



# Alternative Format Plan

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## Purpose:

The purpose of this Alternative Format Plan is to provide information in Alternative Format to individuals with disabilities to have equal access to their school health information and communications; and to meet the needs of students and families as outlined under federal and state law, including the Americans with Disabilities Act (42 U.S.C. § 12101, *et. seq.*) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)), discrimination against qualified members of the public participating in public programs based on disability is prohibited. Under federal and state law, which includes the Americans with Disabilities Act (42 U.S.C. § 12101, *et. seq.*) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)), 20 USC Section 1474(e)(3)(B), discrimination against qualified members of the public participating in public programs based on disability is prohibited.

Federal law states that all organizations receiving federal funding must take steps to ensure that federal money is not used for a discriminatory purpose. Therefore, all public agencies providing Medi-Cal assistance in California must respect a consumer's rights and prohibit discrimination in the administration of Medi-Cal services (this includes the people and organizations determining Medi-Cal eligibility and Medi-Cal service providers).

## Background:

Under Board Policy 0410, the Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, age, color, religion, creed, ancestry, national origin, ethnic group identification, marital or parental status, pregnancy, physical or mental disability, medical condition, sexual orientation or the perception of one or more of such characteristics or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

*(cf. 4030 - Nondiscrimination in Employment) (cf. 4032 - Reasonable Accommodation) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment) (cf. 5146 - Married/Pregnant/Parenting Students) (cf. 6145.2 - Athletic Competition) (cf. 6164.4 - Identification of Individuals for Special Education) (cf. 6164.6 - Identification and Education under Section 504) (cf. 6178 - Vocational Education) (cf. 6200 - Adult Education)*

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act. *(cf. 6163.2 - Animals At School) (cf. 7110 - Facilities Master Plan) (cf. 7111 - Evaluating Existing Buildings)* The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or

enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note-takers, written materials, taped text, and Braille or large print materials. (*cf. 6020 - Parent Involvement*) Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting. (*cf. 9320 - Meetings and Notices*) (*cf. 9322 - Agenda/Meeting Materials*)

### **Accessibility to Alternative Formats:**

Individuals with disabilities shall notify their site principal or the District's ADA Coordinator if they have a disability that requires special assistance or services. Reasonable notification, no less than 48 business hours, should be given prior to a school-sponsored function, program, or meeting.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, note takers, written materials, taped text, and Braille or large-print materials.

The specific type of alternative format used will depend on the individual's needs and preferences, as well as the type of information being communicated. The following steps, while not limited to, are typically followed to provide alternative formats for students:

1. A parent, teacher, or healthcare provider submits a request for an alternative format or accommodation to the student's health care plan team.
2. The student is assessed to determine the appropriateness of the request and its potential benefit to the student.
3. The alternative format or accommodation is documented in the student's health care plan (IEP, IFSP, 504, or other).
4. If the alternative format or accommodation requires a tangible object that needs to be purchased, proper authorization for the purchase is obtained, and internal processes are followed to place the corresponding order.
5. If the alternative format or accommodation is a service, such as American Sign Language, the school district has contracts in place to fulfill this accommodation.
6. Once the alternative format or accommodation is obtained, the requesting party is notified, and the product and/or service is delivered to the student. Adequate training is provided if needed. Healthcare providers and schools will ensure that alternative formats are provided in a timely manner and in a format that is accessible to the individual, without discrimination or exclusion.

Stockton Unified School District will ensure that alternative formats are provided in a timely manner and in a format that is accessible to the individual, without discrimination or exclusion. If the alternative format provided does not meet the needs of the requester, the requester must communicate directly to site principal or the District's ADA Coordinator.

### **Processing Alternative Format Requests:**

Upon receiving an alternative format request, Stanislaus County Office of Education/ Region 6 Medi-Cal MAA/LEA Specialist will notify both the school district/LEA where the student/requester is enrolled, i.e., where the information will be provided to the student. This notification will be forwarded to the district's designated representative/coordinator to provide the content in the alternative formatting requested, by contacting resources needed to convert the material into the requested information-sharing.

### **Coordination with Medi-Cal:**

As a provider of service enrolled with Medi-Cal and participating in Medi-Cal billing, Stockton Unified School District is required to verify any alternative format requests a student/family may have already provided to Medi-Cal. To accomplish this, Stanislaus County Office of Education/ Region 6 Medi-Cal MAA/LEA Specialist will provide Stockton Unified School District a data output file which indicates if a beneficiary requests alternative formatting. This file will be provided on a quarterly basis.

The information obtained from this report is provided by the Stanislaus County Office of Education/ Region 6 Medi-Cal MAA/LEA Specialist to the healthcare teams managing school health services for Medi-Cal eligible students, who will update a student's health care plan as needed to ensure that alternative formats are provided. On a quarterly basis, the Stanislaus County Office of Education/ Region 6 Medi-Cal MAA/LEA Specialist will report any new alternative format requests received to Medi-Cal via its Alternative Format Request portal (<https://afs.dhcs.ca.gov>) or by phone at 1-833-284-0040, if they are not already on file with Medi-Cal.

The District's healthcare team management has access to the required information to perform this task via the report supplied by the Stanislaus County Office of Education/ Region 6 Medi-Cal MAA/LEA Specialist. Through this coordinated approach, Stockton Unified School District can comply with state and federal laws, ensure equal access to healthcare information and communications, and support the success of students with disabilities.