



JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER
52 Chambers Street, New York, NY 10007

SCHOOL ALLOCATION MEMORANDUM NO. 38, FY09

DATE: July 23, 2008

TO: **COMMUNITY SUPERINTENDENTS, INTEGRATED SERVICE CENTERS
AND SCHOOL PRINCIPALS**

FROM: Susan Olds, Executive Budget Director

SUBJECT: **Section 504 Paraprofessional Allocation**

For Fiscal Year 2009, funding for Section 504 Paraprofessionals is being allocated to the Integrated Service Centers (ISCs) as a transfer utility (see allocations table below). The procedures listed below must be followed by schools in order to receive funding from this allocation.

Guidelines for the Provision of Health and Educational Services

Accommodations for students approved under Section 504 during the 2007-08 school year will terminate on June 30 but will be extended if the student is attending a DOE summer school program, in which case, the accommodations continue through the summer program.

Compliance with Section 504 of the Federal Rehabilitation Act of 1973 requires annual notice to all parents. Accordingly, each school should reach out to parents by disseminating Section 504 information to Parents Associations, promulgating Section 504 information during Health Fairs and events that take place during the school year, as well as by making the information available at registration. Since many parents schedule their children's annual and camp physical examinations at this time of year, we encourage your continuing efforts in reminding all parents to request their child's health provider fill out forms for the 2008-2009 school year, if required.

Parents should be encouraged to submit new authorization forms during the month of June. Forms submitted after the end of school should be mailed to the Department of Health and Mental Hygiene's (DOHMH) regional offices. Over the summer, the DOHMH regional staff will review all requests for health services and/or accommodations. In order for the services to be approved and commence on the first day of school, applications must be received at the DOHMH regional offices indicated no later than **August 11**.

Visit <http://schools.nyc.gov/StudentSupport/NonAcademicSupport/Health/Forms/default.htm> to access a directory of DOHMH regional offices forms. For additional information, contact your ISC Health Director or the Office of School Health at (212) 374-6097.

Following DOHMH's recommendation for Section 504 consideration, and approval by the ISC Health Director of the Request for Educational Service(s) for school year 2008-2009 form, the ISC provides the allocation to the school based on the start date and salary of the Section 504 Paraprofessional assigned to the student. Funding will be provided under the allocation category **TL Section 504**. Schools are notified of the approval by the ISC Health Director.

So:ddz

Attachment: Table

c: Marcia Lyles ISC Health Directors
Lisa Dare Directors of Student Placement, Youth & Family Support Services
Ava Mopper

ISC	ISC Name	Transfer Utility Location	Amount
CFN	Children First Network	96CHTU	377,988
ISC - A	Manhattan	96MTUA	1,378,410
ISC - B	Bronx	96XTUB	448,232
ISC - C	Brooklyn	96KTUC	531,343
ISC - D	Queens	96QTUD	1,913,255
ISC - E	Staten Island	96RTUE	2,385,018
TOTAL			7,034,246