 \$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 \$7,000, 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**, then **DVSRL**.

Date 08/08/16
Time 09:59

New York State Education Department

Go to

Summer Related Services Verification Screen

School Year: 1516
CSE District: 010101010 APPLE CSD

APPLE CSD 010101010

First 4 Letters of Last Name (Optional)

District-Operated 9015 Program-Education Costs Only

Last and First Names	Program Code	Service Type	From	To	1/2 HR Units	Rate	Cost	Verify
STAC-ID Rec DOB								
JONES SARAH Z12345 01 05/10/02	9015-A	RSO	07/01/15	08/11/15	25	59.00	1,475	<input type="checkbox"/>
SCOTT ALEX Z12346 01 01/21/98	9015-B	SIO	07/01/15	08/11/15	6	59.00	354	<input type="checkbox"/>

Radio buttons: Unverified, Verified, All Records

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 is 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**, then **DVST2**. In order to verify summer related services only transportation costs, the education must already be verified using the DVSRL screen.

Date 04/06/18
Time 09:58
New York State Education Department
Go to
Summer Related Service Trans. Cost Verification Menu

School Year: 1718
CSE District: 010101010 APPLE CSD
Get Providers: APPLE CSD 010101010
First 4 Letters of Last Name (Optional): Get AVL

Unverified
 Verified
 All Records

Last and First Name	STAC-ID	DOB	Rec	Educ. Dates From	To	Day or Previously Res.	Previously Approved	Approved	Cost Verified	Verify
JONES SARAH	Z12345	01/21/98	01	07/06/17	08/18/17	D	0	0	<input type="text" value="0"/>	<input type="checkbox"/>

*Select Type for Year 1718 and forward:
 District-Operated Trans Contracted Transporter

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 is 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 \$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 \$7,000, 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**, then **DVCSM**.

Date 12/31/15
Time 10:29
New York State Education Department
Go to
Summer Chapter Verification Screen
Menu

School Year: 1516
CSE District: 010101010 APPLE CSD
Get Providers: MARY CARIOLA CHILDRENS CENTER 261600997048
First 4 Letters of Last Name (Optional): Get AVL

Unverified (selected)
Verified
All Records

Last and First Name	Half	Program	Service	1to1	Time	Code	Type	100%	50%	From	To	FTE	Rate	Cost	Verify
JONES SARAH		9001-A	EDUC	N	N	07/06/15	08/14/15	1.000					6,662	6662	<input type="checkbox"/>
Z12345	01														
SCOTT ALEX		9001-A	EDUC	N	N	07/06/15	08/14/15	1.000					6,662	6662	<input type="checkbox"/>
Z12346	01														

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 is 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**, then **DVSTC**. In order to verify summer chapter transportation costs, the education and maintenance must already be verified first using the DVCSM screen.

Date 04/06/18
Time 10:15
New York State Education Department
Go to
Summer Chap. 2 mos. Trans. Cost Verification Menu

School Year: 1718
CSE District: 010101010 APPLE CSD
Get Providers: MARY CARIOLA CHILDRENS CENTER 261600997048
First 4 Letters of Last Name (Optional) Get AVL

Unverified
 Verified
 All Records

Last and First Name	STAC-ID	DOB	Rec	Educ. Dates		Day or Previously	Res.	Cost	
				From	To			Approved	Approved
JONES SARAH	Z12345	01/21/98	01	07/10/17	08/18/17	D	2939.00	0	<input type="text"/> 0 <input type="checkbox"/>

*Select Type for Year 1718 and forward:
 District-Operated Trans Contracted Transporter

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 is 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 \$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 \$7,000, 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**, then **DVST3**. Districts are not responsible for verifying the summer 4201 School placement education. Districts are responsible for verifying the transportation costs.

Last and First Name	STAC-ID	DOB	Rec	From	To	Day or Previously Res.	Approved	Approved	Cost	Verified	Verify
JONES SARAH	Z12345	01/21/98	02	07/10/17	08/18/17	D	4381.88	0	0	<input type="checkbox"/>	<input type="checkbox"/>

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 is 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.*)
 - o If a student's transportation cost exceeds \$7,000, 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**, then **DVCHP**.

Date 07/22/19 Time 12:05 New York State Education Department
School Age 10 Month Chapter Verification Screen

Go to Menu

School Year: 1718 CSE District: 010101010 APPLE CSD
Get Providers: MARY CARIOLO CHILDRENS CENTER 261600997048
First 4 Letters of Last Name (Optional): Get AVL

Unverified
 Verified
 All Records

DISTRICT CONTACT INFORMATION

Contact Name: Alyssa M. Scarcella Phone #: 5184772635
E-mail Address: alyssa.scarcella@questar.org

Last and First Name	Half Time	EDUC Program	1to1	From	To	FTE	Rate	EDUC Cost	
STAC-ID	Rec	DOB	100% 50%	Trans Cost	Admin Cost	CSE Cost		Total Cost	Verify
JONES SARAH		9001-I	N	09/07/17	02/28/18	.605	46,547	28,160.93	
Z12345	02	01/21/98		8,899.80	1,408.00	100.00		38,568.73	<input type="checkbox"/>
SCOTT ALEX		9001-I	N	09/07/17	02/28/18	.605	46,547	28,160.93	
Z12346	01	05/10/02		8,899.80	1,408.00	100.00		38,568.73	<input type="checkbox"/>

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 is 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 if 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**, then **DVSSY**.

