



**NO CHILD LEFT BEHIND  
SUPPLEMENTAL EDUCATIONAL SERVICES  
2009 - 2010**

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**Policy and Implementation Manual  
For Providers and School Administrators**

**New Updated Edition 2009-2010**

## CALENDER

- Subject to change

<b>SES PROGRAM TIMELINE FOR 2009-2010</b>	
<i>Early September 2009</i>	<i>An SES information package will be back-packed home with eligible students.</i>
<i>September-October 2009</i>	<i>Schools hold an NCLB information session/Provider Fair.</i>
<i>October 2009</i>	<i>Parents submit completed enrollment form to the Provider.</i>
<i>October 2009</i>	<i>Enrollment Forms are processed and providers contact parents with the start date and location of student program.</i>
<b><i>October 19, 2009</i></b>	<b><i>Supplemental Educational Services begin. Enrollment is ongoing through April 30, 2010.</i></b>
<i>January 2010</i>	<i>An SES information package will be back-packed home with eligible students in newly identified schools.</i>
<i>January 2010</i>	<i>Newly identified schools will conduct NCLB information sessions/Provider Fairs to help parents learn more about the SES process.</i>
<i>January 2010</i>	<i>Parents submit completed enrollment form to the Provider.</i>
<i>January-February 2010</i>	<i>Enrollment forms are processed and providers contact parents with the start dates and location of student program.</i>
<i>February 23, 2010</i>	<i>Supplemental Educational Services begin for newly identified schools.</i>
<i>April 30, 2010</i>	<i>Last day for providers to submit enrollment forms to the ISC.</i>
<b><i>June 28, 2010</i></b>	<b><i>Last day of SES services</i></b>

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## Forward

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The New York City Department of Education (NYCDOE) has successfully enrolled over 330,000 students in Supplemental Educational Services (SES) programs since the inception of the program in 2002. The NYCDOE has embraced the spirit of SES by setting a positive tone about the importance of SES and by building strong relationships with SES providers. This manual was developed to assist schools and providers in understanding and following the NCLB statute, state regulations and the NYCDOE's policies and procedures for implementation of the SES program.

In doing so, it has drawn on our work with schools, our interaction with parents, our collaborative relationship with the New York State Education Department, and our relationship with SES providers.

We hope this manual is helpful to providers, principals, parent coordinators and other school staff in their work to improve student achievement and to support the NYCDOE's reform efforts to create a system of great schools.

We would like to thank you all for your cooperation in the implementation of Supplemental Educational Services in New York City. Your efforts are greatly appreciated.

## WHAT'S NEW for FY10

Page	Header	Item
Front cover	Calendar	Updated for FY10
9	Overview	SINI 1 required to offer SES
10	Roles & responsibilities	LEA works with NYSED to develop provider evaluation and monitoring criteria
11	Identification of Schools & Eligible Students	SINI 1 required to offer SES
12	Identification of Schools & Eligible Students	Student identification process clarified
12	Enrollment Process	New sample enrollment form
13	Enrollment Process	Incentives language from DOE contract included
14	Enrollment Process	Updated Parent Guide
16	Professional Code of Conduct	Treatment of PETS-ineligible employees
17	Monitoring of Programs	SES documents, staff interviews, employee roster, attendance records
18	End of Year Report	Provider effectiveness standards under joint development with NYSED
19	Timeliness of Service Provision	Monthly review of pending applications
22	Fingerprinting and Security Clearance	DOE teachers asked to provide photo-ID; at-home providers must show ID
23	Obtaining Classroom Space	On-site providers may not use school supplies, utilities
24	PETS Requirements	Employees must provide referral letter from agency/organization; providers must remove ineligible employees - who have student contact <u>or</u> access to student information

25	PETS Requirements	See SES-OPI Matrix of roles & responsibilities if employee arrested
27	NCLB/SES Attendance	Tutor <u>AND</u> Supervisor must sign DOE attendance forms; SES records must be kept in hard-copy for 6 years
28	Tutoring Sessions	Student Education Plan must be signed by parent(s); late submission of Progress Reports results in delayed payment
29	Tutoring Safety Procedures	Follow school guidelines; students remain in providers care until parents arrive
31	Uploading Attendance	Certification language clarified
32	Payment	Attendance for ineligible or un-enrolled students not payable
33	Reporting Requirements	Student Education Plans must be developed and submitted within the first few sessions
34	Vendor Web Inquiry (VWI)	Annual Fee \$500 - Technical Support will not answer questions on balances, purchase orders, invoices, checks and contracts - vendors should use the VWI portal for these issues.
42	Selecting Providers to Use Classroom Space	Send issues concerning contract or vendor status to Program Director
44	Distribution of SES Materials	Collateral now in English and Spanish combined

## 1.0 OVERVIEW OF NCLB AND SES

### 1.1 No Child Left Behind Act (NCLB)

The No Child Left Behind Act of 2001 (NCLB), signed into law by President George Bush on Jan 8, 2002, is the latest revision of the Elementary and Secondary Education Act (ESEA). The ESEA was first enacted in 1965 and encompasses Title I, the federal government's flagship aid program for disadvantaged students.

At the core of the No Child Left Behind Act are a number of measures designed to hold states and schools accountable for the academic achievement of all students, ensure that the teaching and paraprofessional staff is highly qualified, and provide parents with access to information and choice.

Since the law's enactment, the New York City Department of Education has been working with the New York State Education Department, districts and schools to implement several key provisions of the law. These include disseminating information about school performance, recruiting and hiring highly qualified teachers, and notifying parents about public school choice and Supplemental Educational Services.

► **WEBLINK:** [Click here for the US Dept of Ed NCLB website](http://www.ed.gov/nclb)  
<http://www.ed.gov/nclb>

### 1.2 Supplemental Educational Services (SES)

Supplemental Educational Services (SES) provides tutoring offered by an "approved provider" outside of the regular school day. SES can take place before or after school or on weekends. SES is an option for parents of students in grades K-12 who are enrolled in Title I schools identified as "In Need of Improvement – *Year 1* & 2, Corrective Action or Restructuring" and who are free lunch eligible under federal guidelines.

SES is a resource that can be coordinated with academic intervention services and extended day programs to provide multiple opportunities for intervention. The array of provider programs allows for parents to select the most appropriate program to meet the unique learning needs of their children. Parents will look to their schools for recommendations and advice. When asked, school staff can assist parents to make informed decisions by becoming familiar with the SES programs that are available in NYC.

► **WEBLINK:** [Click here to view the Provider Directory](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Parents/ProviderDirectory/ProviderDirectory.htm)  
<http://schools.nyc.gov/RulesPolicies/NCLB/SES/Parents/ProviderDirectory/ProviderDirectory.htm>

### 1.3 SES Providers

- Providers are approved by the New York State Education Department (NYSED). Providers in New York City include community- and faith-based organizations, and non-profit and for-profit education organizations. An approved SES provider must meet specific criteria for providing services in English language arts (including reading), and/or mathematics in order to help students achieve New York's learning standards, as demonstrated by improved scores on required State assessments in those areas.
- SES provider programs vary in experience, organizational capacity, program design, program length, and the qualifications and experience of their supervisory staff and instructors. Some providers have had long-standing relationships with our schools as part of the out-of-school time programs; others are retired school supervisors and

administrators who have started their own enterprises in academic intervention. Many of the providers employ only certified teachers; others have a combination of experienced teachers and college students (undergraduates and graduate); still others train high school students or senior citizens in innovative inter-generational programs.

## 2.0 ROLES AND RESPONSIBILITIES OF KEY PARTIES

### 2.1 LEA (Local Education Agency) Roles and Responsibilities

#### The LEA must:

- Notify parents about the availability of services, at least annually.
- Help parents choose a provider, if requested.
- Determine which students should receive services if not all students can be served.
- Enter into an agreement with a provider selected by parents of an eligible student.
- Assist the State Education Department to identify potential providers within the LEA.
- Protect the privacy of students who receive Supplemental Educational Services.
- Work with the NYSED to develop provider evaluation and monitoring criteria

### 2.2 Provider Roles and Responsibilities

#### A provider is responsible for meeting the terms of its agreement with the LEA including but not limited to:

- Enabling the student to attain his or her specific achievement goals (as established by the NYCDOE, in consultation with the student's parents and the provider) [Section 1116(e)(3)(A)];
- Measuring the student's progress, and regularly informing the student's parents and teachers of that progress;
- Adhering to the timetable for improving the student's achievement that is developed by the NYCDOE in consultation with the student's parents and the provider;
- Ensuring that it does not disclose to the public the identity of any student eligible for or receiving Supplemental Educational Services without the written permission of the student's parents;
- Providing Supplemental Educational Services consistent with applicable health, safety, and civil rights laws; and,
- Providing Supplemental Educational Services that are secular, neutral, and non-ideological.

► **REMINDER: Students with Disabilities:** In the case of a student with a disability, the achievement goals, measurement and reporting of progress, and timetable must be consistent with (although not included in) the student's individualized education program under Section 614(d) of the IDEA. In the case of a student covered by Section 504, they must be consistent with (although not included in) the student's individualized services under Section 504.

#### In addition, providers are required to:

- Target outreach only to parents.
- Provide accurate and appropriate program information to parents in understandable language.
- Ensure the program is under the general supervision of a New York State certified teacher (not a DOE employee).
- Maintain accurate attendance and academic records (subject to review at any time).
- Prepare and *submit* quarterly progress/attendance reports to 3 parties: The NYCDOE, the parent/guardian and the child's school.
- Submit final report.

## 2.3 Field Support Roles and Responsibilities

Click the link to download a list of SES Field Support  
[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/SESRegionalContactInformation/Edu\\_Contacts.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/SESRegionalContactInformation/Edu_Contacts.htm)

- ► **DESIGNATED SES Liaison/Parent Coordinator:** *Both individuals should work directly with SINI schools to ensure proper implementation of SES and to provide program assistance to Parents as needed.*
- ► **Senior Grants Officer:** Oversees the processing of all SES applications at the Integrated Service Center (ISC).

## 2.4 Principal Roles and Responsibilities

### Principals must:

- Notify parents of eligible students about SES.
- Select providers to use classroom *on site* space and sign the engagement notices.
- Distribute SES materials to eligible students.
- Advertise SES program through school displays and promotions.
- Conduct a school NCLB information session and SES provider fair.
- Assist parents in the provider selection process, when requested.
- Assist SES monitors when they come to the school.

## 3.0 IDENTIFICATION OF SCHOOLS AND ELIGIBLE STUDENTS

### 3.1 SINI School designation

Each year, as required under the federal No Child Left Behind Act, the New York State Education Department identifies a group of Title I public schools in New York City that are “Schools In Need of Improvement” (SINI). According to NCLB standards, these schools have not made “Adequate Yearly Progress” (AYP). They have not reached student achievement targets which are set for every school.

### Under NCLB, a school’s AYP is determined based on:

- Meeting the state proficiently level for all students in English Language Arts, Mathematics, Science and/or high school graduation rates
- Performance of all students including low-income students, students with disabilities, and English Language Learners
- 95% Student participation rate on state assessments

### Categories of SINI required to offer SES:

- In Need of Improvement – *Year 1, 2*
- In Corrective Action
- Planning for Restructuring
- Restructuring

## Notification of SINI Status

Parents of free lunch eligible students in grades K-12 in an SES eligible school will once again have the opportunity to enroll their children in an SES program. Pending official notification regarding 2009-10 SINI status, schools will initiate the program in September 2009.

As soon as NYSED issues the official list of SINI schools, principals will receive communication from Central regarding the specifics of their school's NCLB improvement status with instructions for further actions that they will need to take.

Schools which undergo a status change and are removed from the list during this school year and listed as "Schools In Good Standing" *will continue to offer SES for the remainder of school year 2009-10.*

### 3.2 Student Identification

*Eligible students are students in grades K-12 from low-income families who attend Title I schools that are in their second year of school improvement, in corrective action, or in restructuring.*

*The NYCDOE identifies eligible students in grades K-12 from low-income families using the meal code indicators in ATS for "free lunch":*

*Students in grades K-12 enrolled in Schools in Need of Improvement Year 1 and 2, in Corrective Action and Restructuring who are free lunch eligible based on their June 2009 condition are eligible for SES. These students have **meal code indicators "A" or "1" in ATS.***

*Eligibility is not dependent on whether the student is a member of a subgroup that caused the school to not make AYP or whether the student is in a grade that takes the statewide assessments. Eligibility is not based on academic need.*

*However, if the funds available are insufficient to provide Supplemental Educational Services to each eligible student whose parent requests those services, the NYCDOE must give priority to providing services to the lowest-achieving eligible students. The NYCDOE is confident that all requests for SES will be accommodated.*

- Students in grades K-12 enrolled in Schools that are Universal Meal Sites are all eligible.
- Students new to the school who do not have meal code information must complete a lunch form to confirm eligibility.

► **REMINDER: Pre-K students are NOT eligible for SES services.**

## 4.0 ENROLLMENT PROCESS

### 4.1 Parent Selection

- Once parents receive the SES information package, they are to contact providers by phone, email or arrange a visit to the provider site to learn more about the provider's programs and to determine if the program would best meet the needs of their child.

- If requested by the parents, school staff may assist in helping parents to select the most appropriate program for their children. However, the parent makes the final decision.
- Parents may select only one provider program in the academic year.
- In order to ensure that parents do not submit multiple enrollment forms and thereby delay the processing of the application, **enrollment forms are not to be duplicated.** If a parent loses their enrollment form or claims never to have received one, the school may request a replacement form by emailing the SES Implementation office at [NCLBSESProgramSupport@schools.nyc.gov](mailto:NCLBSESProgramSupport@schools.nyc.gov) or contacting the field staff at the appropriate Integrated Service Center (ISC).
- Parents are instructed to return their signed enrollment forms to the provider.
  - ▶ **WEBLINK: click the link below to view list of ISCs according to the geographic area in which they are located.**

[http://schools.nyc.gov/Administration/NCLB/SES/Providers/CalenderDates+and+Events/Prov\\_Calendar.htm](http://schools.nyc.gov/Administration/NCLB/SES/Providers/CalenderDates+and+Events/Prov_Calendar.htm)

## ▶ EXHIBIT A: SAMPLE OF SES ENROLLMENT FORM AND INSTRUCTIONS

### 4.2 Marketing Programs in Schools

- During the enrollment period, information about **all** providers (not only the providers that will be located in the school) must be made available to parents.
- Providers may market their program outside of schools but there is no obligation for the school to allow providers in the building to market to parents.
- Providers may not market directly to students, nor offer any kind of incentive or promise of an incentive to a student, parent or other family member, including token gifts such as caps, water bottles, pens, etc. (Providers are prohibited from offering any type of incentive or rewards to students except providers that have a state approved program that includes a rewards program for attendance and/or achievement and is of a nominal value. Providers with approved rewards programs are required to submit a description of their program to the NYCDOE for review as part of the contracting process.)
- If the school has a parent room or center or even a table that is located where parents congregate, provider brochures and other materials should be displayed without preference to the provider programs that will be located in the school.
- The principal should ensure that provider information distributed at the school to parents in the school is accurate (proper eligibility criteria, selection process, due dates, etc.) and, for those providers on-site, consistent with any arrangements made with the school regarding the agreed upon schedule (days and hours of instruction, room numbers, etc.).

