

Q&A Documents on The STAC Process
Webinar Provided by the NYS STAC Office

Q: What is the difference between box 8a and 9a?

A: Box 8A is NYS School District of Current location.

Box 9A is the NYS Designated District of Attendance. One of four districts may be designated to provide the educational component:

- District of attendance before becoming homeless,
- District where last enrolled,
- District of current location of temporary housing, or
- District participating in a Regional Placement Plan (RPP)

Q: If a student comes from another country and is homeless to our district and never has permanent housing when they move to another district and are still homeless, do we have to reimburse?

A: Direct billing between school districts only occurs when a temporarily housed student finds permanent housing outside of the school district of attendance but elects to maintain enrollment—in these situations, the district of attendance is entitled to bill the new school district of residence for the cost of education and transportation for the remainder of the year and the terminal grade, if applicable.

Q: Student moves from Ohio to our District, doubled up due to loss of housing. They stay 8 months. We complete STAC 202 and keep it in house. The student then moves to a neighboring District also doubled up. Neighboring District says we are the District of Origin for STAC eligible payments... but student wasn't permanently housed with us.

A: The student is not STAC homeless eligible since there was never permanent residency in the State of New York. For STAC purposes, there is no district of origin that would incur a basic contribution chargeback.

Q: How would NYS know that when the new District of Residence listed us as the last place permanently housed? How do we go about fixing something like this?

A: The timely submission of STAC-202 forms can help protect school districts from being misidentified as the district of origin. If the STAC Unit receives a new STAC-202 submission where the district of origin listed on the form was previously reported to be the student's designated district of attendance, we'll seek clarification. If you find that there is a discrepancy with another district, please feel free to contact the STAC Unit. Moreover, the designated district of attendance is required to send a copy of the designation form to every school district listed on the form.

Q: Most times when a parent fills out the STAC it is handwritten and often has errors (such as school rather than district) so almost always we fill in the electronic form with corrections and so we don't have their signature on the form submitted. Will that cause rejection?

A: So long as there's a signature on line 13, the STAC Unit will process the STAC-202. If a school district has made corrections to a form to clean it up, both copies can be submitted to the STAC Unit with a note on the revised version that the parent signed the original. Alternatively, liaisons are encouraged to work with the designator to make the enrollment decision and then provide the clean form for signature in the first instance.

Q: After we submit the STAC 202 form, what is the next step after it gets processed?

A: Once the STAC-202 form is processed and a student has been determined to be eligible for tuition reimbursement through the STAC process, the designated district of attendance you will enter a Non-Resident Homeless Approval Request (DSHOM record) on the STAC Online (EFRT) System.

Q: Often we cannot get the signatures of parents after the initial STAC was completed due to moving to another location within the district. What is the process for this?

A: If a homeless designation form is resubmitted because the family moved to a new address of temporary location, the STAC Unit will process it without a parent's signature if the individual is unavailable to sign.

Q: How do I access the DSHOM screen?

A: Users can access the DSHOM screen by typing "DSHOM" in the GO TO bar in the top right corner and pressing Enter on the keyboard. Alternatively, the screen can be accessed through the main menu via the following path:

- DMNUS – ADD/AMEND REIMBURSEMENT APPROVALS
- DSHOM – HOMELESS APPROVALS (10 MONTH)

Q: We currently do not have our District as a Provider choice in the Non-Resident Homeless Approval Request screen even after clicking Get Ed Programs. Would we need to do a 701 form for our own District?

A: To request any additions to a dropdown menu, districts should submit a [STAC-701](#) form to OMSSTAC@nysed.gov. The STAC-701 form can be found on the STAC Unit website in the Forms section.

Q: Can a district STAC for summer school?

A: Homeless reimbursement is only available for the 10-month school year; however, districts can still submit DSUMR reimbursement approvals for temporarily housed students with disabilities who are enrolled in SED approved extended school year programs.

Q: We have Doubled-Up families from other states. Are they not considered McKinney Vento?

A: All students in temporary housing are McKinney-Vento eligible. Certain McKinney-Vento eligible students are also STAC homeless eligible if they were last permanently housed in the State of New York and are enrolled in a school district that's different from the district of origin.

Q: Is there a list that explains the top of the menu from the DQCHG screen? Ex. What does CHAP and PSD mean?

A: The CHAP field identifies the type of eligibility record—for students in temporary housing, this field will either read "PSD" (Public School District) or DSS if the student was placed in temporary housing by the Department of Social Services.

Q: If you have homeless students from out of state, do the parents still need to sign the STAC-202 form? Where should the form be stored - in their cumulative file?

A: The parent doesn't necessarily need to sign the form, but the parent should be involved in the designation decision unless the student is an unaccompanied youth. If the student was last permanently

housed outside of New York State, the form would not get sent to the STAC unit but should be retained for record keeping purposes with the rest of the student's documentation.

Q: Do STAC eligible forms need to be re-submitted each year or just initially?

A: Once established, STAC homeless eligibility status is ongoing until the STAC Unit is notified otherwise. STAC-202 forms only need to be resubmitted to the STAC Unit if the student moves to a new address of temporary location or the district is seeking to end the student's STAC homeless eligibility status because the student found permanent housing, graduated, enrolled in a new school district, etc.