



STAC, SPECIAL AIDS & MEDICAID UNIT
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June 10, 2008

To: Chairpersons of Committees on Preschool Special Education
Superintendents of Public Schools
School Business Officials
District Superintendents
New York State Council of School Superintendents (NYSCOSS)
New York State School Boards Association (NYSSBA)
New York State Association of Counties (NYSAC)

From: Harold Matott, Coordinator

Subject: Processing of §4410 Preschool 2008-09 Administrative Costs

Committee on Preschool Special Education (CPSE) administrative cost reimbursement is authorized under Section 4410 of the New York State Education Law. Section 4410 provides reimbursement for reasonable and appropriate school district costs incurred to establish and maintain Committees on Preschool Special Education. Prior to 2008-09, districts received federal Individuals with Disabilities Education Act (IDEA), Part B, funds to pay for some of their CPSE administrative costs. Districts could subsequently bill counties for any State Education Department (SED) approved excess CPSE costs not covered by the federal IDEA funds.

Due to changes in federal guidance, Individuals with Disabilities Education Act, Part B funds can no longer be used for district CPSE administrative costs. However, school district CPSE administrative costs will continue to be reimbursed as follows.

To receive county reimbursement of 2008-09 CPSE administrative costs, school districts can report total CPSE administrative costs on Supplemental Schedules SS-31 through SS-34 of the Annual Financial Report (Form ST-3). SED uses the SS-31 through SS-34 data to calculate the statewide average CPSE administrative cost. School districts whose administrative costs exceed the statewide average may submit justification to support reimbursement of costs above the statewide average. Allowable CPSE administrative costs will then be determined for each school district. After a review period during which school districts may adjust their submissions, a final letter and an Administrative Cost List (ACL) will be issued to each school district in the summer of 2009 indicating the amounts that they can bill the appropriate county (the county where the preschooler evaluated or placed by the CPSE resided at time of placement). Districts should bill the counties identified on the ACL for the amounts due within 30 days of receipt of the ACL. As subsequent reimbursement to the county by the state is subject to statutory limitations prohibiting reimbursement to counties more than three years after the end of the school year in which costs are incurred, it is imperative districts not delay billing counties for these costs.

Any questions regarding the reimbursement of CPSE administrative costs should be directed to the STAC, Special Aids and Medicaid Unit at (518) 474-7116. You may also contact us at omsstac@mail.nysed.gov or visit our website at <http://www.oms.nysed.gov/stac/>

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