

ADMINISTRATIVE PROCEDURES

SUBJECT: SPECIAL EQUIPMENT AMOUNT (SEA) FUNDING FOR EQUIPMENT FOR STUDENTS WITH SPECIAL NEEDS

PREAMBLE

The Lambton Kent District School Board is committed to ensuring student access to the Ontario curriculum or a board determined program through the acquisition of SEA equipment.

PURPOSE

SEA funding can be used to purchase equipment for any student with special education needs, where the equipment is required to support the student's access to the Ontario curriculum and/or alternative programs. Eligible equipment also includes items required to meet students' personal care and safety needs. Students need not be formally identified as an exceptional student, but their need for equipment must be recommended by a qualified professional and evidence of the need for equipment must be documented in the student's Individual Educational Plan (IEP) or in other program documentation.

SEA claim assessments are acceptable from the following qualified professionals: psychologist or psychological associate, physician, social worker, audiologist, speech and language pathologist, optometrist, augmentative communication therapist, occupational therapist and physiotherapist. Recommendations from Provincial Schools are also acceptable.

SEA purchased equipment should be considered physical assets, which employees have a responsibility to protect, maintain and manage as a public resource.

CENTRAL OFFICE RESPONSIBILITIES

It is the Special Education Department's responsibility to:

1. Develop internal operating policies and procedures regarding the purchase, repair, use, and disposal of equipment.
2. Make informed, cost effective decisions with school based teams about how best to meet the needs of students who require equipment to assist them. SEA claims will be reviewed by a Central Office committee.
3. Develop practices that provide staff with direction on:
 - managing transfers of SEA equipment between schools and other district school boards
 - use of equipment in students' homes and other program settings
 - staff training on SEA funded equipment
 - maintaining inventory records of SEA equipment and software
 - documenting need of equipment in students' IEPs, where equipment is required to support the students
4. Ensure that equipment is reassigned to other students when no longer required by the student for whom it was purchased.
5. Ensure, where appropriate, that reasonable efforts are made to acquire a fair market value when disposing of used equipment.
6. Ensure that a trial, with suitable equipment, is attempted prior to submitting a claim.
7. Claim the entire cost of the lease in the first year and not as a pro-rated cost over the life of the lease.
8. Accept responsibility for shipping and handling costs associated with the transfer of equipment from a sending board.
9. Maintain required SEA claim documentation.
10. Accept responsibility for the first twenty percent of the cost of salary and benefits for special education equipment technologists.

PRINCIPAL'S RESPONSIBILITIES

It is the principal's responsibility to:

1. Facilitate the SEA claim process with school staff, parent(s) and Central Office staff.
2. Ensure that parents/guardians have received a copy of the SEA Parent Guide and signed the Special Equipment Amount Submission of Claim Awareness Form (Appendix B).
3. Receive the equipment ordered and ensure its safety within the school environment by providing a secure storage area. Equipment shipped will be outlined in a Memorandum from Central Office.
4. Facilitate the training associated with the equipment for staff members and the student.
5. Ensure that equipment is functioning properly, appropriately utilized and is meeting student needs.
6. Ensure that SEA software is stored in the secure central software library of the school.
7. Ensure that appropriate staff are notified regarding need for repair.
8. Ensure that equipment is replaced as required, when students outgrow equipment or when equipment wears out through use. (This may involve submission of a new claim.)
9. Ensure that consumables such as toner and paper for printers are available through the school budget.
10. Ensure that upgrades and refurbishments are considered before replacement.
11. Ensure efforts are made to share equipment among other students when appropriate and possible.
12. Ensure where equipment will be shared by several students, such as a Braille or printer, a claim should be made in the name of one student only.
13. Ensure that SEA equipment is transferred with a student from school to school, within the board.
14. Ensure that SEA equipment is forwarded to outside boards within the province of Ontario. Upon receipt of a written request from the receiving board, SEA equipment is shipped directly from the school to the student's new school or board. Please contact your Special Education Co-ordinator when a student transfers outside of our board. Before shipping SEA computers to another board within the province of Ontario, please contact the HELPDESK to have the Itinerant Resource Support Technologist adjust administrative settings and to remove any board-owned site licences.
15. Ensure that there is consultation with the student and parent when SEA equipment is no longer utilized to support learning. The Release of SEA Equipment for Student Reallocation Form (Appendix E) must be completed and signed.

