



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

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TO: Authorized Municipality Representatives

FROM: Nicholas Thayer, Education Finance Specialist 2

DATE: February 12, 2026

SUBJECT: 2024-25 County Administrative Cost Claiming

Section 4410 of the Education Law entitles counties to receive a maximum administrative cost reimbursement of seventy-five dollars (\$75) per eligible preschool student with a disability. The “Reimbursable Approved Administrative Cost” is the lesser of your county’s reported costs or the product of the STAC count of preschoolers and the maximum per student amount of \$75.

DCADM Screen

Administrative costs must be completed on the **DCADM** online screen and electronic signature submitted on or before **March 13, 2026**. A table listing Reimbursable County Administrative Costs is provided at the end of this memo.

DQKID, DQCAD Screens

Counties will be able to view their student lists via the **DQKID** screen and will be able to retrieve an FTP file that can be accessed through the SED File Transfer Manager (SED FTM) site. Counties will also be given access to the **DQCAD** screen which provides current year administrative costs plus two prior years.

These two screens (**DQKID, DQCAD**) and the reports ***Preschoolers Generating Administrative Costs*** and ***Reimbursement for County Administrative Expenses*** will be available to your county sometime after March 31, 2026, once claiming has closed.

To assist in the retrieval of these reports and their associated data we have included the County Administrative Costs Guidebook which contains instructions on how to access the SED FTM site.

If you have any questions regarding this process for claiming administrative costs, please email Nicholas.Thayer@nysed.gov and Kathleen Mahar Kathleen.Mahar@nysed.gov.

REIMBURSABLE COUNTY ADMINISTRATIVE COSTS

LINE NO.	BUDGET CATEGORY (COST OBJECT)	REIMBURSABLE COST ITEM
1	Professional Salaries	Coordination of all Program Services: <ul style="list-style-type: none"> • Program Services • Transportation • Financial Services
2	Support Staff Salaries	Secretarial / Clerical Support: <ul style="list-style-type: none"> • Program • Transportation • Financial
3	Purchased Services	Necessary Consultant Services
4	Supplies and Materials	Supplies and Materials, including equipment having a unit value under \$300, used for program business.
5	Travel Expenses	Reimbursement for travel expenses of employed coordinator/support/other personnel incurred in program services.
6	Employee Benefits	Benefits paid by employer in conjunction with salaries for coordinator/support services.
7	Indirect Costs	Costs incurred by the county in support of, or in response to program activities, including storing and securing documentation of program business. Additional cost allocations made for other county agencies.