The screenshot shows the '4201 AVL/Update/Display' web application. At the top, it displays the date (09/08/16), time (11:38), and the New York State Education Department logo. The main title is '4201 AVL/Update/Display'. Below the title, there are several input fields and buttons. The 'School Year' is set to '1415' and the 'CSE District' is '010101010 APPLE CSD'. The 'Get Providers' button is active, showing 'ST MARY'S SCHOOL FOR THE DEAF' and '140600996459'. There are radio buttons for 'Unverified' (selected), 'Verified', and 'All Records'. A 'Get AVL' button is also present. Below these fields, the 'Verification Period' is '09/01/14 - 06/30/15'. The main data table has columns for 'Last and First Name', 'STAC-ID', 'Rec', 'DOB', 'District of Residence', 'Half-time', 'Prog Code', 'Serv Type', '1to1 Aide', 'Service Dates', '4-Mo', '10-Mo', and 'Verify'. The table contains one row for 'SMITH JOHN' with STAC-ID 'Z12348', Rec '01', DOB '02/05/94', District 'APPLE CSD', Half-time 'N', Prog Code '9260-I', Serv Type 'EDUC', 1to1 Aide 'N', Service Dates '09/04/14 - 05/03/15', 4-Mo '.794', 10-Mo 'FTE', and a 'Verify' checkbox. At the bottom right of the table, there is a 'Y/N VERIFIED:' section with 'Y' under '4-Mo' and 'N' under '10-Mo'.

Last and First Name	STAC-ID	Rec	DOB	District of Residence	Half-time	Prog Code	Serv Type	1to1 Aide	Service Dates	4-Mo	10-Mo	Verify
									Begin End		FTE	
SMITH JOHN	Z12348	01	02/05/94	APPLE CSD	N	9260-I	EDUC	N	09/04/14 05/03/15	.794		<input type="checkbox"/>

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 is 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 the Unverified 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**, then **DVHOM**.

Date 01/06/16 New York State Education Department Go to
Time 01:50 **Homeless/Runaway Youth Verification Screen**

School Year CSE District APPLE CSD Unverified
 Verified
 All Records

First 4 Letters of Last Name (Optional)

Last and First Name	Half	Program	Service	From	To	FTE	Rate	Cost	Verify	
STAC-ID Rec	DOB	Time	Code	Type	From	To	FTE	Rate	Cost	Verify
JONES SARAH			8500-K	EDUC	09/04/14	10/14/14	.128			<input type="checkbox"/>
Z12345 01	05/10/02									
SCOTT ALEX			8500-K	EDUC	09/04/14	10/14/14	.128			<input type="checkbox"/>
Z12346 01	01/21/98									
SMITH JOHN			8500-K	EDUC	09/04/14	06/25/15	1.000			<input type="checkbox"/>
Z12348 01	02/05/94									

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 is 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.

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

Process a Reapplication (DMNUR) *(continued)*

Date 09/20/16 GO TO

DMNUR	REAPPLICATION MENU
Choice	Description
<input type="checkbox"/> S	DRPRV PRIVATE EXCESS COST REAPP (10 MONTH)
<input type="checkbox"/> S	DRPUB PUBLIC HIGH COST REAPP (10 MONTH)
<input type="checkbox"/> S	DRSUM SPECIAL CLASS REAPP (2 MONTH)
<input type="checkbox"/> S	DRCHP SCHOOL AGE CHAPTER PLACEMENT (10 MONTH)
<input type="checkbox"/> S	DRCSM SCHOOL AGE CHAPTER PLACEMENT (2 MONTH)
<input type="checkbox"/> S	DRSSY 4201 STATE SUPPORTED REAPP (10 MONTH)
<input type="checkbox"/> S	BYE SIGN OFF THE SYSTEM

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.

Process a Reapplication – Private Placement 10-Month (DRPRV)

Date 09/21/16
Time 02:11
New York State Education Department
Go to
Private Excess Cost Reapplications (10-Month)

School Year: 1617
CSE District: 010101010 APPLE CSD

Get Providers: SCHOOL OF THE HOLY CHILDHOOD
Provider Code: 261701167030
Number of Records: 00003

Get Reapps: First 4 Letters of Last Name (Optional)

STAC ID	Reapply	Name		Education	Maintenance
Z12345	<input type="checkbox"/>	JONES	SARAH	9000 I	01
Z12348	<input type="checkbox"/>	SMITH	JOHN	9000 I	02

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 is more than one*).
4. At this point, the students who were 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 'reapp'd'.*)

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 – Public Placement 10-Month (DRPUB)

Date 09/21/16
Time 02:28
New York State Education Department
Go to
Public Excess Cost Reapplications (10-Month) Menu

School Year: 1617
CSE District: 010101010 APPLE CSD
Your District Threshold Amount: 33,093

Education Provider: WAYNE-FINGER LAKES BOCES
Provider Code: 439000000000
Number of Records: 00014

Get Providers

Get Reapps

First 4 Letters of Last Name (Optional)

