



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

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## **RELATED SERVICE AUTHORIZATION**

Questions and Answers

### **What is a Related Service Authorization (RSA)?**

Your child has been recommended for the Related Service listed on the enclosed form. Receiving this form means that the New York City Department of Education (the Department) does not currently have staff available to provide this service at this time. The RSA allows you to obtain this service from an independent provider of your choice at no cost to you.

### **How can I locate an independent provider?**

To help you locate a provider, we have enclosed a directory of **Independent Providers of Related Services for School-Age Students** or you may refer to the Department's Web site at:

<https://www.schools.nyc.gov/learning/special-education/supports-and-services/related-services/finding-an-independent-provider>

You may use any provider on this **List** or you may locate your own provider. Please remember that the provider must possess the following credentials:

- The provider must be permanently licensed or certified by the New York State Education Department and possess current registration to provide the Related Service recommended.
- The provider must meet established bilingual proficiency requirements, where applicable.

### **What credentials are necessary to become an independent provider in various discipline areas?**

- **Counseling Services** must be provided by a New York State licensed Psychologist, Clinical Social Worker, or Mental Health Counselor. Bilingual Counseling can only be provided by an individual meeting the aforementioned requirements who also possesses the appropriate bilingual proficiency requirements.
- **Occupational Therapy** must be provided by a New York State licensed Occupational Therapist.
- **Physical Therapy** must be provided by a New York State licensed Physical Therapist.
- **Speech Therapy Services** must be provided by a New York State licensed Speech/Language Pathologist, who is also a Certified Teacher of Speech and Language Disabilities or Teacher of the Speech and Hearing Handicapped. Bilingual Speech Therapy can only be provided by an individual meeting the aforementioned requirements who also possesses the appropriate bilingual proficiency requirements.
- **Vision Education Services** must only be provided by a New York State certified Teacher of the Blind and Partially Sighted or Teacher of the Blind and Visually Impaired or Orientation/Mobility Specialist. Bilingual Vision Education Services can only be provided by an individual meeting the aforementioned requirements who also possesses the appropriate bilingual proficiency requirements.
- **Hearing Education Services** must only be provided by a New York State certified Teacher of the Deaf and Hearing Impaired, a Teacher of the Deaf and Hard of Hearing, or an appropriately trained, licensed or certified Sign Language Interpreter. Bilingual Hearing Education Services can only be provided by an individual meeting the aforementioned requirements who also possesses the appropriate bilingual proficiency requirements.

- **Health Services by a Registered Nurse** must only be provided by a New York State licensed or certified Registered Nurse with current certification in Cardio-Pulmonary Resuscitation as well as Automated External Defibrillation (CPR/AED). **Health Services by a Health Aide** must be provided by an appropriately trained, licensed or certified Health Aide.

Please Note: Any individual who is a current employee of the Department (unless they have been approved to be placed on the directory of NYCDOE therapists) or any other city agency may not provide services under this agreement except in rare instances when a waiver has been granted by the New York City Conflicts of Interest Board based on a request from the Department. Agencies may not employ Department employees, including on the directory of NYCDOE therapists, as a provider. Any individual who leaves the employ of the Department may not provide services under this agreement (either as an individual provider or as an individual provider or as an employee/contractor with an agency) for one full year after leaving the Department. If the individual has done "F" status work, the individual is considered to have been an employee of the Department and must wait a full year after completing the "F" status work before providing service under this agreement. These restrictions are contained in Chapter 68 of the New York City Charter. In addition, the provider must not be the evaluator who completed the assessment unless permission has been granted by the Department.

