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**Notification of Change of**

**Chief Financial Officer**

**To Change the Chief Financial Officer for the following New York State Education Department approved programs:**

**Nonpublic School with an Approved Special Education Program (853 School)**

**Preschool Special Class**

**Preschool Special Class in an Integrated Setting**

**Preschool Special Education Itinerant Services**

**Multidisciplinary Evaluation Program**

*This is not to be completed for a public school district, board of cooperative educational services, State agency or municipality*

**New York State Education Department**

**518-473-6108**

[**https://www.nysed.gov/special-education**](https://www.nysed.gov/special-education)

Please submit as MS Word of PDF document to: [**OSEapplications@nysed.gov**](mailto:OSEapplications@nysed.gov)

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| **Approved Program Information** |

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| --- | --- | --- | --- | --- | --- | --- |
| 1. | Legal Name of Approved Program | | | | | |
| 2. | Assumed Name or Doing Business As (DBA), if applicable | | | | | |
| 3. | Mailing Address of Approved Program Administrative Office | Street | | | | |
|  |  | City State Zip Code | | | | |
| 4. | County and School District where Administrative Office is Headquartered | County | | | | |
|  |  | School District | | | New York City Community School District Number (if applicable) | |
| 5.  6. | Telephone/Email Address of Administrative Office  Area Code       Number       Ext.  Email Address | | | Fax Number of Administrative Office  Area Code       Number | | |
|  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |   Federal ID Number | | | | | |
|  | Agency 12-digit NYSED School Code for the Approved Program   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | |
| 9. | Name and Title of Chief Financial Officer | Name | | | | |
|  |  | Title | | | | |
|  |  | Telephone | Fax Number | | | Email Address |
|  | Currently approved for  (check all that apply) | Nonpublic School with an Approved Special Education Program (853 School)\*  Preschool Special Class  Preschool Special Class in an Integrated Setting  Preschool Special Education Itinerant Services  Multidisciplinary Evaluation Program  \*If you are a Nonpublic School with an Approved Special Education Program (853 School),  Completed *Changing Information in SEDREF* found onlineat <https://www.oms.nysed.gov/sedref/home.html> | | | | |

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| 11. Assurances:   * I hereby certify that I will comply with the requirements of Article 81, Article 89, and/or section 4410 of the Education Law (as applicable[[1]](#footnote-1)), and Parts 200 and 201 of the Regulations of the Commissioner of Education and understand the program and fiscal requirements for operating a special education program. * The approved program shall cooperate with the municipality, school district, the New York State Education Department (NYSED) and other State oversight agencies in monitoring for compliance, effectiveness and fiscal integrity of the program. * The program shall provide data, records and reports to the referring school district, NYSED, the municipality and other State fiscal and program oversight agencies upon request. * The executive director, or any individual that will sign or certify the Consolidated Fiscal Report (CFR) on behalf of the program, shall complete annual on-line CFR training as required by NYSED. * **Affirmation signed by Chief Executive Officer.** |
| 12. Affirmation:  I,      **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, declare that, to the best of my knowledge, the information above is true, correct and complete.  CEO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CEO Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Article 81 of the Education Law is applicable to child care institutions that operate an approved private school or are affiliated with a private non-residential school approved by the state education department as that term is defined in section 4001 of the New York State Education Law. Article 89 of the Education Law is applicable to contracts with private residential and non-residential schools which have been approved by the Commissioner for special services or programs.

   Section 4410 of the Education is within Article 89 and it is applicable to the provision of preschool special education services. [↑](#footnote-ref-1)