



**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>

To: Special Education Directors  
School District Business Officials

From: Robert J. Wojtkiewicz Jr., Education Finance Specialist 2

Date: September 22, 2023

Subject: Committee on Preschool Special Education (CPSE) 2021-22 Administrative Cost Claiming

Section 4410 of NYS Education Law authorizes school districts to receive reimbursement from counties for reasonable and necessary CPSE administrative costs incurred for preschool students.

School districts can view their CPSE Administrative Cost Listing (ACL) via the *DQDAT* STAC online screen.

The *DQDAD* STAC online screen also allows school districts to view a history of their CPSE administrative costs. School districts may view their preschool student lists via the *DQKID* STAC online screen.

**School districts must continue to voucher their respective counties to receive reimbursement for CPSE administrative costs. Please contact your county directly to determine how you should be submitting for reimbursement.**

For your reference, a User Guide has been provided.

Questions regarding this process should be sent via email to Robert Wojtkiewicz ([Robert.Wojtkiewicz@nysed.gov](mailto:Robert.Wojtkiewicz@nysed.gov)) or Nicholas Thayer ([Nicholas.Thayer@nysed.gov](mailto:Nicholas.Thayer@nysed.gov)).