

# Supporting Students in Temporary Housing:



## Understanding the STAC-202 Policy

Presented By: NYS TEACHS

January 11, 2024

9:30am - 11:00am



**NYS TEACHS.org**

The New York State Technical and Educational  
Assistance Center for Homeless Students



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# Webinar Format



□ Today's session will be recorded.



□ Your microphone will be automatically muted.



□ Your camera will be automatically disabled.



□ The in-webinar chat will allow you to communicate with the panelists and the host only.



For questions, please email Rita Danis at [RDanis@measinc.com](mailto:RDanis@measinc.com).

# Housekeeping



- We will launch poll questions periodically throughout the session and ask you to respond to questions in the chat.
- We won't be able to answer questions about specific situations in the chat, but we welcome you to call the Help Line to discuss these issues at 800-388-2014.
- The Help Line is open 24 hours a day. Specialists are available from 9:00am – 5:00pm. If you leave a message, you will be called back by the next business day.
- Following today's webinar, today's recorded session, attachments and Q&As will be posted/accessible.



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# Who is in the Room?

Are you a...

- ▣ New McKinney-Vento Liaison (1<sup>st</sup> Year)
- ▣ McKinney-Vento Liaison (2-4 years)
- ▣ McKinney-Vento Liaison (5-9 years)
- ▣ McKinney-Vento Liaison (10+ years)
- ▣ Other School/District Staff



Which region are you from?

- \* Western
- \* Finger Lakes
- \* Central
- \* Southern Tier
- \* Mohawk Valley
- \* Capital
- \* Hudson Valley
- \* New York City
- \* Long Island
- \* North Country

# Session Outcomes



By the end of today's webinar, participants will be able to:

- Describe the STAC-202 process and how to complete the form.
- Determine when to apply for tuition reimbursement from NYSED.
- Distinguish the difference between applying for tuition reimbursement and direct billing.
- Apply knowledge of the STAC process to specific scenarios.

# Today's Agenda



Welcome! Who is in the Room?



Why STAC?



STAC: The Process



To STAC or Not to STAC



Check for Understanding



Summary, Survey and Resources



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When you think of the STAC Policy, what questions come to mind?



# McKinney-Vento Homeless Assistance Act

The McKinney-Vento Act states that children and youth who lack a “fixed, regular, and adequate primary nighttime residence” will be considered homeless.





# Homelessness: Living Conditions

- 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 children living in circumstances described above
- Unaccompanied youth living in circumstances described above

*Education Law §3209(1)(a); 8 NYCRR §100.2(x)(1); see also 42 USC §11434A(2)(B)(i)*



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# STAC-202

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# What is STAC?

STAC = **S**ystem to **T**rack and **A**ccount for **C**hildren

The NYSED STAC Unit is responsible for processing requests for Commissioner's approval for reimbursement.

This includes reimbursement approval for students who have been determined to be homeless or a runaway youth.



# Purpose of the STAC-202

- Indicates that a student has been designated as homeless
- Specifies the name of the district the student will be attending
- Used by local school districts to determine eligibility for homeless tuition reimbursement from NYSED for the cost of educating a temporarily housed student who moves into the district from another school district in New York State

# Who Fills Out a STAC Form

Whoever decides where the student will attend school should 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)).*

# Enrolled in the School District of Origin

If a student is enrolled in the school district of origin, the district of origin is not eligible for reimbursement through the STAC process. The District completes the STAC form and keeps it on file for data recording for SED.

School District of Origin is defined as, “the school district within the state of New York in which the homeless student was attending a public school on a tuition free basis or was entitled to attend when circumstances arose which caused the student to become homeless, which is different from the school district of current location.” Education Law §3209(1)(b)(3)(c).



# Example # 1



Renee was permanently living in the District A. She lost her housing and is temporarily staying with a relative in District A. District A completes a STAC-202 form and keeps it on file in District A.

\*There is no need to send a copy of the STAC form to NYSED.

# When to Submit a STAC-202 Form to NYSED

Districts should submit a STAC-202 form to NYSED STAC Office for students in grades K-12 who:

- **Attend public school in their district, and**
- **Are residing in temporary housing, and**
- **Were last permanently housed in a different school district in the State of New York, prior to enrolling locally.**



# Example #2

Kaleb was permanently living in District A. He lost his housing and is temporarily staying with a relative in District B. Kaleb chooses to enroll in District B. District B can submit a STAC form for additional state aid.

