



**THE FOLLOWING ARTICLE PUBLISHED BY THE
DIVISION OF FINANCIAL OPERATIONS (DFO) APPEARED IN THE
MAY 23, 2006
EDITION OF THE "PRINCIPAL'S WEEKLY NEWSLETTER"**

**UPDATE:
"REASONABLE ASSURANCE PROCEDURES
FOR 2006-2007 SCHOOL YEAR"**

In the May 2, 2006 edition of Principal Weekly, the Division of Financial Operations (DFO) published the above titled article. You may access this original article by clicking on the following site:

<http://www.nycenet.edu/NR/rdonlyres/25D4CA09-5012-4BB2-95B2-28BE10CA2F88/0/pn0502reasassur.pdf>

Certain provisions detailed in the original article still remain unclear to many school secretaries. This update will clarify any present concerns.

The ROC/schools are **not** mailing the Reasonable Assurance letters to the Per Diem substitute teachers. This mailing will be done by The Division of Financial Operations (DFO) and the Division of Instructional & Information Technology (DIIT).

The only steps required by the schools are to:

Delete from the PDPS Substitute Eligibility Roster all "O" status substitutes the school does not want to retain in the new school year and forward the list of deleted names/social security numbers to the Regional Payroll Support Team member **by COB Friday, May 26, 2006.**

The only step required by the ROC is to:

Send a confirmation email to Lois Tobjy at ltobjy@nycboe.net **by COB Wednesday, May 31, 2006** informing her that all the schools within the ROC's jurisdiction have completed their deletions.

If you need further information, please refer to the link below to access the memorandum regarding this end of school year procedure and refer to page 3 for the data entry instructions for deleting substitutes.

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

Additional questions may be directed to Lois Tobjy at 718-935-4513.