



MAG STAC CALENDAR CHECKLIST ©

This calendar is designed for your convenience and to outline the information needed by the Management Advisory Group's STAC office during each school year.

Items needing immediate attention

Item	Description	District Staff Responsible
Special Equipment	Please send MAG copies of all invoices for newly purchased special equipment, assistive technology, etc., provided to individual students during the current school year.	
Initial and continued approved private school placements need preapproval through the DCERT process. Change of placement requires new preapproval.	Whenever the CSE recommends a student to an SED approved private placement or continues a student for the following year, the district must file an online preapproval (DCERT) no later than 6 school days of the student's start date. Aid for this type of placement is based on DCERT submission date and cannot be back dated if the student is enrolled before NYSED preapproval. This scenario also applies to approved private school placement <u>changes</u> which occur during the school year, e.g., a student is placed from day to a residential placement (or vice versa), or a change from one private school to another. Effective April 2016, DCERTs are required on an annual basis for all 10-month private excess cost STAC approvals (including reapplications).	
Group Homes	Send STAC 200 to our office for each special education student who is in a group home	
Out-of-State placements	Out-of-State placements need to have Out-of-State packets and assurances completed and mailed to VESID by June 1. Begin this process in April	

Information needed throughout the school year

Month	Type of Information	Explanation of Information Requested From School Districts	District Staff Responsible
July	Extended Year Services (ESY)	<ul style="list-style-type: none"> List of all students attending Extended Year Services (ESY). This includes students attending public and approved private schools; and related services only programs 	
July	(ESY) 1:1 Teacher aides/Teaching assistants, 1:1nurses and Shared Teacher aides/ assistants.	<ul style="list-style-type: none"> List of ESY students who have a 1:1 or shared aide, teacher assistant or nurse. If shared, indicate the # of students shared. 	
August	ESY BOCES Billing	<ul style="list-style-type: none"> The ESY BOCES bill lists students by program and related services costs. 	
August	School Year Private School Students	<ul style="list-style-type: none"> List of all students recommended for Approved Private School placements by the CSE. See above reference to DCERTs. 	
September	Form ST-3, Schedule B3	<ul style="list-style-type: none"> ST-3 Special Aid Fund Schedule B3, lines 220-229 – Districts will receive a letter from MAG which lists the sum of all summer transportation costs reported on the STAC system for prior summer. This figure should match the Schedule B3 total. 	

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September	Current year's (ESY) transportation cost for each student.	<ul style="list-style-type: none"> Documentation of transportation providers' salaries and other costs for current summer school year (Please include purchase orders, contracts, salaries, bus route and ratio of special education students to general education students riding on the bus). If transportation is provided by multiple providers, please include information from all of them. Please note that this figure should match next year's ST-3 Special Aid Fund Schedule B3. 	
September through June	School Year Tuition Bills – Other Public Schools if applicable.	<ul style="list-style-type: none"> Tuition bills, when received by your district, for students placed in other public schools. 	
October	School Year – Actual Class Lists In-District	<ul style="list-style-type: none"> Self-Contained Class Lists -Listing of teachers and the name of all students assigned to them. Also include the name of the teaching assistant and/or aide assigned to each class. Please note Chapter students. 	
October	School Year – 1:1 Teacher aides/Teaching assistants, 1:1 nurses and Shared Teacher aides/Teaching assistants.	<ul style="list-style-type: none"> List of in-district teacher aides, teaching assistants, nurses and the specific students they are assigned to during the school year. 	
October	School Year Staff Salaries	<ul style="list-style-type: none"> Salary and benefits (A2250 Code) Professional and paraprofessional staff with their job titles; related service providers; school nurses, PE teachers if providing APE 	
October	School Year - Outside providers contracts	<ul style="list-style-type: none"> Costs of individual and group services (OT, PT, speech, etc.) 	
October	School Year – Names of all staff paid from federal grants and the dollar amounts.	<ul style="list-style-type: none"> List of federal grant funded staff and their salaries – To ensure federally funded portions of staff salaries are not used for cost calculations. 	
October through July (Monthly)	BOCES Bills -	<ul style="list-style-type: none"> Send a copy of monthly BOCES bills listing students by program and related service costs to our office. We can enter new entrants and exit students who are no longer attending BOCES. 	
December	<p>– Online (DVPUB screen) cost verification system was launched in 2013-2014 for 10 month in-district and other district placements.</p> <p>DVPUB replaces paper HCSAR form for in-district or other district public program placements.</p>	<p>Once MAG completes the online verification, we will send the verification report and completed DVPUB signature form to the District. The District will need to forward it to the STAC and Medicaid Unit along with supporting documentation, if applicable, for education costs exceeding \$105,000.</p>	

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December /February	Final Net Cost Annualized BOCES Bills	<ul style="list-style-type: none"> The final "Net Cost" BOCES bill for prior school year showing reconciled 10 month costs lists the full cost of programs and services provided to each student attending BOCES, as well as students receiving itinerant related services. Some districts use several BOCES sites. Forward to MAG upon receipt 	
February -	Verification of prior year 10-month BOCES placements.	<ul style="list-style-type: none"> The STAC Unit prints a 'High Cost STAC-3 Amendment Report' and sends it to the Business Office or the Superintendent. Please send original HCSAR forms to our office. MAG will perform the computations and upon district's approval, we will forward the original to the NYS Education Department before the due date. A copy will also be sent to the district. 	
April	Summer Program Applications	<ul style="list-style-type: none"> Review your approved summer programs and submit ESY applications before May 30th when needed. See instructions at http://www.p12.nysed.gov/specialed/applications/ 	
April	Out of State Placements for the Upcoming School Year	<ul style="list-style-type: none"> Begin the application process for students recommended for out of state placements. Applications are due to the STAC Unit by June 1. 	
May	Next School Year Dates	<ul style="list-style-type: none"> SED issues default summer and school year program dates for the next school year. Please notify MAG of your program dates (Next Year's School Calendar). This information should include the regular and extended school year dates. MAG will update the District dates on the STAC site. 	
May	Reapplication for Chapter students. (OMRDD Group/Family Care Homes), 66 (OMRD Developmental Center and 721 (IRC, IRA and CRP Placements (OPWDD) – [Printed]	<ul style="list-style-type: none"> Reapplication notifications for Chapter reapplications from the NYS Education Department are printed at this time of the year. Extended School Year (ESY) and school year information is ready for processing on line. Please send these printed forms to our office. In addition, include transportation costs for all Chapter students. 	

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