

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



New Hampshire

**Department of Education**

# THE ACT TO PROMOTE THE EDUCATION OF THE BLIND - 1879

- Established a system to provide adapted educational materials to eligible individuals, birth through adult, who were blind and visually impaired
- Named the [American Printing House for the Blind \(APH\)](#) as the national central source for these materials

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

- Created a permanent annual appropriation for APH to provide the materials

# WHY IS THE APH FEDERAL QUOTA CENSUS IMPORTANT?

Individuals who are blind deserve the same opportunities as their sighted peers, especially when it comes to education.

Thanks to US Code, Title 20, Chapter 6, APH is able to produce accessible educational materials to help them on their journey of lifelong learning.

**More Infants, Toddlers, Students, and Adults Registered = More Resources**

# FEDERAL QUOTA CENSUS

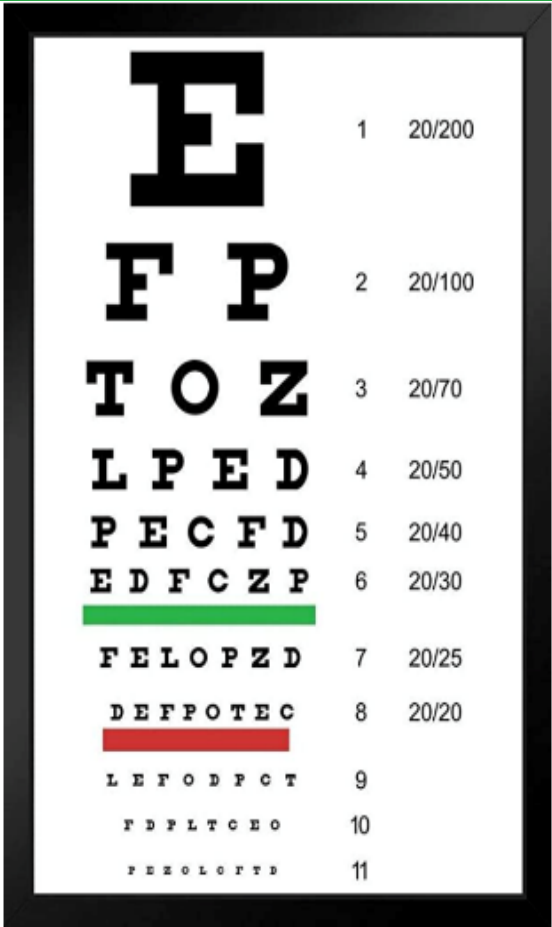
- Online Registration: January 6, 2025 – February 24, 2025
- Administrators of Special Education, Charter School Administrators or 504 Coordinators, and FCESS Administrators will be responsible for registering eligible individuals. Collaboration with TVIs and Vision Coordinators is highly encouraged to ensure all eligible individuals, both new and continuing, are registered in the 2025 Census
- Districts and FCESSs with ZERO individuals must still be accounted for as reviewed for the Census
- The APH Federal Quota includes infants, toddlers, students, and adults who meet the definition of blindness, function at the definition of blindness, or qualify under the IDEA definition of visual impairment
- The APH Federal Quota requires a process that validates whether an individual is eligible based on APH Federal Quota requirements
- The APH Federal Quota provides resources based on the number of infants, toddlers, students, and adults who qualify. Congress allocates the amount of money for each state per registered individual

# FEDERAL QUOTA RESULTS

- In the 2023-2024 academic year, New Hampshire registered 432 individuals compared to 299 individuals in the 2022-2023 academic year.
- The per capita rate for the 299 individuals registered in the 2022-2023 academic year was \$436.75 per individual which resulted in New Hampshire receiving \$130,587.77 to apply to the purchase of accessible educational materials, including books and technology.

**More Infants, Toddlers, Students, and  
Adults Registered = More Resources**

# FUNCTIONALITY ELIGIBILITY REQUIREMENT



## Meets the Definition of Blindness

A central visual acuity of 20/200 or less (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





# EYE REPORT / DOCTOR'S NOTE

The requirement for an eye report or a doctor's note to verify eligibility has been waived as of the 2023 Census for this federal program per APH President Craig Meador, however, it is still your responsibility to ensure students qualify as Meets the Definition of Blindness or Functions at the Definition of Blindness or Qualifies under the IDEA Definition of Visual Impairment and therefore an eye report or doctor's note could be helpful to have on file in case of an audit.

