

## SCHOOL ALLOCATION MEMORANDUM NO. 65, FY 2023

**DATE:** October 31, 2022

**TO:** Community Superintendents  
High School Superintendents  
Division of School Leadership Field Teams  
School Principals

**FROM:** Seritta Scott, Chief Financial Officer

**SUBJECT:** Project Open Arms Allocation

This memorandum allocates funds to selected schools experiencing an influx of Students in Temporary Housing (STH) that have been identified by the Project Open Arms team as requiring additional resources. Accordingly, this memorandum provides supplemental funding to provide additional curricular and instructional support for multilingual learners. Funds may be used to support Other Than Personnel Service (OTPS), per session, per diem substitute, prep period coverage and sixth period shortage.

### Background

New York City Mayor Eric Adams, the New York City Department of Education (DOE) Chancellor, David C. Banks, the Mayor's Office of Immigrant Affairs (MOIA), Commissioner Manuel Castro, and New York City's Department of Social Services (DSS) Commissioner, Gary Jenkins announced 'Project Open Arms' on August 19, 2022. Project Open Arms is [a comprehensive plan](#) to support families seeking asylum and ensure children are provided a full range of services to start their New York City public education on the first day of school next month. This multi-agency plan highlights wraparound services to ensure asylum-seeking families and their children will have access to critical academic, social-emotional, and language-based support needed to be successful in New York City public schools.

Under the plan, the city is prioritizing strong interagency collaboration to provide families with a broad range of resources. DOE has been working in close coordination with its agency partners, including MOIA and DSS, to connect families with the resources they need.

The funds will enable schools to support the priorities below:

- **Ensuring Language Access and Support** – In collaboration with superintendents, DOE is ensuring that all families are being supported in their native languages and that school leadership is aware of the constellation of resources available to provide translated content-specific information.
- **Providing Academic and Extracurricular Programming** – New York City public school curricular and instructional resources will be culturally and linguistically responsive, and educators will receive additional guidance in the areas of second language acquisition and specialized instruction for diverse learners. Extracurricular activities will be similarly targeted to students' needs and interests, with the goal of enhancing the academic and social experience.

- **Creating Supportive Classrooms and Schools** – Once they are enrolled in school, every student will have access to universal social-emotional supports and will be evaluated using the DESSA social-emotional screener, an educational tool to assess students’ social and emotional needs. School leadership and staff will have regular check-ins to review attendance and DESSA data and ensure interventions and supports are activated as needed.
- **Continuous Coordination with Community Providers and Community-Based Organizations (CBO)** – ‘Project Open Arms’ will work in tight coordination with critical CBO partners.

#### *Use of Funds*

In order to ensure students are equipped to attend school and receive services specific to their needs, including family support, necessary and reasonable expenditures/purchases in the following categories are allowed:

- Per Session
- Per diem substitute
- Prep period coverage
- Sixth period shortage.
- Supplies – General
- Non-Contractual Services
- Parental Involvement
- Printing Services – Contractual
- Office Temp Services – Contractual
- Educational Consultants
- Other Administrative Consultants
- Instructional Curriculum and Staff Development

#### **Allocation Methodology**

Schools that have enrolled six or more Students in Temporary Housing (STH), which are first time entrants into NYC public schools) since July 2, 2022, will receive an allocation of \$2,000 per student.

Schools that have a Title I STH allocation should use those funds first. This allocation should support all purchases that are not allowable with Title I STH funds and expenses that exceed the Title I STH allocation. All Title I STH eligible expenses are eligible under this allocation.

Schools must use the funds to support activities as outlined in the [Project Open Arms Plan](#). The activities designated in this SAM are intended to meet this requirement, and these funds must be spent in accordance with the parameters outlined below.

This funding is available for expenses incurred July 1, 2022, through June 30, 2023. Schools are encouraged to schedule funds and implement eligible programming as soon as possible. As this is a temporary fund source, these funds cannot be used to hire full-time staff, and this funding will not be allocated next year.

This SAM will be updated as needs are identified throughout the school year.

Funding will be placed in school budgets in the allocation category, **Project Open Arms**.

These funds will be subject to monitoring and audit. All purchasing and payroll documentation, including timesheets, must be retained on site at the school to support expenditures, and must be available to present upon request.

[Download a copy of the School Allocation Memorandum No. 65, FY 2023.](#)

Attachment:

Table 1 – Project Open Arms Allocation Summary

SS: ms

C: Dan Weisberg

Melissa Ramos