



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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

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STAC Website: <http://www.oms.nysed.gov/stac>

Medicaid Website: <http://www.oms.nysed.gov/medicaid>

# Section 4410 Preschool County Administrative Costs (Screens DCADM, DQKID and DQCAD)

A User Guide for Municipalities

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STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

May 2019

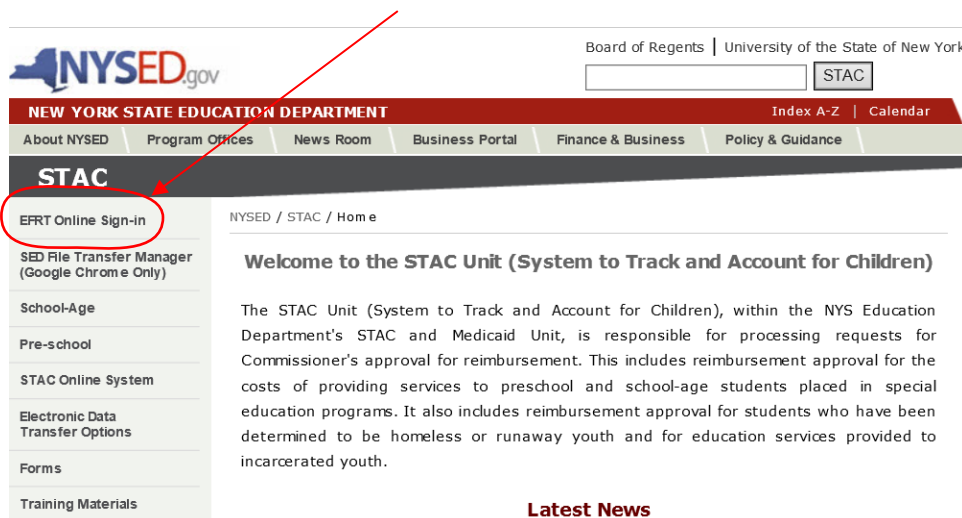
# Section 4410 Preschool County Administrative Costs Claiming Instructions Screen (DCADM)

**Section 4410 of Education Law authorizes municipalities to receive administrative cost reimbursement per eligible preschool student with a disability.** These instructions outline how municipalities can claim administrative costs incurred for each eligible preschool child served.

In February, the NYSED STAC and Medicaid Unit requires municipalities to record administrative expenses for a given school year and submit these expenses to the Unit by March of the current year. Below are instructions on how to submit these costs.

To access the **DCADM** screen:

1. Go to the STAC homepage at <http://www.oms.nysed.gov/stac/>
2. Click on the “**EFRT Online Sign-In**” button on the left-hand side of the screen.



3. You will be advanced to the “**WELCOME**” online screen.

4. Enter your case-sensitive confidential user code and password.

5. Enter **DCADM** in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard or select **DMNAC** then **DCADM** from the **DMNUP** Preschool main menu.

Date 05/20/19

GO TO

DMNUP PRESCHOOL SERVICE REIMBURSEMENT MENU

Choice	Description
<input type="text" value="s"/> DMNAC	ADMINISTRATIVE COST SCREENS
<input type="text" value="s"/> DQAPP	APPROVAL LISTS
<input type="text" value="s"/> DCHSR	FIND A STAC ID
<input type="text" value="s"/> DQCLD	VIEW CHILD SERVICE PROFILE
<input type="text" value="s"/> DQEV	VIEW/ADD/CHG CHILD EVALUATION

6. To **ENTER** data for a specific year:

- Select School Year
- “County” should be auto-filled
- Click **“INQUIRE”**
- Complete all required information in boxes not grayed out - **only whole numbers will be accepted**
- Select **“ADD”** button at bottom of screen

Date 05/20/19 Time 11:26

New York State Education Department

Go to  Menu

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

STATEMENT OF COUNTY ADMINISTRATIVE COSTS INCURRED  
UNDER SECTION 4410 OF THE EDUCATION LAW

School Year  Mode Inquiry

County  SED Code Number

Line No.	Budget Category	Coordination of all Services	Secretarial/ Clerical Support	Other	TOTAL
1	Professional Salaries	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Support Staff Salaries	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
3	Purchased Services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
4	Supplies and Materials	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
5	Travel Expenses	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
6	Employee Benefits	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
7	Indirect Costs	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
8	TOTAL EXPENDITURES	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Required for Inquiry

7. To **EDIT** data for a specific year:

- Select School Year
- County should be auto-filled
- Click **INQUIRE** (screen should be in **CHANGE** mode)
- Make edits as appropriate
- Select **CHANGE** button at bottom of screen
- To return to the preschool main menu, enter **DMNUP** in the **GO TO** box.

