

Low Incidence Equipment Policy

1. Low incidence funds are used for SELPA-wide low incidence services. LEAs are responsible for all low incidence equipment and materials. The IEP team and low incidence providers determine the need for low incidence equipment. LEAs are encouraged to transfer equipment when students transition to new schools.
2. If a single item for a student costs \$1,000.00 or more, the LEA may submit a Low Incidence Equipment Request. If approved, the SELPA will pay the full cost of the item.
3. Low incidence requests are reviewed, and approved or denied by the SELPA Director, and brought to the Finance Advisory Council (FAC) for transparency. All approvals are subject to audit by the State; therefore, all guidelines must be met before purchases. For questions contact the SELPA.
4. The "Low Incidence Equipment Request" form must be completed and signed by the appropriate administrator, Superintendent, Special Education Director, or Coordinator, to be considered.
5. In the event a request is denied, or further information is required, the district team will be notified.

Request Criteria

Request for specialized books, materials, equipment, and services can only be approved when the following criteria are met.

- The student must be identified through the IEP process as having a low-incidence disability defined as hearing impairments, vision impairments, and severe orthopedic impairments, or any combination thereof (CA Educ. Code Section 56026.5)
- The student's need for adaptive equipment is a unique educational need resulting from the low-incidence disability. This need must be identified on the student's IEP in the Special Factors section, and the equipment must be tied directly to a low incidence need which is identified in the IEP.
- The books, materials, equipment, and services requested are specialized.
- The specialized books, materials, equipment, and services requested are currently unavailable to the district.
- The request is signed by the Special Education Director or school principal making the request.
- Large print material will be ordered by the SELPA VI team and paid out of SELPA funds.
- Repair or modification of existing low-incidence equipment can be accomplished using low-incidence funds. Submit the student's name and the name of the low-incidence equipment to be repaired or modified along with the reason for such change. Any reimbursements for repairs made without authorization are also subject to review before approval is granted.
- If equipment is to be used at home the district takes responsibility for the use, care, and security of this equipment. It is suggested that a release form be signed by parents holding them accountable for loss, or damage of equipment.