

Education Funding

Special Education Funding Guidelines

**Special Equipment Amount (SEA)**

2009-10

Spring 2009  
Ministry of Education

This publication supersedes the *Special Education Funding Guidelines: Special Equipment Amount (SEA) and Special Incidence Portion (SIP) 2008-09*

Une publication équivalente est disponible en français sous le titre suivant : *Lignes directrices sur le financement de l'éducation de l'enfance en difficulté : la somme liée à l'équipement personnalisé (SEP) et la somme liée à l'incidence spéciale (SIS), 2009-10.*

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## **Special Equipment Amount (SEA)**

**Funding for Equipment for  
Students with Special Education Needs**

## **Special Equipment Amount (SEA) - New For 2009 - 10**

1. Boards will ensure that, in addition to any other obligations to give notice under the Municipal Freedom of Information and Privacy Act (MFIPPA), the parent has been informed that a SEA claim has been submitted to the ministry, in accordance with these guidelines, to partially offset the cost of special education equipment provided by the board for the use of their child.
2. The student's IEP documents the use of the equipment; and includes, where appropriate, that the student is using the equipment for provincial testing; and
3. During the school year, the Ministry will conduct a review of SEA claim documentation which may include classroom, school and/or board visits.
4. Appendix 1, Tab A requires boards to list software name and version in a separate column.

# **Special Equipment Amount (SEA): Funding for Equipment for Students with Special Education Needs**

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## **Purpose of SEA Funding**

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

## **Board Responsibilities**

### **SEA Asset Management**

Equipment purchased with SEA funding is a set of physical assets which boards have a responsibility to protect, maintain and manage as a public resource.

The Ministry expects school boards will ensure that students with special education needs receive equipment necessary to attend school and learn. Boards are expected to make cost effective choices about acquiring appropriate equipment and will ensure that students (where appropriate), teachers and board staff who work with the student have received training in order to make the best use of the equipment.

Board responsibilities include ensuring that:

- equipment is functioning properly and that the equipment is meeting students' needs;
- equipment is replaced as required when students outgrow equipment or when equipment wears out through use;
- upgrades and refurbishment are considered as an option before replacement;
- equipment is reused by/ transferred to other students when no longer required by the student for whom it was purchased;
- efforts are made to share equipment among several students when appropriate and possible;
- reasonable efforts are made to acquire a fair market value when disposing of used equipment.

Boards will develop policies and procedures that provide board staff with direction on issues such as:

- equipment transfers between schools and between boards;
- use of equipment in student's home, in co-op placements and in other program settings;
- staff training on the use of SEA funded equipment;
- secure storage of equipment;
- timely acquisition and use of equipment; and
- inventory records.

### **Board Internal Allocation of Funding to Support Other Equipment Costs**

Boards will allocate internally an adequate amount of funding to support the other costs associated with ensuring that all students with special education needs who require equipment have access to appropriate equipment.

These other costs include:

- the \$800 per pupil deductible;
- the purchase of equipment that costs less than \$800 for students who require low-cost items;
- insurance costs;
- consumables such as toner and paper for printers;
- the cost of parts for upgrading or refurbishing equipment;
- staff costs for managing and purchasing equipment, set-up, repairs and training.

## **Eligibility**

The SEA guidelines are applicable to the following:

### **Boards**

- district school boards
- school authorities (including hospital school authorities)

## **Students**

Students do not have to be identified as exceptional students through the Identification, Placement, and Review Committee (IPRC) process for boards to apply for SEA funding but their need for equipment must be recommended by a relevant qualified professional (see criteria page 13) and the equipment cannot be available through the board's regular day school, school-based textbook, supply and/or computer purchasing arrangements.

All 2009-10 SEA claims must be supported by an IEP for the student in the current school year, signed by the principal. The student's IEP must demonstrate the use of equipment such that it:

- connects to program and report card,
- reflects a logical thread from assessment data to the student's areas of strength and need, accommodation and/or program section,
- the program section provides measurable learning expectations related to Ontario curriculum for modified subjects/courses, and/or includes alternative skill areas as appropriate, and
- demonstrates the student is using the equipment, and, where appropriate, that the student is using the equipment for provincial testing.