*Please be advised that "SERVICES" Section 3(E) of your No Child Left Behind "NCLB" agreement with the NYC DOE reads in relevant part as follows:*

*The provider is prohibited from making any offer or advertisement of rewards, gifts, incentives, gratuities, payments, or compensation of any kind to parents, students, the Board, the Board's staff and/or school staff for purposes of, or tending to have the effect of, soliciting enrollment, encouraging parents to switch providers once students are enrolled, and/or attempting to influence parents, students, the Board, the Board's staff and/or school staff; provided that nothing herein shall be deemed to prohibit the use, as part of the instructional program, of nominal rewards or incentives as defined in 8 NYCRR section 120.4(f)(8)(xvii). A nominal reward or incentive is defined as an award or incentive that:(1) does not exceed a total value of \$ 25 per student per year;(2) is directly linked to documented meaningful attendance benchmarks and/or completion of assessment and program objectives; and (3) is approved by the commissioner as part of the provider's instructional program.*

*The Contractor shall not offer any rewards, gifts, and/or incentives to Students for any reason whatsoever pertaining to services rendered under this Agreement unless said rewards, gifts and/or incentives is part*

*of Contractor's State approved program. Contractor will remain obligated to (1) submit a written description to the Board before implementing any rewards program; (2) update the Board if said program is changed for any reason; and (3) comply with the State law and/or rule/regulation and/or policy. Contractor's failure to submit written description and/or update will result in the withholding of payment and/or termination of this Agreement.*

#### **4.3 Submission and Processing of SES Enrollment Forms**

- Providers may assist parents in completing the enrollment form to ensure that the correct provider name, provider ID and provider service code number (as listed in the provider directory) are correctly entered. Parents should update their contact information in the appropriate section of the enrollment form.
- Parents return completed forms to their selected provider. Principals can review student enrollment by accessing the NCLB/SES Administrative Database.
- Providers should keep photocopies of completed enrollment forms before submitting to the ISC to keep track of students seeking enrollment.
- The provider submits forms to the Senior Grants Officer (SGO) at the Integrated Service Center for processing.
- How the enrollment form is processed at the ISC:
  - The enrollment form is first 'date stamped'.
  - The student ID is entered into the NCLB/SES Attendance online system.
  - The approval date is when the parent's signature is entered into the system.
  - The provider and program service ID is entered which then creates an "association" and this record is then imported into provider's account.
- Forms will be accepted up until the deadline. Providers are encouraged to submit completed forms as soon as possible to the appropriate ISCs for processing. **Forms will not be accepted after the close of business on *April 30, 2010*.** SES programs must be completed by *June 30, 2010*.

► **WEBLINK:** [Click here](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Parents/ProviderDirectory/ProviderDirectory.htm) to download the parent guide

<http://schools.nyc.gov/RulesPolicies/NCLB/SES/Parents/ProviderDirectory/ProviderDirectory.htm>

#### **4.4 School Provider Fairs or Information Sessions**

- Schools must schedule an NCLB information session informing parents of their options, including SES. Schools should hold an SES provider information fair, which can be coordinated with a PA/PTA meeting, open school night or any other activity or event where parents are likely to attend. Schools must ensure that all providers are invited, not just the providers who will be housed in the building. Schools will be provided with an email distribution list for all NYC SES providers. This is especially important for parents whose children cannot participate in an on-site after-school program – they can select a home-tutoring or community-center tutoring provider. Additionally, parents should be able to enroll their children with the provider of their choice. **This often means that parents must be reminded to bring their SES enrollment materials with them to this event.**

#### **Guidelines for school sponsored provider information sessions:**

- Provider displays and comportment at school provider fairs or information sessions should allow for equal access to all parents.
- Displays should be of uniform size so as not to obscure or block access to provider tables or exhibits.
- Provider staff must approach parents within the confines of the area designated for the provider or information fair.

► **EXHIBIT B:** [Sample Invitations to Provider and Parent for School Provider Fair](#)

## 5.0 INCENTIVES AND REWARDS

Providers are prohibited from offering any type of incentive or rewards to students except providers that have a state approved program that includes a rewards program for attendance and/or achievement and is of a nominal value. Providers with approved rewards programs are required to submit a description of their program to the NYCDOE for review as part of the contracting process. Providers may not offer token gifts as part of their recruitment/marketing efforts.

## 6.0 CONFLICT OF INTEREST WAIVER (HIRING DOE EMPLOYEES)

### 6.1 The Conflict of Interest Law

Conflict of Interest Law, Chapter 68 of the New York City Charter and Chancellor's Regulation [C-110](#) prohibit the hiring of any active NYCDOE employee (or a NYCDOE employee that has been separated from the NYCDOE for less than one year) by any contracted vendor without a waiver from the Conflict of Interest Board.

**Click here to download the Chancellor's Regulation on Conflicts of Interest on Community Education Council Members, Employment of Family Members.**

► **WEBLINK:** <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>

### 6.2 Who Can Be Hired

Because the process for each NYCDOE employee to request a waiver to work for an SES provider may delay services to students, the NYCDOE has requested and received a blanket waiver permitting only the hiring of NYCDOE teachers as instructors and lead teachers (mentors, instructional coaches – NOT AS SUPERVISORS, administrators or coordinators). Guidance Counselors are covered by the waiver. NYCDOE teachers do not need to seek a waiver. Be advised that F-status employees and substitute teachers are considered NYCDOE employees and can only be hired as teachers.

► **REMINDER:** The Conflict of Interest Law prohibits New York City employees from accepting gifts from companies or individuals with current or pending business dealings with the City.

- **Note about Parents:** If parents are hired by an SES provider, they **may not** work in the same school where their children are enrolled or receive SES.
- Parents hired may not have direct contact with the parents or staff of the schools where their children are enrolled or receive SES.

### 6.3 Who Cannot Be Hired

Providers may not hire any other NYCDOE employee (principals, assistant principals, district or regional staff, parent coordinators, paras, aides, secretaries, etc.).

If you have any questions, contact *Samatha Biletsky, Ethics Officer, at 718-391-8158 and 212-374-3438 or at [sbiletsky@schools.nyc.gov](mailto:sbiletsky@schools.nyc.gov).*

► **WEBLINK:** **Click here to go to the Conflict of Interest Board website** [http://www.nyc.gov/html/conflicts/html/publications/leaflets\\_dir.shtml](http://www.nyc.gov/html/conflicts/html/publications/leaflets_dir.shtml)

## 7.0 PROFESSIONAL CODE OF CONDUCT AND ETHICS

To ensure that SES providers deliver high quality services to eligible students, interact with schools, parents, and each other in a professional manner, and comply with the NYCDOE's rules and regulations, the NYCDOE has adapted the Code of Professional Conduct and Ethics originally developed by the Education Industry Association. SES providers contracted to work in NYC are required to adhere to these standards of ethical behavior of which *is part of the contract with NYCDOE* and to use them to guide their decision-making and performance at all levels of their organizations. All SES provider employees should be familiar with the Professional Code of Conduct and Ethics.

### 7.1 General Guidelines

In the conduct of business and discharge of responsibilities, Providers commit to:

- Conduct business honestly, openly, fairly, and with integrity.
- Comply with applicable laws, statutes, regulations and ordinances.
- Avoid known conflict of interest situations.
- Never offer or accept illegal payments for services rendered.
- Apply these guidelines and standards throughout the company by insuring all employees understand them and act accordingly.
- Refrain from publicly criticizing or disparaging other providers.
- Comply with the confidentiality and non-disclosure provisions of all applicable federal, state and local laws, including those relating to student identity, records, reports, data, scores and other sensitive information.
- Be factual and forthright in reporting and documenting attendance rates, effectiveness of their programs, and in explaining the theoretical/empirical rationale behind major elements of its program, as well as the link between research and program design.
- Take appropriate corrective action against provider employees, consultants or contractors who act in a manner detrimental to the letter or spirit of this code.
- Take immediate steps to correct any actions on its part that willfully or inadvertently violate of the letter or spirit of this code.

### 7.2 Standards Specific to SES

SES providers will consistently implement the NCLB Supplemental Educational Services provisions and promote full access to SES services.

**To that end, providers will NOT:**

- *SES Will not allow PETS-ineligible employees to have access or direct contact with student information*
- Compensate school district employees personally in exchange for access to facilities, to obtain student lists, to assist with marketing or student recruitment, to promote enrollment in a provider's program at the exclusion of other providers, to obtain other similar benefits for their SES program, or for any illegal purpose.
- Employ any NYCDOE employees in any capacity, except that current DOE teachers (including teachers working at the NYCDOE as guidance counselors) may be employed as instructors or as Lead Teachers.
- Employ any former NYCDOE employees with less than one year of separation from the NYCDOE in any capacity which puts them in any contact with the NYCDOE or its employees - including meetings, telephone calls and written communications. However, former NYCDOE teachers (including teachers who worked as guidance counselors) with less than one year of separation from the NYCDOE are permitted to work as instructors or as Lead Teachers.
- Make payments or in-kind contributions to schools or school personnel, exclusive of customary fees for facility utilization in exchange for access to facilities, to obtain

student lists, to increase student enrollment, to obtain other similar benefits for their SES program or for any illegal purpose.

- Misrepresent to anyone, including parents (during student recruitment), the location of a provider's program, principal/district or state's approval of a provider, or the likelihood of becoming so approved.
  - Offer a parent or student any form of incentive for signing-up with a provider.
  - Implement a rewards program for attendance and/or achievement that is not part of the provider's state-approved program and incorporated into its NYCDOE contract.
  - Employ an SES enrolled student.
  - Use the NYCDOE's enrollment form that has the selected provider's name pre-printed as part of the form.
  - Photocopy or otherwise procure enrollment forms for distribution to parents, or make provider selection for parents.
  - Encourage students/parents to switch providers once enrolled. A student association is considered "locked" once the student has been assigned and accepted by a provider.
- **REMINDER: All providers are required to adhere to the Code of Professional Conduct and Ethics**

► **WEBLINK: [Click here](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm) to download the Professional Code of Conduct and Ethics [http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)**

## 8.0 MONITORING OF SES PROVIDER PROGRAMS

NYCDOE will conduct monitoring visits to Title I schools identified as *SINI*, Corrective Action and Restructuring where SES is being delivered and to off-site programs. Parents of students being tutored at home will be asked to complete monitoring surveys. In addition to visits to schools and non-DoE services sites, monitors also conduct phone interviews with parents of students being tutored at home.

Monitors will review the implementation of provider programs and assess compliance with all applicable federal, state and city regulations and procedures for SES including:

- Staff qualifications, management and use of school space
- Quality of instruction and alignment with state approved program
- Availability of student plans and progress reports
- Communication with school and parents
- Identify areas of concern and/or incidents requiring intervention and/or further action.
- *The monitor will carry a letter of introduction. The school's designated SES liaison will be asked to escort the monitor during these visits. The monitor will be visiting classrooms, speaking with SES provider staff, the SES liaison, teachers, students and parents.*
- *The monitor will also be asking for copies of SES related documents. Provider staff will be interviewed and asked to complete a staff roster that should include all personnel assigned to work at the site. Providers are also required to retain a week's worth of attendance records **at the site** to be made available for review.*

**Providers are required to share Student Education Plans and Progress Reports with the school's instructional staff.**

## 9.0 END OF YEAR REPORT AND EVALUATION

- Pursuant to the NCLB statute and the Regulations of the Commissioner of Education, the NYCDOE is required to complete a report (in a format provided by the NYSED) for each provider that has provided SES during the school year.
- The report captures information about a provider's performance as it pertains to enrollment, completion rate, services to special education students and English Language Learners, complaints, and compliance with contractual and regulatory stipulations, policies and procedures.
- We include feedback from principals, parents and the monitors regarding these areas, as well as make recommendations for removal from the state's approved list. Principals can report complaints, comments, and observations about any aspect of the provider programs to the SES Implementation Office.
- *New York City Department of Education (NYCDE) will be working with the New York State Education Department (NYSED) standards and evaluations to develop standards for evaluating provider effectiveness*

## 10.0 CHANGE OF PROVIDER REQUESTS

The NYCDOE is not required to allow parents to change providers. We will do so only to correct errors in assigning students to the wrong provider or for compelling reasons. A change of provider may only be requested by the parent and submitted to the SES Implementation Office for review and consideration.

SES vendors should review all student enrollment requests prior to accepting the student. Service codes will not be changed.

