

Low Incidence Guidelines

Funding received by the SELPA to be used for the purchase of low incidence equipment is available only to those students who are identified to have a low incidence disability. These disabilities, as defined in Ca. Ed. Code 56026.5 are: hearing impairments, vision impairment, severe orthopedic impairments, or any combination thereof. Since the use of these funds is limited to books, materials, and equipment, for students with low incidence disabilities, the purchase must relate to the unique educational needs resulting from the low incidence disability as indicated in the IEP of the eligible students. Funds are to be used to supplement, not supplant other available funding for books, materials and equipment provided through the base program for general education and/or special education students.

A. Procedure for Request for LI Equipment

1. All recommendations for low incidence equipment purchased through LI SELPA dollars must generate through the IEP process.
2. IEP document must reflect on Form C the type of equipment needed, for what educational purpose and that it will be purchased through LI dollars.
3. IEP goals/objectives must reflect the utilization of the LI equipment in conjunction with meeting IEP goals.
4. A low incidence referral form must be completed with all purchasing information including name of vendor, specific equipment and purchasing price.
5. The request form must be sent to the SELPA office accompanied by IEP forms A and C and relevant goals.
6. Review to ensure that the student has a low incidence disability as the primary disability.
7. Send to SELPA office. SELPA office will record date received and proceed with purchase.
8. SELPA office will notify LEA when the equipment arrives. If there is a delay in shipping from the vendor of more than two weeks, the SELPA office will contact the LEA.

B. SELPA Purchase procedures:

1. SELPA maintains LI dollars in separate budget.
2. Equipment is purchased as requests are received and approved.
3. SELPA notifies LEAs throughout the year regarding the balance in LI account.
4. If an LEA is requesting a large amount of equipment relative to the dollars available, the SELPA and LEA will discuss possible cost sharing of equipment.
5. Should LI budget experience a balance at the end of the fiscal year, the dollars will be reflected as carry over for subsequent year.

C. Reimbursement.

1. If LEA needs to purchase LI equipment immediately, the LEA must fax a memo to the SELPA office, attention SELPA Director.
2. Memo must indicate reason for need to purchase, equipment to be purchased, amount of item.
3. LEA must attach IEP and SDT to memo to verify low incidence equipment/low incidence disability and IEP documentation.
4. Reimbursement in this manner is limited to \$500.00.

D. Standardization of equipment.

1. Purchases of computer through LI funds will only occur for those LI students who require adapted equipment in order to access their education.
2. Non-adapted laptop computers or desktop computers may not be purchased through LI dollars.
3. Non-adapted printers may not be purchased through LI dollars.

E. Delivery

1. Equipment will be logged in, labeled and delivered to LEA within 3 working days.
2. SELPA staff and LEA will determine entity responsible for delivery.
3. If neither agency can deliver within 3 days, SELPA will contract with FED EX for delivery.

F. Equipment Set-Up

1. The responsibility for the set up of equipment shall be negotiated between the LEA and SELPA office.
2. Incidentals required to activate the equipment, such as plugs, power strips, power surges, extension cords, ink for printers, shall be purchased by the LEA.
3. Continued technical assistance shall be provided either by LEA staff, contracted IT or SELPA staff based on the circumstances.
5. If equipment is damaged while in the district, the LEA is responsible for repair/replacement.

G. Repair of Equipment. (Other than FM system)

1. If equipment breaks on a school site, the LEA is responsible for repair.
2. If equipment breaks due to defect, the SELPA will pay up to \$100.00 for repair.
3. If equipment breaks at home due to negligence, parent is responsible for repair (stated in home use document).

H. Loss/Theft/Vandalism

1. If LI equipment is lost/stolen while at a school district site, the LEA is responsible for replacement.
2. Based on the policy of the LEA, should a determination be made as to the person responsible for the theft, the LEA may pursue replacement costs in that manner.
3. If LI equipment is vandalized while at school site, LEA is responsible for replacement.

