

Missouri Assistive Technology

Assistive Technology Request (ATR) 2018-19

Application Instructions and FAQ

Missouri Assistive Technology's Assistive Technology Request (ATR) program provides school districts with assistance in procuring appropriate assistive technology required **for students with disabilities in grades K-12. Assistive Technology must be documented in the IEP.**

Equipment Criteria:

Eligible assistive technology includes adaptive devices and systems between \$500 and \$5000 identified as necessary for delivery of an appropriate program for IDEA students. The assistive technology must be identified in a student's IEP.

Some examples include, but are not limited to, the following:

- Electronic enlarging devices/software and Braille and tactile graphic embossers
- Reading systems which may include scanner, reading software and computer
- Personal assistive listening systems (FM)
- Sound field assistive listening systems
- Augmentative communication devices
- Alternative keyboards, pointing devices, and speech recognition
- Electronic note takers or Braille equipment.
- Tablets, computers and laptops that have been identified as assistive technology.
- Bundling items: Requests can be bundled to meet the requirements of ATR. Bundled items can include hardware and software.

- **Instructional/educational software and therapeutic equipment are NOT eligible for reimbursement.**

Costs eligible for reimbursement are limited to equipment costs only. Maintenance agreements, warranties, shipping and handling **are not** reimbursable.

What happens after I submit an application?

After submitting an application, we will enter your information into the ATR database and once approved you will receive an e-mail with an approved amount. The actual amount reimbursed will be contingent on the actual amount paid supported by paid invoices that are submitted to MoAT.

If there are reasons that prevent the application from being approved, we will e-mail you with recommendations to resubmit the application. You can withdraw an application at any time.

Does MoAT send a check for reimbursement?

MoAT does not send a check. Reimbursement comes from DESE as a line item AT reimbursement.

How can you show support for the future funding of ATR?

Districts funded through ATR are asked to submit pictures with stories that can be used for our reporting and marketing of the ATR program. Letters of support are welcome.

MoAT photo release forms will be provided.

What happens to ATR equipment if the student leaves the district?

Due to the fact that the funds used to support this program are federal IDEA dollars, the Education Department General Administrative Regulations (EDGAR) apply to ownership. If a student for whom a device has been purchased under this program moves to a different school within Missouri, provisions compatible with EDGAR should be worked out between the districts to assure that the device continues to be used and the student benefits.

Districts are strongly encouraged to transition all equipment to a post secondary setting. Please contact MoAT for assistance.

Questions:

Do you have questions about the ATR program or are you looking for resources to help determine which assistive technology options might be the most appropriate for a student? Contact Missouri Assistive Technology at ATR@mo-at.org or call 816-655-6700.

MoAT ATR Application Instructions:

All fields must be filled out in. Incomplete applications will be returned. Please contact Missouri Assistive Technology for additional guidance: ATR@mo-at.org or 816-655-6700.

1. Identify the school where the equipment will be located and the name of the school district.
2. Date of application.
3. The **contact person for a school** must be an individual who has frequent contact with the student for whom an application is submitted. This individual must have firsthand knowledge of the student's disability and reasons for needing the assistive technology requested. In most instances, special education teachers and directors, therapists and related personnel will fall into this category.
4. District Code (six numbers)
5. Address of the school where the equipment will be located.

6. City and Zip of where the equipment is located.
7. County of where the equipment is located.
8. Phone number and e-mail address of contact person identified in #3.
9. Student name
10. Date of birth of student
11. Student MOSIS number (10 numbers)
12. Please indicate primary disability under IDEA.
13. **Device trial or evaluation is required.**
14. Attach an Itemized price list. Packets will be returned for incomplete information.
15. Include the page of the IEP that identifies the technology being requested. It does not have to state the technology by name. It can be descriptive (i.e. speech to text; communication device; low vision device etc.). Grants submitted with IEP documentation that does not identify assistive technology will be denied. DO NOT SUBMIT AN ENTIRE COPY OF THE I.E.P.