

SECTION 18

Low Incidence



San Joaquin County SELPA

Low Incidence Overview

As part of the Local Plan submitted to the State, each SELPA must describe how funding for specialized books, materials, equipment and services will be distributed within the SELPA. These guidelines have been developed to provide a summary of legal requirements and local procedures for students with low incidence disabilities. In addition to this policy, all requirements outlined under the Annual State Low Incidence Funding Update will be observed.

LEGAL REQUIREMENTS

Education Code Section 56836.22 provides for funds to purchase “specialized books, materials and equipment as required under the student’s individualized education program (IEP) for students with low incidence disabilities as defined in Section 56026.5. As specified in Education Code 56026.5, a low incidence disability eligible for use of low incidence funding means a severe disabling condition with an expected incidence rate of less than one percent of the total statewide enrollment in kindergarten through grade 12. For purposes of this definition, severe disabling conditions are hearing impairments, vision impairments, and severe orthopedic impairments of any combination thereof. For purposes of this definition, vision impairments do not include disabilities with the function of vision specified in Section 56338.

As a condition of receiving these funds, the SELPA will ensure that:

- a.) the appropriate books, materials and equipment are purchased
- b.) the use of items is determined necessary through the IEP process and/or assessment
- c.) the books, materials and equipment are reassigned within the SELPA once the district/student that originally received the items no longer needs them
- d.) an inventory of low incidence equipment is maintained at the SELPA

Special supplies and equipment purchased with State funds are the property of the State and will be available for use by children with disabilities throughout the State. The Clearinghouse for Specialized Media and Technology (CSMT) is available to facilitate the distribution of unused materials and equipment.

In addition to the equipment fund, the annual State Budget Act may appropriate funds to be used to provide specialized services to students with low incidence disabilities. Education Code Section 56363(b)(16) states “Specialized services for low-incidence disabilities, such as readers, transcribers, and vision and hearing services.”

Equipment purchased with low incidence funds is the property of the State of California. These item(s) are considered “On Loan” to the students who are qualified by the nature of their disability to access materials purchased with low incidence funds.

The SELPA Director coordinates distribution of funds for identified students with low incidence disabilities to minimize the necessity to serve the students in isolated sites and to maximize the opportunities to serve the students in their least restrictive environment.





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FUNDING

Funding is determined by dividing the total number of pupils with low incidence disabilities in the state, as reported on the first Wednesday of October unduplicated pupil count of the prior fiscal year, into the annual appropriation in the Budget Act of the current year. In order to receive the low incidence entitlement, low incidence students must be identified by their low incidence disability (FHI code) and reported to the State by the SELPA through CALPADS. The low incidence disability may be documented as either their primary or secondary disability in the IEP.

The annual entitlement can be carried over into subsequent fiscal years. It is permissible to “pool” funds to be used by one or more pupils with low incidence disabilities and there is no legal limitation on the amount of funding used to purchase specialized books, materials and equipment for any particular student.

ELIGIBILITY

Funds may be used for all pupils with low incidence disabilities (ages 0-21) as defined in law, even though they may have been counted in another category in the pupil count. For example, a pupil who has a primary disability of Multiple Disabilities (MD) and a secondary of a low incidence disability (OI, VI, HH, DEAF, and DB) would still be eligible to access funding.

Also, some pupils counted as orthopedically impaired may not be eligible because they are not “severely orthopedically impaired” as per the definition of low incidence disabilities in Education Code 56026.5. Pupils who are severely orthopedically impaired require highly specialized services, equipment and materials per Education Code Section 56000.5(b). Generally, a student with severe orthopedic impairment would have a medical diagnosis including significant gross motor, range of motion deficiencies.

Education Code Section 56320(g) requires that the assessment of a pupil, including the assessment of a pupil with a suspected low incidence disability, shall be conducted by persons knowledgeable of that disability. A low incidence disability does not guarantee the use of low incidence funds. The IEP team reviews assessment data and determines the most appropriate equipment needed to address the student’s unique educational needs as it relates to their low incidence disability. These may or may not be “specialized”. Equipment which is found in most classrooms would not be acquired through low incidence funds for specialized equipment & materials. Additionally, there may not be adequate low incidence funding to provide for low incidence identified needs as documented on the IEP of eligible students with low incidence disabilities. Lack of low incidence funds does not remove the LEA responsibility to provide for low incidence identified needs as documented on the IEP.





