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**SELPA Policy B-7**

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# **Request for Low Incidence Material and Equipment**

Adopted by OSC October 22, 1999  
Revised, OSC, May 6, 2020

## **Criteria for Consideration of Request for Reimbursement for Low Incidence Materials and Equipment**

Low incidence funds may be used to reimburse school districts, which have purchased or repaired specialized equipment and materials for students for whom an IEP team has determined meet eligibility requirements for a low incidence handicapping condition.

Low incidence handicapping conditions are:

- hard of hearing
- deaf
- visually impaired
- severely orthopedically impaired
- or any combination thereof.

Requests for reimbursement will only be considered for:

- students who have a low incidence disability. This disability was determined by an IEP team and is indicated in their current IEP.
- the specialized equipment or materials recommended in the student's IEP
- the low incidence equipment and materials that meet the definition as defined yearly by the State Department of Education
- repair of equipment formally purchased using low incidence funds and identified as such. *(Group repairs for frequently used equipment that needs refitting, recalibration or modification will need student verification of use and verification as previously purchased low incidence equipment. A request can be made at any time during the year to have a group repair occur and have that money held so such repair can take place during the summer or other time period when a student has little need for the equipment.)*

### **Procedure For Requesting Reimbursement for Low Incidence Equipment/Materials**

1. The IEP team recommends the specialized equipment and materials.
2. The district of special education accountability (DSEA) purchases the specialized equipment and/or materials.
3. The following packet is compiled and submitted to the Marin SELPA for consideration:
  - completed form "Reimbursement for Low Incidence Equipment" signed by district superintendent or special education administrator.

- invoice for materials/equipment purchased
  - a copy of the IEP recommending specialized equipment/materials
  - a copy of the current IEP indicating student disability(ies) (must be low incidence)
  - copy of a current audiological report for request for auditory equipment.
4. Requests for reimbursement will be accepted by the Marin SELPA until June 1st of the current year. Requests received after June 1st will be rolled over to the next fiscal year.
  5. The Marin SELP A Low Incidence Review Committee will meet regularly (between October and June) to review requests to assure that expenditures meet the criteria outlined in current sections of the Education Code and as required by this procedure. The Low Incidence Review Committee may include:
    - specialist for the visually impaired
    - specialist for the orthopedically impaired
    - specialist for the hard of hearing and deaf
    - speech and language pathologist
    - teacher or specialist knowledgeable in assistive technology
    - member of the Advisory Steering Committee
    - SELPA administrator
  6. Requests recommended for reimbursement by the Low Incidence Committee will be forwarded in June of the current year to ASC for review and OSC for approval.
  7. The Marin SELP A will reimburse the school districts for expenditure approved by OSC by August 31st. In the event OSC approved requests exceed the monies available in the Low Incidence Fund, districts will be reimbursed on a prorated amount (i.e., if the OSC approved requests total \$60,000 and \$30,000 is available in the Low Incidence Fund, each request will be reimbursed at 50% of the expenditure).

An inventory will be kept by the SELPA on behalf of the districts for all specialized

equipment and materials purchased using low incidence funds. This inventory will be updated annually. Districts will:

- immediately notify the SELP A in the event a "low incidence" child moves from the Marin SELP A and the equipment is available for use by other low incidence pupils
- assist the Marin SELP A in tracking the use and disposition of equipment and materials purchased with these funds
- assist the Marin SELP A in labeling and inventorying equipment and materials purchased with these funds.