Principals may be asked to participate with Ministry of Education and/or Board staff in a year end audit process in May or June. It is expected that during on-site visits:

- **The equipment would be found with the student for whom the cost was claimed (unless otherwise documented).**
- **The equipment would be found in good repair.**
- **The student and staff would be able to operate the equipment.**

CLAIMS PROCESS

The claim cycle for SEA runs from May 1 of one year, to April 30 of the following year. This allows boards to purchase equipment prior to the start of a school year, when a student's needs are known. Schools must submit a SEA Application Form (Appendix A) to their Special Education Co-ordinator along with the required documentation.

Required Documentation

1. One or more assessments from a qualified professional or professionals. The assessment must state that the equipment recommended is essential for the student.
2. Original quotation(s) from distributors indicating proof of cost.
3. A current copy of the student's IEP that provides evidence of need for the equipment in the student's program in order to access curriculum.
4. A current copy of the student's Report Card.
5. A SEA Submission of Claim Awareness Form (Appendix B) signed by the parent/guardian/student over 18.

Types of Equipment

Eligible Expenses – Equipment

Eligible expenses include all costs associated with purchasing and/or leasing equipment to meet student special education needs, as well as the related costs for peripherals, service contracts and training that are required to make equipment operational.

The types of equipment that are eligible for SEA funding include any items that are recommended by a qualified professional that will allow the student to access curriculum. This allows for flexibility in purchasing to meet student needs in innovative ways and to respond to new developments in technology and practice.

Examples of eligible expenses include:

- Speech analyzers
- FM Systems
- Amplification Systems
- Print enlargers for students with low vision
- Computer hardware - **Claims may not be made for computer hardware when all students in the class would ordinarily be provided with computers.**
- Computer software that provides access to curriculum (e.g. accessibility programs)
- Adjustable desks or computer tables
- Braille writers
- Symbol or letter voice translators
- Insulated booths and study carrels
- Communication aids, such as speech synthesizers
- Positioning devices for sitting, standing, and lying
- Personal care items
- Lifts or harnesses for moving students
- Warranties
- Service contracts for technology
- Training for students and staff on how to use SEA funded computers, software or other equipment
- Equipment that is required for teachers or other staff to interact with students as they access their course of study or program. This would include microphones, lifting devices, safety vests or other protective gear.

Ineligible Expenses

The following expenses are not eligible for SEA funding:

- Capital Expenditures - Building modifications, including physical modifications or features that are built into new classrooms, such as sound systems or noise reducing surface treatments, are not eligible. Elevators and stair climbers do not qualify as lifts and therefore will not be approved for equipment claims, as they are not considered personal care aids or devices.
- Curriculum Materials - Reading books on CD ROMs or on tape, subject specific software, Braille materials where already available, and the cost of transcribing textbooks into Braille are not eligible.
- GST - The GST rebate must be deducted from claimed amounts.

PORTABILITY PROCESS - EQUIPMENT TRANSFERS AND REDISTRIBUTION

Equipment purchased with SEA funding may be transferred with a student from school-to-school within the district, or from board to board, within Ontario. Where feasible, equipment purchased with SEA funds is expected to be transferred with a student.

If the equipment is sent to another district school board within Ontario, the receiving board is responsible for any shipping and/or handling costs. Where equipment is being transferred to another board within Ontario, ensure there is a written request filed in the OSR from the receiving board/school. Refer to Appendix C for a sample letter when requesting equipment from another board/school. Before shipping SEA computers to another board within the province of Ontario, please contact the HELPDESK to have the Itinerant Resource Support Technologist adjust administrative settings and to remove any board-owned site licences.

The Board recognizes the need to make the best use of all resources. When SEA equipment is no longer required by the student for whom it was purchased, it will be redistributed to students within the system who meet SEA Claim criteria. Reassignment of any SEA funded equipment must be done with the approval of the Special Education Coordinator.