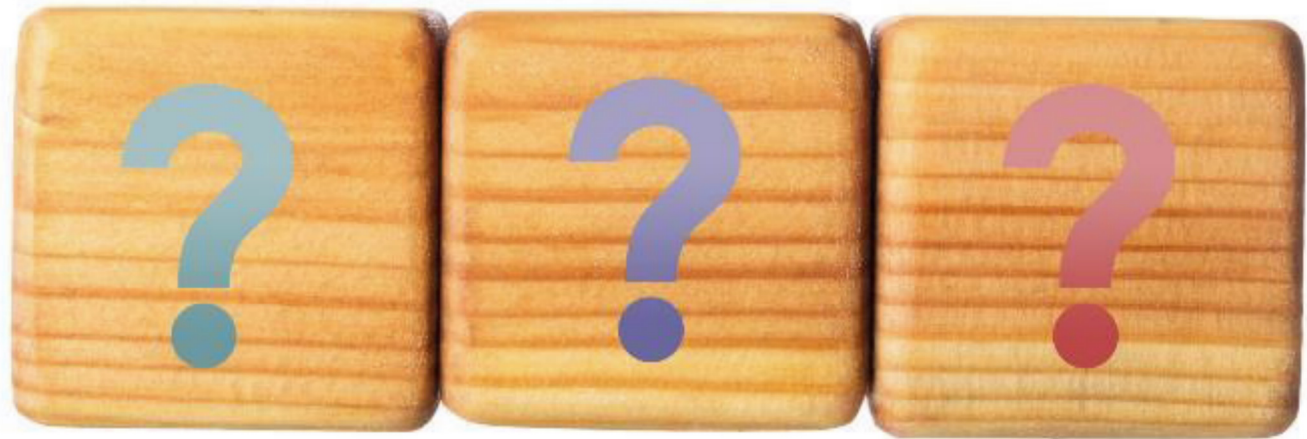
A copy of the STAC-202 form gets sent to all districts listed on the STAC form and sent to the STAC Office.



# Quick Poll # 1

Should a new STAC-202 form be completed when a student moves from one temporary address to another temporary address?

- A. Yes
- B. No
- C. Not Sure



# Who Gets a Copy of the STAC Form

The form should be given to:

- [State Education Department, STAC Unit](#), if the student was last permanently housed in a different district from the district of attendance (the district where enrollment is sought)
- [School district of attendance](#) (district where enrollment is sought)
- [School district of origin](#) (district where the student was last permanently housed)
- [School district where last enrolled](#)
- [Parent/guardian/unaccompanied youth/director of a residential program for runaway and homeless youth](#)
- [Local Department of Social Services \(DSS\)](#), only if the student was placed in temporary housing by DSS



# Submission of the STAC 2022 Form

In accordance with federal and state legislation, all personally identifiable information (PII) must be sent to the STAC Unit via one of the following approved modes of transmission:

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

“Fillable” [STAC form](#)

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

# Submission of Completed STAC-2022 Forms

Completed STAC forms can be:

“Fillable” [STAC form](#)

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



# Quick Poll #2

Can a STAC-202 form be submitted without a parent's signature?

- A. Yes
- B. No
- C. Not Sure



# Completing the STAC-202 Form

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A “Walk- Through” of the STAC 202 Form



# STAC-202: Designation Form

Two purposes:

1. Official Designation form (*complete for every M-V student enrolled in your district and send a copy to districts listed*)
2. Eligibility form for homeless tuition reimbursement

If DSS places a child or youth in a temporary housing facility or RHY facility, DSS must complete the designation form within two days and submit it to the designated school district.

*Education Law §3209(2)(e); 8 NYCRR*

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

LAST NAME

FIRST NAME

3. GENDER  FEMALE  
 MALE  
 NON-BINARY

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

8. COMPLETE ADDRESS OF CURRENT LOCATION

DATE CHILD/FAMILY PLACED IN TEMPORARY HOUSING

9. DATE DISTRICT OF ATTENDANCE CHOSEN

10. DATE PLACED IN PERMANENT HOUSING

6. GRADE LEVEL FOR WHICH PLACEMENT IS SOUGHT

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

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.

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. NAME OF PARENT OR PERSON IN PARENTAL RELATIONSHIP  AREA CODE  TELEPHONE NUMBER

13. SIGNATURE OF PERSON IN PARENTAL RELATIONSHIP TO CHILD  DATE

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.