### INTEGRATED SERVICE CENTERS

SENIOR GRANT OFFICERS	ISC	ADDRESS	PHONE	DISTRICTS	E-Mail Address
Blanca Quinones	B	1 FORDHAM PLAZA, BRONX 10458 - Rm 807	(718) 741-3955	7, 9, 10	<a href="mailto:bquinon@schools.nyc.gov">bquinon@schools.nyc.gov</a>
Maite Villanueva		1 FORDHAM PLAZA, BRONX 10458 - Rm 807	(718) 741-3468	8, 11, 12	<a href="mailto:MVillanueva9@schools.nyc.gov">MVillanueva9@schools.nyc.gov</a>
Sylvia Jamison	C	28-11 QUEENS PLAZA NO, QUEENS 11101	(718) 391-8187	25, 26, 28, 29	<a href="mailto:sjamison@schools.nyc.gov">sjamison@schools.nyc.gov</a>
Madelyn Vida	D	28-11 QUEENS PLAZA NO, QUEENS 11101	(718) 391-8301	24, 27, 30	<a href="mailto:mvida@schools.nyc.gov">mvida@schools.nyc.gov</a>
Angela Schowengerdt	F	715 OCEAN TERRACE, S.I. 10301	(718) 556-8353	17, 18, 22	<a href="mailto:aschowe@schools.nyc.gov">aschowe@schools.nyc.gov</a>
Pat Payne		715 OCEAN TERRACE, S.I. 10301	(718) 390-1544	20, 21, 31	<a href="mailto:ppayne@schools.nyc.gov">ppayne@schools.nyc.gov</a>
Carol Slocombe	E	131 LIVINGSTON ST., BROOKLYN 11201 - Rm 501	(718) 935-3255	13, 14, 15, 16	<a href="mailto:cslocom@schools.nyc.gov">cslocom@schools.nyc.gov</a>
Tiffany Woolfolk		131 LIVINGSTON ST., BROOKLYN 11201 - Rm 501	(718) 935-3258	19, 23, 32,	<a href="mailto:twoolfolk@schools.nyc.gov">twoolfolk@schools.nyc.gov</a>
Jean Mingot	A	333 SEVENTH AVE., MANHATTAN 10001	(212) 330-9530	1, 2, 4	<a href="mailto:JMingot@schools.nyc.gov">JMingot@schools.nyc.gov</a>
Kebrina Carter		333 SEVENTH AVE., MANHATTAN 10001	(212) 356-3908	3, 5, 6	<a href="mailto:kcarter@schools.nyc.gov">kcarter@schools.nyc.gov</a>
Bob Colasuonno	C	28-11 QUEENS PLAZA NO, QUEENS 11101	(718) 391-8149	75	<a href="mailto:BColasu@schools.nyc.gov">BColasu@schools.nyc.gov</a>

## 11.0 TIMELINESS OF SERVICE PROVISION

Since the main purpose of the SES program is to increase student achievement through specifically targeted Federal funds, we as fund stewards, must ensure that SES eligible students receive as much tutoring in one provider program as is feasible within the school year.

Based upon this principle, and on prior program operations, the SES Implementation Office will now review the NCLB SES application monthly to check for students whose parents have authorized program participation within a certain vendor's program but who are not accepted or rejected.

These "pending" students are essentially left in limbo – unable to choose another vendor, yet still not receiving services. That is unacceptable.

If you notice that a parent has chosen you as service provider, you must take action on the student information by accepting or rejecting them in the NCLB SES system within 5 business days.

If you experience any difficulties such as not being able to contact the parent by phone or mail, please reach out to the **Parent Coordinator of the school**.

## 2.0 BECOMING AN APPROVED SES PROVIDER

### 2.1 Application to the NYSED

- Interested parties must apply to the New York State Education Department by submitting an application in response to a "Request for Qualifications" (RFQ) during the NYSED's Application Period.
- SES providers must meet specific criteria to provide services in English Language Arts (including reading) and/or mathematics in order to help students achieve New York's learning standards.
- Approved applicants will be placed on NYSED's "Approved Supplemental Educational Services Provider" (ASESP) catalog. Visit the NYSED's website for further information and periodic updates.

► **WEBLINK:** [Click here to view NYSED list of approved providers](http://www.emsc.nysed.gov/nyc/SES/ApprovedProviders/AlphaList.html)  
<http://www.emsc.nysed.gov/nyc/SES/ApprovedProviders/AlphaList.html>

### 2.2 Application for a Contract with NYCDOE

- After receiving your approval letter from the NYSED, visit the Division of Contracts and Purchasing (DCP) website to apply for a contract with the NYCDOE to provide SES in NYC.
- The Division of Contracts and Purchasing will issue contracts to those providers that complete the contract process and submit all required documentation **within the required timeline**.
- Currently, applications for contract are only accepted and processed in the Spring of each year (subject to change).
- When contracts are finalized, they are forwarded to the City Comptroller's office.
- Services (including enrollment) may not begin until the contract has been registered by the City Comptroller's office.
- Visit the NYCDOE's DCP website periodically for updates on the contracting process.

► **WEBLINK:** [Click here](#) to visit the Division of Contracts and Purchasing website

<http://schools.nyc.gov/Offices/DCP/Vendor/NoChildLeftBehind/Default.htm>

### 2.3 NYCDOE Contract Application Process

- Approved providers submit a completed CONTRACT APPLICATION TO ENTER CONTRACT FOR APPROVED SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDERS (ASESP) to DCP.
- DCP reviews application to ensure it is complete. An application is not processed until all required documents are submitted.
- DCP initiates budget negotiations with review of work plan, budget and cost summary breakdown.
- The cost of SES: The NCLB statute sets the per-pupil cost for SES at the lesser of the NYCDOE's per-pupil allocation under Part A of Title I or the actual cost of services.
- Once the contract is finalized, the DCP attorney sends a contract to a provider for signatures.
- Provider sends signed contract back to DCP Attorney.
- DCP acquires all other signatures and sends contract with insurance to DCP's Vendor Resource Unit.
- The Vendor Resource Unit reviews and sends all documentation to the NYC Comptroller's Office for registration.
- The NYC Comptroller's office has up to 30 days to approve and register contract.
- DCP notifies the provider that the contract is registered and a contract number will be issued.

► **WEBLINK:** [Click here](#) to download the contract application

<http://schools.nyc.gov/NR/rdonlyres/471BEC33-A338-4BB5-9F41-EECDB1708E47/58916/2009CONTRACTAPPLICATION.pdf>

► **REMINDER:** The contract is not fully executed until it is registered with the City's Comptroller's office and you have a valid contract number. You will not have access to the PETS (Personnel Eligibility Tracking System - employee fingerprint and security clearance system) or the NCLB database without a valid contract number; consequently, you may not enroll students or begin services until your contract is registered.

## 3.0 CONTRACT MODIFICATION AND/OR AMENDMENT

### 3.1 Modification of Your New York State Approved Provider Program

A modification to a provider's official SES program requires state approval.

- Technical changes include change of address, contact information, etc.
- Substantial changes include change in program design, grades served, districts served, and curriculum, etc.

Providers that receive approval for their modified technical proposals will need to amend their contracts with NYCDOE.

► **REMINDER:** *Modifications are accepted during one of NYSED's application process opportunities. Visit the NYSED SES website periodically for updates.*

► **Visit the NYSED website**

<http://www.emsc.nysed.gov/nyc/SES/SES.html>

### 3.2 Amendment to Your SES Contract

Your application will be reviewed to determine if your amendment is in the best interest of the NYCDOE and any increase in the cost of your current contract is warranted. If it is not in

the best interest of the NYCDOE, please continue to provide services under your current contract.

Please be advised that the NYCDOE must adjust the per-pupil allocation for SES (PPA) to reflect changes in our Title I Part A allocations. If your per-pupil costs exceed the PPA for a given year, you will need to amend your contract. Although the Title I Part A allocation may increase yearly, a provider may not increase the cost of the current contract solely on the basis of the increase.

## 4.0 CONTACT INFORMATION

You are required to provide contact information for the following categories: SES Administration, Compliance Officer, Instructional Supervisor, Parent Contact, Purchase Orders/Payments, and two Administrative contacts for PETS. **Providers have an ongoing obligation to maintain and update contact information at all times using the NCBL/SES [vendor portal](#).** Please ensure that all email addresses or the subject of the email references the name of your organization.

► **WEBLINK:** <https://vendorportal.nycenet.edu>

## 5.0 PROVIDER MEETINGS

The DOE holds several meetings for providers throughout the year. While not mandatory, participation is strongly recommended. The meetings afford the opportunity to receive up-to-date information on SES policies and procedures, technical and program assistance, and to discuss issues and concerns about the implementation of SES in New York City. In the event of emergencies, such as health-related school closings, the program office will contact providers via e-mail. Please keep your contact information current!

## 6.0 PARENT GUIDE WITH PROVIDER DIRECTORY

Pursuant to the NCLB law, the LEA is required to give parents a brief description of each approved provider program in an easy to understand format. The provider directory is included in the Parent Guide.

### 6.1 Preparing the Provider Directory

- A Provider entry is created for each approved provider that has completed the contract application process.
- Provider information features the most critical information needed by parents to make informed selections.
- Information is taken from the NYSED website and providers' technical proposal.
- Draft pages are sent to providers for review.
- After provider information has been confirmed and finalized, the provider directory is created and made part of the SES information package sent home to parents. The SES provider directory is translated into eight languages and posted on the NYCDOE's NCLB/SES website.

► **WEBLINK:** To view the [provider directory](#) click below:  
<http://schools.nyc.gov/Administration/NCLB/SES/Parents/ProviderDirectory/ProviderDirectory.htm>

## 7.0 FINGERPRINTING AND SECURITY CLEARANCE

### 7.1 A Contract Requirement

- Pursuant to Education Law, the Regulations of the Commissioner of Education, and Chancellor's Regulations [C-105](#), all individuals employed by a contracted vendor and who have direct contact with NYCDOE students or have access to student records are subject to fingerprinting. All provider employees that come in direct contact with students or who have access to records must undergo a required security clearance procedure as outlined by the city and arranged through the NYCDOE.

**NOTE: Staff under 18 years of age must be entered into PETS.**

- ▶ **WEBLINK:** [Click here](#) to go to the Chancellor's Regulation on Background Investigations of Pedagogical and Administrative Applicants and Procedures in Cases of the Arrest of Employees

<http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>

- ▶ **REMINDER:** Providers have a continuing obligation to send appropriate staff for fingerprinting at the NYCDOE's Office of Personnel Investigations Fingerprinting Unit immediately upon staff's employment and prior to working with students. **NYCDOE teachers must be entered and cleared in PETS prior to tutoring.**

### 7.2 Fingerprinting/Security Clearance Procedures

- Make an appointment for your staff to be fingerprinted – call the Division of Human Resources HR Connect at (718) 935-4000.
- Each prospective employee must present a referral letter from your agency or organization.
- To receive a complete fingerprinting packet by mail, please contact the Office of Personnel Investigations at [wmorale@schools.nyc.gov](mailto:wmorale@schools.nyc.gov).
- If you have any questions, please contact HR Connect at 718-935-4000.

- ▶ **REMINDER:** "SES-NCLB CODE MC" must be written at the top of each referral letter identifying you as an SES – NCLB provider

- ▶ **WEBLINK:** [Click here](#) to visit the DHR OPI website regarding Fingerprinting procedures

<http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm>

### 7.3 Photo ID Badges

- Provider non-DOE personnel that have received satisfactory clearance are required to wear photo identification badges while working in a NYCDOE school building. All tutors who provide services at a center or student home must wear photo identification at all times.
- *DOE Teachers may be asked to provide photo identification such as Drivers licenses, or Non-Driver identification.*
- *All tutors providing at home services must show photo identification.*
- Schools will be instructed to require that all non-DOE personnel sign the school's log book upon entering a NYCDOE school building and to display their photo ID badge.
- PHOTO ID BADGES must include recent photo, name of employee, signature of employee, name of provider program and authorized signature, employee's position, date issued and expiration date.

## 8.0 OBTAINING CLASSROOM SPACE

### 8.1 Principal Selection Criteria

Principals are asked to make determinations as to which providers will be in school buildings based on the following guidelines:

- Provider has a track record of demonstrated effectiveness, customer satisfaction, and service delivery.
- Provider's program can meet the needs of all students, including students with disabilities and ELLs (English Language Learners).
- Provider is flexible in scheduling tutoring sessions.
- For Providers that offered SES in a school building during the previous school year, additional guidelines include:
  - Instructors/Tutors and students were adequately supervised during tutoring sessions, and supervisors or managers were available and accessible.
  - Provider supplied enough materials for every student in their program in a timely manner.
  - Provider took care of the school property and followed school safety and emergency procedures.
  - There was adequate and ongoing communication with school and parents regarding student progress.
  - Providers are not to negotiate special arrangements with principals (e.g. serving a subset of grades for which they are contracted to serve.)

### 8.2 Obtaining Classroom Space in Public Schools

- If you intend to provide services to students on NYCDOE school premises, you must contact the principal of the school building to apply to use classroom space.
- You are required to complete an Extended Use Permit and submit to the **school principal or authorized designee** for review and consideration. You may contact the school(s) to provide program information responsive to the guidelines described below.

Extended Use Permit Rate Structure

- Fees are "flat rates" based on the type of room and hours requested.
- There are no separate rates for space and labor.
- Permit application must be paid in full prior to the use of the building.
- Between the hours of 3:00 p.m. and 6:00 p.m. weekdays during school year, space use is free.

**This extended use system and rate structure is separate and apart from the 9% facilities usage fee. The facilities usage fee will continue to be deducted from invoices for SES programs operated in NYC public school facilities.**

► **WEBLINK:** [Click here](http://schools.nyc.gov/Offices/DFO/SOP/SOPChapters/Extendeduse.htm) visit the Extended Use website  
<http://schools.nyc.gov/Offices/DFO/SOP/SOPChapters/Extendeduse.htm>

### 8.3 Facilities Usage Fee

SES providers that operate their programs in NYCDOE school buildings are subject to a 9% facilities charge, unless grandfathered in under different terms, in addition to any Extended Use fees that may apply. The 9% will be deducted from your payments for services delivered per child in a NYCDOE school building.

**Please be advised that no waivers will be granted.**

## 8.4 Agreement with Principal

- **Engagement Notice:** Once a permit is approved, the school completes an SES Engagement Notice with each provider. *Providers which are on school site may not use services such as: school paper, copier, telephone, and school supplies.*
  - The principal should arrange a meeting with the provider to discuss supervision, safety and security issues as well as review the school's safety plan; discuss pertinent aspects of their emergency procedures and schedule sessions and room assignments.
  - Principals are encouraged to select more than one provider to offer SES in the building. Providers are expected to cooperate with each other and with other after-school programs in the building.
- **WEBLINK:** To download the [engagement notice](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm) click below:  
[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)
- **EXHIBIT C:** [Engagement Notice](#)

## 9.0 PERSONNEL ELIGIBILITY TRACKING SYSTEM (PETS)

### 9.1 Purpose of the System

The Personnel Eligibility Tracking System (PETS) is a New York City Department of Education application that will assist contracted vendors in complying with applicable Education Law, the Regulations of the Commissioner of Education, and Chancellor's Regulations [C-105](#). The aforementioned statutes and regulations state that all individuals employed by a contracted vendor who have direct contact with NYCDOE students are subject to fingerprinting and background checks so they can receive security clearance.

