THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

System to Track and Account for Children (STAC) and Medicaid Unit
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TO: All Users of the SED File Transfer Manager

FROM: Adam Lenhardt, Education Finance Specialist 2
              Robert Wojtkiewicz, Education Finance Specialist 2

DATE: November 26, 2019

SUBJECT: SED File Transfer Manager (FTM) Cleanup of Old Files

In an effort to minimize clutter on the SED File Transfer Manager (FTM), the STAC and Medicaid Unit is instituting two cleanup processes.

> The SED File Transfer Manager can be accessed using Google Chrome at:
> https://sedftm.nysed.gov/webclient/Login.xhtml

OLD FILES:

All files with a "Date Modified" prior to 07/01/2015 will be deleted from the SED FTM on **WEDNESDAY, JANUARY 1, 2020**.

School districts, municipalities, and SED-approved education providers should review all of the files with a "Date Modified" prior to 07/01/2015 in their "inbasket", "outbasket", and "archive". If any of the files need to be preserved, download and save backup copies to a local PC before the scheduled deletion on January 1.

School districts, municipalities, and SED-approved education providers are advised to regularly save backup copies of important files to a local PC as they are received.

APPROVED PAYMENT REPORTS (SCHOOL DISTRICTS ONLY):

All Approved Payment Reports (APRs) will also be deleted from the SED FTM on **WEDNESDAY, JANUARY 1, 2020**. These are currently available in the "outbasket" with filenames that begin with "EFH691".

Going forward, the STAC and Medicaid Unit will not distribute these reports. Instead, school districts will be notified when new APRs have been made available for retrieval via the DQPAY screen on the STAC Online (EFRT) System. Old APRs are available for retrieval at any time.

Instructions for sending APRs to the SED File Transfer Manager using the DQPAY screen:

- HTML: http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DQPAY.html
- PDF: http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DQPAY.pdf

Any issues or questions relating to the SED File Transfer Manager should be directed to Andrew Kitzrow (Andrew.Kitzrow@nysed.gov).