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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September 22, 2021

TO: School District Business Officers
                  Directors of Special Education
                  Directors of Pupil Personnel Services

FROM: STAC/Medicaid Unit

SUBJECT: 2020-21 STAC Online Verification (DVPUB) Now Open
                  for School Age 10-Month High-Cost Public In-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 who have an annualized special education cost that exceeds their district public excess cost threshold dollar amount.

      2021-22 excess cost aid is based on 2020-21 school year enrollment and education costs. Current year funding is available to school districts for 2020-21 claims verified by June 30, 2022.

2020-21 DVPUB Online Verification Process Overview:

- In-District: *In-district claims opened for verification on September 22, 2021.*
  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 will open for verification late 2021 or early 2022.*
  Complete the **DCPOD** High Cost Worksheet to provide cost breakdowns for <u>all</u> claims that exceed the district threshold.

- BOCES: *BOCES claims will open for verification in Spring 2022.*
  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.

Only High Cost Public claims verified by school districts on the DVPUB screen will be eligible for reimbursement.

> **IMPORTANT: Pursuant to a NYS Division of Budget directive,** costs for student-specific aides are **<u>not</u>** eligible for excess cost aid for periods where the student was not provide(d) either in-person or remote services consistent with the student's IEP.

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 at the link below:
http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports_and_chargebacks/annualized_cost_calculation.html

A Quick Reference Guide for completing the DCPUB High Cost worksheet can be found at:
http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPUB.html

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 usually no need to adjust the "*To/From*" dates. If there was a significant change in services provided, the original STAC should be cut back and a second STAC should be entered.
- 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 2020-21 claims **selected** by the STAC/Medicaid Unit for in-depth review. Districts that are required to provide such documentation will receive an e-mail from the STAC/Medicaid Unit specifying what must be submitted.

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

1. On the **DVPUB** screen, select the **2021** 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.

Batch submission via the SED File Transfer Manager (FTM):
School districts now have the option to submit high cost worksheet data in large batches as text files via the SED File Transfer Manager. More information about batch submission, and the exact file specifications for those submissions, can be found at:

http://www.oms.nysed.gov/stac/electronic_data_transfer_options/dcpub.html

Guidance for "Other District" & BOCES Verifications:
Follow-up memos with more detailed guidance on the "Other District" and BOCES verification processes will be released as those placements open for verification. The BOCES will not populate on the DVPUB dropdowns until their year-end final cost reports have been approved by the STAC/Medicaid Unit.

2019-20 Prior Year Claims:
More information about the prior year claiming process can be found at:
http://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/prior_year_claims.html

For questions regarding this memo, please contact **OMSSTAC@nysed.gov**.