

**2025 AMERICAN PRINTING  
HOUSE FOR THE BLIND (APH)  
FEDERAL QUOTA CENSUS**

**FCESS – INFANTS AND TODDLERS**



New Hampshire

**Department of Education**

# What is the APH Federal Quota Program?

- 1879 – “The Act to Promote the Education of the Blind” was passed and the [American Printing House for the Blind \(APH\)](#) was designated as the official supplier of educational materials to all student in the US and it’s outlying areas.
- Includes an annual census conducted by APH to identify eligible individuals and based on the census, Congress appropriates funds to APH to then be allocated to states to use towards the purchase of accessible materials.

*Empowering people who are blind or visually impaired  
by providing accessible and innovative products,  
materials, and services for lifelong success*

**More Eligible Individuals Registered = More Resources**

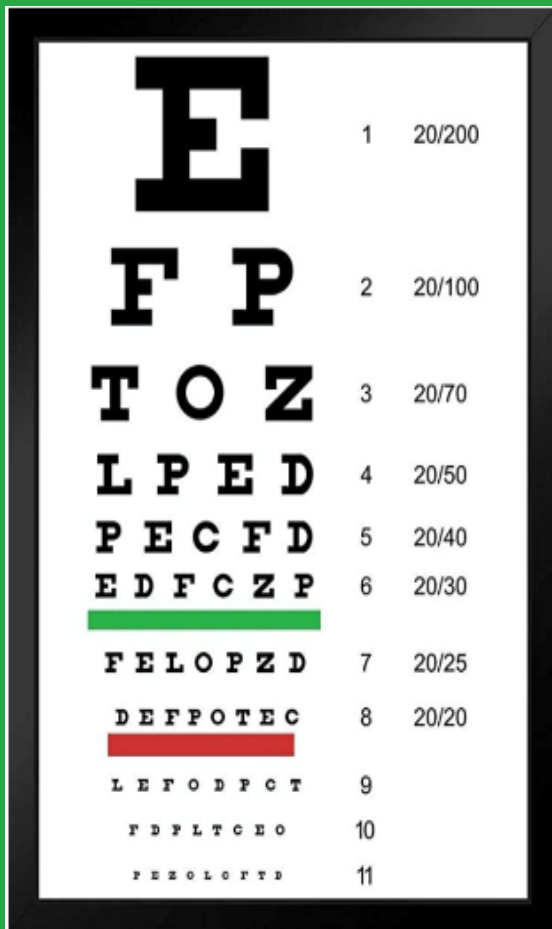
# FEDERAL QUOTA CENSUS

- The APH Federal Quota requires a process that validates whether an individual is eligible based on APH Federal Quota requirements.
- Online Registration: January 6, 2025 – February 24, 2025
- The APH Federal Quota includes infants, toddlers, PreK – 12 students, and adults who meet the definition of blindness, function at the definition of blindness, or qualify under the IDEA definition of visual impairment.
- FCESS Administrators are responsible for registering eligible infants and toddlers, birth through age 3. Collaboration with TVIs, COMs and Vision Coordinators is highly encouraged to ensure all eligible infants and toddlers, both new and continuing, are registered in the 2025 Census.
- FCESSs with NO eligible infants and toddlers to register must still certify the Agency has ZERO eligible individuals.
- The APH Federal Quota provides resources based on the number of infants, toddlers, PreK – 12 students, and adults who qualify. Congress allocates the amount of money for each state per registered individual.

# ELIGIBILITY OF INFANTS & TODDLERS BIRTH TO THREE

- Eligible infants and toddlers can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan. An individualized family service plan (IFSP) or any other written plan **may** be used.
- Parent/Guardian Consent is required for the birth to three age group.
- Any child diagnosed with a vision impairment, or suspected of having a vision impairment is eligible to be registered on the quota.
- The requirement for an eye report or a doctor's note to verify eligibility has been waived permanently as of the 2023 Census, however, it is still your responsibility to ensure infants and toddlers meet the quota qualifications and therefore an eye report or doctor's note could be helpful to have on file in case of an audit.

