

**FOR IMMEDIATE RELEASE**

**CONTACT INFORMATION**

NYC Arts in Education Roundtable

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**Update from the Office of Arts & Special Projects**

*Sent to the NYC AiE Roundtable on March 30, 2020*

On March 25, 2020, the NYC Arts in Education Roundtable hosted a COVID-19 Community Conversation with almost 300 participants to discuss the significant impact the COVID-19 (coronavirus) outbreak has had on the landscape of arts education. A list of questions for the NYC Department of Education was generated and forwarded to the NYC Department of Education's Office of Arts and Special Projects. Please find OASP responses below (as of March 30, 2020).

***What advice can the OASP give on protocol to reaching out to schools?***

Arts Partners should reach out to the point of contact/business managers at their partnership school(s) to receive guidance regarding payment for services rendered and services that were in progress before Covid-19.

***Are there currently any plans to reschedule DOE breaks? Extend the school year? Summer plans?***

At this time, NYCDOE schools will reopen following Spring Recess on Monday, April 20. In the event NYCDOE breaks are rescheduled, NYCDOE will update and provide further guidance on the NYCDOE website for more information. Information regarding school breaks can be found here: <https://www.schools.nyc.gov/>

***What type of documentation does the DOE want to prove that remote online learning was performed?***

Arts partners should reach out to partnership school(s) to ask for documentation requirements. Typically a roster of students that participated in learning will suffice in addition to requirements set by the partnership school(s).

***If the business managers do not have access to their systems to certify POs, can we still invoice the DOE?***

*Invoicing for existing purchase orders is a process that can happen throughout the year. Arts partners are encouraged to work with their individual school(s).*

***Does "offered remotely" mean live video? Or can pre-recorded videos work as well?***

*Per MTAC guidelines, remote instruction includes but is not limited to live and pre-recorded videos. Both live video and pre-recorded videos will suffice.*

***What constitutes documentation for a "remote lesson"?***

Documentation for remote learning can include but is not limited to:

- A description of who instruction is serving, the nature of instruction i.e. (lesson plan), and how instruction will be administered.
- Screen shots of instruction and other forms of proof that the session(s) occurred
- Roster of students that participated
- A cache of all supporting documentation can be submitted as a bundle. Schools can confirm their requirements for remote lesson documentation.

***Can we send modified POs?***

Please check with partnership schools to determine if modified PO's can be submitted.

***What about ELL-SWD and Arts and Family Engagement OASP Arts Partnership grants?***

Schools and arts and cultural organizations are encouraged to work together to determine how students' arts learning, aligned with the vision and intent of the SWD/ELL and Arts and Family Engagement grants can be delivered remotely. This work must be completed by June 30th.

***Where can I direct volunteers looking to volunteer at REC centers? Is there a link?***

Individuals interested in volunteering at REC's can contact [Stayinghealthy@nyc.schools.edu](mailto:Stayinghealthy@nyc.schools.edu) to inquire about volunteer opportunities.

***If we got paid in full but programming stopped and we want to pay TA's, how do we address that with schools?***

Payment is made upon delivery of services.

***What is the DOE's stance on allowing CBOs to provide remote services under PO payments? How can CBOs advocate for themselves effectively right now? Who can we contact at the DOE?***

Please see attached memo for direct arts education services for students. CBO's are encouraged to work together with partnership schools to determine services for remote instruction. CBO's can propose an online learning platform for remote learning.

***We submitted invoices for work that was to be done — then the school closed — so our invoices have dates on them where programming did not happen. Does the DOE have the capacity to review the invoices and approve partial payment?***

Please follow up with partnership school(s) and see attached memo for guidance to provide remote services for arts education learning.

***For contracted work that's now cancelled-- can we still submit for payment? Or is the contract lost?***

Please see attached memo and discuss with individual school sites ways you can fulfill the PO for services done remotely.

***Will the OASP honor Arts Partnership Grants in full? Or is it like a PO and we can only invoice against it for the work completed?***

Arts and cultural partners should submit invoices for services rendered which can be provided remotely. Schools and arts and cultural organizations are highly encouraged to determine services that can be delivered remotely to be paid in full.

***What about the projects at schools that were set to start at the end of March through June?***

Schools and arts and cultural organizations are highly encouraged to work together to determine how students' arts learning, aligned with the vision and intent of the SWD/ELLs and Family Engagement grants can be delivered remotely by June 30th.

*To access a copy of the memo referenced throughout the document, please visit:*

<http://nycaieroundtable.org/wp-content/uploads/2020/03/Arts-Partnerships-Guidance-3.25.2020.pdf>

**\*\*EDIT:** Please note the Office of Arts and Special Projects has confirmed the NYCDOE Accounts Payables email mentioned on the Community Conversation (3/25) is [accountspayables@schools.nyc.gov](mailto:accountspayables@schools.nyc.gov).