The PETS application:

- Allows vendors (providers) to manage the rosters of employees who deliver services (e.g. after school tutoring) to NYCDOE students.
  - Enables NYCDOE to track vendors and their rosters electronically.
  - Offers timely information on the security clearance status of employees.
  - Automatically notifies vendors of their employee's ineligibility to work in proximity to NYCDOE students.
  - Please note that DOE employees who are on the department's ineligible list will not be eligible in PETS even if their finger print results are satisfactory.
- **WEBLINK:** [Click here](https://schools.nyc.gov/offices/dhr/pets) to access the PETS homepage. **For providers with authorized access only!**  
<https://schools.nyc.gov/offices/dhr/pets>

### 9.2 PETS Requirements

The PETS is a secure site accessible only with a DOE issued username and password. Once your contract is registered with the City Comptroller's office, you will receive a unique user name and password to access the PETS to enter all employees that will be working in your SES program. Access cannot be given before the registration of the contract. **Therefore you may not begin to recruit students or provide services until you have completed a PETS roster.**

- Providers are required to provide the NYCDOE with the names and contact information for at least **two representatives** with responsibility for managing rosters.
- *Each prospective employee must present a referral letter from your agency or organization.*
- *Providers must ensure that ineligible employees do not continue to work with students or have access to student information as soon as they receive notification from OPI. Please see SES-OPI matrix.*

Because the information contained in PETS is confidential and may require the removal or termination of an employee, it is strongly recommended that responsibility for managing this application is given to staff that already handles personnel matters for the provider's organization or has the authorization to make independent personnel decisions.

- These representatives must be able to review the site regularly, update the rosters as new staff is hired, and be able to take the appropriate actions when instructed by the NYCDOE.
- The contact information will be requested when your profiles are created in the PETS and will be shared with the Office of Personnel Investigations (OPI) which will be generating electronic notifications on ineligible employees.
- **Providers have a continuing obligation to review and update their PETS rosters and to send staff for fingerprinting at the NYCDOE OPI Fingerprinting Unit immediately upon staff's employment and prior to working with students.**

### **SES – OPI Matrix**

	OPI	PETS	SES	VENDOR	EMPLOYEE*
ARREST	<ul style="list-style-type: none"> <li>• Notified that person been arrested.</li> <li>• Updates DOE's HR systems (makes person ineligible to work in PETS)</li> <li>• Notify vendor and SES via e-mail.</li> <li>• Send employee* request for disposition letter via mail.</li> <li>• Place on Ineligible list</li> </ul>	<ul style="list-style-type: none"> <li>• Auto-generated email sent to vendor and SES program manager updating employee* eligibility to work (not sent to notify that the employee is cleared to return- see below)</li> </ul>	<ul style="list-style-type: none"> <li>• Receive arrest notification from OPI.</li> <li>• Send 2nd email to vendor: <ul style="list-style-type: none"> <li>- Informing of arrest</li> <li>- Requesting suspension</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Advise employees of requirement to notify OPI of arrest</li> <li>• Receive emails from PETS, OPI and SES.</li> <li>• Remove employee* from DOE work location immediately after first notification.</li> <li>• Fax filled-out action taken memo OPI w/5 days.</li> </ul>	<ul style="list-style-type: none"> <li>• Must immediately notify OPI in writing of arrest (Chancellor's Regulation C-105)</li> <li>• Submit criminal court complaint or police report to OPI once available.</li> </ul>
	EMPLOYEE*	OPI	SES/ VENDOR		PETS
POST-DISPOSITION	<ul style="list-style-type: none"> <li>• Mail certificate of disposition to OPI within three days of court case resolution.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews case file.</li> <li>• Makes clearance decision.</li> <li>• If cleared: <ul style="list-style-type: none"> <li>- Update HR systems(makes person eligible to work in PETS)</li> <li>- Remove from IL</li> <li>- Notify vendor and SES via e-mail.</li> </ul> </li> <li>• If not cleared, employee* remains ineligible to work</li> </ul>	<ul style="list-style-type: none"> <li>• If cleared, SES program manager and vendor decide if employee* can return to work.</li> <li>• If returning to work, vendor updates PETS to indicate that employee* is active.</li> <li>• If not cleared, employee* can not work in a DOE setting.</li> </ul>		N/A

\* Employee means the person working for a vendor under the SES program. They may or may not be a DOE employee.

► **REMINDER:** *The failure to have all staff members cleared prior to any contact with students will result in the withholding of payment and/or termination of contract.*

If you experience problems with the database or need technical support, please contact PETS technical support at [petstechnicalsupport@schools.nyc.gov](mailto:petstechnicalsupport@schools.nyc.gov)

► **WEBLINK:** To download the [PETS User Guide](#) click below:

[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

**10.0 NCLB/SES ATTENDANCE DATABASE - a User Guide with complete information is available through the Vendor Portal.**

### 10.1 Purpose of the System

The NCLB/SES Attendance Database is an online application developed by the NYCDOE's Division of Financial Operations (DFO). The NCLB/SES Attendance Database will:

- Process SES enrollment forms by assigning eligible students to the provider selected by the parents.
- Record student attendance in SES programs.
- Monitor costs of provider programs.
- Generate invoices for payment.
- Maintain data for reports to US Department of Education, NYSED and the NYCDOE.
- Providers receive access to the online system once their contract is registered.

### 10.2 Vendor Portal Requirements

- Providers manage their student attendance using the NCLB/SES [vendor portal](#) database. Once your contract is approved by the Division of Contracts and Purchasing you will be given a username and password to access the Vendor Portal.
- In order to view and confirm the enrollment of eligible students in your program, you will need to access the Vendor Portal.
- In order to use the Vendor Portal and PETS Database, your computer systems must meet the minimum requirements:
  - Internet Explorer 6.0, 6.0+
    - Cookie enabled in browser
    - Client script enabled (JavaScript) in browser
  - Internet access
  - Microsoft Excel, Microsoft Word and Adobe Acrobat Reader 6.0+ installed to read SES related documents and information distributed

### 10.3 "Provider Contact Details"

- When you access the [NCLB Vendor Portal](#), enter/review/update "Provider Contact Details" to ensure all information listed is accurate.
- **It is very important that you confirm the accuracy of the information regarding Program Services, Rates and Hours to avoid any problems with enrollment and payments.**

#### 10.4 Provider's Approved Students List

- Once parent enrollment forms are submitted to the Integrated Service Center for processing, providers can review pending students and then confirm and accept the enrollment assignments. These confirmations constitute the "**approved students**" list.
- From the approved list, providers can view student information such as:
  - ELL/Special Education Status
  - Scale Scores in ELA and/or Math
  - Parent contact information

As provider enrollment forms are returned to the ISC, they are processed by a team of data entry specialists managed by the Senior Grants Officers. The data entry specialists enter eligible student information into the Vendor Portal and assign them to a provider and specific provider service program.

► **WEBLINK:** To access the [Vendor Portal](#):

<https://vendorportal.nycenet.edu>

► **REMINDER:** Do not accept any student if incorrectly assigned. Once you confirm, the association is locked. We will not change the service code assignments.

If you have a question about a particular student assignment, please contact the ISC.

You must confirm students by checking each one. Confirmed students will be assigned to your program and the "association record will be locked," meaning that student may not be assigned to any other provider. If you don't accept a student, he/she will be returned to the eligible pool. You should accept/reject students within 5 days of being selected as the vendor (on the NCLB SES system).

- Once you confirm assignments, **you must notify parents** of these students to make arrangements for the start of services.
- Services must begin within 30 calendar days of assignment confirmation.
- Providers can export student information to an excel spreadsheet.
- If you experience problems with the database or need technical support, please contact NCLB technical support at [nclbsupport@schools.nyc.gov](mailto:nclbsupport@schools.nyc.gov)

#### 10.5 Recording Student Attendance by Providers

- Providers are required to use the Vendor Portal to record the actual time of student attendance. All payments are generated from electronic records that are created from using the Vendor Portal.
- Providers use the internet application to record student attendance and to invoice for payment.
- Providers are paid for student attendance only.
- **Students must sign in and out at the start and end of each tutoring session. All providers must use the NYCDOE [Daily Student Sign-In Template](#). (See Exhibit D for daily student sign-in template at home).**
- *Students* must enter the precise time the individual student began and ended the tutoring session on the online attendance system.
- Tutoring sessions cannot exceed 180 minutes in one day; only one tutoring session per day.
- *The tutor and supervisor are to sign the attendance form*
- Both tutor and supervisor signatures must appear on the same time sheets
- Periodic audits of provider programs and documents verify the accuracy of the information.

► **REMINDER:** *Must retain all records relevant to supplemental educational services for a period of six (6) years, hard copy not electronic, for both home and on site services.*

## 10.6 Ineligible Students

During the school year, a provider may receive a request for SES from a student whose eligibility status has changed or a student who is not actually eligible for service. Reasons why a student may not be eligible for SES:

- The child has transferred to a non-SES eligible school.
- The child has been discharged from the NYCDOE public school system.
- The child is enrolled in a private, parochial or charter school.
- The parent or guardian may not have submitted a lunch form to the school.
- The child is enrolled in a Pre-Kindergarten program. SES is only available to students in grades K-12.

## 11.0 TUTORING SESSIONS

### 11.1 The First Tutoring Session and Student Education Plan (SEP)

- The provider must conduct a pre-assessment at the start of the SES program to determine the specific areas for improvement (goals) for each student. The pre-assessment must be the measurement approved in the NYSED Plan.

► **REMINDER:** Providers are not to rely on the school's Blue Card for emergency contact, but are required to maintain their own active listing of parent contact information for both on site and at home students receiving services.

- Your instructional program should be linked to the Pre-assessments.
- **Student Education Plans** must be completed prior to or shortly after the start of tutoring services with parental consultation, stating (1) the specific achievement goals based on the student's individual educational needs, (2) the timetable for improving achievement and (3) a description of how student progress will be measured.
- **Student Education Plans must be developed using the NCLB-SES Create Student Education Plan function** and be based on the needs of the student as indicated by the results of the pre-assessment and are:
  - Individualized
  - Related to the ELA/Reading and or Math content area(s);
  - Aligned to state and local standards;
  - Easily understood by parents; and
  - Measurable.
- Providers must complete all the data elements included in the template.
- The SEP must be signed by the provider and the parent.
- Providers may ask parents to share information such as report cards, IEPs and other information that will guide in the development of the student plan.
- **A copy of EACH Student Education Plan must be given to the parent and must be SIGNED by the parent. Providers are required to have the Student Education Plan signed by the parent for every child receiving services in their program. A copy of both for the on site and at home services must be given to the student's school and the school is required to maintain copies of plans at the school site throughout the service period for review by DOE, state and/or federal monitors.**
- Tutoring services must begin within 30 calendar days of confirming the student assignment.

## 11.2 Daily Student Attendance

- Daily student attendance must be recorded for each student. At the start and end of each tutoring session, students are to sign the Daily Student Attendance Sign-In Sheet, recording times of arrival and departure. Providers must use this form only. **No other forms will be accepted.**

► **WEBLINK:** [Click here](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm) to download the Daily Student Sign-in Template [http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

► **EXHIBIT D:** [Daily Student Sign-In Template](#) (At Home)

► **EXHIBIT E:** [Daily Student Sign-In Template](#) (On Site)

### **Safety Procedures**

*The safety of our students is always our paramount concern and we are sure that you also share the same concern.*

*To that end, SES providers & their employees who work in our schools should become familiar with a school's safety plan, and the procedures for emergency evacuations, fire drills, and ensuring appropriate actions are taken in a medical or health emergency. Please ensure that you request a copy from the school principal at the time that the engagement notice is signed. Schools are required to update plans annually so be certain to obtain the latest version if you continue to work in the same school(s).*

- **Providers shall maintain up-to-date parent contact information on site at all times, and must not rely on the school's Blue Cards maintained in the school office**

#### Dismissal

*The following guidelines have been established regarding the supervision of children beyond the program's regular hours of operation or the release of children when parents are late.*

- *All students enrolled in your program must remain under your supervision until the conclusion of your SES sessions for the given day.*
- *Students who are routinely picked up by a parent/guardian or other authorized person will remain under the supervision of the Provider's staff until picked up by parent/guardian or other designated individual.*
- *If the parent/guardian has not picked up a student within 10 minutes, a phone call should be placed to the parent/guardian at all phone numbers listed in provider's contact file.*
- *If the parent/guardian is reached and can pick up the student within a reasonable time frame, the Provider staff-member will stay with the student until the student is picked up.*
  - *When a child is released to a designated emergency caregiver, the provider shall request photo identification, and suggest that the individual sign a release form*

- *If the parent/guardian has still not picked up the student after a half hour, the Provider staff member will again call the parent/guardian, and if no one is reached, will get in touch with their supervisor or emergency contact;*
- *If the parent/guardian cannot be reached, the Provider staff member shall contact their supervisor or emergency contact.*
- *Any student who is not picked up by the parent/guardian will remain under the supervision of the Provider staff member at all times; if necessary the emergency contact may place a call to the local precinct or dial 911 to report potential abandonment.*
- *The provider shall notify the school principal and the SES Implementation office.*

### **11.3 Quarterly Progress/Attendance Reports**

- SES vendors must also submit Quarterly Attendance/Progress reports to the NCLB-SES Implementation Office, parents and schools with information about student attendance and academic improvement. **These reports are to be developed using the NCLB-SES Create Quarterly Progress/Attendance Report function.** Copies of these progress reports and evidence that these have been shared with parents must be maintained and be available for review by city and state monitors. The reports must be signed by the tutor, the supervisor and the parent.
- ***BOTH SES STUDENT EDUCATION PLANS (SEP) AND PROGRESS REPORTS, MUST BE ON SITE FOR MONITORING INCLUDING HOME TUTORING AND ON SITE***
- ***Payment will be delayed for untimely submission of Quarterly Progress/Attendance Reports.***

## 12.0 PURCHASE ORDERS

- Purchase orders are issued for each approved and contracted provider that has approved eligible students for school year
- If you have any questions, please contact the Fiscal Affairs Administrator at the Division of Financial Operations: (718) 935-5645.

## 13.0 CERTIFICATION FOR PAYMENT

Certification is the process whereby the SES provider invoices for payment using the NCLB system. Certification is to be done monthly. In lieu of a signed paper invoice, a provider submits an electronic attendance report certifying and attesting to the accuracy and veracity of the information.

