



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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

89 Washington Avenue • Room EB 25 • Albany, NY 12234

Tel: (518) 474-7116 • FAX: (518) 402-5047

STAC E-mail: omsstac@nysed.gov

Medicaid E-mail: medined@nysed.gov

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

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

Reapplication Instructions: §4201 State-supported Schools Ten-Month Placements (Screen DRSSY)

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 §4201 State-supported Placements for the September-June enrollment period.

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. Contact the STAC/Medicaid Unit if a reapplication is not available.

REMINDER: Reapplications for the July-August enrollment period are completed by the §4201 State-supported Schools. For more information, please see: https://www.oms.nysed.gov/stac/4201/letters/4201_1516_notice_reapplication_10mo.pdf

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 **DRSSY** 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 **DRSSY 4201 STATE SUPPORTED REAPP (10 MONTH)** option from the reapplication menu.
2. The DRSSY 4201 State-Supported Schools Reapplications (10-Month) screen will load. Select the upcoming school year from the **School Year** dropdown menu.
3. Click the **Get Providers** button, and then select a provider from the **Education Provider** dropdown menu.

Date: 03:34
Time: 03:34
New York State Education Department
Go to:
Menu

4201 State-Supported Schools Reapplications (10-Month)

School Year: 2223
CSE District: 281230040000 EXAMPLETOWN UFSD
Education Provider: Choose Provider From List - Click Here

Get Providers

Get Reapps First 4 Letters of Last Name (Optional)

4. 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.

Date 04/13/22 New York State Education Department Go to
 Time 03:38 **4201 State-Supported Schools Reapplications (10-Month)**

School Year **CSE District**
281230040000 EXAMPLETOWN UFSD

Education Provider

First 4 Letters of Last Name (Optional)

STAC ID	Reapply	----- Name -----		Education	Maintenance
A21446	<input type="checkbox"/>	NORMAN	SARAH	9260 I	1
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0
	<input type="checkbox"/>				0

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.
 - 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: If the student was in a preschool-age placement for the concluding school year, districts will not be able to submit the reapplication for the new school year. In these cases, contact the STAC Unit.