



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

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TO: Authorized Municipality Representatives Pursuant to § 4410 of the Education Law

FROM: Sheila Costa, Education Finance Specialist 2

DATE: April 1, 2016

SUBJECT: **Electronic Transmission of School District Preschool STAC Data**

This memo is to remind you of the annual process of collecting preschool signature authorizations from your school districts.

It is the county's responsibility to receive a signature authorization form from each of their individual school districts. This authorization allows the county to electronically transmit preschool information to the STAC and Medicaid Unit, either by using the online reimbursement system or via electronic file transfer. Attached is a suggested format for school districts to use. This authorization should be submitted to the County on district letterhead.

Each county is responsible for maintaining the proper documentation from the Committee on Preschool Education (CPSE) to support claims for reimbursement of evaluations or services provided to preschoolers. This includes the signature authorization forms from their respective districts. It is no longer necessary to forward the signature authorization forms to the STAC and Medicaid Unit.

As stated above, this authorization process is an annual process and signature authorization should be in place before electronically transmitting school district preschool STAC data for any given year.

Please contact me at 518-474-7116 or email me at sheila.costa@nysed.gov if you have any questions. Thank you.

Attachment