## 14.0 UPLOADING ATTENDANCE

*All SES providers will upload attendance using the NCLB-SES internet site.*

- *Delays in entering attendance and/or in certifying may subject your records to review and may delay payments*
- *Upload will be on-line real time*
- *Edit or delete the error records*
- *Batch must be without error to proceed to next step*
- *Submit batch, to create the invoice number*
- *Certified invoices will cue the invoice for payment*
- *Each attendance record will be processed and validated against business rules.*

### ***The certification language reads as follows:***

*NOTE: Only accepted maximum service hours will be paid for.*

*This is to certify that:*

*(i) the below named individual is a duly authorized representative ("Representative") of " " and is authorized to submit information to the (DoE) and to make certifications and representations on the Agency's behalf;*

*(ii) the Representative is aware that this invoice, when submitted to the DoE, becomes a business record of the Department of Education (DoE) and that the DoE relies upon the information contained therein to compute payments to the Agency;*

*(iii) the Agency and the Representative individually are subject to legal action, including criminal prosecution, if false information is submitted knowingly to the DOE; and*

*(iv) based upon the books and records of the Agency, the information in this invoice submitted to the DoE is true and accurate and may be relied upon by the DoE to the same extent as an invoice submitted via hardcopy document and signed by an authorized representative of the Agency.*

*NOTE: Notwithstanding, the foregoing, it is understood by the Agency that the Agency is required to maintain a hardcopy record of its invoice submissions and to make them available upon request by the Chancellor or his/her designee.*

*The DoE will not approve any invoice for hours that exceed the maximum allowable as per the Agency's contract.*

**► REMINDER: Invoices should be certified by an authorized representative.**

## 15.0 PAYMENT

- Payment is based on student attendance on an hourly rate which is negotiated with each provider.
- *No payment will be made for services rendered to ineligible students, students not officially enrolled with the provider, or students whose attendance is duplicate-billed. (please see section 4.3)*
- Once attendance records are generated, NCLB Support forwards the file to Accounts Payable for payment.
- Upon certification of attendance in the Vendor Portal, payment is generated **no later than 45 days after certification, provided there are no discrepancies.**
- Should there be any discrepancies, you will be paid only for the attendance of approved students in the Vendor Portal.
- If you have any questions regarding payment, please contact the Division of Financial Operations, [kmlowry@schools.nyc.gov](mailto:kmlowry@schools.nyc.gov) or at (718) 935- 5645.

## 16.0 E-COMMERCE PROGRAM

### 16.1 Benefits of Program

To expedite the payment process, the Division of Financial Operations offers a program which includes the following benefits:

- Upon certification of attendance, the invoice will be processed immediately provided that there are no discrepancies;
- You will be paid within ten business days.

### 16.2 Sign-up Procedures

- If you elect to participate in the E-Commerce program, **you will be charged a 2% service fee**, which will be deducted from the monthly payment. You should contact Kim Lowry at [kmlowry@schools.nyc.gov](mailto:kmlowry@schools.nyc.gov) or (718) 935-5645 to enroll in this program.
- If you have a contract pending registration, you cannot enroll in the E-commerce program until after the contract is registered.
- If you any questions regarding the payment process, please contact DFO at (718) 935-5645.

## 17.0 REPORTING REQUIREMENTS

### 17.1 Student Education Plans, Attendance/Progress Reports

Pursuant to Section 1116(e) of the NCLB Act of 2001, SES providers are required, in consultation with the parent, to identify and develop specific academic achievement goals for each student, measures of student progress, and a timetable for improving achievement. In addition, parents must be regularly informed of their child's progress in a format and, to the extent practicable, in a language that the parents can understand.

As previously described, all plans and reports are to be developed using the NCLB-SES online functions.

- *SEPs should be developed as soon as possible, in the first few sessions*
- SEPs are due prior to the first certification.
- Quarterly progress/attendance reports are due at quarterly intervals.

### 17.2 PROVIDER ASSURANCE

For each school or service site, Providers are required to submit a SES Provider Assurance certifying that Student Plans and Attendance/Progress Reports have been developed and distributed to the NCLB-SES Implementation Office, parents and schools for each student enrolled and participating in their SES program in accordance with the No Child Left Behind (NCLB) requirements, along with scanned copies of plans and progress reports pursuant to the following schedule:

Student Plans and Assurances are due prior to the first certification for payment.

► **EXHIBIT F: Provider Assurance Form – Student Education Plans**

► **EXHIBIT G: Provider Assurance Form – Attendance Progress Reports**

### 17.3 End of Year Report

- Pursuant to the Regulations of the Commissioner of Education, every LEA in New York State that is required to arrange for the provision of SES with an approved SES provider pursuant to §1116(e) of the No Child Left Behind Act, must complete a report for each provider that has provided SES during the school year.
- The Regulations further provide that a copy of a written report prepared annually by each SES provider and submitted to the NYCDOE as of be attached to the LEA's monitoring report submitted to the NYSED (see 8 NYCRR §120.4(f)).
- The New York State Education Department has created a reporting form called, "Summary Report of Supplemental Educational Services Providers," which is to be completed by the NYCDOE.
- Two sections of the annual reporting process involve direct input/reporting by the approved SES provider.
- These sections require Providers to submit information regarding complaints, and compliance with contractual and regulatory stipulations, policies and procedures.
- Part C: Performance Summary of Supplemental Educational Services (SES) Provider
- Part D: Supplemental Educational Services (SES) Provider Authorization and Assurances

► **EXHIBIT H: End of Year Report Part D**

## 18.0 VENDOR WEB INQUIRY

Please be informed that the Department of Education has established a Vendor Web Inquiry site (VWI), which for an annual fee of \$ 500.00 (NON REFUNDABLE) allows all of our registered vendors to view balances, open purchase orders, all purchase orders, all invoices, all checks and all contracts, as follows:

### VIEW BALANCES

This inquiry allows the vendor to view the total processed amount as well as the total open balance, for encumbrances, vouchers and payments.

### VIEW OPEN PURCHASE ORDERS

While this screen shows amounts processed, its main goal is to show the vendor all documents which still have an open balance amount.

### VIEW ALL PURCHASE ORDERS

This inquiry allows the vendor to see all orders regardless of payment status.

### VIEW ALL INVOICES

This screen displays the Vendor's Invoice Id number and date; the respective voucher and processing date; the check number, its amount and "clearance" date.

### VIEW ALL CHECKS

With this inquiry the vendor is allowed to view all checks issued with respective dates and amounts.

### VIEW ALL CONTRACTS

Dept of Ed's Contract numbers are displayed on this screen as well as the City's. In addition there is a brief description of the contracts with respective types (Requirements or Full Values) and amounts. It also displays the beginning and end dates of the contracts which districts have access to them.

Although the above inquiries are against "ALL" checks, orders, contracts etc., be informed that inquiries against individual items (one check, one order, one contract etc., may also be performed). Should you have any questions regarding the VWI system you can contact the Vendor/Customer Service Unit at (718) 935-3939.

Should you decide to gain access to the VWI, please fill out the bottom portion of this letter and overnight it together with the non refundable check of \$500.00 made payable to the NYC Department of Education to:

**NYC Department of Education  
Office of Accounts Payable  
65 Court Street, Room 1001  
Brooklyn, NY 11201  
Attn: Kim Lowry**

Once the check has cleared, access to the VWI will be given to your company at which time you will be notified.

SHOULD YOU NEED ADDITIONAL INFORMATION AND/OR CLARIFICATION, PLEASE CALL (718) 935-3939.

ONCE YOU'RE GIVEN ACCESS TO THE SYSTEM, SHOULD YOU NEED GUIDANCE LOGGING ONTO THE SYSTEM, YOU CAN CALL (718) 935-5645.

► **EXHIBIT J: [SAMPLE VENDOR WEB INQUIRY SYSTEM ACCESS REQUEST](#)**

► **WEBLINK: [Click here](#) to view calendar of events and key dates**

**[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/CalenderDatesandEvents/Edu\\_Calendar.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/CalenderDatesandEvents/Edu_Calendar.htm)**

## 2.0 PREPARING FOR SES

### NCLB SUPPLEMENTAL EDUCATIONAL SERVICES PROGRAM 2009-10

#### *Quick Checklist for Principals and SES Liaisons*

- Review Admin Manual for School Implementation of SES;
- Schools will conduct a Parent Information session(s) or Provider Fair before the *start of the program*. All providers must be invited (SEE SAMPLE INVITATION). Date(s) of information session or fair: \_\_\_\_\_;
- Print out sufficient quantities of ATS labels before *(September )* (meal code data is purged after this date);
- Schools distribute SES information packets to parents by no later than September *8*
- Notify parents of SES providers working in school building in neutral language (SEE SAMPLE LETTER);
- SES selection forms may not be duplicated (Only original Selection form in color is to be used). Contact SES implementation for additional copies: 718-935-2424 or email: [NCLBSESProgramSupport@schools.nyc.gov](mailto:NCLBSESProgramSupport@schools.nyc.gov).
- Parents submit enrollment forms to the SES provider;
- All Provider non-DOE staff must wear photo ID daily;
- All Provider non-DOE staff must sign-in and out of school daily;
- Providers are required to furnish Principal/SES Liaison with Student Education Plans and student progress reports for students enrolled in their programs (**on-site and off-site providers**);
- Provider may not employ parents in the same school where their child is enrolled or receives SES services;
- Provider cannot employ DOE employees except for teachers as instructor/ tutor and/or lead teacher only. **Lead teachers** provide instructional support/ professional development and **are not site supervisors**;
- Provider staff must adhere to the Code of Ethics outlined in the SES Manual; including refraining from providing incentives to parents/student;
- Providers may not offer incentives or rewards to students or their parents* unless they have a state-approved incentive program. Schools will be notified of the providers that have approval for a rewards program;
- Principals should report any provider wrongdoing to *the SES Implantation office and to the SES Implementation Office*.

## 2.1 Key Tasks to Complete Before the Start of SES Program

- Identify SES providers that will work in your school building.
- Designate an SES liaison responsible for assisting with implementing the requirements of SES.
- Print out ATS labels **for eligible students only**.
- Affix labels to SES packages.
- Print and back-pack SES Notification Letter.
- Back-pack SES packages home.

### ► EXHIBIT I: [SES NOTIFICATION LETTER](#)

► [Click here](#) to download template

[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

► **REMINDER:** *ATS meal code information is purged after (NEED TO CONFIRM DATE WITH MS. BROWN). Therefore it is important that you print out sufficient quantities of student labels in the event that parent enrollment forms need to be replaced.*

## 2.2 Generate ATS Labels for SES Eligible Students (RLBI)

An ATS Information Label contains the student name, ID number, sex, date of birth, address, telephone, parent(s) or guardian(s) name(s), borough, school, grade code, official class, and room. When a student is admitted, users are given the option (after admission) of generating a page of 14 information labels to be used to affix to various forms, cards, cumulative record, etc. There are options to print one information label per student for the entire school, grade, or official class. You also have the option to print by indicator.

**For the purposes of Supplemental Educational Services (SES), you will be creating labels for student with meal code indicators (A and 1). ONLY STUDENTS WHO HAVE A MEAL CODE INDICATOR A OR 1 QUALIFY FOR SES.**

► **REMINDER: UNIVERSAL MEAL SITE SCHOOLS (NOT THE BASE YEAR) MAY PRINT OUT RLBI LABELS FOR ALL STUDENTS ENROLLED IN THE SCHOOL.**

- **Label Information:**
  - Size: 4" x 1 -1/3"
  - Type: Avery 5162 or equivalent
  - Purchase using Item Master or at any office supply store
- **From the ATS Primary Menu**

```

PROFILE 30-Q-145      New York City Public Schools      09-09-01 15:00:34
INIT0100-DEMO-Q      Automate The Schools Primary Menu      00156-KGANSE
==> _

1 NEWS The Latest News          2 SVCS Supplemental Services
3 BIOG Biographical Information  4 HIST History
5 ATTD Attendance              6 REPT ATS Reports
7 MNTN Maintenance            8 SBMS School Based Management
9 PLAC Middle School Placement 10 MSPA Middle School SPA
11 ESPA Elementary School SPA   12 PATD Period Attendance
13 RSVC Related Services

Place cursor next to selection desired and press Red enter
F1/Help  F2/      F3/      F4/Lookup  F5/Print news  F6/
F7/      F8/      F9/Refresh F10/      F11/      F12/Exit

```

- Select **ATS Reports (6 REPT)**
- Press **RIGHT CONTROL (RED ENTER)**

```

PROFILE 30-Q-076      New York City Public Schools      09-11-02 11:34:40
REPT0100-DEMO-Q      ATS Reports Menu                  00149-PWEINER
==>

1 RPST Standard                2 RPDI District Level
3 RPBI Biographical            4 RPEX Exam Reports
5 RPAT Attendance              6 RPLG End Of Year
7 RPCL Class Information       8 RLBL Labels
9 RTRN Transportation Reports  10 RPHI History
11 RHLT Health and Immunization 12 RPLC Middle School Placement
13 RMSP Middle School SPA      14 RESP Elementary School SPA
15 SIRS Student Information     16 RPSF Status Reports
17 RPPA Period Attendance      18 RSPM DAA School Profile Reports
19 RPCI City Level             20 RELA Related Services Reports
21 RBSS BESIS Reports

Place cursor next to selection desired and press Red enter
F1/Help  F2/      F3/Quit-return F4/Lookup  F5/      F6/
F7/      F8/      F9/Refresh    F10/      F11/     F12/Exit

```

- Select **Labels (8 RLBL)**
- Press **RIGHT CONTROL (RED ENTER)**

```
PROFILE 30-Q-076      New York City Public Schools      09-11-02 11:40:16
RLBL0100-DEMO-Q      ATS Labels Menu                          00149-PWEINER
==> █

          1 RLBI Information Labels
          2 RLBM Mailing Labels
          3 RLFI Future Information Labels
          4 RLFM Future Mailing Labels

Place cursor next to selection desired and press Red enter
F1/Help   F2/       F3/Quit-return F4/Lookup   F5/       F6/
F7/       F8/       F9/Refresh    F10/        F11/      F12/Exit
```

- Select **Information Labels (1 RLBI)**
- Press **RIGHT CONTROL (RED ENTER)**
- **INFORMATION LABEL GENERATION SCREEN**

==>

**INFORMATION LABEL GENERATION SCREEN**

SCHOOL NUMBER XXX

SELECTION CRITERIA: (MULTIPLE SELECTIONS MAY BE ENTERED)

**ENTIRE SCHOOL** : y

GRADE CODE :   

GRADE LEVEL :    7 LABELS PER STUDENT:   

OFFICIAL CLASS :    (FOR GRADE OR CLASS ONLY)

STUDENT ID:   

**INDICATOR (PRESS F4, DEFAULT IS ALL)** :   

SORT OPTIONS: (DEFAULT IS ALPHA ONLY)

BY GRADE CODE :   

BY GRADE LEVEL :   

BY OFFICIAL CLASS :   

BY ROOM :    (OVERNIGHT REQUEST)

PRINT OPTION: (ENTER PRINTER INFORMATION)

DIST: 000 LOC: LCL PRINTER: S HOLD: N

Press F6 to execute. Load "14 up" labels before releasing from print queue.

