



STAC Reimbursement for Students in Temporary Housing

(Pursuant to §3209 of NYS Education Law)

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

January 25, 2024

Outline

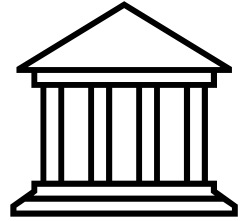
- Section A - Background & Overview
- Section B - Eligibility
- Section C - Requesting Reimbursement
- Section D - Managing Reimbursement Approvals
- Section E - Verifying Reimbursement Approvals
- Section F - Payments & Chargebacks
- Section G - Protecting Personally Identifiable Information
- Section H - Conclusion



Section A. Background & Overview



The McKinney-Vento Act



- The federal McKinney-Vento Act requires that local educational agencies (LEAs) ensure that children and youth experiencing homelessness
 - have access to the same free, appropriate public education, as other children and youth;
 - have access to educational and other services needed so that these children and youth can be successful in school;
 - and are not separated from the mainstream school environment.



Who does the McKinney Vento Act Apply to?

Children and youth who lack a fixed, regular, and adequate nighttime residence, including those:

- Sharing the housing of others due to loss of housing, economic hardship or a similar reason.
- Living in emergency or transitional shelters.
- Living in motels, hotels, trailer parks, camping grounds due to the lack of alternative adequate accommodations.
- Abandoned in hospitals.
- Living in a public or private place not designed for sleeping.
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, etc.
- Migratory living in circumstances described above.
- Children and youth in foster care are not McKinney-Vento eligible, but many continue enrollment and receive transportation to their school of origin.



Important Terminology



- Homeless: The McKinney-Vento Act states that children and youth who lack a “fixed, regular, and adequate nighttime residence will be considered homeless.”
- District of Origin/Admission: The public school district in which a student was enrolled, or was eligible to enroll in, prior to becoming homeless.
- District of Current Location: The public school district in which a student temporarily resides.
- District of Attendance: The public school district in which a temporarily housed student is enrolled.
- STAC Unit: The STAC (**S**ystem to **T**rack and **A**ccount for **C**hildren) Unit is the office within the New York State Education Department responsible for processing requests for Commissioner's approval for reimbursement.
- STAC Online (EFRT) System: The online system that houses reimbursement data.
- STAC-202: The homeless designation form used to identify students in temporary housing.



Terminology Continued






- **FTE (Full Time Equivalent):** The proportion of the full program for which a student was enrolled.
- **Reimbursement Approval:** The electronic record submitted by school districts to request tuition reimbursement—the “claim” or STAC record.
- **Verification:** The act of certifying a reimbursement approval as complete and accurate. Only verified reimbursement approvals generate payment.
- **Homeless Eligibility Record:** The product of a processed STAC-202 application; allows districts to submit requests for reimbursement approval.
- **Basic Contribution:** Local tax levy per student; deduction amount for district of origin.



The Reimbursement Process

The reimbursement process is initiated and driven by the public school district the student in temporary housing has designated to attend. This process consists of three main steps:

- 1) Determining eligibility for homeless reimbursement through the STAC process. 
- 2) Submitting an electronic request for reimbursement via the STAC Online (EFRT) System. 
- 3) Verifying the electronic request for reimbursement via the STAC Online (EFRT) System. 

The designated district of attendance must complete all three steps in sequence in order to receive payment.

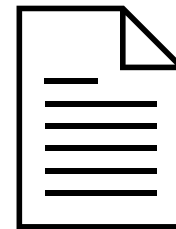


Section B. Eligibility (Step 1)



STAC-202 Application

(Homeless Designation Form)



The reimbursement process begins with the submission of the STAC-202 application (homeless designation form). This application serves two purposes:

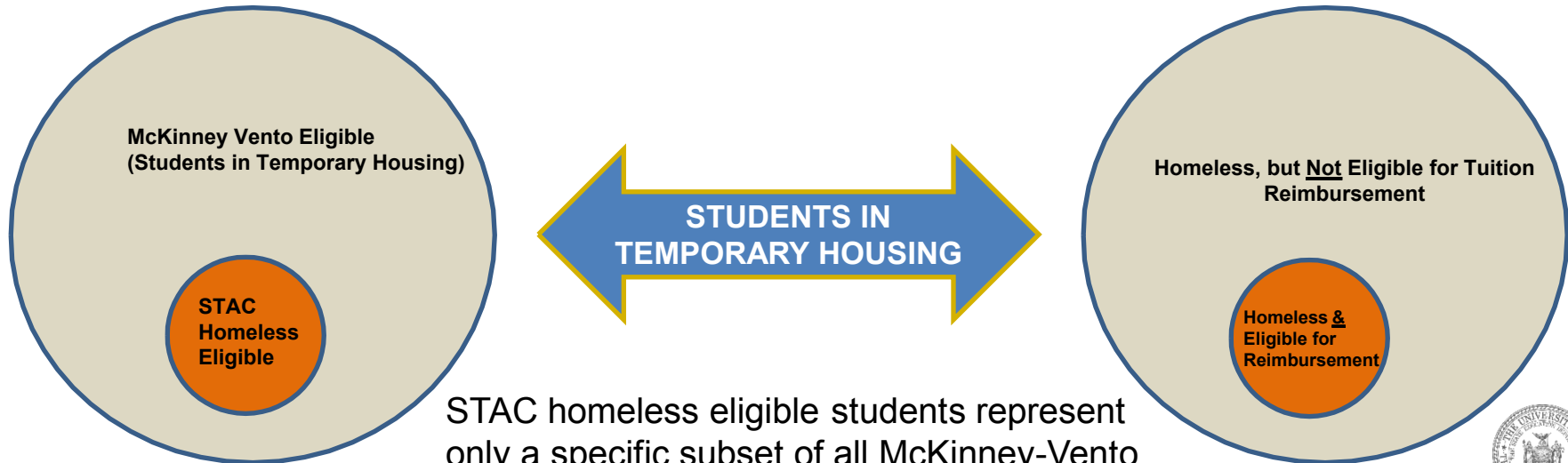
- (1) it's **always** used to designate a particular student as homeless—all McKinney-Vento eligible students should have a STAC-202 application completed.
- (2) it's **sometimes** used to designate a particular school district as eligible to receive homeless tuition reimbursement for a student in temporary housing.

