What to Do When Your Child is Not Receiving Related Services or SETSS



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Advocates for Children of New York

Protecting every child's right to learn



Today's Training

- Introduction
- What Are Related Services? What is SETSS?
- Obtaining Related Services/SETSS at School
- Related Services Agreements (RSAs) & P4s
- Filing an Impartial Hearing Request for Services





AFC is an independent agency that protects the educational rights of all NYC students

Our Services:

- Helpline: **I-866-427-6033** (Mon-Thurs, I0am 4pm)
- Guides and resources: <u>www.advocatesforchildren.org</u>
- Workshops and trainings
- Free legal services to low-income families

What Are Related Services?

Related Services are supports on your child's Individualized Education Program (IEP).



What about Special Education Teacher Support Services (SETSS)?

- Special Education Teacher Support Services (SETSS) are support sessions with a special education teacher for students grades K-12
 - Group setting (5-8 students typically)

Individual

- SETSS for English Language Arts (ELA) or Math
- Schools MUST provide SETSS if on the IEP
- Students may not receive their SETSS because
 - School does not have provider
 - Provider does not have space in their schedule
 - School does not have a provider in the language required by IEP

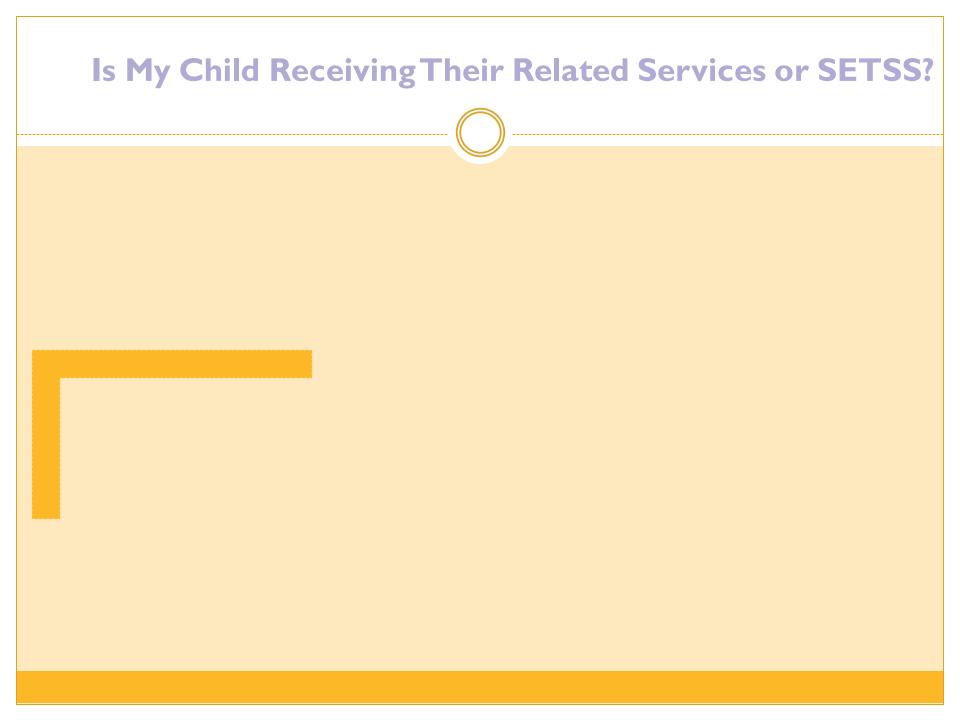
Where Can Students Receive Related Services/SETSS?

- Students are required to receive related services/SETSS if recommended on their IEP
- Students can attend any type of classroom in a DOE school, charter school or state-approved non-public school
 - General education classroom
 - Integrated Co-Teaching classroom
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- Students in preschool can receive related services recommended by their IEP at any preschool program



Targeting Areas of Need

- Related services/SETSS should target your child's area of needs and help them make progress in these areas
- Goals must be created for each related service to identify areas of need and monitor progress over the school year
 - Goals must be specific, measurable and have target marks requried
- If you have a specific area of concern, make sure your child's IEP includes a goal to target this area of concern
 - Example: Including executive functioning goals for students with ADHD as an OT goal
 - Example: Including feeding goals for students as either an OT or Speech goal
 - Example: Including specific decoding goal for struggling readers for SETSS





NYCSA

A 🗙 🗸 Sign In



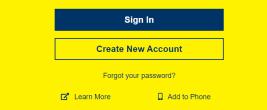
Families of current K-8 students: The Summer Rising application window opens on April 17! Summer Rising is a free, full-day summer program for grades K-8 that combines academic and enrichment activities. Visit nyc.gov/SummerRising to learn more about the program and to apply for a seat. The application window closes on May 1.