**F1/Help   F2/      F3/Quit-return   F4/Lookup   F5/      F6/Execut**  
**F7/      F8/      F9/Refresh   F10/      F11/      F12/Exit**

**Selection Criteria:**

**FOR UNIVERSAL MEAL SITES:**

- To create labels for the entire school – enter **Y** in the field.
- **Continue with Print Option (page 8)**

**FOR ALL OTHER SCHOOLS:**

- To create labels for students with meal codes "a" or "1" – place cursor next to **INDICATOR** and press **F4**

**SCHOOL INDICATOR LISTING SCREEN**

- In the indicator screen – enter **A** next to meal code for Free Lunch HRA match



- **Continue with sort and print options**

- **Print Option:** Verify that the correct location and printer number have been identified.
- Press **(F6/Execut)** to generate the labels. Labels will be generated and placed on Hold in **OMS**.
- Load label stock face down in the printer drawer used for ATS forms or rosters.
- Release the labels from **OMS** or **OMSHS**.
- Log on to **OMS** or **OMSHS**.
- Locate the label job. **JOBNAM = RLBI**.
- Enter **R** in the **Actn** field.
- Press **RIGHT CONTROL (RED ENTER)**.

Once you have completed with students with Meal code A, repeat the process for generating labels for students with Meal Code 1.

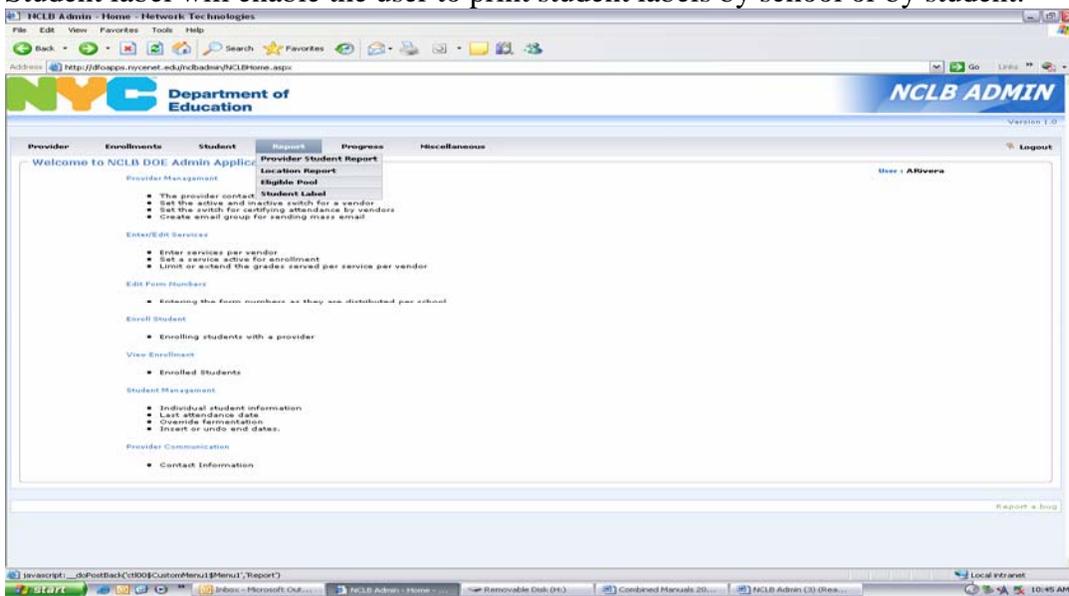
### 2.3 Print individual ATS Labels from NCLB/SES Admin. Database

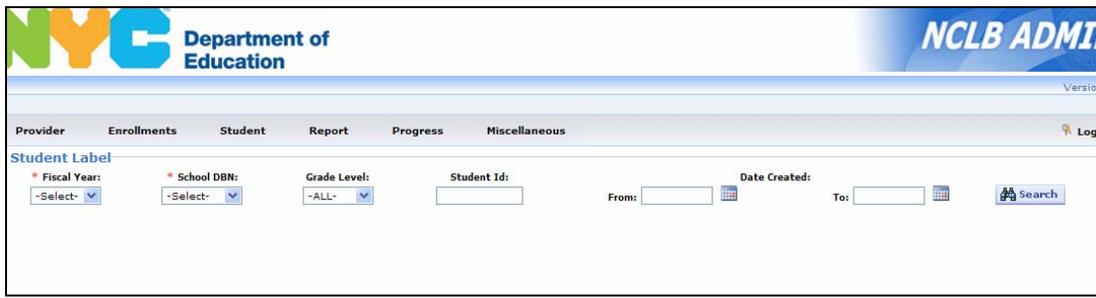
ATS labels should be first generated using the RLBI function in ATS. If you need to print labels individually or by grade, it is easier to do this using the NCLB/SES Administrative Database. *Principals may view their school's SES student enrollment status by accessing the NCLB database*



## Student Label

Student label will enable the user to print student labels by school or by student.





NCLB DOE admin can be accessed by clicking on the link

<http://dfoapps.nycenet.edu/nclbadmin/Login.aspx>

Please check the website for instructions on how to print labels using the NCLB-SES database.

► **REMINDER:** If you are unable to access the website, please contact your LAN administrator or [NCLBSupport@schools.nyc.gov](mailto:NCLBSupport@schools.nyc.gov) for assistance.

► **WEBLINK:** [Click here](#) to download the instructions for generating ATS labels using RLBI  
[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

### 3.0 SELECTING PROVIDERS TO USE CLASSROOM SPACE

#### 3.1 Principal Guidelines for Selecting Providers in Schools

- *Please alert Director of SES if you have any issues relating contract or vendor status*

NCLB Supplemental Educational Services Non-Regulatory Guidance (June 13, 2005) provides in pertinent part: “an LEA should select providers to operate on-site in a manner that is fair, transparent, and objective. Whatever the system an LEA uses, it should strive to provide parents with as diverse and large a group of on-site providers as possible, including faith-based and community providers.”

The guidelines are intended to assist principals in accommodating interested SES providers in school locations. Principals should use the guidelines to select providers to work in their school buildings.

Principals must make determinations based on the following guidelines:

- Provider has a track record of demonstrated effectiveness, customer satisfaction, and service delivery.
- Provider’s program can meet the needs of all students, including students with disabilities and ELLs.
- Provider is flexible in scheduling tutoring sessions.
- For Providers that offered SES in your school building during the previous school year, please also consider the following guidelines:
  - Instructors/Tutors and students were adequately supervised during tutoring sessions, and supervisors or managers were available and accessible.
  - Provider supplied enough materials for every student in their program in a timely manner.
  - Provider took care of the school property and followed school safety and emergency procedures.

- There was adequate and ongoing communication with school and parents regarding student progress.

### 3.2 Selecting On-Site Providers

- Coordinate the SES program(s) with other after-school programs operating in your building. In order to maximize the benefit of the SES programs for students and to minimize competition for staff and space, principals are advised to schedule SES sessions on days when few programs are in operation. Please give some thought to the logistics of hosting an overabundance of after-school programs. Although each provider is required to provide adequate supervision for their respective program, you may find it necessary to have a supervisor to ensure that all of your extended day programs are operating smoothly.
- Keep in mind how the 37.5 minutes of extended academic intervention may impact the SES programs. If the provider employs DOE teachers, the program may not be able to begin until the conclusion of the extended day program.
- Consider a variety of SES programs to meet the diverse academic needs and family circumstances of eligible students,
  - Before or After-school
  - Saturday program
  - Individualized tutoring may take place in the school library/auditorium or other appropriate, well-supervised area and can be scheduled prior to the start of school day as well as after-school.
- SES programs can provide additional resources to the neediest students in your school.
- Students mandated to attend the extended day program should be encouraged to enroll in SES programs to maximize their learning opportunities.
- Be mindful of the number of hours and/or weeks offered by the providers. The frequency and duration of tutoring sessions varies greatly with every provider program depending on their contractual agreement with the NYCDOE. **These hours cannot be increased or altered in any way.**
- Providers may not restrict the offering of services to certain grades as a condition to working in your school building.
- Providers may not alter the design of the approved program or curriculum materials.
- The provider staffing selection process is determined by the provider.

► **WEBLINK:** [Click here](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm) to view the guidelines

[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

► **REMINDER:** *A student is enrolled in only one SES program for the year. Once a student completes the SES program, he or she cannot enroll with another program.*

► **REMINDER:** **No matter which providers you select to have in your building, it is the parent who chooses which program his/her child will attend.**

### 3.3 Agreement with Principal

Once an extended use permit is approved, the school completes an SES Engagement Notice with each provider.

► **WEBLINK:** [Click here](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm) to download the engagement notice

[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

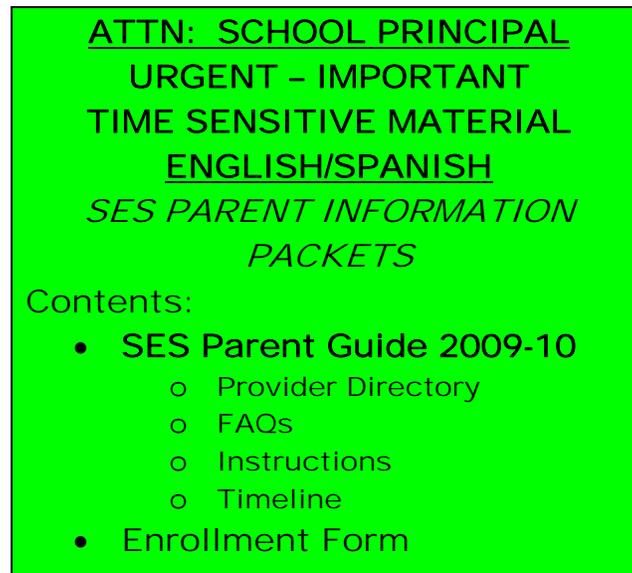
► **EXHIBIT C:** [Engagement Notice](#)

- Principals should arrange a meeting with your selected providers to discuss supervision, safety and security issues as well as review the school's safety plan; discuss pertinent aspects of their emergency procedures and schedule sessions and room assignments.

#### 4.0 PREPARATION AND DISTRIBUTION OF SES MATERIALS

Principals will receive SES parent information packages in boxes before the start of the school year.

- The boxes will have color coded labels fluorescent green for English packets and fluorescent orange for Spanish addressed as follows:



- School staff should become familiar with the contents and information contained in the packet.
- *The materials are also available, except for the Provider Enrollment form, in seven other languages and can be downloaded from the SES website as needed.*

► **WEBLINK:** [Click here](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm) to download the notification letter, provider directory and parent guide

- Schools will receive sufficient quantities of materials in English and Spanish to distribute to students identified as eligible for free lunch.
- New admits to your school that have no meal code information in ATS will not be eligible until the parents or guardians submit lunch forms to verify income eligibility as per the federal guidelines.
- at [nclbses@schools.nyc.gov](mailto:nclbses@schools.nyc.gov)
- As soon as your school has received the materials, you should begin to affix ATS *information labels on the enrolment form* for eligible students only to the SES information packets.
- Download the SES flyer; distribute and post in your school.
- *Posters will be mailed to your school;* post the posters in a prominent location in your school.
- Schools should send home a letter that notifies parents of the providers in the building using neutral language and indicating only the name(s) of the programs while reminding parents of their options to select any other providers.

- *Post cards will be sent home to parents informing them of SES services*
- *If you require additional Parent Information packages, please email NCLB SES implementation office*

► **WEBLINK:** Click [here](#) to download the SES Parent Flyer

[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

► **EXHIBIT K: SES FLYER**

► **WEBLINK:** Click here to download the Sample letter to Parents Regarding Providers in Schools

[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

► **EXHIBIT L: Sample Letter to Parents Regarding Providers in School Buildings**

► **REMINDER:** *ATS Labels for eligible students are to be affixed to enrollment forms and not to be given to providers. If parents lose their forms or claim not to have received a enrollment form, it is the school's responsibility to replace and/or provide enrollment forms with the appropriate student information label.*

- To ensure that applications are processed expeditiously at the ISC's we recommend that schools print out sufficient quantities of the student labels. **The ISCs will not process applications without the proper ATS label.** It is the provider's only assurance that the student is eligible for SES.
- Begin distribution of these materials to parents of all eligible students.

► **REMINDER:** *Contact your SES Liaison or the SES Implementation Office if you need additional materials at [nclbseprogramsupport@schools.nyc.gov](mailto:nclbseprogramsupport@schools.nyc.gov)*

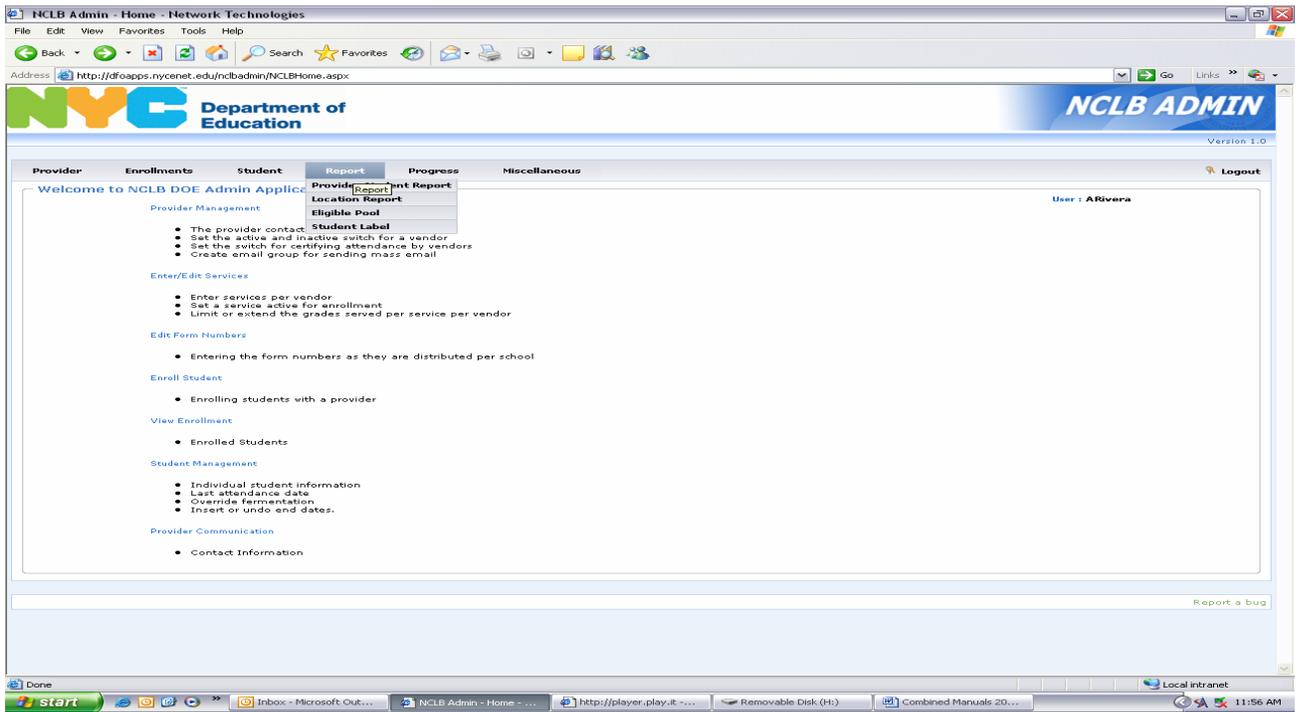
## 5.0 NCLB/SES Administrative Database

Principals have access to and can review a list of eligible students and current enrollment by accessing the NCLB/SES Administrative database.