Date 03/05/18 Time 01:08 New York State Education Department

Go to

**System to Track and Account for Children (STAC) and Medicaid Unit**  
STATEMENT OF COUNTY ADMINISTRATIVE COSTS INCURRED  
UNDER SECTION 4410 OF THE EDUCATION LAW

Menu

School Year  County

Mode Change

SED Code Number

JULY 1, 2016-- JUNE 30, 2017

Line No.	Budget Category	Coordination of all Services	Secretarial/ Clerical Support	Other	TOTAL
1	Professional Salaries	75,000			75,000
2	Support Staff Salaries		32,000		32,000
3	Purchased Services	15,000	0		15,000
4	Supplies and Materials			1,500	1,500
5	Travel Expenses	2,500	0		2,500
6	Employee Benefits	32,000	12,000		44,000
7	Indirect Costs			500	500
8	<b>TOTAL EXPENDITURES</b>	<b>124,500</b>	<b>44,000</b>	<b>2,000</b>	<b>170,500</b>

Required for Inquiry    Upd 01/05/17 User YWANG

13:08:05:63 INPUT REQUEST 0.00

8. Data added/edited must be certified by completing the **Electronic Signature** process. To access, select "County Admin Signature" from the electronic signature page. If you are new to the electronic signature process you may view instructions via this link:

[http://www.oms.nysed.gov/stac/preschool/AVL/electronic\\_signature\\_avl.pdf](http://www.oms.nysed.gov/stac/preschool/AVL/electronic_signature_avl.pdf)

## ACCESSING PRESCHOOL CHILD LISTING (DQKID)

This screen is used by municipalities to view child information used to calculate the county administrative cost claiming process. This information is available online via the DQKID screen or can be accessed via FTP file through the GoAnywhere system.

To **VIEW** the child listing screen (**DQKID**):

- Enter **DQKID** in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard or select **DMNAC** then **DQKID** screen from the **DMNUP** Preschool main menu.
- Select **SCHOOL YEAR**
- **COUNTY** information should be auto-filled
- Click **GET RECORDS** to view data.
- To return to the main Preschool menu enter **DMNUP** in the “**GO TO**” box.

Date: 02/07/17  
Time: 09:25  
New York State Education Department  
Go to:   
Menu

### List of Preschoolers Generating Administrative Costs

School Year: 1516 COUNTY: COUNTY OF ALBANY  
Agency Type (Internal use only): COUNTY

Get Records Run Date: 01/17/17  
Record Count: 4

Required for Inquiry

COUNTY	DISTRICT	NAME	STAC-ID	REC
ALBANY	ALBANY CITY SD	DSPRE TRYOUT	B17135	01
ALBANY	ALBANY CITY SD	DSSEITEST TESTER	B17818	01
ALBANY	ALBANY CITY SD	MILLER SUSAN	B17826	01
ALBANY	ALBANY CITY SD	VALENTINE MARY	B17827	01

09:25:19:35 INPUT REQUEST 0.00

## ACCESSING 3-YEAR COMPARISON SCREEN (DQCAD)

This screen is used by municipalities to view administrative cost data for county administrative costs for current and prior two-years of data.

To **VIEW** 3-year comparison screen (**DQCAD**):

- Enter **DQCAD** in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard or select **DMNAC** then **DQCAD** screen from the **DMNUP** Preschool main menu.
- Select **SCHOOL YEAR**
- **COUNTY** should be auto-filled
- Click either “**One Year Selected**” or “**Year Selected and Prior 2 Years**” to view data.
- Click **INQUIRE**
- To return to the main Preschool menu enter **DMNUP** in the “**GO TO**” box.