STAC ID 	The University of the State of New York THE STATE EDUCATION DEPARTMENT STAC/Medicaid Unit Room EB 25, Education Building Albany, NY 12234	STAC-202 HOMELESS DESIGNATION Rev. 11/2022
Designation of School District of Attendance for a Homeless Child		
Submitted by: <input type="checkbox"/> Local Dept of Social Services (DSS) <input type="checkbox"/> Designated School District of Attendance (PSD)		



Why only sometimes?

The STAC-202 only serves the second purpose of designating a school district as eligible for tuition reimbursement when the student identified on the form is deemed *STAC homeless eligible*.



STAC homeless eligible students represent only a specific subset of all McKinney-Vento eligible students.



Who *is* STAC homeless eligible?

Only homeless students who satisfy the following two criteria are considered *STAC homeless eligible*:

- 1) The student was **last permanently housed in the state of New York**
- 2) The student is attending school in a district that is different from where s/he attended before becoming homeless.

7A. NYS SCHOOL DISTRICT OF ATTENDANCE BEFORE BECOMING HOMELESS

7B. NYS SCHOOL DISTRICT WHERE LAST ENROLLED

8A. NYS SCHOOL DISTRICT OF CURRENT LOCATION

9A. NYS DESIGNATED DISTRICT OF ATTENDANCE

To be considered *STAC homeless eligible*:

- The public school district entered in cell **7A** on the STAC-202 must be in the state of New York.
- The public school districts listed in cells **7A** and **9A** cannot be same.



Where to Find the STAC-202

Fillable PDF versions of the STAC-202 application (in both English and Spanish) can be found:

- In the [Forms](#) section on the STAC Unit website
- On the [NYSTEACHS](#) website

The image shows a thumbnail of the STAC-202 application form. At the top, it has 'STAC ID' and 'STAC-202' boxes. Below that, it says 'The University of the State of New York THE STATE EDUCATION DEPARTMENT STAC-Medicaid Unit Room 1010 Education Building Albany, NY 12242'. The form is titled 'Designation of School District of Attendance for a Homeless Child'. It includes fields for 'NAME OF CHILD', 'DATE OF BIRTH', 'GENDER', 'FIRST NAME', 'LAST NAME', 'ETHNIC CATEGORY', 'GRADE LEVEL FOR WHICH PLACED IN DISTRICT', 'COMPLETE ADDRESS BEFORE CHILD BECAME HOMELESS', 'COMPLETE ADDRESS OF CURRENT LOCATION', 'DATE CHILD BECAME HOMELESS', 'DATE DISTRICT OF ATTENDANCE CHOSEN', and 'DATE PLACED IN PERMANENT HOUSING'. There are also checkboxes for 'Disaster participating in a Regional Placement Plan' and 'Disaster when last enrolled'. The form is a fillable PDF with various input fields and checkboxes.

Did you know? The STAC-202 application has two pages—the first page contains all the data fields that must be completed and the second page contains detailed instructions about how to complete the form and to whom it should be sent.



Who can fill out the STAC-202



The STAC-202 homeless designation form can be *completed* by the designator or an appropriate school district/local DSS representative; however, it's the designator that should sign the form on line 13. Pursuant to NYS Education Law §3209.1(b), the designator can be:

- A) The parent or legal guardian of a student in temporary housing;
- B) The director of a residential program for runaway and homeless youth, in consultation with the student, if the youth is living in such program;
- C) The homeless student, if no parent or person in parental relation is available.

The designator will make the initial decision about which school district and school a student in temporary housing will attend.



The Top Section

Personally Identifiable Information

STAC ID			

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 STAC/Medicaid Unit
 Room EB 25, Education Building
 Albany, NY 12234

STAC-202
HOMELESS DESIGNATION
Rev. 11/2022

Designation of School District of Attendance for a Homeless Child

Submitted by: Local Dept of Social Services (DSS) Designated School District of Attendance (PSD)

PLEASE READ THE INSTRUCTIONS ON THE REVERSE BEFORE COMPLETING THIS FORM

1. NAME OF CHILD 2. DATE OF BIRTH 3. GENDER FEMALE
 LAST NAME MO / DAY / YR MALE
 NON-BINARY
 FIRST NAME M.I.

5. Racial/Ethnic Category of Child (See definitions on reverse side of last page.)

American Ind or Alaskan Native Asian or Pacific Isl. Black Hispanic White

6. GRADE LEVEL FOR WHICH PLACEMENT IS SOUGHT

With the potential exception of the STAC ID, all the fields in the top section should be completed.

❓ * Did you know? To avoid the possibility of creating a duplicate STAC ID for a student, it's best practice to leave that field blank if the information isn't available. The STAC Unit will locate or create a new STAC ID as necessary.



The Middle Section

(Boxes 7, 8, 9, 10)

7. COMPLETE ADDRESS BEFORE CHILD/FAMILY BECAME HOMELESS
<input type="text"/>

8. COMPLETE ADDRESS OF CURRENT LOCATION	DATE CHILD/FAMILY PLACED IN TEMPORARY HOUSING
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
	MONTH DAY YEAR

9. DATE DISTRICT OF ATTENDANCE CHOSEN	<input type="text"/> <input type="text"/> <input type="text"/>
	MONTH DAY YEAR

10. DATE PLACED IN PERMANENT HOUSING	<input type="text"/> <input type="text"/> <input type="text"/>
	MONTH DAY YEAR

Box 7: Complete address before becoming homeless.

Box 8: Complete address of current location; Date child placed in such location.

Box 9: Date district of attendance chosen

Box 10: Date STAC homeless eligibility ends.

*** Did you know?** The date in box 9 should reflect the first day a district was eligible to request homeless tuition reimbursement for a student in temporary housing. The date in box 10 should reflect that last day a district was eligible to request homeless tuition reimbursement for the student.



The Middle Section

(Boxes 7A, 7B, 8A, 9A)

Box 7A: District of origin

7A. NYS SCHOOL DISTRICT OF ATTENDANCE BEFORE BECOMING HOMELESS

Box 7B: District where last enrolled

7B. NYS SCHOOL DISTRICT WHERE LAST ENROLLED

Box 8A: District of current location

8A. NYS SCHOOL DISTRICT OF CURRENT LOCATION

Box 9A: District of attendance

9A. NYS DESIGNATED DISTRICT OF ATTENDANCE

NOTE *The names of school districts should not be abbreviated*

❓ *Did you know? The complete address before homelessness provided in box 7 must fall within the attendance zone served by the public school district of origin listed in box 7A.



