

To: District Superintendents, Charter School Directors, and LEA Special Education Directors

Cc: Teachers of the Visually Impaired

Re: APH Federal Quota Program, 2020-2021

Founded in 1858, the American Printing House for the Blind (APH) has a rich history of service to students who are blind and visually impaired throughout the United States. APH is the largest organization in the world that researches, designs, and manufactures products focused on enhancing and supporting the education of students with visual impairments. In 1879, congress passed the Act to Promote the Education of the Blind. This acts designates APH as the official supplier of educational materials for students in the U.S. who meet the definition of blindness and are working below a college level. The system through which these specialized books and materials are distributed is known as the Federal Quota Program. A credit is established each fiscal year (October through September) for each quota account. Each state has an "Ex Officio Trustee of the APH" (EOT) for each quota account. The role of the EOT is to administer the Federal Quota Program and determine how the credit amount is used to purchase materials for eligible students under his or her jurisdiction. By law, the sole use of the Federal Quota credit is for the purchase of APH materials for registered students.

APH products purchased through the Federal Quota Account remain the property of the account and the responsibility of the EOT. These items revert back to inventory for checkout for other students with visual impairments when students exit the LEA or no longer need them.

Consistent with Utah law and Board administrative rule, products and materials purchased with APH funds are housed and maintained by the Utah Schools for the Deaf and Blind (USDB) in the Educational Resource Center (ERC). As the designated Ex Officio Trustee for the USBE Statewide Outreach account, I am responsible to provide materials to all students who are not enrolled in USDB campus programs. In addition, APH products are returned and made available for future checkout and student use through the ERC.

This policy is for non-textbooks items ordered through the APH Federal Quota Program only. For student textbook orders and policies, please refer to the USIMAC Policies and Procedures found at <https://usimac.org/ordering-policy>.

For this year (October 1, 2020 - August 13, 2021), I have updated and clarified our policies as outlined below:

- USIMAC will designate 60% of the total credit to LEAs based on the student totals generated by the yearly quota census in January of the previous fiscal year.
- USIMAC will reserve 40% of the total credit to use for the purchase and production material for Braille, Large Print and other alternate format textbooks ordered for eligible students by LEAs.
- LEAs can use their designated credit for any items offered through APH.
 - If an item is available in the quota repository inventory, that item will be checked out instead of ordering new items with the designated credit. Items checked out from the repository will not be charged against your district APH credit allotment.
 - Items in the repository will be monitored to make sure that they are in working conditions before they are sent out to the student.
- All orders through APH will be catalogued through the ERC, and will be designated as purchased through the APH Quota Program prior to being shipped to the LEA and will be due back to the ERC according to the ERC Circulation policy found at <https://destiny.usdb.org/>.
 - Individuals requesting items through the APH Quota Program are required to sign a patron agreement with the ERC.
 - If an item is still needed for use by an eligible student after May 31, the item may remain at the LEA for that eligible student's use according to the following renewal process.
 - Take a legible picture of each item's barcode.
 - Follow the renewal procedure outlined in the ERC Patron Agreement found at <http://destiny.usdb.org/>.
- Consumable items will be shipped directly to the LEA and are not due back to the APH repository.
- Any item that has not been returned to the APH repository or approved for renewal each year will need to be reconciled through the ERC before we are able to process new APH orders.
- Any item that has become lost or damaged beyond repair, the item will be evaluated on a case-by-case basis. These items may be charged to that LEA's APH allotted amount at the end of the school year.
 - Damaged items include items that are missing components such as cords, cases, pieces, instruction manuals, or any other component listed on the checkout tag.
 - Factors to consider when determining replacement costs for damaged, incomplete or lost items include consideration for age, circulation, and

availability of product, etc.

- If you would like to know your LEA's available allotted quota credit amount, or if you would like to place a non-textbook order, please contact us at APHUtah@usdb.org.

Please feel free to contact me if you have any questions or need further clarification at armandov@usdb.org or 801-629-4731.