

Since the Act was established, the program has expanded to include a wide range of adapted educational materials for infant and toddler students who meet the definition of blindness.

Products offered by APH range from refreshable braille devices and magnifiers, to large print and braille textbooks, adapted educational materials (like maps, 3D models, tactile graphics), and other supplies, including braille paper, bold line paper, rulers, and protractors.

We hope this helps answer any questions you may have about the Federal Quota Program and how a student can benefit from being registered. If you have any questions, please do not hesitate to contact us.



**AMERICAN  
PRINTING  
HOUSE** ■■■

# Getting Your Infant or Toddler Needed Resources

## **A Guide to Federal Quota Registration**



**Birth to Age 3**

## Getting Your Infant or Toddler Needed Resources

A guide to Federal Quota Registration – Birth to 3 Years of Age

### What is the Federal Quota Program?

The Federal Quota Program was established in 1879 when the United States Congress passed the Act to Promote the Education of the Blind (The Act). The Act designates The American Printing House for the Blind (APH) as the official supplier of educational materials to all students in the U.S. who meet the legal definition of blindness as specified by OSEP and are working at less than college level. By this federal Act, Congress created a permanent annual appropriation for the specific purpose of “manufacturing and furnishing books and other materials specifically adapted for instruction” for students who are blind and who live in the United States and its outlying areas. The Act and its resulting programs are administered through the APH.

### Federal Quota Eligibility

In order to receive the educational and training materials and products

APH offers, any infant student (birth to three) must be enrolled in the Federal Quota program. To be eligible the infant student must:

- Meet the definition of blindness (MDB) or Function at the definition of blindness (FDB) due to a brain injury and submit the appropriate supporting documents.
- Submit a parent permission.
- Have a written plan of instruction (an individualized Family Service Plan [IFSP] or any other written education plan may be used).
- Be born on or before the first Monday in January. Infant students born after the first Monday in January, cannot be registered until the following year.

**\* Due to difficulty in obtaining acuties on an infant, a note from a medical doctor stating the child is either MDB or FDB due to a brain injury will suffice. When the infant turns three, official paperwork from the appropriate medical professional is required.**

### Federal Quota Census

The process of gathering information to determine FQ eligibility is a yearly requirement. The FQ Census officially

begins the first Monday in January. The Ex Officio Trustee (EOT) who manages the Federal Quota account will gather updated information for the new census and share blank permission forms for each student’s parent or guardian to sign. EOTs are also responsible for verifying whether a student is MDB or FDB and that current supportive documentation is on file.

While the student’s program will report information to APH on an annual basis as part of the Federal Quota Census registration, this information is never shared outside of APH. Only statistical information as a whole is shared.

### Ex Officio Trustees

The Act, has specific guidelines for how quota funds are distributed. Federal funds are credited to accounts that are maintained by Ex Officio Trustees (EOTs). Each EOT manages specific accounts and uses the funds generated by the census to purchase products from APH. Many agencies maintain a repository of products for sharing with their students. A list of EOTs is provided on the APH website ([www.aph.org](http://www.aph.org)) under EOT Directory.