## **Equipment**

### **Eligible expenses**

Eligible expenses include all costs associated with purchasing and/or leasing equipment to meet students' special education needs as well as the related costs for peripherals, service contracts and training that are required to make equipment operational.

The types of equipment that are eligible for SEA funding could include any items that are recommended by a qualified professional that are not available through the board's regular day school, school-based textbook, supply and/or computer purchasing arrangements. This allows for board flexibility in purchasing to meet needs in innovative ways and to respond to new developments in technology and practice.

Eligible equipment includes items required to meet students' personal care and safety needs such as lifts or car seats for board-provided transportation.

Other examples of eligible expenses include:

- speech analysers
- FM systems
- soundfield systems (see \* next page)
- amplification systems
- print enlargers for students with low vision
- computer hardware
- software that provides access to curriculum (e.g., operating systems and

accessibility programs)

- adjustable desks or computer tables
- Braille
- symbol or letter voice translators
- insulated booths and study carrels
- communication aids, such as speech synthesizers
- positioning devices for sitting, standing and lying
- personal care items
- lifts or harnesses for moving students
- warranties
- service contracts for technology
- training for students and for staff who work with the student on how to use SEA funded computers, software or other equipment.

It is recommended that boards undertake a three- to six-month trial with suitable equipment such as a soundfield system \*. Once board staff are satisfied that the trial has shown positive results for the student, a claim may be made. Costs associated with the trial period may be included if the equipment demonstrates positive results for the applicant student and continues to be used by the student.

It is expected that equipment will be replaced or upgraded as needed to accommodate changes in students' needs, due to changing technology, and/or to better meet the students' strengths and needs as documented in the current IEP. The expected number of years of use for different types of equipment varies depending on the technology.

When equipment, such as a Braille or printer, can be shared by several students, a purchase should be made in the name of one student only, while indicating on the Special Equipment Amount (SEA) Claims form that the equipment will be shared. Names of all students sharing the equipment should be listed on the SEA Claims form. In such case, when the student for whom the equipment was purchased moves, the equipment should move with the student as per the Portability section on page 9, where appropriate.

When leasing arrangements are made the entire cost of the lease should be claimed in the first year (not as a pro-rated cost over the life of the lease). For example, a three-year lease at \$1000 per year would be claimed as \$3000 in the first year of the lease.

Boards may claim expenses related to service contracts and training with external vendors.

School authorities (including hospital school authorities) may, as part of their financial reporting to the Ministry Regional Offices, claim external service contract costs related to equipment maintenance and repairs.

## **Deductible**

District school boards are responsible for the first \$800 in costs for any student per year. In processing a board's SEA claims the Ministry will deduct \$800 from the total amount of SEA funding claimed for a student in a school year. It is expected that the boards will allocate funding to cover the \$800 deducted from the SEA claim.

School authorities (including hospital authorities) are not required to pay the first \$800 in equipment expenses because they are funded on a different basis. They may claim the full cost of each equipment purchase as part of their financial reporting to the Ministry Regional Offices.

## **Technicians**

### **Eligible Expenses**

The salary and benefit costs of board-employed technicians and technologists who manage SEA equipment installation, maintenance and staff training are also eligible. District school boards may apply for no more than one technician/technologist per 30,000 students (as per a board's Average Daily Enrolment) with smaller boards eligible for a minimum of 0.2 FTE (full-time equivalent). Eligible salaries should be consistent with other board IT technician positions.

School authorities (including hospital school authorities) are not eligible to claim this expense.

### **Deductible**

Boards will be responsible for the first 20% of the cost of special education equipment technicians or technologists (salary and benefits).

