

Q&A

Understanding the STAC-202 Policy

Question: Please clarify again how the STAC 202 form is submitted to NYSED, STAC and Medicaid Unit.

Answer: FTM or Go Anywhere is the preferred method for the STAC Unit to receive completed STAC forms.

SED File Transfer Manager (FTM): Sign Up for access to SED File Transfer Manager [here](#). Log in [here](#).

After uploading, send a notification email to OMSSTAC@nysed.gov with your agency's SED Code and the complete filename.

STAC forms may also be **Faxed** to: **(518) 402-5047** with notification to the recipient of when the information will be sent, or mailed to:

New York State Education Department (SED)
STAC and Special Aids Unit

89 Washington Avenue
Room EB25 Education Building
Albany, NY 12234

E-mail transmissions are permissible only if the data is encrypted and password protected. The password to open the attachment needs to be sent in a separate.

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

Question: What about nonbinary students? How do we indicate that? Will SED Update Gender to have a nonbinary option?

Answer: The EFRT (STAC) online system has been upgraded to include a third gender type - nonbinary - which flows through to the child profiles.

Question: With students in DV shelters, most times we don't know address prior to child becoming homeless due to safety, so what should we put on Box 7

Answer: Box 7 requires the complete last permanent address of the student prior to becoming homeless.

Question: When completing section 8, identifying the date when they were placed in temporary housing....when we have a family that moves several times to another temporary setting, do we keep the date as the original temporary housing date or the date they were placed in the current temporary location?

Answer: Box 8 requires the date of the current temporary location. If the family moves again to another temporary address, complete a new STAC-202 form.

Question: Is this the date that the child starts attending or the date we enroll them? What if the student continues in the district? What date is used then?

Answer: The STAC Unit needs the date that the district starts educating the student.

Question: If a district is being billed for transportation for a student who becomes permanently housed in their district, should they be only billed for the days that the transportation is provided?

Answer: Yes, The district should be billed for the days that the transportation is provided. The district where the student is attending should send a **transportation log** showing the days the district provided transportation for the student **after** the student became permanently housed. Please refer to NYSED [Field Memo 2013 Homeless Guidance for Permanent Placement](#) and [Field Memo 2021 Billing for the Remainder of the School Year after a Student Becomes Permanently Housed](#)

Question: When a family moves into permanent housing, should the STAC form be resubmitted (if the form was originally submitted to the STAC office.)?

Answer: Yes, the Local Education Agency (LEA) liaison should fill in question number 10, "Date Placed in Permanent Housing," and re-submit the form to the necessary people.

STAC : The list of eligibilities should be monitored periodically (DQHOM), and the most recent designation form resubmitted to the STAC Unit with an end date when:

- student has found permanent housing;
- student has graduated;
- or another district is providing educational services (designated district of attendance).

Failure to report end of eligibility may interfere with your district, or another district, being able to file a STAC request for other available aid.

Question: Why is 30 miles included in this scenario? (This question was from the webinar presentation)

Answer: The scenario in this webinar included the mileage between the school district of origin and the school district of current location to explain why a family may choose to enroll in a new school district when experiencing temporary housing. According to Ed Law 3209, the designated school district of attendance shall provide transportation to and from the child's temporary housing location and the school of origin. Such transportation shall not be in excess of fifty miles each way except where the commissioner certifies that transportation in excess of fifty miles is in the best interest of the child.

Question: How far back can we submit a STAC for a student?

Answer: The EFRT (STAC) online system can create a homeless eligibility record that has been reviewed by the STAC Unit, is appropriate, and has verified data.

One part of the STAC Unit's review process (if applicable) when the data on a STAC-202 (designation) form is recording multi school years (example: start date on 9/1/15 with an end date of 5/20/22), is to seek verification through the homeless liaison that the current district of attendance has continually provided an educational component to the student with no break of service during those dates listed on the designation form. This is to assure that the STAC Unit is receiving and creating a homeless eligibility

record based upon current detailed records. Note, the current district of attendance is only capable of entering and verifying eligible homeless approvals for payment during the school year/s that is currently open within the EFRT (STAC) online system.

Question: Is there a form available to use to check-in with a family that's in temporary housing ?

Answer: Districts are encouraged to check in with parents whose children are McKinney-Vento eligible (or youth themselves in the case of unaccompanied homeless youth) at the end of each school year to determine whether their housing situation has changed and make appropriate arrangements for the next school year if there has been a change. NYS TEACHS has a [template of an "End of Year" letter](#) that can be sent to families to check on their housing status. The letter can be found in [Determining Eligibility](#) in the Resource Library under Forms and Templates.

Questions from Survey

Question: What date do we use for "Date School District Chosen"? The day they become homeless? If school district of origin, is it the first day they attended our school?

Answer: The STAC Unit records the actual dates of service for start and end date. Box 9 should record the date the school district begins to educate the student.

Question: What date is the start date? A family was evicted but may not let us know for a week. I create STAC forms. Is the date placed in temporary housing the date they said they moved or when I create form and set up transportation?

Answer: The start date is the date the school district begins to educate the student. The date placed in temporary housing is the date the family moved into temporary housing.

Question: If a student attends a BOCES program the home district who is paying for that student to attend should be the one to fill out the STAC form, correct? This has been my understanding but I wanted to confirm.

Answer: Whoever decides where the student will attend school should also fill out a STAC-202 form indicating which school district the student will attend. Under state law, parents, guardians, unaccompanied youth, and directors of residential runaway and homeless youth programs may decide where the student will attend school. If the student is residing in a shelter, staff at the facility should make the form available and help the parent complete the form. (N.Y. Education Law § 3209(2)(d)).