



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

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To: School Business Officials

From: Sheila Costa, Education Finance Specialist 2

Date: November 2015

Subject: **Committee on Preschool Special Education (CPSE) Administrative Cost Reimbursement for the 2013-2014 School Year**

The State Education Department (SED) has completed the review of the 2013-2014 Committee on Preschool Special Education (CPSE) administrative costs submitted by school districts on the CPSE Administrative Cost Supplemental Schedules SS-31 through SS-34, included within your school district's Annual Financial Report (ST-3) submission.

This memorandum outlines the reimbursement process for CPSE administrative costs incurred in the 2013-2014 school year, pursuant to Section 4410 of Education Law. The county in which the preschool student resides will reimburse the school district allowable and reasonable CPSE administrative costs.

The enclosed Section 4410 Administrative Cost Listing (ACL) indicates the CPSE administrative costs for which your school district should bill the appropriate county. Specifically, the report includes:

- ✓ The 2013-2014 CPSE administrative costs submitted by school districts
- ✓ The CPSE administrative costs approved by SED
- ✓ The total CPSE costs billable to the county

Counties will receive a similar report, which indicates the approved amount each school district should bill for their 2013-2014 CPSE administrative costs. **Counties are not responsible for reimbursement of CPSE administrative costs unless the school district submits an ACL and appropriate documentation, as required by the counties. Therefore, it is necessary for each school district to contact the county to determine the appropriate billing procedures.** ACLs should be submitted within 30 days of the receipt of this memorandum. This prompt billing and subsequent payment will allow counties to bill SED in a timely manner.

If you have any questions regarding the attached report or the process of reimbursement for the 2013-14 CPSE administrative costs, please contact Robert Wojtkiewicz or me at (518) 474-4178.

Enclosure