



MEMORANDUM

To: Vendors
From: Impartial Hearing Order Implementation Unit (IU)
Date: February 10, 2025

Re: Vendor Pilot – Email Submissions to Support Implementation Authorization Process

To Vendors¹:

Effective February 10, 2025, the Impartial Hearing Order Implementation Unit (IU) is launching a Vendor Pilot, which will run for a three-month period as directed by the federal court in L.V. v. NYC Department of Education (03 Civ. 9917). During the pilot period, IU will collect data and report this information to the Special Master and the Court.

During the Vendor Pilot, vendors will be allowed to submit emails that support the authorization process which is handled by the Implementation Unit (IU).

The dates of the Vendor Pilot are February 10, 2025 to May 9, 2025.

Your participation in the pilot is optional. If you would like to participate in the pilot, please follow the instructions below.

Instructions for Vendor Email Submissions

1. Email vendor information and supporting documents for authorizations:
 - a. To IUAuthorization@schools.nyc.gov, and cc: parent or their representative (attorney/advocate), and the IU Account Specialist assigned to the Parent’s Representative.
 - b. If vendors are unaware of the assigned IU Account Specialist, they can confirm with the parent or their representative.
2. Email submissions should contain the following information:
 - a. Title of Email - the email subject line should start with the words “**VENDOR REQUEST**” and the impartial hearing case number.
 - b. For vendor requests for Pro Se Unrepresented Parents, vendors should also include the words “**PRO SE**” in the email subject line.

¹ The term “vendors” refers to independent service providers or non-approved private schools that provide services or programs pursuant to an Impartial Hearing Order.

- c. Each email submission should correspond to only one case number (i.e. not multiple cases in one email)
3. Vendors may refer to the most recent version of the HUHYP Authorization Guide available on the [NYCPS website](#), typically used by the parent or their representative (attorney/advocate), for a comprehensive list of information and document types. Vendors should submit the documents or information outlined in each payment sub-category as appropriate.
4. The IU will then forward the vendor's request email **ONLY** to the parent or their representative (attorney/advocate) to confirm that it is the correct vendor.
5. Once confirmed, the IU will move forward with processing the authorization.
6. If the parent or their representative (attorney/advocate) states that they are unaware of the vendor or does not respond, the IU will not accept the vendor's request email as supporting documentation for the authorization. Instead, the IU will continue with their normal workflow and communicate only with the parent or their representative (attorney/advocate) to prevent any potential violations of the Family Educational Rights and Privacy Act (FERPA).

cc: Division of Financial Operations, Payables Office (DFO-PO)