

N. SECTION 504 Paraprofessionals

For Fiscal Year 2005, funding for Section 504 Paraprofessionals is being allocated to the Regional Operations Centers (ROCs) as a pass-through utility allocation. (See the allocation table below.) The following describes procedures which must be followed by schools in order to receive funding from this allocation.

Per Dr. Lester Young's memorandum of May 18, 2004 to principals and Regional Instructional Superintendents:

- **For students currently receiving approved services:** Services approved under Section 504 for the 2003-2004 School Year will terminate on June 30th. Schools are required to disseminate Section 504 information to parents, including the need for the submission of unified Health and Educational Forms. (Sample letters were provided.) Forms for continuing services should be returned to a child's school prior to the last day of school. They may also be forwarded during the summer to the NYC Department of Health and Mental Hygiene Regional Offices no later than August 13th, 2004 in order to ensure implementation in September 2004. (The locations of the DOHMH are listed in the memorandum.) The unified Health and Educational form includes the Request for Educational Service(s) for School Year 2004-2005 form, used to request various services including Section 504 Health Paraprofessionals.

- **For all students:** Letters for all students (some of whom may newly qualify for services under Section 504) are to be disseminated to all parents or guardians at the beginning of the school year. Letters are also distributed to all students admitted during the school year. Parents/Guardians are asked to contact either the school principal or the DOHMH. A decision is made and Parents/Guardians informed, within 30 days of the submission of all necessary information and a review by DOHMH and the DOE.

Following DOHMH's recommendation for Section 504 consideration, and, approval by the DOE Regional Health Director of the Request for Educational Service(s) for School Year 2004-2005 form, the Regional Operations Center provides (through the transfer utility) an allocation to the school based on the anticipated start date and salary of the Section 504 Paraprofessional assigned to the student. Schools are notified of the approval by the Regional Director of Health.