



STAC, Special Aids and Medicaid Unit

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Harold Matott, Director

December 26, 2012

TO: Authorized Municipality Representatives - §4410 of Education Law

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

SUBJECT: Closeout of 2009-10 Preschool Claims per the Statute of Limitations

Pursuant to §4410 of the Education Law, Chapter 474 of the Laws of 1996 requires that preschool **claims** for **2009-10** be received by the New York State Education Department's STAC and Special Aids Unit no later than June 30, 2013. This includes claims for placements in preschool center-based programs, related services, special education itinerant teacher services, and claims for reimbursement for preschool evaluations.

In order for STAC and Special Aids to process all approval requests submitted, each respective **COUNTY** must receive *the complete and appropriate STAC records* by **February 1, 2013**. This provides your County and the STAC and Special Aids Unit time to review your requests, notify counties and/or school districts of any incomplete or conflicting requests, and correct and re-submit records, if necessary.

In **mid-May 2013**, the final Automated Verification Listing (AVL) will be generated and sent to each county office for return to NYSED before **June 30, 2013**. After that date, 2009-10 AVL claims will be issued only for records where there is a change in the certified rate.

If you have questions regarding this process, please contact me at ewaaler@mail.nysed.gov.

cc: Harold Matott