# FUNCTIONALITY ELIGIBILITY REQUIREMENT



## Meets the Definition of Blindness

A central visual acuity of 20/100 to 20/200 (using a Snellen chart or an acuity determined in Snellen equivalents) in the better eye with best correction or a peripheral field of vision no greater than 20 degrees.

# FUNCTIONALITY ELIGIBILITY REQUIREMENT



## Functions at the Definition of Blindness

When visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist, optometrist), or other medical doctor such as a neurologist. Individuals in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral blindness or low vision (e.g. brain injury or dysfunction).

# FUNCTIONALITY ELIGIBILITY REQUIREMENT

## Qualifies Under the IDEA Definition of Visual Impairment

“An impairment in vision, that, even with correction, adversely affects a child’s educational performance. The term includes both partial sight and blindness.”  
(34 CFR §300.8(c)(13)).



IDEA

Individuals with Disabilities Education Act



# REQUIRED INFORMATION FOR ONLINE REGISTRATION

- **First and Last Name**
- **Date of Birth**
- **TVI, COMs or Vision Coordinator Assigned**
- **District/Agency**
- **School/Agency Type**
- **School/Agency Program**
- **Grade Level**
- **Measure of Visual Function** (*Meets the Definition of Blindness, Functions at the Definition of Blindness, or Qualifies Under the IDEA Definition of Visual Impairment*)
- **Primary Language** (*English, Spanish, Other*)
- **Primary and Secondary Reading Medium** (*Auditory, Braille, Pre-Reader, Symbolic Reader, Visual*)
- **Parent/Guardian Consent or Adult Consent on File**
- **Written Education Plan on File** (*IEP, 504, IFSP, or any other written action plan*)



# REQUIRED DOCUMENTATION PARENT/GUARDIAN CONSENT FORM

- A signed Parent/Guardian Consent Form must be on file with your Agency in case of an audit.
- The Parent/Guardian Consent only needs to be signed and obtained once upon the initial registration of the infant or toddler for as long as the infant or toddler remains with the same agency.
- If the infant or toddler moves to a new Agency, a new signed Parent/Guardian Consent Form must be obtained by the new Agency.

# REQUIRED DOCUMENTATION WRITTEN EDUCATION PLAN

An Individualized Family Service Plan (IFSP) or any other written plan **may** be used for infants and toddlers. The plan must be on file at your Agency in case of an audit to verify that the infant or toddler has a formally organized plan.

# LOGGING IN TO COMPLETE REGISTRATION

Log into [myNHDOE](#) using your myNHDOE credentials. If you are NEW to myNHDOE, click [Create an Account](#) on the myNHDOE Login page and contact Robin Budryk, NH APH Ex-Officio Trustee Assistant, at [robin.g.budryk@doe.nh.gov](mailto:robin.g.budryk@doe.nh.gov) or 603-271-0818 to have your system permissions assigned.

**myNHDOE Login**

Username

Password

Login ➔

**LOGIN TROUBLE INSTRUCTIONS**  
*Before opening a support ticket, please read below*

New user? [Create an Account](#)

Existing myNHDOE user?

**Forgot Username/Password**  
Use the [Forgot Username/Password](#) wizard

**Disabled account?**  
Use the [Forgot Username/Password](#) wizard to re-enable your account and reset your password


**Locked out of your account?**  
Try logging in again later using the [Forgot Username/Password](#) wizard

# ACCESSING THE APH FEDERAL QUOTA CENSUS PORTAL IN NHAEM

On the System/Role Listing page, click (NHAEM) Multiple roles available, then click NHAEM District Authorized Official to access the APH Federal Quota Census registration portal.


## System/Role Listing

*ordered by the systems that you use most frequently*


 NHAEM  
[Multiple roles available](#)

## System/Role Listing

*ordered by the systems that you use most frequently*

 NHAEM  
[District Authorized Official](#)

# INSTRUCTIONS FOR REVIEWING CURRENT REGISTERED CHILD'S INFORMATION

- On the Manage Individual Profiles page, click on each child's Name to review, edit, and certify each child on your list.
- Once you have reviewed and edited a profile, click Certify for APH Eligibility at the bottom of the Edit Individual Profile page (a Certify Assurance box will appear).
- Read the statement in the Certify Assurance box, Check the required box, and click Save which will direct you back to the Manage Individual Profiles page.
- As you review and check Certify for APH Eligibility for each child, you will see  Reviewed in the Review Status for 2025 column on the Manage Individual Profiles page, verifying that your review of that child is complete.
- Repeat this process for each child on your list.