The Bottom Section

(Boxes 7A, 7B, 8A, 9A)

11. Check the appropriate box if the designated school district of attendance (9A) is different from the district of attendance before becoming homeless (7A) and from the district of current location (8A).

District participating in a Regional Placement Plan OR District where last enrolled (7B) if it is different from the district where last permanently housed (7A) and the district of current location (8A).

12.	[Redacted]	[Redacted]	[Redacted]
	NAME OF PARENT OR PERSON IN PARENTAL RELATIONSHIP	AREA CODE	TELEPHONE NUMBER
13.	[Redacted]	[Redacted]	
	SIGNATURE OF PERSON IN PARENTAL RELATIONSHIP TO CHILD	DATE	
	<i>IT HAS BEEN REPORTED TO ME THAT THIS CHILD IS UNDER THE AGE OF 21 YEARS AND IS THEREFORE ELIGIBLE FOR EDUCATIONAL SERVICES. THE CHILD HAS BEEN ADVISED OF HIS/HER RIGHT TO DESIGNATE THE SCHOOL DISTRICT OF ATTENDANCE.</i>		
14.	[Redacted]	[Redacted]	
	PRINT NAME OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE	TITLE	
15.	[Redacted]	[Redacted]	
	SIGNATURE OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE	DATE	
16.	[Redacted]	[Redacted]	[Redacted]
	PLACEMENT COUNTY Local DSS use only	AREA CODE	TELEPHONE NUMBER



What We're Looking For

1. Is everything filled out, including the signature at the bottom?
2. If the form is handwritten, are all the entries legible?
3. Do boxes 7A, 7B, 8A, and 9A contain the full, unabbreviated names of public school districts? The names of specific elementary, secondary, or charter schools, counties, and other locations should never appear on the STAC-202 application.
4. Does the complete address before homelessness provided in box 7 fall within the attendance zone served by the public school district listed in box 7A?

❖ *** Did you know?** We use the free address verification tools on [Melissa Data](#), [Great Schools](#), or [Hometown Locator](#) to link residential addresses to the public school districts they're zoned for.



Rejections

STAC-202 applications that identify a student who is ineligible for homeless tuition reimbursement through the STAC process will not be processed.

7. COMPLETE ADDRESS BEFORE CHILD/FAMILY BECAME HOMELESS

123 Example Boulevard Apt. #43

Coastal City, FL 32013



7A. NYS SCHOOL DISTRICT OF ATTENDANCE BEFORE BECOMING HOMELESS

EXAMPLETOWN UFSD

7B. NYS SCHOOL DISTRICT WHERE LAST ENROLLED

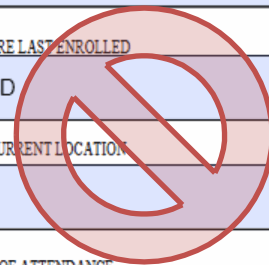
EXAMPLE TOWN UFSD

8A. NYS SCHOOL DISTRICT OF CURRENT LOCATION

SAMPLE CITY SD

9A. NYS DESIGNATED DISTRICT OF ATTENDANCE

EXAMPLE TOWN UFSD



❓ * Did you know? Only STAC-202 applications that identify *STAC homeless eligible students* should be submitted to STAC Unit. Any forms that identify students who are not *STAC homeless eligible* should be retained by the local school district or department of social services.



Other Common Causes for Rejection

- The entries in boxes 7A, 7B, 8A, and 9A are not public school *districts*.
- The complete address before homelessness in box 7 is outside of the attendance zone served by the district of origin listed in box 7A.
- The complete address before homelessness can't be verified as a residential address.
- The entries in boxes 7 and 7A reflect the student's previous temporary arrangement.
- The form is missing a signature.
- Some of the information on the form is illegible.



The Processed STAC-202

When the STAC-Unit processes a STAC-202 form, an electronic homeless eligibility record is created.

STAC ID

A | 1 | 2 | 3 | 4 | 5

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 STAC/Medicaid Unit
 Room EB 25, Education Building
 Albany, NY 12234

STAC-202
 HOMELESS DESIGNATION
 Rev. 11/2022

Designation of School District of Attendance for a Homeless Child

Submitted by: Local Dept of Social Services (DSS) Designated School District of Attendance (PSD)

PLEASE READ THE INSTRUCTIONS ON THE REVERSE BEFORE COMPLETING THIS FORM

1. NAME OF CHILD SAMPLE 2. DATE OF BIRTH 0 1 | 0 2 | 0 3 3. GENDER FEMALE

LAST NAME MO / DAY / YR MALE

SALLY C NON-BINARY

FIRST NAME M.I.

5. Racial/Ethnic Category of Child (See definitions on reverse side of last page.)

American Ind or Alaskan Native Asian or Pacific Isl. Black Hispanic White

7. COMPLETE ADDRESS BEFORE CHILD/FAMILY BECAME HOMELESS

1234 Reimbursement Road Apt. 202
 Exampletown NY, 11202

8. COMPLETE ADDRESS OF CURRENT LOCATION DATE CHILD/FAMILY PLACED IN TEMPORARY HOUSING

567 Temporary Turnpike 1 1 | 1 5 | 2 2
 Sample City NY, 12049 MONTH DAY YEAR

9. DATE DISTRICT OF ATTENDANCE CHOSEN 1 2 | 2 8 | 2 2
 MONTH DAY YEAR

10. DATE PLACED IN PERMANENT HOUSING MONTH DAY YEAR

One of four school districts may be chosen to provide the education component: the school district of attendance before becoming homeless, the school district where last enrolled, the school district of current location or a school district participating in a Regional Placement Plan. This designation may be changed either prior to the end of the first semester of attendance or within 60 days of making this designation, whichever occurs later.

