**Understanding the STAC-202 Process**

**January 26, 2023**

**Q&A Document**

Q: You indicated that sharing the housing of others due to loss of housing, economic hardship etc...Does that include living with family members?

*A: Yes, families who are sharing housing with other family members due to loss of housing, economic hardship or similar reason are eligible under McKinney-Vento. This is often referred to as “doubled-up”.*

Q: If a form wasn't submitted in September, should it be submitted now?

*A: Yes- you may submit your STAC 202 forms now. STAC forms may be submitted up to the end of the school year.*

Q: The date of permanent housing, would that be the end of the year because the student is McKinney Vento until the end of the school year?

*A: The date for permanent housing is the actual date the family moved into permanent housing. MV benefits remain in effect until the end of the school year. The school district where the student is enrolled may directly bill the district where the student is living in permanent housing.* A NYSED memo*,* [Billing for the Remainder of the School Year after a Student Becomes Permanently Housed](https://www.nysteachs.org/_files/ugd/10c789_e9f250cc326e4df4b3d2f16396ca7e2f.pdf) provides information about when a district can directly bill another district for tuition for a student who was homeless and has become permanently housed; and what documentation a district should submit to another district when requesting such reimbursement.

Q: How long do we need to keep copies of STAC form?

*A: STAC forms should be kept for 6 years which is best practice for federal funds. The school district may discard the forms in year 7.*

Q: Students in UPK are not reimbursable, correct? Should we still fill out a STAC for them and then submit when they are in Kindergarten?

*A: The STAC Unit reviews and processes STAC-202 forms for both preschool and school age to create a homeless eligibility record within EFRT. The district of origin once established remains the same until the student finds permanent housing again then subsequently loses it; thus creating a new district of origin. STAC homeless eligible payment/s at this time are only available for a school age student.*

*School districts should still submit STAC-202 applications for preschoolers even though there's not currently a mechanism to claim reimbursement for two reasons: (1) if the student turns school age and is still in temporary housing, the district can claim then; and (2) the paper trail helps prevent districts from being misidentified as the  district of origin in the future if the student continues to move into temporary housing in a new district.*

Q: Is there a new Calendar for Filing STAC's?

*A: I think this question may have been in regard to the timeframe for submitting and verifying requests for reimbursement. This timeframe has not changed—school districts should have all their reimbursement approvals entered and verified by June 30th of the year following service.*

Q: Can you remind us how to STAC NYC schools?

*A: If a student was last permanently housed in NYC, the district of origin on EFRT should be entered as "NYC CHANCELLOR'S OFFICE"*

Q: Does the parent need to sign the STAC?

*A: Not always, if the parent is unable to sign the form or the form is for an unaccompanied youth, the person submitting the form can do so without getting the parent’s signature. Delays in the completion of the STAC form should not result in delays to enrollment, because students are entitled to immediate enrollment under McKinney-Vento. 42 U.S.C. § 11432(g)(3)(C).*

Q: What if a parent of a migrant student prints their name in box #13?

*A: It is fine if line #13, signature, is printed.*

Q: Are McKinney-Vento Liaisons on the STAC Unit LISTSERV?

*A: You can find the list of McKinney-Vento liaisons on the NYS TEACHS website here:* [*https://www.nysteachs.org/liaisons*](https://www.nysteachs.org/liaisons)*.* MKV Liaisons can sign up from the STAC Unit ListSERV here: [https://www.oms.nysed.gov/stac/listserv/listserv\_schoolage\_registration.html](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oms.nysed.gov%2Fstac%2Flistserv%2Flistserv_schoolage_registration.html&data=05%7C01%7CRDanis%40measinc.com%7C0c704bd760d84986aa2908db00a463ef%7Cad2ec6e907fe4564ada182ff87072855%7C0%7C1%7C638104478292979617%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=kGEdDCUf0qzt3MLDPaM4%2BUCuddnUlJLwO%2BTXPpy9e24%3D&reserved=0)

Q: Is STAC in addition to the funds schools get for STH families?

A: *STAC reimbursement is for direct cost of educational services and is separate from Title 1 funding or other McKinney-Vento grant money.*

Q: How do we get access to that computer program? What can the funds be used for?

A: *The authorization form for access to the STAC Online (EFRT) System can be found here:* [*https://www.oms.nysed.gov/stac/forms/stac\_access\_form.pdf*](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oms.nysed.gov%2Fstac%2Fforms%2Fstac_access_form.pdf&data=05%7C01%7CRDanis%40measinc.com%7C0c704bd760d84986aa2908db00a463ef%7Cad2ec6e907fe4564ada182ff87072855%7C0%7C1%7C638104478292979617%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Q5zwkAWFQX3wqYAB37H7AnqBeIxoThRGm1CSEzn%2BXMQ%3D&reserved=0)

*Pursuant to NYS EDL §3209(3), these funds are "for reimbursement […] for the direct cost of educational services".*