STAC ID	Reapply	Name		Education	Annualized Cost
Z12345	<input type="checkbox"/>	JONES	SARAH	8000 I	0 <input type="text"/> 1
Z12348	<input type="checkbox"/>	SMITH	JOHN	8000 I	0 <input type="text"/> 2

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 is more than one*).
4. At this point, the students who were 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 'reapp'd'.*)

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 – Special Class 2-Month (DRSUM)

Date 09/09/15 New York State Education Department Go to
 Time 03:22 **July/August Reimbursement Reapplications (Section 4408)**

School Year
CSE District APPLE CSD

Education Provider **Provider Code** **Number of Records**

First 4 Letters of Last Name (Optional)

STAC ID	Reapply	Name	Education	Maintenance	Transportation Cost
Z12345	<input type="checkbox"/>	JONES SARAH	9000 A		<input type="text" value="0"/> <input type="text" value="1"/>
Z12346	<input type="checkbox"/>	SCOTT ALEX	9000 A		<input type="text" value="0"/> <input type="text" value="2"/>
Z12348	<input type="checkbox"/>	SMITH JOHN	9000 A		<input type="text" value="0"/> <input type="text" value="3"/>

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 is more than one*).
4. At this point, the students who were 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. If you know the student's transportation cost for summer school, you can enter it in the Transportation Cost box provided. (*Not required.*)
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 'reapp'd'.*)

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 in the STAC Online System

Date 09/21/16
Time 09:14
New York State Education Department
Go to
School Age 10 Month Chapter Placement Reapplications Menu

School Year: 1617
CSE District: 010101010 APPLE CSD
Education Provider: WAYNE-FINGER LAKES BOCES
Provider Code: 439000000000
Number of Records: 00002

Get Providers

Get Reapps First 4 Letters of Last Name (Optional): AAAA

STAC ID	Reapply	Name	Education	Chapter Type	Annual Rate	Transportation	Administrative	CSE COST
Z12345	<input type="checkbox"/>	JONES SARAH	8000	I	0	0	0	1
Z12348	<input type="checkbox"/>	SMITH JOHN	8000	I	0	0	0	2

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 is more than one*).
4. At this point, the students who were 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 service costs), 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 'reapp'd'.*)

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 2-Month (DRCSM)

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

Date 09/21/16
Time 11:39
New York State Education Department
Go to
School Age Summer Chapter Reapplications Menu

School Year: 1617
CSE District: 010101010 APPLE CSD

Education Provider: WAYNE-FINGER LAKES BOCES
Provider Code: 439000000000
Number of Records: 00002

Get Providers

Get Reapps
First 4 Letters of Last Name (Optional): AAAA

STAC ID	Reapply	Name	Education	Chapter Type	Transportation Cost
Z12345	<input type="checkbox"/>	JONES SARAH	9003 A	<input type="text"/>	0 1
Z12348	<input type="checkbox"/>	SMITH JOHN	9002 A	<input type="text"/>	0 2

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 is 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 'reapp'd'.*)

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 Nondistrict 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)

Date 09/09/16
Time 10:37
New York State Education Department
4201 State-Supported Schools Reapplications (10-Month)

School Year: 1617
CSE District: 010101010 APPLE CSD
Education Provider: NY INST FOR SPECIAL EDUCATION 321100996863
Get Providers

Get Reapps
First 4 Letters of Last Name (Optional): AAAA

STAC ID	Reapply	Name	Education	Maintenance
Z12348	<input type="checkbox"/>	SMITH JOHN	9260 I	1

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 is more than one*).
4. At this point the students who were 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 'reapp'd'.*)

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.

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)

Date 07/22/19 GO TO

	DMQRY	Menu of STAC School Age Inquiry Screens
	Choice	Description
<input type="checkbox"/>	S DCHSR	FIND A STAC ID FOR A STUDENT
<input type="checkbox"/>	S DQAPP	APPROVAL LISTS
<input type="checkbox"/>	S DQCER	PRIVATE PLACEMENT CERTIFICATION LIST
<input type="checkbox"/>	S DQCLD	VIEW/AMEND CHILD SERVICE APPROVALS
<input type="checkbox"/>	S DQHOM	HOMELESS ELIGIBILITY LIST
<input type="checkbox"/>	S DQPRG	PROVIDER/PROGRAM SEARCH 
<input type="checkbox"/>	S DQPRT	VIEW/PRINT CHILD SERVICE APPROVALS

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

Provider / Program Search (DQPRG) (continued)

Date 01/06/16
Time 02:40
New York State Education Department
Go to

Special Education Program Listing

School Year

Provider Code Search

Provider Name Search

Telephone
518-479-6882

Contact
GLADYS CRUZ

Evaluator

From
9697

Through
9899

Choose One

All Programs
 Pre School Programs
 School Age Programs

Select	Code	Program Name	
<input type="checkbox"/>	8000 I	S/Y-PUBLIC EXCESS COST	10-MONTH HIGH COST
<input type="checkbox"/>	09/08/15 - 06/23/16	DAY	Age 05 - 21
Appr-	Y		
<input type="checkbox"/>	8050 Y	F/Y-INCARCERATED YOUTH	GREENE COUNTY JAIL
<input type="checkbox"/>	07/01/15 - 06/30/16	DAY	Age 15 - 21
Appr-	Y		
<input type="checkbox"/>	8510 M	S/Y-SCHOOL AGE HOMELESS	SCHOOL AGE HOMELESS
<input type="checkbox"/>	09/09/15 - 06/24/16		
Appr-	Y		

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. There may be additional programs on the following page. 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.

