

SCHOOL ALLOCATION MEMORANDUM NO. 58, FY 13

DATE: August 27, 2012

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

FROM: Michael Tragale, Chief Financial Officer

SUBJECT: Section 504 Paraprofessional Allocation

For Fiscal Year 2013, 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	\$1,863,540
94CL02	\$3,196,494
94CL04	\$2,888,973
94CL05	\$1,997,203
94CL06	\$5,053,790
Grand Total	\$15,000,000

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 2012-2013 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.](#)

MT: jab

C: Ava Mopper
CFN Health Liaisons