

May 16, 2016

Dear Parent or Guardian,

I am pleased to provide you with information about how the Department of Education (DOE) will arrange related services stated on your preschool child's Individualized Education Program (IEP) for the 2016-2017 school year.

Related services include speech therapy, occupational therapy, physical therapy, counseling, and vision and hearing education services. These services are important in helping your child make educational progress. The DOE will arrange for a provider to be assigned for each related service stated on your child's IEP; we are strongly committed to supporting you throughout this process.

Please take a few minutes to review the attached materials, which provide detailed information about the DOE's process for arranging preschool related services and answers questions that parents often ask. This information, along with links to other useful sites, is also available [online](#). Here are a few of the key points in the process for providing preschool related services:

- It is NOT your responsibility to find a related service provider. The DOE will arrange for any related services stated on your child's IEP to be provided at the DOE's expense.
- If your child attends a special education center-based program, that program will provide your child's related services.
- If your child does not attend a special education center-based program, the DOE will assign a qualified provider to serve your child by the date on which services are scheduled to begin.
 - A Committee on Preschool Special Education (CPSE) representative (who may or may not be the CPSE administrator who attended your child's IEP meeting) will be assigned to your child's case and will contact you directly, or authorize a related services agency to contact you, to make the necessary arrangements for your child's related services to begin.
 - Once these arrangements have been made, the representative will confirm the assignment with both you and the provider, and will follow up to make sure that services begin as planned.
- If your child will be enrolled in a Pre-K For All (Universal Pre-Kindergarten/UPK) program in the Fall, we will typically seek to provide ten-month school year services at that pre-school site, unless otherwise specified by the IEP. Your child will likely be assigned a new provider at that time. In the meantime, if your child's IEP requires 12 month services, we will seek to retain the therapist who worked with your child during the 2015 -2016 school year to continue to do so this summer at a location consistent with the IEP. For additional information on the Pre-K For All (UPK) program, including how to find a program near you, go to our website [here](#).

We are deeply committed to providing the services your child needs to meet his/her educational goals. After reviewing the enclosed materials, please do not hesitate to contact us if you have questions or concerns.

Overview of the Process: Arranging Related Services for Preschool Children

The Department of Education (DOE) is responsible for providing any related services stated on a child's Individualized Education Program (IEP). The cost of these services is covered entirely by the DOE.

If your child attends a special education center-based program (a special class or a special class in an integrated setting), the center-based program will provide your child's related services.

If your child does not attend a special education center-based program, a representative of your local Committee on Preschool Special Education (CPSE) will assign a provider for each related service stated on your child's IEP. This representative might not be the same CPSE administrator who was at your child's IEP meeting, but will be your point of contact regarding provision of your child's services. To find out which CPSE is responsible for your child's services, click [here](#), and locate the listing for the district in which your child lives. If you do not know your child's home district, call 311, or type your child's home address into the "school search" box on our [homepage](#), enter your child's home address at the top and click "Search." The website will give you the zoned school for your address. Look below the name of the school to see which school district the school is located in. That is your home district. Note that the CPSE that covers your home district is responsible for your child's services even if your child's preschool is located in a different district. However, it is extremely important that you keep us informed regarding where your child will attend preschool so that services can be provided in the correct location.

The CPSE representative will first work to find a DOE employee to provide related services for your child for the upcoming school year. If no DOE employee is available, the CPSE representative will look for a qualified service provider through an agency that has a contract with the DOE. If no contract agency is available, the CPSE representative will find a qualified independent provider (either an individual or an agency). *It is NOT your responsibility to find a provider for your child.*

The contract agency or independent provider assigned by the CPSE representative will contact you to make necessary arrangements. If you have questions or concerns during the process, please communicate directly with your CPSE representative. Once arrangements have been made, the representative will send a confirmation to you and the agency that identifies the provider, the location of services and the start date for services. (In the case of an independent provider only, the DOE will issue an Independent Agreement to the provider.) *Do not contact an agency or provider on your own, as this may cause confusion.*

Just after the scheduled start date for your child's services, the CPSE representative will confirm with the provider that services have begun. If services do not begin on the scheduled start date, please call your CPSE representative immediately. The DOE will then take action to make sure that services begin.

If you have questions regarding any part of this process, please read the attached list of Frequently Asked Questions. You may also find it helpful to read the DOE's Guiding Philosophy for provision of related services, and other information on our website concerning preschool special education. To find the Guiding Philosophy, click [here](#) or go to our [homepage](#) at <http://schools.nyc.gov> and type Guiding Philosophy: Related Services in the search. To visit our preschool special education web page, click [here](#).

If these resources do not fully address your questions, please contact your CPSE. If you still have questions or concerns after contacting your CPSE, please send an email to relatedservices@schools.nyc.gov. This email address is checked every business day by the DOE's Special Education Office, and we will work to provide you with a prompt and thorough response.

Frequently Asked Questions: Related Services for Preschool Children

1. How do I know the name and contact information for my CPSE representative?

To find your CPSE representative, call the CPSE for the district in which your child lives. To find the CPSE that serves your child, click here [here](#) or go to our homepage at <http://schools.nyc.gov>, type *CPSE* in the search box at the top of the page, click the *Committees on Preschool Special Education* link, and locate the listing for the district in which your child lives. If you do not know your child's home district, call 311, or type your child's home address into the "school search" box on our [homepage](#), enter your child's home address at the top and click "Search." The website will give you the zoned school for your address. Look below the name of the school to see which school district the school is located in. That is your home district.

