

SUMMARY OF SCHOOL ALLOCATION MEMORANDUM NO. 38, FY08

SECTION 504 PARAPROFESSIONALS

Summary

This allocation provides funding for paraprofessionals mandated by Section 504 of the Federal Rehabilitation Act of 1973.

Purpose

Section 504 of the Federal Rehabilitation Act requires schools to make reasonable accommodations so that students with mental and physical handicaps have access to a high-quality education. These accommodations may require schools to hire paraprofessionals to help students with daily activities such as getting on and off the bus.

Restrictions on Funds

- To comply with Section 504, each school should reach out to parents by disseminating information to parent associations, during health fairs and other events, as well as making the information available at registration.
- Department of Health staff at regional offices will review and recommend all Section 504 requests.

Allocation Formula

This allocation is based on anticipated start date and salary of the Section 504 paraprofessional assigned to the student.

Technical Information



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

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

SCHOOL ALLOCATION MEMORANDUM NO. 38, FY08

DATE: July 13, 2007

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

FROM: Susan Olds, Executive Budget Director

SUBJECT: **Section 504 Paraprofessional Allocation**

For Fiscal Year 2008, 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 2006-07 school year will terminate on June 29 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 continue efforts in reminding all parents to request their child's health provider fill out forms for the 2006-2007 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 regional offices to the attention of the regional nursing director. 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 10**.

Visit <http://schools.nyc.gov/Offices/DYD/Health/SchoolHealthForms/default.htm> to access a directory of DOHMH regional offices forms:

For additional information, contact your health content expert 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 2007-2008 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 Regional Director of Health.

Section 504 Paraprofessional Allocation

ISC Name	Location Control Code	Amount
Bronx ISC	96XTUB	\$585,590
Brooklyn ISC	96KTUC	\$702,492
Manhattan ISC	96MTUA	\$1,782,964
Queens ISC	96QTUD	\$2,266,134
Staten Island ISC	96RTUE	\$2,662,820
Total		\$8,000,000

Attachment
SO:sdr

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