Since a complete inventory is kept of all SEA equipment, the Principal, or designate, must complete the Special Equipment Portability Form (Appendix D) to report the transfer of SEA equipment to Central Office staff. This form must be submitted to the SEA Clerk.

DISPOSAL OF SEA EQUIPMENT

When SEA equipment is no longer in good working condition, or is deemed obsolete, it will be discarded.

Prior to disposal of any SEA equipment the Principal, or designate, must complete the Special Equipment Portability Form (Appendix D).

A Central Office Committee will then review system needs and contact the Principal, or designate, with further instructions for redistribution or disposal of equipment.

Implementation Date: March 10, 2005

Revised: October 7, 2007 and February 2, 2010 and March 5, 2013

References: Ministry of Education Special Education Guidelines: Special Equipment Amount
Assistive Technology Desktop Reference Book
Central Auditory Processing Binder

APPENDIX A



SPECIAL EQUIPMENT AMOUNT (SEA) APPLICATION

NAME OF STUDENT:	OEN #:
SCHOOL:	SCHOOL MIDENT #:
DATE OF BIRTH (Year-Month-Day): (example: 1994-Dec-23)	PANEL: <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	F.T.E.: <input type="checkbox"/> .5 <input type="checkbox"/> 1.0

Will the equipment being requested be shared with other students?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, list the names of the students who will be sharing this equipment.	
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Attach the following documentation:

- Assessment from a qualified professional indicating the condition the equipment is meant to address and a recommendation regarding the specific type of equipment the student requires.
- Current I.E.P. (must state why student requires equipment to access curriculum) and Report Card.
- Signed SEA Submission Claim Awareness Form.
- Pre- and Post-Trial Evaluation (for laptops and FM Systems for CAPD).
- Readiness Form & Report from Assistive Technology Lead (where appropriate).
- Original Quotation(s) from Distributor/Supplier (No need to attach quotations for computers and commonly used software.)

SUMMARY OF EQUIPMENT TO BE PURCHASED

<u>TYPE OF EQUIPMENT</u>	<u>QUOTATION ATTACHED (✓)</u>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Principal's Signature:		Date:	
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SUBMIT THIS FORM TO YOUR SPECIAL EDUCATION CO-ORDINATOR.

APPENDIX B
**SPECIAL EQUIPMENT AMOUNT (SEA) -
SUBMISSION OF CLAIM AWARENESS
FORM**

STUDENT NAME:

SCHOOL:

Dear Parent/Guardian:

Special Education Amount (SEA) funding can be used to purchase equipment for any student with special education needs, where the equipment is essential to support the student's access to the Ontario curriculum and/or alternative programs. Eligible equipment also includes items required to meet students' personal care and safety needs.

Students do not need to be formally identified as an exceptional pupil, but their need for equipment must be recommended by a qualified professional and evidence of the need for equipment must be documented in the student's Individual Educational Plan (IEP).

Based on the assessment and recommendation of a qualified professional, your child's school team has determined that a SEA request to support your child is essential. Prior to the submission of the claim to purchase equipment, it is important that you are made aware that a SEA request is being submitted on behalf of your child.

Although the equipment is being purchased to support your child, the expectation from the Ministry of Education is that the equipment is shared with other students demonstrating a need when it is not in use by your child. The Lambton Kent District School Board owns the equipment. If a student chooses not to use the equipment purchased to support their access to the Ontario Curriculum and/or Alternative programs, the equipment may be reassigned to another student who meets criteria for SEA funding.

Please sign and date below indicating that you are aware that a SEA claim will be submitted on behalf of your child. Once you have returned this to the school, they will proceed with submitting the SEA claim. If you have any questions please contact the school Resource Teacher.

