

# MANAGEMENT ADVISORY GROUP OF NY

*Educational and Administrative Consultants*

*"Doing it better for less"*

## Special Education Services

Management Advisory Group (MAG) of NY recognizes that the process of tracking Special Education program information for students can be an arduous task. Couple this with trying to follow proper procedures for receipt of state aid revenue on these programs and you may find you are lacking the resources necessary to get the job done.

Not only can MAG assist with reviewing current Special Education programs and claiming procedures that your district has in place, but we can assume most of the claiming process by filing the necessary information to receive state aid for school-age students with high cost special needs. Our dedicated staff will work with your district to make sure that all public, private, 4201 placed, Chapter 47, Chapter 66 and Chapter 721 students are accounted for, in addition to school-age special education students attending approved summer school (4408) programs. All this while making sure that filing deadlines are promptly met so that your district will receive its state aid payments in a timely manner.

### **Identify eligible students**

- Examine prior year Automated Verification Listing (AVL)
- Review STAC information previously input on the STAC website
- Download class lists from IEP software
- Review summer school (4408) program

### **Verification of student eligibility**

MAG will work with each client to collect and review information necessary to determine costs and verify eligibility for various types of programs as follows:

#### **Students attending in-district special education programs**

- Salary and benefit information for all special education staff
- District staff whose salaries must be excluded due to funding from federal grants
- Contracts with outside service providers
- Transportation costs for school year group home students

#### **Students attending BOCES programs**

- Review monthly BOCES bills from the district to estimate annual costs for students attending BOCES programs
- Verify actual costs and dates of attendance for students attending BOCES programs against the High Cost Student Amendment Report (HCSAR)

#### **Students attending private schools**

- Complete/submit paperwork for NYSED approval

#### **Mission**

To provide clients with an ethical and cost-effective means for maximizing revenues by making the most efficient use of resources available to their business and special education operations.



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## Special Education Services (Continued)

### Verification of student eligibility (Continued)

#### Students attending approved summer school (4408) programs

- List of students attending approved summer school (4408) program
- Transportation costs for all summer school students (up to NYS limit)

#### Students placed in a group home

- Review STAC 200 from the group home

### Preparation of STAC Submissions

- Complete a cost calculation for each eligible student
- Review of calculation by the MAG STAC coordinator
- Enter information into the STAC EFRT online system
- Review of the information entered on the STAC website by the MAG STAC coordinator to assure all information has been entered properly

### Ongoing review and maintenance of STAC submissions

- Complete annual re-applications for those students continuing in programs
- Complete paper High Cost Student Amendment Report (HCSAR), including high cost calculation worksheets for students over limit and requiring additional paper backup
- Verify all Summer STAC submissions online by using the Automated Verification Listings (AVL) screen on the STAC website
- Review STAC filings to make sure all eligible students are accounted for
- Confirm all filing deadlines are met to assure timely receipt of state aid payments

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