

SCHOOL ALLOCATION MEMORANDUM NO. 38, FY 2016

DATE: June 11, 2015

TO: Community Superintendents
High School Superintendents
Borough Field Service Center Teams
School Principals

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Section 504 Paraprofessional Allocation

For Fiscal Year 2016, funding for Section 504 Paraprofessionals is being allocated to the Office of Field Support as a transfer utility. The allocation reflects an increase for collective bargaining. The procedures listed below must be followed by schools in order to receive funding from this allocation.

Location	Total
95TUSC	\$20,023,885

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 BFSC Health Liaison may be included as a member of the team.

Following the Section 504 team recommendation and approval by the BFSC Team Health Liaison on the Request for Section 504 Accommodation(s) for school year 2015-2016 form, the team provides the allocation to the school based on the start date and salary of the Section 504 Paraprofessional assigned to the student. Schools are notified of the approval by the BFSC Health Liaison. Collective bargaining is included at the school level in the forecast salary used to determine allocation amounts. Funding will be provided under the allocation category **TL Section 504**.

For additional information, contact your BFSC 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 BFSC Health Liaisons at the bottom of the page.

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

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C: Ava Mopper
BFSC Health Liaisons