



STAC, Special Aids and Medicaid Unit
Reimbursement for Individuals in Special Education
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November 2012

TO: Superintendent or State Aid Designee

FROM: Edwin Truax, Associate in School Financial Aid

SUBJECT: Completing 2011-12 High Cost STAC-3 Amendment Report (HCSAR) #1
for **Non-BOCES Placement** High Cost Public Students – **Due December 20, 2012**

Enclosed is High Cost STAC-3 Amendment Report (HCSAR) #1 for the 2011-12 school year. This claim report intentionally excludes all 2011-12 BOCES high cost students. Only high cost students enrolled in an in-district program or placed in another public school district are listed. The BOCES students were excluded, because many BOCES will not send out their 2011-12 year-end cost and refund information to school districts until later this year or early 2013.

The goal of the November 2012 HCSAR #1 is to give your district an opportunity to focus on correcting the 10-month high cost education rates now for your non-BOCES 2011-12 school year students. The next HCSAR should be run in February. That HCSAR will include all BOCES students, plus any high cost public students placed in an in-district or other-public-school program, who were either not listed or not verified correctly on the November 2012 HCSAR #1.

To complete HCSAR #1, you must verify or correct the STAC-3 enrollment dates and “10 Month Annualized Cost” for each high cost student. Amended STAC-3 Approvals will be generated based on changes in "10 Month Annualized Cost" and "Enrollment Dates" entered on HCSAR #1.

Costs which you may include in Col. 5 “Annualized Cost” for In-District Student Placements

Only the following costs of direct special education services provided according to the student’s "individualized education program" (IEP) are eligible for High Cost Aid:

- 1). Pro-rata share of special education classroom/consultant teacher salary plus fringe benefits;
- 2). Pro-rata share of special education classroom/individual aide salary plus fringe benefits;
- 3). Pro-rata share of costs for related services specified on the student IEP;
- 4). Cost of assistive technology devices/services used by just this child.

(OVER)

Costs you must exclude from Col. 5 "10 Mo. Annualized Cost" Calculation for In-District Students:

- 1). Non-Resident Tuition Worksheet base grade level and special education rates are excluded;
- 2). Special education transportation costs are excluded;
- 3) CSE or Pupil Personnel Services salary and fringe benefits are excluded;
- 4) Evaluation costs are excluded;
- 5) Regular education teacher salary and fringe benefit costs are excluded;
- 6). District administrative or building overhead costs are excluded;
- 7). Due process (impartial hearing) costs are excluded;
- 8). Costs for non-special education or indirect services are excluded;
- 9). Costs for permanent building fixtures/equipment (like a strobe light fire alarm system);

Newly Added*

- 10).* Home & hospital instruction provided on weekends, holidays, and during school year vacations is excluded;
- 11).* Services provided that were not included on the IEP or which exceed the level (individual vs. group) or frequency of service specified on the IEP are excluded.

In-District Student "10 Month Annualized Cost" Example:

John was enrolled in a 6:1:1 special education class for 30 out of the 40 weeks. The special education teacher and classroom aide had combined salaries and fringes for the 30 weeks of \$150,000 and \$48,000. John also received \$4,500 in related services, and his IEP required an assistive-technology device costing \$2,500.

Salary	\$ 25,000	(1/6 th of \$150,000)
Fringe Benefits	+ 8,000	(1/6 th of \$48,000)
Related Services	+ <u>4,500</u>	
Actual Cost Before Assistive Tech.	\$37,500	
Divided by FTE Enrollment	<u>0.750</u>	(30weeks/40 weeks)
Annualized Cost Before Assist. Tech	\$50,000	
Assistive Technology Device	+ <u>2,500</u>	
10-Month Annualized Cost	\$52,500	

Backup Required for "In-District" Students with 10-Month Annualized Costs of \$94,999+

For 2011-12 backup is required only for students with rates of 94,999+. For students at \$94,999+ include the following information: a completed "High Cost Student Data Report"; only those pages from the student's Individualized Educational Plan (IEP) which list the exact frequency and length of approved services; and invoices or cost calculations for services costing \$15,000+ each. Go to <http://www.oms.nysed.gov/stac/>, click on "Forms" and then select "Rates Exceeding \$95,000" to get a blank copy of the "High Cost Student Data" report form.

Backup Required for High Cost Students Placed in Another Public School District Program

If a high cost student was placed in another school district's program, please attach a copy of a monthly (or year-end) invoice or contract from that school.

Students may not be added to the 2011-12 HCSAR #1. If a non-BOCES high cost student is not listed, the student does not have a 2011-12 year STAC Approval. You should file an on-line STAC using the DSPUB screen, if the student had a 2011-12 "10 Month Annualized Cost" that exceeds your district's "Deduction Amount" found on Line 5 of the 2012-13 Public Excess Cost and Excess Cost Aid Set-aside Output Report (PUB). Your business office can go on SAMS to find the Deduction Amount on the 2012-13 PUB.

December 20th is the deadline for returning HCSAR #1. Attached are instructions for completing HCSAR #1. Contact the STAC, Special Aids and Medicaid Unit, 89 Washington Avenue, Room 514 EB, Albany, N.Y. 12234 at (518) 474-7116, and ask for Edwin Truax or Anne Wolfgang for assistance.

Enclosures