



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

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To: Authorized Municipality Representatives

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 state reimbursement to counties for reasonable and necessary CPSE administrative costs paid to school districts.

Counties must complete their CPSE Automated Voucher Listing using the *DDADM* STAC online screen and certify by electronic signature to receive state reimbursement.

Counties can view their preschool student lists via the *DQKID* STAC online screen, and/or access these lists via their SED File Transfer Manager (SED FTM).

For your reference, a User Guide has been provided that contains instructions on how to utilize the screens and complete the electronic signature process.

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