I. FM Systems

1. Repairs of FM
 - service agreements are not covered.
 - cost for repair is up to \$100.00 per part: SELPA will pay.
2. If a unit is damaged at school due to negligence, district is responsible for cost of repair.
3. If unit breaks down on multiple occasions (3) a decision will be made after consultation with the company as to the manner in which the cost of the equipment will be addressed such as cost share between SELPA & district.
4. Batteries: SELPA will purchase the first set of batteries, which comes with the unit; district is responsible for battery replacement thereafter.

J. Transfer of Equipment

1. Keep all boxes when you receive new equipment.
2. Student is moving from district to district within the SELPA:
 - Director of SPED will coordinate with site personnel to ensure proper packing and labeling of equipment. If it is necessary to store equipment through the summer, the district will ensure proper storage, including the identification and location of equipment.
 - Director of sending district will work with director of receiving district to move the equipment in time for proper utilization at the beginning of the school year.
3. If student moves during the school year due to IEP decision, or the family moves, transferred equipment will be in place ASAP but no later than 5 days after student is placed in new school.
4. If equipment is damaged or lost during the transfer, the district that was in possession of the equipment at that time will be fiscally responsible for the repair and/or replacement of equipment.
5. It is not advised that parents transport equipment. If there is a circumstance in which the equipment will not be available for student in time (see above), the district may work out arrangements with the parent to transport; however, if there is damage or loss during this process, district will be fiscally liable.
6. If student moves from SE SELPA to SCC SELPA, the sending district will contact the SE SELPA office. A determination will be made by the SE SELPA office as to whether the SE SELPA will retain the equipment. If there is no need to retain it, the SE SELPA office will contact SCC AU SELPA office.
7. If a student is moving outside the SE SELPA to a SELPA outside of Santa Clara County, the SE SELPA district will contact the SE SELPA office. A determination will be made at the SELPA office as to whether the SELPA will retain the equipment.

K. Funding LI Equipment for students served outside of SELPA:

Funds for low incidence equipment are generated at the December 1 pupil count based on where the student is being served not where the student lives. Therefore the SELPA serving the child receives the per pupil amount of the funds generated (\$375. for 04-05).

1. When a request for LI equipment is generated through the IEP process between SE SELPA district and district outside of the SE SELPA, the request should be forwarded to SE SELPA office for ordering.
2. The SE SELPA will order and send invoice to the other SELPA for payment from their share of low incidence dollars. Example: Student lives in Evergreen, served by Santa Clara Unified on December 1: SC Unified (SELPA 7) receives low incidence dollars; contributes the pupil's portion of the LI dollars toward the purchase. SE SELPA will pay the balance.
3. If LI funds are depleted, then the district of residence will order/pay for LI equipment.
Should there be questions about the processing of these requests, please contact the SE SELPA fiscal analyst.

LOW INCIDENCE REQUISITION FORM

Please fill out this form COMPLETELY. Incomplete forms WILL delay ordering of equipment for your students.

SELPA CODE: _____

Request Date: _____ / _____ / _____

APPROVAL District Administrator: _____ Date _____

Requesting Teacher _____

APPROVAL SELPA Director: _____ Date _____

Teacher School / District / Mail Code _____

CONTACT INFORMATION
Name
Telephone Number
Fax Number
E-Mail Address

DELIVERY INFORMATION	
Name	
Delivery Site Street Address	
Delivery City/State/Zip Code	
Date Received _____	Received By _____

Child or Children's Name(s):

Check Low Incidence Disability Condition: (These are the ONLY disabilities that qualify as Low Incidence)

020 Hard of Hearing
 030 Deaf
 050 Visual Impairment
 070 Orthopedic Impairment
 100 Deaf / Blindness

Attach a copy of IEP Forms A-1 and appropriate pages that identify the equipment necessary to accomplish the goals and objectives.

