

Special Equipment Amount Claims Process

Other Substantive needs are pursued through the Special Equipment Amount (SEA) process as outlined in Ministry directions.

A Special Equipment Amount (SEA) claim can be put forward for any student who requires a total expenditure on personalized instructional equipment that will exceed \$800 for the school year. Requests are submitted to the Ministry for approval.

Special Equipment Amount claims must be for special, individualized equipment for use at school. Examples of such equipment are:

- speech analysers
- FM systems
- print enlargers for students with low vision
- amplification systems
- computer hardware/software
- individually modified desks or work tables
- adjustable desks or computer tables
- Braille writers
- symbol or letter voice translators
- insulated booth and study carrels
- communication aids, e.g., Boardmaker, speech synthesizers
- positioning devices for sitting, standing, and lying; or
- other equipment that is required at school for the personal use of specific students to facilitate an approved course of study.

Each claim must be documented by:

1. An assessment on file from an appropriately qualified professional;
2. A copy of the invoice(s) or proof of cost of equipment to be purchased; and
3. Individual Education Plan (IEP).

Equipment purchased for the student through the Special Equipment Amount claims process is portable, and moves with the student from school to school or board to board, within the province of Ontario (there are a few exceptions). Equipment for a student who is graduating, entering the work force or attending a post-secondary university is not portable. This equipment would remain the property of the school board.

The York Catholic District School Board's occupational therapist will refer the student for an assessment to the Bloorview MacMillan Writing Aids Clinic. The assessment, the student's I.E.P. and the quote re equipment expense(s) are forwarded to the Ministry for approval (See Appendix 33).