Ensure Mandated Counseling and Other Related Services Are Fully Staffed

Please review the following information and take appropriate action by the dates listed, in order 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 have identified and assigned DOE providers to fully serve all IEP-recommended related services by **September 8**. Where you do not have sufficient providers for all monolingual and bilingual recommendations, immediately contact your **director of finance** and **director of HR** (DOE login required). 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 11. 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 **September 29**, for any service that is not in place.

**Documenting Related Services:** Ensure that all related service providers (DOE, contract agency, and RSA providers)—including counselors and paraprofessionals—document the outcome of all scheduled services in SESIS Encounter Attendance. In addition, contract agencies and RSA providers must enter first-attend date information in [SESIS Provider Assignment](#).
Additionally, in accordance with M.G. v. DOE (Bronx Related Services) settlement, please review the RSA Issuance and Parent/Guardian Support Procedures for DOE Bronx Schools (including D7–12, D75 and D79) for the 2023-24 School Year.

For questions, contact your administrator of special education (ASE) (DOE login required).