



New Hampshire Accessible Instructional Materials (NHAIM)

GUIDELINES

January 18, 2012

Introduction to the New Hampshire Accessible Materials

The New Hampshire Department of Education's Bureau of Special Education is pleased to provide the NHAIM Guidelines. Accessible Instructional Materials (AIM) are materials that are available in specialized formats for students who are blind, visually disabled or other print disabled and are unable to access or read standard print instructional materials. This guideline is a resource for how and where to obtain educational tools, large print, braille, and digital format textbooks for qualified students.

These guidelines are to ensure that the funds generated from APH eligible students are prioritized for those who are blind or visual impaired. The NHAIM will serve as a resource for school districts and families seeking to borrow materials for students on a per school year basis. The NHAIM loan system is not equipped to respond to all the needs of the State's students with print disabilities. Therefore, school districts cannot rely solely on the NHAIM to meet their obligations to provide specialized materials needed for a student's learning that are identified in the student's Individualized Education Program (IEP).

The mission of the AIM is to procure, maintain and distribute books, educational tools and materials for students who are visually impaired and print disabled students who require alternate format. New Hampshire has adopted the federal definition of timely manner as the following: The State Educational Agency will ensure that all public agencies take all reasonable steps to provide instructional materials in accessible formats to children with disabilities who need those instructional materials at the same time as other children receive instructional materials.

What does the term “print disability” mean?

The [Library of Congress](#) regulations (36 CFR 701.10(b)(1)) related to the Act to Provide Books for the Adult Blind (approved March 3, 1931, 2 U.S.C. 135a) provide that blind persons or other persons with print disabilities include—

- "Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting glasses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.
- Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.
- Persons certified by competent authority as unable to read or unable to use standard printed material as a result of physical limitations.
- Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner."

Who is a competent authority?

Based on the [Library of Congress regulations](#) (36 CFR 701.10(b)(1)) related to the Act to Provide Books for the Adult Blind (approved March 3, 1931, 2 U.S.C. 135a), a "competent authority" is defined as follows:

- In cases of blindness, visual disability, or physical limitations "competent authority" is defined to include doctors of medicine, doctors of osteopathy, ophthalmologists, optometrists, registered nurses, therapists, professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any persons whose competence under specific circumstances is acceptable to the Library of Congress.
- In the case of reading disability from organic dysfunction, competent authority is defined. (An IEP team determines that a student is eligible)

<http://aim.cast.org/learn/accessiblemedia/allaboutaim/where>

FEDERAL QUOTA FUNDS:

NHAIM has the responsibility of administering the Federal Quota Funds from the American Printing House for the Blind (APH). A student who meets the Federal Quota Program eligibility requirements (detailed below) can have materials ordered through the NHAIM from the American Printing House for the Blind utilizing Federal Quota Funds when available.

In addition, an individual may purchase books, materials and educational tools directly from APH for students that do not qualify, but the agency or person who places the order **will be responsible for payment.**

Who is eligible?

The determination of eligible students and the distribution of materials available to them on Federal Quota Funds follows a distinctive and very effective model. In order to determine who is eligible for Federal Quota materials, an annual national census is taken. The effective date of this registration is the first Monday in January of each year. For students to be eligible to participate in the Federal Quota Program, they MUST fulfill the following requirements:

- Meet the definition of blindness (MDB) -- that is, have a central visual acuity of 20/200 or less in the better eye with best correction or a peripheral field of vision no greater than 20 degrees
OR
function at the definition of blindness when visual performance is reduced by a brain injury or dysfunction (FDB). Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.
- Be enrolled in a formally organized public or private, nonprofit educational program of less than college level.
- Be enrolled with the registering school or agency on the first Monday in January.

Several factors to remember are:

- There is NO chronological age requirement for eligibility. Eligible infants and preschool children can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan.
- Homebound students can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan.
- Students can be eligible if enrolled in home school programs that meet guidelines and/or procedures in effect within each individual state. Students must have a written education plan. A written education plan is not an IEP (individualized education program), although an IEP can serve as the plan.
- Students must be working at less than college level.
- Students cannot be registered by two Federal Quota accounts.
- Adults to be registered must be receiving a minimum of 20 hours of instruction per week in an educational program. For these purposes, an adult is a student over school age as determined by respective state law.
- Registration for Federal Quota occurs in January of each year.