### **What are the responsibilities of an independent provider?**

An independent provider must agree to the following:

- Serve the student at the frequency, duration and in the language specified for the current school year as per the IEP. The group size cannot exceed the group size indicated on each student's IEP.
- Indicate start date of service initiation by calling into the Department's Integrated Voice Response System (IVR) with the name of the individual providing service and the PIN number given for that student on the approval letter.
- Maintain weekly progress notes, submit a Student Progress Report upon request, attend IEP conferences and complete the appropriate pages of the IEP at no cost to the Department.
- Provide services in accordance with Department's school calendar.
- Provide make-up sessions only during the same week. Make-up sessions may not be conducted on the same day as regular sessions.
- Accept no more than the maximum rate allowed as payment in full for these services. The rate charged must be no higher than the lowest rate you normally charge. This rate is for direct service only and is the rate regardless of the size of the group being served except in the area of speech which is dependent on the number of students that are served in one session as indicated on the rate schedule. The group size cannot exceed the group size specified on each student's IEP. Providers will make no requests to the parent/guardian for payments for services provided.
- Submit invoices directly to the New York City Department of Education in the format required with no out-of-pocket expenses accruing to the parent/guardian.
- Carry his/her own professional malpractice/liability insurance.
- Maintain daily attendance records in the official New York City Department of Education attendance booklets and participate in the collection of data/information requested by the New York State Department of Social Services or other agencies at no additional cost to the Department.
- Providers are prohibited from giving gifts to Department staff.

**What are the maximum rates allowed by the New York City Department of Education for independent non-Department of Education providers?**

Type of Related Service	Language	Group Size	Maximum Rate	Session Length
Counseling: Licensed Psychologist	Monolingual/ Bilingual	Individual/Group	\$ 45	30 minutes
Counseling: Mental Health Counselor	Monolingual/ Bilingual	Individual/Group	\$ 45	30 minutes
Counseling: Licensed Clinical Social Worker	Monolingual/ Bilingual	Individual/Group	\$ 40	30 minutes
Health: Registered Nurse	Monolingual	Individual/Group	\$ 45	30 minutes
Health: Health Aide	Monolingual	Individual/Group	\$ 20	60 minutes
Hearing Education Services	Monolingual/ Bilingual	Individual/Group	\$ 45	30 minutes
Sign Language Interpreter	Monolingual/ Bilingual	Individual/Group	\$ 30	30 minutes
Occupational Therapy	Monolingual	Individual/Group	\$ 45	30 minutes
Physical Therapy	Monolingual	Individual/Group	\$ 45	30 minutes
Speech Therapy	Monolingual	Individual	\$ 45	30 minutes
Speech Therapy	Monolingual	Group of 2	\$ 56.25	30 minutes
Speech Therapy	Monolingual	Group of 3	\$ 67.50	30 minutes
Speech Therapy	Monolingual	Group of 4	\$ 78.75	30 minutes
Speech Therapy	Monolingual	Group of 5 or more	\$ 90	30 minutes
Speech Therapy	Bilingual	Individual	\$ 54	30 minutes
Speech Therapy	Bilingual	Group of 2	\$ 67.50	30 minutes
Speech Therapy	Bilingual	Group of 3	\$ 81	30 minutes
Speech Therapy	Bilingual	Group of 4	\$ 94.50	30 minutes
Speech Therapy	Bilingual	Group of 5 or more	\$108	30 minutes
Vision Education Services	Monolingual/ Bilingual	Individual/Group	\$ 45	30 minutes
Orientation/Mobility Specialist	Monolingual/ Bilingual	Individual/Group	\$ 45	30 minutes

The rate charged by independent providers must be no higher than the lowest rate normally charged by them, and should be pro-rated, as necessary.

The provider may not charge more than the maximum rate allowed as payment in full for these services. The provider will make no requests of the parent/guardian for payments for services provided.

### **What am I required to do once I have selected a provider?**

Both you and the selected independent provider must complete the **RSA-2 Form**, then sign the form and attach a copy of the provider's license and/or certificate. If the individual provider is working for an agency, the provider must include the agency information in the fields labeled: **Name of Agency (if appropriate)**, **Employee Tax ID No. (if agency)** and **Agency Address**. If the individual provider is not working for an agency but has **his or her own tax ID number**, the provider must also complete these fields. You should also keep a copy of the independent provider's license and/or certificate. Please be advised that only the independent provider listed on the **RSA-2 Form** may provide service to your child. If your child is being seen at the provider's place of business you must ensure that only the independent provider you have authorized is serving your child. The completed **RSA-2 Form** must be submitted to the office indicated on the RSA-2 Form.

