

## SCHOOL ALLOCATION MEMORANDUM NO. 63, FY 12

**DATE:** September 28, 2011

**TO:** Community Superintendents  
High School Superintendents  
Children First Networks  
School Principals

**FROM:** Veronica Conforme, Chief Financial Officer

**SUBJECT:** Section 504 Paraprofessional Allocation

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For Fiscal Year 2012, funding for Section 504 Paraprofessionals is being allocated to the Division of School Support (DSS) as a transfer utility and sub allocated to the Clusters as referenced in the table below. The procedures listed below must be followed by schools in order to receive funding from this allocation.

Cluster	Total
94CL01	\$1,538,273
94CL02	\$2,894,192
94CL04	\$2,424,329
94CL05	\$1,223,393
94CL06	\$3,819,813
<b>Grand Total</b>	<b>\$11,900,000</b>

### **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 CFN Health Liaison may be included as a member of the team.

Following the Section 504 team recommendation and approval by the CFN Health Liaison on the Request for Section 504 Accommodation(s) for school year 2011-2012 form, the 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 CFN Health Liaison.

For additional information, contact your CFN Health Liaison or the Office of School Health at (718) 391-8116. Visit <http://schools.nyc.gov/Offices/Health/default.htm> to access a directory of DOE CFN Health Liaisons at the bottom of the page.

[Click here to download a copy of the School Allocation Memorandum.](#)

VC: ydr

C: Ava Mopper  
CFN Health Liaisons