

Date: May 4, 2020
To: Arts Education Service Providers and DOE Schools
(Including Arts Partnership Grantee schools)
From: Maria Palma, Executive Director (I.A.), Office of Arts and Special Projects
Re: UPDATED School Arts Partnership Services during Covid-19

The collaboration of our arts and cultural partners in providing our students and schools with a quality arts education is greatly valued. Thank you for your longstanding partnership and efforts on behalf of our students.

Given these uncertain times, the Office of Arts and Special Projects wanted to reach out to share an update on the work moving forward. As the City continues to respond to COVID-19, the DOE must similarly focus on responding to this crisis. To that end, work that is not essential to the agency's operations or the direct COVID-19 response is on hold for the time being. The Chancellor established guidance on purchases highlighting that schools and central offices should continue to only spend and encumber funds that support mandated services or essential services, which are time-limited per mandate and related to remote learning for students. An implication of this guidance is that DOE purchases of services should be limited professional development to support the transition to remote-learning activities. However, arts services that are provided remotely in collaboration and in support of schools' remote teaching plans, and fulfill mandated services and/or New York State graduation requirements can continue to be offered.

DOE managers will ensure that invoices for services rendered to schools and central offices prior to April 1st, as well as any services which meet the above criteria offered after April 1st, will be paid accordingly. Please note that:

- The DOE will have limited administrative personnel available throughout the time when schools are not in attendance, including limited vendor payment staff. While payments may take longer than usual, vendors may submit invoices for services rendered to the school prior to April 1st for certification and payment.
 - All supporting documentation rules still apply for payment of invoices. Most frequently, this may be rosters of students in attendance for sessions or other proof of completion of services. Schools may have this documentation, but vendors are encouraged to refer to their own rosters and proof of services rendered for quicker invoicing. Per DOE's [standard process](#), vendors submit invoices and associated documentation to the school that created the purchase order for certification and payment.
 - Purchase Orders are agreements between a school and a vendor. All communication regarding purchase orders should go to, and through that school.
- DOE is only able to pay for services rendered prior to April 1st, unless arts services are provided remotely in collaboration and in support of schools' remote teaching plans, and fulfill mandated services and/or New York State graduation requirements can continue to be offered.

- Organizations should invoice for services rendered. DOE fiscal year funds, including the Office of Arts and Special Projects Arts Partnership Grant funds, do not roll and must be used for services provided within this fiscal year with COVID19 parameters (07/01/2019-03/31/2020).

For questions about Arts Partnership Grants, please reach out to Audrey Cox, Director of Arts Partnerships at ACox16@schools.nyc.gov. For any other questions, please reach out to ArtsAndSpecialProjects@schools.nyc.gov.

We look forward to the future when we can continue to make the rich resources of our cultural partners available to our schools and students. Our collaboration makes a critical difference in the arts education of our students across NYC.