

## Q&A Document: Understanding STAC Policy

### Q: What is STAC?

A: The STAC Unit (**S**ystem to **T**rack and **A**ccount for **C**hildren), within the NYS Education Department's STAC and Medicaid Unit, is responsible for processing requests for Commissioner's approval for reimbursement. This includes reimbursement approval for the costs of providing services to preschool and school-age students placed in special education programs. The STAC 202 form is used to request homeless tuition reimbursement for students determined to be homeless or runaway youth and for education services provided to incarcerated youth.

### Q: How do I send the STAC 202 form to the state?

A: In accordance with federal and state legislation, all personally identifiable information (PII) must be sent to the STAC Unit via one of the following approved modes of transmission:

- The preferred method of submission is via upload to the district's in basket on the SED File Transfer Manager (FTM). Sign Up for access to SED File Transfer Manager (FTM) [here](#). Log in [here](#). Following submission, please send an email to [OMSSTAC@nysed.gov](mailto:OMSSTAC@nysed.gov) to provide notification that the forms are available for download and processing.
- Forms may also be faxed to (518) 402 – 5047.
- Forms may be mailed to the STAC Unit at:  
New York State Education Department  
STAC and Medicaid Unit  
89 Washington Avenue - Room EB 25  
Albany, NY 12234

### Q: How necessary is it to complete a new STAC 202 each time a family moves?

A: It is necessary to complete a new STAC 202 form every time a family moves. It is important to keep an accurate record of the temporary address for each student enrolled in the district. By documenting all of a student's temporary addresses, districts can help protect themselves against being misidentified as the district of origin on future submissions by other school districts.

### Q: Do we need to complete a STAC 202 form for ALL McKinney Vento students, or just those that are coming from a different district?

A: The STAC 202 form is an official designation form. It identifies that a student is eligible under the McKinney-Vento Act. It is required to be completed for all students who are in temporary housing. The form should be submitted to the NYS STAC Office if the student is enrolling from another New York school district.

### Q: Do we need to resubmit the STAC form every year?

A: No—a student's STAC homeless eligibility status is considered ongoing until the designated district of attendance notifies the STAC Unit otherwise. Reasons to end STAC homeless eligibility status include: a move to permanent housing, enrollment in another school district, graduation, etc. However, electronic requests for reimbursement approval must be submitted and verified annually to generate payment.

### Q: How do I know when to STAC?

*A: A STAC 202 form is completed for all students identified as living in temporary housing, but it should only be sent to the STAC Unit for processing if the student was last permanently housed in New York State and has elected to attend in a district that's different from the school district of origin.*

**Q: How long do you keep STAC forms?**

*A: STAC forms should be kept for 6 years which is best practice for federal funds. The school district may discard the forms in year 7.*

**Q: Does the parent have to sign? What if they don't sign it?**

*A: Not always, if the parent is unable to sign the form or if the form is for an unaccompanied youth, the person submitting the form can do so without getting the parent's signature. Delays in completing the STAC form should not result in enrollment delays, because students are entitled to immediate enrollment under McKinney-Vento. 42 U.S.C. § 11432(g)(3)(C).*

**Q: Do I have to fill out a new STAC every time they move to a new temporary address?**

*A: Yes, a STAC 202 form is completed when a family moves from one temporary address to another temporary address. A revised STAC 202 form should be submitted with an exit-date in box 10 whenever a student ceases to be STAC homeless eligible for the district. Reasons to end STAC homeless eligibility status include: a move to permanent housing, enrollment in another school district, graduation, etc.*

**Q: Our Local DSS seems to have little knowledge of the STAC process...is this common?**

*A: The local department of social services (DSS) may not be aware of the STAC process. Once DSS makes the school district aware that a student has been placed in a shelter, the district liaison can explain the STAC 202 process.*

**Q: If the student is coming from out of state. Do we still need to send a STAC 202 copy?**

*A: When a student comes from outside of New York State, your district completes a STAC 202 form for record keeping purposes only. Your district is not entitled to homeless tuition reimbursement.*

**Q: If a student came from out of state, but in a motel, and can't find housing. Fill out STAC?**

*A: Yes, a STAC form is completed for all students living in temporary housing. The STAC 202 form is completed for record keeping purposes and is not sent to the NYS STAC Office for homeless tuition reimbursement for students who were last permanently housed outside of New York State.*