NYC Schools Account

Welcome NYC Parent or Guardian!

Your NYC Schools Account is your gateway to family-facing technology to support and track your children's progress through public school education at the NYC Department of Education. Open an account today to apply to schools, track your children's progress from Pre-K through high school graduation, and get access to other digital content for New York City families exclusively available to NYC Schools Account holders!

Opening a NYC Schools Account is the first step towards becoming more involved in your student's education. Receive updates via text messages or email about school closures, emergencies, and upcoming events. Link your students and start monitoring things like grades, test scores, attendance.



What to do if Your Child is Not Receiving Services

If School does not respond or says they cannot provide the related service:

What to do if Your Child is Not Receiving Services

Gia is supposed to get individual speech therapy twice per week. At the beginning of the school year, the school told Gia's mother they did not have a speech therapist. Gia's mother reached out to the ASE.

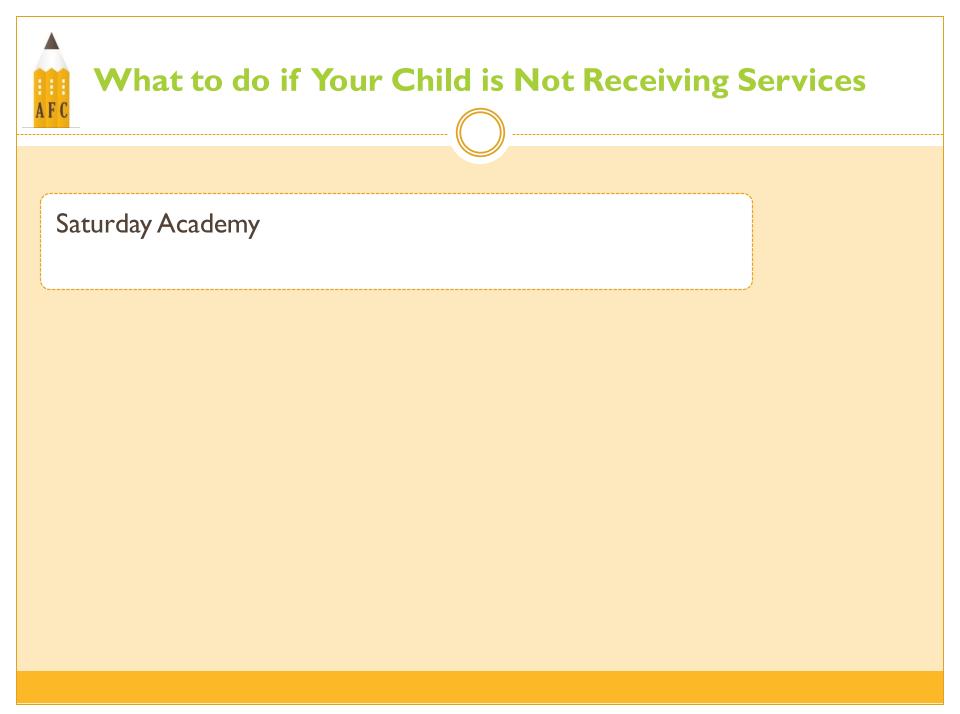
What should Gia's mother request?

Speech during the school day as required by Gia's IEP

Gia begins receiving speech at school in December.

How can Gia get the services she missed in September – December?

Gia's mother can ask the ASE and school to allow Gia to receive an extra session of speech per week at school until she has received all her missed sessions.





What if Gia's school cannot provide her with speech therapy at school because they do not have a provider?

Or

What if Gia's school cannot provide her with the extra make up sessions during the school week?

Schools should give the family a Related Service Agreement (RSA) to obtain services, typically outside of the school day.

For SETSS, schools should give the family a P4 to obtain services, typically outside of school

Related Service Agreements (RSAs) & P4s

Voucher that pays for related services with a DOE approved provider

School cannot provide the related service during the school day Student is owed sessions of a related service that cannot be added to their school day

Charter school does not have the related service



Related Service Agreements (RSAs)

Sincerely.



RSA - 1 Form Related Service Individual Authorization

Dear Parent/Guardian:

05/09/2022

Your child has been recommended for the Related Service listed on this form. The New York City Department of Education is currently unable to provide this service. You may, therefore, obtain this service from an independent provider, without cost to you.