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

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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 2-month (summer) 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.

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 ADMINSTRATIVE 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 

Program Date Changes (DDATE) (continued)

Date 05/07/15 GO TO

DDATE	PROGRAM DATE CHANGES
Choice	Description
<input type="text" value="S"/>	DPRES PRESCHOOL PROGRAM DATE CHANGE
<input type="text" value="S"/>	DSCHA SCHOOL-AGE PROGRAM DATE CHANGE
<input type="text" value="S"/>	DOMLS HOMELESS PROGRAM DATE CHANGE

Date 04/10/17 Go to
 Time 11:25 Menu

New York State Education Department
Special Education School Age Program

School Year	Provider	Mode Change
<input type="text" value="1718"/>	4990000000000 QUESTAR III (R-C-G) BOCES	<input type="text"/>
Program	Program Description	SED Use Only
<input type="text" value="8000"/>	S/Y-PUBLIC EXCESS COST	Initial Approval Date <input type="text"/>
<input type="button" value="Inquire"/>	<input type="text" value="10-MONTH HIGH COST"/>	Closedown Date <input type="text"/>
		Rollover to new year <input checked="" type="checkbox"/>

Program Data

Begin Date	End Date	Operating	Length			Status/Date		
<input type="text" value="09/06/17"/>	<input type="text" value="06/22/18"/>	<input checked="" type="checkbox"/>	Months <input type="text" value="10"/>	Weeks <input type="text" value="39"/>	Days/WK <input type="text" value="5"/>	Hrs/Day <input type="text" value="0"/>	<input type="text" value="Approved"/>	<input type="text" value="03/24/17"/>
Type	Ages	Gender Served	Day	Residential				
<input type="text" value="Special Class"/>	Minimum <input type="text" value="05"/> Maximum <input type="text" value="21"/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Enrollment (Student Count)

July <input type="text" value="0"/>	October <input type="text" value="0"/>	February <input type="text" value="0"/>	May <input type="text" value="0"/>
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Disabilities

<input checked="" type="checkbox"/> Autism	<input checked="" type="checkbox"/> Emotional Disturbance	<input checked="" type="checkbox"/> Learning Disability	<input checked="" type="checkbox"/> Intellectual Disability
<input checked="" type="checkbox"/> Deafness	<input checked="" type="checkbox"/> Hearing Impairment	<input checked="" type="checkbox"/> Traumatic Brain Injury	<input checked="" type="checkbox"/> Visual Impairment
<input checked="" type="checkbox"/> Health Impairment	<input checked="" type="checkbox"/> Multiple Disabilities	<input checked="" type="checkbox"/> Orthopedic Impairment	<input checked="" type="checkbox"/> Speech/Language Impairment

Bilingual

<input type="checkbox"/> Spanish	<input type="checkbox"/> Chinese	<input type="checkbox"/> Yiddish	<input type="checkbox"/> Haitian Creole	<input type="checkbox"/> Other
----------------------------------	----------------------------------	----------------------------------	---	--------------------------------

Staffing Ratios

Students: Teachers+ParaProfessionals/Number of Classes	Capacity
<input type="text" value="0"/> : <input type="text" value="0"/> + <input type="text" value="0"/> / <input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/> : <input type="text" value="0"/> + <input type="text" value="0"/> / <input type="text" value="0"/>	<input type="text" value="0"/>

Per Diem Rate	Date		
One To One Aide Rate <input type="text" value="0"/>	DA Rate <input type="text" value="0"/>	Enter <input type="text" value="03/24/17"/>	Upd <input type="text" value="User EFH500"/>

