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Commissioner

Local Commissioners Memorandum

Transmittal:	13-OCFS-LCM-14
To:	Local District Commissioners
Issuing Division/Office:	Administration
Date:	August 20, 2013
Subject:	Tuition Reimbursement for Educationally Handicapped Children Placed in Child Care Institutions or Residential Treatment Facilities for Children and Youth by Local Social Services Districts, OCFS or Family Court, or Who are Admitted to Blythedale Children's Hospital for the 2011-2012 and 2012-2013 School Years
Contact Person(s):	David Paniccia (518) 474-1361 or at: David.Paniccia@ocfs.ny.gov
Attachments:	The following county-specific attachments will be sent in the regular mail to each social service district that had claims on record for 2011-2012 and 2012-2013: <ul style="list-style-type: none">▪ State Education Department Summary Sheet Information on STAC Reports for 2011-2012 and 2012-2013 for Participating Social Services Districts.▪ Sign-Off Sheet with Disability Codes for Participating Social Services Districts.
Attachments Available Online:	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 at this link : http://www.ocfs.state.ny.us/main/rates/

I. Purpose

The Office of Children and Family Services (OCFS) is requesting tuition payment data for the 2011-2012 and 2012-2013 school years for educationally handicapped children who were reported to OCFS by social services districts pursuant to Section 4006 of the Education Law. The 2011-2012 school year cycle at issue began in September 2011 and

ended in June 2012. The 2012-2013 school year cycle at issue began in September 2012 and ended in June 2013.

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

Tuition payment data is due by September 16, 2013. 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 describes those circumstances under which a social services district is responsible for tuition expenses for children placed into care. Section 4004 of the Education Law specifies that the tuition costs for a child who is a resident of New York State who is placed in a child care institution by a social services district, OCFS or family court for a full year program of instruction are the responsibility of the social services district financially responsible for such child. Section 4004 of the Education Law also provides that tuition expenses for a child who is a resident of New York State and who is receiving care in a residential treatment facility for children and youth, and who was placed in such facility by a social services district, OCFS or family court, are also the responsibility of the local social services district financially responsible for such child. Section 4004 of the Education Law also provides that tuition expenses for children admitted to Blythedale Children's Hospital on an inpatient basis are the responsibility of the social services district in which the child resided at the time of admission to Blythedale Children's Hospital. The tuition costs for such placements are currently funded through the Foster Care Block Grant.

In addition, under Section 4004 of the Education Law, social services districts may be 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 as described above.

III. Program Implications

The procedure outlined in this memorandum is an effort by OCFS to reduce tuition costs to social services districts through the provision of funds from SED to social services districts that are financially responsible for children who are placed in accordance with section 4004 of the Education Law. All social services districts are encouraged to participate in this process, as it creates the opportunity for additional reimbursement. Social services districts that do not participate may forgo potentially significant revenue.

A district-specific Summary Sheet Information on STAC Reports for the 2011-2012 and 2012-2013 school years will be sent through the regular mail to those social services districts that are responsible for paying tuition expenses. Each report includes a list of children who have an educational handicap, and whose eligibility for special education services may provide the social services district with additional reimbursement for that period. The printout for the 2011-2012 cycle began in September 2011 and ended in June 2012. The printout for the 2012-2013 cycle began in September 2012 and ended in June 2013. 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 2011-2012 and/or the 2012-2013 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:**

http://ocfs.ny.gov/main/documents/docs.asp?document_type=1&category_number=10

Regarding completion of the Summary Sheet Information on 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 Name and Code – Include 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), and the code. They can be accessed at this link: <http://www.ocfs.state.ny.us/main/rates/>
- 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 residential treatment facility, if applicable.

- Total Cost Paid - Specify the amount of tuition paid from September through June only.
- Sign-Off-Sheet-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 district package includes 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 (STAC Report) records on file when the report was generated. If additional children are placed on this report, a copy of the LDSS-3424 (STAC Report) 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.

Social services districts are required to return completed Summary Sheet Information on STAC Reports for 2011-2012 and 2012-2013 to the address below. The ongoing submission of LDSS-3424 forms should also be sent to this address.

OCFS – Bureau of Budget Management
Attn: David Paniccia
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 Local Commissioners Memorandum is due by September 16, 2013. 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

Issued By

Name: Mikki Ward-Harper

Title: Acting Deputy Commissioner for Administration

Division/Office: Administration