

WALLKILL CENTRAL SCHOOL DISTRICT

***STAC REPORTING
INDEPENDENT INTERNAL AUDIT REPORT
AGREED-UPON PROCEDURES***

2022

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INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES
RELATED TO INTERNAL CONTROLS

To the Board of Education of the
Wallkill Central School District
19 Main Street
PO Box 310
Wallkill, New York 12589

We have performed the procedures enumerated below on the internal controls of the Wallkill Central School District Board of Education for the year ended June 30, 2022. The District's management is responsible for the internal controls.

The Board of Education of the Wallkill Central School District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of understanding the controls over the tracking and reporting of high cost students to the STAC (System To Track and Account For Children) Unit. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

BACKGROUND

The District must track all high cost students who receive 10 months of services and report the expenditures to the STAC Unit. The State Education Commissioner must approve the reimbursements. The District can be reimbursed for the costs of providing services to preschool and school – age students placed in special education programs. The District may also receive reimbursements for students who are determined to be homeless or runaway youth.

Each district has a dollar threshold determined annually by New York State Department of Education (NYSED). Any student that receives services with costs at or above this dollar threshold should be reported for approval. The services that are allowed include tuition to a BOCES or State Authorized School and if in District, the actual cost of the teacher's salary, aide's salary and special services such as speech or occupational therapy. The students must have an Individualized Education Program (IEP).

The District may also request reimbursement for students with an IEP to attend summer school. The STAC Unit has rates set for each BOCES program and State Authorized School.

The risks associated with the High-Cost students are the following:

1. Students who have received services that equaled or exceeded the District threshold may not be accounted for by the department, resulting in a possible loss of revenue.
2. The STAC process must also be done timely because there is a statute of limitation of three years to request reimbursement. Once this statute of limitations is up, the District is no longer entitled to the reimbursement.

The procedures and associated findings are as follows:

PROCEDURE 1

We interviewed the Assistant Superintendent for Support Services, District Treasurer and the Director of Pupil Personnel. Our interviews were to help determine whether or not the District had sufficient internal controls tracking and recording the High Cost students.

SUMMARY OF PROCESS

10 Month Services

The Director prepares a grid projection each year on a spreadsheet that lists each student. The grid projection has evolved over the last several years. This grid includes all the information that is needed to enter the student into the STAC unit. The following is included on the grid.

1. STAC ID Number
2. Student Name
3. Placement Program
4. Location
5. Classification of Disability
6. Grade
7. Date of Birth
8. Ratio of services (8-1-3)
9. NYS Alternative Assessment (if required)
10. Start/End date
11. DCERT Date

The Director creates the grid using all students enrolled in a BOCES program, State Approved Schools and any student that has a ratio with an aide that may qualify.

Cost Estimation

BOCES and State Approved Public Schools

In July and August, the estimated cost is prepared and entered into the STAC Unit. The BOCES Student and State Approved School tuition cost is based on the estimated cost from the schools.

Students within the District

During August or September, a salary schedule is prepared with the help of the Business Office. This cost detail is based on the teachers' salary and benefits and then divided by the number of students and weeks in the year. The cost of the aides' salaries and benefits are similarly calculated. The District also calculates the cost of the special services such as speech, occupational therapy, etc. The services included in the calculation must be the same as what is included in the approved IEP for each student.

The final estimation is submitted in October so the November state aid run includes all students.

Students in Private School Reimbursement

The District must submit DCERT for students that are in a private day or private residential schools. The DCERTS are verified but the costs do not need to be entered because the amounts are preset by the State.

The STAC report is updated throughout the year. Additional students and students who have left the District are updated. The District must release the student before the new District can STAC that child.

Verified Costs

The District must verify the cost at the end of year. The BOCES final cost report is not received until January of the following year. This report is used to verify the final cost.

Summer School

The District enters the summer students with IEPs into the STAC unit. The District does not need to verify the costs since the costs of BOCES and other State Authorized schools are predetermined by the NYSED.

Preschool Aged Students

The County tracks and enters the STAT information into the STAC Unit. The District periodically receives reimbursement for these students.

FINDINGS

No exceptions were noted as a result of this procedure.

PROCEDURE 2

The District provided us the list of the student that were in the STAC Unit for the fiscal years 2019-2020. We performed the following by reviewing the file and the Director showed us the information in the IEP and STAC Unit portal:

BOCES Students

We selected 2 students who attended a BOCES and verified the service on the IEP agreed to the service on the final BOCES Cost report

In District Students

We selected 2 students and verified the following:

- The service ratio received agreed to the IEP
- The cost of the teacher, aide and services agreed with the amount of final cost in the STAC Unit

Summer Students

We selected two students and verified the students were included on the BOCES/School bill and were in the STAC Unit

FINDINGS

No exceptions were noted as a result of this procedure.

PROCEDURE 3

The District provided us the list of the student that were in the STAC Unit for the fiscal years 2020-2021. We performed the following by reviewing the student file and the Director showed us the information in the IEP and STAC Unit portal:

BOCES Students

We selected 2 students who attended a BOCES and verified the service on the IEP agreed to the service on the final BOCES Cost report

In District Students

We selected 3 students and verified the following:

- The service ratio received agreed to the IEP
- The cost of the teacher, aide and services agreed with the amount of final cost in the STAC Unit

Summer Students

We selected two students and verified the students were included on the BOCES/School bill and were in the STAC Unit

FINDINGS

No exceptions were noted as a result of this procedure.

PROCEDURE 4

The District provided us the list of the student that were in the STAC Unit for the fiscal years 2021-2022. We performed the following by reviewing the student file and the Director showed us the information in the IEP and STAC Unit portal:

BOCES Students

We selected 3 students who attended a BOCES and verified the service on the IEP agreed to the service on the monthly BOCES Cost report

In District Students

We selected 3 students and verified the following:

- The service ratio received agreed to the IEP
- The cost of the teacher, aide and serves agreed with the amount of estimated cost in the STAC Unit

FINDINGS

No exceptions were noted as a result of this procedure.

PROCEDURE 5

We compared the total number of students on the 2019-2020 and 2020-2021 lists provided by the District to the NYSED Gold Star – Online Verification Status Report for 10 month High Cost Public to verify the number on the list agreed with the amount on this report. The report shows the total reported and the total verified. If all were verified, the District receives a star that is highlighted gold to show that all were verified.

FINDINGS

No exceptions were noted as a result of this procedure.

PROCEDURE 6

We compared the total number of students on the 2019-2020 and 2020-2021 lists provided by the District to the NYSED Gold Star – Online Verification Status Report for 10 month High Cost Private Section 4405 Program to verify the number on the list agreed with the amount on this report. The report shows the total reported and the total verified. If all were verified, the District receives a star that is highlighted gold to show that all were verified.

FINDINGS

No exceptions were noted as a result of this procedure.

PROCEDURE 7

We reviewed the 2017-2018 and 2018-2019 10 Month High Cost Public and 10 Month Private Gold Star – Online Verification Status Report to make sure all students were verified.

FINDINGS

No exceptions were noted as a result of this procedure.

We would like to thank all of the staff that assisted us during our engagement.

We were engaged by the Board of Education of the Wallkill Central School to perform this agreed upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the internal controls. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Board of Education of the Wallkill Central School District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the District and is not intended to be and should not be used by anyone other than those specified parties.

Cooper Arias, LLP

Mongaup Valley, New York
May 17, 2022