

RSA Issuance and Parent/Guardian Support Procedures for DOE Bronx Schools (including D7-12, D75 and D79) for the 2021-2022 School Year

The [MG Class Action Stipulation and Settlement Agreement](#) (“MG Settlement Agreement”), so ordered on June 22, 2021, confirms the DOE’s obligations, contained in the SOPM, to issue RSAs for all applicable students attending schools in the Bronx by the 16th school day of the school year (i.e., October 5, 2021) or by the 16th school day after the effective date of a related service on an IEP (together, the “Required Timeframe”), when a DOE or contract provider for a service recommended on a student’s IEP has not been identified. The MG Settlement Agreement contains detailed terms to ensure that RSAs are issued timely, and that parents/guardians receive assistance in their preferred language, including support locating providers. The Required Timeframe applies to all students in DOE Bronx schools with one or more related service recommendations.¹

If it is determined, in accordance with the [SOPM](#) and the [MG Settlement Agreement](#), that issuance of an RSA will be required for a student attending a DOE Bronx school, the following steps must take place within the timeframes set forth below:

Principal/Designee and BCO or District 75 Staff Person Responsibilities

As soon as possible following the determination that an RSA is required, and no later than October 4th (or by no later than the 15th school day after the effective date of a related service on an IEP), the Principal/designee must ask the BCO or District 75 staff person responsible for generating the RSA in SESIS Provider Assignment to:

1. Generate the RSA package, following the [step-by-step instructions](#).
 - a. Where applicable, the RSA must be generated in both English and in the primary parent’s/guardian’s preferred written language (if one of the covered languages), as recorded in SESIS.
 - b. The designated non-school based MG RSA Liaison (“MG RSA Liaison”) must be listed as the RSA contact on the RSA.

MG RSA Liaison/Designee Responsibilities

1. **By no later than the Required Timeframe (i.e., October 5th or the 16th school day after the effective date of a related service on an IEP), the MG RSA Liaison or designee must mail and email or arrange to backpack to the parent/guardian the RSA generated in English and the primary parent’s/guardian’s preferred written language (if a covered language) through at least two (2) of the following delivery methods:**
 - a. Mail the RSA document(s) to the primary parent’s/guardian’s home address as listed in SESIS along with a link to the most recent [RSA directory](#) for the service covered by the RSA.

¹ The Required Timeframe does not apply if a student has unexcused absence from school for a period of 20 or more consecutive school days, is in a detention or institutional setting, is coded for home/hospital instruction, and/or has attendance at or below 25 percent.

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- i. During any period of remote learning, DOE may issue RSAs by email only.
 - b. Deliver a second copy of the RSA document(s) generated in Step 1 above by one of the two following additional methods:
 - i. Email a copy of the RSA document(s) to the primary parent's/guardian's email address as recorded in SESIS or another known, current email address for the primary parent/guardian, where such email address is known; or
 - ii. Where a current email address is not known, work with the student's school to backpack the documents to the primary parent/guardian's home.
 - c. Document Steps 1(a) and 1(b) above in the RSA log, following the [step-by-step instructions](#).
2. **Within 10 school days of RSA issuance, the MG RSA Liaison must conduct the following outreach to confirm receipt of the RSA by the parent/guardian and offer assistance:**
 - a. Attempt to contact the primary parent/guardian at least once by phone, email, letter or text message.
 - b. If contact is attempted by phone, and the MG RSA Liaison is neither able to reach the primary parent/guardian by phone nor leave a message, the MG RSA Liaison must make a second attempt to contact the parent/guardian by an alternate, additional means of outreach as listed in Step 2(a).
 - c. Document all outreach and any resulting conversation and support requested and provided pursuant to Steps 2(a) and 2(b) above in the RSA log, following the [step-by-step instructions](#).
3. **Upon the request of the parent/guardian, the MG RSA Liaison or designee must:**
 - a. Contact listed independent provider(s) to determine their availability for the applicable RSA.
 - b. Provide the parent/guardian with guidance and/or assistance on completing a transportation voucher.
4. **The MG RSA Liaison or designee must also:**
 - a. Conduct periodic outreach to the parent/guardian where there is no record that an RSA provider or other related service provider is providing services.
 - b. Document all outreach and any resulting conversation and support requested and provided pursuant to Steps 2 and 3 above in the RSA log, following the [step-by-step instructions](#).
 - c. Continue to work with the school, SEO Office of Related Services, and other applicable District 75, BCO and/or central staff to identify DOE or contract agency coverage for the related service(s).

Upon request of the parent/guardian, language assistance must be provided to parents who prefer a language other than English.

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Additional BCO or District 75 Staff Person Responsibilities

The BCO or District 75 staff person responsible for management of the above steps will run and review regular reports in SESIS Provider Assignment, Cognos, and/or other means established by the Special Education Office (SEO) in order to monitor and ensure compliance with the steps and timeframes outlined above.

Contact Information for MG RSA Liaisons

BCO	Director	MG RSA Liaison	District or Schools assigned	Contact Information
ACCESS	Abby Miller	Veronica Johnson	All Bronx schools supported by Superintendents Rotondo and Zweig	VJohnsonDaly@schools.nyc.gov (718) 557-2664
ACCESS	Abby Miller	LaTipha Cook	All Bronx schools supported by Superintendent Cheng	LCook8@schools.nyc.gov (718) 935-3823
Bronx	Bill Ahearn Lauren Kish	Karen De La Rosa	District 7, 9, 10; K-12 (except those identified by other BCOs)	KDeLaRosa@schools.nyc.gov (718) 828-3610
Bronx	Bill Ahearn Lauren Kish	Madeline Savarin	Districts 8,11, 12; K-12 (except those identified by other BCOs)	MSavarin2@schools.nyc.gov (718) 828-7762
Bronx	Bill Ahearn Lauren Kish	Sejal Trivedi	All Bronx Districts;(K-12) (except those identified by other BCOs)	STrivedi@schools.nyc.gov (718) 828-3614
D75	Angela Torres	Katrina Eady	All Bronx D75 locations.	KEady@schools.nyc.gov 212-802-1609
Manhattan	Daliz Vasquez	Tabatha Edwards	07X259, 07X500, 07X551, 09X241, 09X505, 10X268, 10X442	TEdwards14@schools.nyc.gov (212) 330-9508