



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

Reapplication Instructions: Chapter 47, 66 and 721 10-Month Placements (OPWDD) (Screen DRCHP)

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) REAPPLICATIONS

APRIL 2022

I. Overview

This screen is used by school districts to **re-apply** for reimbursement approval for Chapter 10-Month Placements.

Each spring, the STAC/Medicaid Unit issues reapplications based on the current year's reimbursement approvals. If a student did not have a current year approval on the STAC Online (EFRT) System by the announced date, a reapplication for the subsequent school year would not have been generated. If a reapplication was not generated, the new approval for the upcoming school year must be manually added on DSCHP.

II. Accessing the STAC Online System

1. Proceed to the STAC Unit website at: <https://www.oms.nysed.gov/stac/>
2. From the navigation menu on the left, click the “**EFRT Online Sign-In**” link.
3. Log in using your assigned Usercode and password.

III. Retrieving available reapplications

1. From the Special Education Main Menu:
 - either* enter **DRCHP** in the “**GO TO**” box located in the top-right corner of the screen and hit Enter on your keyboard
 - or* Select the **DMNUR PROCESS A REAPPLICATION MENU** option and then select the **DRCHP SCHOOL AGE CHAPTER PLACEMENT (10 MONTH)** option from the reapplication menu.
2. The DRCHP School Age 10 Month Chapter Placement Reapplications screen will load. Select the upcoming school year from the **School Year** dropdown menu.
3. Your **CSE District** SED Code will be pre-filled based on your Usercode.
4. Click the **Get Providers** button, and then select a provider from the **Education Provider** dropdown menu.

The screenshot shows the 'School Age 10 Month Chapter Placement Reapplications' interface. At the top, it displays the date and time (03:23) and the page title. A 'Go to' field with a 'Menu' button is visible. The main section contains several input fields: 'School Year' (2223), 'CSE District' (281230040000 EXAMPLETOWN UFSD), and 'Education Provider' (Choose Provider From List - Click Here). There are also 'Get Providers' and 'Get Reapps' buttons, and a field for 'First 4 Letters of Last Name (Optional)'.

5. Click the **Get Reapps** button.
 - Enter the first 4 letters of Last Name to retrieve specific students or leave blank to retrieve list from beginning.

IV. Submitting reapplication requests

Displayed will be the list of student(s) who generated a reapplication for the education provider you selected. The student's STAC ID, Name, Education program will be shown. The student list is continuous with up to 10 students displayed on the screen.

Date 04/14/22
Time 03:34

New York State Education Department
School Age 10 Month Chapter Placement Reapplications

Go to

Menu

School Year: 2223
CSE District: 281230040000 EXAMPLETOWN UFSD

Education Provider: EASTERN SUFFOLK BOCES
Provider Code: 589100000000
Number of Records: 00005

Get Providers

Get Reapps: First 4 Letters of Last Name (Optional) AAAA

STAC ID	Reapply	Name	Education	Chapter Type	Annual Rate	Transportation	Administrative	CSE COST
B42339	<input checked="" type="checkbox"/>	CRAVEN COLIN	8000	IRA	0	0	0	0
A26295	<input type="checkbox"/>	LENNOX MARY	8000	IRA	0	0	0	2
D19553	<input type="checkbox"/>	SOWERBY DICKON	8000	IRA	0	0	0	3
F40261	<input type="checkbox"/>	SOWERBY MARTHA	8000	IRA	0	0	0	4
F42503	<input type="checkbox"/>	WEATHERSTAFF BEN	8000	IRA	0	0	0	5
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0
	<input type="checkbox"/>				0	0	0	0

View Submit

1. To submit reapplications for student(s) on the selected page, check the **Reapply** box for each student continuing in the same placement.
2. Select the appropriate **Chapter Type**: IRA, ICF, DEV, or GRP.
3. Enter cost values, as explained on next page:
Annual Rate, Transportation, Administrative and **CSE COST** fields
 - “Annual Rate” is required for public placements only and should include related services.
4. Click the **Submit** button.
 - Once a student has been reapplied for the selected school year, the student will no longer appear on the reapplication list.
 - To view the reimbursement approvals, retrieve each student's STAC Child Service Profile on the **DQCLD** screen.
5. To retrieve a list of students for a different education provider, select a new provider from the **Education Provider** dropdown and click **Get Reapps**.

REMINDER: ALL CHAPTER REAPPLICATIONS MUST HAVE A VALID STAC 200 ON THE STAC ONLINE SYSTEM.

V. Costs for 10-Month Chapter 47 (GRP), 66 (DEV), & 721 (ICF or IRA Placements)

Placement Type	Annual Rate	Transportation	Administrative	CSE COST
Chapter 47 - Private Group Home - GRP	No	No	Optional	Optional
Chapter 47 - Public Group Home - GRP	Yes	No	Optional	Optional
Chapter 66 - Public Developmental Ctr - DEV	Yes	No	Optional	Optional
Chapter 721 - Private ICF ¹ /IRA ²	No	Yes	Optional	Optional
Chapter 721 - Public ICF ¹ /IRA ²	Yes	Yes	Optional	Optional

¹ ICF = Intermediate Care Facility

² IRA = Individualized Residential Alternative

- **Annual Rate** applies to **public** placements only. It is the 10-month rate for education services after taking into account any year-end refunds for students placed at BOCES. There is no threshold for Chapter placements. **Related Services** costs for Public Chapters 47, 66 and 721 must be included in the **Annual Rate** amount.
- **Transportation** (for the 10-month period) applies only to Chapter 721 ICF and IRA placements (**public** or **private**). Enter the cost of student transportation.
- **Administrative** costs may be claimed by the district for **public** or **private** placements. Cannot exceed 5% of the cost of education (plus 5% of related services for **public** placements).
- **CSE COSTs** are extraordinary Committee on Special Education costs. These extraordinary costs may apply to **public** or **private** placements. Regular CSE costs should not be claimed since they should be covered by the Administrative costs claimed by the district.