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PURCHASING/REPAIR/REPLACEMENT OF SPECIALIZED BOOKS, MATERIALS AND EQUIPMENT

Equipment purchased through low incidence funds must be related to the UNIQUE EDUCATIONAL NEEDS resulting from the low incidence disability as indicated under the IEPs of these students. For example, regular textbooks and workbooks are not specialized contrast to large print or Braille books for students who are visually impaired. Basic tumble forms, bolsters, and mats for young children should be a part of basic equipment and would not qualify, while specialized or adapted feeding and self-care equipment, needed by children because of their severe orthopedic impairments would qualify as “specialized”. Tablets, i.e. Apple iPads, Samsung Galaxy Tabs, etc. are considered non-specialized equipment and cannot utilize Low Incidence funds for purchasing. Per agreement from the SJC SELPA Council of Directors, each district will be responsible for purchasing these items.

EC § 56201 states, "As a part of the local plan submitted pursuant to § 56200, each SELPA shall describe how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve pupils in isolated sites and maximizes the opportunities to serve pupils in the least restrictive environment." Each student with a low incidence disability will have discussions during the IEP meeting to determine the student's Least Restrictive Environment (LRE). Once the student's LRE is determined, discussion of need for specialized equipment and/or services can take place. If it is determined that the student who is placed in their LRE requires specialized equipment and/or services, the specialized equipment and/or services shall be provided to the student at his or her classroom site unless the IEP provides documentation that the equipment and/or service is to be provided by an alternative means, as determined by the student's unique needs. Specialized books, materials, and equipment may be used by students enrolled in public schools, non-public and private schools by the public school, or served in the student's home, when required under the IEP, pursuant to SELPA local plan policies and procedures.

Low incidence equipment is purchased through low incidence funding. The State Budget Act requires the LEA to coordinate activities such as purchasing and reassigning of equipment. Purchasing and reassignment is tracked through a local low incidence inventory as well as through the Special Education Information System (SEIS). The inventory process is managed by the Low Incidence Committee Chairperson and Low Incidence Administrative Assistant.

Purchasing Guidelines:

The minimum request to be purchased is \$200 per item. This will ensure sufficient funds are available for the more expensive equipment purchases and services. Purchases can only be made with vendors that accept purchase orders.

Repair Guidelines:

Equipment under \$125.00 will not be repaired unless under warranty.

Equipment over \$125.00 would be considered on a case-by-case situation.





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Replacement Guidelines: LI funds may be used to purchase replacement items that are lost or stolen. These requests will be handled on a case-by-case basis. Refer to “Low Incidence Equipment Property Loan” form.

RESPONSIBILITY

Low incidence funding is legally the responsibility of the SELPA, including accountability of how the funds are used; reassignment of specialized books, materials and equipment within the SELPA; and sharing with other SELPAs. To meet this responsibility, a low incidence committee shall be established and comprised of knowledgeable educators of low incidence students, district and SELPA representatives. This committee should be comprised of a minimum of six members. If there are less than six members, it is encouraged that the Low Incidence Committee Chairperson find a replacement committee member. The low incidence committee can still vote on requests even if there are less than the minimum, with the majority of votes providing approval. The San Joaquin County SELPA Low Incidence Committee is to establish procedures and guidelines for purchases through the low incidence fund. The committee shall establish a priority for the use of funds in accordance with State policy.

The Low Incidence Committee may include:

- Specialist for the deaf and hard of hearing
- Specialist for the orthopedically impaired
- Specialist for the visually impaired
- Speech language pathologist
- Specialist knowledgeable in assistive technology
- Occupational therapist
- Physical therapist
- Information technology specialists
- District administrators
- SELPA administrator
- Other SELPA staff

Each District in the San Joaquin County SELPA is responsible for accessing this fund in accordance with the criteria established in these guidelines and procedures. This includes, but is not limited to, student assessment to determine the unique educational need for specialized books, materials or equipment as well as the submission of a written report and request to include the need for specialized services, materials and equipment; not supplanting; assisting with inventorying equipment; and notifying the SELPA when items need repair and are available for reassignment.

LIMITATIONS

The use of low incidence funds is limited, “for purchase, repair and inventory maintenance” for equipment, materials and specialized books used by students with low incidence disabilities. Purchase must relate to the unique educational needs resulting from a student’s low incidence disability. Low incidence funds may not be used to:



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- Support staff development.
- Purchase medical therapy units for California Children's Services.
- Purchase medical equipment, i.e. wheelchair or hearing aids.
- Construct or alter facilities or acquire storage units.
- Supplant books, materials and equipment provided by other agencies.

