



# Office of Children and Family Services

**Andrew M. Cuomo**  
Governor

52 WASHINGTON STREET  
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Acting Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	18-OCFS-LCM-10
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Administration
<b>Date:</b>	June 25, 2018
<b>Subject:</b>	<b>Tuition Reimbursement for Educationally Handicapped Children Placed in Institutions</b>
<b>Contact Person(s):</b>	James Sutton (518) 474-1361 <a href="mailto:James.Sutton@ocfs.ny.gov">James.Sutton@ocfs.ny.gov</a>
<b>Attachments:</b>	<i>EFRT Online Manual for OCFS/OMH Placements (Chapter 563/947)</i>

### I. Purpose

The New York State Office of Children and Family Services (OCFS) requires your review of student placement data for the 2016-17 and 2017-18 school years for educationally handicapped children who were reported to OCFS by local departments of social services (LDSSs) pursuant to section 4006 of the Education Law (EL). The State Education Department (SED) prepares student placement data from its System to Track and Account for Children (STAC).

LDSS responses to the placement data are due September 30, 2018. An LDSS's reimbursement may be forfeited if the LDSS is late in submitting its reports. Please see the attached instructions for submission of your response.

## II. Background

Section 4004 of the EL describes those circumstances under which an LDSS is responsible for tuition costs of children placed into care. Section 4004 of the EL specifies that the tuition costs for a child who is a resident of New York State and is placed in a child care institution (CCI) by an LDSS, OCFS, or Family Court for a full-year program of instruction are the responsibility of the LDSS. Section 4004 of the EL also provides that tuition costs for a child who is 1) a resident of New York State, 2) receiving care in a residential treatment facility (RTF) for children and youth, and 3) was placed in such a facility by an LDSS, OCFS, or Family Court is the responsibility of the LDSS that is financially responsible for such child. Section 4004 of the EL also provides that tuition costs for children admitted to Blythedale Children's Hospital on an inpatient basis are the responsibility of the LDSS in which the child resided at the time of admission to Blythedale Children's Hospital. The tuition costs for such placements are currently funded through the Foster Care Block Grant, other than tuition costs for New York City foster children made on or after January 1, 2017.

In addition, under Section 4004 of the EL, LDSSs may be eligible to receive additional reimbursement to offset some of the tuition costs for those children who are determined to be educationally handicapped by a Committee on Special Education (CSE), and who are placed in accordance with Section 4004 of the EL as described above.

## III. Program Implications

The procedure outlined in this memorandum is an effort to reduce tuition costs to LDSSs through the provision of funds from local school districts to LDSSs that are financially responsible for children who are placed in accordance with Section 4004 of the EL. All LDSSs are encouraged to participate in this process because it creates the opportunity for additional reimbursement. LDSSs that do not participate may forgo potentially significant revenue.

The STAC online system is new for the 2016-17 school year and 2017-18 school year tuition reimbursement. Summary sheets will no longer be mailed to LDSSs; the information will be entered by LDSSs in this system. Instructions for this process are attached. Please note that LDSSs still must submit form LDSS-3424 to the below address throughout the year as a child's admission to care and termination of care continues. If an LDSS-3424 form has not been submitted or processed, the child will not yet appear in the STAC online system.

New York State Office of Children and Family Services  
Bureau of Budget Management  
Attn: James Sutton  
52 Washington St., Rm. 314 South  
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## IV. Other

LDSSs should follow section B in the attached *EFRT Online Manual for OCFS/OMH Placements* to view all students who have their pre-approval and are ready for a request for reimbursement to be submitted, while taking note of students' STAC IDs and the first

three letters of their students' last names. If a student is not listed, then either the form LDSS-3424 has not been submitted or not yet processed.

Next, an LDSS should follow section C in the attached to request reimbursement for all students listed in the pre-approval screen. All information must be entered to receive reimbursement.

If an LDSS has not received a letter in the mail with a username and password, or if an LDSS requires to add/update/delete users, please contact James Sutton (518) 474-1361 or [James.Sutton@ocfs.ny.gov](mailto:James.Sutton@ocfs.ny.gov).

As stated above, the requested placement data is due by September 30, 2018. LDSSs that are late in responding with their reports may forfeit reimbursement.

Please share this memorandum with your director of services and account supervisor.

*/s/ Derek J. Holtclaw*

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**Issued by:**

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Title: Deputy Commissioner for Administration

Division/Office: Administration