



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:
 - Schools should first seek to assign a DOE employee to provide the service.
 - 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.
 - 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.
 - 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:
 - 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:
 - 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.
 - Requests for RSAs outside of the protocol must be reviewed by the FSC SPED or CSE Chairperson, who should consult with Central.