Enclosed, please find:

RE:

- X Form-RSA-2, The Related Service Authorization Form - To be completed by you, the independent provider you select, and returned to the address above.
- X Form-TRV-1, Parent/Guardian Transportation Reimbursement Voucher for Special Education Services. To be completed (where applicable) by you, the independent provider you select, and returned to the address above.
- X Frequently asked Questions & Answers regarding the RSA process that will help guide you through this process.
- X Registry of Independent Providers of Related Services. These Registries are also available on the Department of Education Web site at: https://www.schools.nyc.gov/special-education/supports-and-services/related-services/finding-an-independent-provider

The DOE will continue to make every effort to provide this service to your child. As part of these efforts, the DOE will work with you to obtain an independent provider. The liaison listed on the Related Services Authorization form (RSA) will reach out within ten school days to offer assistance. Upon your request, they will:

- . call providers to determine their availability; and
- provide guidance and/or assistance on completing a transportation voucher

In addition, the liaison will reach out to you periodically until your child's related services are in place.

Once a provider is identified and has started providing services to your child, you may request make-up services by contacting your RSA Liaison and/or emailing BronxMakeups@schools.nyc.gov.

Finally, you may request additional assistance and/or information regarding the RSA process, including how to make a complaint, by contacting your RSA Liaison, calling 311, or emailing relatedservices@schools.nyc.gov.

For more information on these supports, see the Procedural Safeguards Notice on our website at https://www.schools.nyc.gov/learning/special-education/help/your-rights.

DOB: NYC ID Number School: District: Related Services Recommended: Speech-Language Therapy Language: ENGLISH No. of Sessions: 27 Weekly Length Session: 30 Minutes Group Size: 1

If you need help understanding the enclosed information, please telephone the New York City Department of Education at

Transportation Reimbursement

RSA form – must be signed by parent

and provider

FAOs

Registry of Independent Providers



P4

Student Name:



AUTHORIZATION FOR INDEPENDENT SPECIAL Date of Issuance: EDUCATION TEACHER SUPPORT SERVICES (FORM P-4)

Dear Parent/Guardian: Your child has been recommended to receive Special Education Teacher Support Services (SETSS). The DOE is currently unable to assign a SETSS provider to serve your child. As a result, your child may receive SETSS from an eligible independent provider at no cost to you. Enclosed please find a listing of eligible providers. If you need assistance locating a provider, or if you have any questions, please contact the DOE person listed in Section 1 of this form.



When you have located a provider, complete and sign Section 2 of this form; instruct the provider to complete and sign Section 3; and return the completed form to the address in Section 1.

The listing is also available at http://schools.nyc.gov/Academics/SpecialEducation/programs/environment/setss.htm. You may select a SETSS provider other than those listed, but the provider must register with the DOE before being authorized to begin service. (An application is available on the DOE website at the page noted above.)

