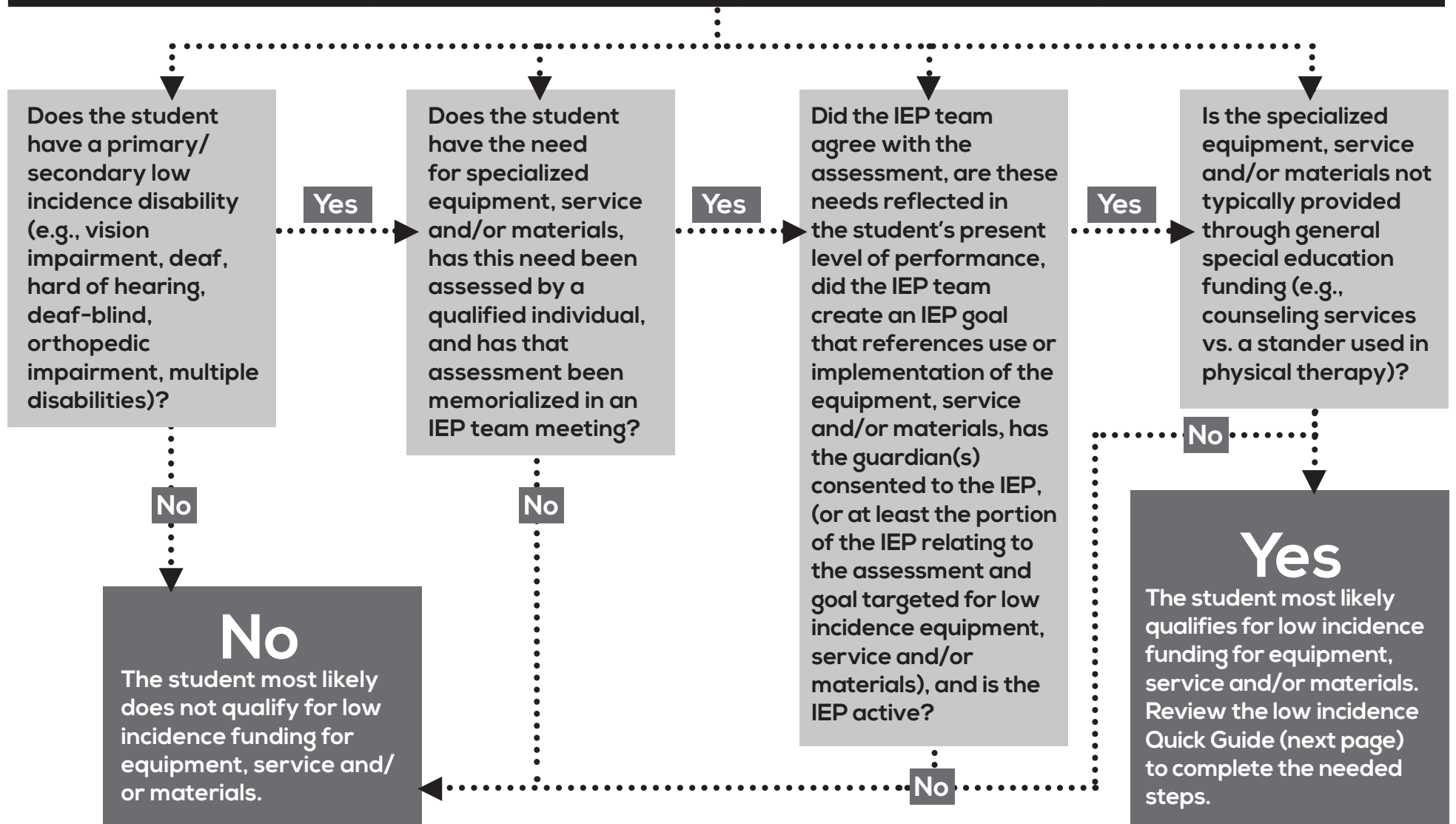


CAN I USE LI FUNDS FOR A STUDENT'S EQUIPMENT, SERVICE AND/OR MATERIALS?



