

**SECTION 4410 PRESCHOOL
ACCESSING AVL REPORTS THROUGH SED FILE TRANSFER MANAGER (FTM)
EFH320 (Automated Voucher Listing – 4410 Placements) Report
EFH380 (Automated Voucher Listing – 4410 Evaluation System) Report**

As of September 2018, the NYSED STAC/Medicaid Unit will no longer issue paper Automated Voucher Listings (AVLs) for claiming. Access to the SED File Transfer Manager is now required to view or download these reports. If county representatives do not already have access to SED FTM, please visit the following link to apply for access:

- http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf

After receiving an SED File Transfer Manager username and password, click on the link below and Login:

- <https://sedftm.nysed.gov/webclient/Login.xhtml>

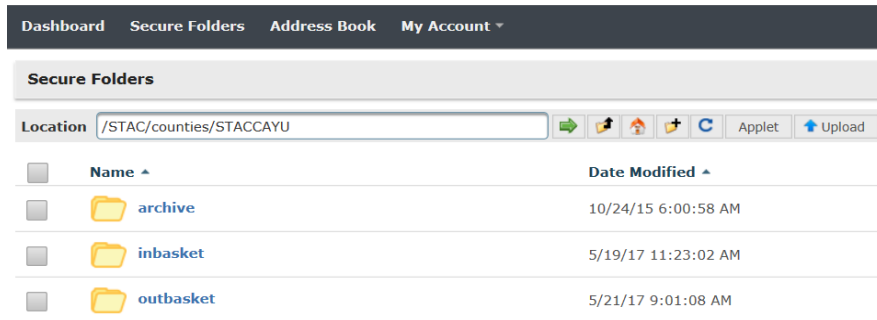


User Name

Password

[Forgot Password?](#)

- Navigate to your county's folders within SED FTM



- Open your county's outbasket.
- When an AVL is available for claiming, county outbaskets will contain a .pdf file with the following naming convention:

- **CCCC_EFH###_YYYY_XX_YYYYMMDDHHMM.pdf**
 - CCCC is the first 4 letters of the municipality name
 - EFH### is the name of the report (either EFH320 or EFH380)
 - YYYY is the school year (ex. 2017-18 would display as 1718)
 - XX is the AVL# (ex. AVL 02 would display as 02)
 - YYYYMMDDHHMM is the report creation date and time (ex. 201808220502)

- Once the file is located, it can be viewed or downloaded.

Note: These are the same reports that municipalities previously received as a hardcopy from the NYSED STAC and Medicaid Unit when an AVL was released for claiming. The .pdf file is provided as a courtesy to municipalities and is not required in the claiming process.