



Eligibility Guidelines for the 2020 Federal Quota Registration of Blind Students

In order for students to be eligible for registration in the Federal Quota Program, they must meet the requirements as outlined in the *Act to Promote the Education of the Blind*. Students must meet one of the following two categories:

- **Meets the Definition of Blindness (MDB)** – a central visual acuity of 20/200 or less in the better eye with best correction (using the Snellen Chart) or a visual field of 20 degrees or less.
- **Functions at the Definition of Blindness (FDB)** - when visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or other medical doctor such as a neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment (e.g., brain injury or dysfunction).

AND

- Be enrolled in a formally organized public or private, nonprofit educational program of less than college level including:
 - Students who are deafblind
 - Students with multiple disabilities who are legally blind
 - Students enrolled in regular education or special education programs
 - Student in public, private, and parochial schools
- School-age students must be enrolled with the registering school or agency on Monday, January 6, 2020.

There is no chronological age limit for eligibility. The federal law limits registration to persons working at less than college level but places no restriction on the ages of eligible students.

Eligibility of Infants and Children Up to Age 3

- Born by the first Monday of January (on or before Jan. 6, 2020);
- Parent permission form on file;
- Enrolled in a formally organized program (for example, child care center or Help Me Grow Early Intervention);
- Note from a doctor stating the child (birth to age 3):
 - Is blind or visually impaired and meets the definition of blindness (MDB);
or
 - Has a brain injury that caused the child to become blind or visually impaired and functions at the definition of blindness (FDB).

Eligibility of Preschool Children and Homebound Students over Age 3



- Parent permission on file;
- Enrolled in a formally organized program (for example, child care center, Head Start or preschool special education being provided by a licensed early childhood provider);
- Have a written Individualized Education Program;
- For age 3 and beyond: an eye report must be obtained to verify the child's vision status (Meets Definition of Blindness (MDB) or Functions at the Definition of Blindness (FDB)).

Eligibility of Adults over Age 21

- Over 21 years of age;
- Meet the definition of blindness;
- Enrolled in an instructional program at less than college level for 20 hours per week of documented intervention.
 - Adults with previous college experience but not currently enrolled in college may be registered in this category.
 - Social and leisure programs do not qualify as instruction; however, student practice to develop skills can be included in instructional hours.
 - Students must be enrolled throughout the previous calendar year for at least three months of instruction (an accumulation of 12 weeks). The 12 weeks do not have to be consecutive.

Please note the following student groups may not be eligible.

Students of Armed Services Personnel

- The Department of Defense Education Agency (DOD-EA) is responsible for meeting the educational needs of military base school students who would otherwise be eligible for federal quota funds.
- The DOD-EA is allowed to use the National Instructional Materials Access Center (NIMAC).

Students residing on reservations who receive funding from the Bureau of Indian Affairs (BIA)

- The Bureau of Indian Affairs (BIA) is responsible for meeting the educational needs of students in reservation schools who would otherwise be registered for federal quota funds.
- The BIA has not coordinated with the NIMAC. For more information, contact nimac@aph.org.

Definition of Required Information and Reporting Codes

Student Name

- Use the student's legal name for registration and requesting materials.



- Report each student’s full name in this order: last name first name (e.g., Doe John).
 - Do not report middle initial.
 - Do not submit a name with only the initial of the student’s first name.
 - Do not use punctuation marks.

Date of Birth

- Give the student’s date of birth in numbers in this sequence: month, day, year (e.g., 01/02/2012).

Grade

- Accurately report each student’s placement.
- Only use the codes provided below.

**Grade Placement Categories and Reporting Codes for
Preschool and School-Age Students**

(This includes all eligible participants over school-age)

| Reporting Code | Definition of Student Placement Categories |
|----------------|---|
| IP | Infants: Children of preschool age served by infant programs. |
| PS | Preschool Students: Children of preschool age served by preschool programs. |
| KG | Kindergarten Students: Children enrolled in kindergarten classes. |
| 01...12 | Students of School-age: Determined by state law, in regular academic grades 1 through 12; please indicate grade placement by using numerals 01 through 12. |
| AN | Academic Nongraded: Students of school-age, as determined by state law, who are working to acquire skills necessary for placement in a regular grade. |
| FC | Functional Curriculum Students: Students in grades 01-12 working toward a graduation certificate or non-traditional diploma. |
| TR | Transition Students: Students of school age, as determined by state law, in secondary instructional programs designed to supplement the traditional academic curriculum. Could include students in post-graduate programs at less than college level. |
| OR | Other Registrants: Students of school-age, as determined by state law, who do not fall into any of the above placements (e.g., students enrolled in classes for nonacademic students). |

**Grade Placement Categories and Reporting Codes
for Adult Students**

(This includes all eligible participants over school-age)

| Reporting Code | Definition of Student Placement Categories |
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| AD | Adult Students: Adults above school-age, as determined by state law, in educational programs of less than college level. |
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- Students who exceed school-age as determined by respective state law must be registered as an adult student (Reporting Code “AD”).
- Note: The Federal Government requires that all students above the state’s age/grade limitation for high school (In Ohio, over 21 years of age per IDEA federal guidelines.) must be registered as adults.

