



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

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

View/Print a Single STAC-3 Approval

A User Guide for School Districts, Municipalities, and
SED-Approved Special Education Providers

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

MARCH 2023

Overview:

There are times when a school district, municipality, or SED-approved provider needs the child detail from a particular reimbursement service claim in a formatted, printable format called a STAC-3. These STAC-3s can be selected from a list after entering the student's STAC ID on the DQPRT screen.

I. Access the DQPRT screen

1. Go to the STAC homepage: <https://www.oms.nysed.gov/stac/>
2. Click on the “EFRT Online Sign-In” button on the left-hand side of the screen.

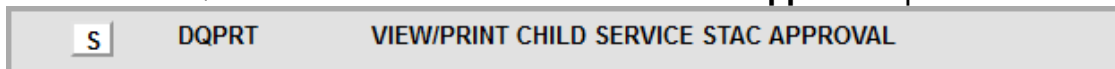
The screenshot shows the NYSED STAC homepage. At the top, there is a navigation bar with links for 'About NYSED', 'Program Offices', 'News Room', 'Business Portal', 'Finance & Business', and 'Policy & Guidance'. A sidebar on the left contains a list of links, with 'EFRT Online Sign-In' highlighted in a red box. The main content area displays a welcome message and a green advisory box titled 'STAC ADVISORY: Restoration of Normal Operations'.

3. You will be advanced to the “Welcome” screen.

The screenshot shows the 'Welcome' screen for the State Education Department Finance Information System. The screen displays the date '11/20/20', a 'GO TO' field, and the NYSED logo. Below the logo, there is a login form with fields for 'User Code' and 'Password', and buttons for 'Forgot Password' and 'LOGIN'.

4. Enter your case-sensitive confidential Usercode and password.
 - If you see an error message indicating that your Usercode has expired, contact your superintendent, municipality representative, or executive director and ask them to reauthorize you.
5. If it has been more than six months since you've last accessed EFRT, you may be required to change your password. If a new password is required:
 - Enter your existing password used on the Welcome screen as your Old Password.
 - The new password you select should be exactly eight characters, no more and no less. Six letters followed by two numbers works best.

6. After logging in, you will be taken to the appropriate home menu for your agency type.
 - Most school district users will be advanced to the **“DMNUM” Special Education Main Menu** screen.
 - Most county 4410 users will be advanced to the **“DMNUP” Preschool Service Reimbursement Menu** screen.
 - Most provider users will be advanced to the **“DMNPR” Special Education Provider Main Menu** screen.
7. School district users should select the **“DMQRY” STAC School Age & Preschool Inquiry Screens** option. County 4410 users and provider users should remain on their home menu.
8. Select the **“DQPRT” View/Print Child Service STAC Approval** option from the menu.



II. Select a Service STAC Approval

1. Enter the student’s six-character STAC ID in the **“STAC ID”** box.
2. Click the **“Get Profile”** button.

Date 03/06/23 New York State Education Department Go to
 Time 10:47 **STAC Child Print Search** Menu

STAC ID	Name	Date of Birth
K12345	EXAMPLE	ELENA 09/10/11
SIS ID	Gender	Race-Ethnicity
	FEMALE	WHITE
Former Name	Name Chg Effective Date	

Start From Service Date ((MM/DD/YY)) Get Profile Return to Search

3. A list of all the student’s service approvals associated with your agency will be displayed.

Service/Claim History							
Select	Service Dates	Record No	Plac	Provider	CSE or CPSE	Withdrawn	
P	09/06/22 06/23/23	01	DSPUB	NASSAU BOCES	EXAMPLETOWN UFSD	Y	
P	09/01/22 06/30/23	02	DSPRV	AMERICAN SCHOOL FOR THE D	EXAMPLETOWN UFSD	N	
P	09/08/20 06/25/21	02	DSPUB	NASSAU BOCES	EXAMPLETOWN UFSD	N	
P	07/08/19 08/16/19	01	DSUMR	NASSAU BOCES	EXAMPLETOWN UFSD	N	
P	09/05/18 06/21/19	02	DSSSY	MILL NECK MANOR SCHOOL FO	EXAMPLETOWN UFSD	Y	
P	09/04/18 06/21/19	03	DSPUB	NASSAU BOCES	EXAMPLETOWN UFSD	N	
P	07/02/18 08/10/18	01	DSSOS	MILL NECK MANOR SCHOOL FO	EXAMPLETOWN UFSD	N	
P	09/06/17 06/22/18	02	DSSSY	MILL NECK MANOR SCHOOL FO	EXAMPLETOWN UFSD	N	
P	07/03/17 08/11/17	01	DSSOS	MILL NECK MANOR SCHOOL FO	EXAMPLETOWN UFSD	N	

III. Display and Print a Single STAC-3

1. Find the record you're interested in from the list and click the "P" button in the "Select" column.

The STAC-3 will be displayed on a screen with a yellow background (for Incarcerated Youth placements) or a green background (for all other service approvals).

Date 03/06/23	New York State Education Department				Go to		DQPRT																														
Time 01:53	STAC and Special Aids Unit						Menu																														
NOTICE OF COMMISSIONER'S APPROVAL FOR REIMBURSEMENT																																					
K12345	2223	02	EXAMPLE	ELENA	E	09/10/11																															
STAC ID	School Year	Rec No	Last Name	First Name	MI	Date of Birth																															
Private Excess Cost				Deafness																																	
Placement Type				Disability																																	
EXAMPLETOWN UFSD				NASSAU																																	
Responsible District Payee				County of Residence																																	
EXAMPLETOWN UFSD																																					
District of Residence																																					
AMERICAN SCHOOL FOR THE DEAF				9075	I	S/Y-SCHOOL AGE-OUT OF STATE																															
Education Service Provider				Program		PACES																															
						Hours/Days																															
AMERICAN SCHOOL FOR THE DEAF				9280	I	S/Y-MAINTENANCE-OUT OF STATE																															
Maintenance/Related Service Provider/CF				Program		PACES 7 DAY PROGRAM																															
<table border="1"> <thead> <tr> <th>Service Type</th> <th>Service Period</th> <th>Basis</th> <th>Number</th> <th>Rate</th> <th>Aide %</th> <th>1:1 Rate</th> <th>DA Rate</th> <th>Cost</th> <th>WD</th> </tr> </thead> <tbody> <tr> <td>EDUC</td> <td>09/01/22 06/09/23</td> <td>FTE</td> <td>.925</td> <td>176,472.00</td> <td></td> <td></td> <td></td> <td>163,236.60</td> <td></td> </tr> <tr> <td>MAIN</td> <td>09/01/22 06/09/23</td> <td>FTE</td> <td>.925</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Service Type	Service Period	Basis	Number	Rate	Aide %	1:1 Rate	DA Rate	Cost	WD	EDUC	09/01/22 06/09/23	FTE	.925	176,472.00				163,236.60		MAIN	09/01/22 06/09/23	FTE	.925						
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Chapter Type	Related Services Cost	Administration Cost	CSE Cost	Transportation Cost		Total Cost																															
<p>I certify that the amendment requested herein is accurate and that services will continue to be provided to the student in accordance with all applicable laws and regulations.</p> <p>Signature Date</p> <p style="text-align: center;">Superintendent of School</p>																																					

2. Your browser's default settings may cut off the right side of the screen when printing. If this happens, adjust the scaling; around 89 to 93 percent usually works for most browser/printer combinations.