



Borrowing APH Equipment

What items are considered American Printing House for the Blind (APH) equipment?

Some examples of APH equipment are [Light Touch Braille](#), [Chameleon Braille Display](#), [Juno Video Magnifier](#), [Jupiter Video Magnifier](#), [Mantis Braille Display](#), [MATT Connect](#), [PageBlaster Embosser](#), and [PixBlaster Embosser](#). These equipment are available for districts to borrow and trial from the WCBVI AEM Center.

Please click here for [examples of equipment available for loan and trial from WCBVI AEM Center](#) that are not from APH.

Who is eligible to borrow APH equipment?

Blind and visually impaired students in Wisconsin regardless of their Federal Quota eligibility may be able to borrow APH equipment. However, students who are formally registered with the Federal Quota Program will be loaned a light touch instead of a standard braille. Students who are not formally registered with the Federal Quota Program may be able to borrow a standard braille.

How can I borrow an APH equipment for a student?

STEP 1. TVI submits a [WCBVI APH Consumable and Loan Request Form](#). In the How Can We Help You section of the form, please select Borrowing Equipment. Please ensure you provide correct email addresses so a DocuSign link can be sent to the Teacher of the Blind and Visually Impaired (TVI) and Local Educational Agency (LEA).

STEP 2. WCBVI AEM Center sends a Capital Equipment Loan Agreement through DocuSign form to the TVI, LEA, and the WCBVI Outreach Director for an electronic signature. A copy of the signed form in a sealed envelope will be sent with the equipment. The LEA assumes all risk of loss, theft, or damage to the equipment during the term of the agreement.

STEP 3. WCBVI AEM Center ships the equipment to the shipping address provided on the form. Please ensure you provide us with the correct physical address.

Timeline and Policies

1. **Processing time** for APH Equipment Loan requests depends on the completion of the DocuSign. Be thorough when filling out the form.
2. **Students are allowed to borrow only two brailers** regardless of whether it is through another district or a different type of braille.
3. **Shipping.** Equipment is not shipped to homes unless the student is attending a virtual school or is homeschooled. In these special circumstances, equipment maybe shipped to P.O. Boxes via Free Matter for the Blind since other carriers do not ship to P.O. Boxes. All other requests will be shipped to a school address.
4. **Braille packaging.** Each box is labeled to correspond with the braille that it comes with. If your student is done with the braille, moved, or graduated, please send the braille back to WCBVI AEM Center using the **same box** that it came with. If packaging is lost, please ensure you pack the braille securely to avoid damage during shipping.

5. **Braille repairs and replacement.** If a braille needs to be repaired and your student needs a replacement, please return the broken braille to WCBVI AEM Center. Add a note with a short description of what is wrong with the braille in the box and if you need a replacement or not. The braille can be sent back “Free Matter for The Blind” but we recommend that you use a shipping service that allows you to track the shipment. If needed, WCBVI AEM Center will process a replacement as soon as they receive the broken braille.

Please remove any adaptive accessories such as extension keys before sending the braille. Any damage that is considered normal wear and tear will be repaired using quota dollars.

6. **Donating brailles purchased by the district.** Please send brailles purchased by the district that you don't need back or will not utilize in the future to WCBVI AEM Center with a note that says: Braille donation from (name of school district).

WCBVI will add donated brailles to their loan inventory for other districts to borrow. WCBVI or districts borrowing donated brailles are no longer liable in case of damage or loss.

7. **Lost brailles including Smart brailles.** In the event a braille is lost and the student moved to a different district, the old district must report the lost braille to WCBVI AEM Center by email as soon as possible. The new district will then fill out a new loan request form so that WCBVI AEM Center can update their records and send a new braille.

If the district loses two brailles loaned to the same student within one school year, brailles cannot be checked out to that student for a period of two years. Please notify WCBVI AEM Center by sending an email to accessible.materials@wcbvi.k12.wi.us for records to be updated.

Two years constitutes two school years. The first year would be the remainder of the current school year when the second braille was lost and the second year would be the following school year. The student remains eligible for APH Consumables during the two years that they may not borrow a braille.

8. **Transfer of braille.** A braille does not follow the student to another district. Please return the equipment to WCBVI AEM Center when the student is no longer with the district or has graduated with a note that says: Student transferred to (name of new school district) or graduated. The new district then needs to submit a new Capital Equipment Loan Request form for the student. Brailles are for long term loan and stay with the student as long as he/she is in the district.
9. **Cases that do not require a new Capital Equipment Loan Request form but require a new Capital Equipment Loan Agreement form:**
 - Students transferring to a new school within the same district
 - Transfer of equipment to another student in the same district
 - Change of TVI

For cases mentioned above, please notify WCBVI AEM Center by email so that a new Capital Equipment Loan Agreement form will be sent to the TVI, LEA and WCBVI Outreach Director via DocuSign for electronic signature.

10. **Uni-manual and electric braille writers** are not available through APH Federal Quota program. These brailles are purchased in limited supply with federal IDEA funds and may be available for loan.

11. **Smart Brailers** are a high-cost technology loan item. They may be loaned for a semester trial to determine if the item will work for a student. At the end of the trial loan period, the LEA will make the purchase. Smart Braille fall semester loans end on the third Friday of January and spring semester loans end on the third Friday of June yearly.

Damaged Smart Brailer should be returned in original shipping containers, and should be sent to the attention of WCBVI AEM Center, and NOT sent Free Matter due to high cost.

12. **Adaptive accessories for children and students with physical disabilities.** We do not provide adaptive accessories such as braille extension keys because adaptive items are not available through APH. Please remove any extension keys before returning brailers to WCBVI AEM Center.

13. **APH Assistive Technology (AT) Equipment**

What is considered APH AT equipment: For the purposes of this document, APH AT equipment items are defined as any item that is part of the APH Federal Quota High-Cost Loan Program. Currently, these items are the Chameleon, Juno, Jupiter, Mantis, MATT Connect, PageBlaster, and PixBlaster.

Damaged APH AT Equipment: Any damaged equipment that falls under the APH Federal Quota High-Cost Loan Program must be reported to the WCBVI Assistive Technology (AT) Specialist as soon as possible. Our AT Specialist will coordinate the return of the equipment to WCBVI or to the repair facility. Any damage that is considered “normal wear and tear” will be repaired using quota dollars. If available, a replacement device will be sent to the district for the student to use for the remainder of the loan period. This will allow the repaired device to be returned to WCBVI.

Lost or reoccurring damage of APH AT equipment: In the event equipment is damaged during the term of the loan beyond reasonable wear and tear, and it is the second instance of such damage to equipment loaned to the student specified in the loan request within one year, equipment cannot be checked out to that student for a period of two years.

- a. Two years constitutes two “school years”. The first year would be the remainder of the current school year and the second year would be the following school year.
- b. Non-return of equipment would be counted as the first instance of equipment damage.
- c. The student remains eligible for APH Consumables during the two years that they may not borrow APH AT equipment.

To learn more about the Federal Quota Program, please go to the [APH Federal Quota Program website](#).

WCBVI AEM Center contact information

Email: accessible.materials@wcbvi.k12.wi.us

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