



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

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To: Authorized Municipality Representatives

From: Sheila Costa, Education Finance Specialist 2

Date: January 31, 2018

Subject: Committee on Preschool Special Education (CPSE) 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.

***New* STAC Online Process: DDADM**

Beginning with the 2015-16 school year, counties will complete their CPSE Automated Voucher Listing using the new *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 GoAnywhere FTP folder.

Attached is a User Guide containing instructions on how to utilize the new screens and complete the electronic signature process.

Questions on this new process can be directed to Robert Wojtkiewicz or me at (518) 474-7116.