## **Ineligible Expenses**

The following expenses are not eligible for SEA funding:

### *a) Capital Expenditures*

Building modifications such as physical accessibility modifications or features that are built into classrooms such as sound systems or noise reducing surface treatments (i.e., carpets, ceiling tiles) are not eligible. Elevators and stair climbers do not qualify as lifts for the purpose of SEA funding and will not be approved in SEA equipment

claims as they are not considered personal care aids or devices. An exception to this policy is permitted for the installation of dividers to create privacy rooms and beams that are required to support lifting devices.

*b) Curriculum materials*

Reading books on CD ROMs or on tape, subject specific software, Braille materials where already available and the cost of transcribing textbooks into Braille are not eligible. These should be paid for out of a board's normal, regular day school, school-based textbook, supply and/or computer purchasing arrangements as are other textbooks and audio-visual materials.

*c) GST*

Since SEA funding provides reimbursement based on actual costs, the amount equivalent to GST rebates that boards receive from the federal government is not an eligible expense and must be deducted from claimed amounts. The SEA Claims form provides a column for reporting this amount.

*d) Assessments*

Costs of assessments that are required to support SEA claims are not eligible for funding regardless of whether the assessments are covered by OHIP.

*e) Supply Teachers to Support Training*

The costs of supply teachers required to backfill for teachers receiving training are not eligible expenses.

*f) Classroom Computer Hardware*

Claims may not be made for computer hardware when all students in the class would ordinarily be provided with computers or when the equipment is available through the board's normal, regular day school, school-based textbook, supply and/or computer purchasing arrangements.

*g) Any Software that is already licenced for distribution through the Ontario Educational Software Service (OESS)*

Boards are expected to review the Ontario Software Acquisition Program Advisory Committee (OSAPAC) website prior to ordering software. Software available through the Ontario Educational Software Service (OESS) is not eligible for SEA funding (see Ineligible Expenses below). OESS is the distribution mechanism whereby the software is sent to School Boards, Faculties of Education and First Nations schools. Software available through OESS has been recommended by the Ontario Software Acquisition Program Advisory Committee (OSAPAC).

OSAPAC is composed of English and French representatives from across the province who advise the Ministry of Education. The OSAPAC website:

- Maintains a list of software with provincial licenses for publicly funded schools in Ontario,
- Maintains a learning materials repository related to licensed software, and
- Provides links to help Ontario Educators with ideas and suggestions for how OSAPAC Ministry licensed software can be used to support the implementation of the Ontario Curriculum.

Note: Where OSAPAC has negotiated a provincial licence for a specific version of software and Boards submit a claim for SEA funding to purchase another version of the same software, an assessment written in functional language explaining why the student's strengths, needs and context require the other version will need to be submitted.

## **Coordination with MOHLTC Assistive Devices Program**

Boards are expected to make use of the cost-sharing arrangements permitted through the Ministry of Health and Long-Term Care's (MOHLTC) Assistive Devices Program (ADP). ADP provides partial funding to individuals for some equipment required for daily living. Where the equipment is portable, it can be used at both home and at school.

The ADP program will not fund equipment required only for school purposes. For further information about the ADP please contact the MOHLTC - ADP through the blue pages of a local telephone directory. A SEA claim may not be made for the portion of the equipment cost that is eligible for funding assistance under ADP.

Where a family has purchased a piece of equipment with ADP funding and it is not portable between home and school, the board may submit a claim for the duplicate piece of equipment used at school.

## **Portability / Transferring Equipment**

To support transition planning when a student is transferred the SEA purchased equipment will be transferred, from school to school or board to board, unless, in the opinion of a receiving board, it is not practical to move the equipment. The student's sending board will not be reimbursed by the Ministry since the equipment was purchased on behalf of the student, based on the student's needs. The receiving board will be responsible for any shipping or handling costs associated with the transfer of equipment.

The following table provides a summary of the Ministry of Education's expectations of transfer situations where equipment purchased with seed funding is to move with the student.

