



## Alternative Format Plan

**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.

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 federal and state law including the Americans with Disabilities Act (42 U.S.C. § 12101, et. seq; 28 C.F.R. Part 35 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.

All public agencies are required to provide auxiliary aids and services, free of charge, to ensure all qualified persons with speech, hearing, and/or vision disabilities can effectively communicate and participate in public programs, services, and/or activities.

### **Alternative Formats Available:**

There are several types of alternative formats available to students and families to assist with access to school health information and communications. The specific type of alternative format used will depend on the students' needs and preferences, as well as the type of information being communicated.

#### Examples of commonly used alternative formats:

- Braille, Large Print (20-point Arial Font), Audio Format,
- Accessible electronic format (such as a data CD)
- Closed Captioning
- Text to Speech
- Voice to text

#### Identify resources for converting documents into alternative formats.

- DHCS documents can be requested in alternative formats.
- LEA will need to contact DHCS.
- Reach out to Special Education Local Planning Agencies (SELPAs) or neighboring LEAs to discuss the Alternative Format Plan.
- Contact LEA internal staff and resources that may assist with the development of the Plan.

- Contact the local county health agencies to discuss potential resources.

**What do I do if I need an Alternate Format for a document?**

Please contact Kirsten Henderson at 619-393-2270 with your needed type of alternative format, and the resources you will need converted.

**LEA Coordination of Alternative Format Plan:**

Altus Charter Schools will provide alternative formats in a timely manner and in a format that is accessible to the individual. To ensure compliance with state and federal civil rights laws, including laws related to accessibility and accommodations for individuals with disabilities the LEA/district has designated the following department/staff as its Alternative Format Plan contact(s)/coordinator(s).

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