Date 12/29/22
Time 09:53

New York State Education Department
STAC Homeless Eligibility

Go to Menu

STAC ID Name Date of Birth Mode

A12345 SAMPLE SALLY 01/02/03 Change

Sequence Number 1

Chapter Type County

PSD

To search school district names, type partial name and press 'Search'

District of Current Location SAMPLE CITY SD 01060106000

Designated District of Attendance SAMPLE CITY SD 01060106000

Date of Eligibility Date Placed in Permanent Housing Previous Host District

12/28/22

District of Attendance before becoming Homeless EXAMPLETOWN UFSD 261600010000

Complete Address before Child/Family became Homeless

Street 1234 REIMBURSEMENT ROAD APT. 202

City EXAMPLETOWN

State NY Zip (+4) 11202

Enter 12/29/22

Upd 12/29/22

User AKITZROW



STAC Homeless Eligibility Records

Date 12/29/22 Time 10:10 New York State Education Department
Other State Agency Placements Summary Go to Menu

STAC ID Name Date of Birth
 A12345 SAMPLE SALLY 01/02/03

SIS ID Gender Race-Ethnicity
 FEMALE WHITE

Former Name Name Change Effective Date

Start From Eligible Date (MM/DD/YY) Get Profile

Service/Claim History

Select	Eligible	Dates	NSEQ	CHAP	Admission District	Responsible Agency	Withdrawn
<input checked="" type="checkbox"/>		12/28/22	1	PSD	EXAMPLETOWN UFSD	SAMPLE CITY SD	N
<input checked="" type="checkbox"/>			0				

The designated district of attendance can inspect specific eligibility records by searching the student's STAC ID on the **DQCHG** screen on the STAC Online (EFRT) System.

Date 12/29/22 Time 10:15 New York State Education Department
Homeless Eligibility List Go to Menu

School Year District
 2223 010601060000 SAMPLE CITY SD

Open multiple school years to capture all eligible for the year open for payment. Record Count : 4

Verified Service Records: 0 To obtain Homeless State Aid, District of Attendance must:
 UnVerified Service Records: 4 1) Toggle through multiple school years to view all eligible records.
 Review DQAPP screen multiple listings of all homeless approvals (DSHOM) for confirmation by: ALL, VERIFIED, or UNVERIFIED Records. 2) Submit an approval (DSHOM) annually based on eligibility of student for open school year.
 3) Verify (DVHOM) approvals after 6/30 to generate aid payment.

Last Name/ First Name	STAC ID	REC	District Last Permanently Housed	Eligible Date Begin	End	W D W
ADAM APPLE	B12345	01	FAKETOWN UFSD	11/29/21-		N
BRIAN BANANA	C12345	01	SOMEWHERE CENTRAL	08/31/22-		N
PAULA PEACH	D12345	01	ELSEWHERE CSD	03/14/22-		N
SAMPLE SALLY	A12345	01	EXAMPLETOWN UFSD	12/28/22-		N

Additionally, the district of attendance can view a listing of homeless eligibility records by school year via the **DQHOM** screen on the STAC Online (EFRT) System.



The DQHOM Screen

STAC Homeless Eligibility List

Date 12/29/22
Time 10:15
New York State Education Department
Homeless Eligibility List

School Year: 2223
District: SAMPLE CITY SD

Open multiple school years to capture all eligible for the year open for payment. Inquire Record Count: 4 Send to SED FTM

Attendance (educating - 9A) [Selected]
Last Permanently Housed Prior to Attendance (origin - 7A)

Verified Service Records: 0
UnVerified Service Records: 4

To obtain Homeless State Aid, District of Attendance must:
1) Toggle through multiple school years to view all eligible records.
2) Submit an approval (DSHOM) annually based on eligibility of student for open school year.
3) Verify (DVHOM) approvals after 6/30 to generate aid payment.

Last Name/ First Name	STAC ID	REC	District Last Permanently Housed	Eligible Date Begin	Eligible Date End
ADAM APPLE	B12345	01	FAKETOWN UFSD	11/29/21-	N
BRIAN BANANA	C12345	01	SOMEWHERE CENTRAL	08/31/22-	N
PAULA PEACH	D12345	01	ELSEWHERE CSD	03/14/22-	N
SAMPLE SALLY	A12345	01	EXAMPLETOWN UFSD	12/28/22-	N

1. School Year Filter
2. Verified / Unverified Record Counts
3. Total Number of Reimbursement Claims
4. Button to Send Listing to SEDFTM
5. Toggle for reimbursement claims
6. Toggle for chargeback claims
7. Eligibility start and end dates

*** Did you know?** The DQHOM screen only displays eligibility records that began in the selected school year or the year prior. Districts may need to toggle backwards as far as 4 years to capture all students eligible for tuition reimbursement. This screen should be checked periodically for updates.



When to (Re)Submit a STAC-202

A designated district of attendance should submit a STAC-202 application to the STAC Unit when:

- A student loses permanent housing in one New York district and designates a *different* district in New York State to attend—this would lead to the initial eligibility determination.
- A student moves from one temporary address to another but is continuing attendance in the same the district—this *resubmission* would serve to update an existing eligibility determination and included a revised address and date in box 8.
- The designated district of attendance is no longer eligible to claim tuition reimbursement for a student and the form is *resubmitted* with an end date in box 10.
- These forms **do not** need to be resubmitted annually to reestablish homeless eligibility. Once a student has been deemed STAC homeless eligible, this status is ongoing until the STAC Unit is notified otherwise.



Section C. Requesting Reimbursement (Step 2)



The DSHOM Screen

Non-Resident Homeless Approval Request

- Student in temporary housing designates a new public school district that's different from the district of origin. ✓
- District of attendance submits a STAC-202 application to the STAC Unit. ✓
- STAC Unit processes application and creates homeless eligibility record. ✓
- District requests reimbursement by entering a **DSHOM** record on EFRT.

