SPECIAL EDUCATION

Ensure Mandated Counseling and Other Related Services Are Fully Staffed

Please review the following information and take appropriate action by the dates listed to assign and accurately report delivery of all related services.  

**Mandated Counseling:** As noted in the Arranging Related Services section of the Special Education SOPM, schools must identify and assign DOE providers to fully serve all IEP-recommended related services by **September 15.** Where you do not have sufficient providers for all monolingual and bilingual recommendations, immediately contact your director of finance and director of HR. If no staff are available for hiring, contact your administrator of special education (ASE) to provide contracted coverage.

**Mandated Speech, Occupational Therapy, Physical Therapy, Paraprofessional and Other Services:** Speech, occupational therapy, and physical therapy caseloads should have been completed by providers and submitted to supervisors, using the electronic Caseload/Workload format (spreadsheet), by September 12. Where no DOE provider has been identified, immediately contact your ASE for support in requesting services from agencies under contract.

**All Related Services:** Incorporate information on timely completion of SESIS encounter attendance in start-of-school materials and resources for your staff. Additionally, note that consistent with the Special Education SOPM and the M.G. v. DOE (Bronx Related Services) settlement (as so ordered on June 22, 2021), where applicable, special education compliance teams must issue a Related Service Authorization (RSA) by **October 3,** for any service that is not in place.

For questions, contact your administrator of special education (ASE)