# SCREEN IMAGES

# REVIEWING CURRENT REGISTERED CHILD'S INFORMATION

Presentation Title

NHAEM  
Manage Individuals myNHDOE Log Out  
Home > Manage Individuals

## Manage Individual Profiles

**Instructions:**

1. If you do not see a particular individual listed below, click the **Add a New Individual** button below to search for and add that individual to your list.
2. To update an existing individual, click on their name to display and edit all of their information.

Add a New Individual

District: Barrington  
Certification Status: ⚠ District awaiting certification. Certify Individuals

Name	Date of Birth	Included in APH count for 2024?	Review Status for 2025?	Assigned TVI/Vision Coordinator
<a href="#">Joe M Shmo</a>	12/05/2018		⚠ Not Reviewed	Lane, Mary

### Certify Assurance

Note: this window can be moved by clicking and dragging the window title

\* = **Required Field**

To establish eligibility for The American Printing House for the Blind Federal Quota Census Program (APH), I certify that the information contained in this registration is based on a parent/guardian permission form and a written education plan. I also certify that the parent/guardian permission form and written education plan are on file at this office.

\*

Save Cancel

NHAEM  
Manage Individuals myNHDOE Log Out  
Home > Manage Individuals

## Manage Individual Profiles

**Instructions:**

1. If you do not see a particular individual listed below, click the **Add a New Individual** button below to search for and add that individual to your list.
2. To update an existing individual, click on their name to display and edit all of their information.

Add a New Individual

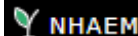
District: Barrington  
Certification Status: ⚠ District awaiting certification. Certify Individuals

Name	Date of Birth	Included in APH count for 2024?	Review Status for 2025?	Assigned TVI/Vision Coordinator
<a href="#">Joe M Shmo</a>	12/05/2018		✔ Reviewed	Lane, Mary

# SCREEN IMAGES

# REVIEWING CURRENT REGISTERED CHILD'S INFORMATION

Presentation Title

 [Manage Individuals](#) [myNHDDE](#) [Log Out](#)

## Edit Individual Profile

\* = Required Field

SASID: None

First Name:  \*

Middle Initial:

Last Name:  \*

Date of Birth:  \*

Assigned TVI / Vision Coordinator:  ▼

District of Liability:  ▼ \*

School/Agency Program

School/Agency Type:  ▼ \*

School/Agency Program:  ▼ \*

Town of Residence

Town of Residence Type:  ▼

Town of Residence:  ▼

Grade Level:  ▼ ⓘ \*

Measure of Visual Function:  ▼ \*

Primary Language:  ▼ \*

Primary Reading Medium:  ▼ \*

Secondary Reading Medium:  ▼ \*

Other Reading Medium:  ▼

The following documents **must be on file with the Area Agency or School District of Liability** for each registered individual in the event that an audit requires evidence of the individual's Written Education Plan and/or Parent/Guardian Consent or Adult Consent. **NOTE: If you have determined that an individual meets the definition of blindness or functions at the definition of blindness, verification that an eye report is on file is not required for the 2023 Federal Quota.** Please **DO NOT SUBMIT** documents to the New Hampshire Department of Education. Please check each box to confirm that the following are on file:

Parental/Guardian Consent or Adult Consent On File?  ⓘ \*


Written Education Plan On File?  ⓘ \*

Eye Report On File?  ⓘ

If this individual has left the district or exited the NHAEM program for any reason, enter that below.