	OCCUPATIONAL THERAPY (OT) AND PHYSICAL THERAPY (PT)	DEAF AND HARD OF HEARING (DHH) VISUAL IMPAIRMENT (VI)	ASSISTIVE TECHNOLOGY (AT)
Check Inventory	<ul style="list-style-type: none"> ✓ Contact COP team to check inventory by emailing the Low Incidence Inventory Request Form to Ariel Williams Flores. ✓ If the item is available, sign Attachment F of BUL 3666.4 (Responsibility Contract) and email to Larisa Crookston and La Shun Washington-Ajayi. ✓ Place a copy of Attachment F in the student's CUM folder and upload to student's Welligent scanned documents folder. 	<ul style="list-style-type: none"> ✓ Proceed to next step. 	<ul style="list-style-type: none"> ✓ Proceed to next step.
Referral Submission	<ul style="list-style-type: none"> ✓ If not in inventory, review Attachment C and complete Attachments D-E of BUL 3666.4 and email attachments with the required documentation to Larisa Crookston and La Shun Washington-Ajayi. 	<ul style="list-style-type: none"> ✓ Review Attachment A for DHH and Attachment B for VI (assessment report is not necessary for DHH and VI but needs documentation of diagnosis). ✓ Complete Attachments D-E of BUL 3666.4. ✓ (DHH) Email attachments with the required documentation to La Shun Washington-Ajayi and Simon Devilly. ✓ (VI) Email attachments with the required documentation to La Shun Washington-Ajayi, Lore Schindler and Trena James. 	<ul style="list-style-type: none"> ✓ Complete Attachments D/E/F of BUL 3666.4 and email attachments with the required documentation to Larisa Crookston and La Shun Washington-Ajayi.
Approval	<ul style="list-style-type: none"> ✓ Email notification of approval will be sent by Larisa Crookston to the identified contact person on Attachment E. 	<ul style="list-style-type: none"> ✓ Email notification for approval will be sent by Ariel Williams Flores to the identified contact person on Attachment E. 	<ul style="list-style-type: none"> ✓ Email notification for approval will be sent by Larisa Crookston to the identified contact person on Attachment E.
Shipment	<ul style="list-style-type: none"> ✓ Once item is ordered, the delivery window is approximately 30 business days to be received by the charter (may take longer during school closures/breaks). 	<ul style="list-style-type: none"> ✓ Once item is ordered, the delivery window is approximately 30 business days to be received by the charter or (may take longer during school closures/breaks). 	<ul style="list-style-type: none"> ✓ Once item is ordered, the delivery window is approximately 30 business days to be received by the charter (may take longer during school closures/breaks).
Delivery	<ul style="list-style-type: none"> ✓ Item delivered to charter school. ✓ Charter provider sets up equipment. 	<ul style="list-style-type: none"> ✓ Item(s) delivered to address on Attachment E. ✓ Charter provider sets up equipment. 	<ul style="list-style-type: none"> ✓ Item delivered to the charter school. ✓ Charter provider sets up equipment (except for tablets/iPad/laptops/technology that will be managed by LAUSD).
Post-Delivery	<ul style="list-style-type: none"> ✓ Once item is received, email Ariel Williams Flores the packing slip to receive an inventory number that must be written onto the item with black or silver permanent ink and covered with a layer of clear packing tape. ✓ Send a picture of the item with the inventory number to Ariel Williams Flores. 	<ul style="list-style-type: none"> ✓ Complete Attachment F, scan packing slip and email to Ariel Williams Flores upon receipt. 	<ul style="list-style-type: none"> ✓ Proceed to next step.
Unused Items	<ul style="list-style-type: none"> ✓ If you have unused items, email Ariel Williams Flores to update the district's inventory availability and to discuss transportation to inventory storage location. 	<ul style="list-style-type: none"> ✓ Email Ariel Williams Flores about unused items. 	<ul style="list-style-type: none"> ✓ Once item is no longer needed, return item to LAUSD by notifying Ariel Williams Flores.

How long is the process after submission of the low incidence equipment request?

Once all the correct forms are submitted and approved, the item is ordered. The delivery window is approximately 30 business days to be received by the charter school. During school closure periods, the delivery window will be extended.

If a student dis-enrolls and leaves their equipment at the district site, then enrolls in a charter school, whose responsibility is it to transport the equipment?

It is the receiving charter school's responsibility to transport the equipment from the district site to the charter site.

Whose responsibility is it to transport equipment to the Inventory Bins for storage once use of the item(s) is no longer needed?

The transportation of low incidence equipment is the responsibility of the charter school.

If the student dis-enrolls from the charter, but enrolls in an LAUSD school, what should we do with the equipment?

The equipment should follow the student. Contact [La Shun Washington-Ajayi](#) to begin charter-to-district communication.

If the student dis-enrolls from the charter and does not enroll in an LAUSD district school or graduates, what do we do with the equipment?

The equipment should be returned to the district. Contact [Ariel Williams Flores](#) to begin this process.

If the student is required to utilize the equipment in the home setting to receive educational benefit (e.g., Carlson), what forms should be completed?

The Responsibility Contract, [Attachment F](#) of [BUL 3366.4](#), needs to be reviewed and signed by parent and sent to [Larisa Crookston](#) and [La Shun Washington-Ajayi](#).

To whom do I reach out to for support?

Schools can schedule a call with La Shun Washington-Ajayi [here](#).