



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

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Online Verification of 10-Mo. High Cost Public Placements (Screen DVPUB)

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) SCHOOL AGE VERIFICATION

SEPTEMBER 2023

I. Overview

This screen is used by school districts to verify actual dates and 10-month annualized costs for 10-Month Public Excess Cost Placements.

The following screens work together for 10-Month public placements:

1. **DSPUB**, for initial entry
2. **DCPUB**, (in-district and BOCES) or **DCPOD** (“other district”) to calculate actual costs and provide additional detail to expedite review.
3. **DVPUB**, to verify the actual costs after the school year has ended.

A list of allowable costs for special education services which may be claimed for Public Excess High Cost Aid and a list of other costs which may not be claimed can be found by clicking on the link below:

https://www.oms.nysed.gov/stac/schoolage/payments/annualized_cost_calculation.html

II. Preparation for DVPUB Verification

1. Log onto the EFRT system.
2. Prior to in-district verification, complete the DCPUB screen for all in-district records pre-selected by the STAC/Medicaid Unit (identified using “**Unverified DCPUB/DCPOD Required***” filter on the DVPUB screen).
3. Prior to “other district” verification, complete the DCPOD screen for all records with another school district listed as the education provider.
4. Prior to BOCES verification, complete the DCPUB screen for all BOCES records with additional costs not included in the 10-month annualized cost listed on the year-end final cost report from the BOCES.
5. On the DVPUB screen, select the appropriate year from the “**School Year**” dropdown menu. The screen will default to “Unverified” selection.
6. The CSE District will be pre-filled with your district’s 12-digit BEDS code.
7. Click the “**Get Providers**” button. Initially, only school district providers will be listed in the dropdown list. Once all BOCES year-end final cost reports have been approved, both school district and BOCES providers will be listed in the dropdown list.
8. Districts are required to verify claims separately for each Provider
9. Once a provider has been selected, click the “**Get AVL**” button.

Date 09/05/23		New York State Education Department		Go to	
Time 09:45		Section (3602.19) High Cost-Public Verification Screen			Menu
School Year	CSE District	District Count - Total records / Records Verified		Selection Type:	Record Counts:
2223	281230040000 EXAMPLETOWN UFSD	10		<input checked="" type="radio"/> Unverified	8
Get Providers	EXAMPLETOWN UFSD	281230040000		<input type="radio"/> Unverified DCPUB/DCPOD Required*	3
First 4 Letters of Last Name (Optional)	<input type="text"/>	Get AVL	Sort by Approved Cost Descending	<input type="radio"/> Verified and Not Reviewed by SED	2
** Districts have view only rights for "Reviewed and Locked by SED" Records				<input type="radio"/> Reviewed and Locked by SED**	0
*DCPUB/DCPOD Record Required				<input type="radio"/> All Records	10

III. DVPUB Initial Verification

1. Review individual dates of service and 10-month Annualized cost.
2. Dates of Services can be amended on the DVPUB screen for all verifications.

NOTE: Whenever a student was enrolled for the entire year and the student's FTE is 1.000, do not amend the start or end dates.

3. Changes to the 10-month Annualized Cost can be made on the DVPUB screen for all verifications EXCEPT those with an associated DCPUB or DCPOD worksheet.

NOTE: If a DCPUB has been entered, or if a DCPUB is required, any changes to 10-month annualized costs must be completed first on the DCPUB screen prior to verification on the DVPUB screen.

4. Once a student's dates of service and 10-month annualized costs are correct, check the box in the "Verify" column.
5. Hit the "Submit" key after you complete the verification for all students displayed on each DVPUB screen. Otherwise, the updates and verifications will not be processed.

NOTE: When verifying BOCES approvals, reference the "BOCES Year-End Report Table" to identify the approved BOCES report which districts are required to use. A link to this table is posted on the STAC homepage each February when the BOCES verification period opens.

IV. Reviewing Your Verifications

1. To view all verified records, select "Verified and Not Reviewed by SED" under Selection Type and then click the "Get AVL" button.

Date 09/05/23 New York State Education Department Go to

Time 09:54 Section (3602.19) High Cost-Public Verification Screen

School Year	CSE District	District Count - Total records / Records Verified	Selection Type:	Record Counts:
2223	01C230040000 EXAMPLETOWN UFSD	10 2	<input type="radio"/> Unverified <input type="radio"/> Unverified DCPUB/DCPOD Required* <input checked="" type="radio"/> Verified and Not Reviewed by SED <input type="radio"/> Reviewed and Locked by SED** <input type="radio"/> All Records	8 3 2 0 10

Get Providers: 281230040000 Sort by Approved Cost Descending

** Districts have [view only rights](#) for "Reviewed and Locked by SED" Records
*DCPUB/DCPOD Record Required

CSE District Threshold: 47220 CSE District Public Excess Cost Ratio: .713	COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS Contact Name: <input type="text" value="Betty Business-Official"/> Phone #: <input type="text" value="5184747116"/> E-mail Address: <input type="text" value="Betty.Business@examplestown.k12.ny.us"/> Verification Completed <input type="checkbox"/>
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Last and First Names	From	To	Current Appr	10-Month Annualized Cost		Verify	Reviewed and Locked by SED
				Prev Verified	Verified		
Education Provider Name and Code	Half	FTE	Date Rec Entered	Unverified DCPUB/DCPOD Required	Verified Date	Date Locked	
EXAMPLE ELENA ALBANY CITY SD 010100010000	09/07/22	06/23/23	74,619.45	74619.45	<input checked="" type="checkbox"/>		<input type="checkbox"/>
B19216 01 07/20/11		1.000	09/05/23		09/05/23		
PUBLIC DAMIAN ALBANY CITY SD 010100010000	09/07/22	06/23/23	66,279.83	66279.83	<input checked="" type="checkbox"/>		<input type="checkbox"/>
B19217 01 12/25/15		1.000	09/05/23	DCPUB on	09/05/23		

V. DVPUB Re-Verification Process

Re-verification is required when:

1. A district amends the dates of service (on a verified claim) either on the DSPUB or DVPUB screen
2. A district amends the 10-month annualized cost on the DCPUB screen or DCPOD screen for any verified claim with a completed worksheet associated with it.
3. A district amends the 10-month annualized cost on the DSPUB or DVPUB screen (on a verified claim)

NOTE: Once a record has been “Reviewed and Locked by SED”, it cannot be amended or re-verified. Please visit the following webpage for more information about revising verified and locked records:

https://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/prior_year_claims.html#previously-locked

VI. Complete the Verification Process

NOTE: In order to certify that verification is complete, there must be at least one student record loaded on the screen. Select the “Verified and Not Reviewed by SED” type in the top-right box and click the Get AVL button before proceeding.

1. To certify that verification is complete, fill out the “**Contact Name**”, “**Phone #**”, and “**E-mail Address**” fields in the “COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS” section.
2. Check the “**Verification Completion**” box.
3. At the bottom on the screen, click the “**Submit**” button.

VII. Monitoring Verification Progress

A district can utilize the “**District Count**” located at the center of the upper portion of the DVPUB screen to monitor its progress in completing the verification process.