



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**  
Office of Elementary, Middle, Secondary and Continuing Education

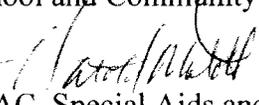
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**NYS FIELD MEMO**  
**NCLB McKinney-Vento**  
**#06- 2013**

**TO:** District Superintendents  
Superintendents of Public Schools  
Homeless Education Liaisons

**FROM:** Roberto Reyes   
Director of School and Community Services

Harold Matott   
Director of STAC, Special Aids and Medicaid

**SUBJECT:** NYSED Homeless Guidance for Permanent Placements / McKinney-Vento Eligible Students and Tuition Reimbursement

**DATE:** September 26, 2013

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Introduction:

Recently, the NYS Education Department (SED) has received inquiries about the process for tuition reimbursement for students who are, or have been, temporarily housed. The purpose of this field memo is to clarify when a school district can receive additional state aid for instruction (also sometimes referred to as tuition reimbursement) for the cost of educating a student in temporary housing and how to request such aid.

Additional state aid is available when a student in temporary housing enrolls in a new local school district, outside of the school district where the student was most recently permanently housed. The new district is called the “district of current location” and it is different from the school district where the student had been permanently housed, called the “district of origin.”

A formerly McKinney-Vento eligible student who moves into permanent housing in a different district may continue to attend the same school through the remainder of the school year, or for the remainder of the student’s terminal year in the same school building.

Overview:

The STAC (System to Track and Account for Children) and Special Aids Unit is the office within the SED responsible for processing requests for additional state aid for instruction. If a student in temporary housing enrolls in the new local district, and was last permanently housed in a different district in New York State, the new local district uses the STAC 202 form to establish homeless funding eligibility. For example, if a student

was permanently residing in District A, loses his housing, is temporarily staying with a relative in District B, and decides to enroll in District B, then District B can submit a STAC 202 form for additional state aid. However, if the student decides to maintain enrollment in District A while temporarily residing in District B, as is his right under federal and state law, District A should not submit a STAC 202 because District A is not entitled to additional state aid.

After a student moves from temporary housing into permanent housing, if the student opts to continue enrollment in the same school through the remainder of the year, or the terminal year in the building, as is the student's right under the McKinney-Vento Act and state law, (See 42 U.S.C. § 11432 (g)(3)(A)(i)(II); Education Law § 3209(2)(c)), the school district where the student is enrolled may directly bill the student's new district of residence for the cost of tuition. Districts of residence are expected to respond promptly to direct billing requests from a student's designated school district.

Housing Status	Designated School District of Attendance	Reimbursement Available? (Y/N)	Procedure for receiving reimbursement
Temporarily housed, either inside or outside the district of origin	The school district of origin	No	N/A
Temporarily housed outside the district of origin	The new school district of current location	Yes	STAC-202 Form (paper) Online STAC Approval/ Online STAC Verification
Temporarily housed, in any location (after housing multiple moves)	The school district where the student most recently attended after losing housing, and that district is different from the school district of origin	Yes	STAC-202 Form/(paper) Online STAC Approval/ Online STAC Verification
Moved from temporary housing into permanent housing in a new district <b>which is</b> different from the district where the student is enrolled in school	Continuing enrollment in the school district they were last attending, even if this is the school of origin	Yes	Direct billing to the district where the family is now permanently housed. No state forms are necessary.
Permanently housed	Enrolled in the same school district where new permanent housing is located	No	N/A

## The STAC-202 Form:

A STAC-202 form is the designation form school districts must use to identify students in temporary housing and to indicate the district in which the student will be attending school. This form has two primary purposes:

1. The STAC-202 form is used by all school districts to collect data on students who have been identified as temporarily housed. Completed STAC forms help districts with reporting requirements from SED.
2. The STAC-202 form is also the eligibility form that allows tuition reimbursement from SED for non-resident students who are homeless. NYS Education Law § 3209(2)(d). Reimbursement is available in cases where a temporarily housed student has enrolled in a new local district but was most recently permanently housed in a different district from the one where s/he attends school. Education Law § 3209 (3).

STAC 202 forms should be completed for each student identified in temporary housing. Districts are only required to forward the completed STAC 202 form to the STAC, Special Aids and Medicaid Unit when the district is eligible for reimbursement.

## Filling Out the STAC-202 Form:

A blank copy of the STAC-202 form plus instruction page can be found on the STAC Website (<http://www.oms.nysed.gov/stac/>) by clicking on the FORMS button. In cases where a student's parent is unable or unwilling to sign the STAC form, or if the form is for an unaccompanied youth, the school may submit the form without a parent's signature. In all other cases, the form should include a signature from a parent or guardian.

A separate STAC-202 form should be submitted for each student for whom the school district is requesting reimbursement, even for siblings with identical address information.

A new STAC-202 form should be submitted when a student moves from one temporary address to another temporary address.