Date: 03/05/18 Time: 01:19		New York State Education Department		Go to <input type="text"/>	
System to Track and Account for Children (STAC) and Medicaid Unit					
STATEMENT OF COUNTY ADMINISTRATIVE COSTS INCURRED UNDER SECTION 4410 OF THE EDUCATION LAW					
School Year	County			Menu	
1617	<input type="text"/>	Inquire		SED Code Number <input type="text"/>	
Choose One <input type="radio"/> 1 Year selected <input checked="" type="radio"/> Year selected and prior 2 years					
	2014-15	% change	2015-16	% change	2016-17
<u>Professional Salaries (Coordination of all Services)</u>	45,000	999+	5,000,000	99-	75,000
<u>Support Staff Salaries (Secretarial/Clerical Support)</u>	150,000	26-	111,111	71-	32,000
<u>Purchased Services (Coordination of all Services)</u>	150,000	233+	500,000	97-	15,000
<u>Purchased Services (Secretarial/Clerical Support)</u>	25,288	100-	11	100-	0
<u>Supplies and Materials (Other)</u>	50,000	100+	100,000	99-	1,500
<u>Travel Expenses (Coordination of all Services)</u>	15,000	33-	10,000	75-	2,500
<u>Travel Expenses (Secretarial/Clerical Support)</u>	12,000	67+	20,000	100-	0
<u>Employee Benefits (Coordination of all Services)</u>	23,000	999+	3,000,000	99-	32,000
<u>Employee Benefits (Secretarial/Clerical Support)</u>	138,000	262+	500,000	98-	12,000
<u>Indirect Costs (Other)</u>	50,000	300+	200,000	100-	500
<b>TOTAL EXPENDITURES</b>					
Cost Submitted by County	658,288	999+	9,441,122	98-	170,500
Kid Count	0	999+	4	100-	0
Allowable Cost*	0	999+	300	100-	0

\* This is (\$75 x Kid Count) or Cost Submitted by County, whichever is lower.

**ACCESSING COUNTY ADMINISTRATIVE COST REPORTS  
(AND ASSOCIATED .TXT FILES)  
EFH802 (Preschoolers Generating Administrative Costs) and  
EFH803 (Reimbursement for County Administrative Expenses)**

Access to the SED File Transfer Manager (FTM) is required to view or download County Administrative Cost reports. The following is the link to apply for access:

- [http://www.oms.nysed.gov/stac/forms/stac-603\\_form\\_authorization\\_ftp.pdf](http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf)

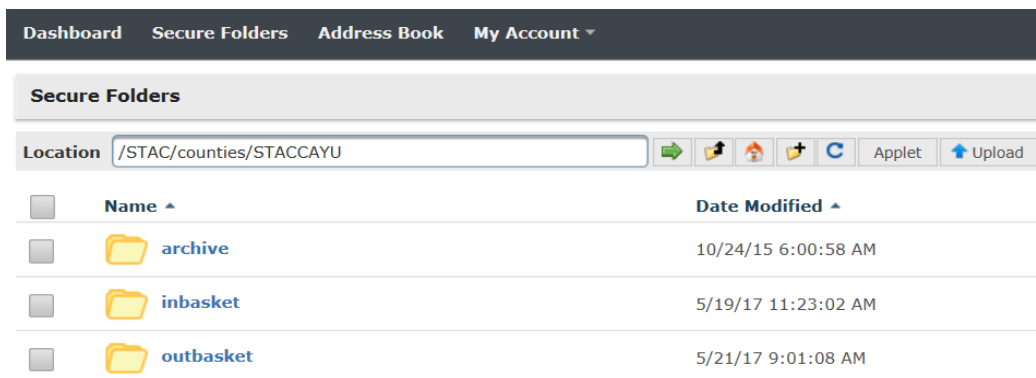
After receiving a SED FTM User Name and Password, open Google Chrome\* and click on the link below and Login:

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

**\*NOTE – SED FTM works best while using Google Chrome as the internet browser.**

A login form with a light blue background. It contains two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue button with the text 'Login'. At the bottom right of the form is a link that says 'Forgot Password?'.

- Navigate to your county's SED FTM Folders



- Open your county's outbasket.

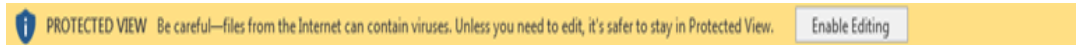
- The outbasket will contain 3 text files and 2 excel files:

**CountyName\_EFH802\_yyyyyy.txt**

- File contains the List of Preschoolers Generating Administrative Cost found on DQKID

**CountyName\_EFH802\_yyyyyy.xlsm**

- File contains the List of Preschoolers Generating Administrative Cost Report
- Open the file
- Click on Enable Editing



- Click on Enable Content



- The Report is now ready to view or print

**CountyName\_EFH803\_yyyyyyE.txt**

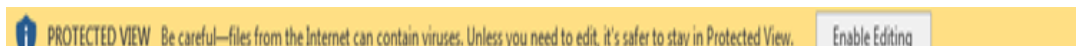
- File contains the calculated data used for the EFH803 Report

**CountyName\_EFH803\_yyyyyyF.txt**

- File contains the list of school districts and the associated child counts for each district seen on the EFH803 Report

**CountyName\_EFH803\_yyyyyy.xlsm**

- File contains the Reimbursement for County Administrative Expenses Report
- Open the file
- Click on Enable Editing



- Click on Enable Content



- The Report is now ready to view or print