

**Department for the Blind and Vision Impaired
Services Delivery**

**General Memorandum
DS-GM-18-10
November 14, 2018**

TO: DBVI Rehab Teachers

COPY: DBVI Regional Managers, DBVI Admin Support; Deputy Commissioner for Services, Marge Owens

FROM: Jane Ward Solomon, Director of Instructional Programs and Services

RE: Loosening the Budget

Good afternoon all –

Thanks to everyone for seriously implementing the cost saving measures sent out at the beginning of June 2018. Thanks to your diligence, we are able to be more liberal going forward. While we are still unable to routinely purchase the full range of optical and non-optical items for consumers, we are now able to consider non-optical aids such as lighting, lap desks and reading stands. Lighting includes the low vision floor lamps, desk lamps or Ott lamps.

Additionally, if your client has been prescribed multiple low vision aids including a stand illuminated magnifier as well as a hand held magnifier and several pairs of sunglasses, with proper justification you can purchase more than just one item in each category.

This is not freedom to purchase any and all items for your consumer; however, with the proper justification, your client may be able to receive sunwear for inside and outdoors if truly in need. Or if lighting is the only item that will assist the individual to read and they are on a low fixed income, then with justification that lighting can be approved. **PLEASE NOTE -- If teachers wish to purchase these additional items as outlined above, they must first seek the RM's approval and then get approval from both me and Marge.**

Let me know of any questions or concerns. You may implement these changes immediately.