

Equipment

Purpose of the Standard

To inform the Ministry, Board staff members and other professionals, and parent(s) about the provision of individualized equipment for some students with special needs

General Overview

Special Equipment Amount may originate from two sources:

- Special Equipment Amount Per Pupil Amount and;
- Non-Computer-Claims Based

Special Equipment Amount Per Pupil Amount (Computers)

component supports the purchase of all computers, software, computing related devices and required supporting furniture identified for use by students with special education needs, as well as all training and technician costs for all SEA equipment, in accordance with this guideline.

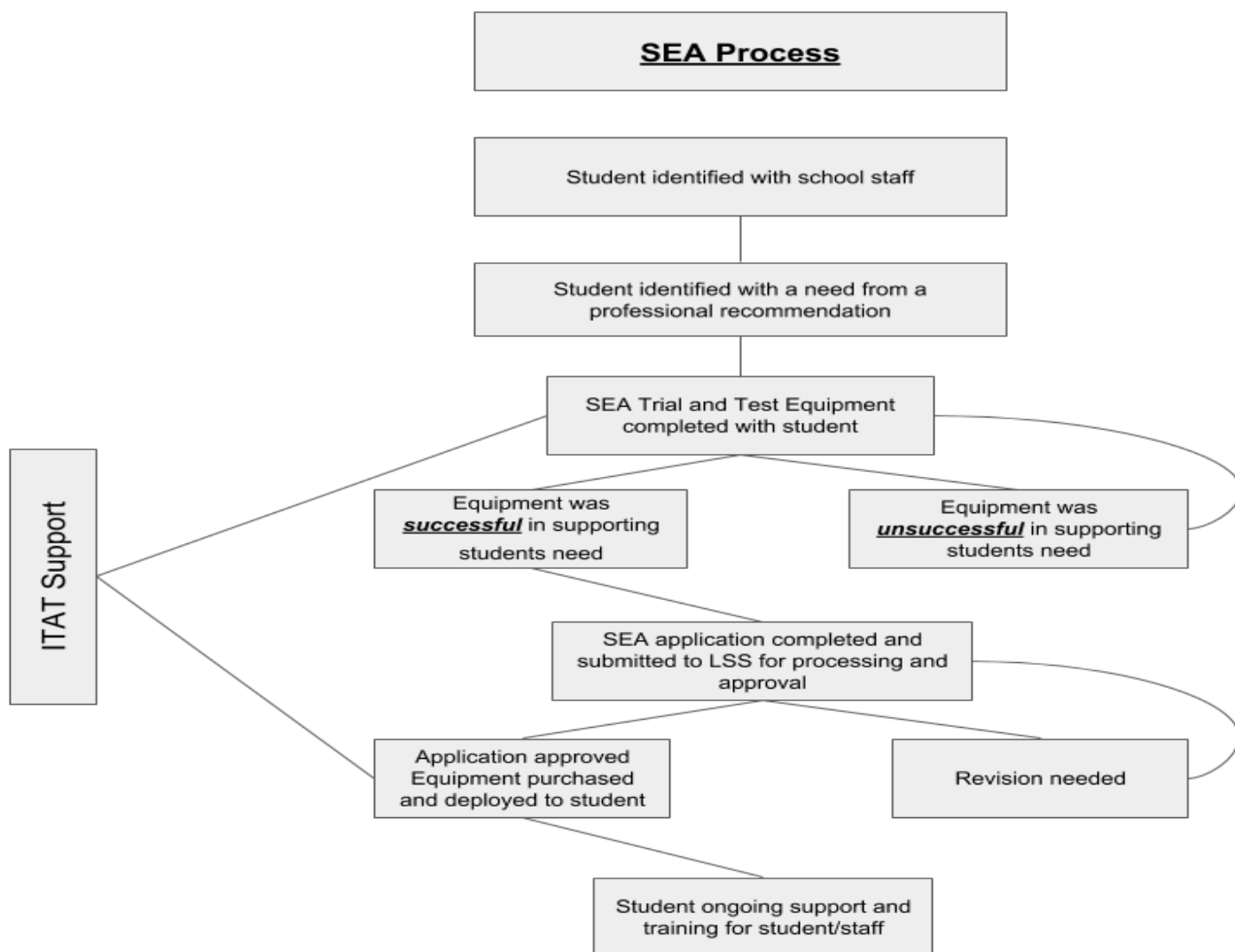
SEA Claims-Based funding (Non-computers) is accessed through a claims-based process and supports the purchase of other non-computer based equipment, to be utilized by students with special education needs, including sensory, hearing, vision, personal care and physical assist equipment. Boards are responsible for the first \$800 in costs for SEA Claims-Based funding per student per year.

