

Section B

Low Incidence Equipment, Specialized
Books and Materials

Introduction

The SELPA receives funds to purchase specialized books, materials, and equipment as required under the Individualized Education Program (IEP) for each student with low incidence (LI) disabilities.

Evaluation of Low Incidence Students

The evaluation of a student, including the assessment of a student with a suspected low incidence disability, shall be conducted by persons knowledgeable to that disability. Special attention shall be given to the unique educational needs, including, but not limited to skills and the need for specialized services, materials, and equipment consistent with guidelines.

In evaluating the unique educational needs, as well as the need for specialized services, materials, and equipment, some students counted as orthopedically impaired may not be eligible because they are not “severely orthopedically impaired” according to the definition of low incidence disabilities. Students who are severely orthopedically impaired require highly specialized services, equipment, and materials.

Criteria

Low incidence equipment and services are available to special education students whose primary eligibility is **deaf-blind, deaf/hard of hearing, severe orthopedic impairment, and/or visual impairment.**

The item to be purchased must be:

1. **Required** for the student to meet the Individualized Family Service Plan (IFSP)/IEP goals and objectives (if required)
2. **Required** for the student to access general education
3. **Specialized** as it relates to a need or needs of the low incidence disability
4. **Indicated** in a comprehensive evaluation which is completed by staff who is credentialed/knowledgeable of the low incidence disability area(s)

Any equipment that is no longer being used by an individual student shall be returned in good working order to the SELPA for use by another student. An IEP must indicate that the service or equipment is no longer required for this student in order to benefit from education.

Guidelines for LI Equipment:

1. Low incidence equipment/supplies funds will be approved to purchase equipment and/or materials for students with low incidence disabilities
2. Low incidence funds are used to **supplement** not **supplant** other funding sources, such

SECTION B Low Incidence Equipment, Specialized Books and Materials

- as general education funding or other special education funding by other sources
3. Funds are used to purchase equipment that is **unique**. Computers, desks, calculators, etc. would not be considered low incidence equipment. Basic equipment and materials are also not considered low incidence.
 4. Computer software will be considered on an individual basis if it is reflected in the assessment and on the IEP, and only if it is specific to the low incidence disability. The software will be intended for individual use only; it is not to be purchased for a lab.
 5. Installation of equipment is the responsibility of the school site
 6. The LEA is responsible for the training of staff; unless the cost is part of the purchase price (not a separate item)
 7. Most prescription and medical equipment are not eligible (requests must be educationally based)
 8. Any cost associated with ordering, storing, or inventorying LI books or equipment are not included with LI funds
 9. The San Luis Obispo County SELPA shall use low incidence funds to pay for ear molds that are associated with any equipment purchased with low incidence funds

Applying for Low Incidence Equipment

1. Complete a low incidence requisition form for each student. All requests for low incidence equipment and/or materials must be submitted on the *Low Incidence Equipment Requisition Form*
 - a. Include tax and shipping costs on all requests.
 - b. Include the federal low incidence disability category (i.e., deaf, blind, etc.).
 - c. Complete the rationale section to justify the need for the specific equipment and/or materials.
 - d. The LEA's Special Education administrator shall sign the request. Requests will not be processed by the SELPA director without the Special Education administrator's signature.
2. Attach a picture/vendor description, including costs of the item.
3. Attach the student's written evaluation, which includes documentation of the rationale for specialized books, materials, or equipment or a rationale on the LI Equipment Requisition Form.
4. Attach the current IEP (may be on the SEIS document).
5. Submit the completed *Low Incidence Equipment Requisition Form*, and include all appropriate documentation, to the SELPA office two weeks prior to the posted monthly Special Education Operations Committee (SEOC) meeting (typically the third Thursday of each month).
6. If not available through surplus, the SELPA office will check with the Clearinghouse for Specialized Media and Technology (CSMT) at (916) 445-5103 to determine whether material can be acquired through that agency free of charge. Clearinghouse provides state-adopted materials for visually impaired students only, for K-8. They have large print, Braille, and books on tapes.