Date 12/29/22 Time 11:58 New York State Education Department

Go to

Non-Resident Homeless Approval Request

STAC ID	Name	Date of Birth	Mode Inquiry
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Year	Record Number	Disability	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Inquire"/>

Designated District of Attendance

To search school district names, type partial name in left box and click on "Search"

Partial Name District Before Becoming Homeless

Education

Provider

Get Ed Programs

Start Date	End Date	Half	FTE	BOCES Rate	Cost
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	0

Ent Upd User

[Required for Inquiry](#)



Accessing the DSHOM Screen

DMNUM	Special Education Main Menu
Choice	Description
<input type="checkbox"/> S	DMQRY STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS
<input type="checkbox"/> S	DMNUS ADD/AMEND REIMBURSEMENT APPROVALS
<input type="checkbox"/> S	DMNUR PROCESS A REAPPLICATION
<input type="checkbox"/> S	DMNUV ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS
<input type="checkbox"/> S	DMNAC CPSE ADMINISTRATIVE COST SCREENS
<input type="checkbox"/> S	DCPUB HIGH COST WORKSHEET (IN-DISTRICT/BOCES)
<input type="checkbox"/> S	DCPOD HIGH COST WORKSHEET (OTHER DISTRICT)
<input type="checkbox"/> S	DCERT ADD A PRIVATE PLACEMENT CERTIFICATION
<input type="checkbox"/> S	DSRWD WITHDRAW STAC APPROVAL
<input type="checkbox"/> S	DCHSR FIND A STAC ID FOR A STUDENT
<input type="checkbox"/> S	DQCLD VIEW/AMEND CHILD SERVICE APPROVALS
<input type="checkbox"/> S	DQAPP APPROVAL LISTS
<input type="checkbox"/> S	DQSBO APPROVAL/VERIFICATION SUMMARY (3 YEAR)
<input type="checkbox"/> S	DQSUM 4408/4201 SUMMER DISTRICT SUMMARY REPORT
<input type="checkbox"/> S	DDATE PROGRAM DATE CHANGES



DMNUS	SCHOOL AGE ADD/AMEND REIMBURSEMNT APPR
Choice	Description
<input type="checkbox"/> S	DQAPP APPROVAL LISTS
<input type="checkbox"/> S	DSPRV PRIVATE EXCESS COST APPROVAL (10 MONTH)
<input type="checkbox"/> S	DSPUB PUBLIC HIGH COST APPROVAL (10 MONTH)
<input type="checkbox"/> S	DSUMR SPECIAL CLASS APPROVAL (2 MONTH)
<input type="checkbox"/> S	DSSRL SPEC INSTR/REL SERV(2 MTH)2011 THRU 2013
<input type="checkbox"/> S	DSSRS SPEC INSTR/REL SERV (2MTH) SUM 2014-FORW
<input type="checkbox"/> S	DSCSM CHAPTER APPROVALS (2 MONTH)
<input type="checkbox"/> S	DSCHP CHAPTER APPROVALS (10 MONTH)
<input type="checkbox"/> S	DQCHG OTHER STATE AGENCY PLACEMENTS SUMMARY
<input type="checkbox"/> S	DSINC INCARCERATED YOUTH APPROVALS (12 MONTH)
<input type="checkbox"/> S	DSSOS STATE SUPPORTED APPROVALS (2 MONTH)
<input type="checkbox"/> S	DSSSY STATE SUPPORTED APPROVALS (10 MO) 13-14+
<input type="checkbox"/> S	DSSSS STATE SUPPORTED APPROVALS (10 MONTH)
<input type="checkbox"/> S	DSHOM HOMELESS APPROVALS (10 MONTH)
<input type="checkbox"/> S	DSRWD SERVICE APPROVAL WITHDRAWAL



...Or



Adding a DSHOM Record

Step 1: Load Student Information

1. Enter the STAC ID
2. Select School Year
3. Enter first three letters of the last name
4. Click *Inquire*

5. Mode should switch from *Inquiry* to *Add*



Adding a DSHOM Record

Step 2: Filling out the Data Fields

Date 12/29/22 Time 12:35 New York State Education Department

Go to Menu

Non-Resident Homeless Approval Request

STAC ID Name Date of Birth Mode
 A12345 SAMPLE SALLY 01/02/03 Add **5**

School Year Record Number Disability
 2223 Inquire Non Disabled **6**

Designated District of Attendance 010601060000

To search school district names, type partial name in left box and click on "Search"

District Before Becoming Homeless

Partial Name
 EXA Search EXAMPLETOWN UFSD 261600010000 **7**

Education
 Provider SAMPLE CITY SD 010601060000 **8**

Get Ed Programs 8500L 7-12 REGULAR ED 09/07/22-06/23/23 **9**

Start Date	End Date	Half	FTE	BOCES Rate	Cost
12/28/22 10	06/23/23	<input type="checkbox"/>	0	0	0

Ent Upd User

Required for Inquiry Inquire Add **11** Change

- Mode should indicate **Add** before proceeding
- Select disability type from dropdown
- Enter partial name and **Search**; select district of origin from dropdown **Get**
- Select education provider from dropdown
- Click **Get Ed Programs** and select appropriate education program from dropdown
- Enter start and end dates of service
- Click **Add**

*** Did you know?** All dates require leading zeroes



The Successful Add

Designated District of Attendance SAMPLE CITY SD

To search school district names, type partial name in left box and click on "Search"

District Before Becoming Homeless

Partial Name Search ▼

Education

Provider ▼

Get Ed Programs ▼

Start Date	End Date	Half	FTE	BOCES Rate	Cost
<input type="text" value="12/28/22"/>	<input type="text" value="06/23/22"/>	<input type="checkbox"/>	<input type="text" value=".615"/>	<input type="text" value="0"/>	<input type="text" value="\$7,124.21"/>

Ent DIST Upd User

[Required for Inquiry](#)

If a request for reimbursement has been added successfully:

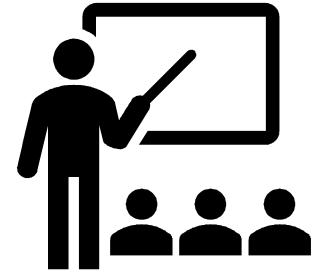
- The student's FTE will populate based on the service dates
- The cost for the placement will populate if a rate for the program has been entered
- The date the record was added and the username will be displayed at the bottom



Education Providers & Programs

Students in temporary housing can be educated by either:


- **A public school district**
 - 8500K program for general education students grades K-6
 - 8500L program for general education students grades 7-12
 - 8501K program for special education students grades K-6
 - 8501L program for special education students grades 7-12
- **A BOCES**
 - 8510M program for all students grades K-12
- **An SED approved private provider**
 - Homeless private programs are tailored to specific students and created by request only. If a temporarily housed student in your district is attending an SED approved private school, please reach out to the STAC Unit for additional guidance.



