



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

Sheila Costa, Director

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

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

STAC E-mail: omsstac@nysed.gov

Medicaid E-mail: medined@nysed.gov

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

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

TO: Official State Aid Designee March 2024

FROM: Adam Lenhardt, Education Finance Specialist 3

SUBJECT: STAC On-Line Verification (DVPUB) – **Deadline June 30, 2024**
for 2022-23 School Age 10-Month High Cost Public Placements
to Receive 2023-24 Public Excess Cost Aid

Verification is now open for 2022-23 ten-month High Cost Public **BOCES placements** on the DVPUB online verification screen. This guidance supplements the guidance provided for in-district and “other district” placements made available in December.

2023-24 excess cost aid is based on 2022-23 school year enrollment and education costs. Current year funding is available to districts for 2022-23 claims verified by June 30, 2024.

2022-23 DVPUB Online Verification Process Overview:

- **In-District:** *In-district claims opened for verification on September 6, 2023.*
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 December 8, 2023.*
Complete the **DCPOD** High Cost Worksheet to provide cost breakdowns for all claims that exceed the district threshold.
- **BOCES:** *BOCES claims open for verification on March 11, 2024.*
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.

Instructions on how to utilize the High Cost Worksheet online screens 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_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

Guidance for BOCES Verifications:

Updated guidance for claiming BOCES reimbursement can be found on the STAC Unit website:

https://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/boces_claims.html

Reference the BOCES year-end final cost report indicated in the following table:

https://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/202223_boces_yearend_report_table.html

Guidance for Calculating 10-Month Annualized Costs for In-District and “Other 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

More information about the in-district and “other district” verification processes can be found at:

https://www.oms.nysed.gov/stac/schoolage/correspondence/DVPUB_202223_Letter_OtherDistrict.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.
- 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 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.

Once all your verifications have been completed:

1. On the **DVPUB** screen, select the **2223** 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, and then 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.

2021-22 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

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