

SCHOOL ALLOCATION MEMORANDUM NO. 33, FY 2017

DATE: May 27, 2016

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

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Extended Use Allocations

This memorandum allocates funds to the Office of Field Support to manage and process extended use costs on behalf of the schools, central offices, and community based organizations.

The principal or designee must carefully review all permit applications prior to approval. The permit application should be specific about the requested purpose and the duration of use. All relevant fields included on the permit application need to be completed. For the Space Sheet, the principal or designee should only sign/approve Space Sheets if they are familiar with the activity, level of attendance, and the actual space used. ***Failure to appropriately review the Space Sheet actual usage could result in higher cost.***

Regulations for the extended use of school buildings are detailed in Chancellor's Regulation D-180: <http://schools.nyc.gov/NR/ronlyres/AA9455BE-74BB-46E1-B361-DBD0F29E4D0C/0/D180.pdf>.

Security

All DOE sponsored events must have security provided by the New York Police Department School Safety Division (NYPDSSD). Additional information can also be found in Chancellor's Regulation D-180 which governs the extended use of school buildings.

This SAM provides funding for the following extended use programs requiring extended use:

- Extended Use (General)
- Beacon
- Comprehensive After School System (COMPASS)
- School's Out New York City (SONYC)

Extended Use (General)

Space fees for school programs will be centrally funded for any activity that was authorized by the school, is conducted on behalf of the school, or is conducted in partnership with the school where only students attending the school are eligible. Such authorized activities include, but may not be limited to:

- Activities connected with Open School week or Parent/Teacher Conferences

- School clubs and other school-sponsored events, e.g., Math Club, Sport Club
- Parent Meeting – PA/PTA are entitled to free use of school buildings including school safety coverage, for one hundred ten (110) hours per year outside of school hours. If there is more than one PA/PTA in the building, each is entitled to the full one hundred and ten hours per year.
- Public meetings of the Community/Citywide Education Councils (CEC) – usually one to two per month.

Funds will be allocated and should be scheduled in the **TL Extended Use** allocation category. The quick code to be used when applying for extended use permits for general programs is 014620.

Comprehensive After School System (COMPASS)

The COMPASS program provides services for youth during the summer from Monday to Friday (8 am – 6 pm); after school during the school year; and on weekends and school vacations. Provided at no cost to students, the COMPASS programs offer a balanced mix of academic support, sports, recreational activities, arts and cultural experiences.

As per a Memorandum of Understanding (MOU) between the Department of Education (DOE) and Department of Youth and Community Development (DYCD), DOE is responsible for covering the opening fees (extended use) for eligible COMPASS sites.

The funds should be scheduled in allocation category **TL COMPASS After School**. The quick code for High School and Elementary school permits for the COMPASS program is quick code 004322.

Beacon Program

Beacon Programs operate in 80 public schools; 15 of which also host Administration for Children's Services (ACS) foster care prevention programs. DYCD has been administering Beacon Programs since 1991. These programs provide youth and families with challenging and engaging structured activities during and after the school day; evening and weekends. Beacon Programs provide services in the following core areas: academic enhancements, life skills, career awareness/school-to-work transition, civic engagement/community building, recreation/health and fitness and culture/art activities.

Extended use funding is provided by DYCD via an intra-city transfer. CBO providers are selected and paid by the DYCD. Funds will be allocated and should be scheduled in the **Beacon** allocation category. The quick code to be used when applying for extended use permits for Beacon programs is 069015.

School's Out New York (SONYC)

The SONYC program provides services for youth in grades 6, 7 and 8. The SONYC program club model offers choices in sports, arts and youth leadership through service learning opportunities.

As per a MOU with DYCD, the DOE is responsible for covering extended use costs for SONYC sites. Funds will be allocated and should be scheduled in allocation category **TL SONYC After School**. The quick code to be used when applying for extended use permits for SONYC programs is 014322.

Location	Allocation Category	Allocation
95ELEX	Beacon	2,000,000
95ELEX	TL Compass After School	4,600,000
95ELEX	TL Extended Use	36,025,698
95ELEX	TL SONYC After School	3,402,879
	Total	46,028,577

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

RJO: df

C: Sandy Brawer