



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

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**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, School Age/Data Coordinator

**SUBJECT:** 2024-2025 School Year Program Service Dates for STAC Online Reimbursement

April 5, 2024

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<sup>1</sup> must coincide with or fall within the STAC program dates.

In creating the program file for 2024-25, the STAC Unit has applied the following **default** program dates:

- 2-month programs: July 8, 2024 through August 16, 2024
- 10-month programs: September 4, 2024 through June 20, 2025

Your agency must revise its program dates on the STAC Online (EFRT) System if they do not match the dates listed above. In addition, if a program will not be operating, the program **must** be updated to "Not Operating" status.

**The STAC Online (EFRT) System is now open for school districts, BOCES and private special education providers to review and revise their 2024-25 program dates, if necessary.**

All changes to program date information must be completed by **June 15, 2024**. Each agency's authorized STAC users can view a complete listing of the agency's approved programs for the 2024-25 school year by accessing the **DQPRG** screen within EFRT.

**Program Calendar Dates:** For the July/August 2024 extended school year, the program calendar must include at least 30 days during July and August<sup>2</sup>. Although students may not be in attendance on Independence Day, the observance of the legal holiday for Independence Day may constitute a day of service. For the September 2024-June 2025 school year, the program calendar must include at least 180 instructional days. Please see the State Aid website for further information: <https://stateaid.nysed.gov/attendance/>

**Less Than Full Day Extended School Year (ESY) Programs:** For the July/August 2024 extended school year, providers that operate 9010 less than full day school age summer programs no longer need to get an updated approval letter to adjust the hours per day that the program operates. Instead, providers can update this information themselves by updating the Hrs/Day value within the Program Data section of the program screen. Providers that are unable to update this value online can submit the following form to the [OMSSTAC@nysed.gov](mailto:OMSSTAC@nysed.gov) general mailbox: [https://www.oms.nysed.gov/stac/forms/stac-719\\_notice\\_9010\\_modification.pdf](https://www.oms.nysed.gov/stac/forms/stac-719_notice_9010_modification.pdf)

*Instructions for Making Program Date Changes* are located at:

[https://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_program\\_date\\_changes.pdf](https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_program_date_changes.pdf)

Contact the STAC/Medicaid Unit by e-mail at [OMSSTAC@nysed.gov](mailto:OMSSTAC@nysed.gov) with questions regarding STAC program date changes. Contact the SED Office of Special Education at [SPECED@nysed.gov](mailto:SPECED@nysed.gov) if you have programmatic questions.

<sup>1</sup> 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.

<sup>2</sup> If a provider is closed in observance of Independence Day as a legal holiday, Tuesday July 4th may constitute a day of service for a July/August program, provided that day is included in the provider's program calendar dates. [8 NYCRR §200.1(eee)]