Cascade of Services for Provision of Related Services

• The DOE’s policy on the provision of related services, including the issuance of Related Service Authorizations (RSAs,) is as follows:
  o Schools should first seek to assign a DOE employee to provide the service.
  o If none is available, the FSC or CSE should seek a contracted agency provider.
    ▪ Most districts have a primary agency for each discipline/language. If the primary agency cannot serve a student, multiple secondary and tertiary agencies are available in most districts.
  o If neither the DOE nor a contracted agency is available within the timeframes defined in the Special Education Standard Operating Procedures Manual (see pg. 97), the FSC/CSE must issue an RSA, together with the Registry of Independent Providers, to serve the student at DOE expense.
  o Authorized FSC/CFN personnel must check the provider’s credentials (see the NYSED license and current registration website to verify a credential) and security clearance and sign the RSA-2 to indicate approval of the provider before services may begin. The credentials and security clearance for independent providers not listed in the Registry must be verified by Rita Venekas in the Office of Related Services.

• Capturing first attend:
  o As in the past, once services are in place, providers should be reminded to enter a first attend date in SESIS/Provider Assignment. See instructions for DOE staff and independent agencies and providers.

• Exceptions:
  o Notwithstanding the standard procedures herein, RSAs must be issued if required by an impartial hearing order (as directed by the Implementation Unit, including via DAITS) or a settlement (as directed by OLS), or otherwise as directed by Central.
  o Requests for RSAs outside of the protocol must be reviewed by the FSC SPED or CSE Chairperson, who should consult with Central.