Reason exited program or district:  ▼ \* Exit date:  \* Comments:

# INSTRUCTIONS FOR ADDING A CHILD

- On the Manage Individual Profiles page, click the Add a New Individual button.
- To prevent duplication, first search for the child by their Name and Date of Birth as infants and toddlers will not be assigned SASID numbers until they enroll in school.
- If the child is not already in the system, click the Create New Individual button and proceed to fill in all required fields.
- Click the Certify for APH Eligibility button at the bottom of the Edit Individual Profile page (a Certify Assurance box will appear).
- Read the statement in the Certify Assurance box, Check the required box, and click Save which will direct you back to the Manage Individual Profiles page.
- Check to see that the child you just added now appears in your list on the Manage Individual Profiles page and that  Reviewed appears in the Review Status for 2025 column on the Manage Individual Profiles, verifying that you successfully added that child.



# SCREEN IMAGES

# ADDING A CHILD

Presentation Title

## Search For Individual Profile

\* = Required Field

### Instructions:

To prevent duplication of students, first search for this student by either SASID (if known) or Name and Date of Birth.

- Note that Date of Birth is *required* for both SASID- and Name-based searches.

SASID:

--OR--

First Name:

Last Name:

Date of Birth:  \*

## Search Results

**No results were found matching those criteria. Please check your inputs and try again.**

Home > Manage Individuals

## Manage Individual Profiles

### Instructions:

- If you do not see a particular individual listed below, click the **Add a New Individual** button below to search for and add that individual to your list.
- To update an existing individual, click on their name to display and edit all of their information.

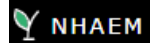
District: Barrington  
Certification Status: District awaiting certification.

Name	Date of Birth	Included in APH count for 2024?	Review Status for 2025?	Assigned TVI/Vision Coordinator
<a href="#">Joe M Shmo</a>	12/05/2018		Reviewed	Lane, Mary

# SCREEN IMAGES

# ADDING A CHILD

Presentation Title

 **NHAEM**  
Manage Individuals | myNHDOE | Log Out

## Add New Individual Profile

\* = Required Field

SASID: None

First Name:  \*

Middle Initial:

Last Name:  \*

Date of Birth:  \*

Assigned TVI/Vision Coordinator:  ▼

District/Agency

District/Agency Type:  ▼

District/Agency:  ▼ \*

School/Agency Program

School/Agency Type:  ▼ \*

School/Agency Program:  ▼ \*

Town of Residence

Town of Residence Type:  ▼

Town of Residence:  ▼

Grade Level:  ▼ ⓘ \*

Measure of Visual Function:  ▼ \*

Primary Language:  ▼ \*

Primary Reading Medium:  ▼ \*

Secondary Reading Medium:  ▼ \*

Other Reading Medium:  ▼

The following documents **must be on file with the Area Agency or School District of Liability** for each registered individual in the event that an audit requires evidence of the individual's Written Education Plan and/or Parent/Guardian Consent or Adult Consent. **NOTE: If you have determined that an individual meets the definition of blindness or functions at the definition of blindness, verification that an eye report is on file is not required for the 2023 Federal Quota. Please DO NOT SUBMIT** documents to the New Hampshire Department of Education. Please check each box to confirm that the following are on file:

Parental/Guardian Consent or Adult Consent On File?:  ⓘ \*

Written Education Plan On File?:  ⓘ \*

Eye Report On File?:  ⓘ

# INSTRUCTIONS FOR REMOVING CHILDREN

- Click on the child's Name on the Manage Individual Profiles screen.
- Scroll to the bottom of the child's profile and select an appropriate Exit Reason, Exit Date, and any additional comments to note why the child is being removed.
- Click the Release Individual button when done.

Reason exited program or district:

Please select an exit reason ▼ \*

Exit date:  \*

Comments:

Release Individual



Previous Exit Reasons (if any)

Certify for APH Eligibility

Save for Later

Cancel

# INSTRUCTIONS FOR FINAL CERTIFICATION

- Once all children have been reviewed, added, and/or removed for your Agency and  Reviewed appears in the Review Status for 2025 column for each child you are registering, click the Certify Individuals button (a Certify Assurance box will appear).
- Read the statement in the Certify Assurance box and ensure that the number of children you are registering is correct, Check the required box, and click Certify which will direct you back to the Manage Individual Profiles page.
- Check that the Certification Status reads  District certified. Thank you!
- Log Out in the upper right-hand corner of the Manage Individual Profiles page.

