Reapplication Instructions: July/August Summer 4408 Two-Month Placements (Screen DRSUM)

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 July/August 4408 2-Month Placements.
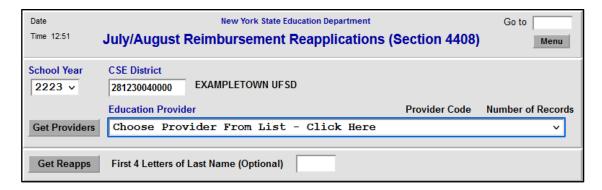
Each spring, the STAC/Medicaid Unit issues reapplications based on the current year's reimbursement approvals. If a student did not have a current year approval on the STAC Online (EFRT) System by the announced date, a reapplication for the subsequent school year would not have been generated. If a reapplication was not generated, the new approval for the upcoming summer must be manually added on DSUMR.

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.
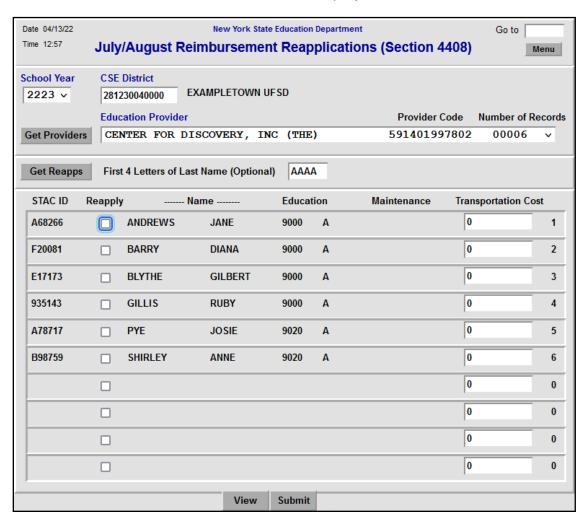
III. Retrieving available reapplications

1. From the Special Education Main Menu:

   either   enter **DRSUM** 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 **DRSUM SPECIAL CLASS REAPP (2 MONTH)** option from the reapplication menu.

2. The DRSUM July/August Reimbursement Reapplications (Section 4408) screen will load. Select the upcoming school year from the **School Year** dropdown menu.

   - The summer is always associated with the subsequent school year.

3. Click the **Get Providers** button, and then select a provider from the **Education Provider** dropdown menu.

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 12:57		**July/August Reimbursement Reapplications (Section 4408)**		Menu	

School Year   **CSE District**
2223 ⌄   281230040000   **EXAMPLETOWN UFSD**

Education Provider   **Provider Code**   **Number of Records**

Get Providers   CENTER FOR DISCOVERY, INC (THE)   591401997802   00006   ⌄

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

STAC ID	Reapply	------ Name --------		Education		Maintenance	Transportation Cost	
A68266	☐	ANDREWS	JANE	9000	A		0	1
F20081	☐	BARRY	DIANA	9000	A		0	2
E17173	☐	BLYTHE	GILBERT	9000	A		0	3
935143	☐	GILLIS	RUBY	9000	A		0	4
A78717	☐	PYE	JOSIE	9020	A		0	5
B98759	☐	SHIRLEY	ANNE	9020	A		0	6
	☐						0	0
	☐						0	0
	☐						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. Enter the Transportation Cost, if known, in the **Transportation Cost** box.

3. 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.

4. To retrieve a list of students for a different education provider, select a new provider from the **Education Provider** dropdown and click **Get Reapps**.