



STAC, Special Aids and Medicaid Unit
Reimbursement for Individuals in Special Education
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April 2014

**To: Superintendents of Public Schools and
Authorized County/Municipality Representatives**

From: Edwin Truax, Associate in School Financial Aid

**Subject: New "Status Report on Consultants under Contract" and
New "Request Form for Consultant Access to STAC On-line System"
Responses Required from Each School District Superintendent and
Authorized County/Municipal Representative Due June 1st**

The STAC Online System is maintained by the NYS Education Department (SED) to let individuals authorized by educational entities (school districts, counties/municipalities, and educational providers) view, enter, amend, and/or verify for aid payments the placement, enrollment, and/or cost information for certain students, including many students with disabilities.

SED's Office of Counsel has cleared the STAC Unit to issue unique user codes and passwords to an educational entity for any consultants whose contractual agreements grant them access rights to the STAC Online System. Going forward you will need to request STAC access for all qualifying private and BOCES consultants, including staff obtained via a COSER.

Every school district superintendent and authorized county/municipality representative needs to sign and return the enclosed "Status Report on Consultants under Contract" answering "YES" or "NO" on whether you use STAC consultants. If "YES" the superintendent or authorized county/municipality representative also needs to sign and complete the reverse side of the Status Report which is the "Request Form for Consultant Access to the STAC Online System". On the "Request Form" you must list each private and/or BOCES consultant who needs a unique user code and password to access the STAC Online System. (Additional copies of the "Request Form" are available on our home page. Go to <http://www.oms.nysed.gov/stac/> , click on "STAC Online System", and select "Request Access to the STAC Online System: Consultants".

Consultant user codes and passwords issued between 4/1/14 and 3/31/15 will be valid through 6/30/15. Unless reauthorized annually between 4/1 and 6/30, consultant user codes and passwords will become inactivated on 7/1.

User codes and passwords will be issued directly to the educational entity, which is responsible for ensuring that only authorized consultants are granted access to the STAC Online System. **Therefore, each educational entity must:**

- 1) **request a unique user code and password for each authorized consultant;**
- 2) **provide the unique user code and password only to the named authorized consultant;**
- 3) **prohibit sharing of user codes and passwords amongst employees and consultants; and**
- 4) **notify SED immediately when an authorized consultant relationship is terminated.**

(OVER)

By requesting online access, you are assuring the STAC Unit that your consultants are:

- 1). designees of your educational entity who are authorized to access the STAC database;
- 2). persons SED can contact directly to clarify STAC entries made on your behalf;
- 3). working pursuant to a written contract with the educational entity which includes confidentiality provisions that comply with the Federal Educational Rights and Privacy Act (FERPA), the NYS Personal Privacy Protection Law, and all other applicable State and Federal privacy and security laws; and
- 4). trained on the proper use of the STAC online system.

Removing Consultant Access to Existing Employee STAC Online Access Accounts

If your educational entity has shared access to an open employee STAC user code and password with a consultant, you need to terminate that access immediately. The employee's supervisor needs to send an email to Diana Kaplan in our office at dkaplan@mail.nysed.gov requesting that either the user code and password be closed out (if that employee no longer requires STAC online access) or that the STAC Unit keep that user code open, but assign a new password for that employee. **Under no circumstances should STAC Online Access user codes and passwords be shared amongst employees or consultants.**

SED RESERVES THE RIGHT TO SUSPEND A USER CODE OR PASSWORD, UPON NOTICE TO THE EDUCATIONAL ENTITY, IF IT RECEIVES INFORMATION INDICATING MISUSE. In addition, the U.S. Department of Education (USDE) can conduct an investigation to determine if there has been improper access to, or disclosure, of personally identifiable student information in violation of FERPA.

A USDE finding of a FERPA violation by a consultant could result in consequences such as mandated training, withholding of funds, or prohibiting the educational entity from sharing personally identifiable information with that consultant for at least five years.

If you have any questions regarding our the STAC Online Access application process, please contact the STAC, Special Aids, and Medicaid Unit, 89 Washington Avenue, Room 514 West Hall, Education Building, Albany, New York 12234 at (518) 474-7116 TEL or (518) 402-5047 FAX and ask for Adam Lenhardt or Diana Kaplan.

Enclosure