TO: Directors of Preschool Special Education Programs
Directors of Private School Age Special Education Programs
Superintendents of Special Act School Districts
Superintendents of Public School Districts
Superintendents of BOCES

FROM: Adam C. Lenhardt, Education Finance Specialist 2

DATE: April 2020

SUBJECT: 2020-2021 School Year Program Service Dates for STAC Online Reimbursement

Annually, the State Education Department (SED) requires all approved special education providers to review and/or revise, as necessary, the **program date information** located on the STAC program file. **The program *start date* must be the first day students will attend the program. The program *end date* must be the last day students will attend the program**. Each student's period of enrollment[1] must coincide with or fall within the STAC program dates.

In creating the program file for 2020-21, the STAC Unit has applied the following **default** program dates:

2-month programs: July 6, 2020 through August 14, 2020
10-month programs: September 9, 2020 through June 24, 2021

If the above dates are ***not*** the program dates for your agency, those dates must be revised on the STAC Online System. **The STAC Online (EFRT) System is now open for school districts, BOCES and private special education providers to review and revise their 2020-21 program dates, if necessary.** All changes to program date information must be completed by **June 15, 2020**. Your agency's authorized STAC user can access the "DQPRG" STAC online screen to view a complete listing of their agency's approved programs for the 2020-21 school year.

Note: **The STAC program default dates do not necessarily coincide with your program's approved calendar dates. Please see the State Aid website for further information: https://stateaid.nysed.gov/attendance/**

Instructions for Making Program Date Changes are located at:
http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_program_date_changes.pdf

If an approved program will not be operating for the 2020-21 year, please:
1. Load the program in the STAC Online (EFRT) System and put the screen in Change mode.
2. Uncheck the "Operating" box.
3. Click on the "Change" button at the bottom of the screen. The program status will be changed from "Approved" to "Not Operating". School districts will not be able to submit claims for non-operating programs.

Note: **Agencies that do not have an authorized user on the STAC Online (EFRT) System can submit a Request Form for online access: http://www.oms.nysed.gov/stac/forms/stac_access_form.pdf**

Contact the STAC and Medicaid Unit by e-mail at OMSSTAC@nysed.gov with questions regarding STAC program date changes. Contact the SED Office of Special Education at SPECED@nysed.gov if you have programmatic questions.

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[1] Section 175.6 of the Regulations of the Commissioner defines "period of enrollment" to mean that period commencing on the first day a student is enrolled in and is physically present at, or legally absent from, a special education program or service offered by an approved private school or facility and terminating on the last day such student is enrolled in and is physically present at, or legally absent from, such program or service.