Required for Inquiry

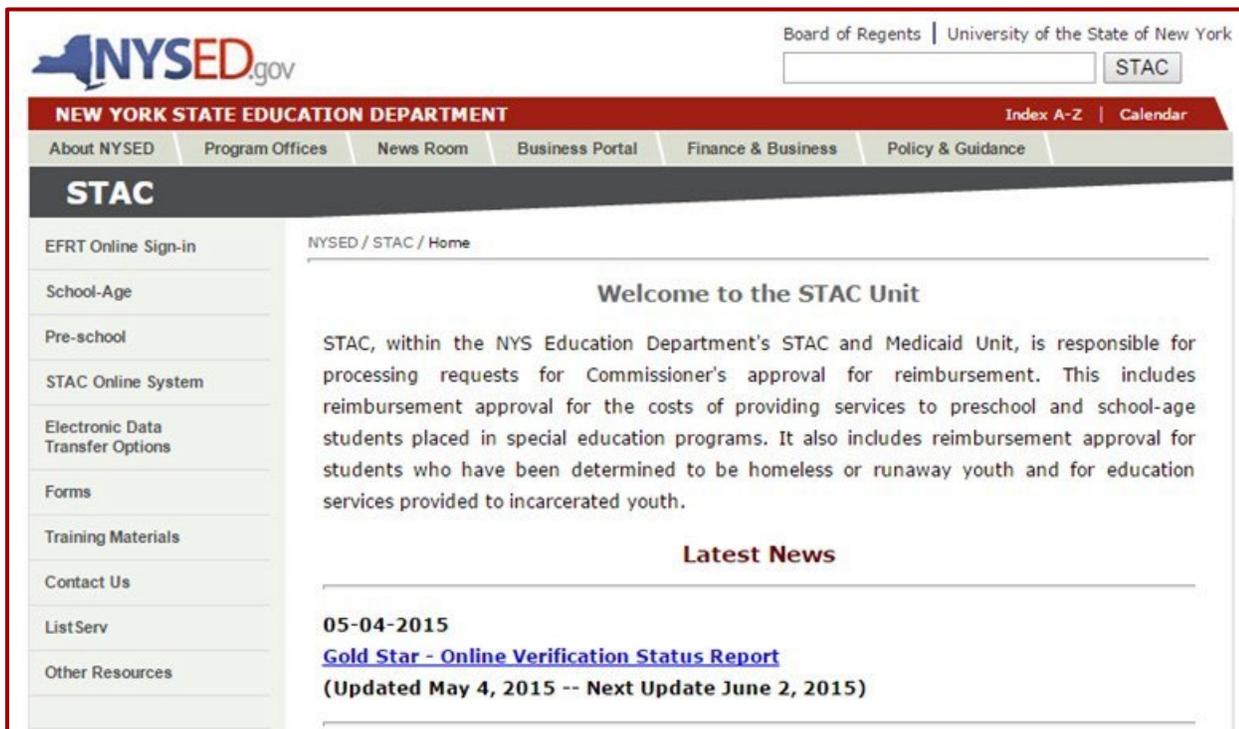
Program Date Changes (DDATE) (continued)

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. Click the '**Change**' button at the bottom of the screen.
9. You will receive a '**Successful Change**' message if the dates were changed.
10. Continue the steps above for each program you need to change the dates for.

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. Keep in mind if you made changes mid-month, they may not appear on the report you are looking at.



The screenshot shows the NYSED website's STAC unit page. The header includes the NYSED logo and navigation links for Board of Regents, University of the State of New York, and a search bar. The main navigation bar lists various departmental areas. The STAC unit page features a sidebar with links to EFRT Online Sign-in, School-Age, Pre-school, STAC Online System, Electronic Data Transfer Options, Forms, Training Materials, Contact Us, List Serv, and Other Resources. The main content area displays a welcome message and a news item dated 05-04-2015 titled "Gold Star - Online Verification Status Report (Updated May 4, 2015 -- Next Update June 2, 2015)".

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).



Board of Regents | University of the State of New York

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About NYSED
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STAC

NYSED / STAC / Schoolage / AVL-Payment Reports

Online STAC Verification Status

Programs Verifiable Online Now

(Click on link below to see if your school district received a GOLD star)

UPDATED: April 2, 2018 -- NEXT UPDATE: May 4, 2018

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

Enrollment Period	Online Verification Reports	Online Verification Instructions
9/1/15 - 6/30/16	2015-16 School Year High Cost Public (In-dist./other dist./BOCES)	DVPUB -10 Month Public Placements
9/1/17 - 6/30/18	2016-17 School Year High Cost Public (In-dist./other dist./BOCES)	
9/1/15 - 6/30/16	2015-16 School Year Private Section 4405 Program 56 kb	DVPRV -10 Month Private Placements
9/1/16 - 6/30/17	2016-17 School Year Private Section 4405 Program	
7/1/14 - 8/31/14	2014 Summer Section 4408 Related Services (9015 Program) Education (DVSRL) 32 kb Trans (DVST2) 17 kb	DVSRL -Summer Related Services
7/1/15 - 8/31/15	2015 Summer Section 4408 Related Services (9015 Program) Education (DVSRL) 282 kb Trans (DVST2) 314 kb	
7/1/16 - 8/31/16	2016 Summer Section 4408 Related Services (9015 Program) Education (DVSRL) 18 kb Trans (DVST2) 11 kb	DVST2 -Summer Related Services Transportation
7/1/17 - 8/31/17	2017 Summer Section 4408 Related Services (9015 Program) Education (DVSRL) Trans (DVST2)	
7/1/14 - 8/31/14	2014 Summer Section 4408 Program Educ & Main (DVSUM) 259 kb Trans (DVSTR) 344 kb	DVSUM -Summer Placements
7/1/15 - 8/31/15	2015 Summer Section 4408 Program Educ & Main (DVSUM) 54 kb Trans (DVSTR) 1,106 kb	

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.

