

## 1.0 Purpose

The purpose these procedures is to make Assistive Technology and Services available to persons with disabilities at affordable rates and/or to assist them to become independent (hereinafter "Program"). The Program is a cost sharing assistance program expressly authorized for the benefit of an economically disadvantaged class of persons with disabilities. Such cost sharing are meant to assist people with various disabilities to improve their quality of life, access employment opportunities and/or become or continue to be productive members of the community.

## 2.0 Revision History

None

## 3.0 Persons Affected

These procedures affect all New Mexicans with disabilities regardless of geographic location, age, sex, ethic background, race or sexual orientation.

## 4.0 Definitions

Agencies—Represented Agencies included in this policy are: San Juan Center For Independence (SJCI), Independent Living Resource Center (ILRC), Parents Of Persons With Cerebral Palsy, New Mexico Technology Assistance Program, Division of Vocational Rehabilitation and the UNM Carrie Tingley Hospital.

Authorized Assistive Technology Community Partnership Committee Members – For the purposes of this policy, the person(s) authorized by the Agency's Executive Director, Board Chairman to represent their program regarding funding decision for their consumers.

Conflict of Interest - A conflict of interest arises when anyone has two duties that conflict. For example, a partnering agency representative might have a duty to perform their work as a funding manager, and might have a familial duty for a significant other who happens to be need of funding through the partnership. Another conflict of interest situation is one in which a person in an official capacity stands to benefit personally from a decision or action.

Assistive Technology Community Partnership Committee—A committee that represents all Agencies included in this policy for the purpose of funding assistive technology requests by individuals with disabilities based on these procedures and available funding.

## 5.0 Procedures

This Program is offered by the agencies for the benefit of persons with disabilities (hereinafter "Consumer") who are referred to the Agencies on the following conditions:

- 5.1. The Consumer is disabled, or an immediate family member of a person with a disability or a conservator, guardian or other person acting on behalf of a person with a disability.
- 5.2. The Consumer has been referred to the Agencies.
- 5.3. The Consumer will be responsible for a portion of the Cost Sharing for the Assistive Technology or Services.
- 5.4. Rehabilitation and Assistive Technologies needed for communication, personal mobility, education and independent living
- 5.5. Vehicle modifications including assistance toward purchase of an adapted vehicle NOT include repairs to vehicles.
- 5.6. Provision of needed assistive technology devices, prosthetics or home modifications (including repair costs, which are not covered any governmental program or private insurance or other available funding source.
- 5.7. Home modification including ramp building, door widening, handrails, and bathroom modifications (including both exterior modifications -including door openers and hardware modifications- and interior modifications -including hardware modifications and kitchen alterations for accessibility, and other required modifications and alterations that improve the applicant's ability to function, continue functioning, or move toward functioning independently)

## 6.0 Responsibilities of Parties

The Agencies agree to the following procedures:

### III. Consumer Application Process

- A. Consumers or their representative may contact the Agencies to request an application form to be completed.
- B. The application is review by the Agencies who are required to respond to the applicant in one of the following ways:
  1. Accept the application for committee review.

2. Request further information and review revised application upon request.
  3. Reject the application based on these procedures.
- C. Following receipt of the completed application, a copy is sent to each member of the application review committee within 10 working days.
- D. The review committee will meet monthly or as needed to discuss and vote on applications. Voting can:
1. Accept and fund the application.
  2. Accept the application and place on a priority list for available funding.
  3. Reject the application.

#### IV. Criteria for Funding Consumer Applications

- A. Documented need for requested device(s), modification or services based on disability information.
- B. An assessment of the individual's current financial need and ability to participate in the funding of their request.
- C. Applicants will provide information that reports:
1. Exploration, application, and status of supplemental funding source applications;
  2. Documentation of the lack of personal resources;
  3. Willingness to participate with either financial, material or in-kind donation towards the cost of their Assistive Technology request.
- D. Availability of funds in Cost Sharing Program

#### V. Purchase of Equipment or Payment for Materials and Service

- A. The consumer is required to obtain competitive bids for adaptive equipment.
- B. Whenever possible, funding will be disbursed directly to the vendor or service provider. Also, when funding is granted directly to the consumer, payment will be made to be the consumer and supplier, a vendor, or service provider (co-payment) whenever possible.
- C. Funds will be disbursed upon completion of modification, purchase of equipment or rendering of services.

