



**STAC, Special Aids and Medicaid Unit**

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**To:** School Business Officials

**From:** Edgar Waaler, Education Finance Specialist

**Subject:** Committee on Preschool Special Education Administrative Cost Reimbursement for the **2011-2012** School Year

The State Education Department (SED) has completed the review of the 2011-2012 Committee on Preschool Special Education (CPSE) administrative cost submitted by school districts on the CPSE Administrative Cost Supplemental Schedules SS-31 through SS-34, included within your district's ST-3 submission.

This memorandum outlines the reimbursement process for CPSE administrative costs incurred in the 2011-2012 school year, pursuant to §4410 of the Education Law. The county in which the preschool student resides will reimburse allowable and reasonable CPSE administrative costs.

The attached 4410 Administrative Cost Listing (ACL) indicates the CPSE administrative costs for which your district should bill the appropriate county. Specifically, the report includes:

- The 2011-2012 CPSE administrative costs submitted by your district,
- The CPSE administrative costs approved by SED, and
- The total CPSE costs billable to the county.

Counties will receive a similar report, which indicates the approved amount each school district should bill for their 2011-2012 CPSE administrative costs. **Counties are not responsible for reimbursement of CPSE administrative costs unless the district submits an ACL and appropriate documentation as required by the counties. Therefore, it is necessary for each district to contact the county to determine the appropriate billing procedures.** ACLs should be submitted within 30 days of the receipt of this memorandum. This prompt billing and subsequent payment will allow counties to bill SED in a timely manner.

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

Attachment