Updated: 9/1/2016		Statewide		
		Total Count	Total Verified	Total Not Verified
	1-Sep	50,374	47,114	3,260
	8-Aug	50,332	47,030	3,302
	1-Jul	47,865	46,717	1,148
	3-Jun	47,757	46,554	1,203
	3-May	47,575	46,145	1,430
Summer 4408 2015-16				
SED Code	School District	Total Count	Total Verified	Total Not Verified
010100010000	ALBANY CITY SD	401	401	*
010201040000	BERNE-KNOX-WESTERLO CSD	29	29	*
010306060000	BETHLEHEM CSD	95	95	*
010402060000	RAVENA-COEYMANS-SELKIRK CSD	51	51	*
010500010000	COHOES CITY SD	49	48	1
010601060000	SOUTH COLONIE CSD	101	101	*
010615020000	MENANDS UFSD	3	3	*
010623060000	NORTH COLONIE CSD	81	81	*
010701030000	GREEN ISLAND UFSD	7	3	4
010802060000	GUILDERLAND CSD	96	92	4
011003060000	VOORHEESVILLE CSD	12	12	*
011200010000	WATERVLIET CITY SD	52	52	*

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.

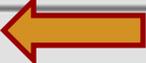
Updated: 9/1/2016		Summer 4408 Transportation 2015-16					
		Statewide Verified Total: \$75,065,370.38					
SED Code	School District	Total Records	Zero Cost Records	Positive Cost Records Verified	Positive Cost Records Not Verified	Total Approved Cost	Total Verified Cost
010100010000	ALBANY CITY SD	401	0	401	0	\$210,475.60	\$210,475.60
010201040000	BERNE-KNOX-WESTERLO CSD	29	2	27	0	\$78,277.61	\$78,277.61
010306060000	BETHLEHEM CSD	95	9	86	0	\$205,779.63	\$205,779.63
010402060000	RAVENA-COEYMANS-SELKIRK CSD	51	1	50	0	\$138,355.50	\$138,355.50
010500010000	COHOES CITY SD	49	6	42	1	\$59,993.00	\$58,828.00
010601060000	SOUTH COLONIE CSD	101	2	98	1	\$81,575.80	\$76,181.80
010615020000	MENANDS UFSD	3	0	3	0	\$13,628.70	\$13,628.70
010623060000	NORTH COLONIE CSD	81	6	75	0	\$127,210.07	\$127,210.07
010701030000	GREEN ISLAND UFSD	7	0	3	4	\$19,488.00	\$9,744.00
010802060000	GUILDERLAND CSD	96	15	0	81	\$98,202.50	\$0.00
011003060000	VOORHEESVILLE CSD	12	0	12	0	\$35,216.64	\$35,216.64
011200010000	WATERVLIET CITY SD	52	24	28	0	\$29,226.00	\$29,226.00
020601040000	ANDOVER CSD	5	0	5	0	\$3,874.00	\$3,874.00
020702040000	GENESEE VALLEY CSD	9	9	0	0	\$0.00	\$0.00
020801040000	BELFAST CSD	3	0	3	0	\$8,359.50	\$8,359.50
021102040000	CANASERAGA CSD	4	0	4	0	\$5,612.20	\$5,612.20
021601040000	FRIENDSHIP CSD	4	0	4	0	\$14,521.88	\$14,521.88

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.

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

Special Education Approval Summary (DQSBO) (continued)

Date 05/12/15 Time 02:35 New York State Education Department

Go to

Special Education Approval Summary

School Year: 1415 District Code Search: District Name Search:

APPLE CSD 010101010

Service Type: (DSUMR) School Age Summer Placement

Choose One 1 Year selected Year selected and prior 2 years

Education Data		2012-13	% change	2013-14	% change	2014-15
Approval Data	Number	22	9+	24	4+	25
	FTE	22,000	9+	24,000	4+	25,000
	Educ. Cost	132,882	6+	140,279	2+	143,651
Verified Data	Number	22	9+	24	4+	25
	% Verified	100	0	100	0	100
	FTE	22,000	9+	24,000	4+	25,000
	% Verified	100	0	100	0	100
	Educ. Cost	132,882	6+	141,317	5-	133,574+
	% Verified	100	1+	101	8-	93
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	0	999+	1,038+	871+	10,077+
% Unverified	0	999+	1+	600+	7+	

Maintenance Data		2012-13	% change	2013-14	% change	2014-15
Approval Data	Number	3	33+	4	25-	3
	Maint. Cost	76,191	27+	96,558	19-	78,633
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	3	33+	4	25-	3
	Maint. Cost	76,191+	27+	96,558+	19-	78,633+
% Unverified	100+	0	100+	0	100+	

Transportation Data		Transportation applies only to 2-mth programs and 10-mth Chapter 721				
Approval Data	Number	19	26+	24	17-	20
	Trans. Cost	50,651	5+	53,168	5+	55,582
Verified Data	Number	19	26+	24	17-	20
	Trans. Cost	50,651	5+	53,168	5+	55,582
	% 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.

Special Education Approval Summary (DQSBO) *(continued)*

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.

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

Date 04/14/17 GO TO

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

<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

School Age Payment Review (DQPAY) (continued)

Date 08/24/20 Time 02:28 New York State Education Department School Age APR View

Go to Menu

School Year: 1920 District: 010101010101 Fund: Summer PAY Num: 01 Service: Educ Tran

Gross Amt: 76,173.71+ Adjust Amt: Net Amt: 76,173.71+ Pay Percent: 56.0000

APR Issue Date: 03/12/20

Inquire APPLE CSD

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

Adjustment Detail

Provider Totals

DEVEREUX IN	19409.72+
GREEN CHIMNE	27043.67+

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 on 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 retrieve and 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-of-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.