# 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 permissions are required for the birth to three age group.
- Verification that an eye report is on file **IS NOT** required for the 2025 Federal Quota

# ELIGIBILITY OF SCHOOL-AGED STUDENTS

- Eligible individuals (preschool through high school) can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan. An IFSP, an individualized education program (IEP) under the Individuals with Disabilities Education Act, a 504 Plan, or any other written education plan may be used.
- A Parent/Guardian consent form is required to be on file at the School District of Liability or wherever the majority of the student's education is being received, for all students in preschool through their eighteenth birthday. If a student has a guardian, even if they are over age 18, they must have a Parent/Guardian consent form on file.

# ELIGIBILITY OF SCHOOL-AGED ADULTS

- School-aged students aged 22 and above are required by the federal government to be registered as adults in their grade field.
- School-aged students aged 18-22 and over may sign an Adult Consent form indicating their permission to be added to the quota.
- If a student is over the age of 18 and has a legal guardian that acts on their behalf, they must have a Parent/Guardian consent form on file at their School District of Liability or wherever the majority of their education is being received.

# ADULTS – VOCATIONAL OR REHABILITATION PROGRAMS

- Adults in vocational or rehabilitation programs who have received a minimum of 120 hours of documented instruction in the previous calendar year also qualify for registration in this program. Practice to develop skills can be included in instructional hours and social and leisure programs do not qualify as instruction.
- These individuals should be registered by an agency serving adults in a vocational or rehabilitation program and either an Adult Consent signed by the individual or a Parent/Guardian consent if the individual has a legal guardian, must be on file.

# REQUIRED DOCUMENTATION WRITTEN EDUCATION PLAN

## **Written Individual Education Plan (IEP or other), 504, or Individual Family Service Program (IFSP)**

Must be on file with the Area Agency or School District of Liability to verify that the individual is in a formally organized educational program. It may be an IEP, 504, IFSP, or any other written action plan. An individual who is legally blind can be registered for Federal Quota Funds even if he/she does not currently receive Special Education Services as long as there is a written education plan and parent/guardian consent or adult consent on file.

# REQUIRED DOCUMENTATION PARENT/GUARDIAN OR ADULT CONSENT FORM

- The Parent/Guardian Consent Form or Adult Consent Form must be on file with the Area Agency or School District of Liability and only needs to be signed and obtained once, upon the initial registration of the individual for as long as the individual remains in the same placement.
- A new signed Parent/Guardian Consent Form or Adult Consent Form will be required when the individual moves to a new agency, school or district. The Parent/Guardian Consent Form or Adult Consent Form remains on file at the school/agency in case of an audit.

# GRADE PLACEMENT

## Definition of Individual Grade Placement Categories

**Infants and Toddlers:** Children birth to three years of age served by Family Centered Early Supports & Services (FCESS)

**Preschool Students:** Children of preschool age served by preschool programs

**Kindergarten:** Children enrolled in kindergarten classes

**Grades 01-11:** Individuals in regular academic grades 01 through 11, as determined by State law.

**Grade 12+:** Individuals who are in grade 12 or are continuing to receive special education services under IDEA until the student turns age 22

**Adult:** Individuals age 22 and above by the first Monday in January. This **DOES NOT MEAN** these individuals cannot be registered if they have turned 22. It **DOES MEAN** that they are required to be registered as an Adult.



# MEASURE OF VISUAL FUNCTION

**Meets the Definition of Blindness (MDB):** A central visual acuity of 20/200 or less (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.

**Functions at the Definition of Blindness (FDB):** 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).

**Qualifies Under the Individuals with Disabilities Education Act (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).*

**\*NOTE:** Individuals should be registered as MDB or FDB first if there is a choice. IDEA is to be reported for students who qualify but do not meet MDB or FDB.

# PRIMARY AND SECONDARY READING MEDIUMS

**Auditory Readers:** Individuals primarily using a reader or auditory materials as their instructional media

**Braille Readers** Individuals primarily using braille as their instructional media

**Visual Readers:** Individuals primarily using print in their studies

**Pre-readers:** Infants, preschoolers, or older students working on emergent literacy skills that lay the foundation for future reading

**Symbolic Readers:** A symbolic reader is one that accesses printed materials with tangible two- or three- dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.

