



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS, DSN BOARDS
CEOS, CONTRACTED SERVICE PROVIDERS**

FROM: LORI MANOS, INTERIM ASSOCIATE STATE DIRECTOR OF POLICY

DATE: DECEMBER 13, 2021

RE: 2022 Federal Quota Registration of Blind Students

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Happy Holidays! It is time to complete registrations for the Federal Quota for the Blind. The purpose of the Federal Quota is to provide adapted educational material to eligible students who meet the definition of blindness. This annual registration determines a per capita amount of money designated for the purchase of the material produced by American Printing House for the Blind. **All providers need to submit registration forms by February 28, 2022.** A report based on your 2021 census count and a blank copy of the new 2022 registration forms will be sent via Therap SCOMM in the coming weeks.

If you find that one or more of your people are not listed on the preliminary report that you recall including for the 2021 census, they may be a school age child who was claimed by the public school system or the School for the Deaf and Blind (SCSDB). In these cases, their names would have been removed from last year's report. It is important for you to include any person you serve who meets the criteria, regardless of whether or not they are served by the school system or SCSDB. We will work closely with other organizations to determine where the student will be claimed.

For those that are listed on the 2021 census who no longer qualify, please mark through their name on the form. Additional names should be reported on the blank form. Every section of the form, with the exception of the Student ID number, must be completed.

Please note the following eligibility information as you complete the census:

1. The person must **Meet the Definition of Blindness (MDB)** which is a central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees.

OR

The person must **Function at the Definition of Blindness (FDB)** which is visual performance reduced by brain injury or dysfunction when visual function meets the definition of blindness as determined by an eye care specialist or neurologist.

*There must be a current eye report (within three years) in the person's record. It is not necessary to send vision records in with the census. If vision records are not available and cannot be obtained, the person should not be included in the census.

2. There is **no age limit** for eligibility.

3. The person must be **enrolled in a formally organized educational program of less than college level.**
 - a. Include children who receive Early Intervention or preschool programs.
 - b. Include school-age children who are served by public schools, private schools or through SCSDB.
 - c. Include adults who have a written plan such as those who attend DDSN day programs or receive services from Vocational Rehabilitation.

The Federal Quota Census from 2021 as well as any new people should be submitted to Sheri Matthews by SCOMM or email no later than February 28, 2022. In order to avoid delays, please ensure the following:

- All sections of the registration form are completed. See attached Reporting Codes to use.
- Provide the name and contact number for the person completing the census in case there are questions.
- If you have a zero count for the census, please write "zero count" at the top and return.
- If there are no changes to last year's report, write "no change" at the top and return.

Do not miss out on this opportunity to provide accessible educational materials to children and adults who qualify. If you have any questions, please contact Sheri Matthews smatthews@ddsn.sc.gov or Janis Moore at janis.moore@ddsn.sc.gov. Thank you.