



STAC, Special Aids and Medicaid Unit
Reimbursement for Individuals in Special Education
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To: Authorized Municipality Representatives - §4410 of Education Law
From: Maureen McCarthy, Education Finance Specialist 1
Subject: **Electronic Signature for Section 4410 Preschool Services Claims
(Automated Voucher Listing – AVL)**

Effective **March 1, 2007** we will be implementing the electronic signature process for the reimbursement of funds under §4410 of Education Law. Counties who are submitting an electronic preschool **service** claim, via the STAC Online system **or** through File Transfer Protocol (FTP), must apply for an electronic signature and must submit the voucher for payment via the Web. This process will streamline the payment process by eliminating the time and costs associated with mailing of an original voucher. In order to use the electronic signature process, you must follow the steps listed below.

- 1) **Register** - Each county's authorized fiscal representative must register for a User Code and password in order to obtain an §4410 Electronic Signature authorization. The §4410 Electronic Signature registration website can be found at:

<http://eservices.nysed.gov/countyregistration/>

Complete the online form and choose the box for "4410 AVL Electronic Signature." Next, choose **Continue**, review the data and **Submit** to complete the application process.

- 2) **Authorization Approval by County Administrator** – If approved by the STAC and Special Aids Unit, the **User ID and password** will be transmitted to the appropriate **county fiscal designee** for his/her approval. The county fiscal designee will be directed to share the User ID and password with the applicant if the applicant is authorized by the county to submit State Aid payment vouchers for reimbursement. If the applicant is not authorized, the county fiscal designee must notify the STAC and Special Aids Unit as soon as possible for removal of the applicant's access rights.

- 3) **Submission of §4410 Claim** – As is currently required when a claim (AVL) is submitted for processing, the county representative submitting the claim must notify Jim DeMeo via e-mail (jdemeo@mail.nysed.gov) that the claim is complete and ready for processing, and include in the e-mail the total amount claimed (at 100%). Once the county has provided that notification, the county can no longer make changes to the claim (AVL).
- 4) **Submission of §4410 Electronic Voucher**
- a. **FTP Users** - Upon notification from the STAC and Special Aids Unit that the claim (AVL) has been successfully processed (including the verified amount), the electronic signature must be submitted for payment to occur.
 - b. **Online Users** - No notification is provided to Online county users unless the claim cannot be completed. If an online county receives no response **within two business days**, the electronic signature may be submitted for payment.
 - c. **In either case**, the electronic signature can be submitted at:

<http://eservices.nysed.gov/countylogon/>

The electronic signature submission steps include:

1. Enter your **Usercode** and **Password** on the “County Logon Form” page and click on the “**Submit**” button
2. Click on the “**4410 AVL Electronic Signature**” link on the “Administration Menu Page”
3. Select “School Year” and “Service Type” and click on “**Submit**” on the “Criteria Selection Page”
4. Complete the “**Total Paid @100%**”, “**State Aid Claimed**” and “**Ref/Inv No.**” and Click “**Submit**” on the “Sign Off Page.”

Once the 4410 electronic signature has been reviewed and approved here at the STAC Unit, the authorized 4410 Electronic Signature recipient will received a confirmation e-mail from Jim DeMeo.

The electronic authorization may only be submitted once unless the claim amount processed by the STAC and Special Aids Unit is greater than the amount initially authorized by the County. In such cases, the County will be notified of the new claim amount and must submit a new electronic authorization in order to receive the full payment. Failure to do so will result in a payment no greater than the initial (lower) authorized amount.

If you have any questions regarding the registration process or the use of the §4410 electronic authorization, contact Jim DeMeo or Maureen McCarthy at (518) 474-7116.

cc: Len Simms
Michael DiVirgilio
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Jim DeMeo
NYSAC