There is no guarantee of approval by the low incidence committee. If a request is not approved or there are no more funds available for the school year, then the district/County Programs is responsible for purchasing the materials or equipment as specified in the pupil's IEP.





Definition of Low Incidence Disabilities

One of the following disabling conditions must be the primary or secondary disability in order for a student to be eligible to receive equipment and/or services specifically through low incidence funds:

Hearing Impairment – Hearing impairment means an impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance but that is not included under the definition of deafness in this section. (34 CFR §300.8(c)(5))

Deafness - Deafness means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects educational performance. (34 CFR §300.8(c)(3))

Visual Impairment - Visually impairment including blindness means impairment in vision that, even with correction, adversely affects a child's educational performance. The term includes both partially sight and blindness. (34 CFR §300.8(c)(13))

Orthopedic Impairment - Orthopedic impairment means a severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by a congenital anomaly, impairments caused by disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures). (34 CFR §300.8(c)(8))

Deaf-Blindness - Deaf-Blindness means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness. (34 CFR §300.8(c)(2))





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Low Incidence Procedures and Guidelines for Accessing Low Incidence Funds

All low incidence requests will be reviewed by the Low Incidence Committee based upon SELPA policy and state regulations. A decision regarding an approval or non-approval will be made within ten business days.

1. The **IEP team determines eligible low incidence disability (FHI code)** and documents on IEP. These codes are: 220 Hard of Hearing (HH); 230 Deafness (DEAF); 250 Visual Impairment (VI); 270 Orthopedic Impairment (OI); 300 Deaf and Blind (DB).
2. **The IEP team determines the student's educational need for equipment, specialized books or materials** through collaborated medical and educational assessments and the IEP process. A written assessment report OR present levels of performance must be completed including but not limited to the following:
 - How the equipment assists the student's instruction in accordance with the IEP.
 - How often the equipment will be used or is needed.
 - Where the equipment will be used (what environments).
 - How the equipment better facilitates integration in the classroom.
 - Specific projected student outcomes.
3. **IEP documentation must include:**
 - FHI indication of low incidence disability.
 - Special Factors page with the "Does the student require low incidence services, equipment and/or materials to meet educational goals?" along with specification comments.
 - Present levels that reflect assessment information and/or need for support.
 - Justification statement that is related to the student's unique educational needs as identified in the assessment report or through present levels of performance.
 - Assessment, goals and objectives must correlate to the justification statement of need. Goals/objectives should be written to address the **UNIQUE NEEDS** of the student. Goals should **NOT** be written for the desired equipment, specialized books or materials. Include the environment in which the equipment will be used. This is important if home use is warranted.
 - Description of the justification of use of the equipment and/or materials **MAY BE** included in the accommodations/modifications portion of the IEP as well as the notes page.





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What the IEP must indicate is:

The student has a UNIQUE EDUCATIONAL NEED directly related to the low incidence disability AND that this need CAN ONLY be met with specialized books, materials, or equipment. Please DO NOT list specific equipment or a brand or product name in the student's IEP.

A word of caution: including specific equipment, books or materials DOES NOT mean that the Low Incidence fund is the most appropriate source of acquisition. There is NO GUARANTEE of approval by the Low Incidence Committee. Once specific equipment is listed, the district is ultimately and legally responsible for acquisition, not the SELPA.

4. **Complete the “Low Incidence Justification” form and “Low Incidence Request” form thoroughly and legibly.**
 - Attach the current IEP or the “IEP at a Glance” if it includes all components listed in Step 3 above to the request. Highlight, underline or circle all areas of the IEP/IEP at a Glance that is pertinent to the request.
 - Attach all the supporting documentation pertinent to the low incidence funds request (e.g. assessment report, explanatory memo, specific catalog ordering information, quotes, etc.).
 - Requests for individual items that are under \$200 should not be submitted for low incidence funding, unless specific accessories are required to work in tandem with equipment (e.g. audio shoes for audio receivers).
 - Vendors must accept purchase orders in order for request to be processed.
5. **Send the request packet to your District Special Education Director/SJCOE Special Education County Programs Division Director or designee** for approval and authorizing signature.
6. **The District Special Education Director/SJCOE Special Education County Programs Division Director/Designee will complete the initial review** of the LI request packet to make sure steps 1-4 above are completed and meet the LI requirements. Once reviewed, the Director/Designee will sign and keep a copy of the LI request packet. The District will forward the complete signed LI request packet to the SELPA Low Incidence Administrative Assistant.
7. **The SELPA LI Administrative Assistant will review the LI packet** and make sure all documentation is included (IEP or IEP at a glance; any pertinent assessments; catalog and ordering information; quotes; and any other supporting documentation). The request will then be sent to the Low Incidence Committee Chairperson.
8. **The LI Committee Chairperson will review the LI request packet and summarize the request and documentation.** The summarized request is distributed via email to the low incidence committee members for discussion and voting. This email is CC'ed to requestor/s and authorizing administrator. The LI Committee Chairperson does not vote nor do any LI committee members who are involved in a particular request, e.g. service provider to a student or an administrator of a service provider to a student (e.g. SJCOE County Program Director I or Director II for DHH/VI itinerant). A simple majority of voting committee members is needed for approval.





