



# LAKE COUNTY OFFICE OF EDUCATION

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## **Lake County Office of Education and Lake County Special Education Local Plan Area (SELPA) Alternative Format Request Plan**

The Department of Health Care Services' (DHCS) requires Local Education Agencies (LEAs), Local Educational Consortiums (LECs), and school based Local Governmental Agencies (LGAs) to provide alternate formats. The Lake County Office of Education (LCOE) and Lake County Special Education Local Plan Area (SELPA) Alternate Format Request Plan follows the guidance set forth by DHCS and is outlined below.

### **Purpose**

The purpose of this Alternative Format Plan is to ensure that individuals with disabilities have equal access to their school health information and communications by providing such information in a format that is appropriate and accessible to them. The plan is designed to comply with state and federal laws mandating equal access to healthcare services for individuals with disabilities and to support the coordinated system of care and support for students and families provided by Lake County Office of Education (LCOE) and the Lake County Special Education Local Plan Area (SELPA). The alternative format plan aims to address individual communication and accessibility needs.

### **Background**

In compliance with state and federal laws, including the Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act, and the Individuals with Disability Education Act (IDEA), the LCOE and the SELPA is required to establish policies and procedures for ensuring that individuals with disabilities can access their school health information and communications in an appropriate and accessible format. This includes providing information in alternative formats, such as large print, audio, or electronic formats, to ensure that individuals with disabilities can better understand and participate in their school health decisions. LCOE and the SELPA already provide services to students with disabilities to address their individual needs, including accessibility needs, as part of our commitment to creating an inclusive and equitable learning environment. This alternative format plan builds on LCOE's and the SELPA's system of care and support by ensuring that students with disabilities have access to their health information and communications in a format that is accessible to their needs.

LCOE and the SELPA is committed to complying with state and federal civil rights laws, including laws related to accessibility and accommodations for individuals with disabilities. To ensure compliance, the agency has designated the following as its ADA Coordinator:



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707-262-4100

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BP/SP 0410- Nondiscrimination in County Office Programs and Activities  
BP/SP 1312.3- Uniform Complaint Procedures (policy)  
AR 1312.3- Uniform Complaint Procedures (regulation)

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

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



## **Accessibility to Alternative Formats**

There are several types of alternative formats available to LCOE and the SELPA students and families to assist with access to school health information and communications, free of charge. Some examples include, but are not limited to:

### Alternative Format Materials that may be requested

- written material
- web-based information
- presentation handouts, slides
- information shared on phone calls, virtual meeting platforms, webinars or other media sharing mediums

### Alternative formats that can be made available

- Large print: Printed materials that are enlarged to make it easier for individuals with visual impairments to read.
- Electronic formats: Digital versions of print materials, which may be read with screen readers, text-to-speech software, or magnification tools, which can be helpful for individuals who use assistive technologies, such as screen readers or speech recognition software.
- Captioning: Text displayed on a screen that provides a written representation of spoken dialogue, sound effects, and other auditory information.
- Closed captioning: A type of captioning that can be turned on and off by the viewer, typically used for TV and video content.
- Text-to-Speech: converts written text into spoken language. It can be used as an alternative format to provide access to information for people who are blind or have low vision, or who have other reading or learning disabilities.
- Voice-to-Text: technology that converts spoken language into written text. It can be used as an alternative format to provide access to information for people who have difficulty typing or writing, or who have other communication or learning disabilities.
- Sign language
- Braille or Large-print materials
- Recordings, audio, video presentations

### Resources for converting these materials may include



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- Audio: Recordings or audio files that provide spoken or auditory information, which can be helpful for individuals with visual or reading impairments.
- Notetakers or scribe
- qualified interpreters
- assistive listening devices, assistive technology, or other modifications to increase accessibility to the agency website
- written materials in large font
- Recordings, audio, video presentations

Turnaround times for the alternative material is dependent on the amount (volume) of material needed, however, will be prepared and provided in a timely manner. Small volumes which may include five or fewer pages or less than one hour of presentation may take less time. Materials with larger volume or longer duration of recorded or presentation time, will likely take up to one to two business weeks. Anything greater than the amount of times noted, will take a more extensive time period to prepare.

## **Processing Alternative Format Requests**

The specific type of alternative format used will depend upon the individual's needs and preferences, as well as the type of information being communicated. When a request for alternative format is received, it will be forwarded to:

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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 agency's resources. This process may include the SELPA for assistance as appropriate.

The identified above person will communicate with the respective department or school within the agency where the Alternative Formatting Request needs support.

## **Alternative Format Selection Application (AFSA) System**



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Alternative format requests must be reported to the district by: the beneficiary, or the parent or authorized guardian. The Alternative Format Request must include information that is needed:

- First Name
- Last Name
- Date of Birth
- Primary Language
- Address of the recipient
- Contact information
- Site/location where the Alternative Formatting needs to be provided

Please report your request to: [afs.dhcs.ca.gov](https://afs.dhcs.ca.gov) or 1-833-284-0040.

## **Alternative Format Communication List**

1. A list of individuals can be provided by a third party vendor contracted with the Lake County Office of Education or SELPA.
2. Once verification is received based on the type of specific request, the LCOE or SELPA will communicate with the requesting party an estimated time frame for which the request may be completed.
3. Verification information received will be kept in a confidential and secure file in the main office for reference purposes or future needs only.
4. LCOE and SELPA staff may access the alternative format information on the Lake County Office of Education website or by calling the main office line for support in locating the information, 707-262-4100.
5. LCOE and SELPA staff will review previous requests before initiating the process for any alternative format request.
  - a. Lists will be reviewed regularly by necessary staff.