14. PRINT NAME OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE  TITLE

15. SIGNATURE OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE  DATE

16. PLACEMENT COUNTY  Local DSS use only  AREA CODE  TELEPHONE NUMBER



# Completing the STAC-2022 Forms

**Box 7** Complete Address Prior to Child/Family Becoming Homeless

**Box 7A.** NYS School District of Attendance Before Becoming Homeless

**Box 7B.** District Where Last Enrolled

**Box 8** Complete Address of Current Location Including Date

**Box 8A.** NYS School District of Current Location

**Box 9** Date District of Attendance Was Chosen

**Box 9A.** NYS Designated District of Attendance

**Box 10** Date Placed in Permanent Housing (date the school district stopped being eligible to receive homeless tuition reimbursement)

Please remember to include date of birth (DOB) and gender on the form!

The STAC Unit needs a signature on the form submitted.



# Completing the STAC-202 Forms – Charter Schools

The name of the Charter School should not be entered anywhere on the STAC-202 form. It should be completed as follows:

*Box 7A. NYS School District of Attendance Before Becoming Homeless:* the student's district of origin should be entered, even if the student has never attended a traditional public school in that district.

*Box 8A. NYS School District of Current Location:* the school district in which the student is temporarily residing should be listed. Note that, because students may attend charter schools in any district, the student's school district of current location may or may not be the district in which the charter school they are attending is located.

*Box 9A. NYS Designated District of Attendance:* the district designated by the student's parent (or the youth, if she is unaccompanied) should be listed.

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[NYSED Charter School Guidance Q & A](#)

# Quick Poll #3

What start date should be put on the form in Box 9 (Date District of Attendance Chosen)?

- A. The date the liaison completes the form.
- B. The date the parent(s) notifies the district that the family is living in temporary housing.
- C. The date the district of attendance begins to educate the child.
- D. The person completing the form should choose a date.



# Quick Poll #4

If a student drops out of school, what do you put in Box 10 (Date Placed in Permanent Housing)?

- A. Leave it blank
- B. Write the date the child left school
- C. Not Sure



# Quick Poll #5

If a student in temporary housing was recently permanently housed outside of New York State, can the district of current location request tuition reimbursement?

- A. Yes
- B. No
- C. Not Sure



# STAC/EFRT Online Tuition Reimbursement

Approximately 2-3 weeks after receiving the STAC-202, the student's name should appear in the STAC online system. The District can then enter information.

The District Service Homeless (DSHOM) screen is used to *enter requests for reimbursement approval* and District Verification Homeless (DVHOM) screen is used to *verify requests for reimbursement approval*.

- On the DSHOM screen - Districts enter the dates of services and the type of program.
- On the DVHOM screen - District verifies all the information at the end of each school year.

<https://efrt.nysed.gov/efrt/>

[NYS Memo Homeless Guidance for Permanent Placement/McKinney-Vento Eligible Students and Tuition Reimbursement](#)

# Tuition Reimbursement vs. Direct Billing

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Billing for the Remainder of the School Year  
After a Student Becomes Permanently Housed



# When to Apply for Tuition Reimbursement

Districts can apply for tuition reimbursement, which is additional state aid for the cost of educating a child in temporary housing who enrolls from a different New York State district.

The new district is called the “district of current location” and is different from the school district where the student had been permanently housed, called the “district of origin”.



# Direct Billing

If a student moves into permanent housing and opts to continue enrollment in the same school through the remainder of the year or the terminal grade, McKinney-Vento benefits remain in effect.

The school district where the student is enrolled may directly bill the student's new district of residence for the cost of tuition.



Sec 42 U.S.C. § 11432 (g)(3)(A)(i)(II)

# Inter-District Collaboration and Billing

When submitting the request for reimbursement to the new district of residence, it is recommended that the district where the student is enrolled includes:

- A statement indicating what the LEA is billing for (instruction/tuition and transportation for a student who had been homeless and who is now permanently housed),
- Proof of residency,
- A copy of the STAC-202 for the student with the date the student became permanently housed,

[NYSED Memo on Billing for Remainder of School Year after Student Becomes Permanently Housed](#)

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# Inter-District Collaboration and Billing

- Documentation of the **period of enrollment** in the district after the student became permanently housed,
- Documentation indicating whether the student receives special education services,
- An **invoice for instruction/tuition** based on the district of enrollment's non-resident tuition rate, pro-rated for the period of instruction after the student became permanently housed minus any instructional aid the district has or will receive for the student for that time period,
- A **transportation log** showing that the days the district provided transportation for the student after the student became permanently housed.



