



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

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

**BRUCE E FEIG**  
*Chief Financial Officer*

## SCHOOL ALLOCATION MEMORANDUM NO. 31, FY06

**DATE:** July 25, 2005

**TO:** INSTRUCTIONAL LEADERSHIP DIVISION SUPERINTENDENTS,  
REGIONAL OPERATION CENTER EXECUTIVE DIRECTORS, and  
SCHOOL PRINCIPALS

**FROM:** Bruce E. Feig

**SUBJECT:** SECTION 504 PARAPROFESSIONAL ALLOCATION

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For Fiscal Year 2006, funding for Section 504 Paraprofessionals is being allocated to the Regional Operation Centers (ROCs) as a pass-through utility allocation (see allocation table below). The following is an excerpt from the Principals' Weekly, dated May 17, 2005, which describes procedures that must be followed by schools in order to receive funding from this allocation:

### **Guidelines for the Provision of Health and Educational Services**

Accommodations approved under Section 504 for the 2004-2005 school year are in effect only through June 28, 2005, except for children attending a New York City Department of Education (NYCDOE) Summer School Program, in which case the accommodations continue through the summer program. In order for students to receive Health Services and accommodations for the next school year, the Health and Educational Service Forms must be completed and submitted for the 2005-2006 school year.

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 Parent 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 continued efforts in reminding all parents to request their child's health provider fill out forms for the 2005-2006 school year, if required.

Parents should be encouraged to submit new authorization forms during the month of June for students who are either currently approved for accommodations and who will continue to require these accommodations during the 2005-2006 school year, or who are new to the Section 504 process. During the summer, the Department of Health staff at regional offices will review all Section 504 requests for accommodations. Upon your receipt of the forms, they must be copied and then the original forwarded to the appropriate agency provider, either DOE nurse or school personnel, for special education students, or the Department of Health and Mental Hygiene regional office. 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 (see link below) no later than August 8<sup>th</sup>, 2005.

In order to access these forms, the web link is:

<http://www.nycenet.edu/Parents /Essentials/Health/default.htm>

If you require additional assistance, please contact your Regional Health Director or the Office of School Health at (212) 374-6097.

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 2005-2006 form, the Regional Operation Centers (ROCs) provide (through the transfer utility) an allocation to the school based on 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.

<b>SECTION 504 PARAPROFESSIONALS</b>		
<a href="#">Allocation Category: TL SECTION 504</a>		
<b><u>ROC</u></b>	<b><u>Location</u></b>	<b><u>Amount</u></b>
A-Man, 333 7th Ave	96MTRA	\$711,000
B-Bronx, Fordham Plaza	96XTRB	645,000
C-Flushing, Linden Place	96QTRC	693,000
D-LIC, Queens Plaza	96QTRD	1,187,000
E-Brooklyn, 131 Livingston	96KTRE	219,000
F-SI, Ocean Terrace	96RTRF	1,294,000
<b>TOTAL</b>		<b>\$4,749,000</b>

BEF:BGF:pav

c: Andres Alonso  
Regional Directors of Health  
Directors of Student Placement, Youth & Family Support Services