



**STAC, Special Aids and Medicaid Unit**

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November, 2011

**TO:** County Chief Fiscal Officers  
**FROM:** Maureen C. McCarthy *Maureen C. McCarthy*  
**SUBJECT:** 2009-10 Committee on Preschool Special Education (CPSE) Excess Administrative Cost

This memorandum outlines the process for reimbursement by counties for CPSE excess administrative costs incurred for the 2009-10 school year pursuant to Section 4410 of the Education Law. All allowable and reasonable CPSE administrative costs will be reimbursed by the county in which the district's preschool students reside. The SED will then reimburse the county 59 ½% of excess CPSE costs paid pursuant to Section 4410.

Enclosed you will find the Automated Voucher Listing (AVL) for school district outstanding administrative costs. The AVL provides the following detailed school district information:

The CPSE administrative costs submitted by the district,  
The CPSE administrative costs approved by SED, less  
The district's Federal allocation (**NOTE: Due to changes in Federal guidance, Individuals with Disabilities Education Act, Part B funds can no longer be used for district CPSE administrative costs.**)  
The total CPSE costs which may be billed to the county.

In addition to this data for each school district, the AVL permits the county to bill the SED by completing the following required information:

Date billed by district  
Amount paid to the school district  
Date paid to district  
Signature, title and telephone number of the person preparing the AVL

Counties are required to pay school districts within thirty days of receipt of an ACL from the school district. Additionally, you are required to submit a completed AVL for claim reimbursement to the STAC, Special Aids and Medicaid Unit within thirty days of payment. **NOTE: Again this year, counties will be required to sign off on each individual district's AVL before submitting to the STAC, Special Aids and Medicaid Unit. There is no longer one certification for all districts.**

The completed AVL must be submitted to:

New York State Education Department  
STAC, Special Aids and Medicaid Unit  
State Education Building, Room 514 W  
Albany, NY 12234  
Attn: Jim DeMeo

If you have any questions about the process of reimbursement for CPSE administrative costs, please contact Jim DeMeo at (518) 474-7116.

Enclosures