To \ From	District School Board	District School Authority	Hospital School Authority
District School Board	Yes	Yes	Yes
School Authority	Yes	Yes	Yes
Hospital School Authority	Yes	Yes	Yes
Section 23 Program	Yes	Yes	Yes
Provincial & Demonstration School	Loans may be arranged.	Loans may be arranged.	Loans may be arranged.
Private School	No	No	No
Post-Secondary Institutions, Employment Settings, Home Schooling *	No	No	No

\*Boards' policies and procedures on disposing of used equipment could allow it to be sold at a depreciated price. Boards should also have policies covering the loan of SEA funded equipment for home instruction.

## Business Cycle/Application Process

The claim cycle for SEA runs from May 1 of one year to April 30 of the following year. This time frame was established so that boards could purchase equipment prior to the start of a school year when a student's needs are known. It is the Ministry's expectation that equipment will be available to students when they enter school. It is also expected that appropriate teachers/staff are oriented and/or trained to support the student for the beginning of the school year. For example, for students attending a provincial school, demonstration school or a pre-school program who will be enrolling in a district school board or school authority for the coming school year, a transition strategy should address whether specialized equipment and associated staff training will be required.

This annual cycle also allows time for the processing of board claims by the Ministry in time for inclusion of the final approved SEA allocation amount in each board's financial statements.

Each year, boards are required to complete and submit the Special Equipment Amount (SEA) Claims form which shows the required information for each claim (see Appendix 1, Tab A for equipment, Tab B for technicians). Note, for 2009-10 Appendix 1, Tab A requires boards to list software name and version in a separate column. An electronic copy will be available from the Ministry's Regional Offices.

The Ministry will select a sample of claims as part of the school year audit process to ensure compliance with these guidelines. Files related to the sampled claims are reviewed to ensure the appropriate documentation (as described below) for each has been maintained, that the claimed expenses are eligible for funding and that where applicable

ADP funding has been applied, and that board responsibilities have been complied with.

### **Ministry Review**

At any time, the Ministry may review all the documentation in support of SEA claims and may request to conduct classroom, school and/or board visits which may include the following:

- the equipment be found with the student for whom the cost was claimed and/or with the student for whom the equipment was transferred to under the board's asset management plan;
- the equipment be found in good repair;
- the student and/or staff be able to operate the equipment.

During the school year, Regional Office staff are available to provide direction and policy interpretation whenever questions arise as to the eligibility of specific items.

### **Connection to Financial Reporting**

In order for school boards to receive SEA funding as part of their regular payments from the Ministry, it is important that board staff provide appropriate information on the expected number of claims and financial allocations within the board's standard financial reports to the Ministry.

**SEA Claim Application Process**  
**(May 1<sup>st</sup> 2009 to April 30<sup>th</sup>, 2010)**

**June 30, 2009**

- Boards will submit in their Estimates financial report to the Ministry their projected SEA funding for the next school year.

**December 15, 2009**

- Boards will submit in their Revised Estimates financial report to the Ministry their revised SEA funding projection for the current school year.

**April 30, 2010**

- Boards will submit to their Regional Office their final composite list of SEA purchases (Appendix 1, Tab A) for equipment that has been purchased for students enrolled in the current school year and Appendix 1, Tab B for technicians.
- Appendix 1 Tab A shall clearly indicate:
  - All purchases for which invoices have been received
  - All purchases for which invoices are outstanding shall include purchase order price. Note: Outstanding invoices must be included in the final May 30, 2010 re-submission to the Regional Office.

**May 30, 2010**

- The board will re-submit to their Regional Office their final composite list of SEA purchases with invoiced amounts for all eligible SEA purchases.

**June 30, 2010**

- Regional Office will inform boards of SEA claims approvals, and where necessary, any additional information required for approval

**Fall/Winter 2010:**

- In financial statements boards will submit final SEA funding allocation including any reconciliation/adjustments approved by the Ministry after June 30, 2010.

## **Required Documentation**

Each SEA claim must be documented by:

- an assessment or assessments from an appropriately qualified professional:

The appropriately qualified professional will vary depending upon the nature of the student's need and the purpose and function of the equipment. Assessments must include a diagnosis of the condition the equipment is meant to address and a functional recommendation regarding the specific types of equipment the student requires to address his or her strengths and needs. In some cases more than one

type of professional will need to be consulted in order to provide a complete picture of the student's needs and recommended equipment.

