

SCHOOL ALLOCATION MEMORANDUM NO. 34, FY 13

DATE: July 03, 2012

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

FROM: Michael Tragale, Chief Financial Officer

SUBJECT: Out of School Time Programs (OST) – Extended Use Funds

This summer and fall the Department of Youth and Community Development (DYCD) will roll out its seventh year of the Out-of-School Time (OST) Program which provides services for youth during the summer from Monday to Friday (8am – 6pm); during the school year after school; and on weekends and school vacations. Provided at no cost to students, the OST programs offer a balanced mix of academic support, sports and recreational activities, arts and cultural experiences.

As per a Memorandum of Understanding between the New York City Department of Education (NYCDOE) and (DYCD), the NYCDOE is responsible for covering the opening fees (extended use) for eligible OST sites. We are releasing the funds to cover the costs of permits for the summer program as well as the funds needed to cover program costs for the school year. Allotments for all locations are being placed in the DSSI transfer utility locations.

The funds should be scheduled in allocation category **TL OST Extended Use**. The relevant quick codes to be used when applying for extended use permits are:

1. Quick Code 054620 for High School Permits
2. Quick Code 064320 for Non-High School Permits

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

Attachment(s):

Table 1 – OST Summer Sites (pending)
Table 2 – School Year Sites (pending)

MT: akh

Cc: Sandy Brawer Omar Pereyra