**Q: Does the form need to be signed if filled out electronically by the liaison? Is the printed name on line 14 sufficient?**

*A: The STAC Office requests a signature of a school or district representative on line 15, but e-signatures / digital signatures are acceptable.*

**Q: Do families qualify for MV if they are coming from out of state and are double up with a family in your district? Would a STAC be sent in for this situation?**

*A: When a student comes from outside of New York State, your district completes a STAC 202 form for record keeping purposes only. Your district is not entitled to homeless tuition reimbursement for students who were last permanently housed outside of New York State.*

**Q: Do Charter schools fill out their own STAC forms?**

*A: Yes, Charter schools are considered local educational agencies (LEAs) under the McKinney-Vento Act and are required to appoint a liaison to help students in temporary housing and their parents. After a student has been identified as homeless, a designation form or STAC-202 form must be completed. A charter school, school district, or local department of social services (in cases where it has placed the family in temporary housing) may complete the STAC-202 form and send a copy to all parties listed on the STAC-202 form. In many instances, the charter school will be the first to become aware of a student's housing situation and should fill out the STAC-202 form. However, the charter school itself should not be entered anywhere on the STAC-202 form. Only public-school districts should be listed on the STAC-202 form.*

**Q: Would this also be true for students who are then placed in foster care outside the district?**

*A: A STAC-202 form is used to request preapproval for homeless tuition reimbursement when a student in temporary housing was last permanently housed in a different school district in New York State. After changes to the McKinney-Vento Act in 2016, children "awaiting foster care placement" are no longer considered homeless. Please reach out to your Local Department of Social Services for Form LDSS2999 for children referred to the foster care system.*

**Q: Do you re-submit the STAC after the student has permanent housing?**

*A: Yes, the McKinney-Vento liaison will write the date the student moved into permanent housing in Box 10 on the STAC form. A copy of the form should be sent to the NYS STAC Office and to all school districts listed on the form. The STAC-202 form should also be resubmitted with a date in box 10 whenever a student ceases to be STAC homeless eligible for the district. Reasons to end STAC homeless eligibility status include: a move to permanent housing, enrollment in another school district, graduation, etc.*

**Q: If a student moves to the district from out of state. They are doubled up. We complete a STAC 202 and keep it on file. The student then moves to District B and is still doubled up. Should District A then send the STAC 202 form to the state to prove that the last permanent residence was out of state?**

*A: No, the STAC Unit does not process any STAC-202 forms where the complete address before homelessness reported in box 7 is outside of New York State.*

**Q: If a student is in one borough but loses their home and gets placed in a shelter at another borough but parents choose to keep him in his origin school, will I have to fill out a STAC 202 form?**

*A: A new STAC-202 form should be completed every time a student moves to a new address of temporary location. However, these forms will be completed for record keeping purposes only, as NYC does not claim homeless tuition reimbursement through the STAC process.*

*NYC does not complete STAC 202 forms when students move from one borough to another borough since the student is attending the same school district. A school district is eligible for tuition reimbursement only when the student moved from one school district in New York to a different school district in New York.*

**Q: What if we provide transportation for Preschool Students and have a UPK Program. I was told at a previous TEACHS training that we are responsible for preschool kids, the same as K-12.**

*A: The STAC Unit reviews and processes STAC-202 forms for both preschool and school age students to create a homeless eligibility record within EFRT. The district of origin, once established, remains the same until the*

student finds permanent housing again then subsequently loses it; thus, creating a new district of origin. Currently, STAC homeless eligible payments are only available for a school-age student.

School districts should still submit STAC-202 applications for preschoolers even though there is not currently a mechanism to claim reimbursement for two reasons: (1) if the student turns school age and is still in temporary housing, the district can claim them then; and (2) the paper trail helps prevent districts from being misidentified as the district of origin in the future if the student moves into temporary housing again in a new district.