Describe the equipment and its relationship to the IEP goals and objectives: _____

Enter Appropriate Number and Letter for Functions 1 and 2 (See reverse page): Function 1: _____ Function 2: _____

Provide a brief description of item(s) from catalog or a copy of catalog page(s): _____

Qty.	Stock #, Item #, or Part #	Description of Item(s)	Cost Each	Total Cost
**Please provide catalog, stock, part, item, and or model # when applicable or it WILL delay the ordering of equipment. Use a blank piece of paper to write additional items and attach to this requisition.			Subtotal	
ADDITIONAL COMMENTS:			Shipping/Handling	
			CA Sales Tax	
			GRAND TOTAL	

Suggested Vendor:

Vendor Name _____ Vendor Telephone _____

Vendor Address _____ Vendor Fax _____

City /State/ Zip _____ Web Site Address _____

After obtaining required district administrator approval(s) send requests to:

SOUTHEAST CONSORTIUM FOR SPECIAL EDUCATION 3434 MARTEN AVE SAN JOSE, CA 95148	LOW INCIDENCE DESK – MAIL CODE 28 (408) 223-3771 (408) 532-9311 FAX
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Use this list for codes. Function 1 is 01 through 17 and Function 2 is letters A through Z. Every item must be designated by both Function 1 and Function 2. (EXAMPLE: Standing Table: Function 1 = 06 and Function 2 = A)

01 Personal Care

- A Personal Care
- B Eating
- C Drinking
- D Grooming
- E Toileting
- F Bathing
- G Clothing
- H Dressing
- I Other
- J Reaching
- K Carrying
- L Holding
- M Transfer
- N Dispenser Aids
- O Handle Padding
- P Arm Supports
- Q Health Care
- R Child Care

02 Home Management

- A Food Preparation
- B Housekeeping
- C Furniture

03 Vocational Management

- A Vocational Assessment
- B Vocational Training
- C Workstations
- D Tools
- E Office Equipment

04 Educational Management

- A Classroom
- B Geography
- C Mathematics
- D Instructional Materials

05 Wheeled Mobility

- A Manual Wheelchairs
- B Sport Wheelchairs
- C Powered Wheelchairs
- D Wheelchair Accessories
- E Wheelchair Alternatives
- F Transporters
- G Carts
- H Stretchers

06 Seating

- A Seating Systems
- B Cushions
- C Therapeutic Seats
- D Car Seats
- E Monitors

07 Transportation

- A Vehicles
- B Vehicle Accessories

08 Communication

- A Mouthsticks
- B Headwands
- C Page Turners
- D Reading
- E Bookholders
- F Writing
- G Typing
- H Telephones
- I Nonvocal and Speech Impaired
- J Signal Systems
- K Amplification devices/accessories

09 Recreation

- A Recreation General
- B Crafts
- C Sewing
- D Games
- E Gardening
- F Sports
- G Cycling
- H Toys
- I Electronics
- J Music
- K Play
- L Photography

10 Walking

- A Canes
- B Crutches
- C Walkers
- D Standing

11 Intentionally Omitted

12 Orthotics

- A Orthotics General
- B Upper Extremity
- C Lower Extremity
- D Head and Neck
- E Torso

13 Prosthetics

- A Prosthetics General
- B Upper Extremity
- C Lower Extremity

14 Therapeutic Aids

- A Therapy General
- B Therapy Furnishings
- C Thermal and Water Modality Equipment
- D Pressure and Massage Modality Equipment
- E Sensory Integration
- F Rolls
- G Ambulation Training
- H Crawling
- I Exercise
- J Perceptual Motor
- K Fine Motor Skills
- L Gross Motor Skills
- M Positioning
- N Evaluation
- O Stimulators
- P Respiratory Aids
- Q Biofeedback
- R Traction

15 Architectural Elements

- A Indoor
- B Outdoor
- C Houses
- D Lighting
- E Safety and Security
- F Vertical Lift
- G Specialties
- H Signs

16 Computers

- A Software
- B Hardware
- C Computer Accessories

17 Controls

- A Environmental
- B Control Switches
- C Power Switches

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