### **After I have submitted the RSA-2 Form, when can the provider begin?**

Once the RSA-2 form is received, all information will be reviewed. If the form is complete and the provider has received security clearance and submitted the appropriate licensure and registration and/or certification, your provider will receive an approval letter with an identifying PIN number for this service. Should we fail to notify you of this approval, the provider is authorized to initiate service and is assured of payment by the Department if the individual has the appropriate licensure and/or certification and no conflict of interest is found to exist. Only the independent provider listed on the **RSA-2 Form** is authorized to provide services. If there is a change in independent provider, a new **RSA-2 Form** must be submitted. The independent provider you have selected must present himself/herself for fingerprinting, with the cost to be incurred by the provider, to the Office of Related and Contractual Services, at 49-51 Chambers Street, Room 600, New York, NY 10007. Independent providers will not be authorized to initiate services until such time as security clearance is received.

### **Where can the Related Service be provided?**

Related Services may be provided at your child's school, at your home or at the provider's place of business.

### **Can I be reimbursed for my transportation costs if I take my child to the provider's place of business?**

Yes, as follows:

1. Public Transportation: \$2.00 per fare on bus and/or subway.
2. Private Car: Prevailing allowable mileage rate set by the IRS currently at \$.28 per mile.
3. Metered Taxicab: Metered taxi cab rate and reasonable tip.\*
4. Private Car Service: Parents and/or private car services will be reimbursed for car service taken to and from the student's mandated Related Services only using the private car service rate and reasonable tip.\* Please note that if a private car service is used, a parent or adult must accompany the student in order to be eligible for reimbursement.

\* Maximum of \$50 per round-trip.

All requests for transportation reimbursement must be made on the enclosed **RSA-3 or RSA-3A Form Transportation Reimbursement Voucher**. The independent provider must provide you with a copy of the approved **RSA-2** form and bill for services or a statement indicating the dates of service, which must be attached to the **RSA-3 or RSA-3A Form** along with the required receipts from the transportation provider. In all cases, no payment will be processed without the approved original authorizing signatures on all the required forms. You must sign the **RSA-3 or RSA-3A Forms** indicating the **actual** dates your child was transported. **Under no circumstances should you sign blank RSA-3 or RSA-3A Forms or sign for transportation services not yet provided.**

### **How will the provider be paid?**

When the provider receives written authorization to provide this service, he/she will receive a PIN number and guidelines for payment. **No out-of-pocket expenses are to be paid by you.** The provider may not charge more than the maximum rate allowed as payment in full for these services. The provider will make no requests to the parent/guardian for payments for services provided. If the service is provided at your home or the provider's office you must sign the provider's invoice indicating the actual dates your child received the services. **You must not sign blank invoices or sign for sessions not yet provided.**

**Is the provider required to write IEPs or Student Progress Reports?**

The provider will be required to maintain daily attendance records on the form designated by the Department for this purpose, weekly progress notes for the service provided, and to complete a Related Service Student Progress Report when requested by school staff or the Committee on Special Education. In addition, upon request for an Annual Review and/or if there is a Requested Review, the provider must be available to attend the IEP conference and to complete the appropriate pages of the IEP at no additional cost. Progress reports must be submitted annually.

**What if the Related Service becomes available by New York City Department of Education staff?**

Should this service become available by New York City Department of Education staff before your child begins receiving it from an independent provider, the Department will provide the service. If, however, your child begins receiving this service from an independent provider, you will have the option of continuing this service with the independent provider through the end of the school year.

**Who can I call for assistance?**

If assistance is needed to understand these forms or to locate an independent provider, please contact the parent coordinator in your school. If you do not attend a public school please contact the CSE that issued the related service authorization letter.