2. What is the DOE's philosophy in providing related services for my child?

Related services are provided to support and advance the educational progress of a student with a disability. The main purpose of related services is to help maximize each student's ability to achieve his or her educational goals. To read more about the DOE's Guiding Philosophy for provision of related services, click [here](#), or go to our [homepage](#) at <http://schools.nyc.gov> and type *Guiding Philosophy: Related Services* in the search box at the top of the page.

3. Can I choose a provider for my child?

No. The DOE, through your CPSE representative, will assign a provider for your child. Contacting an agency or provider on your own may result in unnecessary confusion. The CPSE representative will direct a provider to contact you to make specific plans for serving your child. If you have questions or concerns at any point, please contact your CPSE representative.

4. How can I help make sure that services are put in place quickly?

The most important thing you can do is ensure the CPSE has your current contact information, and to communicate with your CPSE representative and respond quickly and fully to requests from the CPSE representative and from providers the DOE asks to contact you. Please tell your CPSE right away if your address or contact information changes, so that we know how to reach you.

5. I am very happy with the therapist who served my child this year; can I keep the same provider next year?

In some cases it may turn out that the same provider continues working with your child from one preschool year to the next. However, it is not possible to guarantee that this will happen, in much the same way that school-aged students cannot be assured of having the same classroom teacher from year to year. Where feasible, we will seek to retain a provider previously assigned to work with your child by the DOE under the following circumstances:

- a) For summer services, where your child is entering Kindergarten in the Fall;
- b) For summer services, where your child will be attending a special education center-based program or a Pre-K For All (UPK) program in the Fall;
- c) For 12-month students who began working with a provider assigned by the DOE on or after February 1, 2016.

6. Where will services be delivered?

If services will be provided in your child’s classroom, that will be stated on your child’s IEP. Otherwise, the CPSE representative will work to identify a provider who can serve your child in an appropriate location specified by the DOE. To facilitate this process, the representative will share the latest information on file regarding your child’s preschool or child care location with the contract agency or independent provider. In many cases, this may be in a separate room at your child’s preschool or child care program, or in your home (e.g., if your child is not in preschool). Under certain circumstances, services may be provided at a related service agency. While some travel may be required, the CPSE representative will ensure that the provider serves your child at a time and place that are reasonable and appropriate. (See below for information about transportation to agency locations.) If your child can no longer receive services at the arranged time and place, you should contact your CPSE representative immediately.

7. How does the DOE make sure that my child’s providers are qualified?

Before any provider can start work with your child, the DOE makes sure that the provider has the appropriate, current New York State license for the service to be provided. We also require that the provider be fingerprinted and background-checked. If we learn of any incident that might affect a provider’s ability to continue serving your child safely, we will immediately assign a new provider.

8. Why does the DOE use contract agencies? How were they selected? Why are some called “primary” agencies?

The DOE uses contract agencies to make sure that qualified providers are available to serve students throughout the five boroughs. The contracts help the DOE find providers quickly and efficiently without placing a burden on parents. The DOE selected contract agencies through a competitive bidding process. The agencies were reviewed and selected for their ability to provide high quality services, and we carefully monitor their performance to ensure that students continue to be appropriately served at all times. “Primary” agencies have many providers and can serve an entire borough. In seeking a provider for your child, the CPSE representative will contact primary agencies first.

9. How will the provider assigned by the CPSE to serve my child know where and when to begin working with my child?

The CPSE will notify the provider in writing of the location and start date for services. In the case of a contract agency, the notification will typically be issued via e-mail to the provider. In the case of a qualified independent provider, the CPSE representative will execute an Independent Agreement (IA) directly with the provider. The CPSE representative will also provide you with the name of the provider, the location and the authorized start date.

10. Can services begin prior to the date stated in writing by the CPSE?

No.

11. Do I need to pay for services?

No. Contract agencies and independent providers MAY NOT bill you or accept payment from you for related services arranged by the DOE.

12. What happens if my child’s services do not start on the date stated by the CPSE?

You should contact your CPSE representative right away. The CPSE will contact the provider assigned to serve your child. If the provider cannot begin services, your CPSE representative will look for a different provider. If you are not able to reach your CPSE representative, please email relatedservices@schools.nyc.gov or contact the chair of the district Committee on Special Education (CSE) office. (Please note that a provider may not refuse to “release” an assignment; the decision to look for a different provider will be made by the DOE.)

13. What happens if the provider serving my child is unable to continue providing services?

The provider is responsible for immediately informing the DOE. The DOE will then follow the same process described above to identify another provider. If your provider tells you that services will stop before the end date, you should contact the CPSE representative right away.

14. Is transportation available to get my child to related services?

If your child’s related services are provided at your child’s preschool (other than a special education center-based program), child care program, or home, the DOE will not provide transportation. If your child’s related services are provided at a related service agency because the CPSE was unable to arrange for the services to be provided at home, preschool or child care, and if transportation to the site is required, the CPSE will provide or fund transportation to the agency, including tolls where applicable. Typically, this will be through issuance of a MetroCard, where public transportation to the site is appropriate and available. For further information on transportation reimbursement procedures, click [here](#) or go to our [homepage](#) at <http://schools.nyc.gov>, and type *Related Services Information* in the search box at the top of the page. Transportation reimbursement information and a [link to the required form](#) are at the bottom of the Related Services Information page.

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如要取得本文件的中文譯本，請瀏覽下面的網站。	본 문서의 한국어판을 보시려면 다음 웹사이트를 방문해 주십시오.	اس دستاویز کے اردو ترجمہ کے لیے برائے مہربانی ذیل کی ویب سائٹ سے رجوع کریں۔

<http://schools.nyc.gov/Academics/SpecialEducation/tellmore/information-parents-preschoolers.htm>