Common Roadblocks



- If the education *provider* isn't available in the dropdown menu, a [STAC-701](#) form can be submitted to request any necessary additions.
- Similarly, if the education *program* isn't available in the dropdown menu, a [STAC-701](#) form can be submitted to request the additions; however, note that this type of request will need to be clarified on the form in writing.
- If the program *dates* are inaccurate, a [STAC-704](#) form can be submitted to request this amendment.
- Ensure that the service dates and district of origin entered on the **DSHOM** screen match the information from the eligibility record—the eligibility record can be inspected via the **DQCHG** screen.

 * **Did you know?** The STAC-701 and STAC-704 forms are found under the [Forms](#) section on the STAC Unit website and can be emailed directly to OMSSTAC@nysed.gov.



Section D. Managing DSHOM Reimbursement Approvals



The DQAPP Screen

Agency Approvals List

1. School Year Toggle
2. Click **Get Providers**
3. Select Provider
4. Select Placement Type (**DSHOM**)
5. Approvals / Verified Toggle
6. Click **Get Records**
7. Send Approval List to SEDFTM
8. Total Record Count

The screenshot shows the 'Agency Approvals List' interface. At the top, it displays the date (12/29/22), time (03:53), and the New York State Education Department logo. The main title is 'Agency Approvals List'. Below this, there are several filters and controls:

- School Year:** A dropdown menu showing '2223' (callout 1).
- DISTRICT:** A dropdown menu showing '010601060000 SAMPLE CITY SD' (callout 2).
- Get Providers:** A button (callout 2) next to a dropdown menu showing 'All Providers' (callout 3).
- Agency Type:** A dropdown menu showing 'DISTRICT' (callout 3).
- Agency Type (Internal use only):** A section with radio buttons for 'All', 'Verified', and 'Unverified' (callout 5).
- Placement Type:** A dropdown menu showing 'DSHOM Nonresident Homeless Youth - 10-Mo.' (callout 4).
- Record Count:** A text field showing '4' (callout 8).
- Get Records:** A button (callout 6).
- Send File to SEDFTM:** A button (callout 7).

Below the filters is a table titled 'Required for Inquiry' with the following columns: NAME, STAC ID, REC, Provider, ISPEC, PRO -GRAM, SERVICE DATES (BEGIN, END), FTE/ UNITS, Aide %, RATE, COST, VER (D, R), STP (D, R), A (D, W), and W (D, W). The table contains four rows of data:

NAME	STAC ID	REC	Provider	ISPEC	PRO -GRAM	SERVICE DATES (BEGIN, END)	FTE/ UNITS	Aide %	RATE	COST	VER (D, R)	STP (D, R)	A (D, W)	W (D, W)
ADAM APPLE	B12345	01	SAMPLE CITY SD	DSHOM	8500L	090722 110822	0.230	000	11584	2664	NN	NN	N	
BRIAN BANANA	C12345	01	FAKE BOCES	DSHOM	8510M	090722 091622	0.051	000	41456	2114	NN	NN	N	
PAULA PEACH	D12345	01	SAMPLE CITY SD	DSHOM	8500K	090722 062323	1.000	000	12150	12150	NN	NN	N	
SAMPLE SALLY	A12345	01	SAMPLE CITY SD	DSHOM	8500L	122822 062323	0.615	000	11584	7124	NN	NN	N	

The **DQAPP** screen displays a listing of reimbursement requests by school year and placement type. Only **verified** reimbursement approvals will generate payment.



DQAPP & DQHOM Screens



The **DQHOM** screen (*homeless eligibility list*) displays a listing of students whose STAC homeless eligibility *began* in the selected school year, or the year prior. Students who have been in temporary housing for multiple years will not be displayed with the most recent school year selected.

The **DQAPP** screen displays a listing of all requests for reimbursement for the selected school year.

To maximize aid, **every** eligible student on the **DQHOM** going back four years should have a corresponding reimbursement approval on the **DQAPP** list.

Districts should be adding records and checking both lists **all year long**.



Section E. Verifying Reimbursement Approvals (Step 3)



The DVHOM Screen

Homeless/Runaway Youth Verification Screen

- Student designates district of attendance. ✓
↓
- District of attendance submits a STAC-202 application to the STAC Unit. ✓
↓
- STAC Unit creates eligibility record. ✓
↓
- District enters **DSHOM** record on EFRT. ✓
↓
- School year ends and district verifies **DSHOM** records via **DVHOM** screen on EFRT.

Date: _____ Time: 10:25

New York State Education Department

Homeless/Runaway Youth Verification Screen

Go to: _____ Menu

School Year: 2122 CSE District: 010601060000 SAMPLE CITY SD

Get Providers: Choose Provider From List - Click Here

First 4 Letters of Last Name (Optional): _____ Get AVL

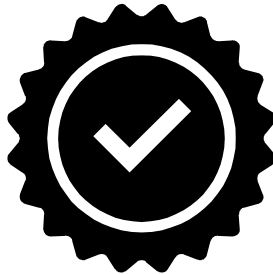
Unverified
 Verified
 All Records

Last and First Name	Half	Program	Service				Rate	Cost	Verify
STAC-ID Rec	DOB	Time	Code	Type	From	To	FTE		
									<input type="checkbox"/>
									<input type="checkbox"/>



Verification on DVHOM

- When a school district **verifies** a request for reimbursement after the school year end, this serves as the certification or assurance that all the information on the approval is complete and accurate.
- Verification becomes available sometime in January/February and remains open for one year.
- The STAC Unit will send out a LISTSERV notification when verification opens.
- Requests for reimbursement must be verified within this one-year timeframe to generate payment.



