



Office of Children and Family Services

Kathy Hochul
Governor

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Acting Commissioner

Local Commissioners Memorandum

Transmittal:	23-OCFS-LCM-15
To:	Local Departments of Social Services Commissioners
Issuing Division/Office:	Division of Administration
Date:	July 6, 2023
Subject:	Tuition Reimbursement for Children Who Have Educational Disabilities and Are Placed in Institutions
Contact Person(s):	Andrew Kitzrow, omsstac@nysed.gov (Insert Attn. Andrew Kitzrow in the subject of the email.) Zack Krajkowski 518-402-6850 Zack.Krajkowski@ocfs.ny.gov
Attachments:	<ul style="list-style-type: none"> • EFRT Online Manual for OCFS/OMH Placements (Chapter 563/947) • Request Form for Online Access to the System to Track and Account for Children (STAC) Database (Employees)(STAC-602-E) • LDSS-3424, School District Notification of Financial Responsibility for Educationally Disabled Foster Child Placed in a Child Care Institution

I. Purpose

The New York State Office of Children and Family Services (OCFS) requires that local department of social services (LDSSs) review student placement data for the 2021-22 and 2022-23 school years for children who have educational disabilities and were reported to OCFS by LDSSs pursuant to section 4006 of the Education Law (EL). The New York State Education Department (NYSED) records student placement data in its System to Track and Account for Children (STAC).

The 2022-23 school year closes June 27, 2023. Placement data is due by September 30, 2023. An LDSS's reimbursement may be forfeited if the LDSS's submission is late. Submission instructions are attached to this Local Commissioners Memorandum (LCM).

There are no notable differences from the previous LCM, *Tuition Reimbursement for Children Who Have Educational Disabilities and Are Placed in Institutions* (22-OCFS-LCM-06).

II. Background

Section 4004 of the EL describes those circumstances under which an LDSS is responsible for tuition costs for children placed into care:

- Tuition costs for a child who is a resident of New York state and who is placed in a child care institution by an LDSS, OCFS, or family court for a full-year program of instruction are the responsibility of the LDSS.
- Tuition costs for a child who is a resident of New York state and who is placed in a residential treatment facility for children and youth by an LDSS, OCFS, or family court are the responsibility of the LDSS that is financially responsible for such child.
- 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 these placements are funded through the Foster Care Block Grant, except for New York City tuition expenditures for foster children.

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 and are placed in accordance with section 4004 of the EL as described above.

III. Program Implications

The procedure outlined in this LCM 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 forfeit this additional reimbursement if they do not participate.

LDSSs enter information directly into the STAC online system. Instructions for this process are attached. LDSSs must submit form LDSS-3424, *School District Notification of Financial Responsibility for Educationally Disabled Foster Child Placed in a Child Care Institution* throughout the year as a child's admission to care and termination of care continues. If an LDSS-3424 form has not been submitted nor processed, the associated change in the child's care status will not appear in STAC. LDSS-3424 forms may be submitted electronically to the LDSS 3424 mailbox at ocfs.sm.BBM.LDSS3424@ocfs.ny.gov.

If an LDSS has incomplete information in the STAC online system for the 2021-22 or 2022-23 school years, it must submit LDSS-3424 forms with the missing information as soon as possible to ensure proper reimbursement.

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. If a student is not listed, then the LDSS-3424 form 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 that education was provided for each student listed with eligibility in the DQOSA preapproval screen. All information must be entered to receive reimbursement.

IV. Contacts

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
Attn: Andrew Kitzrow
89 Washington Avenue, Room 25EB
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 the attention of Andrew Kitzrow at omsstac@nysed.gov.

As stated above, the requested placement data is due by September 30, 2023. LDSSs with late submissions may forfeit reimbursement.

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

/s/ Sharon Devine

Issued by:

Name: Sharon Devine

Title: Deputy Commissioner for Administration

Division/Office: Division of Administration