

## **SECTION 23 F**

### **SPECIALIZED EQUIPMENT & SERVICES**

#### **POLICY**

Each participating district and the county office operating under the Solano County SELPA recognizes the need to utilize funding for the purchase of specialized equipment, materials, books, and services as specified in the IEPs of students with low incidence disabilities. Low incidence disabilities are defined in EC Section 56026.5 as “hearing impairments, vision impairments, severe orthopedic impairments, or any combination thereof.” Further, all SELPA participants will adhere to local plan procedures regarding utilization of low incidence funds pursuant to EC 56201.

All SELPA participants acknowledge that equipment, material, and books purchased with low incidence funds are the property of the State of California--not the student, parents, district, County Office of Education, or the SELPA. These materials are on loan to the students for whom the purchases were made and will be utilized according to individual needs.

State Education Code: 56201
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## SECTION 23 F

### SPECIALIZED EQUIPMENT & SERVICES

#### PROCEDURES

##### I. Low Incidence Pupils and Funding

###### A. Specialized Books, Material and Equipment

Education Code Section 56771(d) provides for funds to purchase specialized books, materials, and equipment required under the IEP for each student (as appropriately identified) with a low incidence disability as defined in Section 56026.5 ("hearing impairments, vision impairments, severe orthopedic impairments, or any combination thereof").

(Please note: A child who has a severe orthopedic disability may have been counted on the pupil count as intellectually disabled because that was the primary area of disability and still be eligible for these funds.)

###### B. Specialized Services

The Budget Act for each fiscal year normally appropriates funding which shall be used to provide specialized services required under the IEP for each student with a low incidence disability as defined in Section 56026.5 ("hearing impairments, vision impairments, severe orthopedic impairments, or any combination thereof").

Education Code Section 56363(b)(16) states that Designated and Instruction Services "may include but not be limited to: Specialized services for low-incidence disabilities, such as readers, transcribers, and vision and hearing services."

The California Code of Regulations under Title 5, Section 3051.16 further defines these services: "Specialized services for low-incidence disabilities may include:

- a. Specially designed instruction related to the unique needs of pupils with low-incidence disabilities provided by teachers credentialed pursuant to Education Code 44265.
- b. Specialized services related to the unique needs of pupils with low-incidence disabilities provided by qualified individuals such as interpreters, note takers, readers, transcribers, and other individuals who provide specialized materials and equipment."

## II. Limitations of Expenditures

1. Funds may be expended only to purchase specialized equipment, materials, supplies, and services for low-incidence students.
2. Equipment funds may not be used:
  - a. to furnish CCS medical therapy units
  - b. to purchase medical equipment needed for providing specialized health care procedures
  - c. to construct or alter facilities or to acquire storage units
  - d. to supplant funding for books, materials, and equipment provided through the base program to students or to furnish classrooms
  - e. to supplant books, equipment and materials which have been provided by other agencies
3. Equipment for services is limited to direct services to the student or students with low-incidence disabilities. Specialized services must relate to the unique educational needs resulting from the student's low incidence disability or disabilities. Funds may not be used:
  - a. for services to staff or for any other purpose
  - b. to provide services to meet other special education needs of these students or regular education needs provided through the base program
  - c. to supplant existing services
  - d. to supplant services which may have been provided by another agency
4. Funds may be expended for any pupil who qualifies as a low incidence student.
5. All purchases are the property of the state. The equipment/materials/supplies will follow the student if he/she transfers to a district operating program within the SELPA. If the student leaves the SELPA program, the equipment/material/supplies remain unless release is obtained from the Assistant Superintendent, SELPA.
6. Funds may be expended for equipment required by a student's IEP to complete goals and objectives. It may be further determined that the student requires access to this equipment during specific non-school hours in order to maintain skills and complete school related assignments. This use of equipment will be determined on an individual basis and will require the completion of a low incidence letter of agreement, which provides specific care and safety instructions. Parental responsibility is also described in this document.

7. Funds generated will be pooled and will be distributed to districts and county office based on recommendation of the SELPA Low Incidence Committee.

Funds not expended in a current year are to be carried over to the following year if allowable by state and federal regulations.

### III. The SELPA Low Incidence Committee and Functions

- A. The Low Incidence Committee consists of the current chairperson of the Special Education Council, the immediate past chairperson of the Special Education Council, the Assistant Superintendent, SELPA or designee, and the appropriate SELPA staff. In the event the immediate past SEC chairperson is not available to serve on the committee; the SEC shall select an SEC committee member to serve in the role. A meeting will be held in conjunction with the monthly Special Education Council meetings to review all requests. The Assistant Superintendent, SELPA will sign off on all approved requests.
- B. Major Functions of the Low Incidence Committee:  
The Low Incidence Committee is responsible for reviewing and approving/denying requests for LI reimbursement.

### IV. Low Incidence Reimbursement Requests

- A. Reimbursement Procedures
  1. Before submitting any request, it is the responsibility of the district/county to check with the CDE Clearinghouse Depository for Specialized Media and Technology at (916) 445-5103 and agencies within the SELPA to determine if the item is available from those sources.
  2. The district/county will complete the appropriate Request for Low Incidence Funds form including the following:
    - a. all required identifying information
    - b. a short needs justification specifying the intended use
    - c. specific IEP documentation
    - d. identification of the primary and alternate sources--manufacturer, supplier, etc., for the item
    - e. a description of the item
    - f. all costs, including shipping/handling and tax
    - g. administrator's/director's signature
  3. Submit the completed application to the SELPA office no later than two working days before the next committee meeting. The committee meets

in conjunction with the monthly Special Education Council (SEC) meeting.

B. Approval Process

1. The SELPA program staff member reviews requests and provide a recommendation.
2. The Low Incidence Committee will review the applications and recommendations and determine the disposition of the requests at its monthly meeting.
3. The SELPA office will inform districts/county office of the disposition of the applications and the amount of the approved purchase, as appropriate.
4. Districts/county office may claim reimbursement for approved purchases by submitting a district invoice and a copy of the vendor invoice to the SELPA fiscal analyst.  
Requests for reimbursements must be submitted with adequate time to process prior to SCOE's closing date for purchase orders.
5. For those LEAs requesting reimbursement it is understood that there is no guarantee of approval from the Low Incidence Review Committee.
6. Requests for reimbursements will only be considered for the fiscal year items/services are purchased depending on the availability of funds.
7. Districts are responsible for providing equipment and services documented in the IEP any time LI funds are depleted before the end of the Fiscal year. Districts may not request reimbursement for these services/items in the next fiscal year.
8. The Low Incidence Committee will recommend to the SEC how any funds left over toward the end of the fiscal year shall be allocated. The SEC makes the final decision.

C. Inventory Procedure

1. Each special education director will maintain an active inventory listing of all materials and equipment purchased with low incidence funds. Listing will include item, vendor, cost, and location.
2. A comprehensive list of approved low incidence requests will be maintained by the SELPA.

Note:

If a student's IEP requires specialized equipment/materials/supplies or services and the student does not qualify for low incidence funds, or the purchase of the specific equipment or services is not permissible with low incidence funds, or the low incidence funding grant to the SELPA has been depleted, the district of residence or the county special education program, if appropriate, is responsible for purchasing the necessary equipment/materials/supplies/services.