



# Management Advisory Group

Revised: 08-1-2022

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This STAC calendar is designed to show the documentation needed each month of the fiscal school year.

## JUNE / JULY

**Extended School Year Lists (Summer ESY)** A template for this is provided at this link: <https://magnyinc.com/dcert-guide/>

- **Please include the following:**
  1. BOCES, approved private schools, in-district, other public schools, related services only, chapter placements, and 4201/state supported schools.
- **Extended School year 1:1 Aide List**
  1. Include the Student/Ratio

## AUGUST / SEPTEMBER

### Summer

- **Extended School Year BOCES Billing** (showing student and the program and services provided)
- **Summer Transportation/Bus Roster**
  1. Contract / in district (include driver salaries, monitors, benefits, and mileage) to determine a cost per student amount.
- **Summer Verification**
  1. District will receive a list of students MAG has STACd and will be asked to review education provider and dates attended. MAG will verify summer STACs so districts receive aid payment on time. Please refer to the NYSED website for payment AVL/Payment reports.

### School Year

- **Private**
  1. Any student attending day or residential placements needs a DCERT form annually in order to get state aid reimbursement (see above link for the form and guidance).
  2. District will receive a list of students MAG has STACd and will be asked to review education provider and dates attended. MAG will verify private school year STACs so districts receive aid payment on time. Please refer to the NYSED website for payment AVE/Payment reports.
- **In District, Other Public Schools, and BOCES Lists**
  1. MAG will complete the re application using last year's high cost amounts.

## OCTOBER / NOVEMBER

- **STAC Username and Passwords**
  1. Superintendent will receive a memo from the NYSED and must re authorize username and passwords.
- **School Year Salaries**
  1. Special education staff salaries and benefits (include all staff providing services to the students, e.g. teachers, teaching assistants, aides, SL's, OTs, PTs, counselors, social workers, psychologists and nurses).
  2. Contracts for services provided to students.
  3. Grants 611.
- **BOCES/Other Public Tuition Billings**
  1. Throughout the school year, send MAG prior year tuition bills for students in other public schools. (Detailed explanation of the tuition cost).
- **Governor's State Projections**
  1. Districts have a better two-year comparison for public and private costs

## DECEMBER / FEBRUARY

1. Prior school year BOCES (HCSAR) high cost summary / detail level year end final cost report for high cost students. (Mailed in December or January).
2. District should send MAG prior years detailed tuition bills for other public schools.

### **Please Send the Following Documentation Throughout the School Year as Received:**

- Special equipment invoices. These are for equipment purchased for specific children in the current year.
- DCERTS for students just entering or changing placements from day to residential or residential to day. Please refer to this link for forms and guidance: <https://magnyinc.com/dcert-guide/>
- Chapter placement 200 forms received from group homes / chapter transportation for school year.
- Other public tuition bills.
- Homeless 202 forms.

### **School District JUNE DEADLINES**

- **Out of State**
  1. District needs to send out packets for out-of-state students so that MAG can receive them and complete out of state assurance to return to the OOSAPP by June 1<sup>st</sup>.
- **Program Dates**
  1. District sends summer school start and end dates and 10-month school year start and end dates.