

**IEP-Driven Equipment:**

- Equipment that is included in the student’s IEP because the student requires its use **in the school** to benefit from his/her educational program. It should be an IEP team decision, and does not include equipment that a student uses at home, in the community **and** in school such as glasses, orthotics, walker, wheelchair etc.



- IEP-driven equipment may be ordered for use by one student, or it may be ordered for use by multiple students. Please see below for more details. If an equipment is ordered for use by one student and that student transfers to another school, the equipment follows him/her.
- In general, this equipment stays in school and is funded by the DOE. A justification letter is required. Need for this equipment must be indicated in the Management Needs section. The PLOP should also describe how the equipment will be utilized.
- Best practice is to discuss the need of the student with the supervisor prior to adding the item to the IEP. Equipment may be available at another site, hence a procurement form will not be needed. When possible, it is also best practice for a student to try an equipment prior to purchasing one to ensure that the equipment would really benefit the student. Some vendors may loan equipment for a student to try out.

**Indicating IEP-Driven-Equipment on the IEP**

IEP-driven equipment should be an IEP team decision, and may be added to the IEP during an IEP meeting. Please see below example on adding an IEP-driven equipment under the “Management Needs” section of the IEP.

<p><b>MANAGEMENT NEEDS</b>          THE NATURE (TYPE) AND DEGREE (EXTENT) TO WHICH ENVIRONMENTAL AND HUMAN OR MATERIAL RESOURCES ARE NEEDED TO ADDRESS NEEDS IDENTIFIED ABOVE:</p> <p><b>Access</b> to a lift for toilet transfers  <b>Access</b> to adapted classroom chair</p>
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1. IEP-driven equipment may be used by multiple students if:
  - The student requires equipment only for specific periods of time during the day
  - Equipment is designed to fit different body sizes or structures

Please note that IEP-driven equipment that may be used by multiple students is always preceded by the phrase “access to”. In the above example, by stating “Access to a lift for toilet transfers”, this indicates that the school needs to have a lift available for the student to use for toileting but the student does not need to have his/her own lift. Shared equipment has the added advantage of less storage needs in the school when equipment is not in use.

2. IEP-driven equipment may be used by one student only when:
  - The student requires equipment for most hours of the day (and therefore, cannot be shared by another student)
  - Equipment is designed to fit only that specific student
  - Any other reason that restricts use by any other student

### **Ordering IEP-Driven Equipment**

Look for the item on shopdoe.com. If the item cannot be found, call the vendor to see if they have a contract with the DOE and whether that specific item is listed under the contract. If yes, get the item number, description, and price. Complete the Procurement form with these information.

If the equipment is not under contract and the equipment is available from more than one vendor, you will need to contact at least 3 vendors for quotes/bids for the same or similar equipment, shipping and handling on the letter head. Please note that NYC as a government entity is tax-exempt. Complete the Procurement form with information from the lowest quote/bid. Attach all 3 quotes/bids to the Procurement form.

If the equipment is not under contract and the vendor is the only company that makes/sells the product, then have the vendor write a letter stating cost of equipment and a statement that they are the “sole vendor” of that specific equipment. Attach this letter to the Procurement form.

The OT/PT must submit to their OT/PT Supervisor:

- Student NYC ID #
- Present level of Performance, Health/Physical Management Needs and Goals section of the IEP
- Letter of Justification
- Procurement form with appropriate attachment (e.g. Quote from vendor or page from FAMIS)

The OT/PT Supervisor will either approve and then submit the appropriate paperwork or will access the equipment from another school. A SIT can be sent to assist you with measurement and in exploring other possible options.

### **Sample Justification Letter**

Dear **(Supervisor)**,

**(Date)**

I am writing to you regarding **(student’s name)**, a student who attends **(school name)**. He/She has a diagnosis of **(state the diagnosis)** which has resulted in the student’s **(inability or difficulty)** performing **(specific school tasks)**. Therefore, he/she is unable to access and participate in educational opportunities afforded to his/her peers.

We recommend that **(piece of equipment)** be ordered for **(student’s name)**. This equipment will enable him/her to **(list school tasks)**. As a result he/she will be able to participate along with peers in **(state area of school function, such as, the classroom, lunchroom, etc.)**. (\*If you are ordering a customized equipment, you must specify why customized equipment is more suitable than prefabricated equipment.) Please note measurements attached. Feel free to contact me at **(phone number, email, etc.)** should you have any questions.

Sincerely,