# SCREEN IMAGE: FINAL CERTIFICATION


**Certify Assurance**

Note: this window can be moved by clicking and dragging the window title  
**\* = Required Field**

As the designee for the Agency/School District responsible for the administration of the American Printing House for the Blind Federal Quota Program I hereby certify that there are a total of **[1]** students whose vision meets or functions at the definition of blindness.

\*

District: Ashland

Certification Status:  District certified. Thank you!

Name	Date of Birth	Included in APH count for 2024?	Review Status for 2025?	Assigned TVI/Vision Coordinator

# INSTRUCTIONS FOR CERTIFYING ZERO ELIGIBLE CHILDREN

If you have ZERO children to register, click on the Certify Individuals button to certify that your Agency does not have any children to register.

The screenshot shows the NHAEM web application interface. At the top, there is a navigation bar with the NHAEM logo and the text "NHAEM". Below the logo, there are three buttons: "Manage Individuals", "myNHDOE", and "Log Out". The breadcrumb navigation shows "Home > Manage Individuals". The main heading is "Manage Individual Profiles". Underneath, there are "Instructions:" which state: 1. If you do not see a particular individual listed below, click the **Add a New Individual** button below to search for and add that individual to your list. 2. To update an existing individual, click on their name to display and edit all of their information. Below the instructions is a button labeled "Add a New Individual". The main content area shows "District: Ashland" and "Certification Status: ⚠ District awaiting certification." with a "Certify Individuals" button. Below this is a table with the following headers: "Name", "Date of Birth", "Included in APH count for 2024?", "Review Status for 2025?", and "Assigned TVI/Vision Coordinator".

# APH PRODUCT CATEGORIES

## Instructional Materials

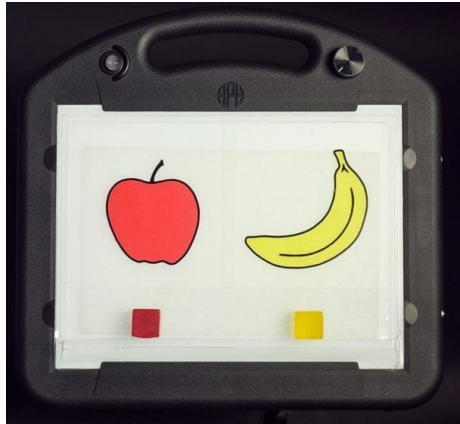
- Assessment
- Early Childhood
- Core Curriculum
- Expanded Core Curriculum
- Software
- Professional Items
- Videos
- Accessible Magazines
- Spanish Language Materials

## Daily Living

- Audio Equipment
- Books and Magazines
- Braille Reading and Writing
- Electronics
- Games, Puzzles, and Toys
- Low Vision Reading and Writing
- Maps and Globes
- Measuring Devices
- Organization Products
- Orientation and Mobility
- Tactile Learning Products
- Transition and Career Education

# APH PRODUCTS

To view all products visit: [www.aph.org/shop](http://www.aph.org/shop)





# ADDITIONAL APH FEDERAL QUOTA CENSUS RESOURCES

- [FY'25 APH Federal Quota Census Guide](#)
- [APH Federal Quota Census Individual Profile Prep Template](#)
- [APH Federal Quota Census Parent/Guardian Consent Form](#)
- [APH Federal Quota Census Adult Consent Form](#)
- [APH Federal Quota Census Parent/Guardian Informational Letter](#)
- [American Printing House for the Blind](#)
- [APH Products Catalog](#)

# NH APH CONTACTS

**For further information or assistance, please contact:**

**Lynnette Lawrence**

New Hampshire APH Ex Officio Trustee

[lynnette.e.lawrence@doe.nh.gov](mailto:lynnette.e.lawrence@doe.nh.gov)

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(603) 271-0818

# THANK YOU FOR ALL YOU DO!



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[https://www.brainyquote.com/helen\\_keller\\_382259](https://www.brainyquote.com/helen_keller_382259)