

M. Low Incidence Equipment and Services

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. Vision impairments do not include disabilities within the function of vision specified in Section 56338 (i.e., specific learning disability resulting from visual perceptual or visual motor dysfunction). Students with more than one disabling condition may access low incidence services and equipment if one of the student's disabilities is a qualifying low incidence disability.

Equipment, material, and books purchased with low incidence funds are the property of the State of California and not the property of students, parents, member LEAs, or the Solano County SELPA. These materials are on loan to the students for whom the purchases were made and will be utilized according to individual needs.

M1. Low Incidence Pupils and Funding

Education Code Section 56771(d) provides funds to purchase specialized books, materials, and equipment required under the IEP for each student (as appropriately identified) with a low incidence disability.

Education Code Section 56363(b)(16) states that Related 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:

1. Specially designed instruction related to the unique needs of pupils with low-incidence disabilities provided by teachers credentialed pursuant to Education Code 44265.
2. 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."

M2. Limitations of Expenditures

Funds may be expended only to purchase specialized equipment, materials, supplies, and services for students with a low incidence disability.

1. 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
2. Services are 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
 3. Funds may be expended for any pupil who qualifies as a low incidence student.

The equipment/materials/supplies will transfer with the student if the student transfers to a district operating program within the Solano County SELPA. Except as specified in Education Code 56040.3, if the student transfers out of the Solano County SELPA, the equipment/material/supplies remain unless release is obtained from the Assistant Superintendent, SELPA.

Funds may be expended for equipment required by a student's IEP to complete goals and objectives or to access general education. 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.

Low incidence funds received will be allocated by the Council of Superintendents (COS) to include a Low Incidence Pool available to provide reimbursement to member LEAs for low incidence expenditures based on recommendation of the Solano County 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.

M3. The SELPA Low Incidence Committee and Functions

The Low Incidence Committee consists of the two directors from member LEAs; the Assistant Superintendent, SELPA; and the appropriate SELPA staff. A meeting will be held monthly to review all requests. The purpose of the Low Incidence Committee is to review and approve/deny requests for Low Incidence reimbursement requests. The Assistant Superintendent, SELPA will approve requests based upon the committee's input.

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

other member LEAs within the Solano County 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. The completed application is submitted to the SELPA office and will be reviewed at the next committee meeting.
4. Approval Process:
 - a. The Solano County SELPA program staff member reviews requests and provide a recommendation to the Low Incidence Committee.
 - b. The Low Incidence Committee will review the applications and recommendations and determine the disposition of the requests.
 - c. The Solano County SELPA office will inform member LEA of the outcome of the applications and the amount of the approved purchase, as appropriate.
 - d. Member LEAs may claim reimbursement for approved purchases by submitting a district invoice and a copy of the vendor invoice to the Solano County SELPA.

Requests for reimbursements will only be considered for the fiscal year the items and/or services are purchased.

Regardless of Low Incidence Fund reimbursement, member LEAs are responsible for providing equipment and services documented in individual student IEP.

M4. Inventory Procedure

Each member LEA will maintain an inventory of all materials and equipment purchased with low incidence funds, including item, vendor, cost, and location.

A comprehensive list of approved low incidence requests will be maintained by the Solano County SELPA.