



# Office of Children and Family Services

Andrew M. Cuomo  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Sheila J. Poole  
Acting Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	16-OCFS-LCM-07
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Administration
<b>Date:</b>	May 12, 2016
<b>Subject:</b>	<b>2015-2016 School Year Tuition Reimbursement for Educationally Handicapped Children Placed in Child Care Institutions or Residential Treatment Facilities or Admitted to Blythedale Children's Hospital</b>
<b>Contact Person(s):</b>	James Sutton (518) 474-1361 or at: <a href="mailto:James.Sutton@ocfs.ny.gov">James.Sutton@ocfs.ny.gov</a>
<b>Attachments:</b>	The following county-specific attachments will be sent by regular mail to each social services district that had claims on record for the 2015-2016 School Year: <ul style="list-style-type: none"><li>• State Education Department Summary Sheets for the 2015-2016 School Year for Participating Social Services Districts.</li><li>• Sign-Off Sheets with Disability Codes for Participating Social Services Districts.</li></ul>

### I. Purpose

The New York State Office of Children and Family Services (OCFS) is requesting your review of student placement data for the 2015-2016 school year for educationally handicapped children who were reported to OCFS by local districts of social services (LDSSs), pursuant to Section 4006 of the Education Law. The State Education Department (SED) prepares student placement data from its System for Tracking and Accounting for Children (STAC) reports. OCFS will send the summary sheets to each district by regular mail.

**LDSSs' responses to the placement data are due to OCFS by August 15, 2016. A districts' reimbursement may be forfeited by those districts that are late in submitting their reports to OCFS. Please see instructions below for submission of your response.**

## II. Background

Section 4004 of the Education Law describes those circumstances under which an LDSS is responsible for tuition costs 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 and is placed in a child care institution (CCI) by an LDSS, OCFS, or family court for a full year program of instruction are the responsibility of the LDSS. Section 4004 of the Education Law also provides that tuition costs for a child who is a resident of New York State, is receiving care in a residential treatment facility (RTF) for children and youth, and who was placed in such facility by an LDSS, OCFS, or family court are the responsibility of the LDSS financially responsible for such child. Section 4004 of the Education Law also provides that 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 such placements are currently funded through the Foster Care Block Grant.

In addition, under Section 4004 of the Education Law, LDSSs 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 the Education Law as described above.

## III. Program Implications

The procedure outlined in this memorandum 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 Education Law. All LDSSs are encouraged to participate in this process because it creates the opportunity for additional reimbursement. LDSSs that do not participate may forgo potentially significant revenue.

District-specific summary sheets, which contain information from the STAC reports for the 2015-2016 school year, will be sent by regular mail to those LDSSs that are responsible for paying tuition costs. Please review the summary sheets and complete all required information.

Summary sheets include lists of children who have an educational handicap and whose eligibility for special educational services may provide the LDSS with additional reimbursement for that period. The preprinted placement data included in the summary sheets are from the forms *School District Notification of Financial Responsibility for Educationally Handicapped Foster Child Placed in a Child Care Institution* (LDSS-3424). LDSSs should be submitting the forms to OCFS throughout the year as required.

**NOTE:** If an LDSS did not participate in this process or did not submit form LDSS-3424 for the 2015-2016 school year, a STAC report would not have been generated and therefore summary sheets would not have been sent.

**Form LDSS-3424 is available at the following OCFS Internet site:**

[http://ocfs.ny.gov/main/documents/docs.asp?document\\_type=1&category\\_number=10](http://ocfs.ny.gov/main/documents/docs.asp?document_type=1&category_number=10)

Each LDSS must verify that the preprinted data are correct and then complete the following entries for each child listed:

- Disability – Specify only one handicapping condition on the sign-off sheet.
- Educational Provider's Name and Code – Include the name and code 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. A list of educational providers may be accessed here:  
[http://ocfs.ny.gov/main/rates/Default.asp?\\_sm\\_au\\_=-iVVnPFRJbVfqt4Mq](http://ocfs.ny.gov/main/rates/Default.asp?_sm_au_=-iVVnPFRJbVfqt4Mq)
- Program – If known, please specify the name of the school program into which the child is placed (e.g., school-age, special class, or other school program name).
- Program Code – SED will complete this entry.
- Educational 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 – This data is no longer required, as reimbursement is based on each county's tax levy.
- Sign-Off Sheet – Each LDSS must enter the preparer's name, title, telephone number, and date completed.
- Each LDSS package includes a blank sheet without preprinted data. Please use the blank sheet for additional entries, i.e., children for whom there were no record on file when SED printed the report. Form LDSS-3424 must be included for each child added. SED will not process new entries without appropriately completed forms. Please ensure that hand-written entries are legible.

#### **Instructions for Submission of Student Placement Data**

**LDSSs are required to return completed summary sheets to the following address. LDSSs should also file form LDSS-3424 to this address throughout the year as a child's admission to care and termination of care occurs.**

OCFS – Bureau of Budget Management  
Attn: James Sutton  
NYS Office of Children & Family Services  
52 Washington St., Rm. 314 South  
Rensselaer, New York 12144-2796

**IV. Other**

**As stated above, the requested placement data is due by August 15, 2016. Reimbursement may be forfeited by those LDSSs that are late in responding with their reports.**

Please share this memorandum with your director of services and accounting supervisor.

*Derek J. Holtzclaw*

---

**Issued By:**

Name: Derek J. Holtzclaw

Title: Associate Commissioner for Financial Management

Division/Office: Administration