The STAC office will not change the designation of "homeless" unless a school official provides an update indicating that the student is no longer temporarily housed. School districts can inform the STAC office of changes to a student's housing status by completing Line 10 "Date Placed In Permanent Housing" on the STAC- 202 form and mailing the completed form to the STAC, Special Aids and Medicaid Unit. Districts should also amend the end date of service on the Homeless STAC approval by using the STAC online system: <http://efit.nysed.gov/efit/>. More information on accessing and using the system can be found here: [http://www.oms.nysed.gov/stac/stac\\_online\\_system/](http://www.oms.nysed.gov/stac/stac_online_system/).

## When to Submit a STAC-202 Form:

Districts should submit a STAC-202 form to SED for students in grades K-12 who:

- a) Attend public school in their district and
- b) Are residing in temporary housing and
- c) Were last permanently housed in a different school district, prior to enrolling locally.

This may include students who lived within a neighboring school district but did not actually attend public school - such as students who attended a private school program before the loss of housing.

If a student is enrolled in the school district of origin, the district of origin is not eligible for reimbursement through the STAC process. A "school district of origin" is defined as, "[T]he school district within the state of New York in which the homeless child was attending a public school on a tuition-free basis or was entitled to attend when circumstances arose which caused such child to become homeless, which is different from the school district of current location" (Education Law § 3209(1)(b)(3)(c)).

Completed STAC forms can be faxed to: (518) 402-5047 or mailed to:

New York State Education Department (NYSED)  
STAC, Special Aids and Medicaid Unit  
89 Washington Avenue, Room 514W EB  
Albany, NY 12234

#### SED STAC-202 Processing and the Online Student Database:

Approximately 2-3 weeks after receiving the STAC 202, the student's name should appear in the STAC online system. The district may then enter the dates of service (i.e. period of enrollment), type of program (general education, special education, BOCES, etc.) in the **DSHOM** (District Service Homeless) screen.

The **DSHOM** (District Service Homeless) and **DVHOM** (District Verification Homeless) screens in the STAC online system are used to approve and verify tuition reimbursement or additional aid for instruction for students in temporary housing. On the **DSHOM** screen, districts enter the dates of service and type of program. At the end of each school year, school districts should verify all of the information on the **DVHOM** (District Verification Homeless) screen.

STAC sends **Homeless Eligibility Reports** to districts 2-3 times a year listing all students who have an open STAC-202 for the year and all students for whom corresponding DSHOM approval is still needed.

At the end of each school year, the district should go to the **DVHOM** (District Verification Homeless) screen and verify all information online. This screen is sometimes referred to as the AVL (Automated Verification List).

After the student has been verified online, the district will receive an **Approved Payment Report** in the mail and then an electronic transfer of funds. Typically, payment will be made the spring following the service year of the Homeless Reimbursement Approval (i.e. first payment for students in temporary housing enrolled in the district of current location during the 2012-13 school year will be issued in approximately March of 2014).

Please note: as of December 2012, STAC 4 reimbursement forms are no longer used. Instead, the information entered in the DSHOM screen will be used.

#### When a Student Moves into Permanent Housing:

Under state and federal law, students in temporary housing are permitted to continue enrollment in the designated school for the duration of homelessness, and for the remainder of the school year in which permanent housing is found, and for one additional year if it is the student's terminal year in the school building. See 42 U.S.C. § 11432(g)(3)(A)(i)(II); Education Law § 3209(2)(c). Once a student moves into permanent housing, the LEA liaison should refer back to the original STAC-202 form and enter the date that the student became permanently housed in question 10, "Date Placed in Permanent Housing." The amended STAC-

202 form should be mailed to the STAC, Special Aids and Medicaid Unit. The school district should then log on to the STAC online system and amend the end date on the Homeless STAC approval.

If the student becomes permanently housed in a neighboring school district but exercises the right to remain enrolled in the school attended while temporarily housed, the designated school district may directly bill the student's new district of residence for the cost of tuition. Districts are not required to use a specific form for this purpose; instead they may use their own letterhead to submit a bill to the new district of residence, requesting tuition reimbursement at the approved non-resident rate. Districts of residence are expected to respond promptly to direct billing requests from a student's designated school district and ensure that full reimbursement is remitted promptly to the designated district.

LEA Policies and Resources:

For further information about McKinney-Vento, the rights of students in temporary housing, and strategies that schools can implement to meet students' needs, please visit the NYS-TEACHS website, [www.nysteachs.org](http://www.nysteachs.org), or contact NYS-TEACHS toll-free at **1-800-388-2014**. Additional information may also be obtained through our Department's Homeless Education Program Office in Albany, New York by contacting Melanie Faby, Homeless Education Program Associate, at (518) 473-0295. You can also address questions about the reimbursement process to the STAC, Special Aids and Medicaid Unit directly at (518) 474-7116.

Thank you for your attention to this important issue.

cc: Ira Schwartz  
Maureen McCarthy  
Edwin Truax  
Melanie Faby