

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

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To: Superintendents of Public School Districts
District Superintendents (Information Only) **Date:** April 2, 2008

From: Rita M. Rosencrans

Subject: Spreading Overpayment Deductions Over Three Years
Pursuant to Education Law 3604 (5)

Pursuant to Education Law 3604 (5) a district or BOCES may request that any overpayments for which they were notified during a school year be deducted over a three year period and that such deduction shall be taken from the June payment due a district or BOCES beginning with the year in which they were first notified of the overpayment. The district must meet certain criteria which we will pull from the preceding school year's ST-3 or SA-111 to determine if the district or BOCES is eligible for such an overpayment spread.

Once the district or BOCES is notified of the overpayment, if they would like the overpayment to be spread over three years then they should complete and submit the "Request for Extended Overpayment Recovery" form within 30 days of notification of the overpayment to avoid the deduction of the full overpayment. However, for any overpayment notifications sent to the district or BOCES during the 2007-08 school year, such request for an overpayment spread should be submitted no later than April 30, 2008, since the deduction will be taken from the June payment.

Questions regarding the overpayment spread criteria or the completion of the form may be directed to James Marsh at (518) 474-2977 or Rita Rosencrans (518) 486-2266.

Enclosures