

NEW HORIZONS UN-LIMITED INC.

Re: Applying for a Refurbished Computer

Dear Computer Applicant,

Thank you for your interest in the New Horizons Un-Limited Computer Grant Program for individuals with physical and intellectual disabilities.

It is important to note that due to program constraints and overwhelming demand for our program, we have had to revise our eligibility criteria. We are now only granting computers to individuals with permanent **physical, intellectual or developmental disabilities**.

Our grant program is competitive; with applications being approved on a case by case basis.

Before applying, please be certain to review our Eligibility Criteria, Application Approval Process, and Application Procedures thoroughly.

Along with your application, please return the following:

- A signed statement from your physician on his/her official letterhead verifying that your disability results in a permanent physical or intellectual impairment
- Disability Questionnaire
- Membership Form
 - You may contribute a \$20 Membership Donation or volunteer 4 hours
- Personal Written Request (Question 11 on the Application)
- Computer Usage Survey

Incomplete applications will not be accepted and will be returned.

If you have any questions, please do not hesitate to contact us at (414) 299-0124.

Sincerely,

NEW HORIZONS UN-LIMITED INC.



Lori - Program Coordinator

New Horizons Un-Limited Computer Grant Application

New Horizons Un-Limited receives donations of gently used computers, refurbishes them and makes them available to individuals with physical, intellectual or developmental disabilities for use in their homes.

Computers have Pentium 4 (minimum 1.3 GHz) processors or better and come loaded with Windows XP Professional and the Open Office Software Suite (i.e. word processing, spreadsheet, presentation and drawing).

Please note that there is a limit of one computer grant per household.

Eligibility Criteria

Qualifying applicants must:

- Be an adult with a **permanent physical, intellectual or developmental disability** that **significantly limits** the individual's ability to function independently in the home or community or substantially limits and individual's ability to obtain, maintain, or advance in employment.

OR

- Be a **live-in, family caregiver** of such an individual
- Applicants must provide **an original, signed letter on official letterhead from his/her physician** verifying that the applicant has a permanent physical, intellectual or developmental impairment *

**Please review the attached Disability Questionnaire with your doctor for determination of eligibility and attach to the signed verification letter.*

- Be unable to obtain a computer through any other means, including family members and/or other non-profit or vocational programs
- Before-tax, household annual income should not exceed 50% of Wisconsin's state median income, as follows:

| 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person | 7 Person | 8 Person |
|----------|----------|----------|----------|----------|----------|----------|----------|
| \$22,300 | \$25,500 | \$28,650 | \$31,850 | \$34,400 | \$36,950 | \$39,500 | \$42,050 |

- Have a plan in place that identifies how the computer will be used to make a positive change in his/her life. Applicant's must outline this plan within the application
- Applicants must be or become a member of New Horizons Un-Limited. Please refer to the attached membership form for details
- Individuals must demonstrate knowledge of basic computer and Internet functions or complete basic computer training prior to receiving a computer

Please refer to our approval process for greater detail.

Approval Process

- An application to this program does not guarantee a grant.
- The application process is competitive with applications being approved on a case by case basis.
- Those applicants who do not qualify will be contacted via mail.
- **Priority will be given to those individuals that we find to have the greatest and most immediate need for a home computer.**

- Final approval will be based upon the applicant's:
 - Severity of disability
 - Proposed computer usage plan
 - Ability to demonstrate his/her awareness of how a computer can be used to improve his/her life
 - Ability to demonstrate his/her capacity to operate a computer
 - Individuals will be asked to demonstrate knowledge of computer and Internet functions via a one-hour Computer Skills Assessment with New Horizons Un-Limited prior to computer placement.
 - Applicants who do not demonstrate a basic knowledge of computer and Internet functions must participate in introductory computer lessons before a computer is granted.
 - Basic training will be provided free of charge to our computer applicants and will be scheduled upon completion of the assessment.
 - Upon completion of training, applicants must demonstrate an ability to use the computer via an assessment. Should an applicant not pass this assessment, additional training must be completed prior to the computer grant.

Program Application/Processing Procedures

- Applicants must thoroughly complete and submit the Program Application, Disability Questionnaire, and Computer Usage Survey
- Applicants must direct their physician to provide a signed letter verifying his/her physical or intellectual disability. Please send this letter with the application.
- Applicants must submit their membership form on which they will elect to contribute a \$20 membership donation or 4 hours of volunteer service.
- Applicants that are not approved will be contacted via mail and paid membership fees will be returned.
- Approved applicants will be placed on a waiting list based upon program priorities, resources and demand.
- Applicants will be contacted via mail to schedule the 1-hour computer skills assessment and/or training.
 - NHU will not contact applicants before that time unless an application has been denied.
- Applicants will be scheduled to perform 4-hours of volunteer work (if selected via the membership form) upon successful completion of the assessment.
- Upon approval and completion of all prerequisites, **approved applicants will be responsible for picking up the computer from the NHU offices in downtown Milwaukee.**

Incomplete applications will not be considered and will be returned to the applicant!

Please keep this page for your records.

