

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.

At this time, our program will consider applications from individuals that have a **permanent physical disability that significantly limits their mobility** and / or **individuals that have a lifelong intellectual/developmental disability (I/DD)**.

Our program is also available to family caregivers that reside with their family members with 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:

- Disability Questionnaire, completed and signed/stamped by your physician
AND/OR
- A signed statement from your physician on his/her official letterhead verifying that your disability results in a permanent physical impairment or a lifelong intellectual/developmental disability
- 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.

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 or developmental disabilities for use in their homes.

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

Eligibility Criteria

Please note there is a limit of one computer grant per individual/household within a 36-month period.

- If you have received a computer via our program in the past and wish to apply for an updated workstation you may reapply to the program under our current eligibility criteria.
- Upon approval you must return the previously granted computer workstation prior to receiving an additional grant.

Qualifying applicants must:

- Have a **permanent physical disability that significantly limits their mobility and ability to get around their home or community**
OR
- Have an **intellectual/developmental disability (I/DD)** (Any intellectual and/or physical disability starting before the age of 22 and continuing indefinitely. Examples include cerebral palsy, autism, sensory impairments, and Down syndrome.)
OR
- Be a **live-in, family caregiver** of such a child or adult
- Applicants must provide **an original, signed letter on official letterhead from his/her physician** verifying that the applicant has a permanent physical or developmental disability*

****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:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
\$21,780	\$29,420	\$37,060	\$44,700	\$52,340	\$59,980

- 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
-

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 developmental 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 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!

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 February 20, 2012

**New Horizons Un-Limited
Disability Questionnaire**

Applicant Name: _____

Priority for the computer grant program shall be for individuals with a **permanent physical disability that significantly limits their mobility** or individuals who have a **lifelong developmental disability** (diagnosed before the age of 22).

NOTE: This questionnaire must either include your physician’s official stamp, or be accompanied by an original, signed letter from your physician verifying your disability.

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

- Originated before the age of 22.
- Has continued or can be expected to continue indefinitely.

Please identify the category which best describes the adaptive needs.

- 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.
 - periodically requires a wheelchair or other adaptive equipment as a means of mobility **or** has limited movement in arms or hands.
 - has difficulty in mobility or movement in legs, arms, hands or body but does not require adaptive equipment as a means of mobility.

Person with an Intellectual/Developmental Disability. Please explain: _____

Please identify the categories which best describe the functional limitations.

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 _____ _____ _____

Physician Name: _____ **Physician Phone:** _____

Physician Signature: _____ **Date:** _____

**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/Developmental Disability (I/DD)
- A live-in family member applying on behalf of my family member with a:**
 - Physical Disability Intellectual/Developmental Disability (I/DD)

***** Please be certain to return a letter with your Physician's signature verifying the 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

Disability Verification Received

Membership Form Received
 ___Volunteer ___\$20 Fee

Membership Fulfilled

Assessment Date: _____
 ___Passed ___Not Passed

Training Date: _____

Training Completed

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 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 if you 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.
- I understand that if I am approved, my name will be shared with Microsoft to comply with Windows Licensing requirements.

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 contact me to arrange my volunteer service.

**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
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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