

## Appendix 2.b

### **Instructions for APH Federal Quota Registration for Infants and Toddlers with Blindness/Visual Impairment**

The American Printing House for the Blind (APH) received a federal mandate in 1879 when the Congress of the United States passed the Act to Promote the Education of the Blind. This act designates APH as the official supplier of educational materials to all students in the U.S. who meet, or function at, the definition of blindness or visual impairment. This includes children under the age of 3. *In Washington, WSSB's Ogden Resource Center (ORC) is the state appointed Instructional Resource Center (IRC) to distribute materials to children and families.*

Early Intervention agencies can register as account holders with the ORC and then register their individual children who qualify. The agency can receive products and materials created especially for children with visual impairments to use in the home or other natural environments such as childcare.

Materials include books with braille and textured pictures, games and toys, materials specific for children with cortical visual impairment (CVI), and resources for both service providers and families. Everything is **FREE** to agencies and families as they are provided by the federal quota funds. Most of the items are considered "consumable" and do not need to be returned (one exception is the Light Box).

#### **Steps to Register and Order Materials:**

1. Go to [www.wssb.wa.gov](http://www.wssb.wa.gov) to obtain all forms and more information. A link to the ORC is on the left side of the homepage.
2. The agency must assign an individual to act as an authorized representative. Typically this is the administrator and/or the teacher of the visually impaired (TVI).
3. The authorized individual completes an "Account Holder Registration Form" through the ORC at WSSB. *(We recommend that the TVI also is included on the account to offer assistance in ordering materials and provide instruction to team and family on appropriate use of materials.)*
4. The authorized account holder will then receive a welcome letter with a username and password for login on the ORC ON-LINE web page. <http://www.wssb.wa.gov/IRC/welcome.aspx>.
5. Register each child individually, following the instructions given in the welcome letter. A video tutorial on how to register individual children is included on the ORC web page.
6. Order fun stuff! Go to [www.shop.aph.org](http://www.shop.aph.org) and look at all the early childhood materials available...then order materials from ORC Online on the WSSB webpage. You can also order a catalog to keep. See the following page for some examples.

#### **Need more help?**

**Contact DeEtte Snyder at (360) 947-3305 or [DeEtte.Snyder@wssb.wa.gov](mailto:DeEtte.Snyder@wssb.wa.gov)**