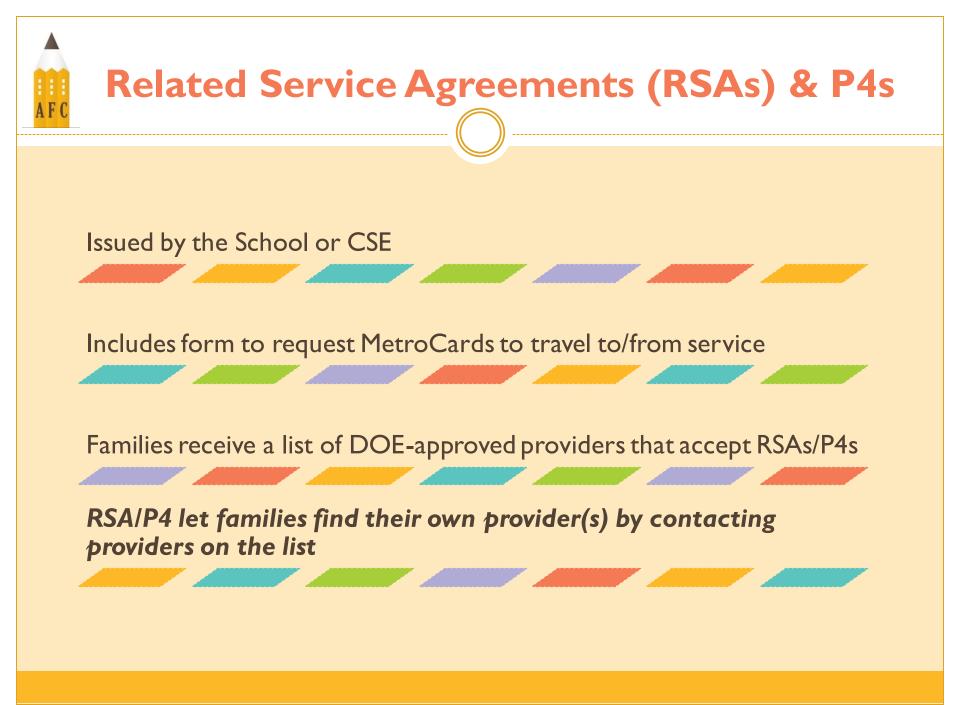
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. NYC ID Date of Issuance: Independent SETSS provider: Complete and sign Section 3, below. If you are not registered as an independent SETSS provider, go to http://schools.nyc.gov/Academics/SpecialEducation/programs/environment/setss.htm to find an application. You will not be authorized to provide services until you have completed the registration process. SECTION 3 (to be completed by independent SETSS provider) Professional Title / Discipline: SSN-NYS License / Certificate #: Phone: Oheme Owork O cel Email: ____ Phone: Ohome Owork Ocel Mailing Address: (complete this section only if you are employed by an agency that will receive payment for these services Agency Name: EIN: Street Address: Contact Person: City, State and Zip: Phone: Email: As the Provider and Agency, I/we agree to / understand that: the involved and agency, use agree 50 membrands that the involved and agency, use agree 50 membrands that the another agency agree and the agency agree and the agency age records to the sum access system; and maintain all desampting for the full autorial of avoids providen multiple access to subdet records. Maintain weekly prevents subtrask all balancess from Regram Bergurus compares, tathed II Contension and complete the segration appear of the UD, all encousts to the DOL subtrast to the Subtrast subtrast and the Subtrast Sub documentation may result in measurement of parents. Measurements of the second as models are related to the second as a second as a second as the second as models are related to the second as models are related as related as the related as models are related as related as related as the related as models are related as related as the related as relate Instantion and stremation of any end to advect the advected advecting of the DCI is advected by the DCI. The DCI relative the neglitic traject asyments in any cost as any cost of any cost of the DCI is advected by the DCI. The DCI relative the neglitic traject asyments in a relative to advect the devection of the DCI is advected by the DCI. The DCI relative the neglitic traject asyments in any cost asymptotic train the devection of the DCI is advected by the DCI. The DCI relative the neglitic traject asyments in any cost asymptotic train the devection of the DCI is advected by the DCI. The DCI relative the neglitic traject asymptotic train the DCI is advected by the DCI. The DCI relative the DCI is advected by DCI is advected by the DCI is advected by the DCI is advected by the DCI is advected by DCI is Signature of SETSS Provider Printed Name of SETSS Provider Date Signed Signature of Agency Representative (if applicable) Printed Name of Agency Representative Date Signed THIS FORM IS NOT VALID UNTIL THIS SECTION IS COMPLETED BY THE NYC DEPARTMENT OF EDUCATION Date Form Received Authorizer Signature Authorizer Name and Office Date Mailed to Provider Confirmation Number

AUTHORIZATION FOR INDEPENDENT SETSS (P-4)

P-4 (10/2013) Page 1

P-4 (10/2013) Page 2





Common Issues with RSAs/P4

Provider does not answer the phone or does not return calls/emails

Provider will not accept RSA/P4 hourly rate

• Require a higher or enhanced rate

Provider has a full schedule and cannot take on a new student

Provider is not available

Provider no longer accepts RSAs/P4s

Provider does not have experience necessary to meet the child's needs



I cannot find a provider. What now?

Document everything!

Related Services Agreements (RSAs) & P4s

Related Service Agreements (RSAs) & P4s



How to Find Providers

- Ask any services providers working with your family
 - Evaluators, social workers, doctors etc.
- Contact hospitals and clinics in your area
- Speak to staff at your child's school
- Reach out to private special education schools in your area
- Contact private therapists or service agencies in your area

Problem and Proposed Solution to the Described Problem Section

Problem and Proposed Solution to the Described Problem Section



Submit form via email: ihoquest@schools.nyc.gov and speced@nysed.gov

Submit form via fax:718-391-6181

• Keep copy for yourself with fax confirmation!

Impartial Hearing Request form in Other Languages

<u>https://www.schools.nyc.gov/learning/special-education/help/impartial-hearings</u>

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For additional trainings please visit our YouTube

https://www.youtube.com/@AFCNewYork

Special Education (K-12) Preschool Special Education/Turning 5 Process Behavioral Supports for Students with Disabilities Application Process for 3K, Pre-K and Kindergarten

For education resources please visit our website https://www.advocatesforchildren.org/get_help/guides_and_resources



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Call us with questions!

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info@advocatesforchildren.org