New Horizons Un-Limited Inc.
811 East Wisconsin Avenue, Suite 937
Milwaukee, Wisconsin 53202

(414) 299-0124 • horizons@new-horizons.org • www.new-horizons.org

Updated September 15, 2009

**New Horizons Un-Limited
Disability Questionnaire**

Priority for the computer grant program shall be for those people with physical, intellectual or developmental disabilities who are the most isolated and least likely, due to their disability, to function independently in the home or community and who are least likely to obtain a computer through other means or programs.

Program applicants must meet the eligibility criteria and NHU reserves the right to accept only those applicants that fulfill NHU's program objectives.

Please complete the following questionnaire and present it to your physician for determination of eligibility.

Applicants must submit this questionnaire and an original, signed letter on official letterhead from his/her physician verifying that the applicant has a permanent physical or intellectual disability.

Please identify the categories below that describe the duration of your disability.

- Originated before the age of 18.
- Has continued or can be expected to continue indefinitely.

Please identify the category which best describes your (or the applicant's) needs with a physical or intellectual/developmental disability.

- Person with a permanent physical disability who requires a wheelchair as sole means of mobility **or** has no movement in arms or hands and requires assistance with personal care needs.
- Person with a permanent physical disability who periodically requires a wheelchair or other adaptive equipment as a means of mobility **or** has limited movement in arms or hands.
- Person with a permanent physical disability who has difficulty in mobility or movement in legs, arms, hands or body but does not require adaptive equipment as a means of mobility.
- Others. Please explain: _____

Please identify the categories which best describe your (or the applicant's) functional limitations to participate in the home, community or ability to obtain or maintain employment.

| Mild | Moderate | Severe | N/A | |
|-------|----------|--------|-------|---|
| _____ | _____ | _____ | _____ | A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying |
| _____ | _____ | _____ | _____ | Difficulty in dressing, bathing or getting around the home |
| _____ | _____ | _____ | _____ | Difficulty in receptive or expressive language |
| _____ | _____ | _____ | _____ | Difficulty in vision or hearing |
| _____ | _____ | _____ | _____ | Difficulty in learning |
| _____ | _____ | _____ | _____ | Difficulty in working at a job or business |
| _____ | _____ | _____ | _____ | Difficulty in self-direction or independent living |
| _____ | _____ | _____ | _____ | Others. Please explain functional limitation _____ |

**New Horizons Un-Limited Inc.
Computer Grant Program Application**

Applicant's Date of Birth: _____

Applicant's Name: _____

Caregiver's Name: _____
(If applying on behalf of a family member with a disability)

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail** _____

Annual Household Income (Before Taxes): _____

of Members in Household: _____

| | | | |
|------------------------|--------------------|------------------|--------------------|
| Social Security | \$ _____ per month | State SSI | \$ _____ per month |
| SSDI | \$ _____ per month | Pension | \$ _____ per month |
| SSI | \$ _____ per month | Salary | \$ _____ per month |
| SSIE | \$ _____ per month | Other: | \$ _____ per month |

I am:

- An adult with a:**
 - Physical Disability
 - Intellectual Disability
- A live-in family member applying on behalf of my family member with a:**
 - Physical Disability
 - Intellectual Disability

Please be certain to return a letter with your Physician's signature verifying your/your family member's disability.

Does the disability seriously limit your / your family member's ability to function independently in the home or community or limit the ability to obtain, maintain, or advance in employment?

- Yes
- No

Do you utilize a wheelchair, scooter or walker for mobility?

- Yes
- No

For how many years have you / your family member had a disability?

The following questions are for tracking purposes only and will not have any bearing on the acceptance or denial of your application.

- Gender:** Male Female
- Ethnicity:** Caucasian African American Hispanic
 Native American Other:

| For Office Use Only | |
|---|------------------|
| Accumulated Points: | _____ |
| ___ Approved | ___ Not Approved |
| <input type="checkbox"/> Disability Verification Received | |
| <input type="checkbox"/> Membership Form Received | |
| ___ Volunteer | ___ \$20 Fee |
| <input type="checkbox"/> Membership Fulfilled | |
| <input type="checkbox"/> Initial Assessment Date: | _____ |
| ___ Passed | ___ Not Passed |
| <input type="checkbox"/> Training Date: | _____ |
| <input type="checkbox"/> Training Completed | |
| <input type="checkbox"/> 2 nd Assessment Date: | _____ |
| ___ Passed | ___ Not Passed |
| <input type="checkbox"/> Computer Pick Up Date: | _____ |

1. Have you ever or do you currently own a personal computer?

- Yes, I currently own a home computer
- Yes, I have owned a home computer in the past
- No, I have never owned a home computer

If you have ever owned a personal computer, how did you obtain it?

If you currently own a personal computer, why do you require a replacement computer?

2. As of today, how well developed are your computer skills?

- Not at all (I have no experience working on a computer.)
- Below Average (I know how to turn on the computer and use just a few programs)
- Average (I am familiar with a fair number of programs and know how to install and uninstall programs)
- Above Average (I am familiar with numerous programs and can troubleshoot minor errors)

3. Have you had computer training in the past?

- Yes
- No

If you have had computer training in the past, please list the title and date/year of the classes.

