



**System to Track and Account for Children (STAC) and Medicaid Unit**

**Steven Wright, Director**

89 Washington Avenue • Room EB 25 • Albany, NY 12234

Tel: (518) 474-7116 • FAX: (518) 402-5047

STAC E-mail: omsstac@mail.nysed.gov

Medicaid E-mail: medined@mail.nysed.gov

STAC Website: <https://www.oms.nysed.gov/stac>

Medicaid Website: <https://www.oms.nysed.gov/medicaid>

**TO:** Official State Aid Designee March 2, 2023

**FROM:** Adam Lenhardt, Education Finance Specialist 2

**SUBJECT:** STAC On-Line Verification (DVPUB) – **Deadline June 30, 2023**  
for 2021-22 School Age 10-Month High Cost Public Placements  
to Receive 2022-23 Public Excess Cost Aid

Verification is now open for 2021-22 ten-month High Cost Public “**Other District**” and **BOCES placements** on the DVPUB online verification screen. This guidance supplements the guidance provided for in-district placements made available in September.

2022-23 excess cost aid (including High Cost Public aid) is based on 2021-22 school year enrollment and education costs for direct special education services verified by the CSE district on the **DVPUB verification screen** within the STAC Online (EFRT) System. *Current year funding* is available to school districts for 2021-22 claims verified by June 30, 2023. Districts can also verify 2020-21 claims for *Prior year funding* until June 30, 2023.

**2021-22 DVPUB Online Verification Process Overview:**

- **In-District:** *In-district claims opened for verification on September 2, 2022.*  
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.
- **BOCES:** *BOCES claims open for verification on March 2, 2023.*  
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.
- **Other District:** *“Other District” claims open for verification on March 2, 2023.*  
Complete the **DCPOD** High Cost Worksheet to provide cost breakdowns for all claims that exceed the district threshold.

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

**Guidance for BOCES Verifications:**

First, refer to the **2021-22 BOCES Year-End Report** table posted on the STAC website:

[https://www.oms.nysed.gov/stac/schoolage/schoolage\\_placement\\_summary/public\\_excess\\_cost/202122\\_boces\\_yearend\\_report\\_table.html](https://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/202122_boces_yearend_report_table.html)

**If you cannot locate the version with the calculation date listed in the table, do not complete the DVPUB screen for those BOCES placements.** Instead, contact the BOCES.

If a student had additional costs not included in the 10-month annualized cost on the year-end final cost report, school districts *must* complete the “*High Cost Student Worksheet*” screen (**DCPUB**) or *cost will be capped and locked at the amount listed on the BOCES report.*

Instructions on how to utilize the **DCPUB** online screen can be found at:

[https://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DCPUB.pdf](https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPUB.pdf)

Instructions on how to utilize the **DCPOD** online screen can be found at:

[https://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DCPOD.pdf](https://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:

[https://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DVPUB.pdf](https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DVPUB.pdf)

Please keep in mind:

- The DVPUB online verification screen includes all public (in-district and other district) and BOCES 10-month excess cost school age placements.
- 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 education provider 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 for all providers or the DVPUB online screen for a selected provider.

#### **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:

[https://www.oms.nysed.gov/stac/schoolage/payments/annualized\\_cost\\_calculation.html](https://www.oms.nysed.gov/stac/schoolage/payments/annualized_cost_calculation.html)

More information about the in-district verification processes can be found at:

[https://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB\\_202122\\_Letter\\_InDistrict.pdf](https://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB_202122_Letter_InDistrict.pdf)

#### **Guidance for Reporting 10-Month Annualized Costs for “Other District” Verifications:**

The educating school district may bill the Committee on Special Education (CSE) school 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 if the other educating district billed based on the posted NRT rates, only the NRT rate can be claimed for services provided by that district. Additional services provided by the CSE district or another outside provider can be claimed in addition to the NRT rate for the “other district” services.*

#### **Once all your verifications have been completed:**

1. On the **DVPUB** screen, select the **2122** school year and click the **Get Providers** button.
2. Select an education provider from the provider dropdown and the **All Records** option from the **Selection Type** list.
3. Click the **Get AVL** button.
4. 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.
5. Click the **Submit** button at the bottom of the screen.

#### **2020-21 Prior Year Claims:**

More information about the prior year claiming process can be found at:

[https://www.oms.nysed.gov/stac/schoolage/schoolage\\_placement\\_summary/public\\_excess\\_cost/prior\\_year\\_claims.html](https://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](mailto:OMSSTAC@nysed.gov).