Measurement of Vision with Correction

- Vision measurements performed by an ophthalmologist or an optometrist (or other medical doctor such as a neurologist for FDB) must be on file for each student. These visual measurements are to be reported using only the codes listed below.
- Visual measurements must be current within three years (2017 or later). A reasonable exception will be made for persons who are totally blind or whose eyes have been enucleated or who have proven nonchanging eye conditions.
- The actual eye report form must be on file with the agency or school where the student attends in the event that an audit requires evidence of the student’s visual measurement. Do not send copies of the student’s eye report to the AT&AEM Center.
- Even in the case of a noncommunicative or nonresponsive student, there must be a verification that the student meets the definition of blindness as outlined in these instructions.
- Diseases of the eye are not acceptable reporting codes.

Vision Reporting Codes

| Reporting Code | Visual Measurement |
|----------------|---|
| MDB | Meets the Definition of Blindness: a central visual acuity of 20/200 or less in the better eye with best correction (using the Snellen Chart) or a visual field of 20 degrees or less. |
| FDB | Functions at the Definition of Blindness: when visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or other medical doctor such as a neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment (e.g., brain injury or dysfunction). |

Primary Instructional Language of Learner

- Report the student’s primary language used for instruction in the classroom.

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| English (EN) | English. |
| Spanish (SP) | Spanish. |



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|------------|---|
| Other (OT) | Languages other than English and Spanish. |
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Reading Medium Codes

PRIMARY READING MEDIUM (PRM)

- The primary reading medium is to be reported for each student using the following reporting codes. Only these codes will be accepted.
- Infants and preschoolers identified as visual, braille, or auditory readers should be reported using the appropriate medium code.

| Reporting Code | Primary Reading Medium (PRM) |
|----------------|--|
| V | Visual: Students primarily using print in their studies. |
| B | Braille: Students primarily using braille in their studies. |
| A | Auditory: Students use a reader or auditory materials to some extent. |
| SN | Symbolic/ Non-readers: students not working on or toward a readiness level; students who do not demonstrate traditional print or Braille reading potential (symbolic) readers); students do not fall into any of the above categories. |
| PRE | Pre-reader: Students working on or toward a readiness level; infants, preschoolers, or older students with reading potential. |

SECONDARY READING MEDIUM CODES

- Please check all secondary reading medium so that a more accurate profile of student literacy can be tracked. Please list all that apply.
- If a student's primary reading medium was coded as non-reader, the secondary reading medium must be coded as N/A.

| Reporting Code | Secondary Reading Medium (SRM) |
|----------------|---|
| V | Visual: Students use print to some extent. |
| B | Braille: Students use braille to some extent. |
| A | Auditory: Students use a reader or auditory materials to some extent. |
| N/A | Not Applicable: Nonreaders, prereaders, or students with no additional reading media. |

OTHER READING MEDIUM CODES

| Reporting Code | Other Reading Medium (ORM) |
|----------------|---|
| V | Visual: Students use print to some extent. |
| B | Braille: Students use braille to some extent. |
| A | Auditory: Students use a reader or auditory materials to some extent. |
| N/A | Not Applicable: Nonreaders, prereaders, or students with no |



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| | additional reading media. |
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Free Form Entry

- Cross reference twins, triples, etc. to cut back on possible duplicates.

Date of Latest Eye Report

- Report the date of most recent eye report in the following manner: mm/dd/yyyy
- Eye report must be within the last three years (2017 or later)

Nonchanging Eye Condition

- Check this box if
 - The child is totally blind;
 - The child’s eyes are enucleated; or
 - The child has a proven non-changing condition

Parental Permission

Each infant, preschool, or school-aged student are required to have a signed parent permission form signed by the parent to be registered in the Federal Quota program. If a student is an adult (18 or older) and his or her own guardian, you do not have to get parent permission. In these cases, if the student is subject to FERPA and IDEA, the student will need to provide permission for release of personally identifiable information (PII).

| | |
|------------|---|
| Yes | <ul style="list-style-type: none"> • Parent permission has been obtained • Parent permission is on file at the district level |
| No | <ul style="list-style-type: none"> • Parent permission has not been obtained |