Funding and Ordering Process

The following are guidelines for funding LI Equipment requests:

1. All Braille books and large print materials will be requested, ordered and funded as they have been in past years. The SELPA office will review and handle these orders.
2. Requests for LI equipment that may be filled from items previously purchased (in storage) for other students will not count as an expenditure by a district, however, a request must be completed prior to the allocation of such materials. The SELPA will be responsible for costs associated with making surplus equipment usable in lieu of new equipment.
3. A \$300 deductible will apply towards any request. Any request for an item costing under \$300 (not including warranty) will be funded by the district and will not be submitted to SEOC.
4. COE will obtain the approval of the director of the district of residence for any purchase of LI material.
5. Districts will order equipment needed with warranties (when appropriate) and submit payment in full to the vendor.
6. LI requests over \$300 will be submitted to SELPA as done in past years and the SELPA office will track district cost. SEOC will approve the appropriateness of requests on a monthly basis.
7. Districts will submit an invoice to the SELPA which includes vendor invoice, packing slip, and purchase order.
8. At the June SEOC meeting, a discussion will be made on the level of reimbursement to the districts for their LI allowable expenses. In the case there are not enough LI funds to pay for all district expense, districts will receive a proration of their total of allowable expenses (approved requests less the \$300 deductible).
9. The SELPA will provide a list of equipment to each district, and the COE, of the items that have been approved by SEOC for partial reimbursement of LI funds, along with a SELPA ID label.
10. The district directors will be responsible to ensure the equipment is properly labeled and submit a signed statement to the SELPA including the location of the equipment and the student it is assigned to.
11. The SELPA will send each district director their list yearly for updates.
12. Equipment purchased which is reimbursed by LI funds will be used for the student it was purchased for and then returned to the SELPA as required by the State.
13. SELPA will continue to be responsible (using low incidence dollars) for repair of equipment which have an inventory number. Districts will be responsible for repairs of non-inventoried equipment.

Emergency Orders

1. When a LEA finds that a qualified student requires low incidence equipment or materials on an immediate basis, after checking with the SELPA for surplus items, may order the equipment from a vendor using LEA dollars.
2. The LEA should then follow the above procedure to request reimbursement for the equipment through the SELPA. A letter of explanation and a copy of the purchase order used reflecting payment should be attached.

Equipment and materials in this matter must still be approved by SEOC.

Maintenance and Repair

All equipment requiring summer maintenance shall be returned to the SELPA office no later than June 30. Equipment is to be carefully packaged in the original packing materials or equivalent (repairs from breakage due to careless packaging may be charged to the LEA), including the name of the student to whom the equipment is assigned, the school of attendance, and the teacher's name.

If like equipment is available in surplus, the SELPA will send a "loaner" while the equipment is being repaired.

Equipment/Materials No Longer Required by a Student

Equipment/materials no longer required for any reason by a student should be returned to the SELPA. The SELPA maintains an inventory of all LI items. Returned items will be stored for use by other students within the SELPA.

Items that have been returned and are unusable, antiquated, or broken beyond cost effective repair will be deemed to be available for surplus. The following procedure will then take place.

1. The LEAs of the SELPA will be notified of the availability of these items for use with LI students.
2. LEAs may request these items in writing by identifying the student and intended use of the item.
3. All SELPAs within California will be notified of the availability of items to be surplus. Any items not requested by the LEAs or by other SELPAs will be sold as surplus through the process established by the SLOCOE. Income from such sales will be returned to the LI equipment and materials fund.

SECTION B Low Incidence Equipment, Specialized Books and Materials

4. Any item dispersed under item 2 or 3 will be removed from the SELPA inventory list.

Guidelines for Home Use of LI Equipment

The IEP Team shall determine the need for home use, provide a rationale for the determination, and complete a *Home Use of Low Incidence Equipment* form.

Duplication of equipment to provide for both home and school use is generally not considered appropriate.

Equipment will be returned to the SELPA at the end of the school year or extended year, if applicable.

When equipment is used at home, parents/guardians shall assume responsibility for the equipment and agree in writing to:

1. Secure the equipment and supervise proper use.
2. Provide the necessary and safe transportation of the equipment between home and school.
3. Acknowledge that the equipment was purchased for LEA use with state funds.
4. Receive training in the use of the equipment.
5. Borrow the equipment for a three-month period, at which time the loan may be renewed for additional three-month intervals.
6. Acknowledge that the equipment shall be returned at any time it is shown that it is no longer required.
7. Return equipment immediately to the LEA.

Students Moving

Students who move from one LEA to another, within San Luis Obispo SELPA, retain the use of their equipment purchased under low incidence funds. LEAs should facilitate the transfer of equipment to the new LEA and inform the SELPA of the new school of attendance and the teacher's name.

Students who move outside of the San Luis Obispo SELPA should use the following for guidance:

If the books, materials and equipment are needed by other students with low incidence disabilities in the San Luis Obispo SELPA, there is no requirement to send it with the student. The SEOC members will be polled by the SELPA director concerning other students who need such equipment. If, however, books, materials and equipment purchased with low incidence funds are not needed by other students, LEAs are encouraged to make arrangements

SECTION B Low Incidence Equipment, Specialized Books and Materials
with the LEA in the other SELPA to share the unused equipment, books and materials. The
San Luis Obispo SELPA must be notified of the change.

Approved by SEOC on October 18, 2007

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