- evidence of proof of purchase such as a copy of a paid invoice;
- a copy of the student's current IEP that provides evidence of the intended use of the equipment in the student's program. Note that students must have an IEP when equipment is required to support classroom instruction and educational assessment.

A Supervisory Officer is required to sign off on the April 30, 2010 Special Equipment Amount (SEA) Claims form (Appendix 1) certifying that the SEA claims submitted are in compliance with this Guideline - a paper copy with the signature is to be forwarded to the Regional Office.

## **Qualified Professionals**

Boards are not required to obtain additional assessments for the purposes of SEA funding where existing assessments already document a student's need that continues.

Boards develop their own policies and procedures to address issues such as accepting private assessments and will need to build local capacity in order to have access to appropriate professionals.

The following list of qualified professionals who are members of their relevant governing colleges are recognized to conduct assessments to determine a student's needs, and to recommend appropriate equipment supports:

- psychologist or psychological associate
- physician
- social worker
- audiologist
- speech-language pathologist
- augmentative communication therapist
- optometrist / ophthalmologist
- occupational therapist
- physiotherapist
- orthopédagogue (Quebec registered)

Recommendations from a Provincial School are also acceptable for equipment required to support blind, deaf and deaf-blind students.

## **Specialist Teacher Recognition**

In addition, the Ministry will recognize recommendations from specialist teachers of the blind, deaf or deaf-blind who work for a school board where their qualifications and expertise are recognized by the Provincial Schools Branch of the Ministry of Education.

Functional recommendations from recognized specialist teachers must be accompanied by a diagnosis of the related condition from an appropriate qualified professional (e.g., ophthalmologist or audiologist).

The Ministry has established an application process for recognition of specialist teachers. Request for Recognition applications are available through local Ministry Regional Offices.

### **Eligibility Criteria**

Recognition of specialist teachers for the purposes of conducting equipment-related assessments for blind, deaf or deaf-blind will be assessed using criteria which include:

- Specialist Teacher Qualifications recognized by the Ontario College of Teachers
- 5 years teaching experience in the area of exceptionality
- recognition as a Certified Vision Aids Technologist or Recognition as an ADP (Assistive Devices Program - MOHLTC) Authorizer for the Blind
- evidence of a variety of courses on adaptive technology
- evidence of experience working with a variety of visually impaired students
- evidence of experience working with a variety of adaptive technology/equipment
- evidence of knowledge of the latest adaptive technology
- evidence of extensive experience conducting functional vision assessments

The decision of the Director of the Provincial Schools Branch is final.

Recognition of Specialist Teachers will be granted for a period of 5 years.

## **Qualified Professional Assessment**

Ontario Regulation 181/98, made pursuant to the *Education Act*, requires the principal to develop an IEP when special education programs and services are to be received by the student. The principal shall consider Identification, Placement and Review Committee (IPRC) recommendations and/or recommendations from qualified professional assessors when identifying specialized equipment that is appropriate for the student.

Qualified professionals recommending equipment and/or software, are encouraged to

write the assessment in “functional language” (e.g. student requires text-to-speech software to address student’s strengths and needs), rather than specifying a brand name.

The board shall consider the qualified professional recommendation when deciding what specific program, service, equipment and/or software to provide. For example, the board will decide: which software version to purchase, whether to purchase a desk top/ laptop/ or other portable device, etc. based on the student’s computer abilities, strengths, needs, and the school/board context.

