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RENSSELAER, NY 12144

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Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	05-OCFS-LCM-03
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Administration
<b>Date:</b>	March 30, 2005
<b>Subject:</b>	Tuition Reimbursement for Educationally Handicapped Children Placed in Child Care Institutions
<b>Contact Person(s):</b>	Sandra Dingee – (518) 474-4698; or by e-mail through Outlook or Exchange; or through the Internet: <a href="mailto:sandra.dingee@dfa.state.ny.us">sandra.dingee@dfa.state.ny.us</a>
<b>Attachments:</b>	<ul style="list-style-type: none"><li>▪ State Education Department STAC Reports for 2003-2004 for Participating Social Services Districts</li><li>▪ Sign-Off Sheet with Disability Codes for Participating Social Services Districts</li></ul>
<b>Attachments Available On – Line:</b>	A listing of School Codes, to be used as a reference for identifying the agency name and code to specify for each child, can be accessed by clicking on the link below:  <b>Link to Internet Site:</b> <a href="http://www.ocfs.state.ny.us/main/rates/">http://www.ocfs.state.ny.us/main/rates/</a>

### I. Purpose

The Office of Children and Family Services (OCFS) is requesting tuition payment data for 2003-2004 for educationally handicapped children who were reported to OCFS by social services districts pursuant to Section 4006 of the Education Law. The school year cycle begins in September and ends in June of the following year.

The tuition data is to be completed on the enclosed STAC (System for Tracking and Accounting for Children) Reports generated by the State Education Department (SED).

**Tuition payment data is due by June 1, 2005. Reimbursement may be forfeited by those social services districts that are late in submitting their reports.**

**Please see the instructions below for submission of the necessary data.**

## **II. Background**

Section 4004 of the Education Law specifies that the tuition costs for a child placed in a child care institution (defined as a child placed by social services districts, OCFS or the family court in an OCFS-licensed institution or group residence; a child placed in an OMH-licensed residential treatment facility [RTF] for children and youth; or a child admitted to Blythedale Children's Hospital) are the responsibility of the social services district financially responsible for such child at the time of placement, or at the time of admission to Blythedale Children's Hospital. Those costs are currently funded through the Foster Care Block Grant. Section 4004 also specifies that social services districts are eligible to receive additional reimbursement to offset some of the tuition costs for such children who are determined to be educationally handicapped by a Committee on Special Education (CSE) pursuant to Section 4005 of Education Law. This additional reimbursement represents the local school district's share of the cost of educating the child, had the child continued in his/her school district of residence.

## **III. Program Implications**

The procedure outlined in this memorandum is an effort by OCFS to reduce tuition costs to social services districts through the transfer of funds from SED to financially responsible social services districts. All social services districts are encouraged to participate in this process. Social services districts that do not participate are foregoing potentially significant revenue and should consider the opportunity for additional reimbursement through this process.

Enclosed is a social services district-specific STAC Report for the 2003-2004 school year. The report has a listing of the educationally handicapped children whose eligibility may provide a social services district with additional reimbursement for that period. The printout for the 2003-2004 cycle begins September 2003 and ends June 2004. Where there is data preprinted on the report, it comes from the DSS-3424 forms (School District Notification of Financial Responsibility for Educationally Handicapped Foster Child Placed in a Child Care Institution) previously completed and submitted to OCFS. The blank areas require information that must be completed at this time.

**NOTE:** If a social services district did not participate in this process to date, or did not submit DSS-3424 forms for the 2003-2004 school year, a STAC Report will not be attached. A social services district may, however, still participate in the process by submitting the required forms and data. Please call the OCFS contact immediately for technical assistance.

**Requests for DSS-3424 forms** should be sent to OCFS, Forms Management Unit, Room 101, South Building, 52 Washington Street, Rensselaer, NY 12144.

**Or, you may request DSS-3424 forms** using OCFS-4627 County Request Form, which is located on the OCFS Internet or OCFS Intranet site. The forms are available at either site, and the addresses are as follows:

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**Internet:** <http://www.ocfs.state.ny.us/main/Forms/>

Regarding completion of the STAC reports, each social services district must verify the preprinted information and complete the following entries for the children listed:

- Disability (Handicapping Condition) - Specify only one handicapping condition (see attached Sign- Off Sheet with Disability Codes for a list of conditions).
- Provider (the name of the agency/school providing educational services) - This is the agency/education provider, which may or may not be the same as the residential provider (see the listing of School Codes online for provider names).
- Code (provider code) - Specify the code for the educational provider (see the listing of School Codes online for provider codes).
- Program - Specify the name of the school program into which the child is placed (e.g., school-age, special class, or other school program name, if known).
- Code (program code) - FOR SED USE ONLY. SED will complete this portion of the form.
- Education Service Period - Specify dates of enrollment (September through June).
- Termination of CCI/RTF Care - Specify the date of discharge from a child care institution or RTF, if applicable.
- Total Cost Paid - Specify the amount of tuition paid from September through June only.
- The preparer in each social services district must enter his/her name, title, telephone number and date of completion on the enclosed Sign-Off Sheet. This is necessary in the event the STAC Unit in SED requires further input for processing.
- Each local district package should include a blank sheet that has no child data preprinted on it. Blank sheets are to be used for additional entries, i.e., children for whom there were no DSS-3424 records on file when the report was generated. If additional children are placed on this report, completed DSS-3424 forms must be

included for those children. No new entries will be processed without the appropriately completed forms.

- The forms completed by hand are sometimes difficult to read. Please ensure that the copies submitted are legible.

**Social services districts are required to return completed STAC Reports for 2003-2004 to the address below. The ongoing submission of DSS-3424 forms should also be submitted to this address.**

OCFS - Rate Setting Unit  
NYS Office of Children & Family Services  
52 Washington St., Rm. 314 South  
Rensselaer, New York 12144-2796

#### **IV. Other**

**As stated above, the tuition payment data requested in this LCM is due by June 1, 2005. Reimbursement may be forfeited by those social services districts that are late in submitting their reports.**

Please share this memorandum with your Director of Services and Accounting Supervisor.

*Susan A. Costello s/s*

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**Issued By:**

Name: Susan A. Costello

Title: Deputy Commissioner for Administration

Division/Office: Administration