



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

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Subject: Reports for 2024-25 County Administrative Cost Claiming

Section 4410 of the Education Law entitles counties to receive a maximum administrative cost reimbursement of seventy-five (\$75) dollars 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.

The county administrative expense reports, *Preschoolers Generating Administrative Costs* and *Reimbursement for County Administrative Expenses*, are now available via FTP file accessed through the SED File Transfer Manager (SED FTM) site.

To assist in the retrieval of these reports and the associated data, STAC has created a guidebook named County Administrative Cost Reimbursement Guidebook. This reference material contains instructions on how to access the SED FTM site.

If you require assistance, please contact Nicholas Thayer – Nicholas.Thayer@nysed.gov.