Example: An assessment written in functional language for the recommendation of Professional (instead of Preferred) edition of Dragon Naturally Speaking could include that:

- the student's course work is at sufficient academic level to need to save a recording of their dictation along with the word processor document so that a teacher, educational assistant or parent can be involved in proofreading
- the school's Local Area Network enables the student to benefit from Roaming User capacity and keep voice files in a shared folder on the network to be able to access those voice files from any of the school’s PCs running the Professional edition
- the student's mobility and/or dexterity issues limit the use of keyboards and mice to control their computers such that the Macro Recorder, Step-by-Step Command tool and/or Advanced Scripting features make it possible for students to automate complex or repetitive computing tasks in ways that minimize the need for mouse and keyboard activity and/or
- the student's curriculum requires use of Microsoft Office 2007 applications such as Excel, Outlook and Powerpoint

Reminder: assessments and all other documentation used in support of a SEA claim, and the effective use of that equipment by the student and/or staff, are subject to review, approval and audit by the Ministry.

# Appendix 1: Special Equipment Amount (SEA) Claims Form, Tab A for Equipment

Note: The Special Equipment Amount (SEA) Claims form will be available to boards in Excel format with two tabs - Tab A for equipment and Tab B for technicians. Tab A is presented in two pages for printing purposes only.

I certify that we are in compliance with the Special Education Funding Guidelines: Special Equipment Amount (SEA) 2009-10, Spring 2009 / Je, sous signé(e), certifie que nous sommes en conformité avec les Lignes directrices sur le financement de l'éducation de l'enfance en difficulté : La somme liée à l'équipement personnalisé (SEP) 2009-10, Printemps 2009

Name / Nom: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisory Officer / Signature de l'Agent de Supervision: \_\_\_\_\_

Regional Office / Bureau régional: \_\_\_\_\_  
 Board Number / Numéro du conseil scolaire: \_\_\_\_\_  
 Board Name / Nom du conseil scolaire: \_\_\_\_\_  
 Contact Person (name, job title, phone) / Personne ressource (nom, titre, téléphone): \_\_\_\_\_  
 Last Name / Nom de famille: \_\_\_\_\_  
 First Name / Prénom: \_\_\_\_\_  
 Job Title / Titre: \_\_\_\_\_  
 Phone / Téléphone: \_\_\_\_\_

**APPENDIX 1: SPECIAL EQUIPMENT AMOUNT (SEA) CLAIMS - TAB A / ANNEXE 1: DEMANDES POUR LA SOMME LIÉE À L'ÉQUIPEMENT PERSONNALISÉ (SEP) - ONGLET A**

An electronic report will be available through the Ministry's Regional Offices / A copie, Une copie électronique sera disponible aux bureaux régionaux du ministère.  
 Copie sera incluse en français, maintenance and training / Les demandes peuvent inclure garanties, entretien et formation.