# ONLINE REGISTRATION PROCESS

- The 2025 APH Federal Quota Census online registration portal will be open *January 6, 2025 – February 24, 2025*
- Administrators of Special Education, Charter School Administrators or 504 Coordinators, and FCESS Administrators will be responsible for registering eligible individuals.
- Collaboration with TVIs and Vision Coordinators is highly encouraged to ensure all eligible individuals, both new and continuing, are registered in the 2025 Census

# INFORMATION REQUIRED 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** **Used For Instruction in the Classroom** (*English, Spanish, Other*)
- **Primary and Secondary Reading Medium** (*Auditory, Braille, Visual, Pre-Reader, Symbolic Reader*)
- **Parent/Guardian Consent or Adult Consent on File**
- **Written Education Plan on File** (*IEP, 504, IFSP, or any other written action plan*)

# LOGGING IN

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 INDIVIDUAL'S INFORMATION

- On the Manage Individual Profiles page, click on each individual's Name to review, edit, and certify each individual on your list.
- Once you have reviewed and edited an individual 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 individual, you will see  Reviewed in the Review Status for 2025 column on the Manage Individual Profiles page, verifying that your review of that individual is complete.
- Repeat this process for each individual on your list.

# SCREEN IMAGES

# REVIEWING CURRENT REGISTERED INDIVIDUAL'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

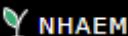
Name	Date of Birth	Included in APH count for	2024?	Review Status for	2025?	Assigned TVI/Vision Coordinator
<a href="#">Joe M Shmo</a>	12/05/2018			✔ Reviewed		Lane, Mary



# SCREEN IMAGES

# REVIEWING CURRENT REGISTERED INDIVIDUAL'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 AN INDIVIDUAL

- On the Manage Individual Profiles page, click the Add a New Individual button.
- To prevent duplication of individuals, first search for the individual by either their SASID (if known) or Name and Date of Birth.
- If the individual 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 individual 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 your review of that individual is complete.

# SCREEN IMAGES

# ADDING AN INDIVIDUAL

Presentation Title

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

## 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.**

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

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.

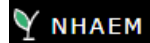
District: Barrington  
Certification Status: ⚠ District awaiting certification.

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 AN INDIVIDUAL

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 INDIVIDUALS

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

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

**Reason exited program or district:**

Please select an exit reason

**Exit date:**



**Comments:**

# INSTRUCTIONS FOR CERTIFYING ZERO INDIVIDUALS

If you have ZERO individuals to register, click on the Certify Individuals button in your District Box to certify that your District or Agency does not have any individuals 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." To the right of the status is a button labeled "Certify Individuals". 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".

# INSTRUCTIONS FOR FINAL CERTIFICATION

- Once all individuals have been reviewed, added, and/or removed for your district/agency and  Reviewed appears in the Review Status for 2025 column for each individual you are registering, click the Certify Individuals button in your District Box (a Certify Assurance box will appear).
- Read the statement in the Certify Assurance box and ensure that the number of individuals 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 in your District Box 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



# APH PRODUCT CATEGORIES

## Instructional Materials

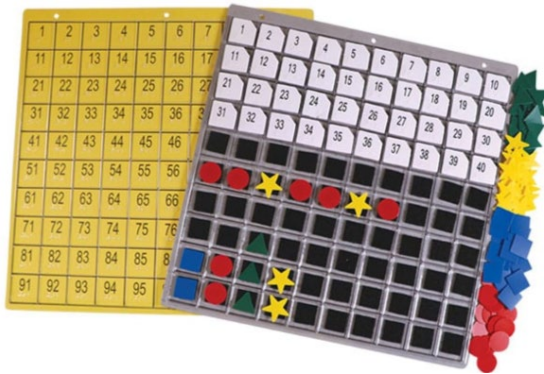
- Assessment
- Early Childhood
- Core Curriculum
- Expanded Core Curriculum
- Software
- Professional Items
- Videos
- Accessible Magazines
- Spanish Language Materials

## 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)

(603) 271-3294

**Robin Budryk**

New Hampshire Ex Officio Trustee Assistant

[robin.g.budryk@doe.nh.gov](mailto:robin.g.budryk@doe.nh.gov)

(603) 271-0818

# THANK YOU FOR ALL YOU DO!



Helen Keller Quotes. (n.d.). BrainyQuote.com. Retrieved October 3, 2022, from BrainyQuote.com Web site:  
[https://www.brainyquote.com/helen\\_keller\\_382259](https://www.brainyquote.com/helen_keller_382259)