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9. **Once approval is granted**, the request is returned to the LI Administrative Assistant who processes the purchase through the SELPA office. It will be inventoried through the SELPA local LI inventory as well as SEIS and sent to the site indicated on the request form. A staff responsibility memo will be included. An inventory tag(s) is attached to the equipment.
10. If a request is **not granted approval**, the Director/Designee and requestor will be informed that the request will not be funded by LI funds and that another source of funding will need to be utilized to make the purchase. ***LI funds are a source of funding and not a means for compliance. If a request is not approved or there are no more funds available for the school year, then the district/County Programs is responsible for purchasing the materials or equipment as specified in the pupil's IEP.***

Other types of low incidence requests: *The following requests will not require a whole packet to be turned in other than the Low Incidence Movement/Reassignment/Repair/Replacement form.*

Student moves into the LEA: When a student moves into a district within the San Joaquin County SELPA with low incidence equipment already purchased for them in their last placement, it is the responsibility of the LEA of attendance to secure or document that the equipment could not be transferred. Documentation should be attached to the “Low Incidence Request” form when asking for equipment to be repurchased.

When student moves out of a district within the San Joaquin County SELPA: See the “Low Incidence Movement/Reassignment/Repair/Replacement” form and complete as appropriate.

Equipment no longer needed: If the equipment has been purchased for one student and is no longer being utilized by that student, the equipment **MUST** be reassigned to another student in the classroom or district within the San Joaquin County SELPA who qualifies for use of the equipment under low incidence criteria **OR** the Low Incidence Committee Chairperson **MUST** be notified to inquire if the equipment may be used by any other student statewide (see “Low Incidence Movement/Reassignment/Repair/Replacement” form and complete as appropriate).

If the equipment was purchased for more than one student, the equipment may stay at the current school site as long as at least one student still qualifies for use of the equipment.





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Low Incidence Request Package Checklist/Justification

Please attach the “Low Incidence Request” and “Low Incidence Equipment or Materials Justification” documents in front of the completed packet.

The document may be completed by an employee of the district or SJCOE, such as the Occupational Therapist, Speech Therapist, AT/AAC Specialist, VI Specialist, DHH Specialist, Special Education Teacher, Resource Specialist, District Program Specialist or other person knowledgeable in the specific area.

The purpose of this document is to justify that the equipment or materials considered for purchase meet the required criteria and are **related directly to the student’s unique educational needs resulting from a low incidence disability**. Please be as specific as possible, providing as much detail as is necessary to assist the Low Incidence Committee in their approval process.

- Requests shall not supplant the need for general classroom materials, supplies, and equipment provided as a standard to other similar classrooms. For instance, a laptop computer will not go to the LI Committee for voting as this equipment can be provided as a standard to other similar classrooms.
- Medical or lifelong adaptive devices are not eligible to be purchased by Low Incidence funds.
- Equipment or materials that are eligible for funding from another agency or insurance coverage are not eligible for Low Incidence funding.

Packet Checklist:

- “Low Incidence Equipment/Materials Justification” form attached
- “Low Incidence Request” form attached
- IEP paperwork included **(*MUST HIGHLIGHT, CIRCLE OR UNDERLINE ALL PARTS LISTED BELOW)**
 - “IEP At a Glance” or “Information/Eligibility Page” with qualifying FHI highlighted, circled or underlined
 - Special Factors page with “Low Incidence” question marked “yes” and rationale
 - Present Levels page that reflect the use of the equipment or materials
 - Goals that reflect the use of the equipment or materials
 - Accommodations/Modifications page that reflect the use of the equipment or materials (if applicable)
 - Notes page that reflect the use of the equipment or materials (if applicable)
- Packet signed by District Special Education Director/SJCOE County Programs Administrator
- Request is for at least \$200.00 per item
- Quote of equipment or materials from vendor **(*VENDOR MUST ACCEPT A P.O.*)**

**Low Incidence Request Package Checklist/Justification adopted from Contra Costa SELPA*





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Low Incidence Equipment or Materials Justification

Please answer the questions below and provide any additional documentation that may support the justification for the approval of this request.

