



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

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To: County Chief Fiscal Officers

From: Sheila Costa, Education Finance Specialist 2

Date: November 2015

Subject: 2013-2014 Committee on Preschool Special Education (CPSE) Administrative Costs

This memorandum outlines the process for reimbursement by counties for CPSE administrative costs incurred for the 2013-2014 school year pursuant to Section 4410 of Education Law. All allowable and reasonable CPSE administrative costs will be reimbursed by the county in which the school district's preschool students reside. The State Education Department (SED) then reimburses the county 59 ½% of those CPSE costs paid to school districts 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 school district
- ✓ The CPSE administrative costs approved by SED
- ✓ The total CPSE administrative costs which may be billed to the county

In addition, the AVL permits the county to bill SED by completing the following required information on the AVL:

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

Counties are required to pay school districts within thirty days of receipt of an Administrative Cost Listing (ACL) from the school district. Additionally, the county is required to submit a completed AVL for claim reimbursement to the STAC/Medicaid Unit within thirty days of payment. **Counties are required to certify each individual school district's AVL before submitting for reimbursement to the STAC/Medicaid Unit.**

The completed AVL must be submitted to:

New York State Education Department
STAC/Medicaid Unit
State Education Building, Room 514 W
Albany, NY 12234
Attn: Robert Wojtkiewicz

If you have questions about the process of reimbursement for CPSE administrative costs, please contact Robert Wojtkiewicz or me at (518) 474-4178.

Enclosures