



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS OF COUNTY DSN BOARDS and
CEO'S OF CONTRACTED SERVICE PROVIDERS OF EARLY INTERVENTION and
CASE MANAGEMENT**

FROM: SUSAN KREH BECK, ED.S., LPES, NCSP, ASSOCIATE STATE DIRECTOR, POLICY

DATE: JULY 22, 2021

RE: Available Federal Quota for the Blind Funds

A handwritten signature in blue ink, appearing to read "Sheri".

This memo serves as notification the American Printing House for the Blind funds will soon be available for DDSN programs serving children *and* adults who meet the legal definition of blindness. **The funds are only available for the names submitted during the census phase earlier this year or for those who placed an order last year.** If you are unsure which names were submitted, please check the original list sent by your organization. After checking with your organization, if you are unable to locate the original list, contact Sheri Matthews at 803-898-2235 or smatthews@ddsn.sc.gov for a copy.

Learning devices and specialized equipment can be purchased with the funds as well as training tools for use by staff at DDSN Day Programs and Early Intervention programs. The process for ordering is outlined below:

1. Choose the item(s) you would like to order by visiting the APH catalog website at www.aph.org. Once on the website, click on "shop" in the tab on the top left side of the page. As you are shopping, it is important that you write down the catalog/item number for the things you would like to order. **Please remember, items marked "not available with Quota funds" should not be chosen. You should not order items online. All requests should be sent to Sheri Matthews so that orders can be placed by DDSN.**
2. Complete a federal quota order form (enclosed) and fax to Sheri Matthews (803) 898-2242. You can also send the information via email to smatthews@ddsn.sc.gov. **Include the shipping address, quantity, catalog number/item number and name for each item ordered. Please print legibly.** If you run out of space on the first page you can make additional copies of the form and attach them.
3. The items you order will be shipped directly to your site (typically within three (3) weeks of the order date). All billing will be processed at DDSN.

The funds will be available from now until September 30, 2021. However, it is encouraged you order as soon as possible since the funds will be utilized on a first-come, first-serve basis. Feel free to contact Sheri Matthews at (803) 898-2235 if you have questions.

Thank you.

Encl.



Order Form for Agencies Using Federal Quota Funds

American Printing House for the Blind, Inc.
1839 Frankfort Avenue • P.O. Box 6085 • Louisville, Kentucky 40206-0085
502-895-2405 • 800-223-1839 • Fax: 502-899-2284 • info@aph.org

Note: Ex Officio Trustees may place Federal Quota orders via APH's shopping site, <http://shop.aph.org>

Customer # _____ Order # _____ Order Date _____ EOT's Signature _____ <i>Note: The EOT's signature (hand signed or stamped) MUST appear above.</i>	APH Use Only APH Order No. _____
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Ship To _____ Bill To _____

Zip Code

Zip Code

APH Catalog No.	Qty.	Description of Product	Price Each	Net Amount
			Grand Total:	