



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

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Dr. Jeffrey Matteson, Senior Deputy Commissioner for Education Policy  
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May 12, 2025

Hon. Thomas P. DiNapoli  
New York State Comptroller  
110 State Street, 15<sup>th</sup> Floor  
Albany, NY 12236

Dear Comptroller DiNapoli:

In accordance with the provisions of Section 170 of the Executive Law, the State Education Department (SED) has taken, or will be taking, the following actions to implement the recommendations contained in the Office of the State Comptroller's (OSC) Final Audit Report (2023-S-29) *New York Institute for Special Education, (Institute) - Compliance with the Reimbursable Cost Manual*.

Recommendation 1:

“Review the recommended disallowances identified by our audit and make the necessary adjustments to the costs reported on the Institute’s CFRs and to the Institute’s tuition reimbursement rates, as warranted.”

SED is currently 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. NYSED will further review the staffing recommendations to determine if the adjustments are appropriate.

Recommendation 2:

“Remind Institute officials of the pertinent SED requirements that relate to the deficiencies we identified.”

SED will continue to provide technical assistance whenever requested and will strongly recommend Institute officials avail themselves of our assistance to help them better understand the rules for cost reporting and criteria for cost reimbursement as presented in the CFR, Regulations, and the Reimbursable Cost Manual (RCM).

SED will alert Institute of online training that is available on SED’s webpage. SED requires that all individuals signing the CFR certification statements, namely the Executive Director and Certified Public Accountant, complete this training. This training is a requirement for preschool special education providers upon approval and reapproval.

Furthermore, SED will require the Institute to identify the actions it has taken to cure and correct the deficiencies and/or violations identified in the audit. Institute's submission to SED must:

- Be certified by its Chief Executive Officer.
- Include an attestation from each director, officer, trustee, and shareholder.
- Contain all relevant information describing how policies, procedures, and practices have been revised to address the specific findings of the audit.
- Describe the systemic changes to the internal controls and financial oversight that have been implemented.

If you have any questions regarding this response, please contact Nell Brady, Director of the Rate Setting Unit at 518-474-1298.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey A. Matteson". The signature is fluid and cursive, with the first name "Jeffrey" and last name "Matteson" clearly legible.

Jeffrey Matteson  
Senior Deputy Commissioner for  
Education Policy

cc: Christopher Suriano  
Christina Coughlin  
Suzanne Bolling  
James Kampf  
Jeanne Day  
Nell Brady  
Jennifer Finucan  
William Meissner  
Rebecca Jones  
Mary Moore