Date 01/20/16 New York State Education Department Go to
 Time 10:48 **10 Month Chargeback Information Page** Menu

School Year	Chargeback District	Type of Placement	Total Records
1415	010101010	DSHOM - Homeless	4
Inquire APPLE CSD		Chargeback run Date 01/07/16	Total FTE 1.816

Last Name/First Name	STAC ID /Num Rec	Type Placement /Chapter	Facility/CSE District	Provider	FTE
JONES SARAH	Z12345 01	DSHOM	PEAR CSD	PEAR CSD	0.666
SCOTT ALEX	Z12346 01	DSHOM	WATERMELON CSD	WATERMELON	0.800
SHORE KIM	Z12347 01	DSHOM	PEAR CSD	PEAR CSD	0.175
SMITH JOHN	Z12348 01	DSHOM	GRAPE CSD	GRAPE CSD	0.175

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, and receivable estimates. The new screen will be updated **monthly** to display the district totals, 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 are available on the FTM. These reports provide **child specific** information regarding the 4408/4201 approval and verified costs, state aid paid, and 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 rate changes from the Rate Setting Unit.

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 

4408/4201 Summer District Summary Report (DQSUM) (continued)

Date 08/24/20 New York State Education Department Go to
 Time 02:55 **4408 and 4201 District Summary Report (2-mo)** Menu

School Year **District Code** 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	634,208.00	634,208.00	498,118.00
	RELS MAIN			
	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.**

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.

CPSE Administrative Cost Screens (DMNAC)

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.

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 ADMINSTRATIVE COST SCREENS 

Date 07/23/19 GO TO

	DMNAC	PRESCHOOL ADMINSTRATIVE COST SCREENS
	Choice	Description
<input type="checkbox"/>	DQKID	LIST OF PRESCHOOLERS WITH ADMIN COSTS
<input type="checkbox"/>	DQDAT	CPSE ADMIN COST LISTING (DISTRICTS)
<input type="checkbox"/>	DQDAD	CPSE ADMIN COSTS INCURRED (DISTRICTS)

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.

COUNTY	DISTRICT	NAME	STAC-ID	REC
FRUIT	APPLE CSD	JONES SARAH	Z12345	01
FRUIT	APPLE CSD	SCOTT ALEX	Z12346	01
FRUIT	APPLE CSD	SMITH JOHN	Z12348	01

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)**. Districts are notified when this information is ready and available to be viewed.

The screenshot shows the '4410 ADMINISTRATIVE COST LISTING TO SCHOOL DISTRICT ACL' interface. At the top, it displays the date (07/23/19), time (02:07), and the New York State Education Department logo. A 'Go to' field and a 'Menu' button are also present. The main section is titled 'School Year' and includes a dropdown menu set to '1617', a text input field containing '010101010', and the district name 'APPLE CSD'. A 'Get Providers' button is located below these fields. A section labeled 'Required for Inquiry' contains a summary table of CPSE costs and student counts. At the bottom, a table lists the county name, number of students approved on STAC, costs per student, and the amount billable to the county.

County Name	Students Approved on STAC	Costs per Student	Amount CPSE Billable to County
0 FRUIT	222	96.58	21440.76

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.

Date: 07/23/19
Time: 02:12

New York State Education Department

Go to:
Menu

System to Track and Account for Children (STAC) and Medicaid Unit

STATEMENT OF CPSE ADMINISTRATIVE COSTS INCURRED UNDER SECTION 4410 OF THE EDUCATION LAW

School Year: District: APPLE CSD

Choose One: 1 Year selected Year selected and prior 2 years

	2014-15	% change	2015-16	% change	2016-17
<u>CPSE Costs Reported</u>	0	999+	19,694	9+	21,441
<u>CPSE Costs Approved by SED</u>	0	999+	120,432	7+	128,538
<u>Total Outstanding Approved CPSE Costs*</u>	0	999+	19,694	9+	21,441
<u>Total Number of Students Approved on STAC</u>	0	999+	208	7+	222

*This is CPSE Costs Reported or Approved by SED, whichever is lower.

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 that 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.

Date 07/22/20
Time 02:20

New York State Education Department

Payment Stops by District

View Only for Districts

Go to

School Year

District

Placement Type

Last and First Name			Provider Name	Educ Dates	FTE or Units	Education Rate/	Educ/ Maint	Trans	
STAC-ID	Rec	DOB	PlacementType	From	To	Education Cost	Payment Stop	Trans Cost	Payment Stop
JACKSON LIZ			MONROE 1 BOCES	07/10/17	1.000	7786.00			
Z12351	02	12/20/92	DSUMR	08/18/17	0	7786.00	<input type="checkbox"/>	8675.00	<input checked="" type="checkbox"/>

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 sometimes 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 is 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:

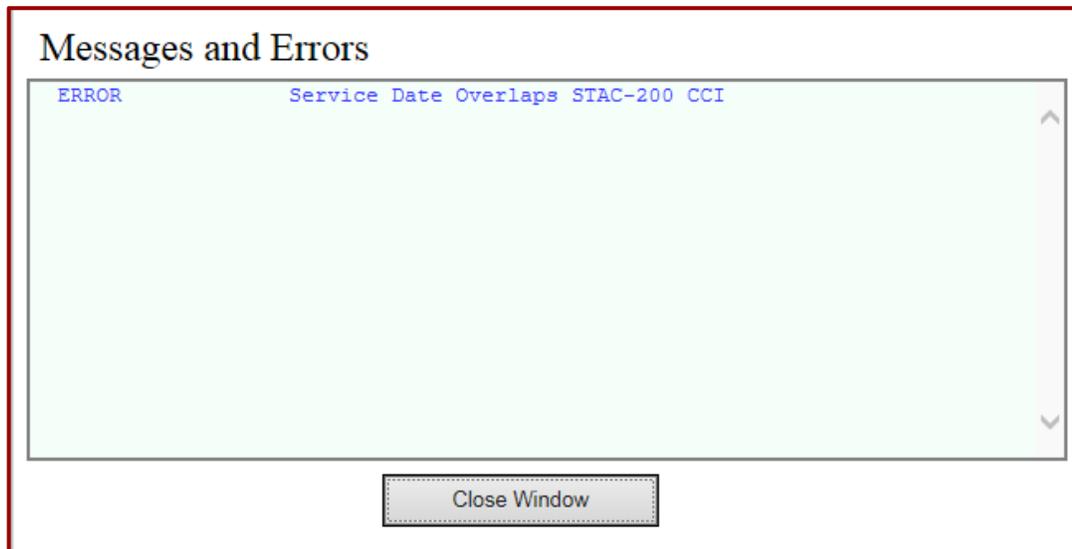
PSD - Public School District

DSS - Department of Social Services

HAVING TO DO WITH OPWDD PLACEMENTS:

IRA - Individualized Residential Alternative

ICF - Intermediate Care Facility



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.

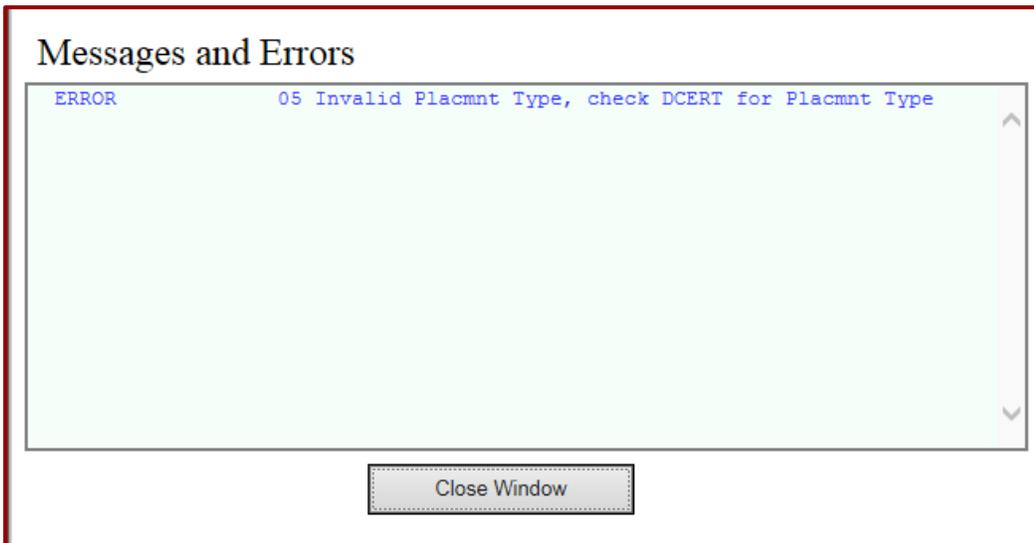


Disability Variance: This error message means that the program does not serve the indicated disability. You will need to contact your Regional Associate to get a variance letter for the specific student. Once you receive the letter, complete a paper [STAC-1](#) for the student and send the letter, an 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 \\$7,000 Form](#)

Required for Inquiry

"S" means a "stop payment flag" is placed on this 5,499 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.

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](#) and email 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.

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
Z12348	Male	White	
Z99999	Male	White	
Z55555	Male	White	
Z12121	Male	White	

STAC Forms

[School Age STAC-1 \(nysed.gov\)](#): 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 Student-Specific Aides, Nurses and Interpreters](#): Complete this form for a 1:1 or shared LPN, RN or Interpreter and/or for a 1:1 or shared aide for maintenance.

[Aide Percentage Calculation Worksheet](#): Use this form to calculate what percentage of an aide you can use on a student's STAC.

[STAC 202](#): Complete this form for any homeless students.

[Summer Transportation Cost Exceeding \\$7,000](#): 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)

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

Mary Mosher – Team Leader

mary.mosher@questar.org

Angela Beber

angela.beber@questar.org

Tyecese Clarke

Tyecese.clarke@questar.org

Tyler Gates

tyler.gates@questar.org

Robert Rabideau

robert.rabideau@questar.org

Alyssa Scarcella

alyssa.scarcella@questar.org

Matthew Thomas

matthew.thomas@questar.org

Matthew Timpanaro

matthew.timpanaro@questar.org

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

Email: OMSSTAC@nysed.gov

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.