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*Governor*

**NEW YORK STATE**  
**OFFICE OF CHILDREN & FAMILY SERVICES**  
52 WASHINGTON STREET  
RENSSELAER, NY 12144

**Gladys Carrión, Esq.**  
*Commissioner*

## **Local Commissioners Memorandum**

<b>Transmittal:</b>	12-OCFS-LCM-15
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Administration
<b>Date:</b>	August 23, 2012
<b>Subject:</b>	<b>Tuition Reimbursement for Educationally Handicapped Foster Children Placed in Child Care Institutions for the 2009-2010 and 2010-11 School Years</b>
<b>Contact Person(s):</b>	Melody Stempien at (518) 473-6304 or by e-mail at <a href="mailto:Melody.Stempien@ocfs.state.ny.us">Melody.Stempien@ocfs.state.ny.us</a>
<b>Attachments:</b>	The following attachments are not published for reasons of confidentiality, but the appropriate report will be mailed to each local district: <ul style="list-style-type: none"><li>▪ State Education Department STAC Reports for 2009-2010 and 2010-11 for Participating Social Services Districts</li><li>▪ Sign-off Sheet with Disability Codes for Participating Social Services Districts</li></ul>
<b>Attachments Available Online:</b>	No

### **I. Purpose**

The Office of Children and Family Services (OCFS) is requesting tuition payment data for the 2009-2010 and 2010-2011 school years for children who are educationally handicapped and who were reported to OCFS by local social services districts pursuant to Section 4006 of the Education Law. The 2009-2010 school year cycles at issue began in September 2009, and ended in June 2010. The 2010-2011 school year cycles at issue began in September 2010, and ended in June 2011.

The tuition data is to be completed on the System for Tracking and Accounting for Children (STAC) Reports generated by the State Education Department (SED), which will be sent by regular mail.

**Tuition payment data is due by October 6, 2012. Reimbursement may be forfeited by those local 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 by a local social services district are the responsibility of the local social services district that is financially responsible for such child at the time of placement or at the time of admission to Blythedale Children's Hospital. Pursuant to Section 4004 of the Education Law, a child care institution placement is a child placed by a local social services district, OCFS or the family court in an OCFS-licensed institution or group residence; or a child placed in a New York State Office of Mental Health licensed residential treatment facility (RTF) for children and youth; or a child admitted to Blythedale Children's Hospital. The tuition costs for such placements are currently funded through the Foster Care Block Grant.

Section 4004 also specifies that local social services districts are eligible to receive additional reimbursement to offset some of the tuition costs for those children who are determined to be educationally handicapped by a Committee on Special Education (CSE), and who are placed in accordance with Section 4004 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 local social services districts through the provision of funds from SED to financially responsible local social services districts. All local social services districts are encouraged to participate in this process, as it creates the opportunity for additional reimbursement. Local social services districts that do not participate are forgoing potentially significant revenue.

A district-specific STAC Report for the 2009-2010 and 2010-2011 school years will be sent through the regular mail to those local social services districts that participated. Each report has a listing of children who have an educational handicap, and whose eligibility for special education services may provide a local social services district with additional reimbursement for that period. The printout for the 2009-2010 cycles began in September 2009, and ended in June 2010. The printout for the 2010-2011 cycles began in September 2010, and ended in June 2011. Where there is data preprinted on the report, it comes from the **LDSS-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 LDSS-3424 forms for the 2009-2010 and/or the 2010-2011 school years, a STAC Report will not be sent.

For those social services districts that need additional forms, **LDSS-3424 forms are available at the following Internet site**, including instructions for obtaining hard copy forms:

[LDSS-3424](#)

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 (the Sign-Off Sheet that you receive in the regular mail will have a list of Disability Codes for specific 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 Sign-Off Sheet that is sent by regular mail. This is necessary in the event the STAC Unit in SED requires further input for processing.
- Each local social services 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 LDSS-3424 records on file when the report was generated. If additional children are placed on this report, a copy of the LDSS-3424

form that a local district had previously sent to a school district must be included for each child, as applicable. No new entries will be processed without the appropriately completed forms.

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

**Local social services districts are required to return completed STAC Reports for 2009-2010 and 2010-2011 to the address below. The ongoing submission of LDSS-3424 forms should also be submitted to this address.**

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

#### **IV. Other**

**The tuition payment data requested in this LCM is due by October 6, 2012. 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.

*/s/ Mikki Ward-Harper*

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#### **Issued By**

Name: Mikki Ward-Harper

Title: Acting Deputy Commissioner for Administration

Division/Office: Administration