



**THE FOLLOWING ARTICLE PUBLISHED BY THE
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**DELETIONS TO SUBSTITUTE ELIGIBILITY ROSTER DUE
2006 REASONABLE ASSURANCE LETTERS**

A memorandum titled: “Reasonable Assurance Procedures for 2006-2007 School Year” (dated April 24, 2006) was issued by Mr. Vincent A. Giordano, Executive Director of the Division of Financial Operations (DFO) and forwarded via e-mail to all Regional Operations Center (ROC) Directors and to Principals via this *Newsletter*.

This memorandum details end of school year procedures mandated by the New York State Department of Labor to the New York City Department of Education (NYCDOE) regarding the issuance of Reasonable Assurance letters to all Occasional (“O” Status) Per Diem teachers, which each school wishes to retain for the 2006-2007 school year.

You may access this memorandum by clicking on the following site:

<http://www.nycenet.edu/NR/rdonlyres/8A020B89-74D7-4524-B9C9-8E32BE61A73F/0/reasonableassurance2006.pdf>

The NYS Department of Labor requires that the Reasonable Assurance letter advising the per diem teacher that his/her name has been placed on a list in the school, which will be used to call him/her for work in the new school term (thereby expressing a “reasonable assurance” of employment in the fall) be mailed to the eligible per diem substitute at least two weeks before the end of the school term. This is done in order to control the NYCDOE’s exposure to unemployment insurance costs over the summer months.

As indicated in the above mentioned memorandum, each principal is required to complete their deletions to the Substitute Eligibility Roster by COB Friday, May 26, 2006, and forward the list of names and social security numbers of the (“O” Status) Per Diem teachers that were deleted to their Regional Payroll Support team member.

If you have any questions regarding the Reasonable Assurance Letter Procedures, you are asked to contact your respective ROC or Ms. Lois Tobjy at (718) 935-4513.