Name of Qualified Professional who conducted Assessment and made Recommendations:	
Type of Equipment Recommended:	

Signature of Principal:	Date:
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I am aware that a claim for Special Equipment Amount (SEA) funding will be submitted for my child.	
Signature of Parent/Guardian or Student 18 or over:	Date:

PLEASE RETURN THIS FORM TO YOUR SCHOOL RESOURCE TEACHER

Attach Copy of Signed Form to SEA Claim

APPENDIX C

SCHOOL LETTERHEAD

_____,
_____,
_____,
_____, Ontario.

Dear _____:

Re: Request for SEA Funded Equipment - <STUDENT NAME>

This will confirm that <Student Name> (D.O.B. – Date of Birth) has registered at <school name> School as of <Enrolment Date>. Please forward <his/her> SEA funded equipment (<Computer, Printer, Scanner, Headset, Software, FM System, etc.>) to:

<Principal (or designate)>,
_____ School,
_____,
_____, Ontario. _____

If you have any questions, please contact _____, _____, at (519)____-____.

Thank you for your assistance.

Sincerely,

_____,
Principal.

APPENDIX D

SPECIAL EQUIPMENT AMOUNT (SEA) EQUIPMENT PORTABILITY FORM
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Equipment purchased with SEA funding may be transferred with a student from school to school, within district or from board to board, within Ontario. Where feasible, equipment is expected to be transferred with a student. If the equipment is sent to another district school board within Ontario, the receiving board is responsible for any shipping and/or handling costs. Where equipment is being transferred to another board within Ontario, ensure there is a written request on file from the receiving board/school.

NAME OF STUDENT:	
DATE OF BIRTH (Year-Month-Day):	
CURRENT SCHOOL:	

REASON FOR MOVEMENT OF EQUIPMENT:

<input type="checkbox"/> School to School Transfer (within district). Receiving School:
<input type="checkbox"/> Out of District Transfer (within Ontario). Receiving Board/School:
<input type="checkbox"/> Discontinued Use. Explain (i.e. graduated, moved out of Ontario):

EQUIPMENT/SOFTWARE	SERIAL # (if applicable)	TAG # (if applicable)

Principal's Signature:		Date:	
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SUBMIT THIS FORM TO THE SEA CLERK AFTER PLACING A COPY IN THE OSR.

FOR ED. CENTRE USE ONLY: EQUIPMENT REASSIGNED TO: _____ SCHOOL: _____ NOTES: _____
COPIES SENT BY SEA CLERK TO:

APPENDIX E

RELEASE OF SEA EQUIPMENT FOR STUDENT REALLOCATION
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STUDENT NAME:
SCHOOL:
DESCRIPTION OF EQUIPMENT:

Dear Parent/Guardian:

As you are aware, the above named student received equipment through the Ministry of Education Special Equipment Amount (SEA) funding process. The equipment was provided as a necessary support to help meet individual learning needs. Since the acquisition of this equipment, the school team has emphasized the importance of using the equipment regularly and effectively. Although training sessions have been provided the equipment and related programs are rarely chosen to access the curriculum.

We have observed the following with regards to the specialized equipment use:

- The equipment is not being used regularly.
- The student is reluctant to bring the equipment to class.
- When encouraged to utilize the equipment, he/she indicates that it is not needed.
- The equipment is not being used for the intended purpose.
- Other: _____

Despite strategies and efforts made to support the use of this equipment the above named student is not making regular use of the equipment. After consultation with the student and the school team, it is recommended that this equipment be reclaimed in order to ensure it is effectively utilized by another pupil of the Lambton Kent District School Board, as per Ministry of Education expectations.

Regular support through Special Education Services will continue for the above named student as outlined in the Individual Education Plan. Should a decision be reached to access the equipment in the future, a trial will be available and training offered.

Our goal and the Ministry of Education expectation is that SEA funded equipment be effectively utilized by students. Thank you for assisting the ongoing efforts of LKDSB in meeting the needs of our students.

Please sign and date below indicating that you are aware that the above mentioned SEA equipment will be reallocated to another pupil within the Lambton Kent District School Board. If you have any questions please contact the school Principal.

Parent Signature:	Date:
Student Signature:	Date:
Principal Signature:	Date:

PLEASE RETURN THIS FORM TO YOUR SCHOOL PRINCIPAL TO BE FILED IN THE OSR