1		2		3		4		5		6		7		8		9		10		11		12		13		14		15	
OSE / HSO		School Number / Numéro de l'école (Site = 1; Sites = 2)		Parent / Parent		Last Name / Nom de famille		First Name / Prénom		Sex / Sexe		Date of Birth / Date de naissance		Type of Placement / Cadre éducatif		Exceptionality / Anomalie		Additional Details Pertaining to Disability and/or Multiple Exceptionality and/or Non-Identified Students / Renseignements supplémentaires en ce qui concerne le handicap et/ou les anomalies multiples et/ou les élèves non identifiés		SEA Equipment (includes warranties, maintenance, and training) / Matériel SEP (comprend garanties, entretien et formation)		Project/Cost per Item P.O. Estimate / Code par article (estimation de la commande) (par élève)		Total Projected Cost (per student) / Code total prévu (par élève)		Invoice Amount including all taxes / Montant de facture compté les taxes (R)			
OSE / HSO	School Number / Numéro de l'école (Site = 1; Sites = 2)	Parent / Parent	Last Name / Nom de famille	First Name / Prénom	Sex / Sexe	YY / MM / AA	YY / MM / AA	DD / JJ	Placement / Cadre éducatif	Exceptionality / Anomalie	Additional Details Pertaining to Disability and/or Multiple Exceptionality and/or Non-Identified Students / Renseignements supplémentaires en ce qui concerne le handicap et/ou les anomalies multiples et/ou les élèves non identifiés	SEA Equipment (includes warranties, maintenance, and training) / Matériel SEP (comprend garanties, entretien et formation)	Project/Cost per Item P.O. Estimate / Code par article (estimation de la commande) (par élève)	Total Projected Cost (per student) / Code total prévu (par élève)	Invoice Amount including all taxes / Montant de facture compté les taxes (R)														
123456789	123456	2	Weber	John	M	1997	6	1	Reg. Class with Resource Assistance / Classe ordinaire avec aide individuelle	Learning Disability / trouble d'apprentissage		Laptop	Kurzweil 2009 for Windows Version 11	\$5,259.00	\$3,200.00														
123456789	123456	2	Weber	John	M	1997	6	1	Reg. Class with Resource Assistance / Classe ordinaire avec aide individuelle	Learning Disability / trouble d'apprentissage		software 2 logiciel 2	9500.00	9500.00															
123456789	123456	2	Weber	John	M	1997	6	1	Reg. Class with Resource Assistance / Classe ordinaire avec aide individuelle	Learning Disability / trouble d'apprentissage		Item 2/ article 2	\$5,900.00	\$5,900.00															
987654321	123456	2	Smith	Mary	F	1999	6	20	Reg. Class with Special Support / Classe ordinaire avec soutien spécial	Not identified / aucun diagnostic (Phase I)		Item 1/ article 1	\$6,558.00	\$6,558.00															
11222333	456789	1	Troop	Guella	F	1995	6	1	Special Class / Classe spéciale	Autism, Developmental / Autisme, Développement		software 1 logiciel 1	\$700.00	\$12,657.00															
123456789	123456	2	Weber	John	M	1997	6	1	Reg. Class with Resource Assistance / Classe ordinaire avec aide individuelle	Blind and Gifted / Éléves aveugles et les surdoués		software 2 logiciel 3	\$650.00	\$650.00															
999888111	987654	2	Lee	Henry	M	2001	5	5	Other (Specify) / Autre (préciser)	Language impairment / trouble du langage		Training Contract for group of 5 / Contrat de formation pour groupe de 5 élèves	\$13,000.00	\$13,000.00															
															\$12,500.00														

# Appendix 1: Special Equipment Amount (SEA) Claims Form, Tab A for Equipment, con't

Note: The Special Equipment Amount (SEA) Claims form will be available to boards in Excel format with two tabs - Tab A for equipment and Tab B for technicians. Tab A is presented in two pages for printing purposes only.

Total of individual invoices must balance with total of claims Total des factures individuelles doit être égal au total des demandes	
Emergency Total / Total de l'élémentaire:	\$6.00
Secondary Total / Total du secondaire:	\$0.00
Reimbursement Total / Total du remboursement <b>\$6.00</b>	

17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	
GST (Item Invoice) / TPS (sur la facture)	GST Adjustment (85% of GST) / Ajustement de TPS (85% du TPS)	Revised Invoice Amount after GST Adjustment / Montant révisé de la facture après le remboursement de TPS	Total Amount of Claim (one number per line) / Montant total de la demande (un chiffre par ligne)	Existing claim already submitted / Demande existante (inclure au secondaire)	Assessment required / Évaluation à l'appui	Proof of supports needed / Preuve de l'appui	Deductible / Déductible	Reimbursement / Remboursement	Comments / Commentaires	Shared SEA Equipment / Équipement partagé	If Yes, shared equipment, list all Shared Shared SEA Equipment Claim / Si oui pour équipement partagé, énumérer la liste des demandes d'équipement de SEA	Equipment Types Included in the Claim / Types d'équipement inclus dans la demande	31	32	33	34	35	36	37		
												Computer, Software, Accessories / Ordinateur, logiciels, périphériques	Sensory Equipment / Équipement auditif	Hearing Support / Équipement de soutien au brui visuel	Personal Care Support / Aides aux activités quotidiennes	Physical Aids Support / Aides à la mobilité	Other / Autre				Ministry Audit (E.O. India) / Vérification du ministère (parabole de l'AE)
\$204.00	\$152.20	\$3,047.68									N		X								
\$45.00	\$30.60	\$99.40									N										
\$0.00	\$0.00	\$5,900.00	\$5,917.68		Y	Y	\$900.00	\$9,017.68			N	X									
\$420.00	\$285.60	\$5,714.40	\$5,714.40		Y	Y	\$900.00	\$4,814.40			Y10	Nicola Jones	X	X							
\$240.00	\$162.20	\$12,493.80	\$12,493.80		Y	Y	\$900.00	\$11,693.80			N		X								
\$0.00	\$0.00	\$650.00	\$650.00	Y	Y	Y	\$0.00	\$650.00			N						X				
\$0.00	\$0.00	\$12,500.00	\$12,500.00		Y	Y	\$900.00	\$11,700.00			Y10	Jason Roberts, Leah Smith, Jena Smith, Adam Jones	X								
\$0.00	\$0.00	\$0.00	\$0.00																		
\$0.00	\$0.00	\$0.00	\$0.00																		
\$0.00	\$0.00	\$0.00	\$0.00																		