1. The IEP is three months old or less **True** **False**
If not, please explain:
 - A borrowed piece of equipment has been tried for the past _____ months to determine its appropriateness before the device was purchased.
 - Request submitted between June through August when the committee was not in session.
 - Other (please explain): _____

2. The IEP includes goals pertaining to the curriculum that documents the specific need of the requested equipment. **True** **False**

3. The IEP indicates on the “Special Factors” page that this student requires low incidence services, equipment and/or materials to meet educational goals and documents the specification. **True** **False**

4. Has the Clearing House for Specialized Media & Technology (CSMT) or the SELPA inventory list been checked to determine whether existing materials or specialized equipment may meet this students’ needs? (Check with the LI Administrative Assistant regarding inventory check.) **True** **False**

5. Is the child developmentally ready for and cognitively able to benefit from the use of the equipment? **True** **False**

6. Assurance that the equipment is competitively priced: A less expensive option, including low technology, cannot provide the same benefit. **True** **False**

7. Equipment/materials are not eligible for funding from another agency or insurance coverage? **True** **False**

8. Request is NOT for medical or lifelong adaptive devices. **True** **False**

9. Request is NOT for replacing stolen or lost equipment. **True** **False**
Comment(s): _____

**Low Incidence Equipment or Materials Justification form adopted from Contra Costa SELPA*





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Low Incidence Request

Requested by: _____ Title: _____ Phone: _____
 Email: _____ Location: _____
 LEA district of attendance: _____ Date submitted: _____
 District administration approval needed before submitting: _____

Student(s): 1. _____ IEP Date: _____/_____/_____ FHI: _____
 2. _____ IEP Date: _____/_____/_____ FHI: _____
 3. _____ IEP Date: _____/_____/_____ FHI: _____

- Is this an accessory to equipment previously approved? Yes No
- Indicate expected frequency of usage by student: Daily Weekly Other
 - What level of assistance or adaptation is needed? None Other (describe)

 - What support will be needed to set up equipment and implement?

*****ORDERING INFORMATION*****

Quantity	Item & Description	Catalog #	Unit Price	Total Cost

***** Copy of catalog/web site description needed for backup in the business office*****

VENDOR: _____ Sub Total: _____
 ADDRESS: _____ Tax: _____
 CITY/STATE/ZIP: _____ Shipping: _____
 PHONE: _____ Total: _____

*****COMMITTEE ACTION ***** (For Office use only)

Date request received: _____ Date reviewed by committee: _____
 Does the request meet the criteria for low incidence expenditures? Yes No
 Approved Not approved (Initials) _____
 (simple majority required)
 Comments: _____

Ordering Process and Inventory

Date requisition started: _____ Date equipment arrived at SELPA: _____ Serial # _____
 SELPA tag#: _____ Date equipment sent to the site: _____

Notification Process

Send a copy of this form to the Director of Program to verify committee approval or denial _____
 Send a copy of this form to Committee Facilitator when the process is completed _____
 Send a copy of this form along with the equipment _____



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Date:

From: Low Incidence Committee
Phone: 209-468-9283

To:

Re: Staff Responsibility for Requested Low Incidence Equipment

The equipment is purchased for, and is to be used by, the student(s) indicated on the request form to meet his/her unique education needs per IEP goals and objectives. Low Incidence equipment is not school district property; it is the property of the State managed by the San Joaquin County SELPA.

SHARING EQUIPMENT:

With other Low Incidence Eligible Students: Because of the high cost of many of the specialized equipment, it is permissible, and desirable, to request equipment to be shared by more than one low incidence eligible student.

With Non-Low Incidence Eligible Students: Shared use of LI equipment is allowable as long as:

1. The low incidence student for whom the equipment was purchased has first priority.
2. The equipment remains in the same setting as the low incidence student and continues to be available when needed for that student.
3. If the low incidence student is transferred to another special education program within the San Joaquin County SELPA, the equipment is transferred with the student.
4. When the equipment is no longer needed by the low incidence student, it is either reassigned to another low incidence eligible student within the district/county program or contact is made to the Low Incidence Committee Chairperson to reassign the equipment, if applicable. Currently, there is no storage space for equipment, so the equipment will stay at the site where it was last designated.

