THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

System to Track and Account for Children (STAC) and Medicaid Unit
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TO: Official State Aid Designee   January 2020

FROM: Adam Lenhardt, Education Finance Specialist 2

SUBJECT: 2018-19 STAC On-Line Verification (DVPUB) Now Open
                    for School Age 10-Month High Cost Public "Other District" Placements

Under Section 3602 of New York State Education Law, the Committee on Special Education (CSE) responsible school district may file a *Request for Reimbursement Approval* for school age special education students in 10-month district or BOCES programs and who have an annualized special education cost that exceeds their district public excess cost threshold dollar amount.

2019-20 excess cost aid is based on 2018-19 school year enrollment and education costs. Current year funding is available to districts for 2018-19 claims verified by June 30, 2020.

2018-19 DVPUB Online Verification Process Overview:

- In-District: *In-district claims opened for verification on October 3, 2019.*
  Complete the **DCPUB** High Cost Worksheet to calculate the annualized cost and to provide cost breakdowns for any claims flagged as "DCPUB Required" or selected by SED for review.

- Other District: *Other district claims opened for verification on January 24, 2020.*
  Complete the **DCPOD** High Cost Worksheet to provide cost breakdowns for all claims that exceed the district threshold.

- BOCES: *BOCES claims open for verification in February 2020.*
  Complete the **DCPUB** High Cost Worksheet for any BOCES claim records where the claimed cost exceeds the cost listed on the BOCES Year-End Final Cost Report.

School districts must verify all High Cost Public claims on the DVPUB screen to be eligible for reimbursement.

Guidance for Reporting 10-Month Annualized Costs for Other-District Verifications:
The educating district may bill the CSE district based on a child-specific non-resident student cost calculation, but only if it calculates child-specific bills for every nonresident student. Otherwise, the educating district must bill for all nonresident students based on the actual "Non-Resident Tuition" NRT rates posted on SAMS. The NRT rates are average cost calculations which include all special education costs for 1:1 aides and related services, so *the other educating district may not include additional charges, if it is billing based on the posted NRT rates*.

School districts must complete the High Cost Worksheet for all students educated by another district. Instructions on how to utilize the **DCPOD** online screen can be found at:
http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPOD.pdf

Before you begin your **DVPUB** online verification process, please review the "*Guide to Online Verification of 10-Mo. High Cost Public Placements*" available on the STAC/Medicaid unit website at:
http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DVPUB.pdf

Keep in mind that:
- The DVPUB online verification screen includes all public (in-district and other district) and BOCES 10-month excess cost school age placements.
- The DVPUB online verification screen allows amendments in the "*To/From*" date fields and the "*10-month Annualized Costs*" field. Prior to amending the "*To/From*" dates, check the "*Education Provider Program Dates*" displayed at the top of the DVPUB screen.
  If a student was enrolled for the entire 10-month school year and the FTE displayed for the student is 1.000, there is no need to adjust the "*To/From*" dates.
- DVPUB online verification must be processed one public educational provider (in-district, other district, or BOCES) at a time.
- For each student, check/amend the "*To/From*" dates and the "*10-Month Annualized Cost*" and click the "*verify*" box on the DVPUB screen. A list of your unverified students can be obtained on either the DQAPP online screen or the DVPUB online screen.
- Districts are only required to submit additional back-up documentation for verified 2018-19 claims **selected** by the STAC and Medicaid Unit for in-depth review. Districts that are required to provide such documentation will receive an e-mail from the STAC and Medicaid Unit specifying what must be submitted.

To fill out the contact information on the **DVPUB** screen:

1. On the **DVPUB** screen, select the **1819** school year and click the **Get Providers** button.
2. Select an education provider from the provider dropdown.
3. Select the **All Records** option from the **Selection Type** list.
4. Click the **Get AVL** button.
5. At least one student should be displayed. Fill out all of the fields in the **COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS** box. If you anticipate having additional records to verify, do not check the **Verification Completed** box.
6. Click the **Submit** button at the bottom of the screen.

Guidance for Calculating 10-Month Annualized Costs for In-District Verifications:
A list of allowable costs for special education services which may be claimed for Public Excess High Cost Aid and a list of other costs which may not be claimed can be found by clicking on the link below:
http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports_and_chargebacks/annualized_cost_calculation.html

More information about the in-district verification process can be found at:
http://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB_201819_Letter_InDistrict.pdf

Guidance for BOCES Verifications:
A follow-up memo with more detailed guidance on the BOCES verification process will be released in February.

2017-18 Prior Year Claims:
More information about the in-district verification process can be found at:
http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/prior_year_claims.html

NOTE: Verified records reviewed and approved by the STAC and Medicaid Unit will be locked. If a district needs to amend and re-verify a locked STAC record, contact the STAC and Medicaid Unit. For questions on calculating 10-month annualized costs or the **DCPUB/DCPOD/DVPUB** online screens, please contact Thomas Hitchcock, Andrew Kitzrow, Kelly Mason, Adam Lenhardt, or Edwin Truax at 518-474-7116.