



## Requesting American Printing House for the Blind (APH) Consumable Materials

WCBVI Accessible Educational Materials (AEM) Center provides ordering services for eligible American Printing House for the Blind (APH) educational materials using Federal Quota Funds for students who are blind and visually impaired and are **formally registered** with the APH Federal Quota Program in Wisconsin.

### What are consumable materials?

Consumable materials or consumables are items that are used for daily activities and need to be replenished or replaced regularly.

### What are the examples of consumable materials?

Common examples include braille embossing supplies, building on patterns, student kits, mini light boxes and accessories, picture maker, tactile doodle, tactile connections, braille labels, early braille trade books, on the way to literacy series, tactile treasures, English Language Arts materials, Mathematics materials, Social Studies materials, etc.

Click here for the [link to the digital APH catalog](#). Please be aware that you will want to search on the APH website to ensure products are in stock and have not been discontinued.

### What are non-consumable materials?

Here's a list of the current non-consumable APH materials:

- [Light Touch Braille Writer](#)
- [Chameleon Braille Display](#)
- [Juno Video Magnifier](#)
- [Jupiter Video Magnifier](#)
- [Mantis Braille Display](#)
- [MATT Connect](#)
- [PageBlaster Embosser](#)
- [PixBlaster Embosser](#)

These are available for districts to loan and trial. As APH changes their catalog and items are discontinued, this list will also change.

Please click here for [more examples of non-consumable materials](#) that are not from APH.

### Who is eligible to receive APH Consumable Materials?

Prekindergarten through 12th grade children and students who are blind or visually impaired and are formally registered with the American Printing House (APH) Federal Quota Program.

## What if my student is not eligible?

WCBVI AEM Center can provide returned items that have been previously utilized by a formally registered student to students who are not eligible. It is the Local Education Agency's (LEA) responsibility to make the purchase if WCBVI AEM Center doesn't have the items requested.

When a student is found not eligible for materials through the American Printing House for the Blind (APH) Federal Quota program, any disability related needs found within a student's IEP must be met by the Local Education Agency (LEA). For any questions about Special Education Laws, Procedures and Bulletins in Wisconsin, please refer to [this DPI webpage](#). If you have any further questions, please reach out to your Local Education Agency (LEA) or Special Education Director within your district.

## How to request for APH Consumable Materials

**STEP 1.** TVI searches the [APH Catalog](#) for the product numbers. Items that say "Federal Quota eligible" are the items that can be requested if the child is formally registered.

**STEP 2.** TVI submits a [WCBVI APH Consumable and Loan Request Form](#). Please select Requesting APH Consumables in the How Can We Help You section of the form.

**STEP 3.** WCBVI AEM Center will purchase the materials using Federal Quota Funds and send a confirmation email to the TVI.

**STEP 4.** APH will ship the materials requested to the address specified on the consumable request form.

## Timeline and Policies

1. You can submit a request for APH Consumable Materials anytime.
2. Depending on the volume of requests received at a given time, requests will be processed within 3-7 business days after submission. You will receive an email confirmation with the list of items you ordered from WCBVI AEM Center once your request has been processed.
3. There are times when the items you ordered are not available at the time the order was being placed or have been discontinued. In these cases, we add a note to the email confirmation indicating which item/s are not available or discontinued. Please track the availability of items on your end by checking the [APH website](#) and submit a new [WCBVI APH Consumable and Loan Request Form](#) when your requested items are available.
4. If you mistakenly ordered more than you need or the wrong item, please return these materials to WCBVI AEM Center, 1700 W State St., Janesville, WI 53546. Please add a note with a brief description of why the item/s are being returned. If you ordered the wrong item, please submit a new [WCBVI APH Consumable and Loan Request Form](#).
5. WCBVI AEM Center cannot send email confirmation when items are shipped or expected to be delivered. Materials are shipped from APH in Kentucky and WCBVI AEM Center is no longer involved in the process after the order has been placed unless the items do not arrive. Please contact WCBVI AEM Center if items do not arrive eight weeks after you receive an email that your order has been processed.
6. Materials are not shipped to P.O. boxes but can be shipped to a school or home address.
7. A child or student's name MUST be spelled correctly on the form and MUST match the Federal Quota Registry. Typing the wrong name may result in your order not being processed. Spelling errors may result in delays in processing and receiving the materials requested.

8. Please ensure that you have the correct shipping address before submitting the form as this may cause delays or returns to APH.
9. You may return used consumable materials provided they are complete and in good working order. Materials can be shipped using Free Matter for the Blind to the WCBVI AEM Center so that they can be utilized by other students in Wisconsin.
10. Materials that have been utilized by a formally registered student may be given to students who are not yet on the Federal Quota registry. Materials are limited and requests can be made to the AEM email inbox [accessible.materials@wcbvi.k12.wi.us](mailto:accessible.materials@wcbvi.k12.wi.us). Please use the subject line: Consumable Materials Request when sending your email.

WCBVI AEM Center reuses existing Federal Quota products and materials by establishing or cooperating with repository-style Instructional Resource Centers to stretch federal dollars further.

#### Retention and Disposal of APH Products Purchased with Federal Quota Funds:

- APH products purchased with Federal Quota funds remain the property of the respective Federal Quota account and the responsibility of the Ex Officio Trustee.
  - Products purchased with Federal Quota funds revert to the inventory of the Federal Quota account when students exit instructional programs or no longer need them.
  - It is the responsibility of the Ex Officio Trustee to discard outdated or unusable products purchased with Federal Quota funds.
  - To better leverage federal funds, products purchased with Federal Quota funds may be loaned to other Federal Quota accounts.
11. If a child or student is found to be blind and visually impaired and has a formal education plan by the first Monday in January and formal registration to the APH Federal Quota Registry has been submitted and received, consumable materials orders may be submitted and processed. \*An example of this would be that a 3-21 year old student is referred for special education in September, found to be a student who is blind and visually impaired, has an IEP or other formal education plan on September 15th and the TVI is planning to submit the formal APH Federal Quota registration for this student. You may submit a request for consumables which may be processed and fulfilled if items are available, and the Federal Quota budget allows.

Finalization of the APH Federal Quota Census Program varies each year based on Congress. The annual appropriation made by Congress is divided by the total number of eligible students in the United States and its outlying areas. This determines the Federal Quota allocation per capita rate for the ensuing fiscal year, which always begins on October 1.

## Other useful information

1. Discontinued Products. [A full list of discontinued products can be found here.](#)
2. New product ideas. [Suggest a product here.](#)
3. Link to the [APH Federal Quota Program website](#)

## WCBVI AEM Center contact information

**Email:** [accessible.materials@wcbvi.k12.wi.us](mailto:accessible.materials@wcbvi.k12.wi.us)

**Address:** WCBVI AEM Center, 1700 W State Street, Janesville, WI 53546