TEACHER RESPONSIBILITIES:

1. The equipment should have a "Property of San Joaquin County Office of Education" tag. In addition, a numbered ID tag should be affixed only if the equipment value is \$500.00 or greater. SELPA Administrative Assistant staff will put the appropriate tag(s) on the equipment. All equipment, as appropriate, will have an additional Low Incidence tag affixed. The equipment will then be inventoried into the local inventory database along with being inputted into the Special Education Information System (SEIS).
2. Upon request from the SELPA, you will be required to complete an inventory of all low incidence equipment in your classroom.
3. If the equipment has been purchased for one student and is no longer being utilized by that student, the equipment **MUST** be reassigned to another student in the classroom or district within the San Joaquin County SELPA who qualifies for use of the equipment **OR** the Low Incidence Committee Chairperson **MUST** be notified to inquire if the equipment may be used by any other student statewide (see *Low Incidence Movement/Reassignment/Repair/Replacement Form* and complete as appropriate).
4. If the student has moved to another site within your district and can still benefit from use of the equipment, you **MUST** forward the item and a copy of the request to the student's new site/teacher. You **MUST** also inform the SELPA by completing the *Low Incidence Movement/Reassignment/Repair/Replacement Form* and forward to the SELPA Low Incidence Committee Administrative Assistant at the SELPA office.
5. If the student has moved outside your district and you are not able to reassign the equipment to another low incidence eligible student, you **MUST** contact the SELPA office at 209-468-9283 to make arrangements for relocation of the equipment.
6. If the equipment was purchased for more than one student as indicated on the LI request form, and any of the conditions explained in 3-5 above exists, the equipment may stay at your site as long as at least one student still qualifies for use of the equipment.
7. All changes (including student assignment, location, etc.) regarding any low incidence equipment **MUST** be communicated in writing to the SELPA office using the *Low Incidence Movement/Reassignment/Repair/Replacement Form*. Always keep a copy of the forms for your files. **If an item is broken, lost or stolen, this should also be reported to the SELPA.**





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Procedure For Low Incidence Equipment That Is No Longer Needed

If a *Low Incidence Movement/Reassignment/Repair/Replacement Form* needs to be filled out, please follow these guidelines:

1. Make sure that no other LI student can use the equipment in your district/County Programs. If there is another student, fill out the *Low Incidence Movement/Reassignment/Repair/Replacement Form* and send the completed form to the LI Administrative Assistant at the San Joaquin County SELPA Department office.
2. If there is not a student who can use the equipment, make sure that the equipment is complete and usable and fill out the *Low Incidence Movement/Reassignment/Repair/Replacement Form*. Notify the LI Committee Chairperson as an email will be sent out to all districts and County Programs to see if there is a student/s who can use the equipment. If there is a student with the same equipment need, you will be notified. Send the equipment to the new district, and the LI Administrative Assistant will make the changes in the inventory list as well as the LI Equipment custom fields box in SEIS.
3. If the equipment is not complete or useable, fill out the *Low Incidence Movement/Reassignment/Repair/Replacement Form* and indicate "Other". In the "Comments" section on the bottom of the form, explain why it is not working or what parts are missing. Send the completed form to the LI Administrative Assistant at the San Joaquin County SELPA Department office without the equipment. If it is not repairable, the LI Committee Chairperson or LI Administrative Assistant will notify you. The LI Administrative Assistant will take the item off of the inventory list as well as off of the LI Equipment custom fields box in SEIS. The district can dispose of the item.
4. For a student who is moving, if no district within our SELPA or SJCOE County Programs has any need for the equipment and the student who was using it is still in state – your district can now send the equipment to the new district. The LI Administrative Assistant will update the inventory list to reflect this move.
5. If the student who is using the LI equipment has moved out of state or the receiving district already has the necessary LI equipment, the LI Committee Chairperson will notify the SJCOE SELPA Director who will then put out a statewide notice to see if any district can use the equipment. If there is no response, the equipment will need to remain at the last location that is was designated to until further notice.





