



JOEL I. KLEIN, *Chancellor*

DIVISION OF SCHOOL BUDGET PLANNING AND OPERATIONS
52 Chambers Street, New York, NY 10007

SCHOOL ALLOCATION MEMORANDUM NO.54, FY11

DATE: September 03, 2010

TO: **COMMUNITY SUPERINTENDENTS, HIGH SCHOOL SUPERINTENDENTS, CHILDREN FIRST NETWORKS, AND SCHOOL PRINCIPALS**

FROM: Annie Finn, Director of School Budget Planning and Operations

SUBJECT: **SECTION 504 PARAPROFESSIONAL ALLOCATION**

For Fiscal Year 2011, 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 2010-2011 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 CFN Health Directors at the bottom of the page.

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