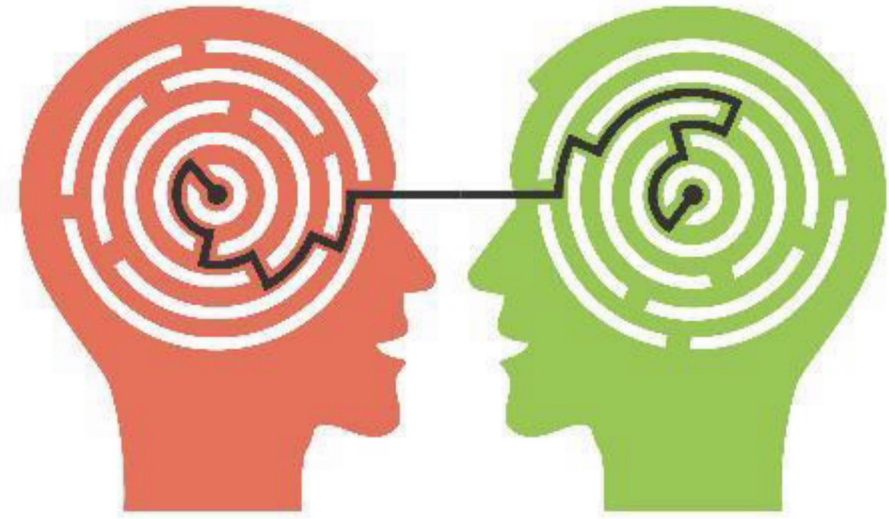
# Reimbursement or Direct Billing

Housing Status	Designated School District of Attendance	Reimbursement Available? (Y/N)	Procedure for Receiving Reimbursement
Temporarily housed, either inside or outside of district of origin	The school district of origin	No	N/A
Temporarily housed, outside of district of origin	The new school district of current location	Yes	STAC-202 Form (paper) Online STAC Approval/Online STAC Verification
Temporarily housed, in any location (after multiple housing moves)	The school district where the student most recently attended after losing housing and that district is different from the school district of origin	Yes	STAC-202 Form (paper) Online STAC Approval/Online STAC Verification

# Reimbursement or Direct Billing

Housing Status	Designated School District of Attendance	Reimbursement Available? (Y/N)	Procedure for Receiving Reimbursement
<p>Moved from temporary housing into permanent housing in a new district which is <b>different</b> from the district where the student is enrolled in school.</p>	<p>Continued enrollment in the school district they were last attending, even if it is the school district of origin.</p>	<p>Yes</p>	<p><b>Direct Billing</b> to the district where the family is now permanently housed. No state forms are necessary.</p>
<p>Permanently housed</p>	<p>Enroll in the same school district where new permanent housing is located.</p>	<p>No</p>	<p>N/A</p>

# Check for Understanding



# Check for Understanding # 1

Does a new STAC form need to be filled out when the student moves into permanent housing?

- A. Yes
- B. No
- C. Not Sure



# Check for Understanding #2



Family is living in the Windsor SD. They get evicted and then move in with grandma in Susquehanna SD. The children continue to stay enrolled in the Windsor SD. Does the Windsor school district need to complete a STAC-202 form?

- A. Yes
- B. No
- C. Not sure



# Check for Understanding #3

Should a STAC-202 form be submitted to SED if the student is attending the school district of origin?

- A. Yes
- B. No
- C. Not Sure



# Check for Understanding #4

A family is living with two children in temporary housing enrolled in the Patchogue-Medford school district. They find permanent housing in the Sachem school district, but they want to continue enrollment in Patchogue-Medford for the remainder of the school year. What should the district liaison do?



- A. Nothing, let the children complete the school year in Patchogue-Medford.
- B. Continue the children's enrollment and bill the Sachem school district directly.
- C. Ask the family to enroll the children in the Sachem school district.
- D. Not sure