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Low Incidence Movement/Reassignment/Repair/Replacement Form

Student: _____ FHI: _____ School: _____
 District/LEA: _____ Contact Person: _____ Date Submitted: _____
 Phone: _____ Email: _____
 Item 1) _____ ID# _____
 Item 2) _____ ID# _____
 Activity Requested: Movement/Reassignment Repair Replacement Other _____

Movement/Reassignment

1.) Item remains with the student, however location has changed
 Previous location:
 Site: _____ Teacher: _____ Phone: _____
 Move to Location:
 Site: _____ Teacher: _____ Phone: _____
 2.) Student no longer needs equipment and will be reassigned to another Low Incidence student
 Based on IEP need, reassigned to:
 Student: _____ Site: _____ District: _____
 Teacher: _____ Phone: _____ FHI: _____
 Date of Reassignment: _____
 Other student information as necessary: _____

 3.) Student no longer needs equipment and is being returned to the LI Committee Chairperson/LI Administrative Assistant for redistribution
 4.) Student has moved out of the San Joaquin SELPA and equipment is being reassigned to another Low Incidence qualifying student(s) in the San Joaquin SELPA.
 5.) Student has moved out of the SELPA. Address of new district if known.
 C/O Person: _____
 Address: _____

 Phone: _____

Repair Request

Send the material or equipment to the San Joaquin SELPA office along with this form. Describe repair needed. Please be specific and detailed as to the problem. Attach a copy of any warranty or repair information that may come with the item.

Description of repair need: _____

 Company: _____
 Address: _____

 Phone: _____ Web Address: _____
 Email: _____

Lost Stolen Other

Comments: _____





Low Incidence Equipment Property Loan Guidelines

Provisions to use equipment at home:

1. The student must qualify as a Low Incidence student.
2. The IEP team must determine the need for home use and document rationale for the determination. The team will discuss related service standards which addresses the need for such equipment use being necessary at home for the student to benefit from Special Education.
3. Duplication of equipment to provide for both home and school use will be considered on a case-by-case basis.
4. The Local Education Agency (LEA District or County Programs) of student attendance will assume insurance responsibility or liability for the repair or replacement of low incidence equipment purchased out of Low Incidence Funds. The "Property Loan Approval Form" should be completed by the LEA Director of Special Education or County Programs Director/Designee.
5. The program provider will be responsible for tracking the location of the equipment (see Low Incidence Property Loan Form).
6. The equipment may be available to the student during extended school year and when school is not in session, based on the IEP documentation and rationale for extended use.
7. If equipment access is not necessary when the district/county program is not in session for the school year and extended school year, then the equipment will be returned to the program provider (teacher/classroom).
8. Parents/Guardians will agree in writing to:
 1. Secure the equipment and supervise proper use.
 2. Provide necessary and safe transportation of the equipment between home and school.
 3. Acknowledge that the equipment was purchased for student use with State funds and the State retains ownership of the equipment.
 4. Receive training in the use of the equipment before it can be sent home.
 5. Return the equipment promptly as identified on the agreement.
 6. Acknowledge that the equipment may be called back at any time it is no longer needed or that it is not being used properly.
 7. Acknowledge that the equipment may be called back for maintenance or calibration if necessary.
 8. Return the equipment to the identified service provider should the student move out of the district.

There is no expectation of privacy in the AT device/equipment, including, but not limited to documents and electronic messages sent, received or stored on the device/equipment. The device/equipment may not be used to record confidential communications or any communications without consent from all parties involved.

This form and approval are in effect for one year based on an IEP and must be reviewed, revised and renewed if continued use is appropriate.





San Joaquin County SELPA

Low Incidence Equipment Property Loan Form

Student Name: _____ Current School: _____

Teacher: _____

Service provider who monitors the equipment:

Name: _____ Phone: _____

Date equipment loaned: _____ Return due date: _____

Description of Equipment: _____

Serial Number: _____

Condition of equipment upon loan: _____ (picture if possible)

Condition of equipment upon return: _____ (picture if possible)

Return equipment to: Name: _____ Location: _____

Rationale for home use (documented in the IEP): _____

PARENT/GUARDIAN RESPONSIBILITY

As the parent/guardian of _____, I agree to:

1. Secure the equipment and supervise proper use.
2. Provide necessary and safe transportation of the equipment between home and school.
3. Acknowledge that the equipment was purchased for student use with State funds and the State retains ownership of the equipment.
4. Receive training in the use of the equipment before it can be sent home.
5. Return the equipment promptly as identified on the agreement.
6. Acknowledge that the equipment may be called back at any time it is no longer needed or that it is not being used properly.
7. Acknowledge that the equipment may be called back for maintenance or calibration if necessary.
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Parent/Guardian Signature

Date

Address (Street City Zip)

Telephone

Email: _____

LOCAL AGENCY AUTHORIZATION:

The Local Education Agency (LEA, District or County Programs) of student attendance will assume insurance responsibility and liability for the repair or replacement of equipment purchased out of Low Incidence Funds.

