San Mateo County Low Incidence Funding Committee (LIF) Guidelines
Priorities for Approval of Funding Requests

The SELPA orders Low Incidence (LI) materials and equipment for students whose IEPs require such items. The SELPA LIF Committee reviews and approves requests from LEAs for materials and equipment to be purchased or reimbursed with these funds, or for services provided to students with eligible LI disabilities. As per California Education Code, equipment and materials purchased become the property of the State of California, must be inventoried, and may follow students, as needed, if they move to another LEA or SELPA within the State of California. LI revenue is based on Low Incidence Pupil Count (Primary and Secondary disabilities). Previously, the State of California provided an allocation to LEAs based on a small allocation for services and a separate allocation for materials and equipment. As of June 2013, all LI funds are now flexible and are allocated as per the local decision making of the SELPA. In San Mateo SELPA, LEAs may access these funds for the repair of equipment previously purchased with State LI funds and for LI materials and services provided to students with LI disabilities, based on the criteria specified in the LI Guidelines.

The following is a list of priorities for determining allocation of the LI funds as there may not be adequate funding to meet the needs of all the eligible students. A student with an LI disability is defined as one who meets eligibility criteria (as documented on page one of the IEP) as a child with a Visual Impairment, Deaf/Hard of Hearing Impairment or Orthopedic Impairment.

1. Priority checklist for LIF materials and equipment approval
   - Excess equipment must be considered prior to a request (please contact LIF administrative assistant for list of available equipment)
   - $200.00 minimum for each equipment request
   - $5000.00 maximum will be reimbursed to the LEA; potential additional reimbursement will be considered at the end of the year if monies are available
   - Lost or stolen equipment will not be replaced
   - Equipment must meet the unique needs of the student and be adaptive and specialized. The LIF Committee does not purchase iPads. (See specific LIF iPad policy located on the SELPA website)
   - Appropriate required documents (see forms available on SM County SELPA website) submitted, including current assessment/screening report by specialist knowledgeable in the specific LI disability, with a recommendation for requested equipment/services
   - Purchase of LI equipment for students parentally placed in private school will be considered on a case by case basis. The LEA must provide the LIF Committee with a plan for the upkeep, maintenance, tracking and support of a student and their equipment who has been parentally placed, and must include the contact information for the appropriate qualified personnel.

2. Priority checklist for LIF services approval
   - Appropriate required documents (see forms) submitted including current assessment/screening report by specialist knowledgeable in the specific Low Incidence disability with recommendation for services
   - Audiological equipment repairs, warranties and batteries
   - Repair of previously purchased LIF equipment will be through reimbursement only. All current required documentation must accompany reimbursement request.
   - Direct services to the LIF student such as interpreters, note takers, readers, transcribers, and others in accordance with Ed. Code Section 56026.5 will be considered at the end of the school year if monies are available. The maximum per child request will be $2500.
   - Assessments will not be reimbursed
   - Assistive Technology services will not be reimbursed due to limited LIF funds.

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