Examples of Specialized Equipment for Use at School

The OCDSB strives to ensure that specialized equipment is provided for students who require such equipment in order to benefit from instruction. Specialized equipment for use at school include:

- Sensory equipment
- Hearing support equipment
- Vision support equipment
- Personal care support equipment
- Physical assists support equipment
- Computer and software related equipment





Funding Information and Allocation for Specialized Equipment

The Special Equipment Amount (SEA) provides funding to school boards to assist with the costs of equipment essential to support students with education needs where the need for specific equipment is recommended by a qualified professional. This equipment is to provide students with accommodations that are directly required and essential to access the Ontario curriculum and/or a board-determined alternative program and/or course and/or to attend school. All equipment purchased through SEA



funding is the property of OCDSB, who reserves the right to make the final decision in purchasing, and allocating equipment for students. The OCDSB consistently researches and purchases the most current equipment (i.e. technology) to assist students. The OCDSB reserves the right to reassign SEA purchased equipment.

Determination of Need

The determination of need is based upon a recommendation by a qualified practitioner, as listed in the Special Equipment Amount (SEA) guidelines, with input by school staff. The recommendation is based on equipment deemed essential to the student in order to access the curriculum as outlined in the IEP. Outside agencies may also assist with identifying equipment required by a student.

Required Documentation

Each SEA claim must include:

1. an assessment report from an appropriately qualified practitioner including a description of the condition the particular equipment is intended for, and a functional recommendation regarding the specific types of equipment essential for the student to access the curriculum
2. a copy of the quotes(s) and/or product identification of the equipment proof to be purchased (non-computer)
3. a current copy of the student's IEP signed by principal
4. an action plan from the school plan indicating the integration of the equipment into the student's program during a trial period
5. a consent form to release the report from the qualified practitioner
6. a copy of the student's report card (Per Pupil Amount only)

Eligible Specialized Equipment for Claims Based Funding

All equipment costs must be specialized equipment for individual or groups of students for use at school. Examples of such equipment are:

- Speech analyzers
- FM microphone systems for DHH students)
- Print enlargers (for low vision)
- Sound Amplification systems
- Computer hardware/software
- Individually modified desks or work tables
- Braille writers
- Symbol or letter voice translators
- Insulated booths and study carrels
- Communication aids (e.g., Boardmaker, speech synthesizers)
- Positioning devices



Portability

Equipment purchased by a school board with SEA funding is portable and may move with the student from school to school or from board to board within Ontario. If a student leaves the province, the equipment stays with the Board to be reallocated as needed.

Ministry Review

The Ministry of Education may conduct classroom, school and board visits of selected claims and reviews all required documentation in support of those selected SEA claims. The review ensures that the equipment is operational, in good repair and in regular use by the student. The Ministry also expects that the students and staff are able to operate the equipment properly and effectively

Itinerant Teachers of Assistive Technology (ITAT)

The Itinerant Teachers of Assistive Technology work with students and staff to support the integration of assistive devices. This support includes device/tool training as well as best implementation practices.

Ottawa-Carleton District School Board Special Education SEA claim – April 30, 2018

(School Year 2017-2018)

In the 2017-2018 SEA year (May 1, 2017 – April 30, 2018) the OCDSB processed the following number of applications.

Claim Types	Number of students	Dollar Amounts Spent
Computers and support components (PPA)	821	\$ 1,108,614.00
Training		\$ 731,017.04
Technician		\$ 140,751.24
Total		\$ 1,980,382.28



Non Computer (Claims)		\$ 0.00
Number of students Below 800\$	182	\$ 121,644.44
Number of students Above \$800	173	\$ 675,413.12
Other Expenses		\$ 7,591.86
Total Spent	355	\$ 804,649.42

Appendix

[Ministry Guidelines 2017-18](#)

