

**Nebraska Specialized Telecommunications Equipment Program**  
**Application Completion Guidelines**  
*(Policies and procedures that govern this program follows these guidelines).*

**Checklist of Required Documents**

- Application form has been completed (reverse side must be completed by Professional Certifier).
  
- “United States Citizenship Attestation Form” has been completed (required).

**Applicant Information Section (Section A on application):**

- 1) Applicants should complete all applicable information in this section. If you have an email address and would like to use this as a point of contact regarding your application, please include your email address. This point of contact will only be used for Public Service Commission, Commission for the Deaf and Hard of Hearing or vendor inquiries.
  
- 2) Under Daytime Phone and Home Phone, circle the type of service access a contact person would be using. For example V (“Voice”), TTY (“Text telephone”) or VRS (“Video Relay Service” or VP (“Videophone”).

**Selection of Equipment guidelines (Section B on application):**

- 1) You may check only one box in Part 1. If your selection does not match one of those categories, check the box marked “Other” and please specify your selection. Remember, only **specialized telephone equipment** can be selected. In other words it must be related to the use of the telephone and specially designed for individuals with a hearing, both visual and hearing loss, or speech disabilities.
  
- 2) You may check only one box in Part 2. This part allows you to select a signaling device. Applicants seeking a visual ring signaler may also apply for a maximum of two additional remote receivers.
  
- 3) Check the Setup box if you wish to allow a vendor to contact you to arrange for setup and demonstration on use of the equipment.

**Eligibility guidelines (Section C on application):**

- 1) You must have a hearing, visual and hearing, or speech disability which prevents you from using the phone effectively;
  
- 2) You must be three years of age or older, and can demonstrate the ability to use the equipment;

- 3) You must have phone service or have applied for phone service in the state of Nebraska at your primary residence.

**Note: Special Considerations for Videophone users: if you are selecting a videophone device, you will need a high-speed internet connection. The applicant is responsible for obtaining internet service and selecting a Video Relay Service (VRS) provider.**

- 4) You are a current resident of the state of Nebraska;
- 5) Only one person per household may be a recipient of equipment from this program;
- 6) A recipient of equipment from this program may not reapply for assistance more than once every five years.

**Professional Certification (Reverse side of application):**

A person who is properly licensed or authorized must complete the professional certification on the back of the application form. This certification provides an independent evaluation regarding the disability of the applicant. **This section is reserved for a professional or organization authorized to certify an applicant's disability.**

**Contacting a Vendor in Advance Before Receiving Your Voucher: The following are some questions you should ask your vendor before you select your equipment:**

- 1) Do you have a catalog or equipment list I can make a selection from?
- 2) Do you provide set up at residence and demonstrate how to use the equipment after purchase?
- 3) Returns/Exchanges of equipment? Warranty? Replacement or repair?