



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

DEPUTY COMMISSIONER  
Office of Performance Improvement and Management Services  
O: 518.473-4706  
F: 518.474-5392

March 3, 2016

(See Attached List)

Dear :

In accordance with the provisions of Section 170 of the Executive Law, the following are actions that the State Education Department (Department) has taken, or will be taking, to implement the recommendations contained in the Office of the State Comptroller's (OSC) Final Audit Report (2014-S-75) Compliance with the Reimbursable Cost Manual: United Cerebral Palsy Association of the Rochester Area, Inc.

**Recommendation 1:** Review the disallowances and questionable costs identified by our audit and, if warranted, make the necessary adjustments to UCP Rochester's reimbursement rates.

The Department is currently in the process of reviewing the Consolidated Fiscal Report (CFR) and OSC audit work papers and will make necessary adjustments and recover any overpayments as appropriate by recalculating tuition rates.

**Recommendation 2:** Remind UCP Rochester officials of the pertinent SED guidelines that relate to the deficiencies we identified.

SED will continue to provide technical assistance whenever requested and will strongly recommend the UCP Rochester officials take advantage of our availability to help them better understand the standards for reimbursement as presented in Regulation and the Reimbursable Cost Manual (RCM). Furthermore, CFR training is available both in person, at one of the six locations it is offered across the State, and online on the Department's webpage. The Department recommends that all individuals signing the CFR certification statements, namely Executive Directors and Certified Public Accountants, complete this training. This training is a requirement for preschool special education providers upon approval and reapproval and the Department intends to require that this training be mandatory for all providers.

If you have any questions regarding this response, please contact Suzanne Bolling, Director of Special Education Fiscal Services at 518-486-7859.

Sincerely,

Sharon Cates-Williams

c: Pat Geary  
Suzanne Bolling

The Honorable Andrew M. Cuomo  
Governor, State of New York  
Executive Chamber  
State Capitol  
Albany, NY 12224

The Honorable Thomas P. DiNapoli  
Comptroller  
Office of the State Comptroller  
110 State Street, 15<sup>th</sup> Floor  
Albany, NY 12236

The Honorable John J. Flanagan  
Majority Leader  
New York State Senate  
909 Legislative Office Building  
Albany, NY 12247

The Honorable Jeffrey D. Klein  
Independent Democratic Conference Leader  
New York State Senate  
304 Legislative Office Building  
Albany, NY 12247

The Honorable Andrea Stewart-Cousins  
Minority Leader  
New York State Senate  
615 Legislative Office Building  
Albany, NY 12247

The Honorable Carl E. Heastie  
Speaker  
New York State Assembly  
932 Legislative Office Building  
Albany, NY 12248

The Honorable Joseph D. Morelle  
Majority Leader  
New York State Assembly  
926 Legislative Office Building  
Albany, NY 12248

The Honorable Brian M. Kolb  
Minority Leader  
New York State Assembly  
933 Legislative Office Building  
Albany, NY 12248

The Honorable John DeFrancisco  
Chairman, Finance Committee  
New York State Senate  
416 Capitol  
Albany, NY 12247

The Honorable Liz Krueger  
Ranking Member, Finance Committee  
New York State Senate  
905 Legislative Office Building  
Albany, NY 12247

The Honorable Herman D. Farrell, Jr.  
Chairman, Ways & Means Committee  
New York State Assembly  
923 Legislative Office Building  
Albany, NY 12248

The Honorable Bob Oaks  
Ranking Member, Ways & Means Committee  
New York State Assembly  
444 Capitol  
Albany, NY 12248