

**POLICY 3100.73**  
**LOW INCIDENCE FUNDS METHOD OF DISTRIBUTION**

**YOLO COUNTY SPECIAL EDUCATION**  
**LOCAL PLAN AREA (SELPA)**

**A. ALLOCATION METHODOLOGY**

1. Low Incidence revenue is defined as revenue received for the provision of purchasing specialized materials and services for students having a primary or secondary disability in a low incidence area of eligibility. A low incidence disability is defined as having a severe disabling condition with an expected incidence rate of less than one percent of the total statewide enrollment in special education.

Low Incidence disabilities include:

- a. Hard of Hearing (HH)
  - b. Deafness (DEAF)
  - c. Visual Impairment (VI)
  - d. Orthopedic Impairment (OI)
  - e. Deaf-Blindness (DB)
2. For the purpose of the local policy, this method of distribution will be referred to as the SELPA Low Incidence Apportionment. The outlined SELPA Low Incidence Apportionment allocation methodology will commence in the 2020-2021 school year.
  3. The SELPA Administrative Unit (AU) is the designated recipient of the SELPA Low Incidence Apportionment on behalf of the member Local Education Agencies (LEAs). All references to LEA(s) shall include any member LEA charter school(s). The Low Incidence Funds Method of Distribution does not apply to non-LEA charter schools which are considered to be a school of the chartering LEA for purposes of special education.
  4. The SELPA AU will allocate 15% of funds to Yolo County Office of Education for the purpose of purchasing necessary specialized materials and equipment for students with an eligible low incidence disability and served in a Yolo County Office of Education program setting. This off the top funding allocation will be utilized for materials and equipment only.
  5. After allocating 15% to Yolo County Office of Education, the SELPA AU will allocate the remaining Low Incidence Apportionment to LEAs based on prior year's certified CALPADS count of students with a primary or

secondary low incidence disability. All low incidence funds allocated to LEAs shall be considered SELPA funds and LEAs must account for allocated low incidence funds in accordance with section B below. Any unused funds from the YCOE allocation will carry over to the next school year for the purpose of purchasing necessary specialized materials and equipment for students with an eligible low incidence disability and served in a Yolo County Office of Education program setting.

## **B. LOW INCIDENCE REVIEW PROCESS**

1. Each member LEA must submit a Plan for Use of Low Incidence Funds to the SELPA AU by August 31<sup>st</sup>. The plan needs to delineate projected costs by Object Code, Object Title, Goal, and Function. The SELPA AU will review and approve each LEA's Plan for Use of Low Incidence Funds by September 15<sup>th</sup>.
  - a. If an LEA's Plan for Use of Low Incidence Funds does not meet the criteria for qualifying purposes outlined below in Section 2, the SELPA will work with the LEA to develop a plan that will meet criteria.
  - b. After the SELPA has approved an LEA's Plan for Use of Low Incidence Funds, an LEA must obtain the SELPA Director's approval prior to making any programmatic revision to their plan. The LEA will receive a response from the SELPA Director regarding the status of their plan revision(s) within 5 working days.
2. Each member LEA shall submit a year-end reconciliation for cumulative year-to-date low incidence expenditures by Object Code, Object Title, Goal, and Function to the SELPA AU by July 31<sup>st</sup>. The SELPA AU will verify that the low incidence funds expended were used for qualifying purposes. Qualifying purposes are defined with adherence to the following guidelines for specialized services, equipment, and materials:
  - a. Required for the student to meet IEP goals and objectives
  - b. Required for the student to access general education
  - c. Specialized as it relates to a need, or the need of the low incidence disability
  - d. Identified in a comprehensive evaluation completed by credentialed staff who is knowledgeable of the low incidence disability area

Appropriate services which are allowable to be funded with Low Incidence funds include:

- a. Specialized Services for LI Disabilities
  - b. Interpreter Services
  - c. Audiological Services
  - d. Specialized Vision Services
  - e. Orientation and Mobility Services
  - f. Braille Transcription
  - g. Specialized Orthopedic Services
  - h. Assistive Technology
  - i. Intensive Individual Instruction
3. The SELPA will facilitate a Low Incidence Committee for the purpose of approving purchases of specialized equipment and materials over the amount of \$500.00. In the sole discretion of a member LEA, the LEA may choose to submit low incidence requests to this committee for approval of specialized equipment and materials over \$500. This committee will be comprised of the SELPA director, YCOE program director, and at least two low incidence disability area specialists. Materials and equipment will be purchased and maintained by the LEA of service.

Superintendents' Council

Adopted: March 1, 2021

Second Reading: March 1, 2021

First Reading: January 11, 2021