

SECTION B

Low Incidence, Specialized Books and Materials



San Luis Obispo County SELPA
(SPECIAL EDUCATION LOCAL PLAN AREA)

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 LI 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.

Criteria

LI equipment and services are available to special education students whose primary and/or secondary 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 LI disability
4. **Indicated** in a comprehensive evaluation which is completed by staff who is credentialed/knowledgeable of the LI 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. LI equipment/supplies funds will be approved by the LEA and the SELPA Director to purchase equipment and/or materials for students with LI disabilities
2. LI funds are used to **supplement** not **supplant** other funding sources, such 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 LI equipment. Basic equipment and materials are also not considered LI.
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 LI 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
The LEA is responsible for the training of staff; unless the cost is part of the purchase price (not a separate item)
6. Most prescription and medical equipment are not eligible (requests must be

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educationally based)

7. Any cost associated with ordering, storing, or inventorying LI books or equipment are not included with LI funds
8. The San Luis Obispo County SELPA shall use LI funds to pay for ear molds that are associated with any equipment purchased with LI funds

Applying for Low Incidence Equipment

1. Contact the SELPA office (805-782-7301) to see if the item is available in surplus inventory, before ordering new.
2. If not in surplus inventory, complete a *Low Incidence Equipment Requisition* form for each student. All requests for LI equipment and/or materials must be submitted on the *Low Incidence Equipment Requisition* form. Be sure to:
 - a. Attach a vendor quote including tax and shipping costs on all requests
 - b. Complete the rationale section to justify the need for the specific equipment and/or materials
 - c. Obtain signatures of the LEA(s) Special Education administrator(s) for the District of Residence (DOR) and the District of Service (DOS), if applicable. Requests will not be processed by the SELPA director without the Special Education administrator(s) signature(s). Faxed signatures are permitted.
3. Attach a picture/vendor description, including costs of the item
4. From the current IEP attach the Info/Eligibility page indicating the student's primary or secondary disability, the Special Factors page indicating the need for low incidence equipment and the Goal page which relates to the needed equipment
5. Submit the completed *Low Incidence Equipment Requisition* form and all appropriate documentation to the SELPA office. All requests will be reviewed by the SELPA Director for final approval and the districts will be notified. Approved low incidence equipment documentation will be provided to SEOC at each regularly scheduled meeting.

Equipment in surplus:

1. If the item is in surplus, complete a *Low Incidence Equipment Requisition* for each student. All requests for LI equipment and/or materials must be submitted on the *Low Incidence Equipment Requisition* form. Be sure to:
 - a. Include in the Equipment Information section under the Item Description, the name of the item and the SELPA ID number.
 - b. Complete the rationale section to justify the need for the specific equipment and/or materials.
 - c. Obtain signatures of the LEA(s) Special Education administrator(s) for the District of Residence (DOR) and the District of Service (DOS), if applicable. Requests will

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not be processed by the SELPA director without the Special Education administrator(s) signature(s). Faxed signatures are permitted.

2. From the current IEP attach the Info/Eligibility page indicating the student's primary or secondary disability, the Special Factors page indicating the need for low incidence equipment and the Goal page which relates to the needed equipment.
3. Submit the completed *Low Incidence Equipment Requisition* form and all appropriate documentation to the SELPA office. All requests will be reviewed by the SELPA Director for final approval and the districts will be notified. Approved low incidence equipment documentation will be provided to SEOC at each regularly scheduled meeting.

Funding and Ordering Process

The following are guidelines for funding LI Equipment requests:

1. All Braille books and large print materials will be researched and ordered by COE Vision Department. The SELPA Office will review and approve the orders for funding. SELPA will provide SEOC with documentation of funds used. Biennially, \$500.00 will be allocated for the purchase of canes for the regional provider who provides low incidence services SELPA-wide. Cord to re-record broken canes will be purchased as needed. A brailler will be purchased annually.
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 LEA, 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 \$300 and over. Any request for an item costing under \$300 (not including warranty) will be funded by the DOR and will not be submitted to the SELPA Office.
4. The DOS will obtain the approval of the director of the DOR for any purchase of LI material
5. DORs 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 and the SELPA office will track LEA cost. The SELPA Director will approve the appropriateness of requests on a monthly basis
7. DORs will submit an invoice to the SELPA which includes vendor invoice, packing slip, and purchase order, by June 1st
9. At the June SEOC meeting, a discussion will be held on the level of reimbursement to the LEAs for their LI allowable expenses. If there are not enough LI funds to pay for all DOR expense, DORs will receive a proration of their total of allowable expenses.
10. The SELPA will provide a list of equipment to each DOR, and the DOS, of the items that have been approved by the SELPA Director for partial reimbursement of LI funds, along with a SELPA ID label
11. The DOR director 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
12. The SELPA will send each LEA director their list yearly for updates

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13. 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
14. SELPA will continue to be responsible (using LI dollars) for repair of equipment which has an inventory number. DOR will be responsible for repairs of non-inventoried equipment.
15. SELPA will continue to be responsible (using LI dollars) for cleaning/software upgrades/service maintenance agreements to SELPA LI equipment as needed. Maintenance shall include a one-time replacement of lost/stolen hearing receivers.

Emergency Orders

1. When a LEA finds that a qualified student requires LI equipment or materials on an immediate basis, after checking with the SELPA for surplus items, the LEA 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.

Emergency equipment and materials must still be approved by the SELPA Director.

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. Equipment no longer in use and not requested by the LEAs 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.

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 LI 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 LI 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 LI funds are not needed by other students, LEAs are encouraged to make arrangements 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.

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