From <http://www.aph.org/fedquotpgm/fedquota.htm>)

Requesting Books, Educational Tools and Materials with New Hampshire Accessible Instructional Materials (NHAIM):

Materials on loan from NHAIM:

- Large Print
- Braille
- Other Educational Tools and Materials
- Professional Resources

How to Request:

How Aim Coordinator will research items	Purchasing of APH Educational Tools, Materials and Books	Borrow Books from the AIM	Borrow Educational Tools and Materials	Borrow from Interstate Loan	Research other formats
For students on the APH count	Yes	Yes	Yes	Yes	Yes
For students not on the APH count includes students who are print disabled	No	Yes	Yes	Yes	Yes

- Must complete a book order form
- Students who are eligible:
 - any student that has a documented visual impairment
 - any student with a documented print disability (refer to page 2)
 - have an IEP, 504 or Homeschool Plan
- Students can be attending public schools including charter schools, private schools, court placed students, homeschooled students, home instruction students
- E-mail the completed book order form to: Kim.Stiles@doe.nh.gov.
 This form can be found at:
http://www.education.nh.gov/instruction/special_ed/index.htm.
 Requests submitted on a different form will be returned. To avoid duplicating a request, please send it by e-mail only. Send to Kim.Stiles@doe.nh.gov.
 If e-mailing is not an option, please fax to 603-271-1099 Attn: Kim Stiles.
- For textbook requests: please make sure there is a grade level for the requested book and an ISBN number for each book. The ISBN number must be from the **student** copy, not the teacher text. All boxes **must** be completed in the book order form in order to process your request.
- NHAIM will contact the person whose name is on the order form.
- Please make sure contact information is accurate.
- It may take up to 20 calendar days for AIM Coordinator to research book request and provide results.

All orders for fall 2012 will be shipped to the SAU office where the student attends school. Make sure the correct address of the SAU is on the form. NHAIM will send your order directly to the SAU Special Education Director, to your attention.

Who Can Request Books, Educational Tools and Materials:

- Parents, Teachers, Guardians, Special Education Directors, Case Managers, Students and TVIs can request to use the New Hampshire Accessible Instructional Materials.

Book Orders

When to place a book request for Fall:

- All requests needed for the fall, are encouraged to be placed with NHAIM by March 30th for Braille and April 15th for Large Print. **Special circumstances will be considered.** Orders need to be placed well in advance of the student's need for materials in order **to ensure that students received their materials in a timely manner.**

Deadlines for Ordering Accessible Instructional Materials

- **Braille:** March 30th (orders are encouraged to be place by March 30th)
- **Large Print:** April 15th (16 weeks prior to the date the student will need the book.)
- **Digital formats:** E-File, Book Share, Learning Ally, NH Talking books): May 31st (8 weeks prior to the date the student will need the book.)

While searching for Braille and Large Print Books, additionally the search will include E-File, Book Share, Learning Ally, and NH Talking Books.

***In order to ensure that your students receive these materials in a timely manner these timelines have been established.**

How to return materials you have borrowed:

All books from Interstate loans are due back to NHDOE one week prior to the states established deadline. Please mail all interstate loan books to the NHAIM and the NHAIM will mail back to the lending states.

All other NHAIM loaned Instructional materials must be returned to NHAIM by June 30, 2012. If a book is lost and cannot be found, please let us know as soon as possible. The district of liability will be responsible for the purchase of any missing or damaged materials.

When returning materials, please follow the guidelines below:

- Please box the materials securely with tape. A number of books are lost because boxes break open.
- Enclose the completed return form, available on the Department of Education website at: http://www.education.nh.gov/instruction/special_ed/index.htm .
- Note if any volumes are missing or damaged.
- Number all boxes in the shipment. (For example 1 of 5).
- Write the SAU name and address clearly in the return address portion of the box or label.

When mailing:

- We strongly encourage you to deliver the boxes to the Post Office instead of having them picked up. If desired, you can insure each box for a small fee. All materials need to be sent by mail (example: brailers, equipment, materials). Clearly mark the box as "Free Matter for the Blind."
(http://www.nfb.org/nfb/free_matter.asp)
- **Please save your boxes and packaging to return your items!**
- Use address below as the shipping address:

**New Hampshire Department of Education
NHAIM
Bureau of Special Education
101 Pleasant Street
Concord, NH
03301-3860**

When delivering in person:

- Please make an appointment to drop off boxed books, materials and educational tools at 271-0818.

Access to NHAIM:

- **To visit the NHAIM, please make an appointment by calling 271-0818.**
- Please call to make an appointment to view the Instructional Materials and Textbooks. All Instructional Materials will need to be mailed to an SAU office. While at NHAIM, you may reserve the books you want. You will be able to fill out a form at the NHAIM during your visit. Items will be boxed on the day of your visit and mailed to the SAU. We will mail your order to the SAU office of the student the materials are for. During your visit to the NHAIM Children Literature Room, you may sign out books that day.
 - NHAIM Coordinator: Kim Stiles ~ Kim.Stiles@doe.nh.gov
 - Phone: 603-271-0818

The New Hampshire Department of Education appreciates the support of schools and families in their support of NHAIM.