



# Turlock Unified School District

Special Education Department

## Alternative Format Request Requirement Plan Turlock Unified School District

July 10, 2023

The Department of Health Care Services' (DHCS) requires Local Educational Agencies (LEAs), Local Educational Consortiums (LECs), and school-based Local Governmental Agencies (LGAs) to provide alternative format. The Alternative Format Request plan follows the guidance set forth by DHCS and is outlined below. Connotation to "District" means the Turlock Unified School District (TUSD).

<b>Purpose and Background</b>	<p>The purpose of this Alternative Format Plan is to meet the needs of students and families as outlined under federal and state law, including the Americans with Disabilities Act (42 U.S.C. § 12101, et. seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)), discrimination against qualified members of the public participating in public programs based on disability is prohibited.</p> <p>Under federal and state law, which includes the Americans with Disabilities Act (42 U.S.C. § 12101, et. seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)), 20 USC Section 1474(e)(3)(B), discrimination against qualified members of the public participating in public programs based on disability is prohibited.</p> <p>Under Board Policy 5145.3, the school district prohibits unlawful discrimination, harassment, intimidation, and bullying of any student based on actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, gender non-conformance, or gender stereotyping; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.</p> <p>Under Board Policy 0410, the district is committed to equal opportunity for all individuals in education. The district's programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation,</p>
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gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The District's programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing District's facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The County Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies, or other modifications to increase accessibility to the districts and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the District-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the districts ADA coordinator. They shall receive and address requests for accommodation submitted by individuals with disabilities and shall investigate and resolve complaints regarding their access to the District's programs, services, activities, or facilities.

Director of Special Education  
Turlock Unified School District  
1574 E Canal Drive, Turlock CA, 95380  
(209)-667-0632 or (209)-667-8519

1312.3 Uniform Complaint Procedure  
4030 Nondiscrimination in Employment  
4031 Complaints Concerning Discrimination in Employment  
4032 Reasonable Accommodations  
4112.9/4212.9/4312.9 Employee Notifications  
4119.11/4219.11/4319.11 Sexual Harassment  
5124 Reporting to Parents/Guardians  
5131.2 Bullying

5145.3 Nondiscrimination  
 5145.6 Notification to Parents and Students  
 5145.7 Sexual Harassment  
 5146 Married/Pregnant/Parenting Students  
 6164.4 Identification of Individuals with Exceptional Needs  
 6178 Career Technical Education  
 6200 Adult Education  
 9320 Meetings  
 9322 Agenda/Meeting Materials  
 Legal Reference:  
 EDUCATION CODE  
 200-262.4 Prohibition of discrimination  
 48980 Parental notifications  
 48985 Notices to parents in language other than English  
 51007 Legislative intent: state policy  
 GOVERNMENT CODE  
 8310.3 California Religious Freedom Act  
 11000 Definitions  
 11135 Nondiscrimination in programs or activities funded by state  
 12900-12996 Fair Employment and Housing Act  
 54953.2 Brown Act compliance with Americans with Disabilities Act  
 PENAL CODE  
 422.55 Definition of hate crime  
 422.6 Interface with constitutional right or privilege  
 CODE OF REGULATIONS, TITLE 5  
 4600-70 Uniform complaint procedures  
 4900-4965 Nondiscrimination in elementary and secondary education programs  
 UNITED STATES CODE, TITLE 20  
 1400-1482 Individuals with Disabilities in Education Act  
 1681-1688 Discrimination based on sex or blindness, Title IX  
 2301-2415 Carl D. Perkins Vocational and Applied Technology Act  
 6311 State plans  
 6312 Local education agency plans  
 UNITED STATES CODE, TITLE 29  
 794 Section 504 of the Rehabilitation Act of 1973  
 UNITED STATES CODE, TITLE 42  
 2000d-2000d-7 Title VI, Civil Rights Act of 1964  
 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
 2000h-2000h-6 Title IX  
 12101-12213 Americans with Disabilities Act  
 CODE OF FEDERAL REGULATIONS, TITLE 28  
 35.101-35.190 Americans with Disabilities Act  
 36.303 Auxiliary aids and services  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI  
 104.1-104.39 Section 504 of the Rehabilitation Act of 1973  
 106.1-106.61 Discrimination on the basis of sex, effectuating Title IX,

