



System to Track and Account for Children (STAC) and Medicaid Unit

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To: Authorized Municipality Representatives

From: Robert J. Wojtkiewicz Jr., Education Finance Specialist 2

Date: October 8, 2019

Subject: Committee on Preschool Special Education (CPSE) 1718 Administrative Cost Claiming

Section 4410 of NYS Education Law authorizes state reimbursement to counties for reasonable and necessary CPSE administrative costs paid to school districts.

Counties must complete their CPSE Automated Voucher Listing using the *DDADM* STAC online screen and certify by electronic signature to receive state reimbursement.

Counties can view their preschool student lists via the *DQKID* STAC online screen, and/or access these lists via their shared folder on the SED File Transfer Manager (SED FTM).

For your reference, a User Guide has been provided that contains instructions on how to utilize the screens and complete the electronic signature process.

Questions on this process can be directed to me at (518) 486-6817.