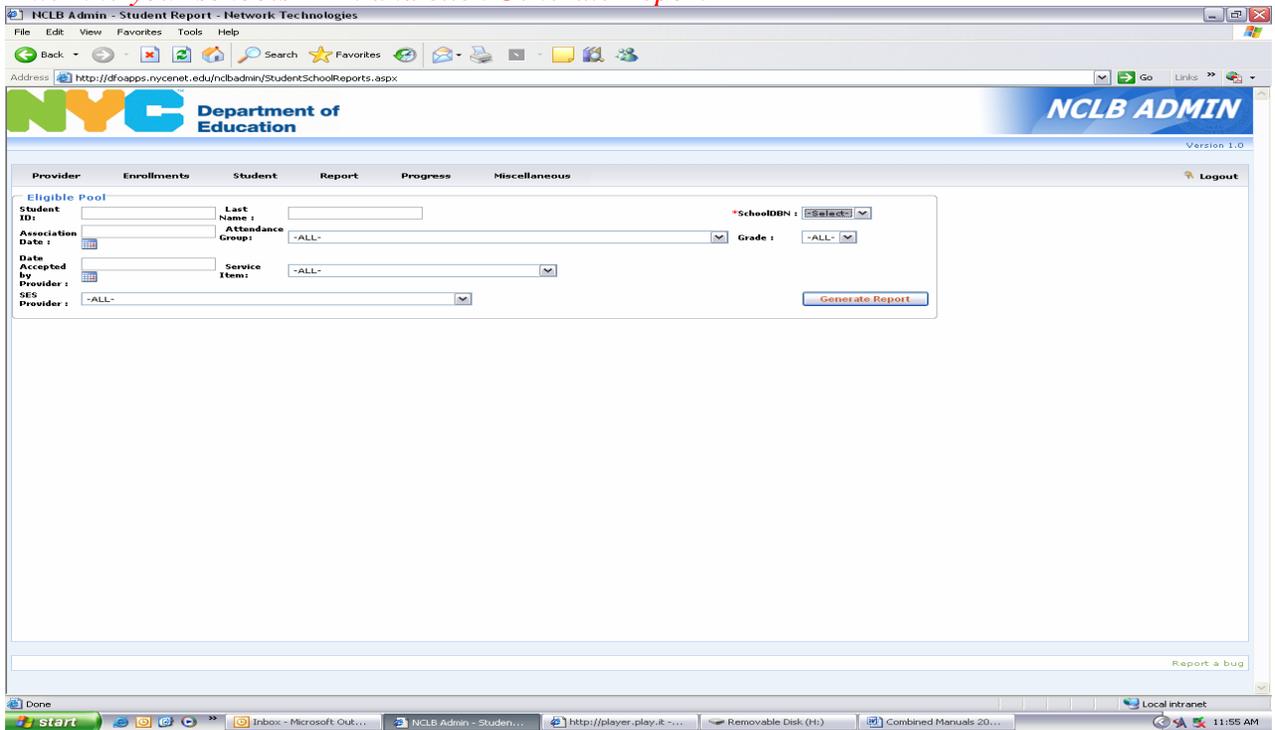
We will send principals the URL; <http://dfoapps.nycenet.edu/nclbadmin/Login.aspx>



*Once logged in to the database select Report which will give you a dropdown menu then select Eligibility Pool*



*Enter the your schools DBN and click Generate Report*



# EXHIBITS

**EXHIBIT A:** SAMPLE OF SES ENROLLMENT FORM AND INSTRUCTIONS (*NEEDS UPDATE*)

**EXHIBIT B:** SAMPLE INVITATION TO PROVIDER & PARENT FOR SCHOOL PROVIDER FAIR

**EXHIBIT C:** ENGAGEMENT NOTICE

**EXHIBIT D:** DAILY STUDENT SIGN-IN TEMPLATE (AT HOME)

**EXHIBIT D1:** SAMPLE LETTER OF INTRODUCTION

**EXHIBIT E:** DAILY STUDENT SIGN-IN TEMPLATE (ON SITE)

**EXHIBIT F:** PROVIDER ASSURANCE FORM – STUDENT EDUCATION PLANS

**EXHIBIT G:** PROVIDER ASSURANCE FORM – ATTENDANCE PROGRESS REPORT

**EXHIBIT H:** END OF YEAR REPORT PART D

**EXHIBIT I:** NOTIFICATION LETTER

**EXHIBIT J:** SAMPLE VENDOR WEB INQUIRY SYSTEM ACCESS REQUEST

**EXHIBIT K:** SES FLYER

**EXHIBIT L:** SAMPLE LETTER TO PARENTS REGARDING PROVIDERS IN  
SCHOOL BUILDINGS

► **WEBLINK:** All forms can be found at the below links:

[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

**EXHIBIT A: SAMPLE OF SES ENROLLMENT FORM AND INSTRUCTIONS**



**SUPPLEMENTAL EDUCATIONAL SERVICES  
SES ENROLLMENT FORM  
2008-2009**

OFFICE USE ONLY

DATE/TIME RECEIVED \_\_\_\_\_  
RECEIVED \_\_\_\_\_

**PARENTS: Please complete this enrollment form and return it to your selected provider**

**SCHOOLS: Affix ATS Information Label for eligible students here**

**NOTE: Application will not be processed without an ATS Student Information Label**

**1. CURRENT CONTACT INFORMATION**

Parent/Guardian First Name										Parent/Guardian Last Name														
Address															Apt.									
City										State					Zip									
Home Phone										Cell Phone														
Email																								

**2. PROVIDER SELECTION**

Provider Name															ID					Service Code				
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----	--	--	--	--	--------------	--	--	--	--

**3. PROGRAM SERVICE**

**4. CONSENT TO ENROLL STUDENT IN SES PROGRAM AND TO SHARE STUDENT INFORMATION**

I request that my child receive Supplemental Educational Services from the provider listed above. I give permission to the NYCDOE to disclose pertinent information about my child to the service provider. The confidentiality of all student records shall be maintained in compliance with applicable state and federal laws. I also give my permission to the provider to submit this form to the ISC on my behalf.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5. PROVIDER SIGNATURE**

By signing this form you agree to provide the services listed above in accordance with your Supplemental Educational Services contract with New York City Public Schools. You also agree that you have sufficient capacity to provide the requested services

Authorized Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider must contact Parent/Guardian to notify them of the start date and location of service. PERIOD OF SERVICE: OCTOBER 2008—JUNE 2009

**INSTRUCTIONS**

- STEP 1: Review the Provider Directory and speak with a representative to find the best provider for your child.**
- STEP 2: Fill out the SES Enrollment Form**
- 1. CURRENT CONTACT INFORMATION:** Fill out your current contact information for the provider.
  - 2. PROVIDER SELECTION:** Find the provider name and provider ID number in the directory and print it in the appropriate sections of the enrollment form in the boxes provided.
  - 3. PROGRAM SERVICE SELECTION**  
Once you have decided which provider you would like for your child:
    - Talk with the provider to determine if the program would best suit your child.
    - Find the related program service code that corresponds with the program you selected in the Provider Directory and print the unique 2 digit provider service code in the program service code section provided on the enrollment form.
  - 4. CONSENT TO ENROLL STUDENT IN AN SES PROGRAM AND TO SHARE STUDENT INFORMATION**
    - read the consent statement
    - sign and date the enrollment form
  - 5. PROVIDER SIGNATURE**
    - Provider must sign and date the provider selection form
- STEP 3: Answer the following question**
- (Please check all that apply)**
- I received an SES parent package from my child.
  - I talked to the school's parent coordinator or principal.
  - I was contacted by provider(s) directly.
  - I received a postcard or provider mailing.
  - I saw an ad in the newspaper.
  - I read about SES on the DOE website.
  - I heard about it at my place of worship, public library, or community center.
- STEP 4: Return the completed SES enrollment form to your selected provider so they can submit it for processing.**
- STEP 5: Call or email your selected provider if you haven't heard from them regarding the start date, time and location of their program for your child.**
- STEP 6: On the first day of tutoring, go with your child so that you can help in developing your child's Student Education Plan. Be sure to sign the plan and get a copy.**

OCTOBER 2008—JUNE 2009

**EXHIBIT B: SAMPLE INVITATION TO PROVIDER & PARENT FOR SCHOOL PROVIDER FAIR**

(Email using Provider Distribution lists.)

INVITATION TO PROVIDER TO SES FAIR

**[SCHOOL LETTERHEAD]**

Dear SES Providers,

Thank you for your interest in wanting to provide Supplemental Educational Services (SES) to our students.

We want to ensure that all eligible students take full advantage of SES and so our school is scheduling a Provider Fair on **[DATE, TIME, and LOCATION IN THE SCHOOL]** where you will have an opportunity to speak to parents and recruit students for your services.

**[If the fair is being held in conjunction with another parent event]**

The fair is being held on the same night as **[first PA/PTA meeting/Welcome Back to School/etc]** so that parents will have the opportunity to conveniently meet with you, obtain information as well as sign up their children, if they so choose.

Please confirm your attendance to this fair by contacting **[NAME]** at **[CONTACT INFORMATION]** by **[DATE]**. When you confirm, please provide the name of your agency and the name(s) of your representatives.

Sincerely,

School Principal

## INVITATION TO PARENT TO SES FAIR

[SCHOOL LETTERHEAD]

Dear Parent or Guardian,

Help your child succeed in school – sign up for free tutoring!

We want to ensure that you take full advantage of SES for your child and so our school is scheduling a Provider Fair where you will have an opportunity to speak to SES providers and sign up your child for free tutoring services.

The fair will take place on **[DATE, TIME, and LOCATION IN THE SCHOOL]**

**[If the fair is being held in conjunction with another parent event]**

The fair is being held on the same night as **[first PA/PTA meeting/Welcome Back to School/etc]** so that you will have the opportunity to conveniently meet with SES providers, obtain information as well as sign up your child, if you choose. Don't forget to bring your SES Information Package with you to the fair.

I want to encourage all parents of eligible students to attend and to get free academic help for their children.

If you have any questions, please contact **[NAME]**.

Sincerely,

School Principal

**EXHIBIT C: ENGAGEMENT NOTICE**

**[SCHOOL LETTERHEAD]**

[On school letter head]

**SES ENGAGEMENT NOTICE**

District/Borough/School: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
School Address: \_\_\_\_\_  
School SES Liaison \_\_\_\_\_  
SES Provider: \_\_\_\_\_  
Contract # \_\_\_\_\_ Vendor #: \_\_\_\_\_  
Vendor Contact: \_\_\_\_\_

The Supplemental Education Service Provider (hereinafter, "Provider") shall provide Supplemental Educational Services in the aforementioned school in accordance with the aforementioned contract with the New York City Department of Education (hereinafter, "Department"). *The Principal shall work collaboratively with the SES Provider to ensure both the success of the students and the success of the SES program.*

Notwithstanding anything in the contract to the contrary, the Provider shall adhere to the following requirement:

- a. Provider shall not commence service on school grounds until Provider has: been issued an approved permit; submitted to the Principal proof that all staff providing service on school grounds have been fingerprinted; submitted to the Principal proof of the required liability and property insurance.
- b. The Provider shall limit its use of the Department space to the operation of the SES Program, in accordance with the permit and the terms of its agreement with the DOE.
- c. The Provider is authorized to use rooms specifically designated by the Principal for SES programs. No other room shall be used by the Provider without prior approval from the Principal. If necessary, the Provider shall request additional space from the Principal.
- d. The Provider shall comply with all Department and school procedures, regarding the use of Department space, including but not limited to the school safety plan, copies of which will be provided to the Provider by the Principal.
- e. The Provider may request school storage space to store SES program related materials. Allocation of storage space is subject to availability and may be revoked upon 5 days notice if said space is needed for use by the school. Provider shall not store any material on school grounds during the summer months and further agrees upon expiration of the contract or permit, the Provider shall immediately remove all materials from storage. Provider assumes all risk of loss due to theft, casualty or abandonment of any property stored in the space. Provider agrees to maintain property insurance for any property stored or used on school grounds. Provider releases the City of New York, the Department of Education and all employees,

students and visitors from any liability for loss of said property. If provider does not wish to assume all risk of loss, Provider shall store all materials off site.

f. The Provider shall provide all necessary materials, including materials to each student in the SES Program.

g. *Absent the prior written approval of the school principal, the Provider is not authorized to use school/classroom equipment or materials.*

h. The Provider shall ensure that the operation of its program does not interfere with, disrupt, or impede any other school programs in the school.

i. The Provider shall ensure adequate staff to instruct and supervise all students in the SES Program.

j. The Provider shall have a continuing obligation to ensure that only staff that has received fingerprint clearance and background check will be permitted in the school throughout the year.

k. The Provider shall ensure that members of its staff comply with the Chancellor's Regulation regarding the report of any and all alleged child abuse and School-related crimes and sexual molestation. The Provider shall inform the principal of any health and/or safety emergency immediately within twenty-four (24) hours of discovery.

l. Provider agrees that the School may revoke the permit immediately if the Provider violates any provision of the contract or this engagement letter.

m. Provider shall not enter into any other agreements with the Principal. Provider's NCLB-SES agreement with the New York City Department of Education provides the general rules of engagement for this program.

