Reapplication Instructions: Private Ten-Month Placements (Screen DRPRV)

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 Private Excess Cost 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 DSPRV.

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 **DRPRV** 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 **DRPRV PRIVATE EXCESS COST REAP (10 MONTH)** option from the reapplication menu.

2. The DRPRV Private Excess Cost Reapplications (10-Month) 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.

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 10 students displayed on the screen.

1. To submit reapplications for student(s) on the selected page, check the **Reapply** box for each student continuing in the same placement.

2. 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. Only the student(s) not selected will remain.
   - To view the reimbursement approvals, retrieve each student's STAC Child Service Profile on the **DQCLD** screen.

3. 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: DCERTS ARE REQUIRED ON AN <u>ANNUAL</u> BASIS FOR ALL 10-MONTH PRIVATE EXCESS COST STAC APPROVALS. GUIDANCE CAN BE FOUND AT:
https://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCERT.pdf