

# Federal Quota Guidelines

The federal government annually provides funding for accessible educational materials for eligible students who meet the definition of blindness (MDB), function at the definition of blindness (FDB) or the “IDEA definition of a student with a visual impairment” (IDEA) as defined by the American Printing House for the Blind, Inc. Each year, the Ohio Department of Education and Workforce, Office for Exceptional Children requests that all Ohio districts and community schools participate in the [Federal Quota Registration of Blind Students](#). This registration provides an allotment of funds to purchase accessible educational materials, including textbooks and equipment, for any registered student. These materials are purchased through the [American Printing House for the Blind, Inc.](#) The registration process is conducted on behalf of the Department by the [Assistive Technology and Accessible Educational Materials \(AT&AEM\) Center](#) at OCALI. Materials requested through Federal Quota belong to the state of Ohio.

## Order Processing

Due to the new eligibility guidelines implemented this year, which may impact funding, you may notice changes in how orders are processed. The process will be reevaluated periodically by the Federal Quota Committee to ensure the funds are being used appropriately and in the best way to provide devices and materials to students who qualify.

The AT&AEM Center may ask requestors to prioritize orders with multiple items based on the students’ needs.

The AT&AEM Center reviews student’s order history before processing new orders to avoid ordering duplicates or similar items. If funding allows, we will order one large ticket item per census year and nothing similar. This decision was made by our Federal Quota Committee.

A survey will need to be completed by the student’s team when requesting the purchase of a high-tech device through the Federal Quota program. This link will be emailed to the requestor when a high-tech device order is placed.

The Federal Quota Program will provide one braille for the student to use at school. The AT&AEM Center encourages the district to provide a braille for home use. A SMART Braille may be ordered when the student starts kindergarten.

## District Responsibility

The school district/agency is responsible for the product, all parts and charging cords (if applicable) during the on-loan period. Home use of items and the transportation of these items is a local school district decision. Any damage to these items, including items sent directly to homes or Board of DD programs, is the responsibility of the requestor's school or agency,

## Equipment Repair

Some products can be repaired using Federal Quota funds. However, if any product is returned for repair from a school district/agency due to modification, misuse or abuse, the school district/agency will be responsible for paying repair costs. The AT&AEM Center has volunteers who service Perkins Brailers for free. Refer to [Braille Repair Service](#) page. For repair of other devices, please email [aemrequests@ataem.org](mailto:aemrequests@ataem.org) for assistance. page. For repair of other devices, please email [aemrequests@ataem.org](mailto:aemrequests@ataem.org) for assistance.

## Returning Materials and Equipment

The student can keep materials through proceeding school years, if needed. If a student no longer needs a product or has graduated, the product should be returned to the AT&AEM Center's clearinghouse. If the school district/agency has another student who could use that product, the product can be transferred to a new student. The requestor must notify the AT&AEM Center with the name of the new student, name of the product or device being transferred, and the serial number of the device. If a student transfers to another district, the equipment and materials transfer with the student.