



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal:	19-OCFS-LCM-14
To:	Local District Commissioners
Issuing Division/Office:	Administration
Date:	June 25, 2019
Subject:	Tuition Reimbursement for Children Who Have Educational Disabilities and Are Placed in Institutions
Contact Person(s):	Kelly Mason 518-402-5218 Kelly.Mason@nysed.gov Christine Bowers 518-474-8621 Christine.Bowers@ocfs.ny.gov
Attachments:	<i>EFRT Online Manual for OCFS/OMH Placements (Chapter 563/947)</i> <i>Request Form for Online Access to the STAC Database (Employees)</i> (STAC-602-E)

I. Purpose

The New York State Office of Children and Family Services (OCFS) requires your review of student placement data for the 2016-17, 2017-18, and 2018-19 school years for children who have educational disabilities and were reported to OCFS by local departments of social services (LDSSs), pursuant to Section 4006 of the Education Law (EL). The New York State Education Department (NYSED) prepares student placement data from its System to Track and Account for Children (STAC).

The 2018-19 school year closes June 20, 2019. Records may be submitted after the student's education period has ended. LDSSs' submission of placement data is due September 30, 2019. 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.

Notable differences from the previous *Tuition Reimbursement for Children Who Have Educational Disabilities and Are Placed in Institutions* LCM (18-OCFS-LCM-10) publication are the following:

- The inclusion of an additional attachment of the form needed to request access to the STAC
- An update to section **I. Purpose** to expand the school year range that counties must review in the STAC system
- An update to section **IV. Other** to provide additional detail on the STAC process to assist counties in claiming reimbursement

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 who 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 1) is a resident of New York State, 2) is 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 are 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, except for New York City tuition expenditures for foster children.

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 have a disability 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 was new for tuition reimbursement for the 2016-17 and 2017-18 school years. Summary sheets are no longer mailed to LDSSs since LDSSs enter information directly into this system. Instructions for this process are attached. Please note that LDSSs must continue to 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 associated change in the child's care status will not appear in the STAC online system.

New York State Office of Children and Family Services
Bureau of Budget Management
Attn: Christine Bowers
52 Washington Street, Room 314 South
Rensselaer, NY 12144-2796

If an LDSS has incomplete information in the STAC online system for the 2016-17 and 2017-18 school years, it must submit LDSS-3424 forms with the missing information as soon as possible to ensure proper reimbursement.

IV. Other

LDSSs should follow section B in the attached *EFRT Online Manual for OCFS/OMH Placements* to view all students who have eligibility listed on the *View Approved Processed 3424/200* (DQOSA) preapproval screen and are ready for a reimbursement request to be submitted, while taking note of students' STAC IDs and the first three letters of the students' last names. If a student is not listed, then the form LDSS-3424 has either not been submitted or not been processed.

Next, an LDSS should follow section C in the attached *EFRT Online Manual for OCFS/OMH Placements* to request reimbursement for the dates education was provided for each student listed with eligibility in the DQOSA preapproval 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 needs to add, update, or delete a STAC-user's rights, then the LDSS must complete the attached *Request Form for Online Access to the STAC Database (Employees)* (STAC-602-E) and mail it to:

New York State Education Department
STAC and Medicaid Unit
Attention: Kelly Mason
Adam Lenhardt
89 Washington Avenue, Room 514EB
Albany, NY 12234

Questions regarding the completion of the *Request Form for Online Access to the STAC Database (Employees)* (STAC-602-E), must be directed to Kelly Mason at 518-402-5218 or Kelly.Mason@nysed.gov.

As stated above, the requested placement data is due by September 30, 2019. LDSSs that are late in responding with their reports may forfeit reimbursement.

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

/s/ Derek J. Holtzclaw

Issued by:

Name: Derek J. Holtzclaw
Title: Deputy Commissioner for Administration
Division/Office: Administration