



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

STAC, Special Aids and Medicaid Unit

Reimbursement for Individuals in Special Education

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October 2013

TO: Homeless Liaisons of NYS Public Schools

FROM: Karen Andersen

SUBJECT: Current 2012-13 Homeless Eligibility Report

Enclosed is the current 2012-13 Homeless Eligibility Report for your district which lists students in temporary housing who were educated in your district during the 2012-13 school year. These students have an approved STAC 202 form on the system but no corresponding Homeless Reimbursement Approval Request.

All school districts should enter service information directly online on the STAC mainframe EFRT System. Instructions for entering the Homeless Approval Requests are enclosed. Authorized online users of the STAC online system should enter the Homeless Approval Requests on the system's DSHOM screen. If you would like to apply for online user rights, please complete the enclosed "Request for Online Access" form.

After successfully entering your Homeless Approval Requests on the STAC mainframe, we encourage you to immediately verify all of the 2012-13 Homeless approvals using the DVHOM screen. We have included instructions for this screen as well. SED will reimburse the designated school district of attendance for the approved and verified costs for education.

In accordance with Education Law 3209 Section (3) (a), in order for the school district of attendance to receive reimbursement for the education costs of a homeless student, that student's district of last permanent residence must be within New York State. No reimbursement will be generated for students whose district of last permanent residence is outside of New York State.

If a student has moved into Permanent Housing, please enter the information in Item 10 on your copy of the STAC 202 and send a copy of the revised STAC 202 to me.

If you require assistance with entering these forms on the STAC mainframe online system, or closing out the STAC 202 due to graduating, changing schools, or never attending your District, please contact me at (518) 474-7116.

Enclosures

Cc: Edwin Truax

Maureen McCarthy