

ATR Frequently Asked Questions

General Program Questions

Question	Answer
Is this a grant program?	No, the Assistive Technology Reimbursement Program is not a grant. The ATR Program reimburses districts for assistive technology devices that they have purchased. The program does not provide the funds up front for the initial purchase of a device and instead reimburses districts after they have purchased the device.
Can the ATR program reimburse a district for two AAC devices—one for school and one for home, or one for the student to use and one for the teacher to use for modeling?	No, the ATR Program can only provide reimbursement for devices used by the specific student for whom the application was completed.
Are students allowed to take these devices home?	Schools are encouraged to send devices home with students (provided that it returns to school with them and is available for use at school) if the IEP team determines that the student needs access to the device in both environments.
Can I apply for reimbursement for accessories for an AT device?	Yes! Please consider which accessories will be needed by the student (e.g., shoulder/hand strap for AAC device, protective cases for iPads, and an extra charger) and include

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	those in your application. In some cases, we may reach out with questions about the accessories requested. Please be sure that for items like headphones/earbuds and Apple Pencils you are able to explain why the student needs them and whether they have been a part of the device trial or evaluation.
Can I purchase a device during one school year and apply for reimbursement at the beginning of the next school year?	No. We cannot reimburse for devices purchased outside of the fiscal year in which the application was approved.
Do I have to borrow a device from MoAT for the trial to count?	You are not required to borrow a device from the ETC Device Loan Program in order to complete a trial for an ATR application.
What if the devices cost more than the \$6,000 reimbursement limit?	You are welcome to submit applications for devices costing more than \$6,000; however, we will only be able to reimburse the district for \$6,000. The district will be responsible for covering the rest of the cost of the device(s).
What happens if a device I have been reimbursed for breaks?	If the student did not receive the device in the current fiscal year, you may complete a new application and explain in the trial paragraph section that the device was broken and that you are applying for reimbursement for a replacement.

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Can I get reimbursed for a warranty or repair?	No.
I have more questions. Who can I contact?	Please reach out to MoATATR@gmail.com with any questions. If your question is about an application that has already been submitted, please include the student's MOSIS number in the e-mail.

Eligibility

Question	Answer
My student is on a 504 plan and needs an AT device. Can the ATR program reimburse the district for this device even if the student does not have an IEP?	No. The ATR program is only able to reimburse districts for devices purchased for students on IEPs.
My student is in ECSE. Can I buy the device this school year and apply for reimbursement when they start Kindergarten?	No, the student is not eligible for the program until they start Kindergarten due to the program's funding source (IDEA Part B).
Is there a separate ATR program for ECSE students?	No.
If the student is attending a private placement paid for by the	No. Only students attending public schools are eligible.

Question	Answer
district, are they eligible for the program since the district is still financially responsible for the student's education?	
Can home-schooled students apply?	No. Students are only eligible if attending a Missouri public, Missouri public charter, or Missouri State School for the Severely Disabled.
Can we get reimbursed for hearing aids, a white cane, or a wheelchair?	No. Hearing aids, white canes, and wheelchairs are not eligible for reimbursement.

Application Process

Question	Answer
Where can I find an overview of the ATR Process?	Please view the ATR Process Overview document that is linked at the bottom of our ATR webpage .
Why do you ask for a primary and secondary contact on the application?	A secondary contact is requested in order to simplify the invoice submission process. The primary contact should be able to answer questions about the student or device trial, and the secondary contact should be in a position to provide the paid invoices during the reimbursement process.
Who purchases the equipment?	If the student attends a public or public charter school, the district or school is responsible for purchasing equipment

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	and then submitting the required documentation (paid invoices showing a \$0.00 balance) with the Submission of Paid Invoices form. If the student attends a Missouri State School for the Severely Disabled, Missouri Assistive Technology will purchase the device.
Who does the equipment belong to? The student or school?	According to EDGAR rules, the equipment belongs to the school district that purchased it. MoAT encourages districts to send devices with students who are moving to other districts or graduating by making an agreement with the receiving district, agency (i.e., Vocational Rehabilitation), or student's family to support continued access to the device. Please reach out to MoATATR@gmail.com with any questions.
Which costs are reimbursable?	We are able to reimburse districts for the cost of the device, but not for shipping, taxes, or warranties.
Do I have to wait for approval to purchase the devices?	No; it is up to each district whether to purchase devices before an application has been approved. Districts are responsible for providing necessary assistive technology to students regardless of ATR application approval or reimbursement.

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What if my application does not get approved? Do I still have to purchase the device?	You will be contacted by MoAT staff to let you know that your application has not been approved. Please see the Myths and Facts Surrounding Assistive Technology Devices (Myth 2) regarding the LEA's responsibility to provide devices.
Can I submit a draft IEP?	Please only submit current and finalized IEPs.
What happens if I don't submit invoices on time?	MoAT staff will reach out to remind you to submit invoices. Invoices that are submitted too late may result in the district not receiving reimbursement for the devices.
Do I need to use a specific evaluation form?	No; however, please make sure that the evaluation submitted recommends the device for which you are requesting reimbursement or a very similar device.
Can I submit a paper application?	Please contact us to discuss submitting a paper application.
How will I know if my application was approved/denied?	You will be notified by MoAT staff via e-mail.
Who completes the application? Can a parent submit an application?	The person completing the application should be a school staff member with knowledge of the student and the ability to answer any follow-up questions about the IEP, AT evaluation, or AT trial.
How will the district get reimbursed? Will we get sent a check?	Reimbursements are processed electronically. The primary and secondary contacts will receive a reimbursement notification letter via e-mail with the student's name, MOSIS

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	number, and amount to be reimbursed. The letter will have a CFDA number and Federal Award Identification Numbers.
The student received equipment last year through ATR, can they apply again this year?	Students are limited to one application per school year. If the student received a device last year and needs another device this year, you may apply again. MoAT staff may reach out with questions regarding the need for a different device under certain circumstances.
Can we submit more than 1 application per student?	Students are limited to one application per school year. If a student needs multiple devices, please include them on a single application.
Can I apply for multiple students or only 1 per year?	Districts are not limited to reimbursement for one student per school year. Districts may submit applications for multiple students. We cannot guarantee that all applications from a single district will be approved.

Invoices

Question	Answer
Can I submit an Apple gift card receipt as proof of payment?	You may submit both proof of purchase of an Apple Gift Card and a receipt showing which app was purchased and the price.

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Can I submit a purchase order as proof of payment?	A purchase order does not show that the items were paid for. Please submit a paid invoice. You may need to reach out to the vendor to request this documentation.