Date 12/30/22
Time 10:42
New York State Education Department
Homeless/Runaway Youth Verification Screen

Go to

School Year CSE District SAMPLE CITY SD

010601060000

First 4 Letters of Last Name (Optional)

Unverified
 Verified
 All Records

Last and First Name	Half	Program	Service	STAC-ID	Rec	DOB	Time	Code	Type	From	To	FTE	Rate	Cost	Verify
ADAM APPLE		8500-L	EDUC	B12345	01	04/04/04				10/22/21	01/19/22	.275	10,594	2913	<input checked="" type="checkbox"/>
BRIAN BANANA		8500-L	EDUC	C12345	01	05/05/05				09/30/21	06/24/22	.900	12,802	11521	<input type="checkbox"/>
PAULA PEACH		8500-K	EDUC	D12345	01	10/10/10				09/09/21	03/03/22	.625	10,594	6621	<input checked="" type="checkbox"/>

1

2

3

4

5

6

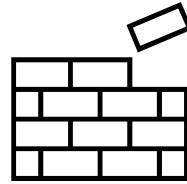
7

8

1. School Year Toggle
2. Click **Get Providers**
3. Select Provider
4. Verified/Unverified Toggle
5. Click **Get AVL**
6. Tick box to Verify
7. Click **View** to cycle through pages
8. Click **Submit** to verify/unverify selected records



Tracking Progress



To maximize aid, districts should ensure that 100% of the reimbursement approvals entered for school year are verified after checking for accuracy. Records with inaccurate information should be amended or withdrawn. There are a variety of ways to monitor verification progress:

- On the **DVHOM** screen, select the toggle to display only *unverified records*—when at 100% completion, the list should be empty.
- On the **DQAPP** screen, select the toggle to display only *unverified records*—when at 100% completion, the list should be empty.
- On the **DQHOM** screen, the number of *UnVerified Service Records* should indicate 0.
- On the monthly Goldstar report post to the STAC Unit website, the rightmost column for *Total Not Verified* should be shaded gold and display an asterisk.

◆* **Did you know?** The monthly **Goldstar Report** that tracks the number of verified and unverified records by placement type and school year can be found at:
https://www.oms.nysed.gov/stac/schoolage/payments/online_verification_status.html



Section F. Payment & Chargebacks



How reimbursement is calculated

Designated school districts of attendance are eligible to receive 100% tuition reimbursement for verified education costs. The aid available to school districts for educating a student in temporary housing is calculated as:

FTE (full time equivalency) x Tuition Rate

However, the tuition rate depends on several factors.

❖ * Did you know? The STAC Unit generally makes 2 reimbursement payments for each enrollment year—districts who get their approvals verified early will be included in the first payment made in January.



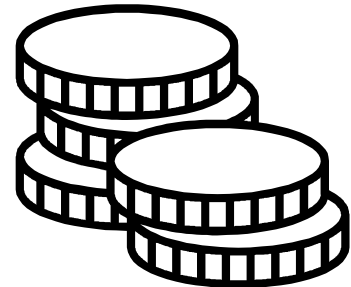
Tuition Rates (Public Schools)

For students educated by a public school district, the tuition rate will be equal to the applicable NRT (Non-Resident Tuition) Rate—these can be found in the Actual Non-Resident Tuition Report for Prior Year on SAMS (State Aid Management System). The rates for a given State Aid year apply to the *previous enrollment year*.

For example, the rates listed in the 2023-24 NRT Report will apply to the 2022-23 enrollment year.

Based on reporting provided by the school district, there should be NRT rates for

- General education students grades K-6 (8500-K programs)
- Special education students grades K-6 (8501-K programs)
- General education students grades 7-12 (8500-L programs)
- Special education students grades 7-12 (8501-L programs)



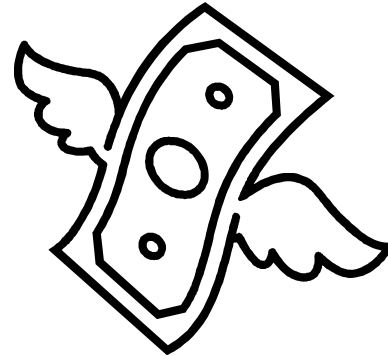
<https://eservices.nysed.gov/publicsams>



Tuition Rates (Private Schools & BOCES)

For students educated by an SED approved private provider, the tuition rates are set annually by the Rate Setting Unit.

For students educated by a BOCES, school districts can enter a placeholder value initially, but can subsequently report and verify the actual 10-month annualized cost from the BOCES Final Year End Cost report.



Using DQPAY to Track Payments

Date 12/30/22
Time 12:32

New York State Education Department

School Age APR View

Go to

School Year **District** **Fund** **PAY Num** **Service** Educ Tran

SAMPLE CITY SD

APR Issue Date
03/01/22

Gross Amt 53,018.82+

Adjust Amt

Net Amt 53,018.82+

Pay Percent 100.0000

Adjustment Detail

To obtain an original Approved Payment Report (APR) for this payment, click:

STAC ID	Last Name/First Name	Provider	Start Date	End Date	Service	Amt this APR	Total to Date

School districts can access payment information via the **DQPAY** screen on the STAC Online (EFRT) System. A detailed, printer-friendly version of an Approved Payment Report (APR) can be sent to the SED File Transfer Manager for review. The first payment is generally made in March and is followed by a second payment made after the summer.



Basic Contribution Chargebacks

- The STAC Unit only reimburses school districts for educating homeless students whose tuition was not originally that educating district's responsibility. Reimbursement for certain students in temporary housing is available because their tuition should have been the responsibility of another New York State school district—the district of origin.
- To offset some of these costs, a student's *school district of origin* will incur a chargeback in the amount of: $\text{FTE} \times \text{Basic Contribution Amount}$
- A district's basic contribution is an amount equal to the local tax levy per student.

❓ * **Did you know?** Districts can find their *basic contribution* amounts listed on Line 5 of the Private Excess Cost Aid Output Report (PRI) on SAMS. Just like with the NRT rates, the amount listed in the report applies to the prior enrollment year.



Tracking Chargebacks

Potential & Actual

When a school district claims tuition reimbursement for a student in temporary housing, the district where the student was last permanently housed incurs a basic contribution chargeback.

Districts can review students who whom they've been labeled the *district of origin* by selecting the **Last Permanently Housed Prior to Attendance (origin – 7A)** toggle on the **DQHOM** screen.

Districts can also review a listing of students for whom they've *already* incurred a chargeback by inspecting the **DQCDI** screen.