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	<p>especially: 106.9 Dissemination of policy</p>
<p><b>Alternative Formats Available</b></p>	<p>Alternative Format Materials that may be requested free of charge may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>○ Written material</li> <li>○ Web-based information</li> <li>○ Presentations</li> <li>○ Information shared on phone calls, zoom, webinar or other media sharing mediums</li> </ul> <p>Resources for converting these documents include:</p> <ul style="list-style-type: none"> <li>○ Qualified interpreters or readers</li> <li>○ Assistive listening devices, assistive technologies, or other modifications to increase accessibility to the districts and school web sites</li> <li>○ Notetakers</li> <li>○ Written materials in large font</li> <li>○ Taped text or text that is videoed</li> <li>○ Video recording on zoom meetings</li> <li>○ Braille or large-print materials</li> </ul> <p>Alternative Formats that are available</p> <ul style="list-style-type: none"> <li>○ Sign language</li> <li>○ Braille</li> <li>○ Large print</li> <li>○ Recordings, Audio, Video presentations</li> <li>○ Electronic File</li> </ul> <p>Turnaround times for the alternative material is dependent on the amount (volume) of material needed. Small volumes of information, which may include less than two pages or less than one hour of presentation may have up to a 48 hour turn around process. Materials two to five pages and one to two hours or greater may take up to one week for turnaround. Anything greater than the above amounts will again depend on the amount of volume submitted.</p> <p>If the alternative format provided does not meet the needs of the individual, the individual must communicate with;</p> <p>Director of Special Education Turlock Unified School District 1574 E Canal Drive, Turlock CA, 95380 (209)-667-0632 or (209)-667-8519</p>

