



STAC, Special Aids and Medicaid Unit

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TO: County Chief Fiscal Officers

FROM: Edgar Waaler, Education Finance Specialist *Ed Waaler*

SUBJECT: **2010-11** Committee on Preschool Special Education (CPSE) Administrative Cost

This memorandum outlines the process for reimbursement by counties for CPSE administrative costs incurred for the 2010-11 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, and
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 and Special Aids Unit within thirty days of payment. **NOTE: Counties are required to sign off on each individual district's AVL before submitting to the STAC and Special Aids Unit.**

The completed AVL must be submitted to:

New York State Education Department
STAC and Special Aids 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