Date 12/30/22	New York State Education Department		Go to <input type="text"/>
Time 01:41	10 Month Chargeback Information Page		<input type="button" value="Menu"/>
School Year	Chargeback District	Type of Placement	Total Records
2021 <input type="button" value="v"/>	010601060000	DSHOM - Homeless <input type="button" value="v"/>	4
<input type="button" value="Inquire"/>	SAMPLE CITY SD		Total FTE
	Chargeback run Date 12/01/22		1.784

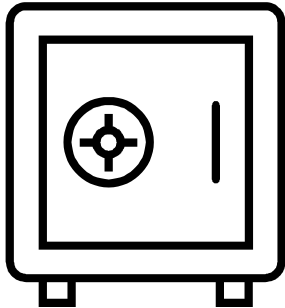


Section G. Protecting Personally Identifiable Information



Protecting Student Privacy

- Personally Identifiable Information (PII) on individual students is protected under state and federal law.
- Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), NYS Personal Privacy Protection Law and other statutes all require that PII is kept secure and only shared on a “need to know” basis



Exchanging Student Data with the STAC Unit

- The SED File Transfer Manager (FTM) is most secure method for transmitting documentation with personally identifiable student information.
- Emails with PII other than STAC ID need to be encrypted with password sent separately
- Paper documents can be faxed or sent US Mail 1st class/priority, or other service with tracking
(e.g., UPS, FedEx, DHL)
- STAC Online (EFRT) System and SED FTM: Make sure to log out when not active
- When calling STAC Unit be prepared with your STAC Online User Code and password to confirm authorization to share data



SED File Transfer Manager (FTM)

STAC-603 The University of the State of New York Rev. 04/2019
 THE STATE EDUCATION DEPARTMENT

**Authorization Form for Access
to the SED File Transfer Manager (FTM)**

The *SED File Transfer Manager (FTM)* is a web-based system that makes uploading and downloading files easier for both users and administrators. In order to receive important correspondence, all school districts and counties must have at least one active user registered with the *SED FTM*. School districts and counties must utilize the *SED FTM* in order to submit bulk special education reimbursement data to the NYSED STAC Unit.

AGENCY INFORMATION			
Agency Name:	Agency SED (BEDS) Code: -----	Agency Type:	
		<input type="checkbox"/> County	
		<input type="checkbox"/> School District	
		<input type="checkbox"/> BOCES or RLC	

APPLICANT INFORMATION		AUTHORIZING OFFICIAL INFORMATION	
Applicant Name:	Authorizing Official's Name:	Type of Official:	
		<input type="checkbox"/> Superintendent	
		<input type="checkbox"/> Municipality Representative	
		<input type="checkbox"/> Director	
Email Address:	Email Address:		
Telephone Number: () -	Fax Number: () -	Telephone Number: () -	Fax Number: () -
Address:		Address:	
This user is being: <input type="checkbox"/> Added <input type="checkbox"/> Deleted			
Applicant's Signature _____ Date ____/____/____		Authorizing Official's Signature _____ Date ____/____/____	

Once the STAC Unit has received the completed and signed form, an email invitation will be sent to the email address listed in the Applicant Information section above. The email invitation will contain a personalized link to register in the *SED File Transfer Manager*. A copy of the "*SED File Transfer Manager (FTM) Web User Guide*" is available on the STAC Unit website:
http://www.oms.nysed.gov/stac/electronic_data_transfer/options/online_instructions/guide_SEDFTM.pdf

It is the Authorizing Official's responsibility to monitor and ensure that only appropriate users have access to confidential student information on the SED FTM. Please utilize this form to remove access as necessary.

Access to files uploaded to the SED FTM will comply with the requirements of the Federal Family Educational Rights and Privacy Act (20USC §1232-g) and 8NYCRR §200.26(b)(6).

Return to:
 New York State Education Department
 STAC and Medicaid Unit
 89 Washington Avenue – RM 514 West EB
 Albany, NY 12234
 Attention: Andrew Kitzrow

- The form to register for the SED FTM is available on the STAC Unit website.
- The reports generated by the STAC/Medicaid Unit are also available via SED FTM.

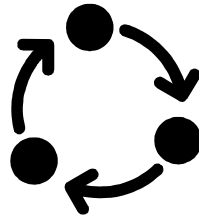


Section H. Conclusion



The Whole Process

- 1) Submit STAC-202 application for eligible students.
- 2) Check **DQHOM** eligibility list periodically to confirm STAC-202 forms have been processed.
- 3) Check **DQHOM** eligibility list periodically to identify students who were last permanently housed in the district, but now temporarily housed and being educated somewhere else.
- 4) Enter **DSHOM** reimbursement approvals for all eligible students.
- 5) Once the school year ends, verify all reimbursement approvals via the **DVHOM** screen.
- 6) Resubmit STAC-202 forms for students who have moved to new temporary addresses and/or who are no longer eligible for tuition reimbursement.
- 7) Inspect the **DQPAY** screen to review payment information.
- 8) Inspect the **DQCDI** screen to review chargeback information.



Best Practice Tips

- Submit STAC-202 forms via the SED FTM.
- Confirm the complete address before homelessness is within the attendance zone served by the district of origin.
- Don't forget to close out STAC homeless eligibility records by resubmitting a STAC-202 application with an end-date in box 10—open eligibility records will prevent other districts from being able to claim reimbursement.
- Be sure to request the release of the student's records prior to submitting the STAC-202.
- Contact NYSTEACHS for questions about school selection and eligibility.
- Contact the STAC Unit for questions about reimbursement and navigating EFRT.



Contact Information

STAC & Medicaid Unit

Technical support with STAC Online (EFRT) System, eligibility records, service approvals, verification, payments, and chargebacks

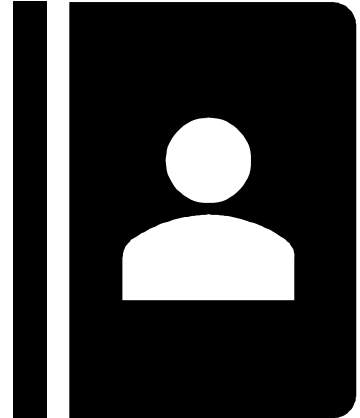
Email: OMSSTAC@nysed.gov

Phone: (518) 474 - 7116

Fax: (518) 402 - 5047

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

Contacts: Andrew Kitzrow || Daniel Coughlin



Certificate of Participation



<https://measurement.welcomesyourfeedback.com/PartSv012524>

