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A member local education agency (LEA) may serve as the regional provider to provide personnel to deliver special education services on behalf of other member local education agencies (LEAs) within the Tuolumne County Special Education Local Plan Area (SELPA). Due to ongoing statewide and regional staffing shortages, the regional provider may be unable to fill all LEA-requested positions for in-person itinerant special education services. Although the regional provider is not obligated to provide such staffing, it does so as a cooperative support function to assist LEAs in meeting their responsibilities for implementing students' Individualized Education Programs (IEPs). When qualified in-person personnel are unavailable, the regional provider may utilize contracts with nonpublic agencies (NPAs) or virtual service providers as a means of ensuring continuity of services.

When services are delivered virtually, students often require additional adult support to effectively access and participate in those sessions. Paraprofessionals play a critical role in facilitating this access by assisting with technology, maintaining student engagement, ensuring safety, and supporting the implementation of service-related activities. This support is especially important for students with higher levels of need or those receiving services in group settings.

This reimbursement policy acknowledges the additional financial burden placed on LEAs when paraprofessional support is necessary to implement virtual services. By offsetting these costs, the SELPA aims to promote equitable access and ensure LEAs are not disproportionately impacted by the need to use alternative service delivery methods due to staffing shortages.

To support students in accessing virtual related services, the Tuolumne County SELPA will reimburse LEAs for paraprofessional support directly associated with virtual special education itinerant provider.

#### Reimbursement Rate

The reimbursement rate for virtual service paraprofessional support will be set annually and communicated through a memorandum from the SELPA no later than September 30th of each year. This rate includes statutory benefits and is based on the current average paraprofessional salary and benefits at the regional provider's district.

LEAs may apply for an alternative rate if their paraprofessional's hourly salary and statutory benefits exceed the rate set by the memorandum. Additional payroll documentation will be required from the LEA when applying for the higher rate.

#### Eligibility

Local Education Agencies (LEAs) are eligible for reimbursement only when utilizing virtual service providers contracted through the regional provider and when participating in the SELPA

Fiscal Allocation Plan with an established allocation for such services. Reimbursement may be requested for the following service areas:

- Psychological services
- Speech and language services
- Occupational therapy services
- Adapted physical education services
- Physical therapy services
- Visual impairment services
- Deaf and hard of hearing services
- Orientation and mobility services
- Behavioral services

Reimbursement applies only to paraprofessional services that are:

- Directly related to helping students access the virtual service
- Provided on the days the virtual services are delivered to students

#### Reimbursement Parameters

- Maximum reimbursement of up to six (6) hours per day
- Only for days virtual services are accessed by students

#### Invoice Requirements

To receive reimbursement, LEAs must submit a detailed invoice that includes:

- The number of hours requested per day, with specific dates
- The hourly reimbursement rate per the annual memorandum
- The total amount requested
- Supporting payroll documentation verifying the hours worked or vendor documentation including the invoice and proof of payment

#### Submission Process

Invoices and backup documentation must be submitted quarterly to the Fiscal Analyst.

#### Quarterly Deadlines

<b>Invoice Due Dates</b>	<b>Quarters</b>
November 15th	July, August, September
February 15th	October, November, December
May 15th	January, February, March
August 15th	April, May, June

Should the invoice due date fall on a holiday or a weekend day, the invoice will be due the prior business day. Refer to the annual memorandum for the specific due dates. Untimely submissions will not be reimbursed; invoices and supporting documentation must be submitted by the established quarterly deadlines in order to be eligible for reimbursement.

Any exceptions to timelines or procedural requirements outlined in this policy may be considered on a case by case basis and will require approval from both the SELPA Administrator and Administrative Unit. Exceptions shall only be approved when deemed reasonable and in the best interest of the SELPA and its member LEAs.