

Department for the Blind and Vision Impaired  
Low Vision Services

Policy and Procedures Directive  
DS-22-05  
August 03, 2022

To: Rehabilitation Teachers, Regional Managers, Intake Coordinators, Education Services Coordinators Vocational Rehabilitation Counselors and Service Division Management Team

Cc: Richard Mitchell, Commissioner  
Pam Cato, Deputy Commissioner for Services

From: Judy Jackson, Director of Instruction

RE: Low Vision Manual Revision Policy and Procedure

This Policy and Procedures Directive (PPD) serves to inform staff that the policy and procedure listed below has been updated. This Policy Directive supersedes any previous PPD's. Implementation of this PPD should occur immediately.

### **Low Vision Policy and Procedure Manual**

This manual is specific to the way in which low vision services are provided to individuals who are deemed appropriate to receive such services. This manual explains the process that will be followed when low vision services are utilized.

Staff who will determine if low vision services are a necessary service for the individual, will perform a functional vision assessment and report those findings along with the current eye exam, low vision order form, low vision eye report form (in the

document repository it is listed as eye report form) and a copy of the authorization that is needed to the low vision examiner. All staff are strongly encouraged to review the low vision Policy and Procedure Manual for further clarification of this policy.