4. What plans do you have to further improve your computer skills after you obtain the computer?

5. How many hours per week do you expect that you will use the computer/Internet?

- I will use the computer _____ hours per week.
- I will use the Internet _____ hours per week.

6. Please list five (5) SPECIFIC ways you plan to use the computer or reasons why you wish to have a computer in your home. (Please list all five reasons/uses.)

Please ask a friend or family member to assist you if you have difficulty writing clearly or are having a difficult time putting your thoughts into writing.

Use 1: _____

Use 2: _____

Use 3: _____

Use 4: _____

Use 5: _____

7. Are you currently working with a service provider to prepare for employment?

Yes No

If yes:

Organization Name: _____

Counselor/Instructor Name: _____ Phone: _____

8. Are you currently attending or registered for continuing or formal education?

Yes No

If yes:

Organization/School Name: _____

Counselor Name: _____ Phone: _____

9. Do you plan to have Internet Access?

- Yes No

10. Will you require special adaptations to operate the computer?

(Please note that our program does not provide adaptive software or hardware.)

- Yes No

If yes, please explain:

11. Personal Written Request – VERY IMPORTANT

On a SEPARATE PAGE, please offer a detailed explanation (at least 3 sentences) of how you believe having access to a computer will improve your daily life.

Please ask a friend or family member to assist you if you have difficulty writing clearly or are having a difficult time putting your thoughts into writing.

12. How did you hear about the New Horizons Un-Limited (NHU) Computer Grant Program?

- Case Manager – Name: _____ Phone: _____
- DVR Counselor – Name: _____ Phone: _____
- Service Provider – Name: _____ Phone: _____
- Other (please be specific): _____

Please review each statement below, sign the application and return it to:

New Horizons Un-Limited Inc.
811 East Wisconsin Avenue, Suite 937
Milwaukee, Wisconsin 53202

- I certify that I am eligible for this program in accordance with the eligibility criteria set forth.
- I understand that my application to the Computer Redistribution Program does not guarantee approval.
- I understand that if I am approved, my name will be placed on a waiting list, based upon program priorities, resources and demand.

Signature of Applicant: _____

Date: _____

**New Horizons Un-Limited Inc.
Membership Form**

New Horizons Un-Limited's (NHU) Access Technology Computer Redistribution program will only be open to members of NHU.

Membership offers the following benefits:

- A subscription to *CommunicAbility*, our quarterly newsletter covering issues and resources for our disability community.
- A subscription to *AccessTech Tips*, our quarterly publication that covers important computer use and maintenance tips.
- Members-only invitations for NHU workshops and events.
- Eligibility for NHU's Access Technology Computer Redistribution Program, introductory computer training and technical support services.

How Do I Become a Member?

To become a member of New Horizons Un-Limited complete our Membership Form (attached below) and submit a **membership fee of \$20**. To continue receiving your membership benefits, you must renew your membership on an annual basis.

In the event that you cannot afford the membership fee, **you may also "earn" your membership by volunteering 4 hours** of your time in support of NHU's programs.

Volunteer activities will take place in NHU's downtown Milwaukee office.

For more information, please call (414) 299-0124.

Please detach this form and mail along with your membership fee to:
New Horizons Un-Limited, 811 East Wisconsin Avenue, Suite 937, Milwaukee, Wisconsin 53202

**NEW HORIZONS UN-LIMITED INC.
Membership Form**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ E-mail Address: _____

What issues relating to disability are most important to you?

- Enclosed, please find my membership fee of \$20.
(Membership fees will be returned in the event your application to our program is not approved).
- Enclosed, please find my additional donation of \$ _____ in support of your work to ensure those with disabilities have access to greater opportunity.
- I cannot afford the membership fee, please mail me the monthly volunteer schedule.

**New Horizons Un-Limited Inc.
Computer Usage Survey**

Following are ways you may use your computer. Under each potential use, check whether you will definitely use your computer for this purpose, maybe use it for this purpose, do not know how to use it for this purpose or you will definitely not use it for this purpose.

Please take some time to think about how you wish to use your computer and be completely honest when checking each item.

Why do you want a computer for use in your home?

- To eliminate boredom
- For personal enrichment
- For personal entertainment
- To pursue employment
- To pursue a higher education or GED

- Other _____
- Other _____

Art (Creating digital art)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Creative Writing (writing poetry, short stories or novels)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Photographs (saving/printing digital pictures)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Word Processing (typing of letters or other text documents)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Web Browsing (finding information on websites)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

E-mail (contacting friends and family via the internet)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Chat Rooms (meeting people online and discussing issues)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Computer Usage Survey
Page 2 of 2

School Work (researching topics, writing papers, etc.)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Distance Learning (attending online classes)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Employment Searches (using job websites to locate and apply for jobs)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Improvement of Employment Related Skills

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Online Bill Payment (paying bills via your bank's website)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Online Shopping (purchasing items via online merchants)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Ebay (buying and selling via online auction)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Music Downloads (purchasing music from the Internet)

- Definitely Maybe Perhaps, but I do not know how Definitely Not

Games (online or purchased programs)

- Definitely Maybe Perhaps, but I do not know how Definitely Not