

+-----+
| LOCAL COMMISSIONERS MEMORANDUM |
+-----+

Transmittal No: 00 OCFS LCM-29

Date: November 24, 2000

Division: Administration

TO: Local District Commissioners

SUBJECT: Tuition Reimbursement for Educationally Handicapped
Children Placed in Child Care Institutions

ATTACHMENTS: - SED (State Education Department) Claims Reports
for 1996-97 & 1997-98 for Participating Counties
- Agency Codes and Associated Names
- Disability Code and Preparer Sheet
(attachments are not available on-line)

The Office of Children and Family Services (OCFS) is requesting 1996-97 and 1997-98 tuition payment data for educationally handicapped children who were reported to OCFS by social services districts pursuant to Section 4006 of the Education Law.

The previous mailing on the same subject was transmitted to social services districts on May 23, 1997 in 97 LCM-39. Problems with SED's data management system caused a delay in SED's ability to produce the necessary claims reports for the last two years. The data management/processing issues have now been corrected. Accordingly, OCFS is providing social services districts with SED Claims Reports to complete for the last two years.

Section 4004 of the Education Law specifies that the tuition costs for a child placed in a child care institution (defined as a child placed in an OCFS licensed institution or group residence; a child placed in an OMH licensed residential treatment facility for children and youth; or a child admitted to Blythedale Children's Hospital) are the responsibility of the social services district financially responsible for such child at the time of placement, or at the time of admission to Blythedale Children's Hospital. Those costs are currently funded through the Family and Children's Services Block Grant. Section 4004 also specifies that social services districts are eligible to receive additional reimbursement to offset some of the tuition costs for such children. 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.

Date: November 24, 2000

Trans. No.: 00 OCFS LCM-29

Page No. 2

The procedure outlined in this memorandum is an effort by OCFS to reduce tuition costs to social services districts through the transfer of funds from the State Education Department to financially responsible social services districts. All social services districts are encouraged to participate in this process. Social services districts that do not participate are foregoing potentially significant revenue and should consider the opportunity for additional reimbursement through this process.

Please share this memorandum with your Director of Services and Accounting Supervisor for purposes of completing the information required below.

Enclosed is a SED Claims Report listing the educationally handicapped children whose eligibility may provide a social services district with additional reimbursement for the 1996-97 and 1997-98 school year cycles. The printout for the 1996-97 cycle begins September 1996 and ends June 1997; the printout for the 1997-98 school year cycle begins September 1997 and ends June 1998. Where there is data preprinted on the report, it comes from the DSS-3424 forms that were 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 DSS-3424 forms for the 1996-97 or 1997-98 school years, a SED Claims Report will not be enclosed. A social services district may, however, still participate in the process for either of these two years by submitting the required forms and data. Please call the State contact immediately for technical assistance. The DSS-3424 was revised effective October 1991. Please order the revised forms from: Document Services, P.O. Box 1990, Albany, New York 12201.

Each social services district must verify the preprinted information and complete the following entries for the children listed:

- o Disability (Handicapping Condition) - Specify only one handicapping condition (see enclosed Disability Code and Preparer Sheet for a list of conditions).
- o Provider (the name of the school providing educational services) - This is the education provider which may or may not be the same as the maintenance provider (see the enclosed report of Agency Codes and Associated Names for a list of school names).
- o Code (provider code) - Specify the code for the educational provider (see the enclosed report of Agency Codes and Associated Names for a list of school codes).
- o Program - Specify the name of the program into which the child is placed.
- o Code (program code) - FOR SED USE ONLY.
- o Education Service Period - Specify dates of enrollment.

- o Termination of CCI/RTF Care - Specify the date of discharge from a child care institution or RTF, if applicable.
- o Total Cost Paid - Specify the amount of tuition paid from September through June only.
- o The preparer in each local district must enter his/her name, title, telephone number and date of completion on the enclosed Disability Code and Preparer Sheet. This is necessary in the event the STAC (System to Track and Account for Children) processing unit in SED requires further input for processing.
- o Each local district section of the report includes three "Add" sheets which have no child data preprinted on them. They are to be used for additional entries, i.e., children for whom there were no DSS-3424 records on file when the report was generated. If additional children are placed on this report, completed DSS-3424 forms must be included for those children. No new entries will be processed without the appropriately completed forms.
- o The forms completed by hand are sometimes difficult to read. Please ensure that the copies sent to us are legible.

OCFS and SED are requiring that the completed forms for 1996-97 and 1997-98 be returned no later than January 31, 2001 to:

OCFS - Rate Setting Unit
NYS Office of Children & Family Services
52 Washington St.
Room 240
Rensselaer, New York 12144-2796

NOTE: It is critical for local districts to submit their completed forms by January 31, 2001 to meet SED's requirements in terms of processing these retroactive claims.

As part of the on-going process, please advise your staff to send all completed DSS-3424 forms to the address listed above.

If you have any questions regarding the above procedures, please contact Sandy Dingee. Her telephone number is (518) 474-4698 or User ID AX4900.

Melvin I. Rosenblat
Deputy Commissioner of Administration