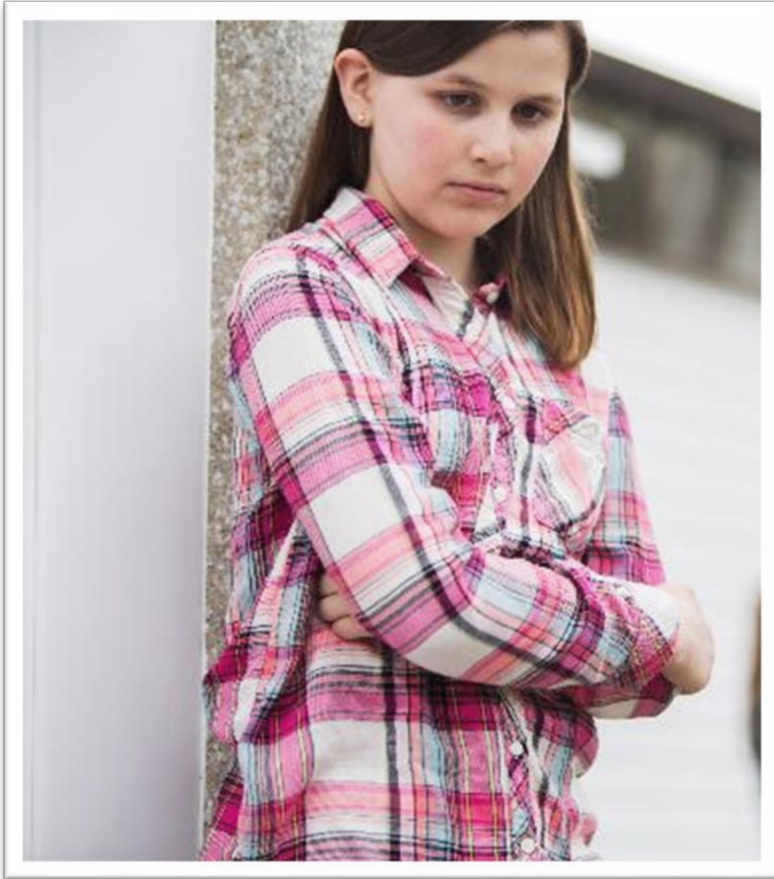
# Check for Understanding #5

When is a school district eligible for reimbursement or additional state aid for instruction for a student in temporary housing?

- A. When the student is attending the school district of origin
- B. When the student was last permanently housed in a different school district in New York State
- C. Not Sure



# Check for Understanding #6



Serenity is in the 6<sup>th</sup> grade in the Johnstown School District. Her family loses housing, and they move in with her aunt in the Schenectady City School District. Since she is living 30 miles away from her school, she enrolls in the local school. What should the Schenectady District Liaison do?

- A. Complete the STAC-202 form and keep it on file in the school.
- B. Bill Johnstown SD directly
- C. Complete the STAC-202 form and mail a copy to SED and the Johnstown SD.
- D. Not sure

# Role of McKinney-Vento Liaisons



## STAC-202

- Assist parent/guardian/unaccompanied youth with the completion of the STAC-202 form.
- Submit the STAC form to NYSED when applying for tuition reimbursement for a temporarily-housed student who moves into a district from another school district in New York.
- Send copies of the STAC form to the appropriate parties.
- Check-in with families to verify housing situation to maintain accurate information on the STAC-202 form.

# Exit Ticket

What is an important idea you are holding on to from today's session on STAC-202?



# Resources

- “Fillable” [STAC Form](#)
- [NYS Memo Homeless Guidance for Permanent Placement/McKinney-Vento Eligible Students and Tuition Reimbursement](#)
- [NYS Memo Guidance on Out of State/Country Children Who Became Homeless](#)
- [NYS Memo on Billing for the Remainder of the School Year after a Student Becomes Permanently Housed](#)
- [NYSED Memo: Charter School Guidance Q & A](#)



# STAC Unit: Provider Support and EFRT Training

- STAC Website: [www.oms.nysed.gov/stac/](http://www.oms.nysed.gov/stac/)
- STAC Request Forms - access to FTM and EFRT; drop down for educational programs; eligibility forms; etc.
- STAC Listserv : <https://www.oms.nysed.gov/stac/listserv/> - subscribe for updates.
- Contacts: Andrew Kitzrow
  - Email: [OMSSTAC@nysed.gov](mailto:OMSSTAC@nysed.gov)
  - Phone: 518-474-7116
  - Fax: 518-402-5047



# Technical and Educational Assistance Center

Help Line (800-388-2014)

Website (<https://nysteachs.org>)

Web-Based Trainings

Understanding the STAC-202 Process

Thursday, January 25, 2024

9:30am – 11:00am

Outreach Materials

<https://www.nysteachs.org/order-brochures/brochures-poster>

Tales from the Field <https://www.nysteachs.org/>



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