



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

DEPUTY COMMISSIONER  
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March 31, 2016

Hon. Thomas P. DiNapoli  
New York State Comptroller  
110 State Street, 14<sup>th</sup> Floor  
Albany, NY 12236

Dear Comptroller DiNapoli:

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-63) Compliance with the Reimbursable Cost Manual: Kew Gardens SEP, Inc.

**Recommendation 1:** Review the recommended disallowances resulting from our audit and make the appropriate adjustments to the costs reported on Kew Gardens' CFRs and to Kew Gardens' tuition 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:** Work with Kew Gardens officials to help ensure their compliance with the Manual's provisions.

The Department will continue to provide technical assistance whenever requested and will strongly recommend the Kew Gardens 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