SUPPLEMENTAL EDUCATION  
SERVICE PROVIDER

PRINCIPAL

\_\_\_\_\_  
Signature of Authorized Personnel

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Copy of this notice is to be forwarded to the appropriate Integrated Service Center, the NCLB-SES Program Office at 65 Court Street Room 1001, Brooklyn NY 11201, *ATT: Sherry Hawn and to the Division of Contracts and Purchasing at 65 Court Street, Room 1201, Brooklyn, NY 11201, ATT: Susan Naste.*

**EXHIBIT D: DAILY STUDENT SIGN-IN TEMPLATE (AT HOME)**



**Department of  
Education**

**2009-2010  
Supplemental Educational Services  
Student Sign-In Sheet (At-Home)**

Student Details						
Student ID	Student First Name	Student Last Name	Grade			
Session Details						
Location of Instruction			Provider Name	Prov ID		
Attendance Group Name			Program Service Name	Service ID		
Student & Parent Certification						
Date of Service	Start Time	Student Signature (Start Session)	End Time	Student Signature (End Session)	Parent Signature	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
Instructor & Supervisor Certification						
I hereby certify that I have provided supplemental educational services to the above named students on the date indicated herein. I understand that when completed and filed, this form becomes a record of the Department of Education and that any material misrepresentation may subject me to criminal, civil, and/or administrative action.						
Instructor Name			Instructor Signature		Date	
Supervisor Name			Supervisor Signature		Date	

## **Providers of At-Home Tutoring Services**

Providers of At-Home Tutoring Services will ensure that each tutor presents a letter of introduction to the parents on the first visit.

The letter should include the following:

- Student Name & ID
- Name and contact information for the tutor;
- Assurances that the tutor has a satisfactory security clearance and is wearing photo ID (DoE teachers hired to work as at-home tutors should be issued photo ID's);
- Inform the parent about the administration of pre-tests and the development of the SEP;
- Informs parent that tutor will work collaboratively on a convenient schedule that is also appropriate for the child's age and grade; tutoring sessions should not exceed more than 2 hours at any given time;
- Informs parents that students in the household enrolled with the same provider will not be tutored at the same time;
- Informs parents that they are not to sign the SES attendance forms until the session has been completed.
- Provides parents with contact information to register a complaint or concern, or to discuss the tutor's performance.

NOTE: Providers have an obligation to notify parents, to the extent possible in advance, when tutors are unable to attend or a new tutor has been assigned.

REMINDER: Providers must give a copy of the SEP for students in at-home programs to parents and share with the schools

EXHIBIT D1: SAMPLE LETTER OF INTRODUCTION. *This template will be translated in 7 languages..*

**EXHIBIT D1: SAMPLE LETTER OF INTRODUCTION**

[Parent Name]  
[Address]  
[Address 2]  
[City, State, Zip code]

RE: [Student Name, OSIS #]

Dear Parent/Guardian:

We are very pleased that you have selected [PROVIDER COMPANY NAME] to provide tutoring services to your child for the 2009-2010 academic year.

This letter introduces [TUTOR'S NAME] who has been assigned to work with [STUDENT'S NAME] in the privacy and convenience of your home.

Please be assured that Mr. /Ms. [TUTOR'S NAME] has security clearance to work with your child. As an added security measure, Mr. /Ms. TUTOR is required to show you his his/her photo ID badge and wear it while in your home.

In preparation to tutor your child, the tutor will first give your a child a pre-test and work with you to develop your child's Student Education Plan. Be sure to sign the plan and get a copy. You and the tutor will also work together on a schedule that is convenient for you and your child and is appropriate for your child's age and grade. Each tutoring session should not be longer than 2 hours at a time. Each child in your household enrolled with our program will receive a separate schedule and will be tutored separately.

The tutor will supply an attendance sheet that you will be asked to sign at the completion of each session. Please feel comfortable to ask any questions of the tutor at all times. The tutor will notify you when he/she will be late or is unable to come to your home.

**EXHIBIT E: DAILY STUDENT SIGN-IN TEMPLATE**

**ON SITE**



**2009-2010  
Supplemental Educational Services - Student  
Sign-In**

Session Details					
Date of Session	Location of Instruction	Provider Name			Prov ID
Attendance Group Name	Program Service Name	Serv ID	Session Start Time	Session End Time	
Student Information					
Name of Student	Student ID	Start Time	Student Signature (Start of Session)	End Time	Student Signature (End of Session)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Instructor & Supervisor Certification					
I hereby certify that I have provided supplemental educational services to the above named students on the date indicated herein. I understand that when completed and filed, this form becomes a record of the Department of Education and that any material misrepresentation may subject me to criminal, civil, and/or administrative action.					
Instructor Name		Instructor Signature			Date
Supervisor Name		Supervisor Signature			Date

**EXHIBIT F: PROVIDER ASSURANCE FORM – STUDENT EDUCATION PLANS**



**NCLB/SES Implementation 2009-10  
SES Provider Assurance for Completion of  
SES Student Plans**

Pursuant to Section 1116(e) of the NCLB Act of 2001, parents whose children receive SES must be regularly informed of their child's progress in a format and, to the extent practicable, in a language that such parents can understand. The SES Provider should make a concerted effort to have parents sign and return student progress reports. The Provider also needs to ensure that the Principal and the teachers are aware of student progress so that this information might inform regular classroom instruction. Please certify that Progress Reports have been developed and distributed to parents and schools.

**Provider Program:**

**School (SSO/District/Number) or Service Site:**

<b>Dates of service:</b>	<b>to</b>	<b>No. of students:</b>
--------------------------	-----------	-------------------------

I certify (as indicated by my signature below) that the following has been completed for each student enrolled and participating in our SES program at the service site indicated above in accordance with the No Child Left Behind (NCLB) requirements. I understand that I have an ongoing obligation to submit student plans to the NYCDOE for any new students enrolled at this site.

SES Attendance/Progress Report (***please check all that apply***):

- Copies given to parents
- Copies given to school
- Copies available/ maintained at the service site

Number of Attendance/Progress Reports not signed by parents at the time of this submission:

Please sign below and return with scanned copies of student plans on a CD or DVD (in Word, PDF or TIF format) along with an excel spreadsheet that includes (1) student ID and (2) student's first and last name.

\_\_\_\_\_  
Authorized Provider Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Please be advised that payments will be withheld until all required documentation has been submitted to our satisfaction.**

**Please mail all Progress Reports and Assurances to:**

**NCLB/SES Implementation  
Division of Financial Operations  
NYC Department of Education  
65 Court Street, Room 1001  
Brooklyn, NY 11201**

**EXHIBIT G: PROVIDER ASSURANCE FORM – ATTENDANCE PROGRESS REPORTS**



**NCLB/SES Implementation 2009-10  
SES Provider Assurance for Completion of  
SES Attendance/Progress Reports**

Pursuant to Section 1116(e) of the NCLB Act of 2001, parents whose children receive SES must be regularly informed of their child's progress in a format and, to the extent practicable, in a language that such parents can understand. The SES Provider should make a concerted effort to have parents sign and return student progress reports. The Provider also needs to ensure that the Principal and the teachers are aware of student progress so that this information might inform regular classroom instruction. Please certify that Progress Reports have been developed and distributed to parents and schools.

**Provider Program:**

**School (SSO/District/Number) or Service Site:**

**Dates of service:**

**to**

**No. of students:**

I certify (as indicated by my signature below) that the following has been completed for each student enrolled and participating in our SES program at the service site indicated above in accordance with the No Child Left Behind (NCLB) requirements. I understand that I have an ongoing obligation to submit student plans to the NYCDOE for any new students enrolled at this site.

SES Attendance/Progress Report (**please check all that apply**):

- Copies given to parents
- Copies given to school
- Copies available/ maintained at the service site

Number of Attendance/Progress Reports not signed by parents at the time of this submission:

Please sign below and return with scanned copies of student attendance/progress reports on a CD or DVD (in Word, PDF or TIF format) along with an excel spreadsheet that includes (1) student ID and (2) student's first and last name.

\_\_\_\_\_  
Authorized Provider Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Please be advised that payments will be withheld until all required documentation has been submitted to our satisfaction.**

**Please mail all Progress Reports and Assurances to:**

**Office of NCLB/SES Implementation  
NYC Department of Education  
65 Court Street, Room 1001  
Brooklyn, NY11201**

**EXHIBIT H: END OF YEAR REPORT PART D**

**SUMMARY REPORT OF SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDERS**  
**PART D**

**Supplemental Service Provider Annual Report Authorization/Assurance Form**  
**(To be completed by SES Provider)**

The undersigned hereby certifies that I am an individual authorized to act on behalf of the supplemental educational services provider in submitting this written report required by the regulations of the Commissioner of Education (8 NYCRR § 120.4(f)(6)(xvi)). I certify that all of the information provided herein is true and accurate. I understand that if any of the information contained herein (including Part C) is found to be untrue, such finding may constitute grounds for termination of provider approval pursuant to the regulations of the Commissioner of Education (8 NYCRR § 120.4(e)).

**Assurances**

Please check the appropriate box. If you check "No" to any item please provide a written explanation.

- | YES                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Provider has adequate insurance for K-12 property loss and personal injury involving students.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Services were provided outside the regular school day.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Fingerprint requirements have been met.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Provider remains fiscally sound and able to fulfill all agreements to provide services.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Services were provided in locations accessible to individual students with disabilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | No additional admission criteria were imposed on eligible students.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Federal funds were not used for religious worship or instruction.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Provider complied with the district/charter school's contract/agreement that satisfies all of the requirements contained within the regulations of the Commissioner of Education. |

\_\_\_\_\_  
Typed Name of Organization

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Typed Title

\_\_\_\_\_  
Date Signed



## EXHIBIT I: PARENT NOTIFICATION LETTER

September 1, 2009

Dear Parent/Guardian,

Help your child succeed in school – sign up for free tutoring! As a result of the federal *No Child Left Behind Act*, your child is eligible for extra help in the areas of math, reading, and English language arts. Your child can receive this free tutoring, called Supplemental Educational Services (SES) because he or she attends a school that is “in need of improvement,” and is eligible for free lunch.

SES offers children, especially those who may be struggling in school, a chance to get **tutored** academic help and individual instruction. More than **80** organizations offer free programs after school and on weekends in schools, community centers, neighborhood locations, homes and through the Internet.

You will receive a packet of information that explains how SES works and what you, as a parent or guardian, must do to make sure your child gets these free services: a Parent Guide, including a directory of state-approved SES providers, an SES Provider Selection Form with your child’s information, a calendar of important dates, and instructions on completing the selection form. In addition, your school will have information about which of these providers will be offering services in the school building. Of course, you may choose programs offered at other locations.

When deciding which tutoring program is best for your child, please consider your child’s specific learning needs. You may want to consult with your child’s teacher or school. Please contact your child’s school if you have any questions about these services.

Your school may hold a provider fair so that you can talk to the providers to help you decide which program is best for your child. Please be sure to take advantage of this opportunity to get free academic help for your child and choose an after-school tutoring program today.

Please visit the website at <http://schools.nyc.gov/RulesPolicies/NCLB/SES/default.htm> or contact your child’s school if you have any questions about these free tutoring services.

Sincerely,

A handwritten signature in black ink that reads 'Joel I. Klein'.

Joel I. Klein  
Chancellor

**EXHIBIT J: SAMPLE VENDOR WEB INQUIRY SYSTEM ACCESS REQUEST**



**VENDOR WEB INQUIRY SYSTEM  
ACCESS REQUEST**

PLEASE COMPLETE THE INFORMATION BELOW AND SUBMIT WITH THE APPROPRIATE CHECK.

Company Name: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Person  
Please Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Authorizer's Name  
Please Print: \_\_\_\_\_

Please Sign: \_\_\_\_\_

Phone Number: \_\_\_\_\_



# Supplemental Educational Services

## Free Tutoring

You may qualify for free tutoring if you are below the state average in reading or math.

Supplemental Educational Services ("SES"), is offered before or after school, on weekends, and during school holidays, when the school schedule permits.

To find out if you are eligible for free tutoring, contact your Principal, your Guidance Counselor or the Parent Coordinator.

To learn more about the program, visit the website at:  
<http://schools.nyc.gov/RulesPolicies/NCLB/SES/>



**EXHIBIT L: SAMPLE LETTER TO PARENTS REGARDING PROVIDERS IN SCHOOL BUILDINGS**

**[SCHOOL LETTERHEAD]**

Dear Parent or Guardian:

I am writing to you because you are a parent or guardian of a (SCHOOL) student eligible for Supplemental Educational Services (SES). I want to strongly encourage you to review the materials sent home with your child about this program and to take full advantage of the free academic help offered by the providers listed in the directory. SES providers offer their services in many locations, including schools, libraries, community centers, faith-based sites as well at home and over the internet.

The following providers will be located in this school building:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please remember that you may select any approved provider listed in the directory and you are not obligated to select any of the providers that are located in this school. If you have more than one eligible child in this school, you are not required to select the same provider.

Your choice of provider should be based on meeting the instructional needs of each of your children. I hope that you take full advantage of this free tutoring opportunity for your child. If you have any questions, please see [indicate school staff].

Sincerely,

Principal

## COMMONLY USED ACRONYMS

### Acronyms

ATS	Automate The Schools
AYP	Adequate Yearly Progress
BOY	Beginning of Year
COB	Close of Business
COIB	Conflicts of Interest Board
DBN	District, Borough, Number
DCP	Division of Contracts & Purchasing
DFO	Division of Financial Operations
DIIT	Division of Instructional & Information Technology
DOE	Department Of Education
EOY	End of Year
FAQ	Frequently Asked Questions
IEP	Individualized Education Plan
ISC	Integrated Service Center
LEA	Local Education Agency
NCLB	No Child Left Behind
NYCDOE	New York City Department of Education
NYSED	New York State Education Department
OFEA	Office of Family Engagement and Advocacy
OSI	Office of Special Investigation
OSIS	Office of Student Information Systems
PETS	Personnel Eligibility Tracking System
SEA	State Education Agency
SED	State Education Department
SEP	Student Education Plan
SES	Supplemental Educational Services
SIS	Student Information System
SSO	School Support Organizations
USDOE	United States Department of Education
UMS	Universal Meal Sites

