



JOEL I. KLEIN, *Chancellor*

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

SCHOOL ALLOCATION MEMORANDUM NO. 59, FY10

DATE: September 22, 2009

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

FROM: Ling Tan, Executive Budget Director

SUBJECT: **SECTION 504 PARAPROFESSIONAL ALLOCATION**

For Fiscal Year 2010, funding for Section 504 Paraprofessionals is being allocated to the Division of School Support (DSS) as a transfer utility. The procedures listed below must be followed by schools in order to receive funding from this allocation.

Guidelines for the Provision of Section 504 Accommodations

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.

School-based Section 504 Coordinators oversee the implementation of this process which includes convening a Section 504 Team to evaluate requests for accommodations. In instances where additional resources such as a request for a paraprofessional allocation are being considered, the ISC/CFN Health Director may be included as a member of the team.

Following the Section 504 team recommendation and approval by the ISC/CFN Health Director of the Request for Section 504 Accommodation(s) for school year 2009-2010 form, the ISC/CFN 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/CFN Health Director.

For additional information, contact your ISC/CFN Health Director or the Office of School Health at (212) 374-6097. Visit <http://schools.nyc.gov/Offices/Health/default.htm> to access a directory of DOE ISC/CFN Health Directors at the bottom of the page.

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c: Ava Mopper
ISC/CFN Health Directors
Directors of Student Placement, Youth & Family Support Services