December 16, 2014

TO:    Chief School Administrators
       Charter School Lead Persons
       Directors of Special Education
       Administrators of a State Facility

FROM:  Susan Martz, Assistant Commissioner
        Division of Student Services and Career Readiness

        Dawn Apgar, Deputy Commissioner
        New Jersey Department of Human Services


Annually, the American Printing House for the Blind (APH) conducts a Federal Quota Census from January 1 - March 1, followed by a registration, in order to provide adapted educational materials to students who meet or function at the definition of blindness. The purpose of this memo is to ask for your assistance to ensure that all potentially eligible students are identified for the census. The subsequent registration of eligible students determines a per capita amount of money designated for the purchase of educational materials produced by APH (e.g., last year’s funding was $316.50 per student). These funds are credited to Federal Quota accounts which are maintained and administered by APH and its Ex Officio Trustees throughout the country.

The New Jersey Department of Human Services’ Commission for the Blind and Visually Impaired (the Commission) is responsible for providing census data to APH about students under its services who meet the criteria, and the Concordia Learning Center at St. Joseph’s School for the Blind submits information directly to APH, as well. It is likely, however, that there are additional students who also may be determined as eligible to receive adapted educational materials, at no cost to the district, up to the specified per student amount. If you have an enrolled student who is not receiving services from either the Commission or the Concordia Learning Center, that student may be eligible for participation in this census. We request that you take the following steps in order to enroll the student: Please designate a school/district contact person and submit that individual’s name, title, telephone number, and e-mail address, along with the following student information and documentation, to the Commission, no later than February 20, 2015:

www.nj.gov/education
New Jersey Is An Equal Opportunity Employer • Printed on Recycled and Recyclable Paper
1. Student’s name;

2. Student’s date of birth;

3. Student’s school district of residence;

4. Student’s eye examination report from an optometrist or ophthalmologist (within the last three years);

5. Student’s visual acuity, as noted in the eye report;

6. Student’s primary language;

7. Student’s primary reading mode (e.g., Braille, large print, etc.); and

8. Consent from parent to release information to APH.

Mail or e-mail all information to:

New Jersey Commission for the Blind & Visually Impaired
153 Halsey Street - 6th floor
P.O. Box 47017
Newark, NJ 07101
Attn: Amy Ricciardi, Coordinator of Education Services
Amelia.ricciardi@dhs.state.nj.us

Once the information is received, a determination will be made by Commission staff regarding eligibility for the student to be included in the New Jersey APH count. You subsequently will be notified regarding the student’s eligibility for adapted educational materials available through APH Quota funds and the steps to follow to obtain the materials. If you have any questions, please call Amy Ricciardi, Coordinator of Education Services & Meyer Center, at 973-648-6292.

Please distribute this memorandum as appropriate. Thank you.

SM/PM/DA/fl/ar/121614 Broadcast Memo for APH Count.doc

c: Members, State Board of Education
Acting Commissioner David C. Hespe
Commissioner Jennifer Velez
Senior Staff
Peggy McDonald
Executive County Superintendents
Executive Directors for Regional Achievement Centers
Executive County Business Officials
County Supervisors of Child Study
Daniel Frye
Christine Hinton
Amy Ricciardi
NJ LEE Group
Garden State Coalition of Schools

www.nj.gov/education

New Jersey Is An Equal Opportunity Employer • Printed on Recycled and Recyclable Paper