<p><b>Processing Alternative Format Requests</b></p>	<p>When a request for alternative format is received, it will be forwarded to the District's:</p> <p>Director of Special Education  Turlock Unified School District  1574 E Canal Drive, Turlock CA, 95380  (209)-667-0632 or (209)-667-8519</p> <p>This individual will notify the program of the content to be placed in Alternative Formatting. This individual will also contact the necessary entities needed for conversion of the material into the Alternative Format that may be identified within or external to the district's resources.</p> <p>The identified above person will communicate with the respective school district sites who and where the Alternative Formatting Request needs support.</p> <p>The specific type of alternative format used will depend on the individual's needs and preferences, as well as the type of information being communicated. The following steps, while not limited to, are typically followed to provide alternative formats for students:</p> <ol style="list-style-type: none"> <li>1. A parent, teacher, or healthcare provider submits a request for an alternative format or accommodation to the student's health care plan team.</li> <li>2. The student is assessed to determine the appropriateness of the request and its potential benefit to the student.</li> <li>3. The alternative format or accommodation is documented in the student's health care plan (IEP, IFSP, 504, or other).</li> <li>4. If the alternative format or accommodation requires a tangible object that needs to be purchased, proper authorization for the purchase is obtained, and internal processes are followed to place the corresponding order.</li> <li>5. If the alternative format or accommodation is a service, such as American Sign Language, the school district has contracts in place to fulfill this accommodation.</li> <li>6. Once the alternative format or accommodation is obtained, the requesting party is notified, and the product and/or service is delivered to the student. Adequate training is provided if needed.</li> </ol>
<p><b>Alternative Format Selection Application (AFSA) System</b></p>	<p>Alternative format requests must be reported to the district by: the beneficiary, or the parent or authorized representative. The Alternative Format Request must include information that is needed: <a href="https://afs.dhcs.ca.gov">afs.dhcs.ca.gov</a> 1-833-284-0040.</p> <ul style="list-style-type: none"> <li>○ First Name,</li> <li>○ Last Name,</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Date of Birth</li> <li>○ ID Number</li> <li>○ Primary Language</li> <li>○ Site or address of the recipient</li> <li>○ Contact information</li> <li>○ Site/location where the Alternative Formatting needs to be provided</li> </ul>
<p><b>Alternative Format Communication List</b></p>	<ol style="list-style-type: none"> <li>1. Describe the process for how to check for alternative format requests from the data match output file. <ol style="list-style-type: none"> <li>a. Identify who will provide the alternative format information from the data match output file to the LEA and the logistics of how it will be sent to the LEA. <ol style="list-style-type: none"> <li>i. Billing Vendor-SEIS Billing submits claims on behalf of the San Joaquin County Office of Education. Upon request, a list of individuals needing alternative format will be sent to the District from SEIS Billing.</li> </ol> </li> <li>b. Provide instructions on how to locate the alternative format information from the data match output file. <ol style="list-style-type: none"> <li>i. For LEA BOP, alternative format information can be located on spaces 263-303.</li> </ol> </li> <li>c. Identify next steps after receiving the request from the data match output file. <p>Once information is received on individuals needing alternative format, SEIS Billing will notify the respective District. The District and or provider will reach out to the individual and their family to identify alternative methods needed.</p> </li> <li>d. Will the information be shared with the student and/or the authorized representative? <p>Yes, The District and or provider will reach out to the individual and their family to identify alternative methods needed.</p> </li> </ol> </li> <li>2. Describe how to track/store the alternative format selection so that the appropriate alternative format can be subsequently provided for all future communication. <ol style="list-style-type: none"> <li>a. Identify who will maintain and update the list. <p>SEIS Billing assigns a staff person to “case manage” the District. Within the District’s information, SEIS Billing will be in communication with the district noting any edits.</p> </li> <li>b. Describe how and where the list will be stored. <p>SEIS Billing and the District will maintain the list within the SEIS Billing System. Individuals will have notification on their “file” that alternative methods are needed; similar to what DHCS does.</p> </li> </ol> </li> </ol>

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- c. Describe how schools can access the plan and the alternative format information.  
 The District may access the plan by requesting the information from Maryann Morrison, LEA Medi-Cal Compliance Director, SJCOE, Comprehensive Health and Medi-Caid Programs, P.O. Box 213030, Stockton, CA 95213.
- d. Describe how the list will be checked prior to future communication with the beneficiary and/or their parents, guardian, or authorized representative.
  - i. LEAs should know to continue providing documents in alternative format after a one-time request or if there is already a previous request. There will be ongoing dialogue between the District and SEIS Billing to ensure the individual needs alternative formatting. Further the District can check in with the individual needing the service to see if anything has changed. This is similar to the steps a PCP would take when conducting a follow-up visit with a client.

As a provider of service enrolled with Medi-Cal and participating in Medi-Cal billing, (LEA) is required to verify any alternative format requests a student/family may have already provided to Medi-Cal. To accomplish this, (LEA) partners with the District's Medi-Cal billing vendor, who is authorized by DHCS' Tri-Party Data Use Agreement (DUA) to provide a data output file which indicates if a beneficiary requests alternative formatting. This file will be provided on a quarterly basis.

The information obtained from this report is provided by the Medi-Cal billing coordinator to the healthcare teams managing school health services for Medi-Cal eligible students, who will update a student's health care plan as needed to ensure that alternative formats are provided. On a quarterly basis, the Medi-Cal billing coordinator will report any new alternative format requests received to Medi-Cal via its Alternative Format Request portal (<https://afs.dhcs.ca.gov/>), if they are not already on file with Medi-Cal.

The District's Medi-Cal billing coordinator has access to the required information to perform this task via the report supplied by the District's Medi-Cal billing vendor. Through this coordinated approach, (LEA) can comply with state and federal laws, ensure equal access to healthcare information and communications, and support the success of students with disabilities.