## **Ministry of Education Regional Offices**

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**Barrie Regional Office**  
**Regional Manager**  
**20 Bell Farm Rd., Unit # 9,**  
**Barrie ON L4M 6E4**  
**Tel: (705) 725-7627**  
**1-800-471-0713**

**London Regional Office (as of April 2009)**  
**Regional Manager**  
**1090 Highbury Avenue**  
**London ON N5Y 4V9**  
**Tel: (519) 667-1440**  
**1-800-265-4221**

**Sudbury-North Bay Regional Office**  
**Regional Manager**  
**Sudbury Site**  
**Suite 1103**  
**199 Larch Street**  
**Sudbury ON P3E 5P9**  
**Toll free: 1-800-461-9570**  
**Fax: (705) 564-4233**

**Ottawa Regional Office**  
**Regional Manager**  
**Suite 504**  
**1580 Merivale Road**  
**Nepean ON K2G 4B5**  
**Tel: (613) 225-9210**  
**1-800-267-1067**

**North Bay Site**  
**Suite 211**  
**447 McKeown Avenue**  
**North Bay ON P1B 9S9**  
**Tel: (705) 474-7210**  
**Toll free: 1-800-461-9570**

**Thunder Bay Regional Office**  
**Regional Manager**  
**Suite 100**  
**615 James Street South**  
**Thunder Bay ON P7E 6P9**  
**Tel: (807) 474-2980**  
**1-800-465-5020 (IN WATS)**

**Toronto and Area Regional Office**  
**Regional Manager**  
**Suite 3610**  
**Centre Tower**  
**3300 Bloor Street West, 16<sup>th</sup> Floor**  
**Toronto ON M8X 2X3**  
**Tel: (416) 325-6870**  
**1-800-268-5755**

## **Acronyms**

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<b>ADE</b>	<b>Average Daily Enrolment</b>
<b>ADP</b>	<b>Assistive Devices Program</b>
<b>CCAC</b>	<b>Community Care Access Centre</b>
<b>EA</b>	<b>Education Assistant</b>
<b>FTE</b>	<b>Full-Time Equivalent</b>
<b>GSN</b>	<b>Grants for Student Needs – Legislative Grants for the 2008-2009 School Board Fiscal Year</b>
<b>IEP</b>	<b>Individual Education Plans</b>
<b>IPRC</b>	<b>Identification, Placement and Review Committee</b>
<b>IT</b>	<b>Information Technology</b>
<b>MOHLTC</b>	<b>Ministry of Health and Long-Term Care</b>
<b>OEN</b>	<b>Ontario Education Number</b>
<b>OESS</b>	<b>Ontario Educational Software Service</b>
<b>OHIP</b>	<b>Ontario Health Insurance Plan</b>
<b>OSAPAC</b>	<b>Ontario Software Acquisition Program Advisory Committee</b>
<b>SEA</b>	<b>Special Equipment Amount</b>
<b>SIP</b>	<b>Special Incidence Portion</b>
<b>TA</b>	<b>Teacher Assistant</b>

