

To: District Superintendents, Charter School Directors, LEA Special Education Directors, and Teachers of the Visually Impaired

Re: APH Funding for 2018-19

American Printing House for the Blind (APH) is a non-profit organization which has been designated by the US Congress as the official supplier of educational materials to all students in the U.S. who meet the definition of blindness and are working below a college level. Materials and funds are distributed through the Federal Quota Program. 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 these funds are used to purchase materials for eligible students under his or her jurisdiction.

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). 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 returned and available for future checkout and student use are monitored under my direction at USDB.

For this year (November 1, 2018 - September 1, 2019,) I have updated and clarified our policies as outlined below:

- USIMAC will reserve up to 50% of the total Utah funding to use for Braille, Large Print and other alternate format textbooks ordered for eligible students by LEAs.
- USIMAC will then designate the other 50% of the total Utah funding to LEAs based on the federal formula set by APH.
- LEAs can use their designated funds for any items offered through APH.
 - When placing orders, all orders will first be filled from the available USDB repository inventory. Only if an item is unavailable will it be ordered.
- All items will be cataloged by USIMAC prior to being shipped to the LEA and will be due back to the APH repository at USDB by June 30, each year.
 - Consumable textbooks in large print (books that students will work/write in) will be marked consumable and will not be required to be returned to USIMAC.
 - Braille workbooks will not be written in, so they are not considered consumable and must be returned by June 30, each year.
- Any textbook or non-textbook items that have not been returned to the APH repository by June 30, each year, or have become lost/ damaged will 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.

- Damaged textbooks include missing volumes, missing pages, rips, stains, tears, and broken spines.
- Factors to consider when determining replacement costs for damaged, incomplete or lost items include consideration for age, circulation, and availability of items, etc.
- If you would like to know your LEA's available allotted quota funds, or if you would like to place a non-textbook order, please contact Jody Nelson, APH assistant, at jodyn@usdb.org or 801-629-4729.
- Any unused LEA quota funds will be reviewed after September 1, each year, and will be used according to the most pressing need at the Ex Officio Trustee's discretion (considering product demand and availability).

Please contact me if you have any questions at armandov@usdb.org or 801-629-4731.