**Q: What if a parent doesn't want to fill out the 202 form or be identified that they are living in a shelter? Can I still fill the form out as the Liaison?**

*A: Under the federal McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act of 2015 (ESSA) and Education Law Section §3209, as amended in 2017, all districts are obligated to affirmatively identify all students in temporary housing. The role of the McKinney-Vento liaison is to help students in temporary housing and their families. This person is responsible for ensuring immediate enrollment, arranging transportation, and providing support for students experiencing homelessness in the school district. Family can refuse the designation, but the liaison identifies the student(s) in the school district database and completes a designation/STAC form for their records. If the family is asked to leave this housing and goes to a motel in a neighboring district, their school choice will be better protected.*

**Q: Can a school staff complete the form if knowing a student lives in a shelter?**

*A: A school district or LDSS representative may complete the STAC-202 form on the student's behalf, but the designation of the district of attendance should be made by an appropriate designator. Under state law, parents, persons in parental relation, students whose parents are unavailable, and directors of residential runaway and homeless youth programs, may serve as designators and decide where the student will attend school. (N.Y. Education Law § 3209(2)(e)).*

**Q: The location of temporary housing is filled out on the STAC 202 form. What date to use – is it the date the family was deemed homeless? Often, we find out after they've been homeless for a while.**

*A: The date provided in box 8 should correspond to the date the student moved into the address of temporary location reported on the form. The date in box 9 should correspond to the date the student enrolled in the designated district of attendance or decided to continue enrollment in such district after moving into temporary housing.*

**Q: Do families qualify for MV if they are coming in from out of state and they are doubled up with a family in your district now. Also, can a STAC be submitted?**

*A: Families would be designated MV eligible if their housing meets the criteria as outlined in the McKinney-Vento Act. The McKinney-Vento Act defines homelessness as lacking a fixed, regular and adequate primary nighttime residence. A STAC 202 form is completed for all students designated as homeless, but it should only be submitted to the STAC Unit if the student was last permanently housed in the State of New York and has elected to attend in a school district that's different from the district of origin.*

**Q: What if we currently educate a student and they move out of district, but we don't find out for a while. Do we put the date we find out and deem them MV or backtrack and the date they lost housing?**

*A: The date provided in box 8 should correspond to the date the student moved into the address of temporary location reported on the form. The date in box 9 should correspond to the date the student*

enrolled in the designated district of attendance or decided to continue enrollment in such district after moving into temporary housing.

**Q: Does question 10 on STAC always have to be filled out with the last date of attendance then? Not date of permanent housing? We have a group of students who often go from DV shelter to another shelter, not permanent housing.**

*A: Box 10 is completed when students move into permanent housing or enroll in another school district. If the student moves from one temporary location to another, a new STAC 202 form is completed with a revised address of temporary location and date placed in temporary housing reported in box 8.*

**Q: How do we handle students who are in temporary housing and have a STAC form, and then become placed in foster care outside the district?**

*A: The STAC form would be closed since the student would no longer be considered McKinney-Vento eligible. Put the date moved to foster care in Box 10.*

**Q: How do you get a user ID and Password for the EFRT site?**

*A: The authorization form for access to the STAC Online (EFRT) System can be found here: [https://www.oms.nysed.gov/stac/forms/stac\\_access\\_form.pdf](https://www.oms.nysed.gov/stac/forms/stac_access_form.pdf)*

**Q: Who is responsible for contacting the district of permanent residence? the Liaison or Business office? Who are you contacting in the district, the other district liaison or business office? Liaisons do not handle billing.**

*A: NYSED encourages districts to have interdistrict communication and collaboration and recommends that the district where the student is enrolled forward the proof of residency to the new district of residence prior to submitting the request for reimbursement so that the new district of residence is aware that a bill will be coming. The McKinney-Vento liaison can reach out to the liaison in the district of permanent residence to provide the information that a family has moved into permanent housing in their district but is continuing enrollment in their district.*

**Please refer to NYSED Field Memo [Billing for the Remainder of the School Year after a Student Becomes Permanently Housed](#) for further guidance.**

**Q: Where do we find the non-resident aide rate for the current school year?**

*A: The Non-Resident Tuition (NRT) rate can be found in the Actual Nonresident Tuition Report for Prior Year (NRT) on [SAMS](#). The Non-Resident Tuition rate for a given enrollment year can be found by selecting the claim year after the enrollment year: for example, the 2022-23 NRT rates can be found by inspecting the Actual Nonresident Tuition Report for Prior Year for claim year 2023-24.*

**Q: Wanted to verify for charter schools, if it is the homeless liaison that completes the tuition reimbursement.**

*A: Charter Schools are not eligible for homeless tuition reimbursement. The Charter School McKinney-Vento liaison can complete the STAC 202 form and send a copy to all districts listed on the form. The public school district of attendance designated on the form may be eligible for tuition reimbursement if it's different from the district of origin.*