Signature of Director of Special Education or Designee

Date

Copies to: District/County Programs, Service Provider, Parent/Guardian, SJC SELPA Low Incidence Committee

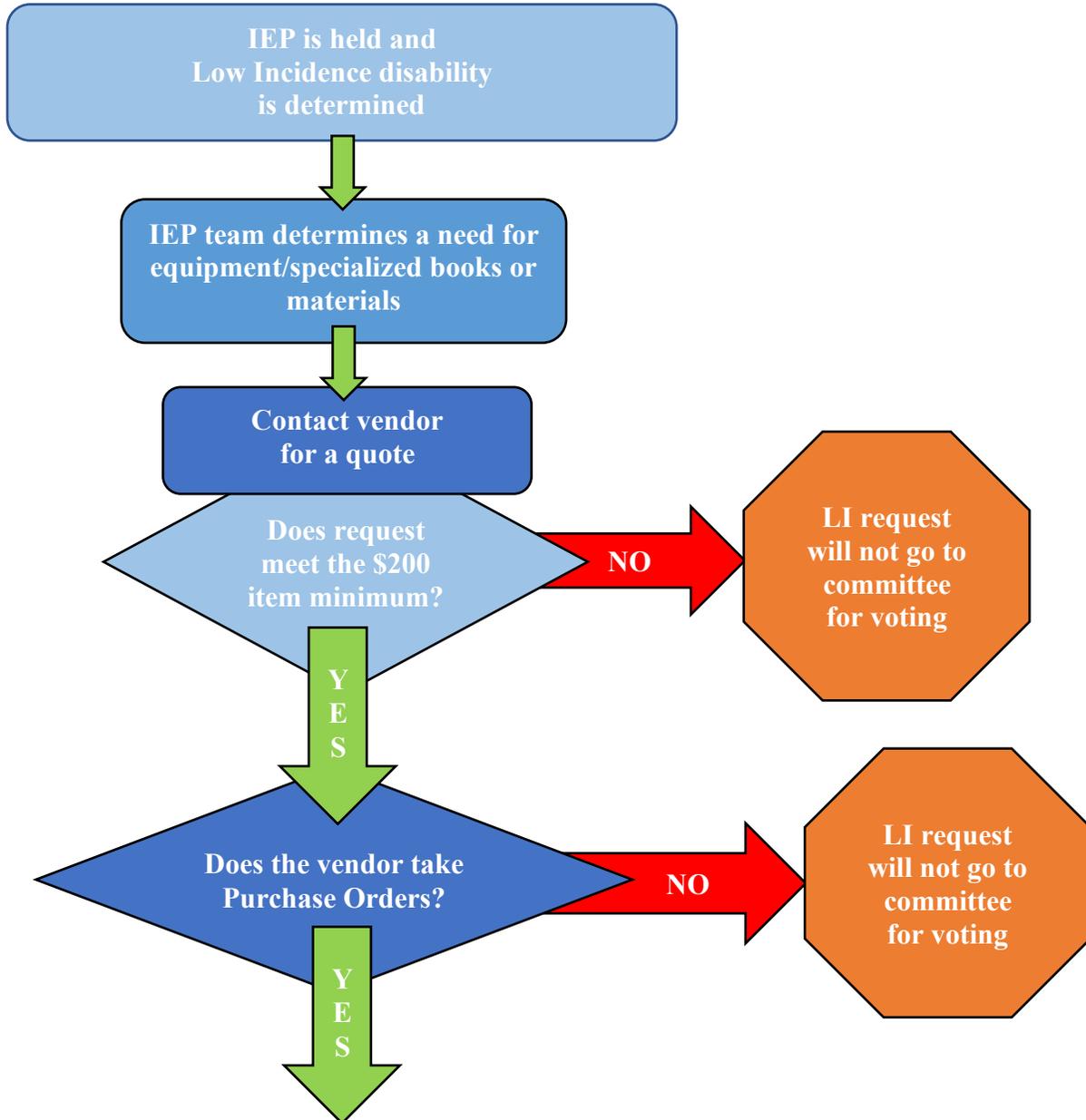




San Joaquin County SELPA

Low Incidence Equipment and Materials Request Flow Chart

PROCESS FLOWCHART FOR PURCHASING LOW INCIDENCE MATERIALS/EQUIPMENT





San Joaquin County SELPA

PROCESS FLOWCHART FOR PURCHASING LOW INCIDENCE MATERIALS/EQUIPMENT *CONTINUED*

